

FATHER MULLER MEDICAL COLLEGE, MANGALORE
IQAC MEETING MINUTES
06th August 2021 at 10.30 am at Senate Hall

Agenda:

1. Introduction of members of the reconstituted IQAC.
2. Briefing about status of NAAC Re-assessment.
3. Action plan for NAAC Peer Team visit.
4. Any other matter

Members Present:

- | | |
|---|--|
| 1. Rev. Fr. Richard Aloysius Coelho, Director, FMCI | 13. Dr. Hansraj Alva, External Expert |
| 2. Rev. Fr. Rudolph Ravi D'Sa, Administrator, FMMCH | 14. Dr. Ramesh Bhat, Vice Dean & Co-ordinator, IQAC |
| 3. Rev. Fr Nelson Deeraj Pais, Asst. Administrator, FMMCH | 15. Dr. Hareesh S Gouda, Secretary, IQAC |
| 4. Rev. Fr George Jeevan Sequeira, Asst. Administrator, FMMCH | 16. Dr. Padmaja Udaykumar, Member, IQAC |
| 5. Dr. B Sanjeev Rai, Chief of Research, FMRC | 17. Dr. Shivashankara A R, Member, IQAC |
| 6. Dr Uday Kumar, Medical Superintendent | 18. Dr. Maitreyee D S, Member, IQAC |
| 7. Dr. Jayaprakash Alva, Dean & Chairperson, IQAC | 19. Dr. Veena Jasmine Pinto, Member, IQAC |
| 8. Sr. Janet D'Souza, Chief Nursing Officer | 20. Dr. Sudhir Prabhu H., Member, IQAC |
| 9. Sr Jacintha D'Souza, Principal, FMCON | 21. Dr. Avinash S S, Member, IQAC |
| 10. Prof. Aloysius H. Sequeira, External Expert | 22. Dr. Nicole Rosita Pereira, Alumni Representative |
| 11. Dr. M.S. Ravi, External Expert | 23. Mrs. Jyothi Pinto, HRM |
| 12. Dr. Somu G, External Expert | 24. Mrs. Janet Lobo, Chief Librarian |

Members absent/on leave:

- | | |
|--|--|
| 1. Dr. Sa Ribeiro Karl Nicholas, Member, IQAC. | 5. Dr Tia Theresa Thomas, MS ENT |
| 2. Ms. Cherishma D'Silva, Member, IQAC | 6. Dr Jason Glen I. DSouza, MD Paediatrics |
| 3. Dr. Hemanth Kumar, Member, IQAC | 7. Ms. Aaral Alisha Monteiro, MBBS |
| 4. Dr. Jostol Pinto, Alumni Representative | 8. Mr. Shashank Reddy, MBBS |

Agenda 1. Introduction of members of reconstituted IQAC.

The Secretary of IQAC welcomed the gathering and introduced the Management and Administrative Representatives. Dr Ramesh Bhat introduced the External Experts Prof. Aloysius H. Sequeira, Dr. M.S Ravi, Dr. Somu G and Dr. Hansraj Alva to the gathering which was followed by self introduction by the new IQAC members. The Director of the Institution thanked the external experts for accepting our invitation. He appreciated the hard work of members of the IQAC towards preparation for NAAC assessment (2nd cycle). He then conveyed his good wishes to all the members of IQAC.

Agenda 2. Briefing about status of NAAC Re-assessment.

Conveying the status of NAAC Re-assessment, the Secretary informed that DVV clarification of SSR has been completed and the institution has cleared the Pre-qualification stage.

Agenda 3. Action plan for NAAC Peer Team visit

The Secretary informed the gathering that committees have been formed with job description of each committee to manage NAAC Peer team visit related activities. Following suggestions were made by the external experts/ members:

- To form an IT support team.
- To keep hard copy of all the proofs of SSR.
- To keep ready the proof of action taken for the deficiencies/ suggestions made during previous NAAC assessment.
- To include in Dean's presentation about the activities done after the assessment period.
- To check expiry date of fire extinguishers and servicing record of water purifiers.
- To have bound volume of Journal publications calendar year wise.
- The Finance department to be thoroughly prepared with all the required financial data.
- To document Criteria-wise strengths in Dean's presentation.
- To have audit of the departments to review the Presentation and documentation of proofs.

Following decisions were taken:

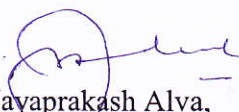
- To have Academic audit of the departments in 2nd or 3rd week of August 2021.
- To have Dean's presentation to the members of IQAC through online platform within next two weeks.
- To work on implementing other suggestions of the members at the earliest.

Agenda 4. Any other related matters.

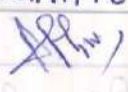


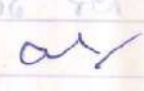
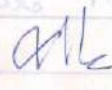
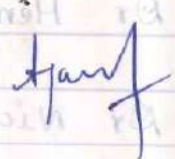

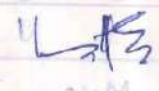

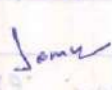
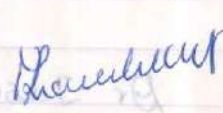
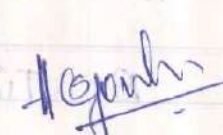
- The external experts suggested keeping Institutional Best Practices booklets ready to be given to the Peer Team Auditors.
- To keep Institution's website updated.

The Dean/ Chairperson IQAC addressed the gathering and thanked all the members for their continued support and requested for their cooperation for further process to get the NAAC accreditation.

The meeting concluded with the words of thanks by the Secretary, IQAC at 11.55 am.


Dr. Jayaprakash Alva,
Dean, FMMC & Chairperson, IQAC

IBAC MEETING AS ON 06.08.2021

Sl. NO	NAME OF THE MEMBERS	SIGNATURE
1.	Rev. Fr Rudolph Ravi D'sa, Administrator, FMMCH	
2.	Rev. Fr Ajith Menezes, Administrator, FMHC	
3.	Rev. Fr Nelson Dieraj Pais, Asst. Administrator, FMMCH	
4.	Rev. Fr George Teeran Sequeira, Asst Administrator, FMMCH	
5.	Dr. Jayaprakash Alva, Dean FMHC	
6.	Dr B. Sanjeev Rai, Chief of Research, FMRC	
7.	Dr Uday Kumar, Medical Superintendent	
8.	Dr Antony Sylvan Dsouza, Principal, FMCAHS	
9.	Sr Janet Dsouza, Chief Nursing Officer	
10.	Dr Aloysius H. Sequeira, Former Dean (Faculty Welfare) & Professor, School of Management, NITK, Surathkal	
11.	Dr Hansraj Alva, Physician, Vinaya Hospital & Research Centre.	
12.	Dr M. S. Ravi, Professor of Orthodontist, A.B. Shetty Dental College, Mangalore	
13.	Dr Somu G., Professor of Hospital Administration, Kmc, Manipal	
14.	Dr Ramesh Bhat,	
15.	Dr Mareesh S Gouda	

16. Dr Padmaja Udaykumar

17. Dr Shivashankara AR

18. Dr maitreyee DS

19. Dr Veena Jasmine Pinto

20. Dr Sudhir Prabhu H

21. Dr Sa Ribeira Karl Nicholas

22. Dr. Avinash S S

23. Ms. Cherishma DSilva

24. Dr Hemanth Kumar

25. Dr Nicole Rosita Pereira

26. Dr Jostol Pinto

27. Dr. Jacintha Dsouza, Principal FMCON

28. Mrs Jyothi Pinto

29. Mrs Janet Lobo

30. Ms Aaral Alisha Monteiro

31. Mr Shashank Reddy

32. Dr Jason Glen I. Dsouza

33. Dr Tia Thomas

Dr. final

Dr

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Dr

FATHER MULLER MEDICAL COLLEGE, MANGALORE

IQAC MEETING MINUTES

11th August 2021 at 3.30 pm at Conference Hall

Agenda:

1. Briefing about NAAC Peer Team Visit.
2. To discuss Academic Audit and Dean's presentation.
3. To discuss preparedness of the committees formed for NAAC Peer Team visit.
4. Any other matter

Members Present:

- | | |
|--|--------------------------------------|
| 1. Rev. Fr. Ajith Menezes, Administrator, FMMC | 20. Dr. Anil Shetty |
| 2. Rev. Fr Nelson Deeraaj Pais, Asst. Adminstrator, FMMCH | 21. Dr. Anup Kumar Shetty |
| 3. Rev. Fr George Jeevan Sequeira, Asst. Adminstrator, FMMCH | 22. Dr. Prashanth Y M |
| 4. Dr. B Sanjeev Rai, Cheif of Research, FMRC | 23. Dr. Karen Castelino |
| 5. Dr. Jayaprakash Alva, Dean & Chairperson, IQAC | 24. Dr. Rochelle C Monteiro |
| 6. Dr. Antony Sylvan Dsouza, Principal FMCAHS | 25. Dr. Mahesh |
| 7. Sr Janet D'Souza, Chief Nursing Officer | 26. Dr. Lennon Dsouza |
| 8. Dr. Ramesh Bhat, Vice Dean & Co-ordinator, IQAC | 27. Dr. Chandralekha N |
| 9. Dr. Hareesh S Gouda, Secretary, IQAC | 28. Dr. Kelvin Pais |
| 10. Dr. Shivashankara A R, Member, IQAC | 29. Mrs. Ramya Satheesh |
| 11. Dr. Maitreyee D S, Member, IQAC | 30. Mr. Omkareshawar Patil |
| 12. Dr. Veena Jasmine Pinto, Member, IQAC | 31. Mr. Jagadeesh KY, IT Manager |
| 13. Dr. Sudhir Prabhu H., Member, IQAC | 32. Mrs. Janet Lobo, Chief Librarian |
| 14. Dr. Avinash S S, Member, IQAC | 33. Mrs. Jerlyn Dsouza |
| 15. Ms. Cherishma Dsilva, Member IQAC | 34. Ms. Prinita Pinto |
| 16. Dr. Hemanth Kumar, Member IQAC | 35. Mrs. Helen Lobo |
| 17. Dr. Nicole Rosita Pereira, Member IQAC | 36. Ms. Neha M Joy |
| 18. Dr. Varadaraj Shenoy | 37. Mrs. Geena Pinto |
| 19. Dr. Nagesh KR | 38. Mrs. Meena Dsouza |

Members absent/on leave:

1. Dr. Sa Ribeiro Karl Nicholas, Member, IQAC.
2. Dr. Jostol Pinto, Member, IQAC.
3. Dr. George Pinto
4. Dr. Sweta D'cunha.
5. Mrs. Ida Sequeira.

Agenda 1. Briefing about NAAC Peer Team Visit.

The Secretary of IQAC welcomed the gathering and briefed about the current NAAC Re-assessment status of the institution.

Agenda 2. To discuss Academic Audit and Dean's presentation.

The Secretary informed the members that Academic Audit of the departments will be done on 20.08.2021 & 21.08.2021 and circular regarding the same has been sent to the departments.

Agenda 3. To discuss preparedness of the committees formed for NAAC Peer Team visit.

In-charges of various committees formed for NAAC Peer team visit have shared plan of action of their respective committee. A discussion regarding the same and job description of the committees was held. The Administrator, FMMC requested the Conveners of the committees to consider the suggestions made by the members during the meeting.

Agenda 4. Any other matter.



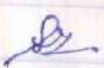



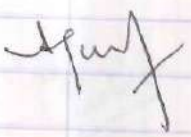


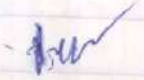


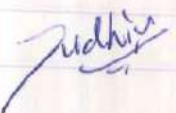
The Dean/ the Chairperson, IQAC requested the Conveners of NAAC Peer team visit committees to have meeting with their respective committee members and discuss about their duties and responsibilities. He also requested the Conveners to co-ordinate with IQAC Co-ordinator & Secretary.

The Dean/ the Chairperson, IQAC requested everyone for their support and co-operation. The meeting concluded with the words of thanks by the Chairperson, IQAC at 4.15pm.



Dr. Hareesh .S. Gouda
Secretary, IQAC
Fr Muller Medical College, Mangalore

IQAC MEETING AS ON 11-08-2021

Sl. No	NAME OF THE MEMBERS	SIGNATURE
1.	Rev. Fr Rudolph Ravi D'sa , Administrator , FMMCH	
2.	Rev. Fr Ajith Menezes , Administrator , FMMC	
3.	Rev. Fr Nelson Deeraj Pais, Asst. Administrator, FMMCH	
4.	Rev. Fr George Teevan Sequeira, Asst. Administrator, FMMCH	
5.	Dr. Jayaprakash Aha , Dean FMMC	
6.	Dr B. Sanjeev Rai , chief of Research , FMRC	
7.	Dr Udaykumar , Medical Superintendent	
8.	Dr Antony Sylvan Dsouza , Principal, FMCAHS	
9.	Sr Janet Dsouza , chief Nursing Officer	
10.	Sr Jacintha Dsouza , Principal FMCON	
11.	Dr Ramesh Bhat	
12.	Dr Harresh S Gouda	
13.	Dr Padmaja Udaykumar	
14.	Dr Shivashankara A R	
15.	Dr Maitreyee D S	
16.	Dr Veena Jasmine Pinto	
17.	Dr Sudhir Prabhu H	

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| 18. | Dr Avinash SS | Dr Avinash SS |
| 19. | Dr Sa Ribeiro Karl Nicholas | Dr Sa Ribeiro Karl Nicholas |
| 20. | Ms. Cherishma D'silva | Ms. Cherishma D'silva |
| 21. | Dr Hemanth Kumar | Dr Hemanth Kumar |
| 22. | Dr Varadaraj Shenoy | Dr Varadaraj Shenoy |
| 23. | Dr Nagesh K.R | Dr Nagesh K.R |
| 24. | Dr Anil Shetty | Dr Anil Shetty |
| 25. | Dr Anup Kumar Shetty | Dr Anup Kumar Shetty |
| 26. | Dr George Pinto | Dr George Pinto |
| 27. | Dr Prashanth Y.M | Dr Prashanth Y.M |
| 28. | Dr Sweta Deunha | Dr Sweta Deunha |
| 29. | Dr Nicole Rosita Pereira | Dr Nicole Rosita Pereira |
| 30. | Dr Karen Castilino | Dr Karen Castilino |
| 31. | Dr Rochelle C Montuaro | Dr Rochelle C Montuaro |
| 32. | Dr Jostol Pinto | Dr Jostol Pinto |
| 33. | Dr Mahesh | Dr Mahesh |
| 34. | Dr Lennon Dsouza | Dr Lennon Dsouza |
| 35. | Dr Chandralekha N | Dr Chandralekha N |

36. Dr Kelvin Pais KD
37. Mrs. Ramya Sathesh Rays
38. Mr. Omkareshwar Patil K
39. Mr Jagadeesh KY W
40. Mrs. Ida Sequeira
41. Mrs. Terlyn Dsouza SP
42. Ms. Pranita Pinto P
43. Mrs. Janet Lobo J
44. Mrs Helen Lobo H
45. Ms. Neha M Joy
46. Mrs. Geena D Pinto G
47. Mrs. Meena Dsouza M

FATHER MULLER MEDICAL COLLEGE, MANGALORE

IQAC MEETING & ACADEMIC AUDIT EXIT MEETING MINUTES

20th August 2021 at 3.30 pm in AV Hall & 21st August 2021 at 3.30 pm in Senate Hall

Agenda:

1. To discuss Academic Audit Report.
2. Any other related matter

Members Present:

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|---|-----------------------------|
| 1. Rev. Fr. Ajith Menezes, Administrator, FMMC | 33. Dr Sandesh Rao B |
| 2. Dr. B Sanjeev Rai, Cheif of Research, FMRC | 34. Dr Clement R S Dsouza |
| 3. Dr. Jayaprakash Alva, Dean & Chairperson, IQAC | 35. Dr Shubha N Rao |
| 4. Dr Antony Sylvan Dsouza, Dean, FMCAHS | 36. Dr Prathvi Shetty |
| 5. Sr Jacintha D'Souza, Principal FMCON | 37. Dr Reshmina Dsouza |
| 6. Dr Aloysius H Sequeira, External Auditor | 38. Dr Ronald Menezes |
| 7. Dr M S Ravi, External Auditor | 39. Dr Harsharaj K |
| 8. Dr Vidya S Bhat, External Auditor | 40. Dr Nelly E P Nazareth |
| 9. Dr Somu G, External Auditor | 41. Dr May Dsouza |
| 10. Dr. Ramesh Bhat, Vice Dean & Co-ordinator, IQAC | 42. Dr Shreedhara K |
| 11. Dr. Hareesh S Gouda, Secretary, IQAC | 43. Dr Riya Tharaksn |
| 12. Dr Padmaja Udaykumar, Member IQAC | 44. Dr Prithi R Ballal |
| 13. Dr Shivashankara A R, Member, IQAC | 45. Dr Kuldeep Moras |
| 14. Dr Maitreyee D S, Member, IQAC | 46. Dr Savita Lasrado |
| 15. Dr Veena Jasmine Pinto, Member, IQAC | 47. Dr Nagarathna |
| 16. Dr Sudhir Prabhu H., Member, IQAC | 48. Dr Arunachalam R |
| 17. Dr Sa Ribeiro Karl Nicholas, Member, IQAC | 49. Dr Manjunath Shetty |
| 18. Dr Avinash S S, Member, IQAC | 50. Dr Nandakishore B |
| 19. Dr Hemanth Kumar , Member IQAC | 51. Dr Jacintha Martis |
| 20. Dr Nicole Rosita Pereira, Alumni Representative | 52. Dr Rochelle Monteiro |
| 21. Dr Jostol Pinto, Alumni Representative | 53. Dr Naveen Rao |
| 22. Mrs Janet Lobo, Chief Librarian | 54. Dr Jnaneshwara P Shenoy |
| 23. Dr Varadaraj Shenoy | 55. Dr Panchami |
| 24. Dr Nagesh KR | 56. Dr Malathi M |
| 25. Dr Somesh M S | 57. Dr Shailaja A Katti |
| 26. Dr Pallavi | 58. Dr Muruga |
| 27. Dr Saurabh Kumar | 59. Dr Jayaprakash C S |
| 28. Dr Nishanth Krishna K | 60. Dr Kirana Pailoor |
| 29. Dr Supriya Aroor | 61. Dr Meena Dias |
| 30. Dr Avinash Joe | 62. Dr Anup Kumar Shetty |
| 31. Dr Ram Shenoy Basti | 63. Dr Chandralekha N |
| 32. Dr Krishna Kiran S | 64. Dr Preethi Rai |

Members absent/ on leave:

- | | |
|-------------------------------------|--------------------------|
| 1. Ms Cherishma Dsilva, Member IQAC | 3. Dr Donald J Fernandes |
| 2. Mrs Jyothi Pinto, HRM | 4. Dr Mahesh Navada |

Agenda 1. To discuss Academic Audit Report.

The Co-ordinator of IQAC welcomed the gathering and informed the members that NAAC Peer team visit will be held on 11th & 12th October 2021. In view of the same Academic Audit was conducted on 20.8.2021 & 21.8.2021. He requested the auditors to give their opinions and suggestions. The team of auditors gave their opinions & suggestions to improve the quality of presentation and documentation. The HOD's shared their opinion and views about the Audit and thanked auditors for their valuable feedback.

Agenda 2. Any other related matter.

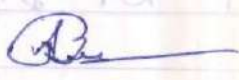


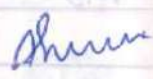

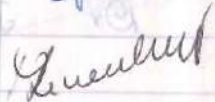



The Chairperson, IQAC shared his views on the feedback given by the Auditors and thanked them for accepting our invitation.

The meeting concluded with the words of thanks by the Administrator, FMCC at 4.30pm.





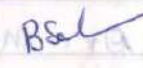


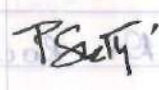


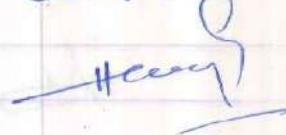
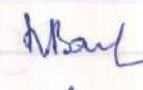
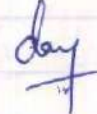



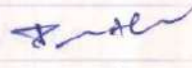
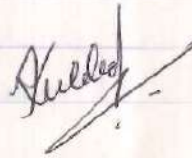



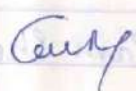

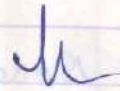

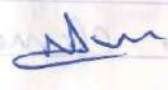



Dr. Hareesh S Gouda
Secretary, IQAC

IQAC MEETING AS ON 20.8.2021



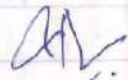
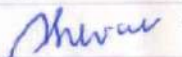
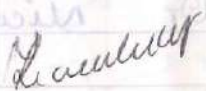
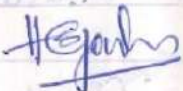
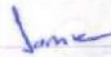
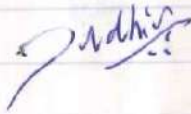

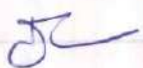
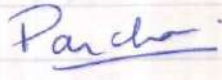
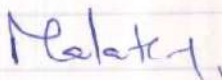
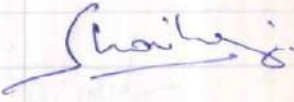
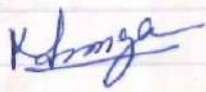


Sl.No	NAME OF THE MEMBERS	SIGNATURE
1.	Rev. Fr. Rudolph Ravi D'sa, Administrator FMMCH	
2.	Rev. Fr. Ajith Menzies, Administrator FMMC	
3.	Rev. Fr. Nelson Deeraj Pais, Asst. Administrator, FMMCH	
4.	Rev. Fr. George Teevan Sequeira, Asst. Administrator FMMCH	
5.	Dr. Jayaprakash Alva, Dean FMMC	
6.	Dr B. Sanjeev Rai, Chief of Research, FMRC	
7.	Dr Udaykumar, medical Superintendent	
8.	Dr Antony Sylvan D'souza, Principal FMCAHS	
9.	Sr Janet D'souza, Chief Nursing Officer	
10.	Sr Jacintha D'souza, Principal FMCON	
11.	Dr Ramesh Bhat	
12.	Dr Hareesh S Gouda	
13.	Dr Aloysius H Sequeira, Former Dean (Faculty welfare) & Professor, School of Management, NITK Surathkal	
14.	Dr. M.S. Ravi, Professor of Orthodontist A.B. Shetty Dental College Mangalore	
15.	Dr. Vidya S Bhat, Professor of Prosthodontics, Yenepoya Dental College Mangalore	

16. Dr Padmaja Udaykumar
17. Dr Shivashankara AR
18. Dr Maitreyee D S
19. Dr Veena Jasmine Pinto
20. Dr Sudhis Prabhu H
21. Dr Sa Ribeiro Karl Nicholas
22. Dr Avinash S S
23. Ms. Churishma Ksilva
24. Dr Hemant Kumar
25. Dr Nicole Rosita Pereira
26. Dr Jostol Pinto
27. Mrs Jyothi Pinto
28. Mrs. Janet Lobo
29. Dr. Somesh M.S. - Anatomy
30. Dr. Pallavi - Anatomy
31. Dr. Saurabh Kumar - Community Medicine
32. Dr. Nishanth Krishna - Community Medicine
33. Dr Supriya Aroor - Psychiatry

34. Dr Avinash Joe - Psychiatry 
35. Dr Ram Shenoy Basti - Radio Diagnosis 
36. Dr Krishna Kiran S - Radio Diagnosis 
37. Dr Donald J Fernandes - Radiotherapy 
38. Dr Sandesh Rao B - Radiotherapy 
39. Dr Clement R. S. D'souza - General Surgery 
40. Dr Shubha N Rao - General Surgery 
41. Dr Prathvi Shetty - General Surgery 
42. Dr Reshmina D'souza - General Surgery 
43. Dr Ronald Menezes - Orthopaedics 
44. Dr. Harsharaj K - Orthopaedics 
45. Dr. Nelly E P. Nazareth - Ophthalmology 
46. Dr May D'souza - Ophthalmology 
47. Dr Shruedhara K - Paediatrics 
48. Dr Varadaraj Shenoy - Paediatrics 
49. Dr Riya Thakkakan - Paediatrics 
50. Dr Prithi R Ballal - Anaesthesiology 
51. Dr Kuldeep. Moras - ENT 

52. Dr. Savita Lasrado - ENT 
53. Dr. Nagarathna - OBG 
54. Dr. Mahesha Navada - OBG 
55. Dr. Arunachalam R. - General Medicine 
56. Dr. Manjunath Shetty - Urology 
57. Dr. Nandakishore B - Urology 
58. Dr. Jacintha Martis - Dermatology 
59. Dr. Rochelle Monteiro - Dermatology 
60. Dr. Naveen Rao - Dental 
61. ~~DR. VIKAS K. S. S.~~

Audit Close meet as on 21.08.2021

Sl. No	NAME OF THE MEMBERS	SIGNATURE
1.	Rev. Fr. Ajith Meneses, Administrator, FMHC	
2.	Dr Jayaprakash Alva, Dean FMHC	
3.	Dr B Sanjeev Rai, Chief of Research, FMHC	
4.	Dr Antony Sylvan Dsouza, Dean FMC-AHS	
5.	Dr Ramesh Bhat	
6.	Dr Harish S Gouda	
7.	Dr Somu G, Professor of Hospital Administration, KMC Manipal	
8.	Dr. Sudhir Prabhu H	
9.	Dr. Manjunath Shetty - Urology	
10.	Dr. Nandakishore B - Urology	
11.	Dr. Inaneshwara P Shenoy - Physiology	
12.	Dr. Panchami - Physiology	
13.	Dr. Malathi M - Biochemistry	
14.	Dr Shailaja A Katli - Biochemistry	
15.	Dr Muruga - Biochemistry	
16.	Dr. Nagesh K.R. - Forensic Medicine	
17.	Dr Jayaprakash CS - Pathology	

18. Dr. Kirana Pailoor - Pathology ✓
19. Dr. Meena Dias - Microbiology ✓
20. Dr. Anup Kumar Shetty - Microbiology ✓
21. Dr. Padmaya Udaykumar - Pharmacology Perinatal
22. Dr. Nicole Pereira - Pharmacology Neck
23. Dr. Maitreyee D. S. - Biochemistry ✓
24. Dr. Chandralakshmi - Pharmacology and
25. Dr. Pooja Rai - Pathology P

FATHER MULLER MEDICAL COLLEGE, MANGALORE
IQAC MEETING MINUTES
21st October 2021 at 4 pm at Decennial Memorial hall

Agenda:

1. To review the previous meeting.
2. To review NAAC Peer Team visit.
3. Any other related matters.

Members Present:

- | | |
|---|--|
| 1. Rev. Fr Richard Aloysius Coelho, Director, FMCI | 11. Dr ESJ Prabhu Kiran, Principal, FMHMC |
| 2. Rev. Fr Rudolph Ravi Dsa, Administrator, FMMCH | 12. Sr Janet Dsouza, CNO |
| 3. Rev. Fr Ajith Menezes, Administrator, FMMC | 13. Sr Jacintha D'Souza, Principal, FMCON |
| 4. Rev. Fr George Jeevan Sequeira, Asst. Administrator, FMMCH | 14. Sr Nancy Priya Mathias, Principal, FMSON |
| 5. Rev. Fr Nelson Dheeraj Pais, Asst. Administrator, FMMCH | 15. Dr Aloysius H Sequeira, Former Dean (Faculty Welfare) NITK, Surathkal. |
| 6. Dr Jayaprakash Alva, Dean & Chairperson, IQAC | 16. Dr Somu G., KMC, Manipal |
| 7. Dr B SanjeevRai, Chief of Research, FMCI | 16. FMMC IQAC members. |
| 8. Dr. Ramesh Bhat, Vice-Dean & Co-ordinator, IQAC | 17. MC Members |
| 9. Dr Uday Kumar K, Medical Superintendent, FMMCH | 18. HODs & NAAC Coordinators of the Departments of FMMC |
| 10. Dr Kishan B Shetty, Deputy Medical Supdt., FMMCH | |

Members absent/on leave: Nil.

Agenda 1.To review the previous meeting.

The Dean, FMMC welcomed the gathering. The Secretary read the minutes of previous meeting held on 20th August 2021. He informed that meeting of all HoDs and department NAAC co-ordinators was called on 25th August 2021 to discuss feedback of Academic audit held on 20th and 21st August 2021 and during the meeting the auditors' feedback was discussed. General feedback and department specific feedback were sent to the departments.

Agenda 2.To review NAAC Peer Team visit.

Peer team report including suggestions of the Peer Team members was discussed. Suggestions from the members were noted down.

Agenda 3.Any other related matters.

The Administrator announced the result of NAAC 2nd cycle assessment. He informed that Father Muller Medical College has been reaccredited with "A" Grade CGPA 3.21. The Administrator congratulated and thanked Director FMCI, Administrator FMMCH, Asst. Administrators FMMCH, Board of Governors, MC members, HODs, Department NAAC Co-ordinators and all committee members for their co-operation.

The meeting concluded with the words of thanks by Dr. Shivashankara AR, Member IQAC at 5 pm.



Dr. Hareesh .S. Gouda,
Secretary

Internal Quality Assurance Cell
Father Muller Medical College
Mangaluru-575002

FATHER MULLER MEDICAL COLLEGE, MANGALORE

IQAC MEETING MINUTES

12th November 2021 at 3.30 pm at Senate Hall

Agenda:

1. To review the previous meeting.
2. To discuss NAAC 2nd cycle assessment score.
3. To discuss suggestions of Peer team members.
4. Any other matter.

Members Present:

- | | |
|---|---|
| 1. Rev. Fr. Ajith Menezes, Administrator, FMMC | 9. Dr Padmaja Udaykumar, Member, IQAC |
| 2. Dr B Sanjeev Rai, Cheif of Research, FMRC | 10. Dr Maitreyee D S, Member, IQAC |
| 3. Dr Jayaprakash Alva, Dean & Chairperson, IQAC | 11. Dr Veena Jasmine Pinto, Member, IQAC |
| 4. Dr Antony Sylvan Dsouza, Dean, FMCAHS | 12. Dr Sudhir Prabhu H., Member, IQAC |
| 5. Sr Janet D'Souza, Chief Nursing Officer | 13. Dr Sa Ribeiro Karl Nicholas, Member, IQAC. |
| 6. Sr Jacintha D'Souza, Principal, FMCON | 14. Dr Nicole Rosita Pereira, Alumni Representative |
| 7. Dr Ramesh Bhat, Vice Dean & Co-ordinator, IQAC | 15. Dr Jostol Pinto, Alumni Representative |
| 8. Dr Hareesh S Gouda, Secretary, IQAC | 16. Mrs Jyothi Pinto, HRM |
| | 17. Mrs Janet Lobo, Chief Librarian |

Members absent/on leave:

- | | |
|---------------------------------------|---------------------------------------|
| 1. Dr Shivashankara A R, Member, IQAC | 3. Ms Cherishma D'Silva, Member, IQAC |
| 2. Dr Avinash S S, Member, IQAC | 4. Dr Hemanth Kumar, Member, IQAC |

Agenda 1. To review the previous meeting.

The Administrator, FMMC welcomed the gathering and thanked all the members for their team effort because of which we have achieved 'A' grade with better CGPA than first cycle in NAAC Re-Accreditation process. He also requested all the members to aim for and work towards getting 'A+' grade in the next cycle. He suggested that all the educational units under FMCI need to coordinate with each other so as to achieve good ranking for the institution (FMCI) as a whole. The Secretary read the minutes of previous meeting held on 25th August 2021.

Agenda 2. To discuss NAAC 2nd cycle assessment score.

The Secretary presented NAAC 2nd cycle assessment score which was followed by discussions on the same. The Administrator suggested holding a meeting with external members to discuss the performance and to get their suggestion and guidance for quality improvement. The secretary presented areas where score is below 3. Discussions were held regarding the same and following suggestions were given by the members.

- To take measures to improve incremental performance in pass percentage of final year students.

- To mobilise the faculty to use various e-content resources available like NPTEL, e-PG Pathshala etc.
- To develop facility for audio visual recording of the lecture classes and other learning materials.
- To hold more number of cultural fest and intercollegiate sports tournament for students.
- To resend the institutional policy regarding financial support for attending professional development programs to the teaching faculty.
- To create awareness among the teaching faculty about Rules and Regulations of the institution, welfare schemes available etc.

The Librarian was instructed to look into the process of getting the membership of SWAYAM.

Agenda 3. To discuss suggestions of Peer team members.

The Secretary presented the suggestions mentioned by Peer team members in the report.

Suggestions:

1. Aptitude testing before insistence on research, publications and presentations – members suggested initiating aptitude testing and the practicability of the same needs to be discussed.
2. Allowing non-polluting 2 wheelers for students & residents in the campus – members suggested having additional electric buggies in the campus.
3. Dedicated Alumni resource officer – members suggested having fulltime Alumni resource officer to strengthen alumni association.
4. Out of hour access to food – members suggested having facility for food inside the campus after hostel dinner timing at least up to 11 pm.
5. Free medical care for all students, permanent employee and dependents – The Administrator informed the members that the matter will be discussed with the higher authority.

Discussions were also held for the suggestions that were communicated orally by the Peer team members during the interaction.

- Awareness among teaching faculty & non-teaching staff about welfare schemes – members suggested informing/ orienting the teaching faculty about Rules and Regulations of the institution, welfare schemes available etc. The Administrator instructed the HR manager to create awareness among the non-teaching staff about welfare schemes available during the induction program.

- Support for publication in journals (providing manuscript handling fees) – Members suggested to provide minimum 50 % of manuscript handling fee for High Impact journals and 100 % for NMC list of journals. The Administrator informed that the matter will be discussed with the higher authority. He also requested Dr. Ramesh Bhat to prepare list of high impact journals. He opined that guidelines need to be formed about the journal, extent of financial support etc.
- Extension of support to the faculty for attending the conference.
- Promotional opportunities for non-teaching staff.
- Medical benefits to the employees & their spouse after retirement.

The Administrator informed that the matter will be discussed with the higher authority.

Agenda 4. Any other related matters.

The Secretary presented the difficulties encountered during preparation of SSR for 2nd cycle. Following points were presented for the opinion of the members:

- Submission of report of the activities by the Departments and Committees within the stipulated time. Report should consist of brief description about the topic, name of the resource persons, number of participants and 2-3 geo tagged photos (at least one photo with banner in the background) and signature of the convener/ organising chairman/ organising secretary with seal.
- Photographs of all the activities should be **“Geo tagged photos”**.
- All committees should have “Rubber stamp” of their respective committees.
- To maintain soft copy and hard copy of all the activities, professional development program attendance/ presentation/ resource person certificate etc year wise.
- To maintain proof of all Health camps/ outreach program/ health talks. To obtain Letter of Invitation and Appreciation letter from the Collaborating agency or Local leader.
- Department should introduce at least one innovative method either in Teaching, Assessment, Student support or Research every year and has to be continued to make it as Best practice of the department.
- All committees of the institution should have the SOP and to function meet as per the SOP.
- Green campus initiatives – Green audit, naming of plants/ trees etc.
- Copy of all communication/ reports should be sent to fmmciqac@fathermuller.in



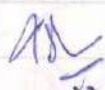
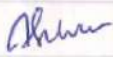
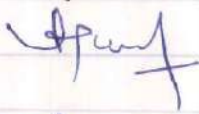

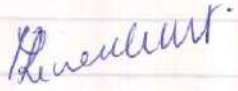

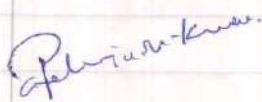
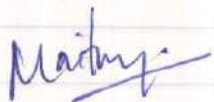

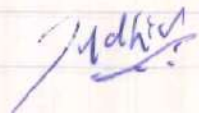
It was decided to have academic audit of the departments after 6 months by the internal members and at the end of the academic year by the external member for each academic year. It is also decided to have Academic and Administrative Audit (AAA) by the senior academician every 2 years.

The meeting concluded with the words of thanks by the Administrator, FMMC at 4.50 pm.



Dr. Hareesh .S. Gouda,
Secretary

IQAC MEETING AS ON 12.11.2021

No	NAME OF THE MEMBERS	SIGNATURE
1.	Rev. Fr. Rudolph Ravi D'sa, Administrator, FMMCH	
2.	Rev. Fr. Ajith Menzes, Administrator, FMMC	
3.	Rev. Fr. George Jeeran Sequeira, Asst. Administrator, FMMCH	
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9.	Sr. Janel Dsouza, Chief Nursing Officer	
10.	Sr. Javitha Dsouza, Principal, FMCON	
11.	Dr. Ramesh Bhat, Vice Dean	
12.	Dr. Harish Gouda	
	Dr. Padmaja Udaykumar	
	Dr. Shivashankara AR	
	Dr. Maitreyee D S	
	Dr. Veena Jarmine Pinto	
	Dr. Sudhis Prabhu H	

18. Dr. Sa Ribeiro Karl Nicholas

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20. Ms. Cherishma Silva

21. Dr. Hemant Kumar

22. Dr. Nicole Rosita Pereira

Nicole

23. Dr. Jostol Pinto

24. Mrs. Jyothi Pinto

Jyothi

25. Mrs. Janet Lobo

Janet

26.