

**FATHER MULLER MEDICAL COLLEGE, MANGALORE**  
**MINUTES of IQAC MEETINGS HELD IN FEBRUARY**

**Agenda:**

1. To review the previous meeting.
2. To discuss preparation of SSR for NAAC re-accreditation.
3. To review Academic audit.
4. Any other related matters.

**Members Present:**

Member	03-2-18	06-2-18	09-2-18	19-2-18	20-2-18	26-2-18
Rev. Fr. Ajith Menezes, Administrator, FMMC	Present	Present	Present	Present	Present	Present
Rev. Fr. George J Sequeira, Asst. Admin., FMMCH.				Present		
Dr. Sanjeev Rai, CMS, FMCI		Present		Present	Present	Present
Dr. Jayaprakash Alva, Dean & Chairperson, IQAC	Present	Present	Present	Present	Present	Present
Dr. Padmaja Udaykumar, Vice-Dean, FMMC.	Present	Present	Present	Present	Present	
Sr. Janet D'souza, CNO			Present			
Dr. Ramesh Bhat, Co-ordinator, IQAC.		Present		Present	Present	Present
Dr. Hareesh S Gouda, Secretary, IQAC.	Present	Present	Present	Present	Present	Leave
Dr. K Varadaraj Shenoy, Member, IQAC.	Present	Present	Present	Present	Present	Present
Dr. Smitha Bhat, Member.		Present	Present		Present	Present
Dr. Namratha S., Member, IQAC.	Present	Present	Present	Present		Present
Dr. Anup Kumar Shetty, Member, IQAC.	Present	Present		Present	Present	
Dr. Prathvi Shetty, Member, IQAC.			Present		Present	Present
Mr. Sudeep Pais, Member, IQAC.	Present		Present	Present	Present	Present

**Agenda 1.** To review the previous meeting.

The Administrator, FMMC welcomed the gathering. The Secretary read the minutes of previous meetings and informed the actions taken to the suggestions/ decisions made during previous meetings. NAAC Re-accreditation academic audit was conducted by the internal members from 17<sup>th</sup> to 22<sup>nd</sup> January 2018.

**Agenda 2.** To discuss preparation of SSR for NAAC re-accreditation.

Detailed discussions were held about metrics included under each criteria.

Following suggestions were made by the members:

- To introduce research methodology training for undergraduates.
- To obtain feedback from students, alumni & teachers on Curriculum.
- To encourage advanced learners to attend conferences and present papers.
- To identify the slow learners well in advance of university examination and implement suitable & feasible remedial measures.
- To strengthen Alumni association.

- To contact alumni and to collect information about their placement, progression to higher education.
- To maintain Progress book of PGs to monitor their academic progress (apart from logbook).
- To have more collaborations for academic and research activities.

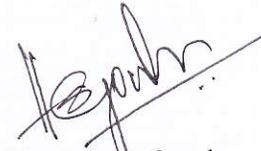
The Chairperson, IQAC instructed the Secretary to prepare SSR considering the discussions held during these meetings and to obtain additional information from the relevant sources.

**Agenda 3. To review Academic audit**

Academic audit was done from 17<sup>th</sup> to 22<sup>nd</sup> January 2018. Observations and suggestions of the auditors were discussed. Secretary was requested to send the audit report to the departments.

**Agenda 3. Any other related matters.**

The meetings concluded with the words of thanks from The Chairperson, IQAC.



Dr. Hareesh .S. Gouda,  
Secretary, IQAC,  
FMMC, Mangalore.