

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:

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| 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:

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| 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:

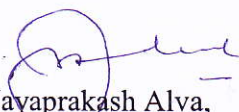
- To have Academic audit of the departments in 2nd or 3rd week of August 2021.
- To have Dean's presentation to the members of IQAC through online platform within next two weeks.
- To work on implementing other suggestions of the members at the earliest.

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