

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

Members absent/on leave:

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

Agenda 1. To review the previous meeting.

The Administrator, FMCC 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, FMNC at 4.50 pm.



Dr. Hareesh S. Gouda,
Secretary