

STANDARD OPERATING PROCEDURE

(SOP)

FATHER MULLER MEDICAL COLLEGE **INTERNAL QUALITY ASSURANCE CELL** **(FMMC IQAC)**



FATHER MULLER MEDICAL COLLEGE

MANGALORE, KARNATAKA - 575002

Phone: 0824-2238330 www.fathermuller.edu.in

FMMC IQAC SOP

Prepared by:	Name: Dr. Hareesh .S. Gouda Designation in FMMC IQAC: Secretary Signature:
Reviewed by:	Name: Dr. Ramesh Bhat Designation in FMMC IQAC: Coordinator Signature:
Approved and Issued by:	Name: Dr. Jayaprakash Alva Designation in FMMC IQAC: Chairperson Signature:
Responsibility of Updating :	Name: Dr. Hareesh .S. Gouda Designation in FMMC IQAC: Secretary Signature:

FMMC IQAC SOP

Distribution List:

Following are the Authorized Holders of Controlled Printed Version No. 2 of FMMC IQAC SOP.

Copy No.	Name of the member	Role/ Designation in FMMC IQAC
1.	Rev. Fr. Richard Aloysius Coelho, Director, FMCI	Invited Member
2.	Rev Fr. Rudolph Ravi D'sa, Administrator, FMMCH	Management Representative
3.	Rev Fr. Ajith B Menezes	Management Representative
4.	Dr. Sanjeev Rai, Chief of Medical Services, FMCI	Administrative Representative
5.	Dr. Jayaprakash Alva, Dean	Chairperson
6.	Dr. Ramesh Bhat, Professor of Dermatology	Coordinator
7.	Dr. Hareesh Gouda, Asso. Professor of Forensic Medicine	Secretary

- Soft copy of the FMMC IQAC SOP (PDF) is available in institutional website.
- Secretary of FMMC IQAC is the custodian of the soft copy (MS word) and office copy of the FMMC IQAC SOP.

FMMC IQAC SOP

Amendment Record

Sr. No	Date	Details of Amendment	Page Number	Reason for Amendment
1	01-9-2014	Reconstitution	8	Completion of course of UG & PG representatives
2	16-9-2017	Reconstitution	8	Appointment of new administrators to the college and hospital; Completion of course of UG & PG representatives

TABLE OF CONTENTS

SL. NO.	Content	Page No.
1.	Title Page	1
2.	Distribution list	3
3.	Amendment record	4
4.	Table of contents	5
5.	Introduction to NAAC	6
6.	Objectives and Functions of FMMC IQAC	7
7.	Composition of FMMC IQAC	8
8.	Contact details of FMMC IQAC	9
9.	Responsibilities of members of FMMC IQAC	10
10.	Tenure of members of FMMC IQAC	11
11.	Functioning of FMMC IQAC	11, 12
12.	Annexure I – Academic audit module	13-18

National Assessment and Accreditation Council (NAAC)

The University Grants Commission (UGC) was established in 1956 with one of the primary responsibilities of monitoring standards in higher education Institutes (HEI). To monitor standards of the higher educational institutions it has established the National Assessment and Accreditation Council (NAAC) as an autonomous body in 1994.

National Assessment and Accreditation Council (NAAC), Bangalore has proposed that every accredited institution should establish an Internal Quality Assurance Cell (IQAC) as a post-accreditation quality sustenance measure. IQAC can channelize all efforts and measures of the institution towards promoting its holistic academic excellence.

NAAC is of the view that the IQAC will,

- Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement.
- Ensure internalization of the quality culture.
- Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices.
- Provide a sound basis for decision-making to improve institutional functioning.
- Act as a dynamic system for quality changes in HEIs.
- Build an organised methodology of documentation and internal communication.

FMMC IQAC

Objectives:

- To develop a system for the effective academic and administrative performance of the institution.
- To promote measures for institutional functioning towards quality enhancement.

Functions:

- Formation and application of quality benchmarks/indicator for academic and administrative activities of the institution;
- Facilitating the creation of a learner centric environment for quality education
- To obtain feedback from stakeholders on quality related institutional practices.
- Organization of inter and intra institutional programs on quality related themes.
- Documentation of the various programmes/activities leading to quality improvement.
- Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices.
- Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality.
- Preparation of the Annual Quality Assurance Report (AQAR) and timely submission to NAAC.

Composition of FMMC IQAC

SI No	Name	Designation
1.	Dr. Jayaprakash Alva, Dean, FMMC	Chair Person
2.	Rev. Fr. Rudolph Ravi D'sa, Administrator, FMMCH	Management Representatives
3.	Rev. Fr. Ajith B. Menezes Administrator, FMMC	Management Representatives
4.	Rev. Fr. Jeevan George Sequeira, Asst. Administrator, FMMC	Administrative Representatives
5.	Dr. B. Sanjeev Rai, Chief of Medical Services, FMCI	Administrative Representatives
6.	Dr. Uday Kumar, Medical Superintendent	Administrative Representatives
7.	Sr Janet D'Souza, Chief Nursing Officer	Administrative Representatives
8.	Dr. Ramesh Bhat, Professor of Dermatology	Coordinator
9.	Dr. Hareesh Shivu Gouda, Asso. Prof. of Forensic Medicine	Secretary
10.	Dr. Padmaja Udaykumar, Vice Dean	Member
11.	Dr. K. Varadaraj Shenoy, Professor of Paediatrics	Member
12.	Dr. Smitha Bhat, Professor of General Medicine	Member
13.	Dr. Namratha S., Professor of Hospital Administration	Member
14.	Dr. Anup Kumar Shetty, Asso. Prof. of Microbiology	Member
15.	Dr. Prathvi Shetty, Asso. Prof. of Surgery	Member
16.	Dr. Anil Shetty, Professor of Paediatrics	Alumni Representatives
17.	Dr. Nichole Rosita Pereira, Asst. Prof. of Pharmacology	Alumni Representatives
18.	Dr. Aloysius H. Sequeira, NITK, Deemed University, Surathkal	Community / Stake holder Representative
19.	Sr. Marie Evelyn A.C., St. Agnes College, Mangalore	
20.	Dr. M.S. Ravi, Prof. of Orthodontist, A.B. Shetty Dental College, Mangalore	External Experts
21.	Dr. Vina Vaswani, Prof. & HOD of Forensic Medicine Yenepoya Medical College, Mangalore	External Experts
22.	Mr Jagadish, IT Manger	Administrative Staff
23.	Mrs Janet Lobo, Chief Librarian	Administrative Staff
24.	Dr. Sanjay George, Post-graduate in Orthopaedics	PG Representative
25.	Dr. Sweta Shanbhag, Post-graduate in Paediatrics	PG Representative
26.	Ms. Sushmitha Ravi Kumar	UG Representative
27.	Mr. Sudarshana	UG Representative

Contact detail of FMMC IQAC:

- Phone number: 0824 - 2238486
- Fax number: 08242436352
- E mail: fmmciqac@fathermuller.in
- Corresponding address:

Office of Internal Quality Assurance Cell,

Father Muller Medical College, Mangalore, Karnataka – 575002.

Roles and Responsibilities:

Chairperson:

1. Overall supervision of activities of IQAC.
2. To approve the minutes of meeting.
3. Communication of decisions taken during IQAC meeting to the management.
4. Approval authority for SOPs.

Coordinator:

1. To ensure active participation of all members in meetings/deliberations.
2. To co-ordinate activities of IQAC.
3. To ensure adherence of IQAC functioning as per SOPs.
4. Preparation of Annual Quality Assurance Report (AQAR).

Secretary:

1. Scheduling of meetings, preparation of the agenda and minutes of the meeting.
2. Maintain documents relating to IQAC activities, communication (within the organization) and archival.
3. Assist coordinator in matters related to IQAC.
4. Updating of SOPs as and when required.

Members:

1. To attend the meetings of IQAC regularly.
2. To participate actively in preparation of AQAR.
3. To contribute actively in academic audit.
4. To participate actively in all other activities of IQAC.

Tenure of membership:

The membership of members shall be for a period of two years.

Functioning of IQAC:Criterion in-charge:

One member of IQAC is made in-charge of a criterion. Criteria in-charge will be responsible for the activities falling under their respective criterion. In-charge shall co-opt members other than IQAC members. Members of each criterion shall hold meetings as and when required.

Number	Criterion	In-charge
1.	Curricular Aspects	Dr. Hareesh S Gouda
2.	Teaching-Learning and Evaluation	Dr. K. Varadaraj Shenoy
3.	Research, Innovations and Extension	Dr. Padmaja Udaykumar
4.	Infrastructure and Learning Resources	Dr. Anup Kumar Shetty
5.	Student Support and Progression	Dr. Prathvi Shetty
6.	Governance, Leadership and Management	Dr. Ramesh Bhat
7.	Institutional Values and Best Practices	Dr. Smitha Bhat

Meetings of IQAC:

Members will meet on 4th Saturday of every month. Additional meetings may be held as and when required. Secretary in consultation with chairperson and coordinator decides the agenda and sends communication to all members. The date, time, venue and agenda of the meeting will be communicated to the members at least one week in advance. Minutes of the meeting will be sent to the members by e mail and uploaded to institutional website also.

Academic audit:

Academic audit will be done after completion of the academic year. Schedule of the audit will be finalized by the Chairperson after discussion with the members during IQAC meeting. Audit will be done as per the Academic audit module. Audit reports submitted by the auditors are sent to the departments for corrective action.

Preparation of Annual Quality Assurance Report (AQAR):

AQAR will be prepared and discussed during IQAC meeting. Finalised AQAR will be placed before Managing Committee for the approval and the approved AQAR will be submitted to the NAAC.

FATHER MULLER MEDICAL COLLEGE, MANGALORE
INTERNAL QUALITY ASSURANCE CELL
ANNUAL ACADEMIC AUDIT

Kindly provide activities of the department for the period from to

1. Name of the Department:
2. Details about Academic Programmes/ Courses (MBBS, MD, PhD etc):

Level of Programme (UG, PG, PhD etc)	Number of existing Programmes	Number of programmes added during the year
UG		
PG		
PhD		

3. Details about Faculty members involved in curriculum restructuring/ revision/ syllabus development (how):
4. Number of permanent faculty:

Faculty	MCI Requirement	Sanctioned	Available
Professor			
Associate Professor			
Assistant Professor			
Senior Resident			
Tutor/ Junior resident			

** If the department has PG course mention MCI requirement for PG.*

5. Number of Faculty Recruited during the period:

SI No	Name of the Faculty	Designation

6. Number of faculty graduated from RGUHS:
7. Number of faculty graduated from universities other than RGUHS:
8. Number of faculty who are not alumni of FMHC:
9. Faculty with additional qualification:

SI No	Name of the Faculty	Additional Qualification

10. Permanent faculty with PhD:

SI No	Name of the Faculty	Designation

11. PhD guides in the department:

SI No	Name of the Faculty	Designation

12. Provide details of departmental responsibilities entrusted to the faculty (Museum incharge, UG incharge, PG incharge etc):

13. Details about Guest and Visiting faculty:

SI No	Name of faculty with Affiliation	Date of visit	Purpose of visit

14. Provide details of Conference/ CME/ Workshops/ other programs conducted by the department:

15. Faculty participation in Conferences:

Name of the Faculty	International/ National/ State	Date & Place	Delegate/ Presented paper/ Resource person/ Chairperson

16. Faculty participation in CME/ Workshop:

Name of the Faculty	International/ National/ State	Date & Place	Delegate/ Resource person/ Chairperson

17. Teaching programme for UG & PG programme:

- a) Log books for PG residents:
- b) Record books for UG:
- c) Project work or assignment given to UG students, if any (provide details):
- d) Theory classes taken for PG residents (provide details):

18. Lesson plan for UG programme

- a) Total topics covered for UG:
- b) Total number of lesson plans prepared in the department:

19. Any e-learning initiatives taken for UG:

20. Total number of topics for which Power point presentation is available:

21. Examination/ Evaluation Reforms initiated by the department (for example: Open Book Examination, Double Valuation, Online Multiple Choice Questions etc):

22. Question Bank in the department:
- a) Number of questions for UG and PG:
 - b) Number of MCQ's prepared:
 - c) Number of MCQ's validated:

23. Evaluation of the faculty by students:

- a) Frequency:
- b) Method:
- c) Analysis and corrective action taken if any:

24. Evaluation of PG residents by staff:

- a) Frequency:
- b) Method:
- c) Any corrective action taken based on the evaluation:

25. Average percentage of attendance of students:

Course	Percentage

26. Course/ Programme wise distribution of pass percentage in Sessional examination:

Course/ Programme	Number of students appeared	Number of students passed			Percentage
		Distinction	1 st class	Pass	

27. Provide details of Innovative practices adopted by the department in teaching & learning, if any:

28. Details of Ongoing Research Projects (Include PG dissertations also):

Sl. No.	Title	Project leader	Funding Agency	Fund received	Year in which started

29. Details of completed Research Projects (Include PG dissertations also):

Sl. No.	Title	Project leader	Funding Agency	Fund received	Year of Completion

30. Details of research publications of the department:

		International	National	Others
Print Journals	Peer Reviewed			
	Non-Peer Reviewed			
e-Journals	Peer Reviewed			
	Non-Peer Reviewed			
Conference proceedings				

*International journal:

Journal which has,

- *Circulations in 2 or more countries.*
- *International Editorial board.*

Please note,

- *Journal published in India with word “International” in its name, but, does not satisfy the above mentioned criteria is not an International journal.*
- *Journal with articles contributed by international faculty, but, does not satisfy the above mentioned criteria is not an International journal.*

**National journal:

Journal which has,

- *Circulations in 2 or more States.*
- *National Editorial board.*

Please note,

- *Journal published in any State with word “National” in its name, but, does not satisfy the above mentioned criteria is not an National journal.*
- *Journal with articles contributed by faculty from other State, but, does not satisfy the above mentioned criteria is not an National journal.*

***If two or more faculty of the department are authors of one common article, consider the number of publication as one only.

**** If the article is published in a journal with print version (Print-ISSN number) and e - version (Online-ISSN number) of circulation, consider the publication either in print journal or e- journal category.

31. Details on Impact factor of publications:

Range:

Average:

h-index:

Nos. in SCOPUS:

Others

32. Research funds sanctioned and received from various funding agencies, industry and other organisations (Don't include PG dissertations):

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects				
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)				
Total				

* Major projects: Projects with fund/ grant sanctioned is > 1 lac;

**Interdisciplinary projects: Disciplines – Medical, Homeopathy, Nursing, Physiotherapy, Ayurveda etc.

33. No. of books published:

With ISBN No.:

Without ISBN No.:

Chapters in Edited Books:

34. Faculty as Reviewer for scientific journals:

SI No	Name of the Faculty	Name of the journal

35. Faculty as member of Editorial team of scientific journals:

SI No	Name of the Faculty	Name of the journal

36. Details about consultancy & revenue generated:

37. Provide details of number of research awards/ recognitions received by faculty and research fellows:

38. Provide details of Awards/ recognition received (other than research award) by the faculty:

39. Details about Extension activities organized:

40. Provide details of newly created/ updated infrastructure, if any:

41. No. of important equipments purchased & their price:

42. Library services:

	Existing	Newly added	Total
Books			
Journals			
CD & Video			
Others (specify)			

43. Museum:

	Existing	Newly added	Total
Specimens			
Charts			
Photographs			
Models			
History of Medicine section			
Others			

44. Technology up gradation:

	Existing	Newly added	Total
Computer			
Software			
LCD			
Other			

45. Identification of Slow learners (who have scored less than 50 % in Sessional examination) and remedial measures taken:

46. Identification of Advanced learners (who have scored more than 70 % in Sessional examination) and steps taken to enrich academic ambience for advanced learners:

47. Involvement of the department in publication by the students in Scientific journals:

48. Any other academic mentoring activities done:

49. Innovative practices of the department:

50. Best practices of the department:

51. Strengths of the department:

52. Weaknesses of the department:

53. Future plans of the department: