

FATHER MULLER COLLEGE OF SPEECH & HEARING

IQAC MEETING MINUTES

Time: - 11.30 am – 12.30 pm

Date: -15/05/2017

Members present:

- 1) Prof. Akhilesh P.M.
- 2) Ms Jacqueline Fernandes
- 3) Ms Dasmine F. Dsouza
- 4) Ms Priya P. Rego
- 5) Ms Nikita N.

Members on leave:

- 1) Ms Ashwini Sandra A. Cutinha
- 2) Ms Jissa Saji

AGENDA:-

- 1) Semester Sessional Exams
- 2) I-SEM Clinical Postings
- 3) Clinical Conference co-coordinator
- 4) Class Coordinator
- 5) NAAC
- 6) Clinical Postings
- 7) Lecture Talks
- 8) Interview & Orientation
- 9) Conference

1) Semester Sessional Exams

- Every 3rd week test to be conducted for 1 hr
- External subjects test to be conducted every 6th week for 1 hr
- Final test to be conducted for 3 hrs which includes all portions

2) I-Sem Clinical postings

- Students to be divided into sets of 3 or 4, which will be assigned to each staff for clinical demonstration/teaching

3) Clinical Conference coordinator

- Clinical Conference co-coordinator- Ms Dasmine
- Rules and scoring system to be updated

4) Class Coordinator

- I Sem – Ms Sushmitha
- II Sem – Dr Santhosh
- III Sem – Sr Cynthia

5) NAAC

- Staffs to submit their assigned work on 18.5.2017

6) Clinical Posting

- Inter-department Postings to be initiated in Peadiatric, Neurology & Oncology department for III & V Semester, & intern students
- Postings to be initiated in schools for screening children with different speech/language/hearing disorder. Permission to be taken for the same from the management

7) Lecture Talk

- Lecture talks to be held by inter department staffs for III & V Semester on every Saturdays

8) Interview & Orientation

- Interview for I - B.ASLP applicants is scheduled on 29.5.2017 or 30.5.2017
- Orientation Day is scheduled on 19.6.2017

9) Conference

- Conference in the field of Audiology to be conducted in the coming Semester



Sr. Cynthia Santhmayor
Secretary, IQAC

Communicated to all members

C.c. to:
NAAC Office / File
cs/sd