

FATEHR MULLER COLLEGE, MANGALORE
IQAC Coordination Committee Meeting held on 27th July 2015

Agenda:

1. To take measures on the recommendations for the quality enhancement of the institution according to NAAC peer team report
2. Restructuring the existing therapy cabins and construction of additional audiology rooms
3. Providing extension of speech and hearing services at FMC, Thumbay hospital
4. Initiating to undergo compulsory projects for the staffs and independent research projects for all the intern students
5. Establishing collaboration with other departments of the hospital
6. Initiation of interaction with external research organization for conducting research
7. Initiating CPR training for all the students

Members Present:

1. Rev. Fr. Rudolph Ravi D'Sa, Administrator, FMMC	7. Ms. Vibha K., Lecturer, FMCOSH
2. Dr. B. Sanjeev Rai, CMS, FMCI	8. Ms. Joyce J., Clinical Supervisor, FMCOSH
3. Prof. Akhilesh P.M., Principal, FMCOSH	9. Sr. Cynthia S., Clinical Supervisor, FMCOSH
4. Mrs. Shwetha, Vice Principal & Associate Prof., FMCOSH	10. Mr. Thomas Z., Clinical Supervisor, FMCOSH
5. Mrs. Jency G.K., Lecturer, FMCOSH	11. Mrs. Namratha S, NAAC Coordinator, FMCI
6. Mr. Minton M., Lecturer, FMCOSH	
Members on Leave:	Members Absent:
1. Ms. Jacqueline B. F., Clinical Supervisor, FMCOSH	Ms. Jissa S. Saji, Clinical Supervisor, FMCOSH

The minutes of the meeting are as follows:

- Dr. B. Sanjeev Rai, CMS, welcomed the gathering and introduced the process of NAAC Reaccreditation.
- Prof. Akhilesh read the recommendations of the NAAC Peer Team and members suggested strategies for improvement.
- The committee discussed on the following:
 1. **Initiate measures to reduce faculty turn-over.** CMS suggested collecting feedback from the staff who exits.
 2. **Encourage faculty to acquire research degree.**
 - CMS encouraged staff to register for Ph.D. programme in other institutes located nearby who offer Ph.D. Programmes. To initiate projects under ICMR for strengthening research activities.
 - Dr. Namratha S suggested that staff should initiate minor/major research projects.
 3. **Provide more space and infrastructure facilities at the college for expansion and growth.**
 - CMS informed to assess the availability of rooms, instruments. He suggested expansion of audiology rooms and introduce new Instruments in the department.

- Rev. Fr. Rudolph, Administrator FMMC, apprised the members to make various heads under the annual budget and plan systematically.
 - Mrs. Shwetha informed to restructuring the therapy cabins and construction of additional audiology rooms. Further she pointed that collaboration with external research organization for conducting research.
- 4. To establish collaborative network with other departments such as paediatrics, Oncology, ENT, Neurology, Community Medicine of Medical college to increase the variety of clientele.**
- CMS informed to establish collaborative network with other departments of the Medical College hospital like ENT, Oncology, Paediatrics, and CBR.
 - Prof. Akhilesh informed in order to start collaboration network with other departments, required more space.
- 5. To establish satellite clinics in rural areas to improve Out-reach programmes.**
- CMS suggested initiating satellite clinics, tele-rehabilitation in order to improve the out-reach programmes.
- 6. To develop department library**
- Administrator- FMMC suggested that students can donate their books at end of the course, to increase the no. of books in the department library and plan for book bank.
 - Dr. Namratha S suggested that, in the central library if additional copies of the books are available, can collect from them and issue in the department library.
 - CMS the students and staff to donate books. Further, complimentary copies given to the staff can be added to the collection of the library.
- 7. To promote Research:**
- Prof. Akhilesh pointed out to strengthen the research activities for staff and interns. Provision to extend the services of Speech and Hearing at Father Muller Hospital, Thumbay and Kinigoli Special School was suggested by the Principal.
 - Prof. Akhilesh suggested to administrator to initiate CPR Training for all the students.
- 8. Criteria - wise Discussion:**
- Mrs. Shwetha read the AQAR Criteria wise:
- Criteria - 1,** Kannada subject has been introduced for 2nd semester BASLP.
- ✚ CMS suggested that English language learning is equally important for every student. Kannada subject should be taught for non Kannada speakers and Malayalam subject should be taught for non Malayalam students and English for all students.
 - ✚ Mrs. Namratha S guided to conduct mid-term audit on the basis of AQAR format.
 - ✚ Mrs. Shwetha informed that MIS System can be introduced to obtain student's feedback.
 - ✚ Administrator suggested that for the time being they can make use of the feedback system adopted by the Medical College.
- Criteria-2,** Mrs. Shwetha informed that periodical guest lectures are conducted by the department.

Criteria-3, To initiate projects for the staff and research projects for all intern students.

- ✚ CMS suggested that inter and intra department projects can be done in order to increase the research projects.

Criteria - 4, Internationally published original test materials have to be procured by the department.

- ✚ CMS informed that college newsletter will be published quarterly.

Criteria-5, one of the staff is responsible to monitor scholastic performance of the students in the hostel.

- ✚ CMS suggested that one staff can be appointed Hostel Animator to guide the students. Further he requested the staff to bring in activities, programmes, plans and events from their alumni mater and introduce here in this institution.
- ✚ Dr. Namratha S suggested to strengthen Alumni networking.

Criteria- 6, It was suggested to follow decentralization and assign responsibility to all staff to perform various tasks of the college.

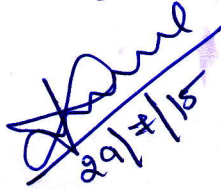
Criteria- 7, posting of the students across various departments of the hospital.

- ✚ Administrator concluded by saying that students thinking and creative ability should be enhanced. The staff should provide opportunities and guide students facing language problems. He guided that one staff be nominated to take up each criteria activities to ensure quality.

Suggestions:

1. Conduct Mid-term Audit
2. Introduce English- for all
3. Kannada for non kannada speakers
4. Malayalam for non Malayalam speakers
5. Soft skills enrichment/add on programmes.
6. Online news letter.

9. The Meeting concluded at 10:45 a.m.


29/1/15

Mr. Thomas Zacharia
Secretary; IQAC
FMC, Mangalore