

FATHER MULLER COLLEGE OF SPEECH & HEARING

IQAC Meeting was held on 03.12.2018 at Seminar Hall

Time: -02:00 p.m. – 03:00 p.m.

06.12.2018

Members present:

Prof. Akhilesh P.M., Principal, FMC	- The Chairperson
Rev. Fr. Rudolph Ravi D'sa	- Management Representative
Dr. B. Sanjeev Rai	- Administrative Representative
Sr. Cynthia Santhmayor	- IQAC Coordinator
Dr. Santosh Kumar	- Member
Mrs. Susmitha C.G.	- Member
Dr. Aju Abraham	- Member
Ms. Jenny Mavis D'souza	- Alumni Representative
Mrs. Helen Lobo	- Community/ Stake holder Representative
Dr. Varadaraj Shenoy	- External Expert
Mr. Akhil Peter, 2 nd Year, FMC	- UG Representative

AGENDA:-

1. Distribution of subject- Scientific enquiry
2. NAAC Update
3. Teaching plans to improve the quality of lecture delivery
4. Seminar
5. Parent teacher meeting
6. Other issues

1) Distribution of subject- Scientific Enquiry

- Responsibility was given to Dr Santosh and Dr Aju regarding the topic distribution. Few classes will be taken by Dr Sudhir from medical College and other classes can be distributed among other staff.

2) NAAC Update

- Formation of IQAC committee. Principal, Professor Akhilesh told the assembly that the coordinator for the coming year remains the same. New members as per the IQAC guidelines have to be appointed. After consultation with the external members and stakeholders names will be decided.
- As soon as the health manual for the affiliated colleges comes out we will have to preparing the SSR. So the newly joined members in the team need to be oriented about the seven criteria's and briefed about the IQAC and AQAR. The coordinator was given the responsibility to orient the newly members about IQAC and AQAR.
- All the members need to update with their criteria and necessary changes need to be done

3) Teaching plans to improve the quality of lecture delivery

- In order to improve the quality of teaching the teaching faculty members were asked to prepare audio-visual material and study material for teaching. Demonstration of assessment and management procedures for different disorders to be carried out. Teaching material was uploaded in the institution Google drive and students were given link to access the material. At the end of completion of every unit of the syllabus, study material with extra references and probable questions to be circulated to the students.

4) Seminar

- As discussed seminar will be organized in the month of March, topic needs to be finalized and speakers need to be consulted. Dr Santosh and Dr Aju were given the responsibility.

5) Parent teacher meeting

- 6) Parent teacher meeting will be conducted on Dec 17th in seminar hall where all parents are requested to come and meet the Principal as well as other staffs for the same. Refreshments to be served to the participants.

7) Other issues

- 8) Feedback regarding (6 hours lecture+6 hours presentation) needs to be taken, to know whether students are finding it helpful in studying each subject.
- 9) Tinnitus and Vertigo clinic in collaboration with Manipal University will be set up. Dr Aju Abraham will take the responsibility to implement this.



Sr. Cynthia Santhmayor
Secretary, IQAC

Communicated to all members
C.c. to: NAAC Office / File