<u>**Agenda:**</u>

1) To review the previous meeting.
2) To discuss AQAR and Best Practices.
3) Any other related matter.

Members Present:

1. Rev. Fr. Rudolph Ravi D'Sa, Administrator, FMMC	4. Dr. Namratha S., Professor of Hospital Administration
2. Dr. Varadaraj Shenoy, Professor of Paediatrics	5. Mrs. Shwetha, Vice Principal & Associate Prof., FMCOSH
3. Prof. Akhilesh P.M., Principal, FMCOSH	

Member Absent:	**Member on leave:**
1. Dr. B. Sanjeev Rai, CMS, FMCI	1. Rev. Fr. Richard Coelho, Administrator, FMMCH

The Minutes of the Meeting are as follows:

Agenda

1) **Review of the previous meeting.**
   - Prof. Akhilesh, Principal welcomed the gathering and Mr. Thomas, the secretary, IQAC read the minutes of the previous meeting.

2) **Presentation of Best Practices.**
   - Mr. Thomas, presented the 2 Best practices like 1. Interns Research Project and 2. Postings of interns across clinical departments of the hospital during the meeting.
   - Dr. Varadaraj Shenoy suggested changes in best practice title, Objectives, context, evidence, problems and main outcome of postings. He further mentioned to maintain documents on the same.
   - The Administrator, FMMC suggested few changes in the title of practice of research project, evidence, guiding the students during their internship and interventions. To assign marks/ grade for their internship. He suggested to introduce viva, presentation, posting reports, cases in students postings as assessment methods.
   - Dr. Namratha S., suggested and highlighted some inclusions in the context, resources and limitations of the practice. She mentioned to have Case presentations for students after their postings regularly.

3) **Any other related matter.**
   - The Chairperson, IQAC thanked all the IQAC Coordination Committee Members for their valuable suggestions and support.
   - The meeting concluded at 11:30 a.m.

Mr. Thomas Zacharia
Secretary, IQAC
FMC, Mangalore