Minutes of the Meeting

Date: 28th July 2026 **Venue: Boardroom**

In Attendance:

1.	Chairperson	Prof. Irfan Mirza, Director/Principal	
2.	Senior Faculty	I. Mr.Donald Rodrigues, Administrator – Advisor	
		II. Ms. Martha Rebello – Compliance Officer / Co-ordinator	
		III. Ms. Nelissa Alcasoas -Faculty	
		IV. CMA Shameem Memon– Faculty	
		V. Ms. Feni Patel– Secretary to Director cum Training and Placement Coordinator	
3.	External Members	I. Mr. Mandar Karmarkar– Parent Stakeholder	
		II. Chef Pratik Roy – Industry expert	Absent
4.	Management Member	Prof. Bhaskar Nayak	
5.	Student Representative	Mr. Shanel Fernandes, S.Y. Student	
6.	Alumni Representative	Ms. Breanna Moraes	Absent
7.	IQAC Member	Ms. Deepika Malaviya	
8.	Co-ordinator / Secretary	Dr. Semele Sardesai – Faculty	

Absent for the meeting

- Chef Pratik Roy- Out of station
- Ms. Breanna Moraes- prior work commitment

The Agenda:

1. Welcome address by the Chairman
2. Reading and approval of minutes of the previous meeting
3. Action Taken Report
4. A.O.B.

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1. Welcome address by the Chairperson
2. Reading and approval of the minutes of the previous meeting
3. Action Taken Report
4. Any Other Business (A.O.B.)

Agenda 1: Welcome Address and Approval of Previous Minutes

The Chairman welcomed all members and introduced the newly appointed members, CMA Shameem Memon, Ms. Feni Patel, and student representative Ms. Shanel Fernandes.

Dr. Semele Sardesai read the minutes of the previous meeting. The minutes were reviewed and approved by Ms. Nelissa Alcasoas and Ms. Deepika Malaviya.

Agenda 2: Action Taken Report

The Action Taken Report was presented, discussed, and noted by the members.

Agenda 3: Discussion on Institutional Activities and Developments

Prof. Irfan Mirza discussed placement opportunities available for students. Mr. Mandar Karmarkar briefly shared his daughter Saee's experience and expressed satisfaction with the Institute's efforts and initiatives.

Prof. Mirza informed the members about the two upcoming chef competitions to be organised at the Institute by Goa Culinary Club and FSSAI.

He also provided an overview of the faculty development programme attended by two faculty members, Ms. Gauri and Ms. Cleona, at Tamara Hotels. He highlighted that such programmes help faculty members remain updated with current industry trends and developments.

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The Chairman congratulated the Institute on receiving autonomy and securing the second position in Outlook Magazine's list of the best hospitality colleges.

Agenda 4: Academic Activities and Student Development

Ms. Martha Rebello briefed the members about various activities conducted at the beginning of the new academic year, including student orientation, leadership programmes, examinations, and institutional rules and regulations.

She further informed the members that students had been shortlisted for scholarships. She also provided an update on the Memoranda of Understanding (MOUs) with PIB Hub, NOVA, and Eshte.

Agenda 5: Internship and Short-Term Courses

Ms. Feni Patel informed the members that internship rules and guidelines had been shared with students. She also discussed the introduction of short-term courses ranging from 3 to 6 months, which would help the Institute diversify its offerings and cater to prospective students interested in certificate courses in hospitality and culinary arts.

Prof. Bhaskar Nayak requested her to provide further details regarding the courses and discuss the future course of action.

Agenda 6: Research and Development Activities

Dr. Semele Sardesai updated the members regarding the R&D Cell meeting and the plan to apply for at least one research grant project during the current academic year.

She also informed the members about the Ayurveda workshop conducted under the Indian Knowledge System initiative.

The members were further informed that POSH training would be conducted for Internal Committee members in collaboration with V. M. Salgaocar Law College, and the activity would be considered under the existing MOU.

Agenda 7: AI Training for Faculty Members

Ms. Nelissa Alcasoas suggested organising AI workshops for faculty members to enhance their ability to use digital resources such as quizzes and presentations for teaching purposes.

The Chairman agreed with the suggestion and requested Ms. Nelissa to identify a suitable resource person. It was decided that the workshop would be conducted on a Saturday to avoid disruption of regular academic activities.

Agenda 8: Skill Development Workshops

Prof. Bhaskar Nayak proposed organising skill-development workshops for higher secondary school students in hospitality and culinary arts at the Institute.

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He also suggested providing scholarships to students requiring financial assistance and requested details of eligible students.

Agenda 9: Alumni Network Development

Mr. Mandar Karmarkar highlighted the importance of strengthening the alumni network to support students seeking employment opportunities and career guidance.

Agenda 10: Research Activities for Students

CMA Shameem Memon suggested organising a research paper competition and a dedicated research day for students.

Agenda 11: Student Suggestions

Ms. Shanel Fernandes, on behalf of the students, requested an increase in LP periods.

The Chairman suggested that LP sessions could also be conducted beyond regular working hours. He further stated that hostel students should receive more opportunities to complete their LP activities. The departments were instructed to follow a 50:50 allocation of LP slots between day scholars and hostel students.

The meeting concluded with the discussion under Any Other Business (A.O.B.).

The Chairman thanked all members for their valuable contributions and formally adjourned the meeting.

Dr. Semele Jatin Sardesai
IQAC Coordinator

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