

### Minutes of the Meeting

Date: 1<sup>st</sup> December 2020

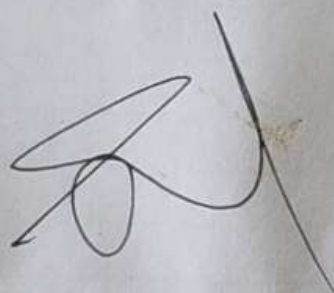
Venue: Board Room

In Attendance:

1.	Chairperson	Prof. Irfan Mirza, Director/Principal
2.	Senior Faculty	(i) Dr. Marie Raj, Administrator – Advisor (ii) Ms. Martha Rebello – Compliance Officer / Co-ordinator (iii) Ms. Gauri Patil – Faculty (iv) Ms. Lorna Fernandes – Faculty (v) Ms. Sushma Lotliker – Executive-Administration
3.	External Members	(i) Mr. Kartik Khanna – Training Manager, Taj Exotica (ii) Mr. P. Chandra – Parent Stakeholder
4.	Management Member	Prof. Bhaskar Nayak
5.	Student Representative	Mr. Prannoy D'Costa, S.Y. Student
6.	Alumni Representative	Ms. Sanjana Naik
7.	Co-ordinator / Secretary	Ms. Nelissa Alcasoas – Faculty

Absent for the meeting-

- Sanjana Naik (Alumni Representative) could not attend due to commitments to her work.
- Mr. Khartik Khanna (External Member) sent his regrets as he was busy with daily operations at the hotel
- Mr. Chandra (External Member) expressed his inability to come as he was out of station.



The Agenda:

1. Welcome and Introduction of the New Members by the Chairman
2. Reading of the Minutes of 30<sup>th</sup> January 2020 Meeting and Action Taken Report by Ms. Nelissa Alcasoas
3. NAAC Status by Dr. Marie Raj
4. A.O.B.

Agenda 1 The Chairman welcomed the members and called the meeting to order.

Agenda 2 a) Ms. Nelissa read the Minutes of the Meeting held on 30<sup>th</sup> January 2020  
The minutes were approved unanimously.

b) Ms. Nelissa also read the Action Taken Report (ATR) of 30<sup>th</sup> January 2020 meeting.

Agenda 3 Dr. Marie Raj updated the status of the NAAC meeting and informed that we could do a weekly review of each criteria at the availability of Prof. Bhaskar Nayak. He suggested that Prof. Gaonkar can be called at a later date once we have all our information in order.

Agenda 4 A.O.B.

(A) Prof. Bhaskar Nayak suggested that our Institute host the Swacchatam Competition in collaboration to Goa University. Goa University can depute a committee to judge the colleges and we can give the awards to the winners. Prof. Mirza replied that we can initiate the discussion after the pandemic is over and will consider the matter then.

(B) Dr. Marie Raj suggested we look into Google Suite as the benefits were that it was a free source and can be used for students' assignments. In addition, we already have an ERP system. It was decided to contact colleges to check the advantages to avoid duplication of systems. However Prof. Bhaskar Nayak suggested that we can adopt MOODLE that will serve as a hybrid system of learning; teachers can upload assignments, electronic medium of lecturing as lectures can be recorded and students can access it anytime in the future.

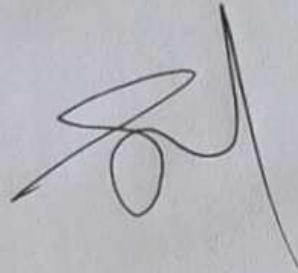
(C) Journals/Papers to be published by the Faculty in UGC recognized journals and SCOPUS journals.

(D) Prof. Bhaskar Nayak wanted to be appraised about the Alumni association. A few suggestions came up. There should be a yearly reunion for Alumni on one date (particular week). This will allow alumni to interact with the current students and exchange knowledge and experiences of the industry. Activities and competitions should be organized for them wherein they can involve themselves and we can start a dialogue with them.



- (E) Teacher training programs to be organized for the faculty who belong to the non aided institutions. Refresher courses for our teachers to be conducted online in collaboration with Goa University. Dr. Marie suggested Swayam conducted online refresher course which was done by Ms. Nelissa.
- (F) Webinars to be organized in collaboration with IHM Goa. Guest speakers from India and Europe can be roped in for the same.

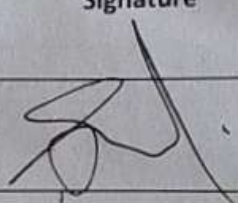
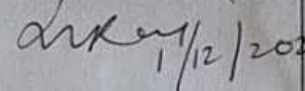
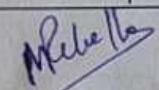

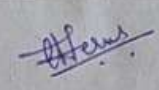
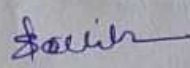
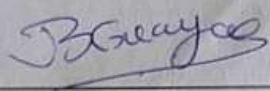
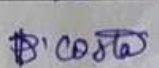
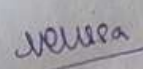
The meeting ended with Ms. Nelissa thanking all the members. This was followed by refreshments.



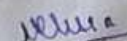
*Nelissa*  
IQAC Co-ordinator

Date: 01/12/2020

### IQAC Meeting – Attendance

Sr. No.	Committee Members	Name	Signature
1.	Chairperson	1. Prof. Irfan Mirza	
2.	Senior Faculty	2. Dr. Marie Raj	 01/12/2020
		3. Ms. Martha Rebello	
		4. Ms. Gauri Patil	
		5. Ms. Lorna Fernandes	
		6. Ms. Sushma Lotliker	
3.	External Members	7. Mr. Kartik Khanna	Absent
		8. Mr. P. Chandra	Absent
4.	Management Member	9. Prof. Bhaskar Nayak	
5.	Student Representative	10. Mr. Prannoy D'Costa	
6.	Alumni Representative	11. Ms. Sanjana Naik	Absent
7.	Co-ordinator / Secretary	12. Ms. Nelissa Alcasoas	


  
IQAC Co-ordinator