

Minutes of the IQAC Meeting

Date: 10th April 2018

Venue: Board Room

In attendance:

1.	Chairperson	Prof. Irfan Mirza, Director/Principal
2.	5 Senior Faculty	(i) Dr. Marie Raj, Administrator/Advisor (ii) Ms. Sujatha Madhvan, Faculty (iii) Ms. Nelissa Alcasoas, Faculty (iv) Ms. Supriyanka Govekar, Faculty (v) Ms. Martha Rebello, Compliance Officer/Academic Co-ordinator (vi) Ms. Sushma Lotliker, Administration Officer
3.	2 External Members 1 Alumni can also be included	(i) Industry Expert Mr. Peter D'Silva (ii) Local Community Member Mr. Fernando Vas
4.	1 Management Member	(i) Dr. Bhaskar Nayak
5.	Co-ordinator/Secretary	Dr. Rachel Pereira <i>Layla Hazare</i>

Absent: Mr. Peter D'Silva (Industry Expert) – As the date of meeting was advanced, he had to attend another programme, he informed by phone that he would be unable to attend the meeting.

Agenda

1. Welcome address.
2. Reading of the previous meetings minutes.
3. New Members inducted.
4. Short term goals.
5. Long term goals.
6. A.O.B.



1. The Principal/Director welcomed all the members to the IQAC meeting. The minutes of the preceding meeting were approved by all. Ms. Sujatha Madhvan proposed and Ms. Martha Rebello seconded.
2. He mentioned that as some of the members ~~were no longer~~ of the earlier IQAC body were not there, he was proposing the following names be included:
 - Prof. Bhaskar Nayak – Management Member
 - Ms. Supriyanka Govekar
 - Dr. Rachel Pereira
 - Dr. Marie Raj, Administrator

This proposal was accepted by the other members with a show of hands.

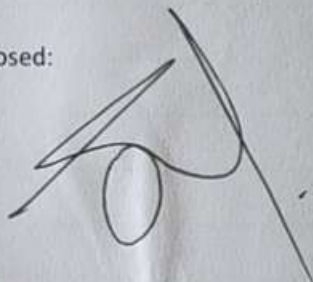
3. Regarding short terms goals, Prof. Bhaskar Nayak was pleased that the Institute had already set in motion the establishment of IQAC in the Institute. This Cell would serve as a recommendatory body to the Chair person, the Principal. In turn, it is the responsibility of the Principal to execute the suggestions. He would also handle the financial dimension and work out the logistics of the recommendations with the Management.

Mr. Bhaskar Nayak, former Principal, explained that the Internal Quality Assurance Cell (IQAC) is normally established as a post-NAAC accreditation quality sustenance measure. He was very happy that since quality enhancement is a continuous process, V.M. Salgaocar Institute of International Hospitality Education had decided to start the process of documenting its efforts and measures towards academic excellence well in advance.

4. Discussing the short term goals and the functioning, Ms. Martha Rebello pointed out that:

- Students write reports after their industrial training and ensure documentation.
- Train students to learn how to write reports.
- Every term VMSIHE organizes guest lectures by Pastry Chefs and other industry experts (for example, the lecture on Mithai).

5. Among other things it was proposed:



Students:

- Students make paper presentations to the rest of the class, once every semester.
- The Institute to organize a mega-event next academic year: a career fair where all the leading hotels are invited to attend, and even the students of other Hotel Management Institutes are allowed to participate.
- It was suggested that the Institute should start with 3 foreign languages: Portuguese, French and Russian courses. Classes to be conducted twice a week by suitable personnel. The names of Maria Abranches, Maria Fatuchina and Das Gupta were suggested as language-teachers for the respective languages. Our students should be multi-lingual. Language courses in French, German, Spanish, Russian and Portuguese to be organized.
- The syllabi should focus on communication situations. Students to learn functional Portuguese before going to Portugal. Selection of students could be based on their language acquisition.
- Add-on courses for skill enhancement to be started. For example, training in niche areas like specialization in traditional wedding dishes of a particular community, table etiquette etc.

Staff:

- The Flipped-class model of teaching can be used, where teachers can direct their students to suitable online video resources to be viewed before they come to class. In class, activities to be conducted on the learning material watched prior to coming to class. If suitable online resources are not available for the particular topic, teachers to make podcasts or simple teaching-videos to be distributed to the students before the contact session.
- It was suggested that the best lectures of teachers could be recorded, on the lines of the Certified Hospitality Educators (CHE) practice. The CHE focuses on the teacher's understanding of the student. Additionally, it was suggested that a CHE workshop/seminar be conducted in our Institute.
- A need for periodic industrial exposure for hospitality teachers was expressed. Such teachers to work in the Hospitality Industry for a month, perhaps on an exchange basis with a chef of a hotel. The chef of the hotel to come and teach at VMSIHE for a month, while a chef from VMSIHE to replace him/her at the hotel for the month. This would be a good Industry-Institute linkage.



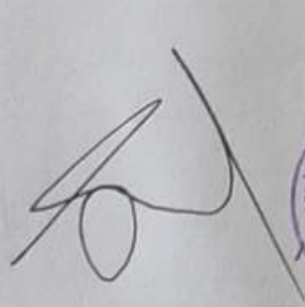
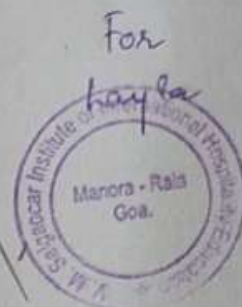
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- Teachers to attend orientation courses, and opportunities to be given to them to do so.
- As the current teaching schedule is very tight, leaving no room for extra courses, it was suggested that 15 hours be allotted per trimester for such activities and courses.

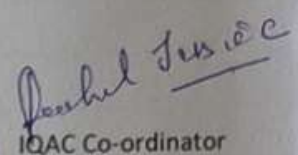
General or Immediate Goals:

- VMSIHE to start a publications division.
- A Hospitality-related seminar to be organized by the institute.
- MOUs to be working MOUs. The Institute already has an MOU for a student-exchange programme with Portugal, and a BHMS MOU with Switzerland.
- It was suggested that the Institute become a member of The Federation of Hotel & Restaurant Associations of India (FHRAI) and IHRAI.
- Short-term courses of 15 hours duration for students and the public to be floated. Courses like 'Essential Cooking Skills before Marriage'.
- An Incubation centre for entrepreneurship (on the lines of CIBA) could be started.
- Moodle to be introduced. Technical support to be arranged to help IT.
- Resources from Spoken Tutorials (by IIT Mumbai) to be used.
- It was suggested that a chapter of SPIC Macay be started to encourage the Arts.
- Kiosks for students to access internet.

As there were no other matters to be discussed, the meeting ended with a vote of thanks by the IQAC Co-ordinator.

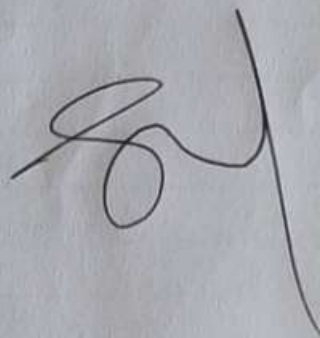
For
IQAC Co-ordinator



Date: 10/04/2018

IQAC Meeting

Sr. No.	Name	Designation	Signature
1	Prof. Irfan Mirza	Director/Principal	
2	Mr. Peter D'Silva	Industry Expert	Absent
3	Mr. Fernando Vas	Local Community Member	
4	Pr. Bhaskar Nayak	Management Member	
5	Dr. Layla Mascarenhas	Co-ordinator/Secretary of IQAC	
6	Dr. Marie Raj	Administrator	
7	Ms. Sujatha Madhvan	Faculty	
8	Ms. Nelissa Alcasoas	Faculty	
9	Ms. Shreya Kamat <small>SpL Invited</small>	Faculty	
10	Ms. Martha Rebello	Compliance Officer/Academic Co-ordinator	

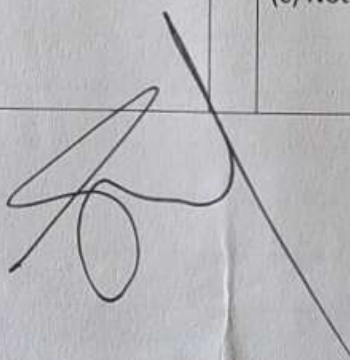


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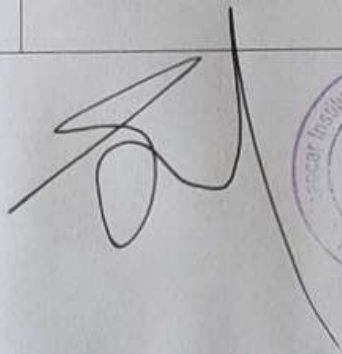
Action Taken Report

post 10th April 2018 IQAC Meeting

Short Term Goals	Status of fulfillment
<p>1. Learner Centric Pedagogy:</p> <p>(a) Experiential Learning</p> <p>(b) Enrichment of course</p> <p>(c) Writing Skills</p>	<p>1.</p> <p>(a) Fulfilled. - Theme & Cultural Night Programs are part of the learning process. - Go Cheese Program enabled the students with practical skills. - Bridge courses are conducted for 1st year student.</p> <p>(b) -Students given Case Studies, critical thinking exercises. - Pastry chefs are invited to share their expertise.</p> <p>(c) Students have been taught to write reports after study tours / visits & make presentations.</p>
<p>2. (a) Additional Skill Enhancement / Short Term Courses.</p> <p>(b) Foreign Languages as value added courses.</p> <p>(c) Flipped classroom</p>	<p>2. (a) Fondant Workshop, Chocolate Workshop, FSSAI Training, Flower Arrangement, Gavels Club for public speaking.</p> <p>(b) -French is a part of the Curriculum for 1st year. -Portuguese Faculty appointed to train students in conversational skills.</p> <p>(c) Not yet undertaken.</p>




	(d) Entrepreneurship skills		(d) Bake Sales organized by Food Production Department & Caterway organized by Marketing Department.
3.	<p>Institutional Up scaling:</p> <p>(a) To become a member of Association related to Hospitality</p> <p>(b) Moodle</p> <p>(c) Skill enhancement for Faculty</p> <p>(d) Seminar</p>	3.	<p>(a) - Already a member of Goa Chamber of Commerce & Industry (GCCl). - Suggestions to apply to The Federation of Hotel & Restaurant Associations of India (FHRAI) for Membership.</p> <p>(b) - Taken up the project to install software.</p> <p>(c) -Faculty sent along with students to Portugal for an Exchange Program for a month (MOU with Turismo de Portugal) to learn culinary skills in April-May. -Faculty sent to Study Tours to Switzerland.</p> <p>(d) 1 day Seminar conducted on Research Methodology on 31st August 2018.</p>
	Long term Goals - Proposals for Institute up scaling		Action Taken
1.	To have a Certified Hospitality Educator's Centre	1.	To discuss about the feasibility.
2.	Hospitality related Seminars	2.	Preliminary discussions to be taken up.
3.	Incubation for entrepreneurship	3.	This may take some time.
4.	MOOC	4.	Discussions ongoing.
5.	Career Fair	5.	Will be taken up in the following academic year (2019).
6.	Spic Macay	6.	To enter into talks with the University for collaboration.




7. Publication	7. (a) 'Flavor' Newsletter about student activities is published since 2016. (b) 'Voyager' Yearbook is brought out annually since 2016. (c) Scholarly In-house Journal to be taken up from next academic year.
8. Library Information Digitalization for a Smart Library	8. The matter will be taken up after discussion.