

Minutes of the IQAC Meeting

Date: 14th December 2018

Venue: Board Room

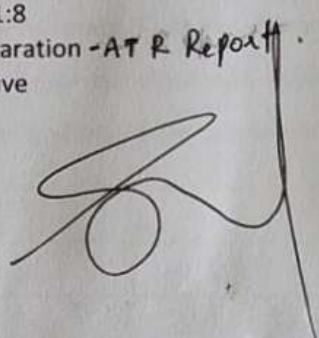
In attendance:

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	Industry Expert (i) Mr. Peter D'Silva Local Community Member (i) Mr. Fernando Vas
4.	1 Management Member	(i) Dr. Bhaskar Nayak
5.	Co-ordinator/Secretary	Dr. Rachel Pereira

Absent: Mr. Fernando Vas (Local Community Member) – As the date of meeting was advanced, he had to attend another programme, and he informed by phone that he would be unable to attend the meeting.

Agenda

1. Welcoming the IQAC members
2. Reading of the previous meetings minutes.
3. PPT on the Activities conducted during the year 2017-18.
4. Initiatives for the Swacchatam Mahavidyalaya Puraskar
5. Discuss about ISO 9001:8
6. Progress of NAAC preparation - *AT R Report*
7. Finishing School initiative
8. A.O.B.



1. The Principal/Director welcomed all the members to the IQAC meeting.
2. Dr. Rachel Pereira read the Minutes of the preceding meeting which was approved by all the IQAC members. Mr. Bhaskar Nayak proposed and Ms. Nelissa Alcasoas seconded.
3. A PPT was shown on the activities/ events that took place for the academic year 2017-2018 which was compiled by Dr. Rachel Pereira and was presented by Ms. Nelissa Alcasoas.
 - After the reading of the minutes, Prof. Bhaskar Nayak suggested to adopt Action Taken Report (ATR) model for documenting the files.
 - He also suggested that Massive Open Online Course (MOOC) to be done by the teachers in alignment with their subjects.
 - He gave his inputs as how the various recipes can be recorded by the students and uploaded on YouTube, Facebook, and Instagram page with the help of Marketing Team. TY Students can help in editing the videos. To which Ms. Nelissa Alcasoas responded that Digital Marketing- The practical classes like Bakery, F & B Production, and Service can be recorded for students who are absent and can be viewed later. (Supriyanka and Nelissa) Can discuss on this
 - Prof. Bhaskar Nayak enforced the importance of the Teachers Exchange Programme with the Industry expert, and it should be implemented immediately. To which Prof. Irfan Mirza mentioned he would speak to Marriott and La Paz with respect to the exchange programme during vacation for a span of one month and any cost incurred may be discussed with the Chairman.
 - A question was asked by Prof. Bhaskar Nayak as whether each and every activity which has happened in our institute can be uploaded in the website. To which, Dr. Marie Raj responded that the photographs of events are posted on the Website and the reports are being filed.
 - Dr. Rachel Pereira raised a question regarding the importance of teachers participating in HRDC Orientation courses. To which Prof. Bhaskar Nayak mentioned that it is very essential thing for their scale promotions, which has to be considered on priority. He also suggested Ms. Martha Rebello to write a letter to the Registrar to conduct such Orientation Courses at a nominal rate. Later Prof. Irfan Mirza asked Dr. Rachel Pereira to contact universities like Pondicherry and Hyderabad for such programmes. Ms. Martha to contact the Registrar



person as we have all the facilities readily available. To which Ms. Supriyanka Govekar mentioned that she can find some resource person.

- Prof. Bhaskar Nayak asked if any videos and the Testimonies by the Industrial Experts giving credentials to the Institute is being uploaded on our website. To which Dr. Marie Raj responded it is already being done. Chef Hemant Oberoi and other great personalities spoke about our institute and it was available for viewing on the website.

4. Initiatives for the Swacchatam Mahavidyalaya Puraskar was discussed in the meeting. Ms. Martha Rebello briefed out on certain aspects.

- Swacchatam- A Sponsorship can be asked from Rotary Club to sponsor an incinerator for washrooms
- Pollution Control stickers to be given to all the staffs as we have the pollution free certificate for our vehicles
- Carpooling can be done by the students and the staffs in order to reduce the pollution.
- Plants like Neem, Thulasi, and Citronella can be planted to reduce mosquitoes.
- A huge board stating "You are entering a pollution free, plastic free, smoke free campus" has to be displayed.
- It was decided that plastic straws to be replaced with paper straws.

5. The feasibility of going in for ISO was also discussed and Prof. Irfan Mirza asked Ms. Martha Rebello to get the quotation for individual criteria.

6. In connection with NAAC preparation, it was decided to invite Mr. Manoj Kamat for (SWOC analysis) and Dr. Gaonkar for overall orientation about NAAC which was planned to organize for all the staff members of VMSIHE on January 5th 2018.

7. Dr. Marie Raj mentioned that the marketing of the finishing school has to happen in the month of May, as it is the right time to target the students.

8. A.O.B. - It was resolved that all teachers should at least prepare one paper every six months, which is an important criteria for NAAC. In line with paper publication, Prof. Irfan Mirza suggested to conduct new seminars on Hospitality subjects.



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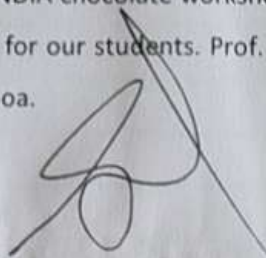
- Prof. Bhaskar Nayak suggested that the primary data of the TY students can be utilized in a different way to come up with a full research paper.
- Dr. Marie Raj Mentioned about the conference on ICHRIE, where the teachers can take part and the registration fees will be sponsored by the Institute. She also suggested that the ICHRIE conference can be organized at our own institute as we have all the added features.
- Marketing team was asked, if we have access to all the database about students (UGAT) –who are taking up the UGAT exam. Marketing team has to be consulted regarding the same. (MARKETING TEAM)
- Regarding starting an Incubation Centre for entrepreneurship (on the lines of CIBA), it was suggested that we get in association with Father Agnel Institute.
- Dr. Marie Raj emphasized that Moodle is very essential for any Institute. Access to information, lecture notes to be made available by each teacher. (Issac to start working on it)
- Criteria to be seen for IIT Mumbai spoken Tutorial, which is one of the best Tutorial as Suggested by Prof. Bhaskar Nayak

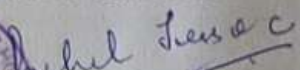
Other issues were also discussed

- Whatever MOU we enter into, should be in a functioning MOU which is very essential.
- Prof. Irfan Mirza raised a question if the Institute should be a member of FHRAI and IHRAI. For which Dr. Marie Raj, mentioned that even the Academic Institutes can become a member of FHRAI and IHRAI. (Dr. Marie Raj is taking initiatives)
- Ms. Martha Rebello mentioned that SPIC Macay- LEC DEM (Lecture Demonstration) can be started in collaboration with Goa University. (Ms. Martha to contact University)
- Kiosks to be started for the students immediately which was agreed by the Director.

Plans/ Events for the Upcoming year

- Prof. Irfan Mirza mentioned that the Workshop for Chefs of various hotels is to be conducted. A two or four day ALL INDIA chocolate workshop is planned to be conducted for all regions. And Certificate courses for our students. Prof. Bhaskar Nayak suggested to collaborate this workshop with Nestle Goa.






 Rachel Jesusa C
 IQAC Co-ordinator

Date: 14/12/2018

IQAC Meeting

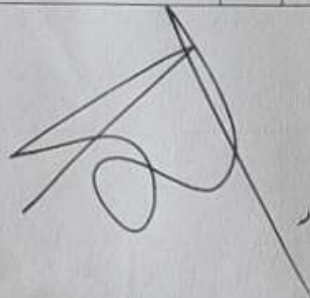
Sr. No.	Name	Designation	Signature
1	Prof. Irfan Mirza	Director/ principal	
2	Prof. Bhaskar Nayak	Management Member	
3	Mr. Peter D'Silva	Industry Expert	
4	Mr. Fernando Vaz	Local Community Member	Absent.
5	Dr. Marie Raj	Administrator	14/12/18
6	Ms. Martha Rebello	Compliance Officer	
7	Dr. Rachel Pereira	Co-ordinator/ Secretary of IQAC	
8	Ms. Sujatha Madhavan	Faculty	
9	Ms. Nelissa Alcasoas	Faculty	
10	Ms. Supriyanka Govekar	Faculty	
11	Ms. Sushma Lotliker	Administration Officer	



ATR overleaf. →

Action Taken Report of 14th December 2018 IQAC Meeting

	Suggestions		Status of fulfillment
1.	MOOC – Massive Open Online Course	1.	Studying the feasibility.
2.	To use social media like Facebook, Instagram for publicity of activities etc. Also to upload program of students preparing recipes	2.	Marketing Department is using these social media platforms.
3.	Teacher Exchange Program	3.	The Portuguese Chef visits our Institute for one month Faculty/Student Exchange Programme in February, while our Chef visits in the month of May. Five Faculty from our Institute have been on this Exchange Programme.
4.	Orientation Courses: - Dr. Rachel asked to contact Hyderabad and Pondicherry Universities - Ms. Martha to make enquires with G.U.	4.	- Orientation Courses not for self-financing Programmes. - Dr. Rachel Pereira Contacted HNB Garhwal University. Staff may apply, as the orientation is conducted every 2 months. Goa University does not have programs for self-financing Institution.
5.	Initiatives of Swacchatam Mahavidyalaya Puraskar: - Pollution control - Car pooling - Use natural pollution-free products	5.	- PUC certificate of all students/faculty who bring their vehicles to the Institute are being collected. - Car pooling is encouraged. Already using neem and other natural products to reduce mosquito menace.




6. ✓ Quality Measures: (a) ISO ✓ (b) NAAC Preparation	6. (a) Quotation asked for ISO 9001:2015 and 14001:2015 Certification with excel solution. (b) It was decided to invite Principial Dr. Kamat of Shri Malikarjun College of Arts & Commerce and Former Principal Dr. Gaoncar for SWOC analysis and NAAC matters respectively on 30 th January 2019.
7. Finishing School	7. Deferred for the moment, program and course is ready.
8. Paper Publication	8. Dr. Rachel and Ms. Nelissa have co-written a paper which has been selected and will be presented in Hongkong on 22 nd – 25 th May 2019 at the APCHRIE Conference.
9. Starting Incubation Centre	9. Feasibility study to be done.
10. Moodle	10. Matter in progress.
11. ✓ Membership for FHRAI & IHRAI Federation For Hotels & Restaurants Association India	11. College has applied for membership to ✓ IHRAI from 2019. (western region) (2022) 2 yrs
12. ✓ Workshop Certificate Courses to be conducted	12. Chocolate Workshop conducted. dt

