

Minutes of the Meeting

Date: 15th July 2022

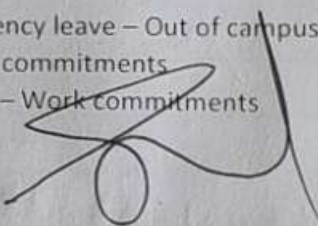
Venue: Boardroom

In Attendance:

1.	Chairperson	Prof. Irfan Mirza, Director/Principal	Absent
2.	Senior Faculty	I. Dr. Marie Raj, Administrator – Advisor	L. Raj
		II. Ms. Martha Rebello – Compliance Officer / Co-ordinator	M. Rebello
		III. Ms. Gauri Patil – Faculty	G. Patil
		IV. Ms. Valerie Jacques – Faculty	V. Jacques
		V. Ms. Sushma Lotliker – Executive-Administration	S. Lotliker
3.	External Members	I. Mr. Zarine Lobo, Principal, Cidade De Goa	Absent
		II. Mr. Suresh Barik – Parent Stakeholder	S. Barik
4.	Management Member	Prof. Bhaskar Nayak	Absent
5.	Student Representative	Mr. Joana Souza Lobo, T.Y. Student	J. Souza
6.	Alumni Representative	Ms. Cleona Pereira	C. Pereira
7.	Co-ordinator / Secretary	Ms. Nelissa Alcasoas – Faculty	N. Alcasoas

Absent for the meeting

- Prof Mirza – Emergency leave – Out of campus
- Zarine Lobo – Work commitments
- Prof Bhaskar Nayak – Work commitments




The Agenda:

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

Agenda 1 On behalf of the Director/ Principal, Dr. Marie Raj welcomed all the new members and explained their roles in the IQAC.

Agenda 2 The IQAC Co-ordinator read the minutes of the previous meeting. It was approved by Ms. Martha Rebello and seconded by Ms. Gauri Patil.

Agenda 3 Action Taken Report was read and discussed:

It was suggested that a Green Audit should be done. To which Dr. Marie Raj informed that the Green Audit was undertaken by M/s. Shubhankar Envirocare Services, Ponda.

- A number of suggestions were made to improve the initiatives. One of the suggestions was to have a butterfly park at the Institute as it is surrounded by a lot of flowery plants.
- Nelissa mentioned that quotations for the Kiosk has been obtained from concerned parties. Martha advised to take concrete steps to finalize the kiosk idea as the matter has been going on for quite some time with no outcome. Dr. Barik suggested that we can use the kiosk as an information sharing platform where information regarding the Institute, infrastructure, placements, internships etc. can be viewed by parents and guests.
- The NAAC criteria have been revised so the committees are working on the revisions and accordingly an expert will be called.

Agenda 4 (1) Dr. Barik suggested that we register with the Pollution Control Board and give them figures of the quantum of plastic waste that is being recycled. We can obtain a certificate from them which will hold weightage for our green initiatives.

(2) Dr. Barik suggested that training can be given to teachers based on the course evaluation given by students. We should track teacher's progress yearly to see whether there is growth and conduct Faculty Development Programs so teachers can improve their skills. Faculty can be sent to other colleges or the industry (they can be given paid leave if they are worried about doing the FDP) and gain practical experience on how to deliver quality classes and improve their skills.



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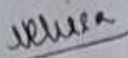
- (3) Dr. Barik also suggested that students' performance should be tracked and feedback should be given to them. It should be documented for NAAC purpose.
- (4) Joana suggested that we include some practical classes for the core areas in the T.Y. as students lose touch and it will help with their placement interviews. Dr. Barik added that compared to IHM, our course had less practical classes and our students who go for ODCs can make out the difference when they work with students from other colleges.
- (5) Dr. Barik suggested that for NEP implementation, we should encourage students to pursue their interests. He gave an example of Manali Naik, student of Mount Literati School, she is a young author who took to writing to develop her talent. We have already identified the Nodal Officer Ms. Supriyanka Goverkar and one meeting held at Don Bosco, Fatorda was attended by our faculty.
- (6) Joana suggested that there should be more sports activities to help with students' physical fitness/ mental health.
- (7) A cultural day/annual day could be held yearly for the staff and students.
- (8) Joana suggested that students should organize and participate in more intercollegiate events so they can assess their caliber and overall aptitude.
- (9) Joana raised some queries about the hostel stay.
- (10) Joana suggested that hostel students who are feeling sick be allowed to stay in the hostel. It was explained to her that the reason for keeping them in the medical room is for easy access in case of emergency.
- (11) She also suggested that field trips to Sula Vineyards, tree plantations should be organized for the T.Y students especially as they have not got a chance to visit in the last two years because of Covid.
- (12) Cleona suggested that alumni can be called for demo sessions.
- (13) Dr. Marie Raj suggested to Gauri to conduct an add-on courses in her subject.
- (14) Dr. Barik suggested that students who go for ODCs should give their feedback to other students so they know what they can expect. They should emphasize how the practical experience is an integral part of their overall development and will help in their placement interviews and learning more about hotel brands. LP points can be given to students who participate for ODCs to encourage them to attend.



- (15) Dr. Barik suggested that T.Y. students should compulsorily sit for interviews so they gain experience for placement interviews. Whether the students choose to take up the job should be a personal choice but hotels will come for campus placements if they see a high attendance.
- (16) Cleona suggested that for an alumni activity, the alumni along with the T.Y. students can host an event where students from core departments can share their experience with T.Y. students. The alumni committee can find interested students who are willing and available to conduct such an event.



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ICAC Co-ordinator

Action Taken Report
Of 15th July 2022 IQAC Meeting

Sr. No	Suggestion	Sr. No	Status of Fulfilment
1.	Butterfly Park	1	In progress. Have identified the butterfly conservatory of Goa in Ponda to help us set up the park.
2.	Kiosk for the lobby	2.	Have placed an order for a digital display in the cafeteria; depending on the performance of that, we will go ahead with the order for the kiosk from the same company.
3.	NAAC Criteria	3.	All the criterion have updated their information. We will now proceed to invite an expert to analyze the findings.
4.	Register with Pollution Control Board for plastic waste disposal	4.	Mr. Sandeep Bandodkar made enquiry with the GSPCB. They suggested that the certificate be taken from the Agency who collects the dry waste; which we have been obtaining annually. The Pollution Board issues certificate only to the new start-ups to ensure that the environment is pollution free.
5.	Training for teachers	5.	Workshops on 'Writing an assignment guideline' was conducted on 22 nd July 2022 for faculty, 'From complaints to compliance, teaching a free spirited teenager' on 26 th August 2022 and Basic Emergency Aid on 28 th & 29 th September 2022.
6.	Students' performance be tracked	6.	Subject teachers are tracking their performance through ISAs and accordingly remedial classes are taken.
7.	Additional practical classes for T.Y. students	7.	Practical classes for all core subjects (food production, food and beverage service, front office and housekeeping) are being held for T.Y. students.
8.	NEP	8.	In progress. Institutional plan is being drafted and has to be submitted on 18 th October 2022 to Goa University
9.	Sports' activities	9.	A schedule has been prepared as per timetable.
10.	Annual Day	10.	Yet to be decided.



11.	Organize and participate in intercollegiate events	11.	Students have participated in intra and inter college events.
12.	Field trip to Sula vineyards	12.	Delayed because of rains.
13.	Alumni for demo sessions with current students	13.	We have already conducted one session with Joana Luis on her entrepreneurial journey. A friendly football match between our alumni and current students was held on 30 th September 2022; the alumni team won the match. Sahil Essani has agreed to come for a session on bartending.
14.	Add on courses	14.	Add - on courses have to be screened for their feasibility. We have started with Investment and banking for F.Y. students.
15.	Feedback of ODCs by students	15.	No ODCs of hotels have taken place yet.
16.	Final year students to compulsorily sit for interviews	16.	So far 2 hotels – Hilton and Oberoi - have come for campus placement; IHCL will come on 19 th and 20 th October 2022. Students who did not sit for interviews were told to give in writing reason for not attending. Their parents have been informed via email about the interviews and their ward's non - attendance for the same.
17.	Alumni activity	17.	Alumni committee are working on a proposal.



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