

### Minutes of the IQAC Meeting

Date: 16<sup>th</sup> June 2016

Venue: Board Room

A meeting was called for by the Director/Principal to have a Quality Cell for the Institute. The selected members were present for the meeting:

Sr. No.	Name	Designation
1	Prof. Irfan Mirza	Director/Principal
2	Dr. I. Bhanu Murthy	Advisor
3	Ms. Martha Rebello	Compliance Officer/Co-ordinator
4	Ms. Lorraine Fernandes	Asst. Prof. English
5	Ms. Sujatha Madhavan	Asst. Prof. Food Production
6	Ms. Riddhi Raikar	Librarian
7	Ms. Sushma C. Lotliker	Administration Officer
8	Ms. Edna Noronha	Marketing Executive
9	Mr. Sandeep Pai	Management Representative
10	Mr. Peter D'Silva	Nominee Hospitality Industry

#### Agenda

1. Welcome to all the committee members by the Advisor.
2. IQAC goals explained to all the members by the Director/Principal.
3. To explain the aims and goals of IQAC by Ms. Martha Rebello.
4. A.O.B.

1. The Advisor welcomed all the members to the official IQAC meeting. As it was the first meeting, members were introduced to each other.
2. Director/Principal Irfan Mirza also welcomed them and explained what the role was of IQAC in detail. He addressed the committee on the significance for an IQAC Cell in the Institute.



- One of the members Mr. Peter D'Silva wished to know in what way it would benefit the institute when standards were already in place. To which the Director responded that quality had to be sustained and it had to internalize the quality culture. Also we would be able to understand the strengths and challenges of the Institute and address them.
3. Ms. Martha Rebello, who had attended the workshop conducted by the IQAC of the Goa University explained in detail the aims and goals of the IQAC.

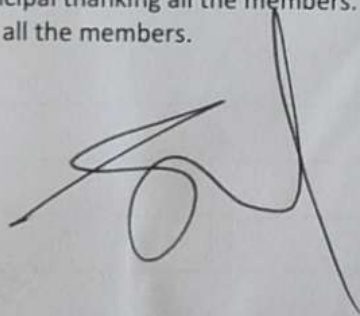
**Aims and Goals of IQAC:** The Internal Quality Assurance Cell (IQAC) is normally established as a post-NAAC accreditation quality sustenance measure. However, since quality enhancement is a continuous process, V.M. Salgaocar Institute of International Hospitality Education has decided to start the process of documenting its efforts and measures towards academic excellence well in advance.

- The aim of the cell is to focus on outcome-based education designed to get jobs in the hospitality line.
- The method of functioning will be to constantly evaluate what we have done and what VMSIHE is doing towards quality enhancement of teachers. This includes encouraging the research output of all teachers: including publications, workshops/ seminars attended. It will encourage the teaching staff to complete their PhDs.
- The cell will serve as a recommendatory body to the Chairperson, the Principal. In turn, it is the responsibility of the Principal to execute the suggestions. He will handle the financial dimension and will work out the logistics of the recommendations with the Management.

**Functioning:** The IQAC will document all field visits, workshops conducted/attended, teaching methodologies adopted by staff, innovative ideas incorporated to enhance knowledge, and any innovative methods adopted by VMSIHE in its teaching-learning environment. In the discussion, some of the current practices of VMSIHE were highlighted.

4. All the other members agreed that perhaps a 3 year plan could be made to achieve the necessary targets.

As there were no other matters to be discussed, the meeting ended with the Director/Principal thanking all the members. The dates for the next meeting would be intimated to all the members.



*[Handwritten signature]*  
for IQAC Co-ordinator

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## Action Taken Report post 16<sup>th</sup> June 2016 IQAC Meeting

1. Selection of Members for IQAC Committee	1. Selected 9 Members with the Director/Principal heading the Committee.
2. Significance of IQAC	2. Director/Principal and Ms. Martha Rebello explained the aims & goals of IQAC in detail.
3. Duration of IQAC Planning	3. A 3-year plan would be instituted to achieve targets.
4. Documentation	4. Every activity of the Institute – academic, non-academic, publication & Research would be documented.

A.T.R. - June -16



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