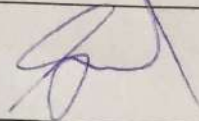
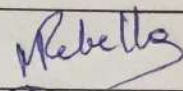
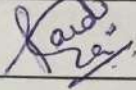
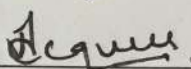
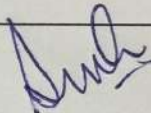
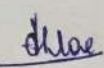
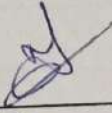

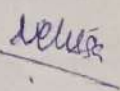


Minutes of the Meeting

Date: 18th January 2024

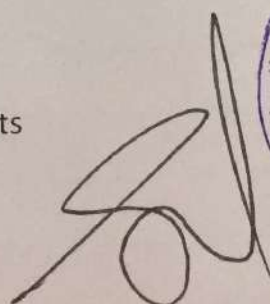
Venue: Boardroom

In Attendance:

1.	Chairperson	Prof. Irfan Mirza, Director/Principal	
2.	Senior Faculty	I. Dr. Marie Raj, Administrator – Advisor	Absent
		II. Ms. Martha Rebello – Compliance Officer / Co-ordinator	
		III. Ms. Semele Sardesai – Faculty	
		IV. Ms. Valerie Jacques – Faculty	
		V. Ms. Sushma Shirodkar – Executive-Administration	Absent
3.	External Members	I. Mr. Suresh Barik – Parent Stakeholder	
4.	Management Member	Prof. Bhaskar Nayak	Absent
5.	Student Representative	Ms. Chloe Antao, T.Y. Student	
6.	Alumni Representative	Ms. Thulasi Raju	
7.	IQAC Member	Ms. Deepika Malaviya	
8.	Co-ordinator / Secretary	Ms. Nelissa Alcasoas – Faculty	

Absent for the meeting

- Dr. Marie Raj – Work commitments
- Sushma Shirodkar - Work commitments
- Prof. Bhaskar Nayak - Work commitments




The Agenda:

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

Agenda 1 The Chairman welcomed everyone. Ms. Nelissa read the minutes of the previous meeting. It was approved by Ms. Deepika and Ms. Valerie.

Agenda 2 Action Taken Report was read and discussed:

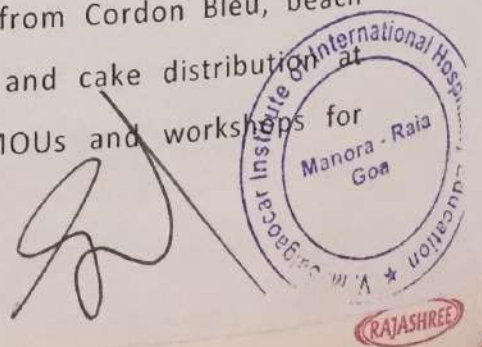
Agenda 3 Prof. Mirza said blogging is important and students should take up food blogging.

Agenda 4 Prof. Mirza mentioned that the alumni should take initiatives and motivate the current students. Ms. Alethea has to create alumni chapters, as per the geographical location of the alumni students. E.g. Dubai, Portugal, Switzerland and in India- South India and North India.

Agenda 5 Prof. Mirza asked about the feasibility of having the alumni students login through the Institute's website as the official portal for registering, updating personal information or staying in touch with the Institute. He also suggested that student (intern) Dev Thakkar should get in touch with the alumni for testimonials/success stories.

Agenda 6 Prof. Mirza informed that Switzerland Education Group (SEG) will be having their alumni meet at the Institute on 3rd February 2024.

Agenda 7 Prof. Mirza updated everyone about the activities undertaken since the last IQAC meeting such as visit of Chef from Cordon Bleu, beach cleaning at Utorda beach, carol singing and cake distribution at Majorda beach for Christmas, various MOUs and workshops



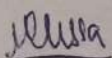
students. He also mentioned that an open air 'chula' set up has been done for students to learn traditional cooking methods.

Agenda 8 Ms. Chloe raised a few concerns regarding the cafeteria food which were addressed by Chef Sandip. Prof. Mirza asked that the menu for evening snack to be sent to him a week prior.

Agenda 9 Ms. Chloe requested for use of laptops for hostel students during their study time. Prof. Mirza shared his views about lack of book reading habits and suggested that the one-hour study time should specifically be dedicated for reading and making notes from books and writing.

Agenda 10 Dr. Barik spoke about a centralized software for sharing of e-books from various libraries on subscription basis. Prof. Mirza asked that the faculty make a list of e-books needed as per NEP 2020 for their respective subjects.

Agenda 11 Dr. Barik wanted to know if interview facing skills were taught to the TY students to which he was informed that the course has already been delivered in the second year.


Nelissa Alcasoas
IQAC Co-ordinator

