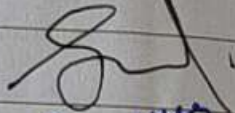
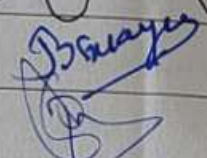

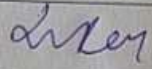
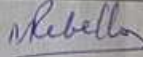
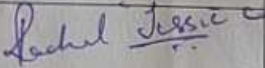

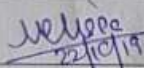
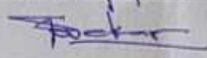
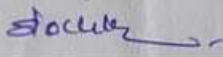


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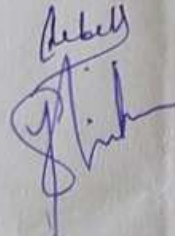
IQAC Meeting – Attendance

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 Vas	Local Community Member	ABSENT.
5.	Dr. Marie Raj	Administrator	
6.	Ms. Martha Rebello	Compliance Officer/Co-ordinator	
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	Executive - Administration	

Special Invitees:

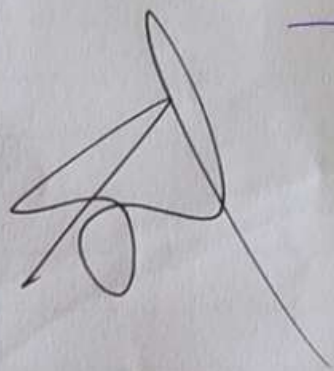
Ms. Candice Rebello e Cota

Faculty



Ms. Yoshika DSilva

Faculty





Minutes of the IQAC Meeting

Date: 22nd October 2019

Venue: Board Room

In attendance:

1.	Chairperson	Prof. Irfan Mirza, Director/Principal
2.	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 Special Invitees (vii) Ms. Yoshika D'Silva, Faculty (viii) Ms. Candice Rebello, Faculty
3.	External Member	(i) Mr. Peter D'Silva
4.	Co-ordinator/Secretary	Dr. Rachel Pereira

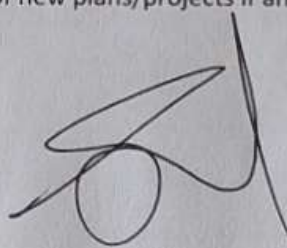
Not Present:

Mr. Fernando Vas (Local Community Member) had to attend another programme, and he informed by phone that he would be unable to attend the meeting.

Prof. Bhaskar Nayak (Management Member) had come to the Institute in the morning and given his inputs. He had official work at the same time of the meeting.

Agenda

1. Welcome by Chairman
2. Reading of the previous meeting's minutes.
3. Discussion of ATR of previous meeting
4. Induction of new members
5. Continuation of the term of existing members or new members to be selected.
6. Discussion of new plans/projects if any
7. A.O.B.



Agenda 1
The Principal/Director welcomed all the members to the IQAC meeting and the meeting was brought to order.

Agenda 2
Asst. Prof. Nelissa Alcasoas read the Minutes of the preceding meeting which was approved by all the IQAC members. Ms. Supriyanka Govekar proposed and Ms. Sushma Lotliker seconded the MOM.

Agenda 3
After the reading of the Minutes, Action Taken Report was taken up for discussion.

a. Orientation Courses for lecturers:

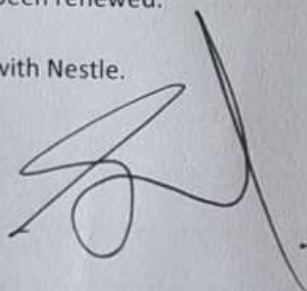
- With reference to the above, Dr. Rachel informed that Universities have programs every two months. Prof. Mirza asked Dr. Rachel Pereira to find out the dates when Garhwal and Pondicherry Universities conduct their programs.
- Ms. Martha Rebello stated that Goa University has an Orientation Programme in November and Ms. Sujatha Madhavan's name has been forwarded for the same.

b. Continued Initiatives of Swachhatam Programme:

- The exact time for the plastic free zone of the Institute has to be identified as we are still using plastic. Departments to assess single use plastic; Ms. Gauri Patil to check if paper straws are being used, coasters to be changed in the boardroom to wood or paper.
- We have to find out about incinerator for girls' washrooms and hostel.
- We should find out how many people from the village are availing government schemes.
- 50 dustbins have been donated to the Raia Panchayat. We are yet to receive a quotation from the Raia Panchayat for construction of toilets.
- NSS students should visit all the villagers' homes and make a study report on various aspect like waste management etc. Ms. Nelissa Alcasoas to take up the matter.
- Carpooling can be done by the students and the staff in order to reduce the pollution. Details to be found out by Ms. Supriyanka Govekar.

c. Membership / MOUs with various organisations:

- VMSIHE have become a member of the FRAI, Western Region for a period of 3 years.
- EuroChrie membership has been renewed.
- We will be signing an MOU with Nestle.



d. Regarding NAAC preparation

- Dr. Manoj Kamat along with former Principal Dr. Gaonkar gave a talk on significance of NAAC. He suggested implementation of geo-tagging/environmental scanning. Feedback from parents who are stakeholders are also to be taken.
- The Finishing School has to be thrown open to men also.

Agenda 4

It was suggested that the number of members in the IQAC should be increased. The following names were suggested:

- Faculty Representatives Ms. Gauri Patil and Ms. Lorna Fernandes; Alumni Representative Ms. Sanjana Naik; Student Representative Mr. Prannoy D'Costa of FY.

Parent Rep - Mr. P. Chandra; Industry Rep - Mr. Kartik Khanna

Agenda 5

Dr. Marie Raj stated that membership of nominated members was for a period of 2 years. Hence, new members had to be selected and Prof. Mirza suggested the name of Mr. Kartik Khanna who is a Training Manager at Taj Exotica.

Agenda 6

Plans / Events for the Upcoming year:

- Ms. Sujatha Madhavan suggested we conduct Chef Competition; Prof. Mirza told her that the kitchen team should take the initiative and plan and propose how the competition will be held.
- Alumni meet should be held yearly in March.
- Form a WhatsApp group with alumni and staff and share comments, feedback, events.
- Alumni success stories to be uploaded to the website with photos. Alumni to get a copy of our newsletter / journal.
- Ms. Jinnie Rodrigues to upload success stories of students during their internship.
- Prof. Mirza suggested having a Two day Concierge workshop in Goa for all 5 Star Hotels. Prof. Mirza will be the main trainer and Asst. Prof. Ms. Yoshika D'Silva will assist him. They will cover guest service, guest expectations, places of interest, Goan cuisine, Goa's history etc. Ms. Yoshika to gather material for a book that can be published. She can consult with the following people regarding information – Ms. Martha, Ms. Rachel, Ms. Edna, Ms. Sushma, Ms. Supriyanka, Ms. Nelissa, Mr. Sandip, Mr. Anup, Mr. Madiwal and Ms. Chaitra will assist.
- Martha to follow up with the ISO and complete the process.

p-chandra@gmail.com



- Prof. Mirza suggested the kitchen team to come up with innovative/exotic dishes once a month (original recipes). They can also give students a basket of ingredients and let them cook something new. They should also look at cooking on firewood, making biryani outside (dum biryani), traditional cooking (banana leaf, use a substitute for potato).
- Prof. Mirza informed Mr. Peter D'Silva that the VMSIHE had undertaken a new venture "Hospitality Career Expo 2019". It was a platform to bring hoteliers and pan Indian Hospitality students on one platform to facilitate recruitment. He informed that Hospitality Career Expo 2019 was a success and it should be continued yearly.
- Visit to Nasik and Maldives to be uploaded; Maldives to be viewed as a study tour of eco-friendly resorts.

Agenda 7 - A.O.B.

Prof. Bhaskar Nayak's points were put forth by Dr. Marie Raj.

- An Incubation Centre for entrepreneurship (on the lines of CIBA) may be considered in our Institute in the near future. It was suggested that we associate with Fr. Agnel Ashram, if necessary. Prof. stated that we can tie up with Hotel La-Paz Gardens and Goa Marriott Resort and seek their support.
- The new ERP should offer Moodle which is important for academics.
- More workshops and programmes for student enrichment should be conducted. We have already conducted a "Chocolate Workshop" and "One Dough many Breads Workshop".
- We should try to create a platform that links hotels and students, so we can be of service to the industry, where we send our students and they send their professionals.
- Faculty to apply for online short term courses in conjunction with Massive Open Online Course (MOOC) in alignment with their subjects, especially for courses of kitchen.
- Feedback forms from teachers, students, parents to be done for open day.
- Multidisciplinary journal to be published by the Institute.
- Invite speakers to motivate staff, faculty and students. Ms. Sujatha Madhavan suggested to have a resource person for a workshop in new methods and skills of teaching.

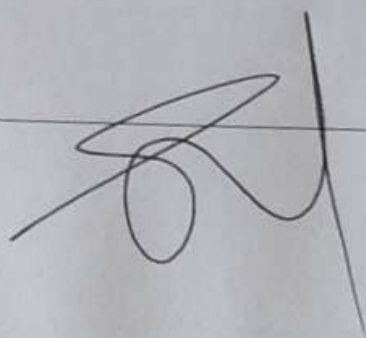



Marie Raj
Marie Raj

IOAC Co-ordinator

Action Taken Report Of 22nd October 2019 IQAC Meeting

Sr. No	Suggestion	Sr. No	Status of Fulfilment
1.	Membership to be taken for IHRAI	1.	Membership obtained till 2022.
2.	Orientation Courses	2.	(a) Recommended Sujatha's name for the Orientation course at Goa University (b) Nelissa Alcasoas doing online Refresher Course in Management offered as part of the Swayam Programme
3.	Quality Measures: a) ISO b) NAAC	3.	(a) Signed up with excel solutions to get ISO Certification (April 2019) (b) Work in Progress. Steering Committee working on the new manual
4.	Finishing School	4.	Programme to open for Boys
5.	Teacher Exchange Programme	5.	Amendments is to be added in the MOU with Turismo de Portugal
6.	More workshops to be conducted	6.	(a) 'One dough many breads' Workshop organised by our Pastry Kitchen (b) Ms. Sujatha suggested holding a chef competition (c) Concierge workshop for 5star hotels




			(d) Workshop on guest service and expectations to be conducted by Prof. Mirza
7.	Moodle	7.	Once new ERP contract is signed, we will be installing Moodle
8.	ISR	8.	Raia Village Panchayat Collaborations: Donated 50 waste bins, also building toilets
9.	Alumni Association	9.	Alumni association was formed and the 1 st meeting was held on 20 th September 2019

Sr. No.	Suggestions	Sr. No.	To be Implemented
1.	MOOC	1.	To prepare courses by the kitchen dept.
2.	Plastic Free Institute	2.	To replace all plastic usage & have incinerator/s
3.	Publications: (a) Journal to be published by the Institute. (b) A book to be published on places of interest in Goa	3.	(a) Faculty preparing Scholarly articles for multi-disciplinary journal, likely to be out in Feb-March 2020 (b) Contribution of articles by staff members
4.	Geo-Tagging/ Environment Scanning	4.	To be implemented
5.	Incubation Centre on the lines of Fr. Agnel Ashram Institute	5.	To Study the feasibility

