

### Meeting

Date: 23<sup>rd</sup> July 2015

Venue: Board Room

A meeting was called for by the Director/Principal to ensure establishment of the Internal Quality Assessment (IQAC) in the Institute as per the guidelines of the NAAC. Also as per UGC Guidelines, undergoing NAAC is mandatory for all affiliated colleges and institutes.

### Agenda

1. Meeting brought to order.
  2. Report of Workshop on Assessment and Accreditation.
  3. Starting a Cell in the Institute and to form a committee.
  4. Members to be constituted for the IQAC.
  5. Distribution of material on IQAC.
  6. A.O.B.
1. Prof. Mirza welcomed the members. The meeting was brought to order.
  2. With reference to the VMSIHE which intends to go through the accreditation process in due course of time, Director/Principal Irfan Mirza said the go-ahead was given by the Management to institute a Cell in the Institute at the earliest.
  3. Ms. Martha Rebello and Ms. Sujatha Madhavan had been delegated to attend the NAAC Awareness Programme/Workshop under the IQAC, Goa University on 19<sup>th</sup> & 20<sup>th</sup> February 2015. A report of the workshop was submitted by Ms. Martha regarding the sessions. Quality and documentation was stressed upon at every session and presentation of the workshop.
    - Ms. Martha mentioned that VMSIHE from the time of its inception had ensured that proper documentation of activities (academic, co-curricular and extracurricular) was being taken care of.
  4. A tentative list of the names for the IQAC committee was proposed by the Director/Principal. This would be finalized after receiving an O.K. from the proposed members.
  5. Some printed material about information on the IQAC was circulated to all the members present at the meeting, which was prepared by Ms. Martha. ( Attached IQAC Material and List of proposed Committee Members ).
  6. As there was no other matter to be discussed, the meeting concluded.



Principal/Director

*IQAC Attachment overleaf →*



V. M. SALGAOCAR INSTITUTE  
*of*  
INTERNATIONAL HOSPITALITY EDUCATION

**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

Education plays a vital role in the development of any nation. Therefore, there is a premium on both quantity (increased access) and quality (relevance and excellence of academic programmes offered) of higher education. The National Assessment and Accreditation Council (NAAC) has been set up to facilitate the volunteering institutions to assess their performance vis-a-vis set parameters through introspection and a process that provides space for participation of the institution.

In pursuance of its Action Plan for performance evaluation, assessment and accreditation and quality up-gradation of institutions of higher education, the National Assessment and Accreditation Council (NAAC), Bangalore proposes that every accredited institution should establish an Internal Quality Assurance Cell (IQAC) as a quality sustenance measure. Since quality enhancement is a continuous process, the IQAC will become a part of the institution's system and work towards realization of the goals of quality enhancement and sustenance.

The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institution. For this, during the post-accreditation period, it will channelize all efforts and measures of the institution towards promoting its holistic academic excellence.

*[Handwritten signature]*



**Objective :-**

The primary aim of IQAC is:-

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

**Strategies:-**

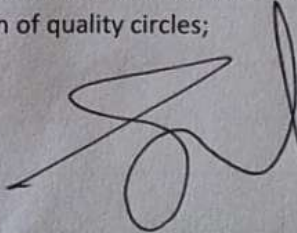
IQAC shall evolve mechanisms and procedures for:-

- a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;
- b) Relevance and quality of academic and research programmes;
- c) Equitable access to and affordability of academic programmes for various sections of society;
- d) Optimization and integration of modern methods of teaching and learning;
- e) The credibility of evaluation procedures;
- f) Ensuring the adequacy, maintenance and proper allocation of support structure and services;
- g) Sharing of research findings and networking with other institutions in India and abroad.

**Functions:-**

Some of the functions expected of the IQAC are:

- a) Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution;
- b) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
- c) Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes;
- d) Dissemination of information on various quality parameters of higher education;
- e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;



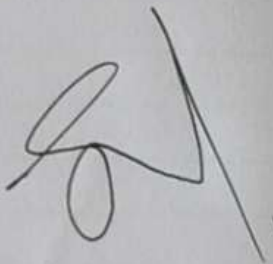
- f) Documentation of the various programmes/activities leading to quality improvement;
- g) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;
- h) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;
- i) Development of Quality Culture in the institution;
- j) Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.

**Benefits:-**

IQAC will facilitate / contribute and :-

- a) Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement;
- b) Ensure internalization of the quality culture;
- b) Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices;
- c) Provide a sound basis for decision-making to improve institutional functioning;
- d) Act as a dynamic system for quality changes in HEIs;
- e) Build an organized methodology of documentation and internal communication.

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## Action Taken Report post 23<sup>rd</sup> July 2015 Meeting

1. The Institute recommends guidelines to be initiated	1. Establishment of Internal Quality Assessment Cell (IQAC)
2. Preparations to start the Cell	2. 2 staff (Ms. Martha Rebello & Ms. Sujatha Madhavan) delegated to attend NAAC Awareness Program on 19 <sup>th</sup> & 20 <sup>th</sup> February 2015 at the Goa University.
3. Information about IQAC	3. Information circulated.
4. IQAC Committee to be formed	4. Tentative names proposed. List to be finalized shortly.

ART-July 15

