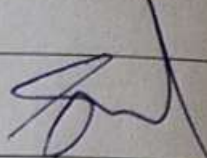
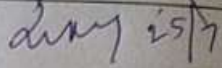
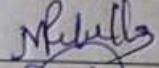
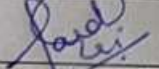
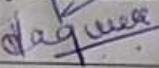
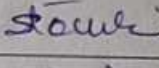
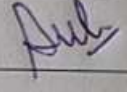
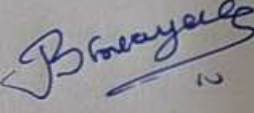





Minutes of the Meeting

Date: 25th July 2023

Venue: Boardroom

In Attendance:

1.	Chairperson	Prof. Irfan Mirza, Director/Principal	
2.	Senior Faculty	I. Dr. Marie Raj, Administrator – Advisor	
		II. Ms. Martha Rebello – Compliance Officer / Co-ordinator	
		III. Ms. Semele Sardesai – Faculty	
		IV. Ms. Valerie Jacques – Faculty	
		V. Ms. Sushma Lotliker – Executive-Administration	
3.	External Members	I. Mr. Suresh Barik – Parent Stakeholder	
4.	Management Member	Prof. Bhaskar Nayak	
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

Absent for the meeting

9. Member. Dr. Semele Sardesai



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.

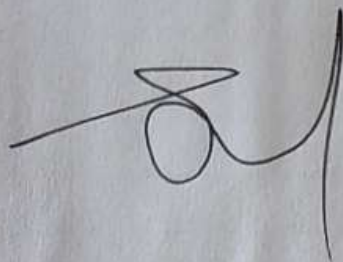
Agenda 1 The Chairman welcomed everyone, with a special mention to the newly joined members. Ms. Valerie read the minutes of the previous meeting. It was approved by Dr. Marie Raj and seconded by Ms. Sushma Shirodkar. The newly joined members are Dr. Semele Sardesa – Senior Faculty, Ms. Chloe Antao as a student representative, and Ms. Thulasi Raju- Alumni representative.

Agenda 2 Action Taken Report was read and discussed:

Agenda 3 Prof Mirza also informed everyone that we are in the process of filling in the gaps in regard to NAAC.

Prof. Mirza informed the members of the successful Portugal Exchange Program and Switzerland Study Tour for the academic year 2022-23. Also during the visit to Switzerland, we handed over the offer letter to Chef Mossiman as our honorary guest faculty. He was very touched by the gesture and said– that he would display our letter in his Museum.

Prof. Mirza informed the members about the positive feedback given by the Principal's Forum after the All India Principals' Forum meet which was held, at the Institute and shared the letter of appreciation given by them regarding the hospitality displayed by our staff and students.



Prof. Mirza also informed about the Rotary Club events already held at the Institute and that many more are in the pipeline for this academic year.

Prof. Mirza briefed about the contribution of the Institute towards helping the Raia Village locals in collaboration with the Rotary Club.

Agenda 4 Prof. Bhaskar Nayak suggested that since we are already collaborating with the Rotary Club to help the Raia Village and since the panchayat does not seem interested, we should sign an MOU with Rotary Club.

Agenda 5 Prof. Bhaskar Nayak, asked for an update on the add-on courses and said that every staff needs to complete the add-on courses for students. Dr. Marie Raj informed that all the faculty members have been asked to conduct add-on courses and 5 add-on courses have already been carried out. Dr. Semele will shortly start a course on Photography. Prof. Bhaskar Nayak suggested an add-on course on Food Blogging

Agenda 6 Mr. Barik requested that the students could get some snacks at the 10 o'clock tea break as most of the day scholars come without breakfast. Prof. Mirza informed that the students can get breakfast if they pre-order or they could avail of the vending machine facility or carry any dry food items like fruits or cookies.

Agenda 7 Ms. Chloe suggested having some add-on courses on bartending as a lot of the students are interested. Dr. Marie Raj said that if it is a part of the syllabus it cannot be taken up as an add-on course, but if the students are interested, it could be taken up under some other title.



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Agenda 8 _Ms. Gauri was called to give an update on the California wine Certificate course.

Agenda 9 _Dr. Semele spoke about the Research proposal that needs to be submitted for the research fellowships grants 2023-24, under the V.M Salgaonkar Konkani Sanshodhan Kendra. Prof. Bhaskar Nayak suggested Dr. Semele look into research on eco-tourism and Chef Sandip to submit on tribal food.

Agenda 10 Ms. Thulasi highlighted the issue faced by the alumni committee in regard to the contribution of funds as the alumni are still establishing themselves. Prof. Mirza explained that the contributions are for alumni purposes and not for the Institute. Prof. Bhaskar Nayak suggested appealing to the alumni for scholarships and awards for students securing excellent grades.

Agenda 11 Prof. Mirza suggested, that Ms. Alethea make a list of alumni doing well in their careers and send letters of appreciation to them.

Agenda 12 Dr. Marie Raj informed, that Ms. Nelissa Alcasoas along with Dr. Deepti have published their Research paper in Scopus Journal. Prof. Bhaskar Nayak inquired about the incentives and suggested that it could be increased for the next academic year.

Agenda 13 Prof. Mirza enquired about the number of students who have not attended any add-on courses to date, and asked Ms. Deepika to give a list of the same.

Agenda 14 Mr. Suresh Barik suggested that the Institute website should be updated every 15 days, and all of our achievements and awards, etc. should feature on the website. Prof. Mirza added that we should also



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have a list of the students that are placed in different hotels on the website under alumni.

Valerie Jacques

Valerie Jacques

On Behalf of:

Nelissa Alcasoas
IQAC Co-ordinator



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