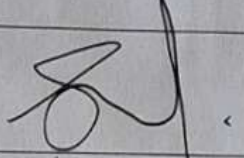
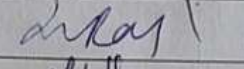
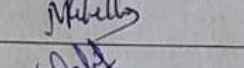
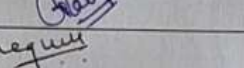
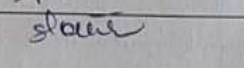
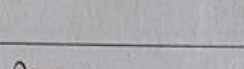
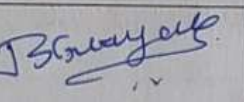
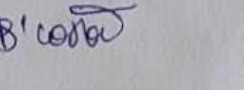

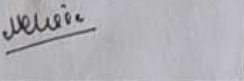


Minutes of the Meeting

Date: 25th March 2022

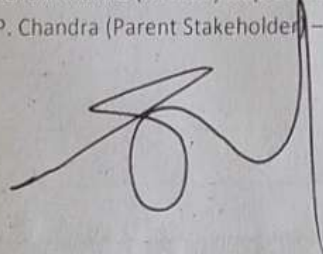
Venue: Boardroom

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. Gauri Patil – Faculty |  |
| | | IV. Ms. Valerie Jacques – Faculty |  |
| | | V. Ms. Sushma Lotliker – Executive-Administration |  |
| 3. | External Members | I. Mr. Kartik Khanna – Training Manager, Taj Exotica | Absent |
| | | II. Mr. P. Chandra – Parent Stakeholder | Absent |
| 4. | Management Member | Prof. Bhaskar Nayak |  |
| 5. | Student Representative | Mr. Pronnoy D'Costa, S.Y. Student |  |
| 6. | Alumni Representative | Ms. Cleona Pereira |  |
| 7. | Co-ordinator / Secretary | Ms. Nelissa Alcasoas – Faculty |  |

Absent for the meeting

- Mr. Kartik Khanna (Industry Representative) – Transferred to a different property.
- Mr. P. Chandra (Parent Stakeholder) – Out of station

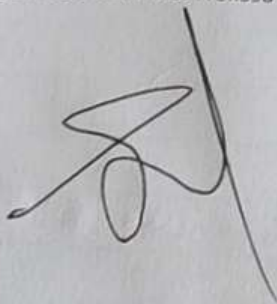


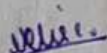
The Agenda:

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

- Agenda 1 Prof. Mirza welcomed the members and introduced Ms. Cleona Pereira who has replaced Ms. Sanjana Naik
- Agenda 2 The minutes of 14th December 2021 meeting were read and approved along with the A.T.R.
- Agenda 3 Dr. Marie Raj informed everyone that the Green audit report is being worked on and the final report will be submitted. The agency has suggested that we call ourselves a plastic free zone and not Zero plastic zone as there are a lot of categories to be fulfilled; for eg: we receive inventory that contains plastic like bins, etc. However we are reducing the overall use of plastic eg: paper straws, carrying bags while going to vendors.
- Agenda 4 Ms. Nelissa informed that the costs of the kiosk is Rs. 1.5 – 2.5 lakhs depending on the features we want to use it for. One Kiosk also to be installed in the lobby. Ms. Edna Norohna and the marketing team can allow parents/students to do their admissions and fill up Google reviews.
- Agenda 5 NEP policy to be studied and the feasibility measures assessed. Research and development cell to be formed. Teaching and Learning development cell to be formed.
- Agenda 6 Ms. Nelissa informed that the IQAC will organize a workshop for faculty on E-portfolio by Andrew Baretto at a suitable time before the start of the next academic year.
- Agenda 7 Dr. Marie Raj advised that an expert be called for the NAAC criterias to note any shortcomings we may have.
- Agenda 8 We have to induct new stakeholder members for the IQAC who are willing to attend and can contribute fresh innovative ideas. Ms. Zarine Lobo (Industry representative) and Mr. Barik (Parent representative) to be contacted.

The meeting ended with Ms. Nelissa thanking all the members.




IQAC Co-ordinator

Action Taken Report

Of 25th March 2022 IQAC Meeting

| Sr. No | Suggestion | Sr. No | Status of Fulfilment |
|--------|-------------------------|--------|---|
| 1. | Green audit report | 1 | We will be submitting the final report shortly. The agency has to make a few visits and advise on certain aspects of the Institute. |
| 2. | Kiosk for the lobby | 2. | In progress. |
| 3. | NEP | 3. | The research and development cell has been formed. The IQAC is taking care of teaching and learning development. |
| 4. | Workshop on E-portfolio | 4. | Andrew Barreto conducted the workshop for staff on 16 th June 2022. |
| 5. | Expert for NAAC | 5. | The criterias have been revised so the committees are working on the revisions and accordingly thereafter an expert will be called. |
| 6. | Inducting new members | 6. | Mr. Suresh Barik has been appointed as the parent representative. Ms. Joana Lobo has been appointed as the student representative. |

