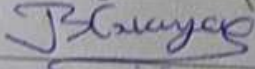

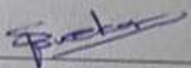
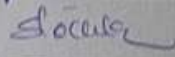
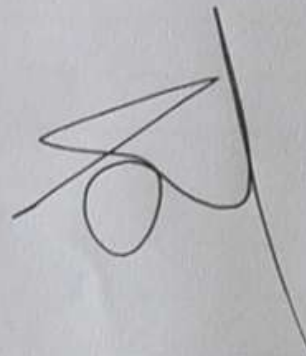


Date: 30-01-2020

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	A
4.	Mr. Fernando Vas	Local Community Member	A
5.	Dr. Marie Raj	Administrator	
6.	Ms. Martha Rebello	Compliance Officer/Co-ordinator	
7.	Dr. Rachel Pereira	Co-ordinator/Secretary of IQAC	A
8.	Ms. Sujatha Madhavan	Faculty	
9.	Ms. Nelissa Alcasoas	Faculty	
10.	Ms. Supriyanka Govekar	Faculty	
11.	Ms. Sushma Lotliker	Executive - Administration	



Minutes of the Meeting

Date: 30th January 2020

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
3.	External Members Alumni can also be included	*
4.	Management Member	Prof. Bhaskar Nayak
5.	Co-ordinator/Secretary	**

*Mr. Peter D'Silva (External Member) sent his regrets as he was busy with an unscheduled meeting.

*Mr. Fernando Vas (Local Community Member) expressed his inability to come.

**Dr. Rachel Pereira (Co-ordinator/ Secretary) was absent.

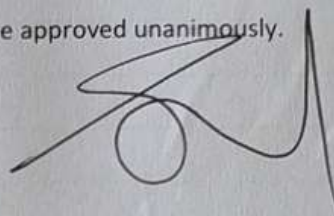
Agenda

1. Welcome by Chairman
2. Reading of the Minutes
3. Reading of the ATR
4. New Plan / Projects
5. A.O.B.

Agenda 1 The Chairman welcomed the members and called the meeting to order.

Agenda 2 Ms. Nelissa read the Minutes of the Meeting held on 22nd October 2019, as Dr. Rachel was on leave.

The minutes were approved unanimously.



- Agenda 3 Ms. Nelissa also read the Action Taken Report (ATR) of 22nd October 2019 meeting.
- Agenda 4 It was decided to prepare a Green Report of the Institute.
- Agenda 5 A.O.B.
- (A) To Bhaskar Nayak's question about the Swacchatam Competition, Prof. Mirza replied that the next Swacchatam Competition would be held after 2 years.
 - (B) The Nestle MOU has been delayed for a number of reasons beyond our control but the matter is being followed up.
 - (C) The names of the new members for the IQAC Committee has been accepted and the members will be inducted in the next meeting.

The meeting ended with Ms. Nelissa thanking all the members. This was followed by refreshments.



Nelissa
IQAC Co-ordinator

A large, stylized handwritten signature in black ink, appearing to be "Nelissa".

Action Taken Report Of 30th January, 2020 IQAC Meeting

Sr. No	Suggestion	Sr. No	Status of Fulfilment
1.	Quality Measures: (a) ISO (b) NAAC	1.	(a) ISO Certification 9001:2015 - Quality Management System (QMS) and 14001:2015 – Environmental Management System (EMS) was granted to our Institute on 2 nd January 2020. (b) Prof. Bhaskar Nayak chaired a NAAC Meeting wherein the NAAC Steering Committee discussed the findings of their Criteria.
2.	Finishing School for Boys	2.	Is delayed
3.	Teacher Exchange Programme to be added in MOU with Turismo de Portugal	3.	Clause has been added
4.	More workshops / Refresher Courses to be attended	4.	Ms. Nelissa attended the Online Refresher Course in Management conducted by Banasthali Vidyapith through Swayam Arpit Online Course. Duration was from 1st September 2019 - 16th January 2020 (4 months/16 weeks)
5.	Moodle Installation	5.	Mograsis will be installing ERP System for Institute. Post that Moodle will be taken up.
6.	Journals/Papers to be published by the Faculty	6.	A Multidisciplinary Journal will be brought out. Some of the Faculty have started submitting Research Articles for the same, which will then be sent for a blind review.
7.	Alumni Meeting	7.	Meeting and dinner held with the Alumni. A WhatsApp group has been created for social communication.

