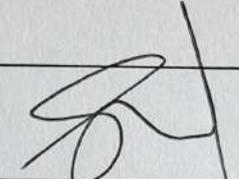
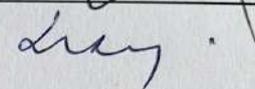
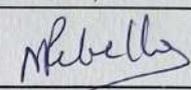
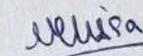
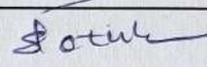
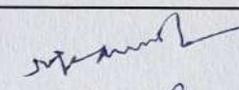
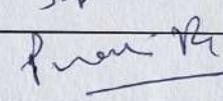
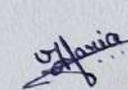
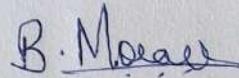
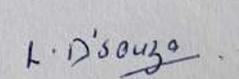


# Minutes of the Meeting

Date: 9<sup>th</sup> January 2025

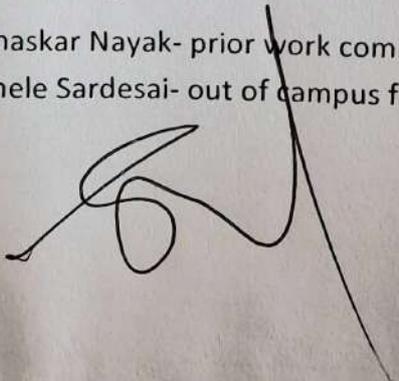
Venue: Boardroom

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	ABSENT
		IV. Ms. Nelissa Alcasoas – Faculty	
		V. Ms. Sushma Shirodkar – Executive-Administration	
3.	External Members	I. Mr. Manoj Kamat – Parent Stakeholder	
		II. Chef Pratik Roy – Industry expert	
4.	Management Member	Prof. Bhaskar Nayak	ABSENT
5.	Student Representative	Mr. Joshua Faria, T.Y. Student	
6.	Alumni Representative	Ms. Breanna Moraes	
7.	IQAC Member	Ms. Deepika Malaviya	
8.	Co-ordinator / Secretary	Ms. Lysette Dsouza – Faculty	

Absent for the meeting

- Prof. Bhaskar Nayak- prior work commitment
- Dr. Semele Sardesai- out of campus for other work commitment




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 and introduced the new members. Ms. Lysette read the minutes of the previous meeting. It was approved by Ms. Nelissa and Ms. Deepika.

Agenda 2 Action Taken Report was read and discussed. Turnitin software was finalized as the new plagiarism software for the Institute. IT department to be notified about the same. The kitchen department in coordination with the IT department will be creating educational videos of any eminent Chef visiting our Institute for the culinary demonstrations. The Head of the Institute mentioned that Cordon Blu chef will be visiting the Institute and a video should be created.

Agenda 3 The head of the Institute discussed about the upcoming NAAC peer team visit, and invited our external members of the IQAC for the same. He also briefed on the other events lined up for the coming months like the API RTP 2025 conference in January, Tourism conference in February 2025 and Portuguese student exchange program.

Agenda 4 On further discussion it was decided that for any event of the Institute both core and non-core teachers should equally participate. All staff members should help in promoting the Institute in their own way.



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Agenda 5 To cater to varied job opportunities like cruise liners which are popular in Goa the Institute has started short-term certificate courses. As informed by Ms. Martha, 4 students enrolled for bakery/ pastry and 1 for the culinary course. The courses have 3 months of theory and 6 months of internship.

Agenda 6 In line with the same discussion the head of the Institute suggested to add more practical content to the FY CA syllabus and asked for the copy of the BOS to be kept in the IQAC and the examination cell.

Agenda 7 It was discussed that the students should be more enthusiastic towards add on courses and should take courses on varied topics which will add on to their knowledge base. According to the head of the institute, students are excited to work on cruise ships, but they should also get ready for campus placements and avoid switching their interests , especially to a non-core field, during.

Agenda 8 The head of the Institute informed about the setting up of our University and that we now have three PhD holders (Dr. Lysette, Dr. Semele and Dr. Sadhvi). He also mentioned that teachers should write research papers as it can be beneficial for salary increments as an encouraging reward.

Agenda 9 It was discussed that various committees of the Institute should continue holding regular meetings and the minutes should be recorded along with the action taken report.

Agenda 10 Mr. Joshua, student representative requested for more IOC opportunities, workshops on bartending and innovative cocktails.



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He mentioned a requirement for a fan in the girl's common room. The head of the Institute immediately granted the request.

Agenda 11 The head of the Institute asked the training and placement coordinator Ms. Jinnie to contact nearby hotels like Alila Diwa, ITC, Planet Hollywood etc and Chef Avinash Martin for more ODC opportunities. Chef Pratik Roy one of our external IQAC members shared his experience of an ODC with two of our students. He emphasized the importance of hands on experience gained through ODC's.

Agenda 12 Parent Mr. Kamat, the parent representative, spoke about the Portuguese visa application process, and Prof. Mirza described the E6 Visa problem on the VFS website. He also indicated that he will be meeting with the Portuguese Consulate shortly.

On this note the AOB concluded.

Professor thanked all the members and looked forward to the next meeting.

*L. D'souza*  
Lysette D'souza  
IQAC Co-ordinator



A handwritten signature in black ink, appearing to be "Lysette D'souza".