

Internal Quality Assurance Cell (IQAC)

Minutes of the meeting held on 28th January 2017

Agenda:

1. Matters discussed in the previous minutes
2. Review of documents filed-criterion wise
3. Recomposition of IQAC 2017

The following points were discussed in the meeting

1. Minutes of previous meeting were confirmed.
2. The chairman informed the members that the files according to the committees and criteria will be scrutinized as the schedule. It was decided to have department in-charge for updating all the related documents criterion wise concerned to the department
3. IQAC was reconstituted with new members the IQAC coordinator explained the role of the cell to the new members of the cell.
4. Reviewed the reports of different committees of the college for setting the benchmarks/parameters for the various academic, administrative, activities of the college.
5. Lesson plans were designed and were suggested to be submitted by each subject teacher.

MEMBERS PRESENT

CHAIR PERSON

Mr. Amar.Z Cherian, Principal

SENIOR ADMINISTRATIVE OFFICERS

Mr.Mervin Pais

INTERNAL MEMBERS

Ms.Veda.J. Rai, Senior Lecturer

Mr.Donald James D' Souza, Senior Lecturer

Mr. Prashun Neil D' Souza, Lecturer

Ms.Divya D' Souza, Senior Lecturer

STUDENT IQAC COORDINATOR

Mr.Saurabh Shetty

NOMINEE FROM STUDENTS ALUMINI

Mr.Aquine Melrick Lobo

IQAC COORDINATOR

Ms Dhanya.C.Menon, Assistant Professor

EXTERNAL MEMBER

Mr Sumanth Shetty

Internal Quality Assurance Cell (IQAC)

Minutes of the meeting held on 26th April 2017

Agenda:

1. Reading of the previous minutes
2. Filling up of AQAR of NAAC

The following points were discussed in the meeting

1. Minutes of previous meeting were confirmed
2. Chairman of IQAC welcomed the members for the meeting. He gave an overview of IQAC
3. Director of IQAC presented the filled AQAR format.
4. With the inputs from all the members, the AQAR has been suitably modified.

MEMBERS PRESENT

CHAIR PERSON

Mr. Amar.Z Cherian, Principal

SENIOR ADMINISTRATIVE OFFICERS

Mr.Mervin Pais

INTERNAL MEMBERS

Ms.Veda.J. Rai, Senior Lecturer

Mr.Donald James D' Souza, Senior Lecturer

Mr. Prashun Neil D' Souza, Lecturer

Ms.Divya D' Souza, Senior Lecturer

STUDENT IQAC COORDINATOR

Mr.Saurabh Shetty

NOMINEE FROM STUDENTS ALUMINI

Mr.Aquine Melrick Lobo

IQAC COORDINATOR

Ms Dhanya.C.Menon, Assistant Professor

EXTERNAL MEMBER

Mr Sumanth Shetty

Internal Quality Assurance Cell (IQAC)

Minutes of the meeting held on July 19th 2017

Agenda:

1. Reading of the previous minutes
2. Result Analysis
3. Academic activities for the semester

Minutes of meeting:

1. Minutes of previous meeting were confirmed
2. Chairman of IQAC welcomed the members for the meeting.
3. Chairman of IQAC presented the results of even semester(2016-17) for discussion.
4. Chairman of IQAC presented the academic responsibilities of Head of sections and faculty for the semester

The list of Academic activities for the odd semester

Sarosh Institute of Hotel Administration
ACADEMIC CALENDAR – Odd Semester – 2017-18

Date	Teacher In-Charge	Event
19 th June, 2017		Classes commence for I,III,V & VII Semester BHM
8 th July, 2017	Mr. Donald D' Souza	Students Council Elections
15 th July, 2017	Ms. Veda / Mr.Prashun Neil	Swearing-in Ceremony of Students Council & Freshers Day
24 th – 29 th July, 2017	Dean Academics	I Internal Test
15 th August, 2017		Flag Hoisting – Independence Day
9 th Aug, 2017	Mr. Donald/Mr. Joel	Inter College Competitions for PUC & Degree Colleges
10 th Aug, 2017	Ms. Veda Rai	National Level Seminar
19 th Aug, 2017	Mr. Prashun Neil	Theme dinner
23 rd Aug, 2017	Mr. Jogi Joy/ Ms. Dhanya	Onam Celebrations
28 th Aug – 1 st September, 2017	Dean Academics	II Internal Test
8 th Sept, 2017	Office	Teachers Appraisal by Student
7 th October, 2017		Last working day for all classes for I,III,V & VII Semester BHM
16 th October, 2017		Commencement of University Exams

MEMBERS PRESENT

CHAIR PERSON

Mr. Amar.Z Cherian, Principal

SENIOR ADMINISTRATIVE OFFICERS

Mr.Mervin Pais

INTERNAL MEMBERS

Ms.Veda.J. Rai, Senior Lecturer

Mr.Donald James D' Souza, Senior Lecturer

Mr. Prashun Neil D' Souza, Lecturer

Ms.Divya D' Souza, Senior Lecturer

STUDENT IQAC COORDINATOR

Mr.Taufique Ahmed

NOMINEE FROM STUDENTS ALUMINI

Mr.Aquine Melrick Lobo

IQAC COORDINATOR

Ms Dhanya.C.Menon, Assistant Professor

EXTERNAL MEMBER

Mr Sumanth Shetty

Internal Quality Assurance Cell (IQAC)

Minutes of the meeting held on December 14th 2017

Agenda:

1. Reading of the previous minutes
2. Proposal for FDP
3. Result analysis

Minutes of meeting:

- a. Minutes of previous meeting were confirmed
- b. Chairman of IQAC welcomed the members for the meeting.
- c. Result analysis of various subjects was assessed and staff having below average result was asked to meet the principal for further remedial actions
- d. It was proposed to conduct a faculty development program (FDP)

CHAIR PERSON

Mr. Amar.Z Cherian, Principal

SENIOR ADMINISTRATIVE OFFICERS

Mr.Mervin Pais

INTERNAL MEMBERS

Ms.Veda.J. Rai, Senior Lecturer

Mr.Donald James D' Souza, Senior Lecturer

Mr. Prashun Neil D' Souza, Lecturer

Ms.Divya D' Souza, Senior Lecturer

STUDENT IQAC COORDINATOR

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