

**Green Heaven Institute of Management and Research, Nagpur**

**Notice**  
**12th May 2023**

Members of the IQAC Cell are hereby informed that a meeting of IQAC has been scheduled on 16<sup>th</sup> May 2023 at 2:00 pm in the Board Room. All members are requested to attend.

**Agenda of the meeting:**

1. Confirmation and Review of Minutes of previous IQAC meeting held on 15th February 2023
2. Action taken report of last IQAC meeting held on 15th February 2023
3. Discussion on the Final Evaluation of Semester II and Semester IV.
4. Presentation of SIP Planning and implementation
5. Review of the Academic and non Academic Activities conducted/planned.
6. Review of the Institute Innovation Cell (IIC) Activities being conducted in the institute
7. Strategic Planning for admissions of the next batch



**IQAC COORDINATOR**



**DIRECTOR**

CC:

1. All Committee Members
2. Admin. Office

**Green Heaven Institute of Management and Research, Nagpur**

**Minutes of Meeting held on 16<sup>th</sup> May 2023**

The Director of the Institute, Dr. Anil Sharma welcomed members to the Meeting of IQAC. The meeting proceeded further with discussion on the following points:

**Agenda 1:** Confirmation and Review of Minutes of previous IQAC meeting held on 15th February 2023

**Resolution:** The minutes of the previous IQAC meeting held on 15th February 2023 were confirmed and reviewed. No objections were raised, and the minutes were accepted unanimously.

**Agenda 2:** Action taken report of IQAC Meeting held on 15th February 2023

**Action Taken Report of IQAC Meeting held on 15th February 2023**

Sr. No.	Resolution in the Meeting	Action Taken for Implementation & Outcomes
1	Discussion on the Academic Calendar for the year.	All academic and co curricular activities being conducted as per the Academic Calendar. NSS Activities added in the calendar and conducted accordingly.
2	Encouraging Faculty and Staff Members to undergo Training/STTP.	Staff members – Librarian and system administrator attended Administrative Training Program. One Faculty member attended “Innovative pedagogical practices in higher education” from 13th to 17th March 2023 by MSFDA in collaboration with Dr. Homi Bhabha State University, Mumbai (HBSU).
3	Planning of NSS/ Co-curricular activities to be conducted during the year	NSS activities for the year planned and implemented as per the calendar.

3	Analysis of the Placement drive conducted.	The placement coordinator presented the list of companies visiting the college and number of students placed.
4	Review and analysis of the AQAR 2021-22 submitted.	The Annual Quality Assurance Report (AQAR) for the year 2021-22 submitted after thorough review by the concerned faculty members.

**Agenda 1:** Discussion on the Final Evaluation of Semester II and Semester IV.

1. Review of the Institute Innovation Cell (IIC) Activities being conducted in the institute
2. Strategic Planning for admissions of the next batch

**Resolution :** The final evaluation of Semester II and Semester IV was discussed. Members shared insights on the overall performance, and any concerns raised were duly noted. The discussion also touched upon strategies for improvement in the coming semesters.

**Agenda 2:** SIP Planning and Implementation:

**Resolution :** A presentation on SIP (Summer Internship Program) planning and implementation was given. Members provided feedback, and necessary adjustments were noted. The focus was on enhancing the quality and relevance of the internship experiences for the students.

**Agenda 3:** Review of Academic and Non-Academic Activities:

**Resolution:** Academic and non-academic activities conducted/planned were reviewed. Members discussed the effectiveness of various events and proposed ideas for future activities. Suggestions for improvement were noted and will be considered for implementation.

**Agenda 4:** Institute Innovation Cell (IIC) Activities:

**Resolution:** The activities of the Institute Innovation Cell (IIC) were reviewed. Members shared updates on ongoing initiatives and discussed potential avenues for fostering innovation within the institute. The need for promoting a culture of innovation was emphasized. Activities planned for the future was discussed, the dates and coordinators for each program were also discussed.

**Agenda 4:** Strategic Planning for Admissions:

**Resolution:** Strategic planning for admissions of the next batch was discussed. Members deliberated on potential challenges and devised strategies to enhance the admission process. The importance of aligning admission procedures with the institute's vision and goals was highlighted.

Agenda 8: Conclusion with the permission of the chair.

Resolution: There being no further agenda for discussion, the Chairperson concluded the meeting, with a summary of key points discussed and the assignment of action items to relevant members.. The next IQAC meeting was scheduled for 22<sup>nd</sup> September '23.

Meeting adjourned at 3:20 pm.

The Meeting concluded with the permission of the Chairperson



**IQAC COORDINATOR**



**DIRECTOR**