

Green Heaven Institute of Management and Research, Nagpur

Notice

8th August 2020

Members of the IQAC Cell are hereby informed that a general meeting has been organized on 10th August 2020 at 10:00 am at Swalambi Nagar Campus. Keeping in view the prevailing pandemic situation All social distancing norms would be followed during the meeting.

All members are requested to attend.

Agenda of the meeting :

1. Confirmation and Review of Minutes of previous IQAC meeting held on 1st June 2020.
2. Action taken report of last IQAC meeting held on 1st June 2020.
3. Review of the Solar electrification in the college Campus
4. Feedback on student - mentor relationship
5. Report of the Final Placement of student
6. Review of the Academic and Non- Academic Activities during lockdown
7. Status of Research Paper and activities among Faculty Members


IQAC COORDINATOR
DIRECTOR

CC:

1. All Committee Members
2. Admin. Office



Director/Secretary
Green Heaven Institute of
Management & Research
Nagpur

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Minutes of Meeting held on 10th August 2020

As per directions of the chairperson, Dr. Anil Sharma members of the IQAC Cell were called for a general meeting to review the work being done during the lockdown period. The meeting was conducted at Swalambi Nagar campus and all the social distancing norms were followed.

The meeting proceeded further with discussion on the following points:

Agenda:1 Confirmation and Review of Minutes of the IQAC meeting held on 1st June 2020

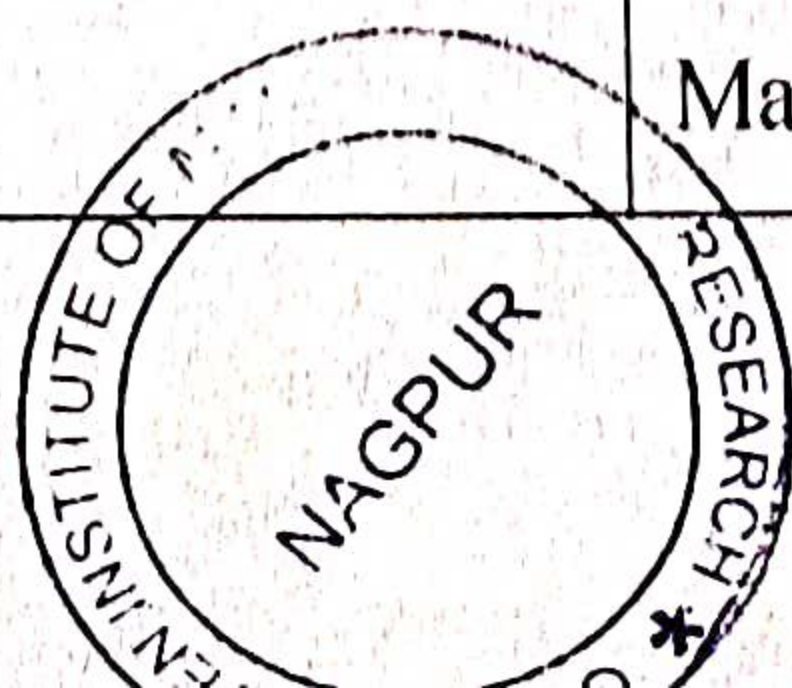
Resolution:

After a thorough discussion and review of the minutes and of the last IQAC meeting, it was unanimously approved and the action taken discussed.

Agenda:2 Action taken report of IQAC Meeting held on 1st June 2020

Action Taken Report of IQAC Meeting held on 1st June 2020

Sr. No.	Resolution in the Meeting	Action Taken for Implementation & Outcomes
1.	Guidelines for the admission process	Admission Team working towards admission of quality students for the coming batch. Because of delay in the admission process, prospective students being invited for participation in the webinars being conducted by the college during the lockdown period. Motivational messages drafted to be forwarded from time to time to prospective students through mails and whatsapp.
2.	Exam related issues	Internal Evaluation Process in online mode as per University Format conducted. Grievances handled by respective Faculty Member and result declared on time.
3.	Amendment of HR Manual	Request for Amendment in the HR Manual sent to the Management Board. With the acceptance of the



		request ,the HR Team made definite amendments and submitted the HR Manual and Version 3
4.	Conduction of activities during the lockdown period	Academic Sessions being conducted in online mode.5 Webinars - academics as well as social conducted through online mode. Two Days Online Workshop on Research Methodology conducted on 19th -20th June 2020.Two Days National Level Faculty Development Program on E- Learning and ICT Tools for Effective Teaching & Learning” Sponsored by Bajaj Steel Industries Ltd. Nagpur conducted on 29 th and 30 th June 2020.
5.	Commencement of SIP	SIP Companies finalized and students placed for SIP. Due to lockdown situation in the country SIP to be conducted in online mode from 15ht June 2021.
6.	Updating of records and filling of AQAR	AQAR for the session 2018-19 prepared and kept ready for Director Sir’s approval before submission.

Agenda: 3 Review of the Solar electrification in the college Campus

Resolution:

Director of the Institute, Dr. Anil Sharma informed the house that solar panels have been installed in the college to support lighting of the college building. He thanked the management for this initiative and further informed that this would definitely lessen the consumption of electricity.

Agenda: 4 Feedback on student - mentor relationship

Resolution: IQAC Co-coordinator,Dr. Rajani Kumar emphasized that mentor mentee meeting is an important activity which can be pursued even during the lockdown period. Because of the prevailing situation, students need to be supported and counselled for various issues of theirs.Hence,,FMs need to be in contact with their mentees and provide required support.

Agenda: 5 Report of the Final Placement of student

Resolution: The T& P coordinator put forth that because the prevailing lockdown situatuin in the country,placement of students was a big challenge. However, he put the figure which showed that 96 students were placed in different companies.



Agenda: 6 Review of the Academic and Non- Academic Activities during lockdown

Resolution: The Academic Coordinator informed that the Academic Session for Semester III would commence from 17th August 2020. Placement specific training sessions would also be conducted besides the subject specific sessions. SIP Coordinator also presented the SIP Status of students and informed that because of the Lockdown situation most students were pursuing SIP through online mode Faculty members were asked to check the SIP Reports and schedule their presentations.

Agenda: 7 Status of Research Paper and activities among Faculty Members

Resolution: As per the policy of our institute each Faculty Member need to take up research work and pen down at least 2 Research Papers in UGC Care/ Scopus Index Journal. Hence, Dr. Anil Sharma, Director emphasized that during this period of lockdown, faculty members should write and ensure publishing of their research papers in renowned journals.

Agenda:9 Conclusion with the permission of the chair.

Resolution:

The Meeting concluded with the permission of the Chairperson



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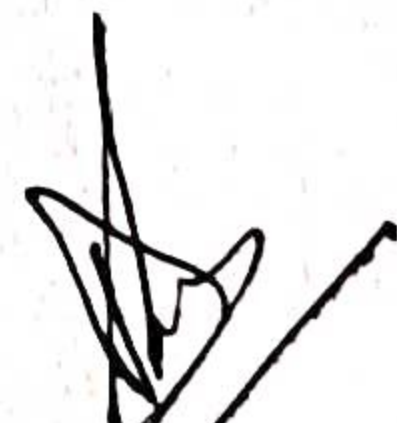


Action Taken Report of IQAC Meeting held on 10th August 2020

Sr. No.	Resolution in the Meeting	Action Taken for Implementation & Outcomes
1.	Review of the Solar electrification in the college Campus	Solar panels installed in the College Campus and connection work being carried out
2.	Feedback on student - mentor relationship	Mentors – mentee meetings conducted and problems/issues of students discussed and tried to solve.
3.	Report of the Final Placement of student	Online company specific trainings conducted and 96 students placed in different companies.
4.	Review of the Academic and Non-Academic Activities during lockdown	Online sessions of the subjects and placement specific training conducted.
5.	Status of Research Paper and activities among Faculty Members	5 Faculties published 2 Research papers in UGC Care Listed Journals.



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