

Green Heaven Institute of Management and Research, Nagpur

Notice
28th May 2020

Members of the IQAC Cell are hereby informed that a general meeting has been organized on 1st June 2020 at 10:00 am at Swalambi Nagar Campus. 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 8th Feb 2020.
2. Action taken report of last IQAC meeting held on 8th Feb 2020.
3. Guidelines for the admission process.
4. Exam related issues
5. Amendment of HR Manual
6. Conduction of activities during the lockdown period
7. Commencement of SIP
8. Updating of records and filling of AQAR


IQAC COORDINATOR
DIRECTOR

Director/Secretary
Green Heaven Institute of
Management & Research
Nagpur

CC:

1. All Committee Members
2. Admin. Office



Green Heaven Institute of Management and Research, Nagpur

Minutes of Meeting held on 1st June 2020

During the Pandemic COVID 19 and lockdown session regular meeting of the Faculty Members and the Director has been conducted through on line mode. With the announcement of unlock 1 and easing of the Government norms a meeting of the IQAC was conducted today in the city office at Swalambi Nagar. The meeting arrangement was made keeping in mind the social distancing norms. 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 fourth IQAC meeting held on 8th Feburary 2020

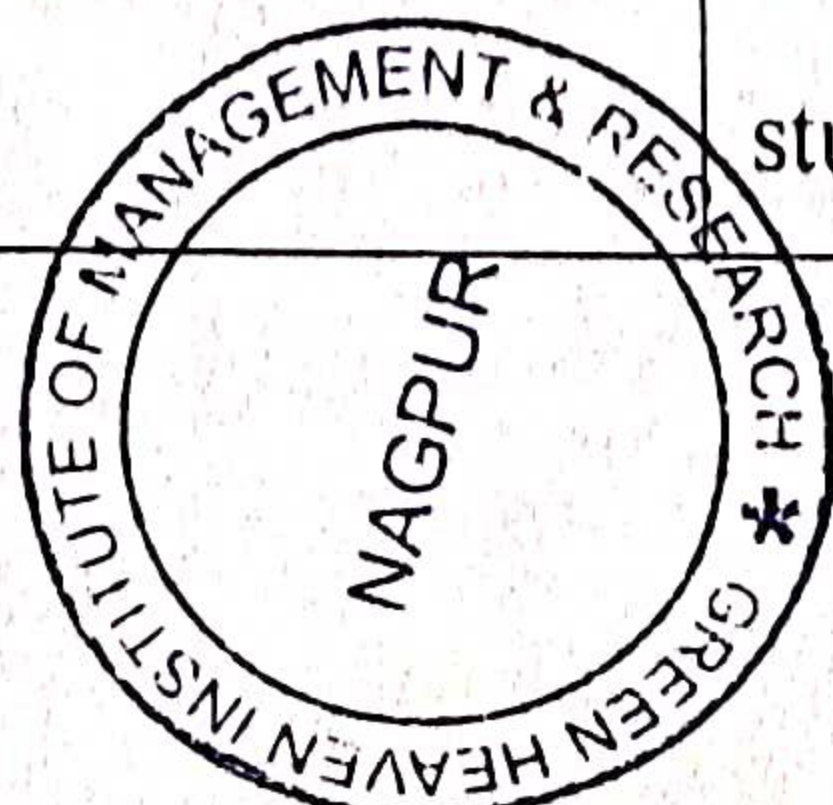
Resolution:

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 8th February 2020

Action Taken Report of IQAC Meeting held on 8th February 2020

Sr. No.	Resolution in the Meeting	Action Taken for Implementation & Outcomes
1	Strengthening of the Administrative Work	Administrative Staff attended Short Term Course for Non Teaching Staff from 26 th to 28 th Feburary 2020
2	Updating AQAR.	AQAR for the year 2018-19 prepared for uploading on NAAC Portal
3	Analysis of Course Transaction Feedback Form	Course Transaction Feedback Form was prepared in consultation with the Director and the Academic Coordinator. Feedback was collected from the students ,analyzed by respective Faculty Members and



		action taken report was prepared and submitted to the Academic Coordinator.
4	Identify companies and placing students for SIP.	Prof.Sameer Padole, in consultation with Faculty Members identified 12 companies in and around Nagpur for placement of students for SIP. Preliminary communication on mail and telephone conducted.
5	Final Placement of Students	T & P Coordinator, Prof.Sameer Padole informed that about 8% of the final year students have been placed in various companies viz- TCS, AXIS Bank, ICICI Bank, PIX Transmission,Asian Paints to name a few. However, they are facing problems due to the existing COVID 19 Pandemic situation.

Agenda:3 Guidelines for the admission process.

Resolution:

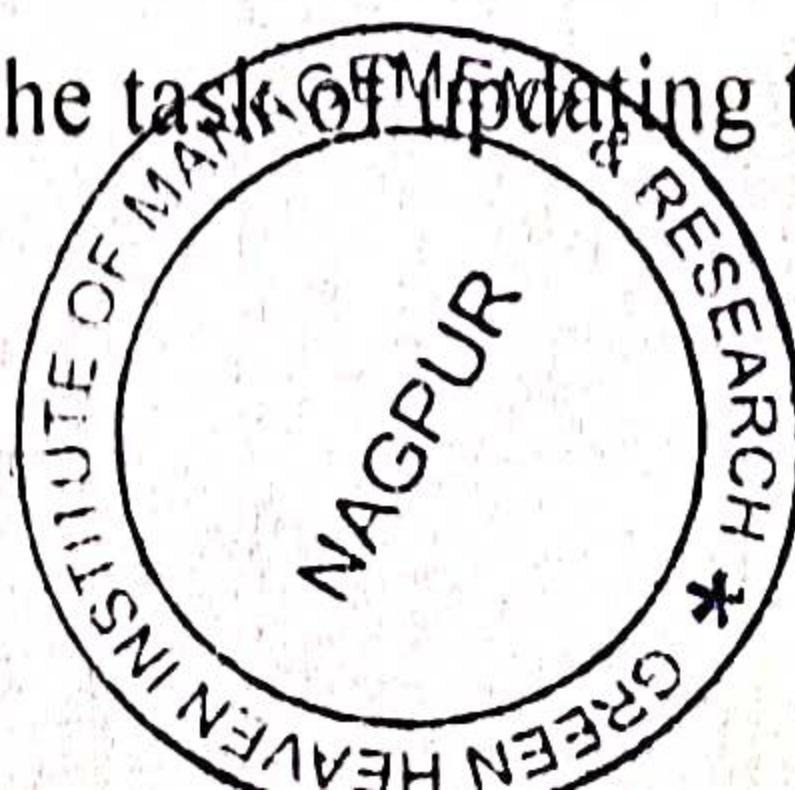
Speaking about the importance of the admission process the chairperson, Dr. Anil Sharma instructed the admission team keep in contact with the prospective students and invite them for participation in the webinars being conducted by the college during the lockdown period. Regular motivational messages to be forwarded to them through mails and whatsapp.

Agenda: 4 Exam related issues

Resolution: The chairperson, Dr. Anil Sharma enquired about notification from the University regarding Semester II and Semester IV Exams. The academic Coordinator informed that no clear instruction have been received from the University. However the college has conducted Internal Evaluation Process and online Exams have been conducted.

Agenda:5 Amendment of HR Manual

Resolution: The Director, Dr. Anil Sharma put forth that few of the points in the HR Manual where either obsolete or required amendment. The HR Manual was discussed thoroughly in the meeting. Dr. Rajani Kumar put forth that encashment of EL is not being done hence it can be put as Annual Leave.IT Coordinator, Dr. Mubina Saifee suggested few changes to be brought in the Information Security Policy. Hence, the task of updating the HR Manual was assigned to the HR Department.



Agenda: 6 Conduction of activities during the lockdown period

Resolution: Dr. Anil Sharma, chairperson of the IQAC congratulated the team for successful conduction of 3 Webinar in May 2020 namely "Mental Health and Well Being during Pandemic COVID-19", "Analyzing Opportunities Post-COVID-19" and "SIP- A Launchpad for your Professional Success". IQAC Coordinator, Dr. Rajani Kumar informed about the Research Methodology Webinar and Two Days National Level FDP Planned in the month of June. Prof. Sameer Padole put forth the importance of Cyber security for students. The house accepted to plan for the same during the coming months.

Agenda: 7 Commencement of SIP

Resolution: Summer Internship being an important aspect of the course, T&P Coordinator informed that all the students have been placed for internship. SIP would commence from 15th June and would continue till 14th August. The list of companies was also put forth by the coordinator. As per the notification of AICTE and RTMNU, students were assigned online task by the companies.

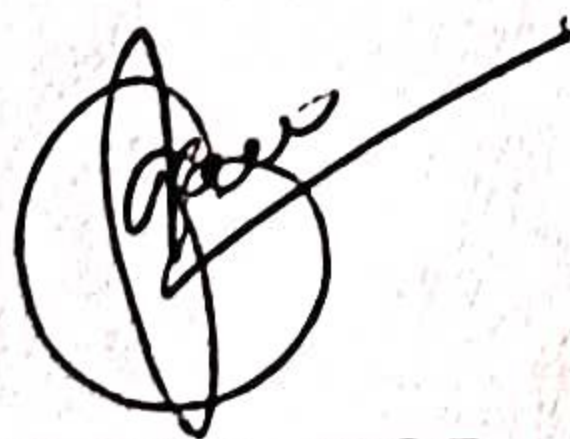
Agenda: 8 Updating of records and filling of AQAR

The IQAC Coordinator instructed all members to leverage this opportunity of lockdown and keep their records ready and prepare the AQAR for the current year.

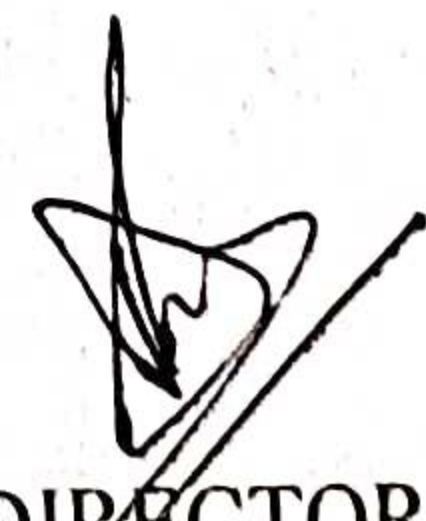
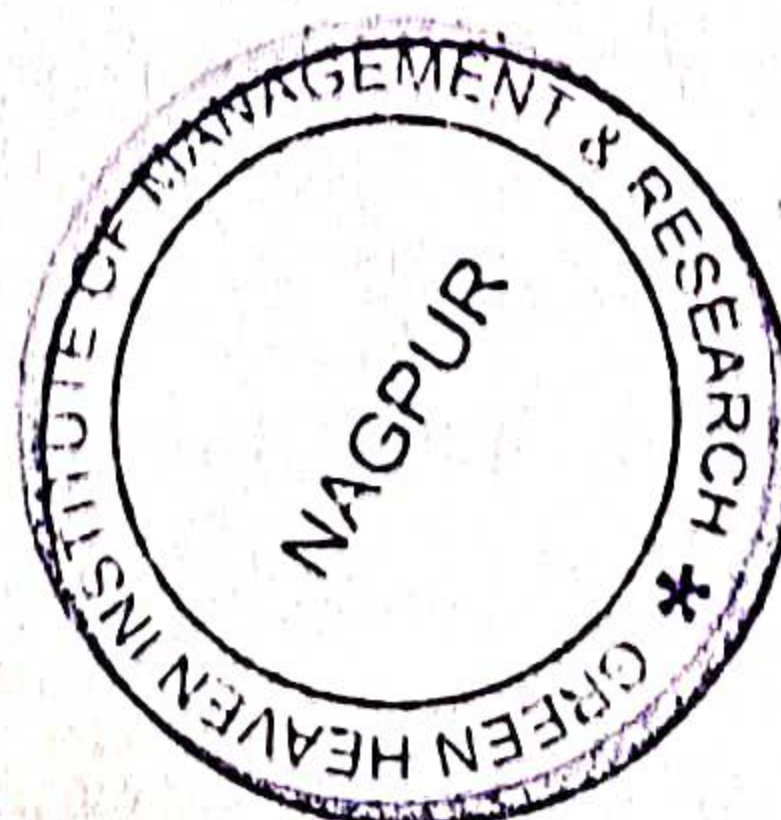
Agenda: 9 Conclusion with the permission of the chair.

Resolution:

The Meeting concluded with the permission of the Chairperson



IQAC COORDINATOR

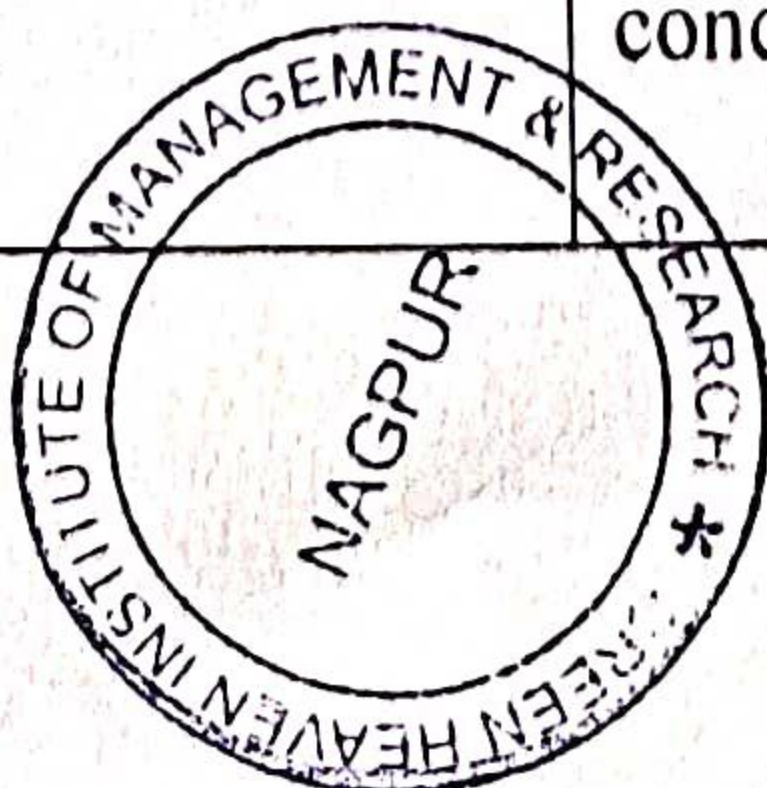


DIRECTOR

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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 them 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 19 th -20 th 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 15 th 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.
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