

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

**Notice**

13th February 2023

Members of the IQAC Cell are hereby informed that a meeting of IQAC has been scheduled on 15<sup>th</sup> February 2023 at 1:00 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 17th September 2022
2. Action taken report of last IQAC meeting held on 17<sup>th</sup> September 2022.
3. Discussion on the Academic Calendar for the year.
4. Encouraging Faculty and Staff Members to undergo Training/STTP.
5. Planning of NSS/ Co-curricular activities to be conducted during the year.
6. Analysis of the Placement drive conducted.
7. Review and analysis of the AQAR 2021-22 submitted.

  
IQAC COORDINATOR

  
DIRECTOR  
**DIRECTOR**  
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 15th February 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 17<sup>th</sup> September 2022**

**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 17<sup>th</sup> September 2022**

**Action Taken Report of IQAC Meeting held on 17<sup>th</sup> September 2022**

Sr. No.	Resolution in the Meeting	Action Taken for Implementation & Outcomes
1	Review of the internal evaluation process.	Mid term and Sessional Exams being conducted as per the academic calendar. Quiz and assignments given to students and evaluated on time.
2	Planning of Value added courses to be conducted.	30 hours Value added Courses on "Foundations of Financial Management" and Personality Development and Soft Skills Learning Course conducted
3	Analysis of the Placement drive conducted.	6 companies participated in the Placement drive and 21 students placed till date. Placement drive was still going on.
3	Conduction of NSS Activities	NSS Activities such as Youth Day Celebration, Awareness programme on Health & Hygiene, and Rashtiya Ekta Diwas Celebrated. Preparation to organize Blood Donation camp on 16 <sup>th</sup> Feb being done.
4	Promotion of Research activities	Research papers in UGC Care and Scopus Indexed



	among Faculty Members	Journals published by 5 Faculty Members
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**Agenda 3: Discussion on the Academic Calendar for the year 2022-23**

**Resolution:** The academic calendar of 2022-23, prepared by the Academic Coordinator for the year 2022-23 was presented for discussion. Few NSS activities were added by the coordinator during the meeting. Adjustments were made to the calendar to optimize teaching and examination schedules.

**Agenda 4: Encouraging Faculty and Staff Members to undergo Training/STTP**

**Resolution:** The Director of the Institute spoke about the importance of faculty and staff training and encouraged the Faculty Members and staff to undergo Short Term Training Programs (STTP). Various strategies to promote and facilitate training opportunities for faculty and staff members were discussed. The coordinator also spoke about the financial assistance being provided by the Institute to encourage active participation.

**Agenda 5: Planning of NSS/ Co-curricular activities to be conducted during the year**

**Resolution:** The planning of National Service Scheme (NSS) and co-curricular activities for the year was discussed, and members shared ideas for meaningful engagement. Suggestions were made for organizing a variety of activities to promote holistic development among students, including social service initiative. A detailed plan for NSS and co-curricular activities was finalized which would be communicated to relevant departments.

**Agenda 6: Analysis of the Placement drive conducted**

**Resolution:** The Training and Placement Coordinator put for the Placement record and provide the list of companies which had visited the college for the placement drive. The total number of students placed along with the company name, designation and package was presented. The analysis showed positive outcomes, and discussions revolved around further improving the placement process. The analysis results will be used to fine-tune the placement process for the upcoming year.

**Agenda 7: Analysis of the AQAR 2020-21 submitted**

**Resolution:** The IQAC Coordinator put forth the Annual Quality Assurance Report (AQAR) for the year 2021-22 which was to be submitted. The AQAR was reviewed and suggestions for improvement were discussed.

**Agenda 8: Conclusion with the permission of the chair.**



**Resolution:** There being no further agenda for discussion, the Chairperson concluded the meeting, thanking all members for their valuable contributions and adherence to the agenda. The next IQAC meeting was scheduled for 16 th May '23 and members were encouraged to provide any additional points for future meetings.

Meeting adjourned at 2:20 pm.

The Meeting concluded with the permission of the Chairperson



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