

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

**Notice**  
**5<sup>th</sup> June 2019**

All Members are hereby informed that there is a meeting of IQAC on 7<sup>th</sup> June 2019 at 12:00 noon in the Board Room.

**Agenda:**

1. Confirmation and Review of Minutes of third IQAC meeting held on 10<sup>th</sup> April 2019.
2. Action taken report of third IQAC meeting held on 10<sup>th</sup> April 2019.
3. Review of NAAC work.
4. To constitute and decide activities of ED Cell.
5. To decide on Eco-friendly measures to reduce energy consumption in campus.
6. To decide measures for campus security.
7. To review green initiatives and waste management steps in campus.
8. Conclusion with the permission of the chair.

All the concerned are requested to make it convenient to attend the meeting.

**IQAC COORDINATOR**

**DIRECTOR**

**CC:**

1. All Committee Members
2. Admin. Office

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

**Minutes of Meeting held on 7<sup>th</sup> June '19**

The Chairman Dr. Anil Sharma occupied the chair and welcomed the members for the Fourth IQAC Meeting. The following business was transacted in the meeting:-

**Agenda:1 Confirmation and Review of Minutes of third IQAC meeting held on 10<sup>th</sup> April 2019**

**Resolution:**

Thorough discussion was made, review is taken and Minutes of third IQAC meeting held on 10<sup>th</sup> April 2019 unanimously approved.

**Agenda:2 Action taken report of third IQAC Meeting held on 10<sup>th</sup> April 2019**

Sr.No.	Resolution in the Meeting	Action Taken for Implementation & Outcomes
1.	Restructuring faculty and staff appraisal mechanism.	Faculty and staff appraisal mechanism is restructured and implemented from Academic Year 2019-20.
2.	Planning of NSS/ Extension Activities for Academic Year 2018-19.	List of NSS activities is prepared and submitted to IQAC.
3.	To enroll FMs and students for MOOCs and Swayam Courses	2 FMs and 1 alumini enrolled for Swayam Courses.
4.	To use ICT facilities for Teaching and Learning.	More of ICT facilities to be used by teachers and teaching plan is modified from Academic Year 2019-20.
5.	To take membership of e-ShodhSinghu and Shodhganga	Membership of e-ShodhSinghu and Shodhganga is taken and report is submitted to IQAC.
6.	To provide remote access to e-resources of library.	Remote access to e-resources of library is provided.
7.	To increase bandwidth of internet connection.	Bandwidth of internet connection is increased from 10.Mbps to 30Mbps.
8.	To prepare Code of Conduct for all stakeholders	Code of Conduct for all stakeholders is prepared and uploaded on website.

**Agenda:3 Review of NAAC work.**

**Resolution:**

Review of NAAC qualitative and quantitative work is taken criteria wise .

**Agenda:4 To constitute and decide activities of ED Cell.**

**Resolution:**

Dr. PL Thakur proposed that constitution of ED Cell is needed to promote culture of entrepreneurship and self learning among the students. Thorough discussion was made and it was decided that ED Cell at institute level is to be constituted and his cell will be responsible for organizing events/ activities related to entrepreneurship among the students. TPO Mr.Robin Ukey has been given responsibility to constitute cell and decide activities under this cell.

**Agenda:5 To decide on Eco-friendly measures to reduce energy consumption in campus.**

**Resolution:**

Thorough discussion was made and it was decided that to reduce energy consumption in the campus incandescent light bulbs and fluorescent tube lights are to be replaced by cost effective, high efficient LEDs. As well as IQAC suggested to use renewable energy (Solar) for reducing power consumption up to some extent.

**Agenda:6 To decide measures for campus security.**

**Resolution:**

Thorough discussion was made and it was found that already CCTVs are available in campus. Mr.Deepak Chowhan was given responsibility of submitting report regarding location, condition and use of CCTV to committee. It was decided based on report authority is given to Director/IQAC Chairman to install additional CCTVs in campus if required.

**Agenda:7 To review green initiatives and waste management steps in campus.**

**Resolution:**

It was brought to the notice of all IQAC members that, green initiative like Tree Plantation is carried out annually in the campus. As well separate manpower is given for maintenance of these initiatives. Public transport as well as Institute has transport facility for student and staff throughout the year.

IQAC Chairman briefed about solid and liquid waste management strategies in the institute and highlighted need of e-waste management. Thorough discussion was made and it was decided to donate e waste to Maitrey Parivar.

**Agenda:8 About NIRF participation.**

**Resolution:**

It was brought to the notice of all IQAC members that NIRF participation is one of the Quality Assurance Initiative of IQAC and its ranking can attract more students for admission, recruiters for placements and government, non-government agencies for funding.

Thorough discussion was made and it was decided to participate in NIRF for Academic Year 2019-20

**Agenda:9 IConclusion with the permission of the chair.**

**Resolution:**

As there were no issues to discuss meeting was concluded with vote of thanks to all present.

IQAC COORDINATOR

DIRECTOR

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

**Action Taken Report of fourth IQAC Meeting held on 7<sup>th</sup> June 2019**

<b>Sr.No.</b>	<b>Resolution in the Meeting</b>	<b>Action Taken for Implementation &amp; Outcomes</b>
1.	To constitute and decide activities of ED Cell .	ED Cell has been constituted and meeting held.
2.	To decide on Eco-friendly measures to reduce energy consumption in campus.	LED Bulbs being used
3.	To decide measures for campus security.	System Administrator instructed to check Camera footage regularly.
4.	To review green initiatives and waste management steps in campus.	E waste disposal system strengthened-being donated to Maitrey Parivar, an NGO
5.	About NIRF participation.	It was decided to participate in NIRF from Academic Year 2019-20

IQAC COORDINATOR

DIRECTOR