

Green Heaven Institute of Management and Research, Nagpur

Notice **8th April 2019**

The third meeting of IQAC is scheduled on **10th April 2019** at **01:00 pm** in Director's Cabin.

Agenda:

1. Confirmation and Review of Minutes of second IQAC meeting held on 18/12/2018
2. Action taken report of second IQAC meeting held on 18/12/2018
3. Review of NAAC work.
4. Planning of NSS/ Extension Activities for Academic Year 2018-19.
5. To compulsorily use ICT facilities for Teaching and Learning.
6. To take membership of e-ShodhSindhu and Shodhganga
7. To provide remote access to e-resources of library.
8. To increase bandwidth of internet connection.
9. To prepare Code of Conduct for all stakeholders (HR Manual)
10. Modification in Course file content.
11. Issue 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

10th April 2019

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

Agenda:1 Confirmation and Review of Minutes of second IQAC meeting held on 18/12/2018.

Resolution:

Thorough discussion was made, review taken and Minutes of second IQAC meeting held on 18/12/18 unanimously approved.

Agenda:2 Action taken report of second IQAC Meeting held on 18.12.2018.

Sr.No.	Resolution in the Meeting	Action Taken for Implementation & Outcomes
1.	Quality assurance of Academic and non academic activity.	<ul style="list-style-type: none">• Lesson Plans prepared by respective Faculty Members, submitted to the Teaching Plan Committee, checked and approved by members.• Subject wise Course Outcomes defined by Faculty Members.• Study Material on MOODLE checked and approved by IQAC.• Review of co-curricular activities done.
2.	Ratification of existing practices.	<ul style="list-style-type: none">• Program outcomes and Program Specific Outcomes uploaded on website for stake holders.• Grievance redressal process for internal evaluation adopted.• Internal evaluation to be undertaken in a time bound manner.

3.	To initiate E-governance in administrative and academic reforms.	Use of Sack info for administrative and academic checked and administered.
4.	R& D activities of FMs	The Director of the Institute emphasized upon Financial assistance for Research Work. This is in line with its mention in the HR Manual.
5.	Review of HR Policy	Group Insurance of staff and students done
6.	Enhancement of Academic Results	<ul style="list-style-type: none"> • Class test papers and assignments being discussed with students. • Presentation in question paper taught for better results

Agenda:3 Review of NAAC work.

Resolution:

Review of NAAC work is taken criteria wise and IQAC cell was satisfied with NAAC work progress.

Agenda:4.Planning of NSS/ Extension Activities for Academic Year 2019-20

Resolution:

Thorough discussion was made and it was decided that planning of NSS/ Extension Activities for Academic Year 2019-20 is to be done. NSS Coordinator along with criteria 3 coordinators of NAAC handed over responsibility for the same.

Agenda:5 To enroll Faculty Members and students for MOOCs and SWAYAM courses

Resolution:

Thorough discussion was made and it was decided to encourage Faculty Members and students for SWAYAM, and MOOCs Courses is required for keeping students well versed with recent trends in the business world.

Agenda:6 To use ICT facilities for Teaching and Learning.

Resolution:

It was brought to the notice of all IQAC members that, ICT tool usage is important and should have mechanism for its usage in the class.

Thorough discussion was made and it was decided to prepare register to record ICT tool usage by faculty and it was also decided to put column 'Teaching Aids used' in teaching plan.

Agenda 7. To take membership of e-ShodhSinghu and Shodhganga

Resolution:

It was brought to the notice of all IQAC members that membership of e-ShodhSinghu and Shodhganga is required to enable faculty and students e-resources available related to library.

Thorough discussion was made and it was decided to take membership of e-ShodhSinghu and Shodhganga. This responsibility is given to Librarian for taking membership of e-ShodhSinghu and Shodhganga and instructed to submit report to IQAC.

Agenda:8 To provide remote access to e-resources of library.

Resolution:

It was brought to the notice of IQAC that, remote access to e-resources of library is to be provided to students and faculty as per NAAC new guidelines/ requirement.

It was decided to create internal server/ ftp at institute level and provide access to students and faculty.

Agenda:9 To increase bandwidth of internet connection.

Resolution:

It was brought to the notice of IQAC that, bandwidth of internet connection is to be increased. It was decided to increase bandwidth of internet connection. Responsibility of same is given to System Administrator for follow up and report to Dr. Mubina Saifee, Incharge Computer Lab .

Agenda:10 To prepare/ update Code of Conduct for all stakeholders

Resolution:

It was brought to the notice of IQAC that, to prepare/ update Code of Conduct for all stakeholders (HR Manual) is required. It was decided to prepare/ update Code of Conduct for all stakeholders (HR Manual). Responsibility of same is given to Dr. Rajani Kumar.

Agenda:11 Modification in Course file content.

Resolution:

Dr.Rajani Kumar, IQAC Coordinator Proposed that there is need of addition of some extra points in course file content and also he has suggested that this approved format of IQAC must be used by all departments to maintain similarity in teaching learning process.

Thorough discussion was made and it was decided that course file must be modified and Dr. Swati Padole and Mr. Neeraj Mishra (Criteria-2 coordinators of NAAC) were given responsibility to modify/add points in course file contents.

Agenda:12 Conclusion of the meeting with the permission of the chair.

Resolution:

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

Green Heaven Institute of Management and Research, Nagpur

Attendance Sheet

Sr.No.	Name	Designation	Sign
1	Dr. Anil Sharma	Director	
2	Dr.Rajani Kumar	Asst. Professor	
3	Dr. Mubina Saifee	Asst. Professor	

4	Dr. P.L Thakur	Asst. Professor	
5	Dr.Swati Padole	Asst. Professor	
6	Mr.Umesh Sharma	President, JBJS	
7	Mr. Roshan Dambhare	Admin Office Incharge	
8	Ms. Shubhangi Bhingare	Office Assistant	
9	Mr.Sanjay Chimalwar	Ex- Registrar,RTMNU	
10	Ms.Prachi Bais	Student,Sem IV	
11	Mr. Rohit Kothekar	Alumini	
12	Dr. M.K Sharma	CEO & Whole time Director,Bajaj Steel Ltd.	
13	Mr. Anwar Dawood	CEO,Zim Laboratories	

IQAC COORDINATOR

PRINCIPAL

Action Taken Report of third IQAC Meeting held on 10th April 2019

Sr.No.	Resolution in the Meeting	Action Taken for Implementation & Outcomes
1.	Restructuring faculty and	Faculty and staff appraisal mechanism is

	staff appraisal mechanism.	restructured for implementation from Academic Year 2019-20.
2.	Planning of NSS/ Extension Activities for Academic Year 2019-20	List of NSS activities is prepared and submitted to IQAC.
3.	To use ICT facilities for Teaching and Learning.	ICT facilities used by teachers and teaching plan is modified from Academic Year 2018-19.
4.	To take membership of e-ShodhSindhu and Shodhganga	Librarian has applied for Membership of e-ShodhSindhu and Shodhganga is taken and letters submitted to IQAC.
5.	To provide remote access to e-resources of library.	Remote access to e-resources of library is provided.
6.	To increase bandwidth of internet connection.	Bandwidth of internet connection is increased from 10Mbps to 30 Mbps.
7.	To prepare Code of Conduct for all stakeholders (HR Manual)	Code of Conduct for all stakeholders (HR Manual) is prepared and uploaded on Website
8.	Modification in Course file content.	Modified course file format is used from Academic Year 2018-19 odd semester.

IQAC COORDINATOR

PRINCIPAL