

Green Heaven Institute of Management and Research, Nagpur

Notice

5th Feb 2020

All Members of the IQAC Cell are hereby informed that a general meeting has been organized on 8th Feb 2020 at 12:00 noon 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 8th November 2019.
2. Action taken report of last IQAC meeting held on 8th November 2019.
3. Strengthening of the administrative work.
4. Updating AQAR.
5. Collection of Course Transaction Feedback Form
6. Identify companies and placing students for SIP.
7. Placement for Final year students.



IQAC COORDINATOR



DIRECTOR

CC:

1. All Committee Members
2. Admin. Office

Green Heaven Institute of Management and Research, Nagpur

Minutes of Meeting held on 8th February 2020

The Director of the Institute, Dr. Anil Sharma welcomed members to the 7th 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 November, 2019

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 fourth IQAC Meeting held on 8th November,2019

Action Taken Report of IQAC Meeting held on 8th November 2019

Sr. No.	Resolution in the Meeting	Action Taken for Implementation & Outcomes
1	Strengthening of the ED Cell	The coordinator of ED Cell contacted MCED and Training Scheduled in collaboration with MCED formulated .
2	Strengthening Institute Social Responsibility	A team of students interviewed,selected and trained by National Cancer Institute to work as volunteers for the Cancer Detection. Camp A Cancer Detection Camp for the Villagers organized on 17 th Dec' 19. Local Police Inspector contacted to conduct Awareness Program for adolescent girls.
3	Identifying sources for funding National Conference	The coordinators met sources at RTMNU to find out about funding from the various sources such as AICTE, UGC and ICSSR for the National Conference.

		Proposal for the National Conference made for submission.
4	Registration of Alumni Association	Alumini Meeting held on 15 th Feb 2020 and the governing body formed .The process for registration of the Association has commenced.
5	Faculty Members encouraged to write research papers in UGC Care Journals	5 Faculty Members have registered and sent papers for publishing in different UGC Care Journals.
6	Strengthening of Academic and training Activities	Internal Evaluation process made more stringent with compulsory discussion of the assignments and midterm papers with the students.Slow learners identified on the basis of the internal examination conducted and remedial sessions conducted for the slow learners.

Agenda:3 Strengthening of the administrative work.

Resolution:

The chairperson, Dr. Anil Sharma put forth that for smooth running of the Institute it was important that the administrative should be strengthened in terms of daily work and record keeping. The administrative staff were asked to attend refresher courses being conducted by UGC/RTMNU from time to time. Ms. Shubhangi Bhingare, informed the members that she has applied for “Short Term Course for Non Teaching staff” to be held during the last week of February ’20.

Agenda: 4 Updating AQAR.

Resolution: The IQAC Coordinator, Dr. Rajani Kumar put forth that the AQAR for Year 18-19 has to be uploaded on the NAAC Portal in the month of July, hence the Faculty Members should update their files and keep the report ready for uploading.

Agenda: 5 Analysis of Course Transaction Feedback Form

Resolution: Speaking about the importance of student feedback and analysis the chairperson emphasized that feedback on course transaction should be collected by Faculty Members for their respective subjects. Faculty members should also take action on the feedback collected to make the subject interesting and achieve the course objectives. Thus, subject wise action taken report should be prepared.

Agenda:6 Identify companies and placing students for SIP.

Resolution: Summer Internship being an important aspect of the course, Director, Dr. Anil Sharma instructed Prof.Sameer Padole to coordinate with Faculty Members and identify companies for placement of students for SIP.

Agenda:7 Final Placement of students

Resolution: Training and Placement Officer Prof.Sameer Padole along with Mr. Robin Ukey put forth the status of placement till date and planning for future. T& P Officer explained the communication done till date with the prospective companies for organizing placement activities in the months of March to June,2020.

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 8th November 2019

Sr. No.	Resolution in the Meeting	Action Taken for Implementation & Outcomes
1	Strengthening of the administrative work.	Ms. Shubhangi Bhingare, attended “Short Term Course for Non Teaching staff” to be held during the last week of February '20.
2	Updating AQAR.	AQAR for Year 18-19 uploaded on the NAAC Portal.
3	Analysis of Course Transaction Feedback Form	Analysis of the Course Transaction Feedback conducted and report submitted to the Academic Coordinator.
4	Identify companies and placing students for SIP.	Students placed for SIP after Semester II Exams.
5	Final Placement of students	Training and Placement Officer to train students as per the Industry requirement and place students



IQAC COORDINATOR



DIRECTOR

