

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

**Notice**  
**6th September 2021**

Members of the IQAC Cell are hereby informed that a meeting of IQAC has been organized on 8<sup>th</sup> September 2021 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 1<sup>st</sup> July 2021.
2. Action taken report of last IQAC meeting held on 1<sup>st</sup> July 2021.
3. Reports and follow up of the International Conference ‘OCEAN-2021’ Online International Conference on “Design of Global Commerce and Business for Next decade”
4. Revision of the Academic Calendar and commencement of Session for Semester III
5. Conduction of Sessional and Final Exams.
6. Reports on Summer Internship and Final Placement of students.
7. Updating of records and filling of AQAR

**IQAC COORDINATOR**

**DIRECTOR**

CC:

1. All Committee Members
2. Admin. Office

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

**Minutes of Meeting held on 8<sup>th</sup> September 2021**

With easing of Government norms,

The meeting proceeded further with discussion on the following points:

**Agenda:1 Confirmation and Review of Minutes of previous IQAC meeting held on 1st July 2021**

**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 1st July 2021**

<b>Sr. No.</b>	<b>Resolution in the Meeting</b>	<b>Action Taken for Implementation &amp; Outcomes</b>
1	Conduction of online Academic/Co-curricular/NSS Activities during the session	Curricular and co-curricular activities conducted in online mode.Extension activities such as Health Hygiene, Ekta Diwas incorporated in the Calendar
2	Preparation and conduction of International Conference ‘OCEAN-2021’ Online International Conference on “Design of GlobalCommerce and Business for Next decade”	Director,Dr.Anil Sharma congratulated the team for successful completion of the International Conference.
3	Amendments to be made in the HR Manual.	Amendments in the HR Manual made.
4	Exam related issues	Sessional and Mid Term exams conducted in online mode
5	Conduction of activities during the lockdown period	Abiding by the norms of the government,all academic and non academic activities were being conducted in on line mode
6	Commencement of 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	Updating of records and filling of AQAR	Faculty members keeping records of all activities being conducted .

**Agenda:3Reports and follow up of the International Conference ‘OCEAN-2021’ Online International Conference on “Design of Global Commerce and Business for Next decade”**

**Resolution:** Director,Dr.Anil Sharma congratulated the team for successful completion of the International Conference. He also enquired about the reports and press coverage of the Conference.Coordinator, Dr. Rajani Kumar informed that the selected Ressearch Papers have been published in UGC Care Journal.The coordinator was in continuous contact of the publisher and all activities were in streamline.

**Agenda:4Revision of the Academic Calendar and commencement of Session for Semester III**

**Resolution:**

The Academic Co-ordinator presented the Academic Calendar, for the coming semester. The curricular and co-curricular activities were elaborately discussed. Few additions in the extension activities such as Health Hygiene, Ekta Diwas was suggested and incorporated in the Calendar. The Academic Session for Semester III to commence from 27<sup>th</sup> September 2021.

**Agenda:5Conduction of Sessional and Final Exams.**

**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:6 Reports on Summer Internship and Final Placement of students.**

**Resolution:**Summer Internship being an important aspect of the course, T&P Coordinator informed that all the students have been placed for internship. SIP commenced from 15<sup>th</sup> June and would continue till 14<sup>th</sup> 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. Prof. Sameer Padole informed the house that due to lockdown situation in the country, students were advised to undergo SIP in online mode. The Training and Placement Officer put forth that Companies were being identified for placement of students.

**Agenda: 7 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