

## **Strategic Plan/Perspective Plan and Deployment**

### **Perspective Plan:**

1. Improving the quality of Teaching and Learning Process
2. Promotion of Research among the students and Staff of the Institute
3. Improving the Industry and Institute Interaction
4. Active NSS Cell and Extension activities
5. Active IQAC cell to improve the Quality of Education

### **Title of Practice : Establishment of IQAC cell to improve the Quality of Education**

In pursuance of its Action Plan for performance evaluation, assessment and accreditation and quality up-gradation of institutions of higher education, the National Assessment and Accreditation Council (NAAC), Bangalore proposes that every accredited institution should establish an Internal Quality Assurance Cell (IQAC) as a quality sustenance measure. Since quality enhancement is a continuous process, the IQAC will become a part of the institution's system and work towards realisation of the goals of quality enhancement and sustenance. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institutions. For this, during the post-accreditation period, institutions need to channelize its efforts and measures towards promoting the holistic academic excellence.

*Some of the functions expected of the IQAC are:*

- a) Development and application of quality benchmarks for academic and administrative activities of the institution
- b) Developing parameters for various academic and non-academic activities
- c) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
- d) Collection and analysis of feedback from all stakeholders on quality-related institutional processes
- e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
- f) Documentation of the various programmes/activities leading to quality improvement;

- g) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices

### Composition of the IQAC

IQAC is constituted at Green Heaven Institute of Management and Research, Nagpur under the Chairmanship of the Director/Principal with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders.

The IQAC was constituted on **8<sup>th</sup> May 2018**

The composition of the IQAC was as follows:

Sr.No	Category	Name	Designation
1	Director	Dr. Anil Sharma, Director, GHIMR	Chairperson
2	Faculty Members	Dr. Mubina Saifee, Asst. Professor	Member
3		Dr. P.L Thakur, Asst. Professor	Member
4		Dr. Swati Padole, Asst. Professor	Member
5	Management	Mr. Umesh Sharma, Vice President, JBJS	Member
6	Administrative officers	Mr. Roshan Dambhare, Admin Office Incharge	Member
7		Ms. Shubhangi Bhingare, Office Assistant	Member
8	Local Society	Mr. Sanjay Chimalwar, Ex- Registrar, RTMNU	Member
9	Student	Prachi Bais, Student, Sem IV	Member
10	Alumini	Mr. Rohit Kothekar,	Member
11	Industry	Dr. M.K Sharma, CEO & Whole time Director, Bajaj	Member
12		Mr. Anwar Dawood, Zim Laboratories	Member
13		Mr. Arun Chopra,	Member
14	Co-ordinator	Dr. Rajani Kumar, Asst. Professor	Co-ordinator

# **Minutes of IQAC meeting till date**

## **Internal Quality Assurance Cell (IQAC) Meeting – 08.05.2018**

Under the chairmanship of the Director, Dr. Anil Sharma, a meeting of the Internal Quality Assurance Cell was held today dated 08.05.2018 to discuss on the following agenda:

### **Following members were present for the meeting:**

- Dr. Anil Sharma, Director, GHIMR
- Dr. Rajani Kumar, Asst. Professor
- Dr. Mubina Saifee, Asst. Professor
- Dr. P.L Thakur, Asst. Professor
- Dr. Swati Padole, Asst. Professor
- Mr. Umesh Sharma, Vice President, JBJS
- Mr. Roshan Dambhare, Admin Office Incharge
- Ms. Shubhangi Bhingare, Office Assistant
- Mr. Sanjay Chimalwar, Ex- Registrar, RTMNU

### **Agenda:**

1. Formation & approval of Internal Quality Assurance Cell (IQAC)
2. Vision, Objectives and functions of the cell
3. Plan of action so as to ensure efficient and progressive performance of academic, administrative and financial tasks.
4. Review of policies & ratification
5. Ratification of various committees & its roles and responsibilities
6. Enhancement of academic results.
7. Quality assurance and initiative measures

### **Implementation:**

1. Committee members as well as the staff of GHIMR were made aware about the establishment of the cell, its members and the roles and responsibilities which it would undertake.
2. Vision, Mission, objectives and functions of the cell was communicated by the chairperson to the members of the cells as well as the teaching and non-teaching staff of the institution.
3. The Academic Co-ordinator presented the Academic Calendar, for the coming semester. The curricular and co-curricular activities were elaborately discussed. Few

addition in the extension activities such as Blood Donation Camp and Cleanliness Drive on the occasion of Gandhi Jayanti was suggested and incorporated in the Calendar.

4. The existing & prevailing policies are discussed & reviewed. Detailed review of following policies was taken
  - HR Policies.
  - Administrative policies
  - Academic policies
5. In order to strengthen the academic performance, the academic co-coordinator was asked to define the roles and responsibility of the teachers in improving the skills and knowledge among students.
6. Internal evaluation process to be strengthened through regular assignments, class tests, presentations, quizzes etc. IQAC ratified & approved academic and administrative committees & their roles and responsibilities viz Annual Cultural and Sports, Students Council, Examinations, Purchase, Discipline, Admissions, Training & Placement, Library, Committee for SC/ST, Women Cell, Grievance Redressal Committee, Anti-ragging committee, OBC cell, Internal Compliant Committee, Minority cell etc.
7. Members of IQAC and staff were informed that the college would be registering for accreditation, hence quality of work needs to be assured.

### **Internal Quality Assurance Cell (IQAC) Meeting – 18.12.2018**

Keeping in view the commencement of the new Session (Even Semester) a meeting of IQAC was called by the Chairman, Dr. Anil Sharma, Director, GHIMR today dated 18.12.2018 to discuss on the following agenda:

**Following members were present for the meeting:**

- Dr. Anil Sharma, Director, GHIMR
- Dr. Rajani Kumar, Asst. Professor
- Dr. Mubina Saifee, Asst. Professor
- Dr. P.L Thakur, Asst. Professor
- Dr. Swati Padole, Asst. Professor
- Mr. Umesh Sharma, Vice President, JBJS
- Mr. Roshan Dambhare, Admin Office Incharge

- Ms. Shubhangi Bhingare, Office Assistant
- Mr.Sanjay Chimalwar,Ex- Registrar,RTMNU

**Agenda:**

8. Quality assurance for the academic and non - academic activities
9. Ratification of existing practices
10. Review and confirmation of Organization structure, roles & responsibilities
11. Review of R & D activities
12. E-Governance
13. Review & confirmation of HR Policies for teaching and non- teaching staff
14. Enhancement of academic results.
15. Quality assurance and initiative measures

**Implementation:**

8. The Academic Co-coordinator emphasised the submission of Lesson Plan, Course Objectives and Outcomes by 26<sup>th</sup> Dec 2018.Faculty members were instructed to upload/improvise study material on MOODLE. Academic Calendar of the coming session discussed and finalized.
9. Existing Examination/evaluation practices were discussed and need to bring about change in terms of transparency and time bound process emphasised.
10. Research work of the FMs were discussed and policies to provide monetary assistance was put forth by the Director of the Institute.
11. The Director, Dr Anil Sharma emphasised the use of ERP Software-Sackinfo and e-learning software MOODLE for better planning & development in Academics. Examinations, Administration, Finance and Accounts, Student Admission and Support.
12. Change in the HR policy i.e inclusion of Group Insurance was suggested and incorporated in the HR Policy. Keeping in view the distance of the college from the city, Group insurance for students was also suggested.
13. Ways and means to improve the academic results of the students was discussed. FMs suggested more of student participation in intra and inter college academic activities.FMs were instructed to correct and discuss the assignments and answer sheets of students and improve upon the presentations in the answer sheet.
14. Student participation in terms of co curricular activities to be encouraged among the student fraternity.