



Modern Education Society's
Neville Wadia Institute of Management Studies & Research

Permanently affiliated to Savitribai Phule Pune University, Accredited by NAAC
Approved by AICTE, recognized under 2 (f) & 12 (b) sections of UGC Act
Email : director@nevillewadia.com, Website: www.nevillewadia.com.

Dr. A. B. Dadus, Director

Action Taken Report- 4/5/2023

Date of Report/Meeting: 4/2/2023

Subject/Topic: NAAC Audits and Staff Welfare Programs

Summary of Recommendations/Instructions:

- Contact Engress Services for NAAC audits for a tenure of 5 years, with 13 reports costing Rs. 30,000/-.
- Implement staff welfare programs including Stress Management and Yoga Sessions, medical checkups, and a new group insurance scheme. Additionally, consider a 9-5 five-day workweek with Saturday offs.

Actions Taken:

1. NAAC Audits by Engress Services:

Action Taken: Engress Services has been contacted and contracted to carry out NAAC audits for a tenure of 5 years. The agreement includes the preparation and submission of 13 reports.

Responsible Person: IQAC Committee

Outcome:

- Contract signed with Engress Services.
- Schedule for audits has been set, with the first report due by 2/5/2023
- Payment terms agreed and initial payment processed.

2. Staff Welfare Programs:

Action Taken:

Stress Management and Yoga Sessions: Arrangements made with professional instructors to conduct regular sessions for staff.

Medical Checkups: Contacted pathology labs and doctors to organize periodic medical checkups. The first medical checkup event is scheduled for [specific date].

New Group Insurance Scheme: Negotiations with insurance providers have been initiated for a new group insurance scheme for NWIMSR staff.

Accident Policy: Confirmed that the accident policy is already in place for all staff members.



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Dr. A. B. Dadas, Director

Saturday Offs and 9-5 Workweek: The proposal for a 9-5 five-day workweek with Saturdays off has been reviewed. The Director is considering implementation based on feedback from the staff.

Responsible Person/Team: Women's committee

Outcome:

Stress Management and Yoga Sessions: Women's committee to start the sessions in June and July

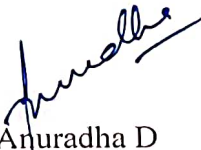
Medical Checkups: First event planned, with ongoing coordination for regular checkups.

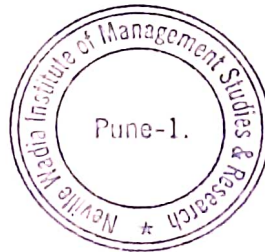
Group Insurance Scheme: Awaiting finalization of terms and selection of insurance provider.

Saturday Offs and Workweek Change: Decision pending further review and approval.

Pending Actions:

Implementing the proposed change to a 9-5 five-day workweek, pending the Director's final decision.


Dr Anuradha D
IQAC




Dr Anand Dadas
Director