



**LOKMANYA TILAK JANKALYAN SHIKSHAN SANSTHA'S  
PRIYADARSHINI LOKMANYA TILAK INSTITUTE  
OF MGMT STUDIES AND RESEARCH**

Approved by AICTE, Recog.by Govt. Of Maharashtra, Affiliated to RTM Nagpur University  
Priyadarshini Campus, Digdhoh Hills, Hingna Road, Nagpur- 440 019

Tel.: (07104) 244297 Email: principal.pltimsr@gmail.com Web: www.priyadarshinimba.com

Date: 03/07/2018

**Minutes of Meeting**

The Chairman, Dr. S. R. Varma occupied the chair and welcomed the members for first IQAC Meeting held on 02.07.2018. The following business was transacted in the meeting: -

**1. Opening words by Chairman**

Chairman briefed all the members present about the formation of IQAC and its overall responsibilities.

**2. Self-introduction of the members**

Self-introduction was given by all the members present in the meeting.

**3. Introduction Speech by IQAC Coordinator**

IQAC Coordinator introduced all the members present to the goals, objectives, functioning and monitoring mechanism of IQAC as per NAAC guidelines.

**Agenda Proceedings:**

**Agenda:1** Confirmation and Review of Minutes of Principal-HODs Meeting held on 23/06/2018.

**Resolution:**

Thorough discussion was made, review was taken and it was unanimously approved Minutes of Principal-HODs Meeting held on 23/06/2018.

**Agenda:2**Action taken report of Principal-HODs Meeting on 23/06/2018.

Sr.No.	Resolution in the Meeting	Action Taken for Implementation & Outcomes
1.	About initiating NAAC work	HOD is provided with NAAC Manual and instructed to conduct meeting to educate faculty and staff regarding NAAC Work.
2.	Formation of NAAC Steering/Core Committee	NAAC Steering/Core Committee Office Order dated 25/06/2018 was issued at institute level.
3.	Formation of IQAC.	IQAC Office Order dated 25/06/2018 was issued at institute and First Meeting of IQAC is to be held on 02/07/2018.

### **Agenda:3 About deciding Goals and Objectives of IQAC.**

#### **Resolution:**

Thorough discussion was made and Goals and Objectives of IQAC were decided as follows: -

- To develop a quality system for consistent programmed action to improve the academic and administrative performance of the college.
- To promote measures for institutional functioning towards quality enhancement thorough imbining quality culture and institutionalization of best practices.

### **Agenda:4 About deciding functions of IQAC.**

#### **Resolution:**

Thorough discussion was made and functions of IQAC were decided as follows: -

- Arrangement of files of our existing feedback responses from students, parents and other stakeholders on quality related institutional processes.
- Acting as a nodal cell of the college for coordinating quality-related activities, including adoption and dissemination of good practices.
- Development and application of quality benchmarks for the various academic and administrative activities of the college.
- Organization of Institute level programs and quality related programs.
- Preparation of the Annual Quality Assurance Report (AQAR) of the Institute based on the quality parameters/assessment criteria developed by the relevant quality assurance body (like NAAC, NIRF) in the prescribed format.

### **Agenda: 5 About deciding IQAC Monitoring Mechanism.**

#### **Resolution:**

The institution needs to submit yearly the Annual Quality Assurance Report (AQAR) to NAAC authorities.


A functional Internal Quality Assurance Cell (IQAC) and timely submission of Annual Quality Assurance Reports (AQARs) are the Minimum Institutional Requirements (MIR) to volunteer for second, third or subsequent cycle's accreditation. During the institutional visit the NAAC peer team may interact with the IQAC to know the progress, functioning as well quality sustenance initiatives undertaken by them.

So as a part of IQAC Monitoring Mechanism it was decided that IQAC should meet to take review of all activities mentioned in earlier points and extend necessary suggestions/ corrective actions to maintain overall quality culture in the institute.

**Agenda:6** Issues with the permission of the chair.

**Resolution:**

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



**Mr. K. B. Uttarwar**  
IQAC Coordinator



**Dr. S. R. Varma**  
Principal





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Date: 13/08/2018

**Action Taken Report of first IQAC Meeting held on 03/07/2018**

Sr.No.	Resolution in the Meeting	Action Taken for Implementation & Outcomes
1.	With respect to Agenda No. 5: About deciding IQAC Monitoring Mechanism.	As part of IQAC Monitoring Mechanism it was decided to conduct second IQAC Meeting on 09/10/2018

  
**Mr. K. B. Uttarwar**


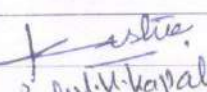
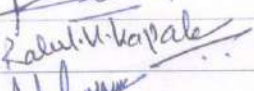

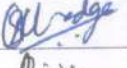

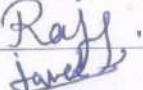
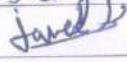
IQAC Coordinator

  
**Dr. S. R. Varma**

Principal

**ATTENDANCE SHEET**

**IQAC Meeting held on 3<sup>th</sup> July 2018**

Sr. No.	Name	Designation	Signature
1	Dr. S. R. Varma	Chairman	
2	Mr. Abhijeet Deshmukh	Member from Management	
3	Mr. K. B. Uttarwar	IQAC Coordinator	
4	Mr. R. K. Kapale	Member	
5	Mr. Rohit Turani	Member	
6	Ms. Sheetal Chaturvedi	Member	
7	Ms. Snehal Khadge	Member	
8	Mr. Paritosh Giria	Member	
9	Dr. S. A. Dhale	Nominee Other Institute	
10	Ms. Nidhi Bawashe	Student Member	
11	Mr. Rajnish Kumar	Alumni Member	
12	Mr. Tausif Ghani	Employer/ Industry Member	
13	Mr. Manoj Pandey	Parent Member	
14	Mr. Rajesh Palsodkar	Officer Superintendent	
15	Mr. Mohd. Javed	Accounts Executive	

  
 IQAC Coordinator