



**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, Dighoh Hills, Hingna Road, Nagpur- 440 019
Tel.: (07104) 244297 Email: principal.pltimsr@gmail.com Web: www.priyadarshinimba.com

Date: 21/06/2018

Minutes of Meeting

Agenda:1 About initiating NAAC work.

Resolution:

Thorough discussion was made and it was unanimously resolved that getting the institute accredited by NAAC authorities is indispensable to inculcate culture of quality in the institute and accordingly NAAC work is to be initiated immediately. Further the HOD is to be provided with revised NAAC Manual released for basic understanding and study.

Agenda:2 Discussion about NAAC Accreditation and Assessment process.

Resolution:

As new window system is introduced for application of NAAC, it was unanimously decided that NAAC application is to be submitted within 30 days from the date of IIQA Acceptance.

New Process of NAAC Accreditation and Assessment stage wise as stated below was discussed at length:

1. Self-Study Report: [Qualitative Metrics (350 Marks)] + [Quantitative Metrics (650 Marks)]
2. Student Satisfaction Survey (SSS)
3. Peer Team Visit

All the faculties and respective officers in-charge were informed to conduct requisite meetings with their respective staff to educate them about their respective roles to be played for the purpose.

Agenda:3 Formation of NAAC Steering/Core Committee.

Resolution:

Thorough discussion was made and it was unanimously resolved that, NAAC Core/ Steering committee is to be constituted consisting of key functionaries of the institute to prepare NAAC SSR. It was also decided that the Principal will constitute the NAAC Steering/Core Committee with Mr. R.K. Kapale as NAAC Coordinator.

Agenda:4 Formation of IQAC.

Resolution:

Being quality of culture and processes in the institute an indispensable necessity in today's time and also in view of the NAAC Guidelines, IQAC may be constituted under the Chairmanship of 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 for ensuring adequate representation in effective quality management process of the institute.


Accordingly, it was unanimously resolved that institute must have IQAC in consonance with NAAC Guidelines and the Members of IQAC were decided by the Chairman with the consent of all present. It was also resolved that Mr. K.B. Uttarwar shall act as IQAC Coordinator.

Further it was decided that First IQAC meeting to be held on Tuesday, 02/07/2018 at 11:00 AM in the Conference Room.

Agenda:5 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: 26/06/2018

Action Taken Report of Meeting held on 21.06.2018

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 level and first meeting of IQAC is to be held on 02/07/2018.


Mr. K. B. Uttarwar
IQAC Coordinator


Dr. S. R. Varma
Principal

ATTENDANCE SHEET

IQAC Meeting held on 21st June 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