



**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: 05/12/2018

Minutes of Meeting

The chairman Dr. S. R. Varma occupied the chair and welcomed the members for third IQAC Meeting held on 04/12/2018. The following business was transacted in the meeting: -

Agenda:1 Confirmation and Review of Minutes of second IQAC meeting held on 09/10/2018.

Resolution:

Thorough discussion was made, review was taken and Minutes of second IQAC meeting held on 09/10/2018.

Agenda:2 Action taken report of second IQAC Meeting held on 09/10/2018.

Sr.No.	Resolution in the Meeting	Action Taken for Implementation & Outcomes
1.	Restructuring stakeholder feedback mechanism.	Feedback forms are modified and it was decided to implement new feedback mechanism from Academic Year 2018-19 even semester.
2.	To decide mechanism for internal financial audit.	It was decided to conduct internal financial audit.
3.	To decide on Eco-friendly measures to reduce energy consumption in campus.	Incandescent light bulbs and fluorescent tube lights are to be replaced by cost effective, highly efficient LEDs.

Agenda:3 Review of NAAC work.

Resolution:

Review of NAAC work is taken criteria-wise and IQAC was satisfied with NAAC work progress.

Agenda:4 Restructuring faculty and staff appraisal mechanism.

Resolution:

Prof. Rohit Turani proposed that restructuring of faculty and staff appraisal mechanism is needed as per latest trends in education system and changes in faculty and staff KRAs.

Discussion was made and it was decided that restructuring of faculty and staff appraisal mechanism is to be done and the coordinator of NAAC was given responsibility to modify existing appraisal forms and come up with new mechanism.

Agenda:5 Planning of NSS/ Extension Activities for Even Semester 2018-19.

Resolution:

Discussion was made and it was decided that planning of NSS/ Extension Activities for Even Semester 2018-19 is to be done. NSS Coordinator along with criteria 3 coordinators of NAAC was handed over the responsibility of the same.

Agenda:6 To take membership of e-ShodhSindhu and Shodhganga

Resolution:

It was brought to the notice of all IQAC members that membership of e-ShodhSindhu and Shodhganga is required to enable faculty and students e-resources available related to library.

Discussion was made and it was decided to take membership of e-ShodhSindhu and Shodhganga. This responsibility is given to the Asst. Librarian for taking membership of e-ShodhSindhu and Shodhganga.

Agenda:7 To review green initiatives and waste management steps in campus.


Resolution:

It was brought to the notice of all IQAC members that, green initiative like Tree Plantation is carried out annually in the campus. IQAC Chairman briefed about solid and liquid waste management strategies in the institute and highlighted need of e-waste management. Thorough discussion was made and it was decided either to give e-waste to supplier and take discount in bills or to use components from e-waste for repair/ maintenance of systems.

Agenda:8 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: 12/12/2018

Action Taken Report of third IQAC Meeting held on 04/12/2018

Sr. No.	Resolution in the Meeting	Action Taken for Implementation & Outcomes
1.	Restructuring faculty and staff appraisal mechanism.	Faculty and staff appraisal mechanism is restructured and implemented from Academic Year 2018-19.
2.	Planning of NSS/ Extension Activities for Academic Year 2018-19.	List of NSS activities is prepared and submitted to IQAC.
3.	To take membership of e-ShodhSindhu and Shodhganga	Membership of e-ShodhSindhu and Shodhganga is taken and report is submitted to IQAC.
4.	To review green initiatives and waste management steps in campus.	E-waste was sold to a vendor.


Mr. K. B. Uttarwar
IQAC Coordinator


Dr. S. R. Varma
Principal

ATTENDANCE SHEET

IQAC Meeting held on 04th December 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	

16 Ms. Jaysree Kaye Librarian


 IQAC Coordinator