

Minutes of the IQAC meeting held at PTVA's Institute of Management on Saturday, July 28, 2018 at 4:00 pm

- Leave of absence was granted to CA Ajit Joshi – Teaching Faculty, Ms. Shalini Kakkar – Teaching Faculty and Ms. Monica Somne – Alumni.
- Minutes of the last IQAC meeting were confirmed.
- PTVAIM team was congratulated for ISO 9001:2015 certification.
- Review of the quality work done by the Institute with respect to the academic year 2017-18 was done.
- Based on it, an action plan for the academic year 2018-19 was prepared.
- A lot of deliberation took place with respect to various activities to be organized in the year 2018-19 by PTVAIM and the responsibility of organizing these activities was given to respective committee/cell/team heads.
- All committee/cell/team heads were told to prepare their plans of organizing these activities and get them approved by the Management and the Director of PTVAIM in the next one month.
- All committee/cell/team heads to seek the guidance from the CDC, BoG, IQAC members as well as experts in the respective areas regarding preparation and organization of such activities.
- It was decided to have at least two development programs for the support staff and peons during the academic year and the coordination of which will be done by Dr. Tejashree Deshmukh in liaison with the Registrar/Director.
- It was decided to plan and offer a course in Digital Marketing and the responsibility of the same was bestowed upon Mr. Abhishek Deokule, Assistant Professor.
- It was unilaterally decided that Wings2Vision will be conducted for this year and Dr. Sucheta Pawar will be in-charge for the same.
- A Students' Skill Development Program to be introduced and executed in the AY 2018-19 and a faculty team for the same to be formed. Dr. Tejashree Deshmukh to coordinate the formation of the team & CA Ajit Joshi along with the faculty team to the program
- Librarian Mr. Pankaj Godse to co-ordinate with Ca Ajit Joshi explore the purchase of an additional anti-plagiarism software for the Institute in addition to the Urkund subscription currently maintained
- Appointment of Mrs. Shalini Kakkar as a Convenor of the national conference on “EMPOWERING WOMEN TOWARDS LEADERSHIP” in association with Maharashtra State Commission for Women to be organized in October 2018.
- It was informed to IQAC members that all activities were conducted for the A.Y. 2017-18 as per the academic calendar and that the academic calendar for the A.Y. 2018-19 has been prepared.
- The meeting ended with Dr. Purohit thanking all the members for taking out their valuable time to ensure and strengthen the quality of work and activities of PTVAIM.

Actionable Plan

Sr. No.	Actionable Plan	Ownership	Timeline
1	An action plan for the academic year 2018-19	All committee/cell/team heads	August 2018



2	All committee/cell/team members to support the Heads in organizing these activities.	All committee/cell/team members	Throughout academic year 2018-19
3	All committee/cell/team heads to seek the guidance from the CDC, BoG, IQAC members as well as experts in the respective areas regarding preparation and organization of such activities.	All committee/cell/team heads	Throughout academic year 2018-19
4	All committee/cell/team heads were told to prepare their plans of organizing these activities and get them approved by the Management and the Director of PTVAIM	All committee/cell/team heads	August 2018
5	Planning of development programs for the support staff and peons for the academic year	Dr. Tejashree Deshmukh & the Registrar	August 2018
6	Digital Marketing Course – Plan of Action	Mr. Abhishek Deokule	August 2018
7	Wings2Vision for A.Y. 2018-19 – Plan of Action	Dr. Sucheta Pawar	September 2018
8	Exploring the Purchase of Anti-Plagiarism software	Mr. Pankaj Godse & CA Ajit Joshi	September 2018
9	National conference on “EMPOWERING WOMEN TOWARDS LEADERSHIP” in association with Maharashtra State Commission for Women	Mrs. Shalini Kakkar	October 2018

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