



Yearly Status Report - 2018-2019

Part A

Data of the Institution

1. Name of the Institution		INSTITUTE OF MANAGEMENT AND SCIENCE
Name of the head of the Institution		Dr.Sunilraj N.Jayaswal
Designation		Director
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		02582-255124
Mobile no.		9326461501
Registered Email		imssakegaon@rediffmail.com
Alternate Email		goldy1950@gmail.com
Address		NH.No.6 ,Sakegaon
City/Town		Bhusawal
State/UT		Maharashtra
Pincode		425201
2. Institutional Status		

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Rural
Financial Status	private
Name of the IQAC co-ordinator/Director	Asst. Prof.Anil B.Patil
Phone no/Alternate Phone no.	02582255124
Mobile no.	9860965483
Registered Email	iqacimssakegaon@gmail.com
Alternate Email	Goldy1950@gmail.com

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://www.imssakegaon.org/newdata/Aqar_report.pdf
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	http://www.imssakegaon.org/Calender_2020-21.pdf

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	B	2.04	2019	03-Mar-2019	03-Mar-2024

6. Date of Establishment of IQAC	17-Oct-2017
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7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
To Conduct CSR Activity	10-Oct-2019 1	60

[View File](#)

8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
No Data Entered/Not Applicable!!!				
No Files Uploaded !!!				

9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

6

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

Yes

If yes, mention the amount

10000

Year

2020

12. Significant contributions made by IQAC during the current year(maximum five bullets)

FDP is taken to improve Knowledge and skills of Teaching and Non Teaching Staff.

Institute Organized Employability skills Enhancement and assessment programme in Gokhle Training Institute.

Institute organized Two Days Management Skill Development programme with support of Mr Rajesh S Sabne (M.D. of Asia Tech. Pune) to expose the current bossiness Scenario

Institute Signed the MoU with District Industrial Center Jalgaon to make the students about Govt. Schemes and polices for new Entrepreneur.

Institute taken the one day River Cleaning Activity at Tapi River Side

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13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
Institute plan to Promote green campus	Institute Conducted the Planitation Programme and conducted the green Audit and Mantained the Plastic Free Campus
Institute plan to Celebrate the Various National Days	Institute celebrated the National Days like Indian National Constituional Day, National Voter Days, etc.
Institute plan to sign the MoU DIC	Institute Signed the MoU with District Industrial Center Jalgaon.
To Submit the Proposal for starting New Course BBA	University Expert Visit Committee has vistited and Permitted.
Institute to conduct the guest lecture on Indian Fincial Budge 2020	Institute orgnized guest lecture on analysis of Indian Fincial Budge 2020 delivered by Prof. Nikhil Waykole
Institute to conduct guest lecture on current management skill requirement	Institute orgnaized Two Days Management Skill Development programme with support of Mr Rajesh S Sabne(M.D. of Asia Tech. Pune) to expose the current bissiness Scenario
To conduct the skills development and interview technique	Institute Orgnaized "Employability skills Enhancement and assesment programme in Gokhle Training Institut.
To conduct the CSR Activity	Institute taken the one day River Cleaning Activity at Tapi River Side
To run the New Best Practics in the college campus	My college my home initiative taken under the Swachha Bharat Abhinyan
To Conduct the FDP for Teaching Non teaching Staff	FDP is taken to improve Knowledge and skills of Teaching and Non Teaching Staff.

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14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
College Development Committee	17-Jul-2019

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?

Yes

Date of Visit	26-Feb-2019
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2020
Date of Submission	03-Feb-2020
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	The college has management information system (MIS) which facilitates and coordinates management of computerized database of financial information. Through these modules data are organized and programmed in such a way that it produces regular reports whenever needed by various levels of management in the college. It is also possible to obtain special reports from various systems with ease, such as expenditure on various budget heads. It gives the feedback about performance on various aspects of management. These interpretations help to monitor financial planning of the college as a whole. Information displayed by the MIS typically shows actual data against planned results and also results of the previous year. Thus, it measures progress against goals.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

1.1.1: Institution has the mechanism for well planned curriculum delivery and documentation. The IMS offers MBA, two year post graduate degree program. Though the institution does not have flexibility in the designing or revising the syllabus yet, it finds out innovative ways in the teaching methodology and offers the latest available knowledge. Staff meeting is taken by the director prior to the beginning of the sessions and subjects are allocated to the staff members. Teaching plans are prepared giving the details regarding the number of lectures required per unit, per chapter wise. It also includes the books that will be referred for that unit, the number of case studies that will be discussed in case of theory subjects & the number of problems in case of practical subjects. Then lesson plans are prepared for every single lecture which bifurcates the 60 min. of each lecture with the contents. After regular intervals syllabus covered by faculties is checked in staff meetings. At

regular intervals oral informal feedback is taken from the students by the director and accordingly if required suggestions are made. Regular class test & assignments are given and extra coaching is also given to the below average students in order to cope up with their studies. Time table is religiously followed. The academic coordinator monitors the effectiveness of the academic progress of the students. Mentoring system is one of the important features of our college. Every faculty handles certain number of students and takes their full responsibility. Any problems either personal or related to teaching or subject are discussed by the students with their mentors. Further to enhance the performance, the institution conducts seminars, workshops or gives power point presentation topics to the students. IMS also conduct new methodologies to develop business skills in students in the form of various events like "Business Games, Business Simulation, Business Drama, Business Essay Writing, Brand logo Designing, Case studies, mock test and mock interviews" are few examples. Institute designed "Certificate Programme in Employability Skill Enhancement & Assessment" , "Certificate Programme in Professionalism & Corporate Communication Skills" to develop managerial skills and potential in students along with regular course work which markup to corporate demands for employment. We not only teach courses theoretically but also discussed their outcomes with the students after each delivered lecture and to verify theoretical aspects regularly visit them to industries as well as conduct guest lectures from industries personnel. We also set social norms & ethics in students through social activities like, SBA, Plantation, Environment & sustainability, green business, waste management, climate change, global warming, sanitation, save child, save forest, save water & save Earth etc. campaigns on regular basis. We also conduct CSR, ISR activities. Using LMS we carried out all the necessary educational activities through faculty self portal as well as every student also has their own portal for faculty-student interaction. We conduct all lesson plan, attendance, students, parents, faculty feedback and internal examination and also use it to conduct internal exams and performance appraisal.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Certificate Programme in Employability Skill Enhancement Assessment	NA	23/11/2019	1	Yes	Yes
Certificate Programme in Professionalism Corporate Communication Skills	NA	06/10/2019	1	Yes	Yes

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
No file uploaded.		

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
No Data Entered/Not Applicable !!!		

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	115	0

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Certificate course in Advance Excel	04/09/2019	53
Certificate Course in Stock Market	02/12/2019	45
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
MBA	Business Administration	25
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained

Feedback Obtained KYDSC' Trust Institute of management and Science (IMS) strongly believe in continuous improvement in teaching learning and research mechanism based on strong feedback system from students, alumni, faculty and stockholder. IMS implement feedback system as heart of complete academic execution, hence IMS use feedback system to implement precise corrective measures to sustain dynamic curriculum environment. Every year IMS since of its date of establishment seriously involved in feedback process for continuous improvement which also turns to feedback mechanism Stakeholder: Students Summary of Report:- On the basses Data collected from students, the Analysis indicated that the practical aspects are good in the present syllabus but some parameters need to improve and some student need more attention as they have some problem to understand. Stakeholder: parents Summary of Report:- On the basses Data collected from Parents, the Analysis indicated that the Student are involved in extracurricular activity or social activity which is good for

nation also parents need updated and carrier oriented syllabus. Stakeholder: Teachers Summary of Report:- On the bases Data collected from Teachers, the Analysis indicated that the Faculty members are satisfied with current syllabus but updated study content must be needed to update with time to time with proper training work shop should be needed to conducted Stakeholder: Alumni Summary of Report:- Alumni feedback collected after every alumni meet and whenever alumni interact with institute about course contents and practical applications. All departments maintain the Alumni feedback that provides valuable feedback on curriculum. The Director and Head of the Departments discuss on feedback. Some innovative and relevant suggestions are put forward to university through our Director. Stakeholder: Employers: Summary of Report:- Feedback on curriculum for the revision of syllabus is carried every year and suggestions are conveyed to the Board of Studies.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
MBA	MBA	60	32	32
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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	0	63	0	8	0

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
8	8	2	2	4	4
View File of ICT Tools and resources					
View File of E-resources and techniques used					

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

The institute has well established mentoring and support system. In the MentorMentee scheme, every 07student mentees are allotted under a faculty mentor to seek guidance on various career and behavioral aspects.

Objective of the mentor mentee program: To establish a trusting relationship with accountability and responsibility from the mentor and mentee. The mentee is benefited in the following ways: • Smoother transition on the campus. • Feeling of having a supportive guide in the organization in addition to have formal teachers and colleagues. • Availability of support and guidance. • Having a confidant with whom discussions on some specific sensitive issues can be held. • Developmental opportunity. • Having someone who can support to solve problems. Mentee's Responsibilities • Allow the mentor to take the lead initially • Act with courtesy with the mentor • Be an active listener and take notes when necessary • Enquire with purpose • Take the initiative for

feedback and take it with open mind • Be considerate towards mentor's time. • Express appreciation and thank the mentor • Maintain confidentiality of relationship as needed • Prepare yourself to move beyond the mentoring connection once it has served its purpose • Keep the door open to return to the mentor for assistance or advice at a future time. • Follow up with the mentor after termination to keep in touch, to share progress and to continue to express gratitude. Mentor's Roles and Functions Mentors can play versatile roles as advisors, supporters, tutors, sponsors and models of identity or role models. Ideally, their role should be a combination of all these roles. Mentors must open themselves to the mentee by sharing their reasoning and decision processes with them and allowing themselves to be observed in various situations. Mentor should possess skills to match the support they give with the mentee's development progression, thereby leading them incrementally. Mentors should be able to express care and concern demonstrating empathy. Activities of a Mentor • Conduct regular meetings with the mentee, preferably in an informal environment • Set the agenda for discussions in collaboration with the mentee • Work out plan of action for the mentee in consultation with him • Maintain dialogue and discussions • Provide feedback to mentee • Acclimatize the mentee with the values, culture, policies and systems of the organization • Maintain confidentiality befitting mentormentee relationship • Share information with the mentee about continuing professional development and • opportunities • Provide emotional support as needed

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
63	8	07.875

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
8	8	0	0	1

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
No Data Entered/Not Applicable !!!			
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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
MBA	MBA	2019	22/05/2019	26/06/2019
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The institute follows Continuous and Comprehensive Evaluation process of assessment on the lines of OBA (Outcome Based Assessment). As a part of this system, students are evaluated through a series of curricular and extracurricular evaluation along with academics. In the present system, due importance is given to activitybased learning at all levels so as to make students acquaint with innovative modes of learning. The major reforms in Examination/Evaluation reforms are 1. The Evaluation process is tuned to Outcome Based Assessment (OBA). 2. Involvement of students in Examination

Timetable preparation. 3. Exams dates are finalized before the beginning of the semester and incorporated in the Academic Calendar. 4. The scheme of marking is decided as per the rubrics defined while developing the course plan. 5. The students are well aware about the nature of each of the assessment methods viz, tests, presentations case studies etc.. 6. The rubrics are propagated to the students along with respective course plan. 7. The Course Faculty also ensures that the instrument of assessment used maintains the transparency of the overall evaluation system. 8. Declaration of Results in three working days. 9. Paper viewing facility with predefined schedule 10. Immediate Grievance handling

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The Academic Calendar of the institute serves as an information source and an academic radar to for students, faculty members, and both the department viz. a) Management b) Computer Application, as well as for the University. The calendar includes • Session commencement dates for every forthcoming semester • Class start date Exam dates and • Holidays in the semester Information pertaining to various • Cocurricular • Extra -Curricular and • Cultural activities • Workshops The institute follows a continuous system of students evaluation based on a series of different cocurricular and extracurricular activities. This serves to put forth the innate abilities and capabilities of the students related to their curriculum and other than curriculum topics. All the activities within an academic year are strictly followed adhering to "Academic Calendar" which needs to be designed before the commencement of the semester. Any change or variation in the planned course of action is decided via competent authority in consultation with the departmental heads.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<http://www.imssakegaon.org/newdata/ProgramOutcomes.pdf>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
MBA	MBA	Master of Business Administration	47	12	37.50

[View File](#)

2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<http://www.imssakegaon.org/newdata/StudentSatisfactionSurvey.pdf>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year

Any Other (Specify)	0	NIL	0	0
International Projects	0	NIL	0	0
Students Research Projects (Other than compulsory by the University)	0	NIL	0	0
Projects sponsored by the University	0	NIL	0	0
Industry sponsored Projects	0	NIL	0	0
Interdisciplinary Projects	0	NIL	0	0
Minor Projects	0	NIL	0	0
Major Projects	0	NIL	0	0
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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Seminar on " Current Business Scenario in Industry related to Management studies "delivered by Mr.Dyneshwar Badgujar (M.D of Autoone Engineering Solutions, pune)	Management	30/09/2019
Seminar on Intellectual Property Rights awareness by Adv. Anil Ramdas Salve	Management	12/10/2019
Two Days workshop on "Management Skill Development Programme"	Management	30/10/2019
Seminar on Financial Analytics" taken by Mr.Pavan Kolte (CA of Kolte Associates)	Management	02/11/2019
Workshop on "Employability Skill Enhancement Assessment"	Management	23/11/2019

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
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Marketing survey for new product and customer response	IMS	Soft touch sales and services, Jalgaon	09/11/2019	Students
Concept of Refeedback system to improve the customer relationship Management	Asst.prof.Anil B.Patil	Kotak Mahindra Bank, Sakegaon Branch.	01/10/2019	Teacher
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsered By	Name of the Start-up	Nature of Start-up	Date of Commencement
IMS Incubation Center	Mr. Vishnu khire.	IMS	Soft touch	Services Industry	06/06/2019
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
NIL	0

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	NA	0	0
International	NA	0	0
No file uploaded.			

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
NIL	0
No file uploaded.	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
NA	NA	NA	2019	0	NA	0

NA	NA	NA	2018	0	NA	0
No file uploaded.						

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
NA	NA	NA	2019	0	0	NA
NA	NA	NA	2018	0	0	NA
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	0	1	0	3
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3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Motivational Lecture on "Success tips for students" by Mr. Krishnan Dhan Das from ISKCON Academy, Nasik.	IMS, COP ISKCON Academy, Nasik.	4	40
River cleaning Activity at Tapi River side.	IMS	2	32
Digital Awareness Programme at School Students, Lok Vidhyalaya Padalse.	IMS and Lok Vidhyalaya Padalse.	2	48
Seminar on "Carrier Guidance"	SES'S Arts Science College, Bhalod Arts Commerce Science college, Yawal.	2	125
Blood Donation Camp	Dr.Ulhas Patil Medical College and Blood Bank, Jalgaon.	4	35
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
NIL	NIL	NIL	0
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Gender Issue	IMS COP	Seminar on "Gender Equality" by Dr. Bharti Hedau	4	50
Swachha Bharat Abhiyan	IMS	"My College My Home" Best Practices.	2	42
Swachha Bharat Abhiyan	IMS	"River cleaning Activity "at Tapi River side	2	45
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3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
NIL	NIL	0	0
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Student Summer internship	Linkage for Industry-Institute Interaction	Soft touch Sales and services, Jalgaon	01/05/2019	30/06/2019	5
Soft Skill Development and Interview techniques	Linkage for "Employability Skill Enhancement Assessment"	Gokhale's Advance Training Institute, Jalgaon	23/11/2019	23/11/2019	60
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers
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			participated under MoUs
District Industrial Center [DIC] Jalgaon	15/11/2019	To make aware the students about the Govt. Schemes Polices for New Entrepreneurs	70
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
70000	37000

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Existing
Seminar halls with ICT facilities	Existing
Classrooms with LCD facilities	Existing
Seminar Halls	Existing
Class rooms	Existing
Campus Area	Existing
View File	

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
No Data Entered/Not Applicable !!!			

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	4755	1010485	493	167298	5248	1177783
Reference Books	246	98400	7	2800	253	101200
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
No Data Entered/Not Applicable !!!			
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	20	1	1	1	0	1	1	40	0
Added	0	0	0	0	0	0	0	0	0
Total	20	1	1	1	0	1	1	40	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

40 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
No Data Entered/Not Applicable !!!	

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
110000	170098	115000	167737

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

The coordinators of the respective Committees bring to the notice of the Director for any maintenance requirements of infrastructure etc. The Director, in turn discusses these issues with College Development Committee and then process the proposal to the management.

INFRASTRUCTURE

- The Institute has its own bore well and adequate water supply system. Aqua guard connected water coolers are installed the maintenance of which is outsourced.
- It has also set up its own power transformer within the campus so as to avoid fluctuations in voltage of the supply.
- To combat the challenges posed by periodic load shedding and black-outs, the institute has set up power generators.
- The Electrical and civil maintenance work is looked after by the specific contractor appointed by the management.
- The Institute has 24X7 security guard facility with is help to Security as well as to keep the in-out record of Visitor to institute.
- The parking area is properly maintained by security and surrounded by Fencing
- the cleanliness of the Institute is maintained by the appointed person. The cleaning equipments are purchases time to time. College has its own Special grass cutting machine. College has its own Hugh well occupied garden with botanical plants. As Institute promote the green campus so, institute spend sufficient amount to Maintenance of garden.

LIBRARY

- every year, the college forms a library committee which deliberates and evaluates the previous year's activities. The library focuses on accessing the materials as per college requirement and institute strictly follow the AICTE Norm about every number of title purchasing
- In order to provide suitable atmosphere for reading, cleanliness is maintained inside and outside the library.
- Proper maintenance of reading tables and chairs is taken care of. Library of institute is equipped with LED lights and fans to make the library atmosphere more

comfortable • Computerised library assessing unit to check the availability books. The maintenance and utilization of library includes maintenance and organization of collections, repair and rebinding of damaged books. Minor repairs are carried out by the library and rebinding of books is given to external. • Outdated books and publications are weeded out. SPORTS COMPLEX • Institute Develop the Separate Sport and Gymkhana room to promote the physical importance's. Institute develop this room with proper lighting and fan facilities to make the atmosphere more comfortable .Institute develop the sports with all the indoor and outdoor sports equipments. The Gymkhana of institute having number of gyming equipments .Institute promotes the students to take parts in various in campus as well as outside campus sports event. Institute every year conduct the annual sport programmes And Appreciate the winner students.

<http://www.imssakegaon.org/supportfacilities.htm>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Nil	0	0
Financial Support from Other Sources			
a) National	Govt. of MaharashtraRajashri Shahumaharaj Scholarship Scheme	12	435034
b)International	Nil	0	0

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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Personal Counselling	08/07/2019	63	All Faculty
Language lab,	08/09/2019	32	Asst.Prof.Shekhar D.Mahajan
Soft skill,Development	23/11/2019	60	Asst.Prof.Anil B.Patil
Career Counselling	19/11/2019	35	Asst.Prof.Anil B.Patil

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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed

No Data Entered/Not Applicable !!!

No file uploaded.

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
2	2	1

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
00	0	0	G.H.Raisoni Institute Of Business Management ,Jalgaon	10	8

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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2019	32	BA1 Bcom11, Bsc9, BBA1, B.Pharm1, BBM1,BCA1, BE7	BBA,Bcom,Bsc ,BA,B.Pharm, BBM,BCA,BE	KYDSCTs Institute of Management and Science, Sakegaon	MBA

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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
No Data Entered/Not Applicable !!!	
No file uploaded.	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Kridavedh 2020	Institute Level	60
Annual Gathering "Rhythm-2020"	Institute Level	60
Guest Lecture On Current Indian Budget Analysis -2020 2020	Institute Level	40
Blood Donation Camp	Institute Level	16

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5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
No Data Entered/Not Applicable !!!						
No file uploaded.						

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Student council is constituted as per the provision of University Act, which include topper students of each class from every program. They were selected as class representatives (CR) taking previous year result into consideration. In addition to this two girl students are selected as ladies representative on the basis of their good academic record, participation in various activities and recommendation by teachers. One student from every Sports and Cultural is recommended by respective officers on the basis of their performance. University representative (UR) is selected from the above student council members by election. Members of student council are involved in various academic and administrative committees (Debate committee, elocution committee, quiz committee, women welfare committee, student redressal committee, blood donation committee, cultural program committee, etc) formed by college authority .

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

The college has a registered the alumni association in the name of Institute Of Management And Science Sakegaon Alumni Association, Sakegaon' (registration no. Jalgaon 0000027/2018 dated 28.03.2018). The alumni extended their help in employment of the students and support in the various projects and activities.

5.4.2 – No. of enrolled Alumni:

8

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

First Meeting in Academic Year 26-03-2019 Last Year ,Second Meeting in Academic Year 15-02-2020

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

1) The culture of management of institute is participative in nature which encouraged the institution to create the health working environment. All decisions related with functioning of the institution are carried out in a decentralized manner. Top management of institute provides due authority at various levels such as Director, Coordinators, Office Superintendent Etc.

Formation of Different statutory and non-statutory committees including faculty members and staff of the Institute has been done for coordinating important academic, cocurricular and administrative activities of the Institute. IQAC cell actively contributes in quality assurance of the institute. In order to ensure academic and administrative improvement, College development committee (CDC), is formed that meet regularly to resolve issues if any. 2) The 'admission process' which takes place between June and late July illustrates the efficiency of the decentralization and participative management adopted by the Institute. The MBA admission process for AICTE approved courses is done online by DTE Government of Maharashtra .The Institute has separate facilitation centers. One senior faculty member is appointed as the head of the facilitation center that facilitates the entire admission process. A team of teaching and non-teaching staff helps students who come for registration and online admission process in the campus. The faculty members fill the option forms mentioned by the candidate and after declaration of the final list the online admission process is completed by the staff. The teachers visited to many rural areas graduation colleges to take a seminar on "Carrier Guidance" to make them aware about MBA Course, their advantages and the complete process of MH-CET for MBA. The Faculty member also conduct the MH-CET exam crashcourse for the students. Active and vigorous counselling is done by the faculties to guide the students for choosing their career according to their interest. The administrative staff effectively helps for the admission process by preparing a bank chalan, providing reprographic facilities, filling admission forms and maintaining necessary records of admission to the respective course. The faculty and the administration work together to completing this process successfully .The top management also the regular follow-up for various responsible committees or with the relevant person. The top Management representative is always try to present in various committees meeting to make process of institute more decentralized. It make the decision making process easier and fast working. This calls for tremendous decentralized approach and collective team contribution of teaching and nonteaching staff

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Curriculum Development	The Institute is affiliated to Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon and has to adopt the syllabus as prescribed by The university. The syllabus undergoes Revision from time to time with Technological advancements. The faculty members from the institute are attain "The Syllabus Revision Meeting" time to time as per the university conduct such meeting to collect the valuable suggestion from various institute faculty members. • The Institute implements activities like Add on certificate courses, Industry oriented workshops and guest lectures, Soft skill development Programmes, Conferences and seminars on recent Trends and Indian annual budgets, Industrial visits to

	<p>supplement the curriculum provided by university.</p>
<p>Teaching and Learning</p>	<ul style="list-style-type: none"> • The Institute gives intensive attention to the teaching and learning process for providing quality education and the same is ensured by preparing well planned academic calendar, time Tables, session plans and internal assessment tests. • LMS is used for academic planning and providing study notes, PPT's, Video lectures, tutorials and assignments to the students. • Student centric learning methods are used by making extensive use of ICT • Faculty members are motivated to Utilize e learning resources like NPTEL. • Remedial lectures are organized for Slow learners. • Mentorship is provided to all the students under which one faculty member is appointed as mentor for number of students according to strength of class.
<p>Examination and Evaluation</p>	<ul style="list-style-type: none"> • Examinations are conducted according to rules and regulations of Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon. • Continuous assessment of students performance in internal tests, Assignments, Presentations, projects, field survey report Attendance is used for Internal marks calculation. • The Institute maintains complete Transparency in the evaluation process. • The Institute has Centralized Assessment of Programme (CAP) center set as per the norms laid down by the University. • Analysis of the University Examination Results is done. • Remedial Classes are taken for weak students.
<p>Research and Development</p>	<p>The research and development culture is strengthened by encouraging faculty Members to pursue research the facilities like individual system, Wi-Fi connection, digital library, equipment and laboratory are available.</p> <ul style="list-style-type: none"> • Conferences, Seminars, workshop and FDPs are conducted to promote research among faculties and students • Faculty members are provided with financial Assistance for participation in Conferences, seminars and FDP's outside the institute. • The students are motivated to take part in competitions like "Avishkar" which is organized at University and other college level competitions. This

helpsin nurturing innovative and research Aptitude among the students.
 •Institute has setup separate researchlab and incubation center with state ofthe art facility and applied to KBC NMUfor reorganization of authorized Research center

Library, ICT and Physical Infrastructure / Instrumentation

Institute has wellequipped library. • Record of book issue and return to students are well maintain. • The library in-out system are maintain properly. • The new books are allocated to library every year as per the AICTE Norms. • The library is updated with the journals time to times. • The library is updated with some business magazines and the newspapers. • ICT equipped classrooms and Wi-Fi Enabled campus.

Human Resource Management

Institute has well defined Recruitment policy and service rules as per AICTE and University norms. • Every year Faculty Development Programs are organized for the development of Faculty members. • Training programs are organized for the development of Nonteachingstaff • Institute has its ownperformance appraisal system for theappraisal of staffs • The benefits such leaves(casual/medical/ maternity/paternity/study/earned) andvacations are provided to staff as per Rules. • Emergency fund is provided to staff if anyone is required.

Industry Interaction / Collaboration

The institution has worked strongly on Industry Institution Interaction through training and placement cell which works to bridge the gap between industry and institution. • HR Conclaveis arranged for making students awareabout the requirements of Industry •The Institutes Training and Placement department tries to liaison withindustry through which students arefacilitated forinternship/placement/project guidance / Industrial visit etc. • The institutionhas signed MOU with notable Industries for placement of students. • Eminent members from Industry are Invited for conducting Guest lectures and workshops on current business Scenario. • The institute has sign the MoU with District industrial cell (DIC) Jalgaon to provide information of Govt. polices and schemes for the new Entrepreneurs.

Admission of Students	Strict Observance of rules provided by KBC North Maharashtra University and Maharashtra Government for admission of Students • PG Students are admitted on the basis of CET conducted by DTE, Maharashtra and the other Entrances test approved by AICTE. • Institute has Facilitation Centre for PG Courses.
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6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Planning and Development	<ul style="list-style-type: none"> • Institute has fully functional ERPSystem. With the online support partner " Vmedulife agency" • ERP system is used by staff for preparing timetable session plans, academic planning uploading study material, recording attendance and taking feedback from the students • ERP system is also used for keeping track of all the administration work. • ERP system is also useful for analysis of student's performances. • This system is play a vital role for students online query solving.
Administration	Administrative ERP modules helps in keeping record of the employees and the students • Biometric system is used to keep record of attendance of staff effectively. • Online leave requisition system for teaching and non-teaching staff members is implemented • Notice display system for students and other stakeholder via ERP, SMS and Whatsapp Groups
Finance and Accounts	<ul style="list-style-type: none"> • Institute used the computerized Finance and accounting process. • The salary system of institute employee is done by online process. • Student's fees collection by online process is also available. • Institute regular expenses are paid and record maintain online.
Student Admission and Support	Online admission including online Payment chalan generation. Institute strictly follow the student admission process which is completely run by DTE online process. • Institute run the FC Centre online way as per the University guide lines. • Maintaining student's database through ERP software. • Student can access Study Material, Attendance reports, Internal marks from their ERP Accounts.
Examination	Student get access to their internal

marks of all subjects from their ERP Accounts • KBC NMU digital university portal is used for delivery of previous Questions Papers of university Examinations. • Online Answer book evaluation center for KBC NMU for PG course. • University Examination forms submitted through KBCNMU E-Suvidha portal. • University Exam as well as college Exam Notices also display for students and other stakeholder via ERP, SMS and Whatsapp Groups.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2019	Asst.prof.Anil .B.Patil	Ideathon Symposium, jalgaon	NA	500
2019	Asst.Prof.Rupal i.B.Chaudhari	Ideathon Symposium, Jalgaon.	NA	500

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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	"Management Skill Development Program [MSDP]	NA	30/10/2019	31/10/2019	11	0
2019	Faculty Development Programme on "Life skill"	NA	25/11/2019	30/11/2019	11	0
2019	NA	Faculty Development Programme on "Life skill"	05/12/2019	07/12/2019	0	4

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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Ideathon Symposium, Jalgaon	2	12/12/2019	12/12/2019	1
"Management Skill Development Program [MSDP]"	11	30/10/2019	31/10/2019	2
Faculty Development Programme on "life skill"	11	25/11/2019	30/11/2019	6
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
9	9	4	4

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Study Leaves, Maternity leaves, Medical Leave, Emergency Fund,	Employee Provident Fund, Maternity leaves, Medical Leave, Emergency Fund,	Earn and Learn Scheme, Installment facilities in payment of Institution fee, Fee concession to students from weaker sections of society depending upon their financial condition, Woman Empowerment Scheme. All Government Scholarships and Freeship scheme for all section of students,

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

The Institute conducts both internal and external financial audits regularly. The audit and inspection procedure adopted in the Institute are as under:

1. Statutory Audit .The External Audit is conducted by Kolte Associates at every year which is submitted to the Governing body of the institute for approval. This report play the vital role to prepare the financial plan of action or financial budget allocation at various section of the institute. The internal Audit of Institute is conducted after every six month. The internal Audit is conducted by R.N. Kolte Associates. The internal Auditor submit his report to Governing Council of the institute periodically. The internal auditor cross-checks and verifies the records and suggests rectifications and course correction, if needed. This report is important to check that institutional Financial Planning is on right track or not.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Khandesh Ayurvedic Pharmacy, Jalgaon.	10000	Sponsorship for CSR Activity
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6.4.3 – Total corpus fund generated

0

6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	College of Pharmacy, Sakegaon	Yes	Institute ISO Audit Committee
Administrative	Yes	KBC NMU	Yes	Institute ISO Audit Committee

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

NO

6.5.3 – Development programmes for support staff (at least three)

1) One Day Motivational workshop on positive thinking. 2) Health Checkup. 3) Staff Development Training Program on Basic Computer.
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6.5.4 – Post Accreditation initiative(s) (mention at least three)

1) Initiated the process of BBA under the KBC NMU Jalgaon. 2) Start the New Best Practices "My College My Home". 3) Sign the MoU with DIC (District Industrial cell) Jalgaon to aware the students about Indian Govt. as well as Maharashtra Govt. Schemes and policies for new Entrepreneurs

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	No
c) ISO certification	Yes
d) NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	"My College My Home" Initiative under best Practices.	08/06/2019	10/10/2019	10/10/2019	42
2019	"River Cleaning Activity" on Tapi river side Bhusawal.	08/06/2019	12/10/2019	12/10/2019	45

2019	"Employability Skill Enhancement Assessment"	08/06/2019	23/11/2019	23/11/2019	60
2019	"Management Skill Development Program [MSDP]"	03/10/2019	30/10/2019	31/10/2019	11
2019	Faculty Development Programme on "life skill" for Non-Teaching staff.	08/06/2019	05/12/2019	07/12/2019	4
2019	Faculty Development Programme on "life skill" for Teaching staff.	08/06/2019	25/11/2019	30/11/2019	11

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Blood Donation Camp	25/09/2019	25/09/2019	4	12
CSR Activity on "River Cleaning Programme at Tapi River Side"	12/10/2019	12/10/2019	10	35
Seminar on "Gender Equality" delivered by Dr. Bharati Hedau.	02/11/2019	02/11/2019	10	40

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources

NA

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
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Physical facilities	Yes	0
Provision for lift	Yes	0
Ramp/Rails	Yes	0
Rest Rooms	Yes	61

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	1	1	21/06/2019	1	Yoga Day	Yoga Day Celebration	40
2019	1	1	25/09/2019	1	Blood Donation Camp	Social Initiative	16
2019	1	1	12/10/2019	1	River Cleaning	Social Initiative	45
2019	1	1	12/11/2019	1	Motivational Lecture on "Success tips for students" by Mr. Krishnan Dhan Das from ISKCON Academy, Nasik	Motivational	40
2019	1	1	31/12/2019	1	Carrier guidance in local graduate colleges	Educational Guidance	83

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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Code of Conduct for Students and Faculty	06/06/2019	Institute Codes of Conduct for Students: 1. The Institute shall have the jurisdiction over the conduct of the students associated /enrolled with the Institute and to take cognizance of all acts of

misconduct including incidents of ragging or otherwise which are taking place on the Institute campus or in connection with the Institute related activities and functions.

2. Institute may also exercise jurisdiction over conduct which occurs off-campus violating the ideal student conduct and discipline as laid down in this Policy and other regulations, as if the conduct has occurred on campus which shall

include • Any violations of the Sexual Harassment Policy of the Institute against other students of the Institute. • Physical assault, threats of violence, or conduct that threatens the health or safety of any person including other students of the Institute •

Possession or use of weapons, explosives, or destructive devices off campus • Manufacture, sale, or distribution of prohibited drugs, alcohol etc. • Conduct which has a negative impact or constitutes a nuisance to

members of the surrounding off-campus community. Institute

Codes of Conduct for Teachers: 1. All faculty members have equal rights

to share their ideas, plans for Institute development. 2. Any faculty don't have any right to expose any confidential data, records and information outside the campus or share with others

institutions without the permission of Director.

3. Leave only sanction in emergency/situational/medical reasons after the

decision of Director. 4. Dress code and professionalism compulsory to all faculty members. 5. High ration of absenteeism will affect to performance appraisal of faculty. 6. To reach and exit to/from Institute as per incoming and outgoing time is mandatory. 7. Individual attention to maintain disciplines in students is mandatory. Institute Code of Conducts for Director: 1. The Director is the academic and administrative head of the institute and works for the growth of the institute. He will implement the policies approved by the Board of Governors, the highest decision making body of the college. He shall achieve coordination among various statutory committees and non-statutory bodies including Academic Council.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Independence Day	15/08/2019	15/08/2019	60
Ganesh Chaturthi Celebration	02/09/2019	06/09/2019	50
Celebration of Indian National Constitutional Day	26/11/2019	26/11/2019	45
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

Students, staff using 1) Replaced tube lights with LED lamps 2) clean the campus by students staff under the best Practices My College My Home 3)Plastic Free Campus 4)Paperless Office 5)Green Landscaping with tree and Plants

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practice 1 - My College My Home My college my home - The institute promote the govt. Swachhya Bharat Abhiyan 1. Title of the practice - My college my home The institute start the initiative under the title of My College My Home In this activity all the students clean the college campus like a home 2. Goal-The

goal is to make awareness all the students towards the net and cleanness surrounding As a best practices to this activity all the students clean the college campus like a home It also ensure maximum participation from students of college 3. The Context-The practice is an outcome of a thorough analysis of as to how net and cleanness can benefit a large strata of the society. The courseware of the workshop prescribes a good exposure to fundamentals benefits of net and cleanness. Hence it was conceptualized in such a manner to cover whole campus areas of college and put them in manner so as to work practically in a compatible environment. This also improves the social responsibility of students towards the society 4. ThePractice- a. The institute has organize the activity My College My Home, Where all the students college staff including teaching and non-teaching participated , to success such activity b. The institute's management also participate it by providing proper equipment hand gloze dustbin etc. And all work together to success the activity. Then after the collected all garbs are destroyed in a proper way. c. The My College My Home activity make students and as well as staff also to make responsible towards the society Its also give satisfaction that we do something good towards our nature d. Finally the Workshop ends with good healthy net and clean college and college campus area. This activity also give all participants where they were students teaching staff or nonteaching staff lots of satisfaction 5. Evidence of success: Students are play a very important role in developing the society. They are an inseparable gesture in their life as well as in society.

If a studentencourage towards the net and cleanness,it influences whole society. Also we have seen that the confidence of the students are boosts, to a great extent at the end of the workshop. Sheer pleasure can be seen amongst them, saying that the workshop to some extent will certainly help them to overcome somechallenges that they faced earlier. Thus the outcome of the workshop is certainly a positiveone. 6. Problems encountered and Resources required: The Institute encounters very little problem in organizing such workshops, thanks chiefly to the faculty members, management and the support staff who are always positive towards student development activity. Minor problems occur when the workshop is organized at the time of any festive occasion. The resource allocation is done at the start of the academic year covering the expenses for the workshop. The students of Computer Department also help in managing the workshop. All shortfalls are always supplemented by the Institute. Best Practice 2 -Paper Free Office Paper product manufacturing contributes significantly to deforestation and man-made climate change, and produces greenhouse gases 1. TitleofthePractice -Paper free Office Paper product manufacturing contributes significantly to deforestation and man-made climate change, and produces greenhouse gases 2. Goal The goal of the Paper Free Office is to ensure minimum paper used in official work maximum work should be done through computer which saves quantity of paper directly indirectly saves trees forest and our rapidly changing climate.And provide e-notes to students through WhatsApp e-mail to avoid printings on papers. Minimum used of paper during day to day work in institute Helping to save forest and trees IMS Sakegaon-Bhusawal trying our best to motivate faculty, students and Non-teaching staff 3. TheContext Paper product manufacturing contributes significantly to deforestation and man-made climate change, and produces greenhouse gases. According to the American Forest Paper Association, paper manufacturing is the third largest user of fossil fuels worldwide.Paper production also leads to air pollution, as paper manufacturing releases nitrogen dioxide (NO₂), sulfur dioxide (SO₂), and carbon dioxide (CO₂). Nitrogen dioxide and sulfur dioxide are major contributors to acid rain, whereas CO₂ is a greenhouse gas responsible for climate change A Single step taken by institute that is paper free office. Its means maximum paper saving in day to day activities in institute 4. ThePractice We motivate and provide e-notes to students through WhatsApp e-mail to avoid printings on papers. We used to word and pdf files for record keeping, information sharing and exchange with

faculty to faculty and faculty to students. We used to electronic communication with university and other institutions for data information sharing. We only used to print most important documents on paper with both sided print options. We also motivate students to download e-books, papers and read on mobile with installing software's or on Personal Computer 5. EvidenceofSuccess The Students who are actively involved in initiating and participating in above activities have developed an inclination towards academics and its importance it has also led to significant contributions to our Paper Free Office activity It has also been observed that the number of students using the computer internet emails has increased over a period of time. The students have also improved in understanding the concepts in the right perspective which is reflected in the quality of presentations made. 6. ProblemsEncounteredandResourcesRequired The activity does not involve only students or teachers or not only non-teaching staff the Activity is about team work. So it'squite difficult to work semantically its required great effort and understanding between all students' teaching , non-teaching staff .and management of institute help us and give great support to successes the activity

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<http://www.imssakegaon.org/Naac.htm>

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

The KYDSC Trust's Institute of Management Science (IMS) is only one Management Institute in rural area so it work strongly on the welfare of the students of this region. The institute tries to provide additional soft skill programme and skill development programme which can play the important Role in the up liftment of rural areas students which is the basic vision. Institute sign the MoU with number of various extra circular training providing which conduct the workshop for development of faculty,Non-Teaching,Supportive staff as well as for the students.For creating the new Entrepreneurs from rural areas, so institute conduct the Govt.Scheme policies information providing workshops and seminars in the campus or off campus for the students to make them new Entrepreneurs of the world. Institute also promote the Social Awareness among the students so,the Faculty of institute and students run Various cleaning drives like River cleaning Activity at Tapi River side bhusawal and also started the My College My Home as the one of best Practice in the institute Campus which promote the Indian Govt. Swachha Bharat Abhiyan. Institute Celebrated all National days and the day to celebrate said by university to make the awareness among the students. Institute provide the well develop class room having well equipped with ICT tools to make digital education process. Institute conduct the external as well internal audits to prepare the better future of plan for the students as well as for institute at every year. Institute form the various committees to make work of the institute smooth and easy for everyone which is directly or indirectly befitted to institute as well as for students. The Management timely take the follow up of all the relevant committees or relevant individual person.Institute conduct the parents meet as well as Alumini meets at every year to collect the suggestions for betterment of institute and also for the betterment of students.the suggestions coming from such meets are analysed by relevant committee with the director of institute and director discuss on this with management to find better solution.This process shows that the Institute follows the decentralized method of decision taken. Institute having well equipped and properly maintain library with having more than 5000 titles which categories into text books,reference books,rear books etc. also there is numbers journals are available to make the

awareness about latest research work going in the world. 1

Provide the weblink of the institution

<http://www.imssakegaon.org/InstitutionalDistinctiveness.htm>

8.Future Plans of Actions for Next Academic Year

The Institute is planning for expansion by introducing new courses demand for professional course BBA which will help the institute to utilize the resources to capitalize on this demand. Since the institute provides education in the field of management, Institute planning to conduct the expert guest lecture of industrial Management people's .Institute having the vision to provide the more and more job opportunities for the students so institute try to sign MoU with number of industries. As the institute situated in rural area so institute focus on development of students soft skill, Communication skill and provide them Interview techniques before they enter into actual corporate world, so institute sign the MoU with expert training institute GATI Jalgaon. Institute also promote to create the new Entrepreneur so, the institute sign the MoU with the District Industrial Centre (DIC) Jalgaon to promote the Govt. Schemes and polices which help the students to be Entrepreneur. Institute is planning to develop the Research center to promote the Research work among the students as well as for faculties. Institute understand the importance of Teaching, non-Teaching as well as support staff so, Institute organize various development Programmes for them. Institute every year upgrade library book capacities by purchases number books and journals. Also Institute promotes the physical awareness so conduct various indoor, outdoor sports as well as conduct the annual gathering for promoting the cultural qualities among the students.Institute believes in the continuous improvement and timely up gradation. So Management provide the financial support to institute to conduct the numbers of seminar, workshop, conferences as well as guest lecture on various current issues. Also institute provide the financial support to Faculty members to attain the conferences, workshop, Seminar at other places or in other colleges. The women cell of institute conduct the various women empowerment Programme for near village women to make them aware about that they can also able to start their own small business from the small resource that they have at their place. Also women cell conduct guest lecture on Gender Equality and other women related issues by the expert persons. Women cell conduct the one day Karate workshop for self-defenses.Institute creates the incubation center for the students who start up idea to help them to start their startup and become the new Entrepreneur. Institute understands the importance of social responsibility, conduct the number of CSR activities like River cleaning Programme at tapi river side Bhusawal under the SwachhabharatAbhiyan.Institute starts the "My College my Home" initiative as the best practices to promote the SwachhabharatAbhiyan among the students. In this activity students as well as faculty member actively participated to clean the college by own. Institute follows the external as well as internal assessment process. According to this college conduct Academic and administrative Audit. KBC NMU University sends the committee at every year to take Academic and Administrative Audit. Institute also conducts the internal "Annual Academic Audit (AAA)" with the external agency invited by institute. Such Audit helps to Analysis the institutional performance. Finance Department is the backbone of every institute, keeping this in mind institute conduct internal and external financial Audit with the exert agency. This report play an important role in making the financial budget to utilized the fund with very effective manner. Internal Audit which is conducted at every six month help to know the current situation of fund and it is show that the fund utilization is goes as per the budget or not. Due to this fund utilization is set up as the situational preferences of every department. Institute plan to make this process more effective. Institute plan to conduct the tow days management games workshop with including the other college students to create the actual corporate world situation in the form of games like brand logo design

competition, add made show, storytelling completion, poster presentation etc. Institute plan to organize the remedial class for weak students as per student's requirement. Institute plan to conduct the open discussion sessions between the students and the director of the institute to take the feedback especially for first year students to plan the better and more effective teaching learning process. Institute focus on power point presentation practice for students especially for second year students to make them prepare for actual corporate world. It helps boost their confidences, improve their communication skill as well as their presentation skill. Institute plan to start the online MCQ test for students for every subject as unit wise. It includes the 10 to 20 MCQ of every unit so students can go with their Google account and submit to relevant subject Teacher. Particular subject Teacher analysis this online MCQ test and give the result.it make the better utilization of mobile.