

2021-22

KYDSCT's Institute of Management and Science Sakegaon, Bhusawal

Internal Quality Assurance Cell

Minutes of the Meeting

Notice

All the members of Internal Quality Assurance Cell are hereby informed that first meeting of the IQAC will be held on 10/08/2021 at 11:00 a. m. in the Director Cabin. You are therefore requested to make it convenient to attend the meeting

Dr. Sunilraj Jayswal
Director & IQAC
Chairman

Prof. Shekhar D. Mahajan
IQAC Coordinator

The following is the agenda of the meeting is held on 10/08/2021

1. To Read and Confirm the minutes of the last meeting
2. To Present Action Taken report of the Last meeting
3. To prepare Academic calendar for A.Y. 2021-22.
4. To update format of feedback form.
5. To plan activities for current semester.
6. To discuss about workload distribution, teaching learning pedagogy and bridge courses for the students.
7. To Review Result Analysis for previous semester 2020-21.
8. To plan performance appraisal.
9. To Review NBA Accreditation process of MBA program.
10. To discuss organization of Faculty Development Program.
11. To review admission process for all programs.
12. To Plan certificate courses.
13. To form various committees for academic year 2021-22.
14. Any other academic matter with the permission of the chair.



Sunilraj Jayswal
Director

Dr. Sunilraj Jayswal
Director
K.Y.D.S.C.T.'S
Institute of Management & Science, Sakegaon
Tal. Bhusawal

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Internal Quality Assurance Cell

Minutes of the Meeting

IQAC organized IQAC first meeting for the academic year 2021-22 on 10/08/2021 at 11.00 pm in the Director cabin. The meeting was chaired by the Director Prof. Dr. Sunilraj Jayswal. Co-ordinator of IQAC Prof. Shekhar D. Mahajan greeted the all the members of the IQAC. The Following agenda were discussed during the meeting and it was unanimously resolved to implement them. The meeting was adjourned after the vote of thanks.

Sr. No	AGENDA	Resolution/Minutes
1.	To Read and confirm the minutes of the last meeting on 23/03/2021	The coordinator of IQAC Prof. Shekhar D. Mahajan read the minutes of the last meeting The same were confirmed.
2.	To Present the action taken report of the last meeting	The coordinator of IQAC Prof. Shekhar D. Mahajan presented the action taken report of the last meeting
3.	To prepare Academic calendar for A.Y. 2021-22	Academic Calendar prepared by the Academic planning committee was presented by the chairman of academic planning committee Prof. Shekhar D. Mahajan and finalized in the meeting.
4.	To update format of feedback form.	Feedback from for students, Parents, alumni, employer are discussed and updated according to requirement and feedback from various stakeholders.
5.	To plan activities for current semester	Various activities like IT-Festa, Managers Day. Entrepreneur day etc are discussed and planned
6.	To discuss about workload distribution, teaching learning pedagogy and bridge courses for the students	Discussed workload distribution and teaching learning pedagogy which should be include in session plan. Bridge courses for new students were planned.
7.	To Review Result Analysis for previous semester 2020-21.	Coordinators represented result analysis for previous semester and discussed the performance of students. Suggested some actions for improvement.
8.	To plan performance appraisal.	Performance appraisal forms are distributed to all faculties.
9.	To Review NBA Accreditation process of MBA program.	Review of documentation Process is done.



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10.	To discuss organization of Faculty Development Program	Responsibility for organization of Faculty development program is given to Prof. Leena S. Patil
11.	To review admission process for all programs.	Planning of admission process for academic year 2021- 22 is discussed.
12.	To form various committees for academic year 2021-22	Various academic and statutory committees are decided



Sunilraj
Director

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Director
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Action taken report of meeting held on 10/08/2021

Sr. No	Decision Taken in the IQAC Meeting	Action Taken
1.	Preparation of Academic calendar for A.Y. 2021-22	Finalized academic calendar for the A. Y 2021-22 by IQAC committee.
2.	Revised Feedback form	Following feedback are revised: <ul style="list-style-type: none">• Student feedback form on program curriculum• Student feedback on Infrastructure- Institute• Student feedback on teacher's evaluation.• Teachers feedback form on curriculum• Parents feedback form• Alumni Feedback form
3.	Result Analysis for previous semester 2020-21	Result analysis of the all programs for previous year is submitted.
4.	Performance appraisal	Performance appraisal forms are circulated for self-assessment.
5.	Form various committees for academic year 2021-22	All Statutory committee and academic committees are form for academic year 2021-22.



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Internal Quality Assurance Cell

Notice

All the members of Internal Quality Assurance Cell are hereby informed that second meeting of the IQAC will be held on 21/10/2021 at 11:00 a. m. in the Director Cabin. You are therefore requested to make it convenient to attend the meeting

Dr. Sunilraj Jayswal
Director & IQAC
Chairman

Prof. Shekhar D. Mahajan
IQAC Coordinator

Agenda of the Meeting is held on 21/10/2021.

1. To Read and Confirm the minutes of the last meeting
2. To Present Action Taken report of the Last meeting
3. To Plan International Conference.
4. To present AQAR 2020-21 report,
5. To review reassessment of NAAC process for up gradation of grade.
6. To encourage faculties for E-content development.
7. To discuss enhancement of research publications in reputed journals.
8. To organize webinars and workshops for students
9. To plan program for Industry Institute Interaction.
10. To review Library digitization process.
11. To conduct Academic and Administrative audit.
12. To discuss green audit of campus.
13. Any other academic matter with the permission of the chair.



[Handwritten Signature]
Director

Dr. Sunilraj Jayaswal
Director
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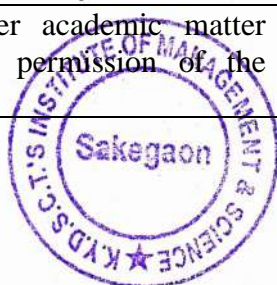
KYDSCT's Institute of Management and Science Sakegaon, Bhusawal

Internal Quality Assurance Cell

Minutes of the Meeting

IQAC organized IQAC second meeting for the academic year 2021-22 on 21/10/2021 at 11:00 am in the Director cabin. The meeting was chaired by the Director Dr. Sunilraj Jayswal Co-ordinator of IQAC Prof. Shekhar D. Mahajan greeted the all the members of the IQAC. The Following agenda were discussed during the meeting and it was unanimously resolved to implement them. The meeting was adjourned after the vote of thanks.

Sr No.	AGENDA	Resolution/Minutes
1.	To Read and confirm the minutes of the last meeting held on 10/08/2021	The coordinator of IQAC Prof. Shekhar D. Mahajan read the minutes of the last meeting The same were confirmed.
2.	To Present the action taken report of the last meeting	The coordinator of IQAC Prof. Shekhar D. Mahajan presented the action taken report of the last meeting
3.	To encourage faculties for E-content development	It was decided that all the faculties should update their blogs on a continuous basis Discussions took place on E content development. It was decided to prepare video lectures and should upload on you tube.
4.	To discuss enhancement of research publications in reputed journals.	The faculty members were motivated to publish at least 2 papers in reputed journals/Scopus or Web of Science/ UGC CARE etc. Also, It was also decided to publish in house journals for both students as well as faculty members
5.	To organize webinars and workshops for students	Co-ordinator and a senior faculty of the institute were made responsible for organization of such activities.
6.	To plan program for Industry Interaction Institute	It was decided to strengthen Industry Institute Interaction by arranging industry speakers on last Saturday of every month in the campus so that students can gain valuable insights from their practical experience.
7.	To review Library digitalization process	Discussions took place for the digitalization of the library. How to improve process is discussed and planned.
8.	To conduct Academic and Administrative audit	It was decided to conduct internal audit in the second week of November. External audit shall be conducted after the internal audit is submitted.
9.	Any other academic matter with the permission of the chair.	The meeting was ended on a celebrative mode. The Director conveyed Diwali wishes to everyone.



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Action taken report of meeting held on 21/10/2021

Sr. No	Decision Taken in the IQAC Meeting	Action Taken
1.	Review of AQAR process	Checking current status of AQAR.
2.	E-content development	The following faculties created blogs: Prof. Leena S. Patil Prof. Divyani Khole Also, faculties prepared video lectures of concern subject and uploaded on YouTube.
3.	Organization of webinars and workshops for students	1. 15 Days workshop on Web development and digital marketing. 2. Career in IT Industry-Changing Era (online).
4.	Industry Institute Interaction	The following programs are conducted: 1. Introduction to the share market 2. Cyber security Expert 3. Career in IT Industry
5.	Academic and administrative audit	Internal academic audit was conducted on 11/10/2021.
6.	Green audit	Green audit is conducted and report with ISBN number is generated




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Internal Quality Assurance Cell

Minutes of the Meeting

Notice

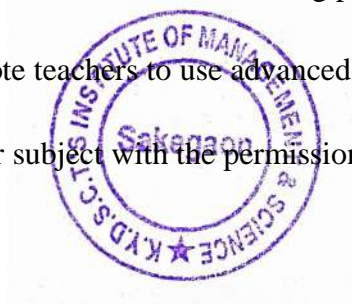
All the members of Internal Quality Assurance Cell are hereby informed that Third meeting of the IQAC will be held on 22/01/2022 at 11:00 a. m. in the Director Cabin. You are therefore requested to make it convenient to attend the meeting


Dr. Sunilraj Jayswal
Director & IQAC
Chairman

Prof. Shekhar D. Mahajan
IQAC Coordinator

Agenda of the meeting:

1. To read & confirm the minutes of the previous meeting.
2. To present Action Taken Report of previous meeting.
3. To present AQAR 2020-21 report.
4. To strengthen and revise Mentor Mentee system.
5. Discussion on ASHI data.
6. Discussion on ISO Certification.
7. Planning of induction for newly admitted MBA first year.
8. Finalization of Academic Calendar for MBA.
9. Planning of co-curricular and extracurricular events and activities.
10. To organize administrative training program.
11. To promote teachers to use advanced ICT tools apart from PPT and Videos.
12. Any other subject with the permission of the chairman.




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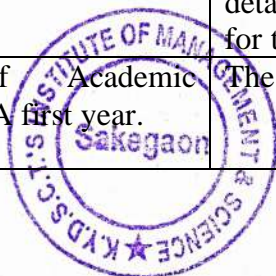
Internal Quality Assurance Cell

Minutes of the Meeting

KYDSCT's IMS IQAC organized its third meeting for the academic year 2021-22 on 22/01/2022 at 11:00 am in the IQAC room of the Institute. The meeting is chaired by the Director Dr. Sunilraj Jayswal. The Following agenda items were discussed during the meeting and it was unanimously resolved to implement them.

The meeting started with a welcome note made by IQAC member Prof. Shekhar D. Mahajan.

Sr No.	AGENDA	Resolution/Minutes
1.	To Read, confirm and the present the minutes of IQAC meeting and action taken report held on 21/10/2021	The coordinator of IQAC Prof. Shekhar D. Mahajan read the present the minutes of minutes of the meeting and presented the action taken IQAC meeting and action report. The same were confirmed.
2.	To present AQAR 2020 21 reports.	The IQAC Coordinator Prof. Shekhar D. Mahajan presented AQAR 2020-21 which was approved by all the members and it was unanimously decided to submit the AQAR.
3.	To strengthen and revise Mentor Mentee system.	Acknowledging mentoring as key to successful and satisfying careers for students, it was decided to revise and strengthen Mentor Mentee system. It was decided to allocate 30 students per faculty with the aim of providing career counseling, developing professionalism, increasing students' interest in research, and supporting them in their personal growth. The faculties were made responsible to take rigorous follow up with their respective students.
4.	Discussion on AISHE data.	It was decided that the institute will participate in AISHE data rankings.
5.	Discussion on ISO Certification.	It was decided that the institute will initiate the process for the renewal of ISO Certification.
6.	Planning of induction program for MBA first year.	It was decided to give orientation program to the fresh entrants of all the courses. MBA coordinator Prof. Leena S. Patil presented a detailed schedule of the 4 day induction process for their respective courses.
7.	Finalization of Academic Calendar for MBA first year.	The Academic calendar for MBA was revised.



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8.	Organization of seminars and workshops for all programs.	Seminars, workshops and conferences are of great importance in the life of a student. They are platforms not only to learn new aspects, others perspectives and latest information, but also a good way of networking. Acknowledging its importance, it was decide to conduct as many as seminars and workshops for the benefit of the students.
9.	Planning of co-curricular and extracurricular events and activities.	Since Co-curricular activities improve the learning experiences of students, help them identify and develop their inner talents like creative & public-speaking skills, leadership qualities it was decided to plan for more Co-curricular and Extracurricular events and activities for the all-round development of the students.
10.	To organize administrative training program.	It was decided to give training to the administrative staff with the objective of capacity development and to develop technical, managerial and institutional capacities of the staff members.
11.	To promote teachers to use advanced ICT tools apart from PPT and Videos.	Acknowledging capability of ICT in providing a dynamic and proactive teaching and learning environment and in line with the current digital era it was decided that the teachers should integrate ICT in their daily teaching and replace their traditional methods with modern tools and facilities.
12.	Any other subject with the permission of the chairman.	Prof. Shekhar D. Mahajan proposed the vote of thanks and the meeting was adjourned.



Sunilraj
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Internal Quality Assurance Cell

Action taken report of meeting held on 22/01/2022

Sr. No	Decision Taken in the IQAC Meeting	Action Taken
1.	To present AQAR 2020-21 report.	AQAR report for the academic year 2020-21 is approved for submission.
2.	To strengthen and revise Mentor Mentee system.	Mentor Mentee system is revised and implemented.
3.	Discussion on AISHE data,	data submitted will be on: 29/01/2022
4.	Planning of induction program for MBA first year.	MBA and induction program will be conducted during the period 28/01/2022 to 31/01/2022 and detail report is presented to IQAC
5.	Finalization of Academic Calendar for MBA first year.	Academic Calendar for the first-year students is presented and finalized.
6.	To organize administrative training program.	Administrative training program on "Maintain documentation Process for accreditation purpose" conducted by prof Uday Chatur will be conducted on 12/02/2022.
7.	To promote teachers to use advanced ICT tools apart from PPT and Videos	Faculties attended FDP on "Use of ICT tools for enhancing quality of higher education in India and trying to enhance teaching learning methodology.



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Minutes of the Meeting

Notice

All the members of Internal Quality Assurance Cell are hereby informed that Forth meeting of the IQAC will be held on 14/03/2022 at 11:00 a. m. in the Director Cabin. You are therefore requested to make it convenient to attend the meeting

Dr. Sunilraj Jayswal
Director & IQAC
Chairman

Prof. Shekhar D. Mahajan
IQAC Coordinator

Agenda of the meeting is held on 14/03/2022.

1. To read & confirm the minutes of the previous meeting.
2. To discuss on result analysis of all programs.
3. Discussion on various curricular, co-curricular, and extension activities.
4. Formation of admission committees for all programs.
5. Discussion on the academic calendar and planning for the next academic year 2022-23
6. To discuss feedback analysis and action taken for midterm feedback
7. To conduct internal academic and administrative audits.
8. Conduct remedial classes for weak students.
9. Any other subject with the permission of Director.




Director
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Director
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Internal Quality Assurance Cell

Action Taken Report

The following activities are successfully carried out in compliance with the resolutions made in the Fourth IQAC meeting held on **14/03/2022** in the academic year 2021-22:

Sr. No	AGENDA	Resolution/Minutes
1.	To discuss on result analysis of all programs	Result analysis of MBA program for the academic year 2021-22 is submitted by MBA program coordinators and according to that corrective actions are taken.
2.	Discussion on various curricular, co-curricular, and extension activities.	The following activities are conducted <ol style="list-style-type: none">1. Personality Development workshop2. Gender Equity and Inclusion3. Universal Human Values program4. Intellectual Property Rights5. Communication Skills Workshop6. FDP7. Opportunities in Marketing
3.	Discussion on the academic calendar and planning for the next academic year 2022-23	The Academic Calendar for the next academic year 2022- 23 is finalized and uploaded on the Institute website.
4.	To discuss feedback analysis and action taken for midterm feedback	Feedback is collected and after analysis of feedback corrective actions are taken.
5.	To conduct internal and academic and administrative audits	The internal academic audit is conducted and reports are submitted to IQAC. According to the report planning for the next academic year like improvement in paper publications and research projects is done.
6.	To conduct remedial classes for weak students.	Remedial classes for every program are conducted and reports are submitted to IQAC



[Signature]
Director
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