

Yearly Status Report - 2019-2020

Part A

Data of the Institution

1. Name of the Institution	INSTITUTE OF MANAGEMENT AND SCIENCE
Name of the head of the Institution	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	pratikrandive30@gmail.com
Address	N. H. 06, Near Sakegaon, Tal. Bhusawal, Dist. Jalgaon
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. Pratik P. Randive																		
Phone no/Alternate Phone no.	02582255124																		
Mobile no.	9545045696																		
Registered Email	iqacimssakegaon@gmail.com																		
Alternate Email	pratikrandive30@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																			
<table border="1"> <thead> <tr> <th rowspan="2">Cycle</th> <th rowspan="2">Grade</th> <th rowspan="2">CGPA</th> <th rowspan="2">Year of Accreditation</th> <th colspan="2">Validity</th> </tr> <tr> <th>Period From</th> <th>Period To</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>B</td> <td>2.04</td> <td>2019</td> <td>03-Mar-2019</td> <td>03-Mar-2024</td> </tr> </tbody> </table>						Cycle	Grade	CGPA	Year of Accreditation	Validity		Period From	Period To	1	B	2.04	2019	03-Mar-2019	03-Mar-2024
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																		
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
Webinar on Preventive And Measures on Covid	08-Jun-2020 1	42
Webinar on Online Exam Guidance And Practices	08-Jul-2020 1	45
Webinar on Employability Skill Enhancement And Assessment	08-Aug-2020 2	55
Webinar on Management skill Development Program	03-Oct-2020 2	11
Webinar on Faculty Development Program on Life Skill	08-Jan-2021 5	15

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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
NIL	NIL	NIL	2020 00	0
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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View Link](#)

10. Number of IQAC meetings held during the year :

3

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 Uploaded 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

12000

Year	2021
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12. Significant contributions made by IQAC during the current year(maximum five bullets)

Facilitated to organize workshops/ Training for teachers for qualitative improvement.

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

Acceleration of industry academia interactions.

Academic excellence of students by scoring in university.

Increased outreach program.

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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
To Conduct the FDP for Teaching Non teaching Staff	FDP is taken to improve Knowledge and skills of Teaching and Non Teaching Staff.
Enhancing quality of Teaching and Learning	PO's and CO's are modified. Session plans are prepared as per PO's & CO's. Conducted FDP on "Using Case study as teaching pedagogy and Case development"
Increase alumni involvement .	Alumni participation is increased by organizing guest lecturer and workshops. Alumni also help in placement & internship.
To provide financial help to needy students	Concession in admission fees provided to financially weak students on the recommendation of Director
Enhancing Value based education programme	Value based education programmes/activities are organized by Institute like patriotic song competition, Ganesh Chaturthi celebration etc. Yoga and Medication Classes are organized Online mode .

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14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
College Development Committee	14-Jul-2020
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

The institute follows the curriculum prescribed by the Kavayitri Bahinabai Chaudhari North Maharashtra University (KBCNMU). The University follows a semester pattern. Evaluation is carried through written examinations / Practical's and Viva- Voce. Besides this, all the students of MBA have to do

industrial projects of 6 to 8 weeks. students have to do a 55 Days project as a part of their regular curriculum. The textbooks and reference books are made available to the teachers quite at the beginning of the academic year. The teachers are regularly sent to attend the workshop on the revised syllabi organized by the Board of Studies, Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon. All the faculty members make teaching plans for their respective subject and timely reviews of it are taken by the academic monitoring committee constituted by IQAC. The meeting of all teachers and HOD is arranged with the Director to discuss various issues and measures related to curriculum delivery with the focus of achieving excellence in education. The latest ICT tools and smart boards are being used for making teaching-learning effective. The surprise tests, tutorials, seminars, bridge course, group discussions, mock interviews, and many co-curricular activities are arranged in order to attain the POs & COs designed by the Institute. The regular structured feedback is taken and analyzed and submitted to IQAC and Governing body of the Institute and corrective measures are implemented accordingly to achieve the desired learning outcome.

- Majority of the faculty members of the institute are also invitee members of the Board of Studies and they actively contribute to BOS. They give their recommendations to BOS, based on feedback received from students, teaching faculty, Heads of Departments, and inputs given by Industry.
- To bridge the academia-industry gap more practical exposure is given to the students by organizing seminars, workshops, guest lectures, and by introducing some value-added certificate courses.
- The institute has a very active training and placement cell, entrepreneurship development cell, and research cell. Through these forums, the institution organizes various training and developmental activities and workshops to facilitate the overall development of the students. To impart moral and ethical values to the students, the institute arranges many CSR activities, which help them to become socially sensitive.

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
NIL	NIL	Nil	00	NIL	NIL

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BBA	Business Administration	03/09/2020
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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
Nil	NIL	Nil

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

	Certificate	Diploma Course
Number of Students	0	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
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Grooming and Personality Development	13/01/2020	41
Aptitude Training	22/02/2020	39
Soft Skills Development	14/03/2020	44
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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	71
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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
<p>Students feedback is filled by PG Students. Feedback is received on varied aspects of academics, quality of teaching, punctuality of teachers, etc. The points are calculated according to the grades given by the students in various criteria. The Average and percentage of various criteria are calculated. Feedback is also collected from the parents during Parent Teacher Meetings (PTMs) that are organized at college level. Suggestions and comments given by the guardians are also taken into account for future development. The different areas where improvements are required are discussed in respective committees/departments. The proposals given by the different committees and departments are discussed in GB of the college for necessary action. Strengths of the college are also taken into consideration for further up gradation 1. Students: Collection of feedback from the students is carried out every semester. Summary report of Student's feedback shows their suggestions on a curriculum to improve the quality and standards of the program at various stages. 2. Teachers: Feedback on curriculum is carried out every semester for extending better suggestions before the actual revision of course contents. It consists of all teachers including their appropriate suggestions and based on various parameters floated to get their opinions. 3. Employers: Feedback on a curriculum for the revision of the syllabus is carried every year and suggestions are conveyed to the Board of Studies. 4. Alumni: Alumni feedback collected after every alumni meet and whenever alumni interact with the institute about course contents and practical applications. All departments maintain the Alumni feedback that provides valuable feedback on the curriculum. The Director and Head of the Departments discuss on feedback. Some innovative and relevant suggestions are put forward to the university through our Director. 5. Parents: Parent feedback collected after every parent meeting about curriculum and their satisfaction. Summary report of Parent feedback shows their suggestions on a curriculum to improve the quality and standards of the program at various stages. The data is analyzed and the feedback inputs</p>

received from various stakeholders is placed in a regular meeting of IQAC for discussion and for appropriate action. This feedback is then conveyed to the Principal during curriculum review meetings each semester. The feedback is also used to organise talks and lectures by experts to enrich the curriculum. Based on this informal feedback, students are also encouraged to do research projects, write papers and do internships to add value to class room learning. Our institution strongly believes in holistic development and value building of the student. Hence their feedback is highly valued.

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	Business Administration	60	15	15
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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
2019	0	47	0	8	8

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)

Teacher Guardian Scheme Teacher Guardian Scheme (TGS) is introduced to assist the students in their learning difficulties and to monitor their academic performance regularly. For a batch of about twenty to twenty five students, a teacher is assigned the role of Teacher Guardian (TG). Teacher Guardian works as a friend, philosopher and mentor for these students. This scheme is to provide conducive environment to the students and takes some burden off the parents and lessens their anxiety. The students are free to contact the Teacher Guardian for any kind of problems at any time during college hours. Students may also contact Teacher – Guardian through mobile after college hours. The objectives of the scheme:

- To acclimatize the students to the campus life in IMS .
- To provide academic counseling.
- To enlighten the students on professional ethics and conduct.
- Providing emotional support to students on individual basis.
- Identifying weak areas and working out remedies helping students thereby taking their complete care.
- To communicate with the ward's parents.
- Establishing rapport between teachers, students and parents.
- Serving as a bridge between teachers, student parents.

Highlights of the Scheme:

- One teacher is nominated as Teacher Guardian for twenty students.
- The same teacher remains as Teacher Guardian for entire duration of course.
- Teacher Guardian keeps track of all records of student's i.e. personal details, details of parents, attendance, academic performance etc.
- Teacher

Guardian does counseling about studies. • Teacher Guardian communicates parents regarding their ward's performance and attendance every month. Responsibilities of Teacher Guardian: • Teacher guardian monitors academic performance of students. • Follow up regarding attendance of students. • Helping students to cope with learning difficulties. • Try to improve poor performance of students through counseling. • To score good marks in the exam. • To prepare for competitive exams and interviews. • Giving information concerning career opportunities. • Motivate to participate in co-curricular and extracurricular activities. •

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
47	8	1:6

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
Nil	NIL	Nil	NIL
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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	2020	27/10/2020	19/11/2020
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The institution is keen on monitoring the performance of the students and reports to the Parents. Progress Reports are sent by the class teachers to the parents monthly. Parents/ Guardians are advised to note the performance of their wards and take remedial measure if needed. Whenever necessary, the teacher shall recommend the visit of the parent to the college for a discussion about the Remedial Classes conducted for the slow learners, absentees and other students. This practice helps slow learners to update their subject knowledge and helps them to catch up with their peers. External examinations of three hours duration are conducted at the end of every semester for all the theory papers. Students should satisfy the eligibility criteria of 75 attendance in each semester to appear for University Examination. Each department has Examination Coordinator for smooth conduction of Internal Tests. The results of each test are declared within a week after the end of the test. The students can see their respective answer sheets and discuss their queries with concerned staff. The institute believes firmly in continuous evaluation of the students for their sustained performance. Hence a structured evaluation process has been designed and implemented. The tests are prepared and conducted as per the

University examination pattern. The institute conducts two unit tests appropriately as per the requirement of the concerned syllabi of different classes. By giving home assignment, tutorials, problems and taking follow up, help the student to explore various learning resources like the Internet and libraries etc. which will enable to develop students for self study, analytical and reasoning capabilities. decided as per the rubrics defined while developing the course plan. 5. The students are well aware of the nature of each of the assessment methods viz, tests, presentations case studies, etc. 6. The rubrics are propagated to the students along with the 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 a predefined schedule.

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

The institute adheres to the Academic Calendar prepared according to the calendar provided by University. Every year we prepare the academic calendar for the institute and also a department wise activity schedule for smooth functioning. This ensures that the curriculum is enriched through related activities like guest lecture, extension series and industry interaction. For the academic session academic calendar was prepared and followed for conduct of examination and other activities. The academic calendar is displayed on the institute website and also shared with the head of the departments/teachers so as to ensure proper execution. Being an institute affiliated to KBCNMU, Jalgaon, we follow the academic schedule provided by the university. The Institute prepares their own academic calendar for various programmes which follow the timelines/guidelines and academic schedule of the affiliating University. Generally, the University gives guidelines on the following in their academic schedule, beginning of the academic sessions. • Last working day of the semester. • Midterm examination schedule. • End term theory and Practical examination schedule. Extra-Curricular and Cultural activities • Workshops The institute follows a continuous system of student's evaluation based on a series of different co curricular 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 the "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	37	33	89.18

[View Uploaded 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
Nil	00	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
Webinar on Financial Analytics taken by Mr. Pavan Kolte	Management	16/09/2020
Webinar on Soft Skills Development by Mr. Devdutt Gokhale	Management	02/10/2020
Webinar on Indian Budget 2020-21 taken by Prof. Nikhil Waykole	Management	26/10/2020
Webinar on Employability Skills Enhancement Assessment	Management	11/11/2020

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
00	00	00	Nil	00
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
IMS Incubation Center	Mr. Prakash Tiwari	IMS	Mauli Wafers	Production Industry	21/08/2020
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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
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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
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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	00	0
NA	NA	NA	2020	0	00	0
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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	2020	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	2	26	0	10
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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 Webinar on	IMS, COP ISKCON Academy, Nasik.	5	45

"Personality Development tips for students" by Mr. Krishnan Dhan Das from ISKCON Academy, Nasik.			
Webinar on "Carrier Guidance"	P. O. Nahata Science Commerce College, Bhusawal	4	80
Program on Time Management Skill	IMS, Sakegaon	4	40
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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
Health Awareness	IMS	Webinar on Health Awareness	4	45
Covid-19	IMS	Webinar on Awareness on Covid-19	4	50
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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	00	00
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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
Soft Skill Development and Interview	Linkage for "Employability Skill Enhancement	Gokhale's Advance Training Institute,	01/10/2020	01/10/2020	50

techniques	Assessment"	Jalgaon			
Student Summer internship	Linkage for Industry Institute Interaction	Soft touch Sales and services, Jalgaon	24/09/2020	25/12/2020	6
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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 participated under MoUs
NIL	Nil	NIL	0
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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
0.4	0.23

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
Classrooms with Wi-Fi OR LAN	Existing
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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
NIL	Nil	00	2021

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Reference Books	5501	1278983	0	0	5501	1278983
Journals	26	73000	0	0	26	73000
Others(s	12	6847	0	0	12	6847

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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
NIL	NIL	NIL	Nil
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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
00	Nil

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 setup 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 its help to Security as well as to keep the in-out record of Visiter 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 gyiming 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 Maharashtra Rajashri Shahu maharaj Scholarship Scheme	12	435036
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
Remedial Coaching	21/10/2019	60	Prof. Pratik Randive
Career Counselling	19/11/2019	32	Prof. Shekhar Mahajan, Prof.

			Pratik Randive
Soft Skill Development	28/01/2020	55	Mr. Devdutta Gokhale, Prof. Pratik Randive
Language lab	08/09/2019	32	Prof. Shekhar Mahajan
Personal Counselling	18/02/2020	63	All Faculty
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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
2019	00	0	0	0	0
2020	00	0	0	0	0
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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. Raison Institute Of Business Management, Jalgaon	10	8
View File					

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,	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
Nill	0
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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 -2019 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
Nill	00	Nill	0	0	00	00
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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 000027/2018 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:

9

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, co curricular 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 conducts the MH-CET exam crash course for the students. Active and vigorous counseling 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 tries to present in various committees meeting to make process of Institute more decentralized. It makes the decision making process easier and fast working. This calls for tremendous decentralized approach and collective team contribution of teaching and non teaching 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
Admission of Students	<p>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 Center for PG Courses.</p>
Industry Interaction / Collaboration	<p>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 Conclave is arranged for making students aware about the requirements of Industry •the Institutes Training and Placement department tries to liaison with industry through which students are facilitated for internship/project guidance / Industrial visit etc. • the institution has 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.</p>
Human Resource Management	<p>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 Non teaching staff • Institute has its Own performance appraisal system for the appraisal of staffs • The benefits such leaves (casual/medical/ maternity/paternity/study/earned) and vacations are provided to staff as per Rules. • Emergency fund is provided to staff if anyone is required.</p>
Library, ICT and Physical Infrastructure / Instrumentation	<p>Institute has well equipped library. • Record of book issue and return to students are well maintained. •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</p>

the journals time to times. • The library is updated with some business magazines and the newspapers. • ICT equipped classrooms and Wi-Fi Enabled Campus.

Research and Development

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. • 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 helps in nurturing innovative and research Aptitude among the students. • Institute has setup separate research lab and incubation center with state of the art facility and applied to KBC NMU for reorganization of authorized Research center.

Examination and Evaluation

• 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.

Teaching and Learning

• 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.

	<ul style="list-style-type: none"> • 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.
Curriculum Development	<p>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 faculties members from the institute are attain "The Syllabus Revision Meeting" time to time as per the university conducts 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 supplement the curriculum provided by university.</p>

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 playing a vital role for students online query solving.
Administration	<ul style="list-style-type: none"> Administrative ERP modules help 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	<p>Online admission including online payment chalan generation. Institute strictly follow the student admission process which is completely run by DTE online process.</p> <ul style="list-style-type: none"> • 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	<p>Student get access to their internal marks of all subjects from their ERP Accounts</p> <ul style="list-style-type: none"> • 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
2020	Prof. Anil Patil	International Science Technology Engineering	IMS	850
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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	Title of the administrative training programme	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
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	organised for teaching staff	organised for non-teaching staff				
2020	Faculty Development Programme on "Life skill"	Nil	Nil	Nil	Nil	Nil
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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
Management Skill Development Programme (MSDP)	1	03/01/2020	04/01/2020	2
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
8	8	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 Free ship 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 plays the vital role to prepare the financial plan of action or financial budget allocation at various sections 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 submits his report to

Governing Council of the institute periodically. The internal audit or 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
Nil	0	0
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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, Jalgaon	Yes	Institute ISO Audit Committee

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

During the Year 2 Parents -Teacher Meets have been conducted. -The action taken on previous Parents Feedback was shared with the parents. -Fresh Feedbacks were collected from the Parents. Some of the parents shown concern regarding the attendance of their ward which was resolved during the meeting. - All the activities conducted by the institute for the 360-degree development of the students to date were discussed by the Director of the Institute. Special counseling sessions are organized with the parents of slow learners and dropped out students by respective mentors in view to improve the wards performance. Faculty members visit the home of such students and discuss the issues with their parents. -Parents who own the Industry showed their interest to provide internship for the students of the Institute.

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

1) One Day Motivational workshop on positive thinking. 2) Health Awareness from Covid-19. 3) Staff Development Training Program on Basic Computer.

6.5.4 – Post Accreditation initiative(s) (mention at least three)

- Planned the Internal examination reforms in the institute.
- New Program BBA introduced on 3rd Sept. 2019.
- Funding for the Faculty Development Programs.
- Soft-skills Training Programs for Administrative staff.

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	"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.	08/06/2020	25/11/2019	30/11/2019	11
2020	Faculty Development Programme on "Time Management " for Teaching staff.	10/07/2020	27/07/2020	30/07/2020	8
2020	Faculty Development Programme on "Time Management" for Non-Teaching staff.	10/07/2020	20/07/2020	24/07/2020	4

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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"	12/10/2020	12/10/2020	10	35
Seminar on "Gender Equality" delivered by Dr. Bharati Hedau.	02/11/2019	02/11/2019	10	40
Sports Week	27/01/2020	31/01/2020	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
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 Celebration on National Yoga Day	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"	Motivational	40

					by Mr. Krishnan Dhan Das from ISKCON Academy, Nasik		
2019	1	1	31/12/2019	1	Carrier guidance in local graduate colleges	Educational Guidance	83
2020	1	1	25/01/2020	1	National Voters Day	Social Initiative	45
2020	1	1	27/08/2020	1	Entrepreneurship Development	Educational Initiative	40
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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 Conducts For Student and Faculty	04/07/2019	Each stakeholder has been provided with the broucher at the time of admission. The complete scheme of study during his/her 2 years of study is given which includes rules and regulations, disciplines, Academic Calendar, Exam Calendar, Grading Pattern, Grievances, Support System, Students Chapters, Placements, Infrastructure, Scholarships, Extra Curricular Facilities, Awards and Honors, Guidelines for Parents, Teacher Guardian Scheme, Activities and Achievements, Faculty Profiles, and Important Contact Numbers.

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
Republic Day	26/01/2020	26/01/2020	50
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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 enotes 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 enotes 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 works 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 provides the well develop class room having well equipped with ICT tools to make digital education process.

Provide the weblink of the institution

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

8.Future Plans of Actions for Next Academic Year

Future Plans of Actions for Next Academic Year- 2020-21 the institution has long-term planning for growth and development. The institute will form and conduct meetings of various statutory and non-statutory bodies of the institute under University and Naac Committee. Introduction of New Programs The institute will introduce the following new undergraduate programs Bachelor of Business Administration (BBA)- Business Analytics The institute has planned. to launch a certificate program in Family Managed Business The institute will continue to promote publication in Scopus, Web of Science, IEEE and UGC indexed research journals. The faculty members will be encouraged to write books, contribute chapters in books, and register patents. Also, the Faculty members will be encouraged to participate in conferences, seminars and workshops etc. • Industry-Institute Interface The institute will organize a National Student Parliament and will invite best mind in the country from various fields namely business, politics, arts, sports etc. To promote rural entrepreneurship the institute will collaborate with Mahatma Gandhi National Council of Rural Education (MGNCRE). The institute will invite industry experts to impart practical knowledge among students. To strengthen campus placement and training facility more industry linkages will be made. The students will be given live projects to get more industry exposure. • institute will continue assist government and local bodies in community projects like 'Nirmalya Sankalan', tree plantation, food for underprivileged etc.