



KAI. YASHODABAI DAGADU SARAF CHARITABLE TRUST'S

INSTITUTE OF MANAGEMENT AND SCIENCE

(Approved by AICTE Govt. of Maharashtra &
Affiliated to North Maharashtra University Jalgaon)

Fax. : +91-2582-255125, Office : (02582) 255124 Mobile : 9326461497/98/99/501

Website : www.imssakegaon.org E mail : imssakegaon@rediffmail.com

N.H. No.6, SAKEGAON - BHUSAWAL, DIST. JALGAON (M.S.) India 425 201

Mr. Pandurang D. Saraf
President

Mr. Sanjay P. Ingale
Jt. Secretary

Ref. No. : IOMS / /

Date :

1.1.1 - The Institution ensures effective curriculum delivery through a well-planned and documented process

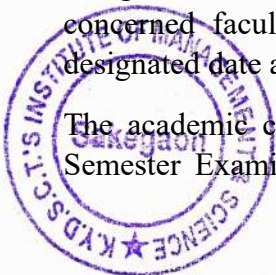
An academic calendar is prepared by the institute at the beginning of each academic year in line with the University's calendar. The calendar is uploaded on institute website, displayed on notice boards and is communicated to teachers and students. All the classes and examinations are planned as per the calendar, thus ensuring complete adherence. Timetable Coordinator of each department prepares the time table as per academic calendar and university curriculum for the number of credit hours for each subject prior to the start of the semester.

Time-table is displayed on notice boards of every classroom and students notice board. After the allocation of subjects to faculty, course file of each subject is prepared consisting of lesson plan. It also contains the assignments, old question papers, sample solutions of university question papers, lecture notes, etc.

This lesson plan is duly approved by the Director of institute. Director maintains a monthly monitoring report on course coverage, student attendance and assignment provided for every subject. Remedial classes are conducted for weak students in mathematical/conceptual subjects. At the mid of academic session students submit their feedback for each subject through online/offline feedback forms maintaining complete anonymity. Internal Sessional Examinations dates are mentioned in the academic calendar. Detailed Examination schedule is announced prior to one week from the scheduled dates of respective examinations. The question papers of internal sessional exams are prepared by concerned faculty members. The answer papers are evaluated and shown to students to ensure transparent and unbiased evaluation.

In addition to the internal sessional exams, assignments and quizzes are also the part of Internal Continuous Assessment. Assignments are provided to students if mentioned in respective course and solutions are submitted by students within a week. During pandemic every teacher has conducted tests consisting of MCQs on the related topic for practice and revision with the help of Google forms. Internal Continuous Assessment for practical is carried out regularly by the concerned faculty member. Every student submits term work in the form of journal on the designated date as per academic calendar.

The academic calendar includes tentative dates of university exams for theory subjects as End Semester Examination. However, final university exam schedule is displayed by university and



communicated to students on students' notice boards. In case of labs and projects, practical exams are



INSTITUTE OF MANAGEMENT AND SCIENCE

(Approved by AICTE Govt. of Maharashtra &
Affiliated to North Maharashtra University Jalgaon)

Fax. : +91-2582-255125, Office : (02582) 255124 Mobile : 9326461497/98/99/501

Website : www.imssakegaon.org E mail : imssakegaon@rediffmail.com

N.H. No.6, SAKEGAON - BHUSAWAL, DIST. JALGAON (M.S.) India 425 201

Mr. Pandurang D. Saraf

President

Mr. Sanjay P. Ingale

Jt. Secretary

Ref. No. : IOMS / /

Date :

conducted by respective departments before/after the university examinations as per the directions by university. In case of unseen conditions, the institute academic calendar is modified and revised as per the instructions of Director of the Institute.




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