

**Criterion No. VI**

**Governance Leadership and Management**

**6.1 :- Institutional Vision and Leadership**



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 : 12/05/24

6.1.1

The governance of the institution is reflective of and in tune with the vision and mission of the institution

Describe the vision and mission statement of the institution on the nature of governance, perspective plans and participation of the teachers in the decision-making bodies of the institution within a maximum of 500 words

Answer:

Kai Yashodabai Dagadu Saraf Charitable Trust Faizpur, was established with a vision for commitment to offer excellence in the form of quality education in the rural area by Mr. P. D. Saraf in year 1997. The Society is committed towards serving the cause of quality education in the field of Management. All the institutes are approved by Government of Maharashtra and recognized by respective regulatory authorities.

Kai Yashodabai Dagadu Saraf Charitable Trust's Institute of Management and Science, Sakegaon was established with a vision for commitment to offer excellence in the form of quality education in the rural area by Mr. P. D. Saraf in year 2010.

Institute (IMS) is located on its own land with its infrastructure at Sakegaon, Jalgaon road, N.H.6, Bhusawal, Dist: Jalgaon. A beautiful and green campus of the Institute is spread over 1 acres. The institute is committed towards cultivating the students through knowledge, innovation, social and scientific outlook for academic excellence. The institute provides excellent platform for lifelong learning, professionalism, leadership, personal communication, initiative, self-motivation, discipline, vision, and problem-solving ability for students as well as faculty members. The institute have well developed infrastructure, spacious classrooms, State-of-Art, E-library, Infrastructure, E-journals, Experience teaching staff, etc

The college has the EOA letter of AICTE for the institute and it is affiliated to KBC NMU Jalgaon. The institute is ISO 9001:2015 certified and offers postgraduate program (MBA). Institute has Environmental Audit Certificate, Green Audit Certificate, and Energy Audit Certificate.



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



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The Vision of the institute is, "To develop The Institute as Centre for Excellence in Management Education & Research"

The Mission of the institute is, "To Promote High Quality Education, Training and Research at Affordable Cost for The Upliftment Students Living in Rural Areas"

In line with objectives of Institute of Management and Science Sakegaon established in 2010 to impart education. Since inception, the institute has carried the flame of quality education in this region and is reflective in the number of students admitted.

The College (Institute) Development Committee (CDC), constituted as per AICTE guidelines, is the apex body of the institute and decisions taken by the body are in tune with Vision and Mission. Various decisions, may it be related to infrastructure, human resources, facilities, taken by the CDC.

As part of mission of the institute, the institute believes in conducive environment through due representation of stakeholders at various levels of governance. The CDC is instrumental for effective and smooth implementation of plans and decisions taken on admissions, budget, infrastructure, Teaching-Learning and Placements. Involvement and contribution of faculty members and staff through various academic and administrative committees reflect the participatory nature of governance. Senior faculty members in the role of Directors are also involved in the decision-making of the institution.

The institute prepares perspective plan and keeps updating time-to-time as per need. The plan is approved by CDC and for implementation. The perspective plan from year 2022 to 2023 includes implement Rain Water Harvesting system, conduct courses under Training & Placement Cell, Solar Energy and Green Environment.

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6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

Answer:

Effective leadership is essential for the growth and development of any organization. The institute has very dynamic and effective leadership in the form of management. Under their able guidance, the institute has grown by leaps and bounds. As decentralization and participative management, the institute has Governing Body (GB), College Development Committee (CDC) and Director.

The GB and CDC are constituted in accordance with the guidelines of AICTE. These bodies, Directors play pivotal role to accomplish the Vision and Mission of the institute. Regular meetings of these members are held for effective and smooth functioning of the institute. Principal being the leader of the institute not only provides the direction but also instrumental for consultative decision making.

Regular meetings and consultative-decision-making give thrust to the growth of institute. Further, Assistant Registrar (Finance) and Registrar of the institute are also involved in the consultative decision making for the effective and smooth functioning. Institute is also having various feedback mechanisms through which stakeholders can participate and can share their views, ideas, opinions or suggestions.

The institute always promotes culture of participative management. Institute has constituted various committees /bodies that have faculty representation like GB, CDC etc. Such representations ensure better understanding among all and smooth functioning of the institute. As member of committees, all faculty & staff members energetically participate in implementing the policies, procedures, and framework designed by the management in order to maintain and achieve the quality standards, vision and mission of the institute.

Various committees constituted by the institute are Academics & Examination Committee, Proctorial Board and Students Grievance Redressal Committee, Time Table Committee, Library Committee, Cultural Activity Committee, Sports Committee, Training and Placement Activity, Alumni Coordination Committee, Website Committee, Computer Network and Internet Committee, Parents meet committee, Campus Development committee, Women's Grievance Redressal Committee, Anti Ragging Committee.

Thus, decentralization has shown a significant impact on the policy making, planning and management with reference to the Management education.



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President

**Mr. Sanjay P. Ingale**  
Jt. Secretary

Ref. No. : IOMS / /

**Anti-Ragging Committee**

Date : 12/05/22

**Year 2022-2023**

Chairman : -Dr.PrashantP.Bornare  
Member : -Prof.KolheDevyani Chandrakant.

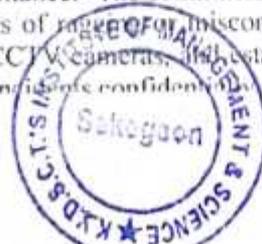
**Student Representatives:-**

1. DeoreSumitBalu.
2. DhandeBhushanChandrakant.
3. TayadeVaishaliRaju.
4. IngleVaishali Shatrughna.

**Responsibilities and Functions of Anti-Ragging Committee. :-**

The Anti-Ragging Committee of a college plays a crucial role in ensuring the safety and well-being of students by preventing and addressing incidents of ragging, which can have serious physical and psychological consequences. Here's an overview of the responsibilities and functions of the Anti-Ragging Committee:

1. **Formulation of Policies:-** The committee is responsible for formulating and reviewing policies and guidelines related to the prevention and prohibition of ragging within the college campus. These policies are designed to create awareness, deterrence, and disciplinary action against ragging activities.
2. **Awareness and Prevention Programs:-** The committee organizes awareness campaigns, workshops, and orientation sessions for students, faculty, and staff to educate them about the consequences of ragging and the importance of maintaining a safe and respectful environment on campus.
3. **Monitoring and Surveillance:-** The committee monitors and surveils the campus premises to detect any instances of ragging or misconduct. This may involve deploying security personnel, installing CCTV cameras, and establishing anonymous reporting mechanisms for students to report incidents confidentially.



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**President**

**Mr. Sanjay P. Ingale**

**Jt. Secretary**

Ref. No. : IOMS / /

Date : 12/05/22

4. **Complaints Handling:-** The committee receives and investigates complaints related to ragging, ensuring prompt and impartial resolution of reported incidents. It maintains confidentiality and protects the identities of complainants and witnesses during the investigation process.
5. **Support and Counseling:-** The committee provides support and counseling services to victims of ragging, helping them cope with the trauma and seek appropriate assistance. It may collaborate with campus counselors, mental health professionals, and support groups to offer comprehensive support to affected students.
6. **Disciplinary Action:-** The committee recommends disciplinary action against perpetrators of ragging as per the college's code of conduct and disciplinary policies. This may include suspension, expulsion, or legal action depending on the severity of the offense.
7. **Collaboration with Authorities:-** The committee collaborates with local law enforcement agencies, regulatory bodies, and anti-ragging helplines to ensure compliance with legal requirements and coordinate efforts to combat ragging effectively.
8. **Documentation and Reporting:-** The committee maintains records of reported incidents, investigations; and actions taken, ensuring transparency and accountability in its operations. It prepares periodic reports on the status of ragging prevention efforts and submits them to college authorities and regulatory bodies as required.
9. **Training and Capacity Building:-** The committee conducts training programs and capacity-building initiatives for its members and stakeholders to enhance their knowledge and skills in preventing, detecting, and addressing ragging effectively.
10. **Continuous Improvement:-** The committee engages in regular review and evaluation of its policies, procedures, and interventions to identify areas for improvement and implement corrective measures. It seeks feedback from stakeholders and incorporates lessons learned into its anti-ragging strategies.

By fulfilling these responsibilities, the Anti-Ragging Committee contributes to fostering a safe, inclusive, and conducive learning environment where students can thrive without fear of harassment or intimidation.



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**President**

**Mr. Sanjay P. Ingale**

**Jt. Secretary**

Ref. No. : IOMS / /

Date :

Year 2021-2022

Chairman : -Prof.Yogesh AshokRote.

Member : -Prof.KaminiLalkhaTadavi

StudentRepresentatives:-

1. AgrawalAadityaManojkumar
2. BhatkarSamruddhSanju
3. BondeJidnyasaAshok
4. BhusePallavi Sunil



*T. Ingale*  
Director

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**President**

**Mr. Sanjay P. Ingale**

**Jt. Secretary**

Ref. No. : IOMS / /

Date :

Year 2020-2021

Chairman :-Prof. Pratik P. RandiveMember  
:-Prof. Shekhar Dileep Mahajan

Student Representatives:-

1. Ojha Megha Ramkumar
2. Joshi Vaibhav Nandkumar
3. Nemade Dimple Rajendra
4. Patil Priyanka Sunil



*[Signature]*  
Director  
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President

**Mr. Sanjay P. Ingale**  
Jt. Secretary

Ref. No. : IOMS / /

Date :

Year 2019-2020

Chairman :- Prof. Pratik P.

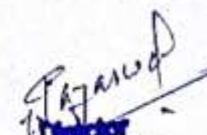
RandiveMember :-

Prof. Shekhar Dileep Mahajan

Student Representatives:-

1. Batheja Rajat Gordhandas
2. Nemade Dimple Rajendra
3. Patil Swapnil Mohan
4. Joshi Raul Lala



  
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President

**Mr. Sanjay P. Ingale**  
Jt. Secretary

Ref. No. : IOMS / /

Year 2018-2019

Date :

Chairman : -Prof.KaminiL.Tadavi  
Member : -Prof. Anil B. Patil

Student Representatives:-

1. AhireRiteshAnil
2. ChaudhariHarshalChandrakant
3. WaghRupeshSantosh
4. MahajanGovindaArun



*S. Ingale*  
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Ref. No. : IOMS / /

**SC ST Committee**

Date :

**Year 2022-2023**

Chairman :-Dr.Prashant P.Bornare

Member :-Prof.Yogesh Ashok Rote

**Student Representatives:-**

1. Deore Sumit Balu.
2. Dhande Bhushan Chandrakant.
3. Tayade Vaishali Raju.
4. IngleVaishali Shatrughna.

The SC/ST Committee, also known as the Scheduled Castes and Scheduled Tribes Committee, is a crucial body within a college-aimed at ensuring equity, inclusion, and support for students belonging to Scheduled Castes (SC) and Scheduled Tribes (ST) communities. Here's an overview of the responsibilities and functions of the SC/ST Committee:

**Responsibilities and Functions of Sc/ ST Committee :-**

1. Scholarships and Financial Assistance:- The committee facilitates access to scholarships, grants, and financial assistance schemes available for SC/ST students to support their education and alleviate economic barriers to higher education.
2. Affirmative Action Programs:- The committee collaborates with college authorities to implement affirmative action programs and policies aimed at promoting diversity, equity, and inclusion within the college community. This may include reservation quotas, special admissions, and targeted recruitment initiatives for SC/ST students and faculty.
3. Grievance Redressal:- The committee addresses grievances and complaints related to discrimination, harassment, or unfair treatment faced by SC/ST students within the college. It provides a confidential and accessible mechanism for students to report incidents and seek resolution.



  
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4. Monitoring and Evaluation:- The committee monitors the representation, participation, and performance of SC/ST students across academic, co-curricular, and extracurricular activities. It evaluates the effectiveness of support services and interventions to identify areas for improvement.
5. Capacity Building:- The committee conducts capacity-building programs and training sessions for its members, college staff, and stakeholders to enhance their understanding of caste issues, affirmative action policies, and cultural sensitivity.
6. Community Engagement:- The committee engages with SC/ST communities beyond the college campus to foster partnerships, promote social inclusion, and address systemic barriers to education and empowerment.  
By fulfilling these responsibilities, the SC/ST Committee contributes to creating a more inclusive, equitable, and supportive environment for SC/ST students to thrive and succeed in their academic pursuits.



*[Signature]*

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Member :-Prof.Shekhar Dileep Mahajan

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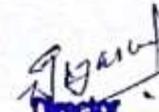
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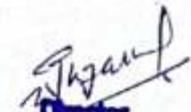
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Member : - Prof. Anil B. Patil

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President

**Mr. Sanjay P. Ingale**  
Jt. Secretary

Ref. No. : IOMS / /

Date :

**Grievance Redressal Committee**

**Year 2022-2023**

Chairman : -Dr.Prashant P. Bornare  
Member : -Prof. Kolhe Devyani Chandrakant.

**Student Representatives:-**

1. Deore Sumit Balu.
2. Dhande Bhushan Chandrakant.
3. Tayade Vaishali Raju.
4. Ingle Vaishali Shatrughna.

The Grievance Redressal Committee of a college serves as a formal mechanism for addressing grievances and complaints raised by students, faculty, staff, or other stakeholders within the institution.

**• Responsibilities and Functions of the Grievance Redressal Committee :-**

1. Receiving Grievances:- The committee receives grievances and complaints submitted by individuals or groups through designated channels, such as complaint forms, email, or in-person meetings. It ensures that grievances are documented accurately and confidentially.
2. Review and Evaluation:- The committee reviews and evaluates each grievance impartially and objectively, considering relevant facts, evidence, and perspectives provided by the complainant and any other involved parties. It may conduct investigations or gather additional information as needed to assess the validity of the grievance.
3. Conflict Resolution:- The committee facilitates conflict resolution and mediation processes to resolve grievances amicably whenever possible. It may facilitate communication and negotiation between parties, help clarify misunderstandings, and seek mutually acceptable solutions to address the underlying issues.
4. Decision-Making:- Based on its review and evaluation of the grievance, the committee makes fair and impartial decisions regarding the appropriate course of action to address the grievance. This may include recommending corrective measures, sanctions, or other remedies to resolve the issue and prevent recurrence.



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Tal. Bhusawal



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# INSTITUTE OF MANAGEMENT AND SCIENCE

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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 :

5. Communication of Outcomes:- The committee communicates its decisions, findings, and recommendations to the complainant and any other involved parties in a timely and transparent manner. It provides reasons for its decisions and ensures that all parties are informed of their rights and options for further recourse, if applicable.
6. Follow-Up and Monitoring:- It may follow up with relevant stakeholders to verify compliance with corrective actions and monitor the resolution of grievances to ensure satisfactory outcomes for all parties involved.

By fulfilling these roles and responsibilities, the Grievance Redressal Committee contributes to promoting transparency, fairness, and accountability in the resolution of grievances, thereby fostering a positive and supportive campus climate conducive to teaching, learning, and personal development.

  
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**Mr. Sanjay P. Ingale**  
Jt. Secretary

Ref. No. : IOMS / /

Date :

Year 2021-2022

Chairman :-Prof. Yogesh Ashok Rote.

Member :-Prof. Shekhar Dileep Mahajan

Student Representatives:-

1. Agrawal Aaditya Manojkumar
2. Bhatkar Samruddh Sanju
3. Bonde Jidnyasa Ashok
4. Bhuse Pallavi Sunil



  
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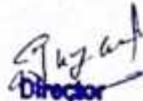
Year 2020-2021

Chairman : - Prof. Pratik P. Randive

Member :- Prof. Kamini Lalkha Tadavi

Student Representatives:-

1. Ojha Megha Ramkumar
2. Joshi Vaibhav Nandkumar
3. Nemade Dimple Rajendra
4. Patil Priyanka Sunil

  
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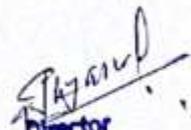
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4. Joshi Raul Lala



  
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Jt. Secretary

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Year 2018-2019

Date :

Chairman : - Prof. Shekhar Dileep Mahajan

Member :- Prof. Anil B. Patil

Student Representatives:-

1. Ahire Ritesh Anil
2. Chaudhari Harshal Chandrakant
3. Wagh Rupesh Santosh
4. Mahajan Govinda Arun



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Ref. No. : IOMS / /

Date :

## Internal Compliant Committee

Year 2022-2023

Chairman : - Dr. Prashant P. Bornare  
Member : - Prof. Yogesh Ashok Rote.

### Student Representatives:-

1. Deore Sumit Balu.
2. Dhande Bhushan Chandrakant.
3. Tayade Vaishali Raju.
4. Ingle Vaishali Shatrughna.

The Internal Complaints Committee (ICC), also known as the Internal Complaints Cell or Internal Complaints Redressal Committee, plays a crucial role in addressing complaints related to sexual harassment and discrimination within a college-campus. Here's an overview of the key roles and responsibilities of the Internal Complaints Committee:

### • Role and Responsibilities of Internal Complaints Committee :-

1. Receiving Complaints:- The ICC is responsible for receiving complaints of sexual harassment, discrimination, or misconduct from students, faculty, staff, or any other member of the college community. It provides a safe and confidential platform for individuals to report incidents without fear of retaliation.
2. Investigation and Fact-Finding:- The ICC conducts prompt and impartial investigations into complaints of sexual harassment or discrimination. It gathers relevant information, interviews witnesses, and reviews evidence to determine the facts and circumstances surrounding the alleged incident.
3. Support and Assistance:- The ICC provides support and assistance to complainants throughout the complaint handling process. This may include offering counseling services, providing information about available resources and support networks, and facilitating access to medical or legal assistance as needed.
4. Interim Measures:- To ensure the safety and well-being of the complainant and other individuals involved, the ICC may recommend interim measures such as temporary reassignment, no-contact orders, or other protective measures pending the outcome of the investigation.



  
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5. Decision-Making:- The ICC makes fair and impartial decisions regarding the outcome of complaints, including whether a violation of the college's policies or applicable laws has occurred. It recommends appropriate disciplinary action or corrective measures to address confirmed instances of sexual harassment or discrimination.
6. Documentation and Reporting:- The ICC maintains accurate and comprehensive records of complaints received, investigations conducted, and outcomes achieved. It prepares periodic reports on the number, nature, and resolution of complaints for review by college leadership, regulatory authorities, or other relevant stakeholders.  
By fulfilling these roles and responsibilities, the Internal Complaints Committee contributes to creating a safe, respectful, and inclusive campus environment where all individuals are treated with dignity and respect, free from harassment and discrimination.



*P. Ingale*  
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**President**

**Mr. Sanjay P. Ingale**

**Jt. Secretary**

Ref. No. : IOMS / /

Date :

Year 2021-2022

Chairman : - Prof. Kamini L. Tadavi

Member :-Prof. Shekhar Dileep Mahajan

Student Representatives:-

1. Agrawal Aaditya Manojkumar
2. Bhatkar Samruddh Sanju
3. Bonde Jidnyasa Ashok
4. Bhuse Pallavi Sunil



*Sanjay P. Ingale*  
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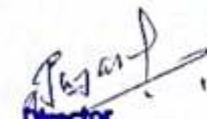
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Jt. Secretary

Ref. No. : IOMS / /

Year 2019-2020

Date :

Chairman : - Prof. Anil B. Patil  
Member : - Prof. Kamini L.Tadavi

Student Representatives:-

1. Batheja Rajat Gordhandas
2. Nemade Dimple Rajendra
3. Patil Swapnil Mohan
4. Joshi Raul Lala



*Pandurang*  
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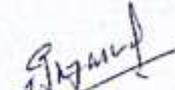
Year 2018-2019

Chairman : - Prof. Pratik P. Randive  
Member : - Prof. Anil B. Patil

Student Representatives:-

1. Ahire Ritesh Anil
2. Chaudhari Harshal Chandrakant
3. Wagh Rupesh Santosh
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President

**Mr. Sanjay P. Ingale**  
Jt. Secretary

Ref. No. : IOMS / /

Date :

**Minority Cell**

**Year 2022-2023**

Chairman : - Dr. Prashant P. Bornare

Member : -Prof. Prashant P. Raul

**Student Representatives:-**

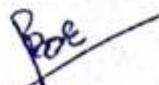
1. Gulab Shaikh Raushan
2. Shaikh Sameer Shaikh Gafoor
3. Mohammad Ather Junaid Shaikh Dawar
4. PadmeYogesh Ishwar

The Minority Cell within a college committee plays a crucial role in addressing the specific needs, concerns, and aspirations of minority students and faculty members belonging to religious, linguistic, or cultural minority groups.

**Role and Responsibilities of the Minority Cell :-**

1. **Advocacy and Representation:-** The Minority Cell serves as an advocate for the rights and interests of minority students and faculty within the college community.
2. **Support Services:-** The Minority Cell provides support services to minority students and faculty to promote their academic success, personal development, and integration into the college community.
3. **Cultural Sensitivity and Inclusion:-** The Minority Cell fosters a culture of cultural sensitivity, respect, and inclusion within the college community. It promotes awareness and appreciation of the diverse cultural heritage, traditions, and values of minority groups, creating a welcoming and inclusive environment for all.
4. **Scholarships and Financial Assistance:-** The Minority Cell facilitates access to scholarships, grants, and financial assistance schemes available for minority students to support their education and alleviate economic barriers to higher education. It also advocates for the implementation of affirmative action policies to promote diversity and equity within the college.



  
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5. **Community Outreach and Engagement:-** The Minority Cell engages with minority communities beyond the college campus to build partnerships, foster collaboration, and address social, economic, and educational challenges facing minority groups. It facilitates outreach programs, community service initiatives, and cultural exchange activities to promote dialogue, understanding, and solidarity.
6. **Policy Advocacy:-** The Minority Cell advocates for policies and initiatives at the institutional, local, and national levels that promote the rights, interests, and empowerment of minority groups in higher education and society at large. It collaborates with college authorities, government agencies, and civil society organizations to address systemic barriers and promote social justice and inclusion.
7. **Crisis Intervention and Conflict Resolution:-** The Minority Cell provides assistance and support to minority students and faculty in times of crisis, including incidents of discrimination, harassment, or violence. It offers confidential counseling, mediation, and advocacy services to address grievances and resolve conflicts effectively.
8. **Celebration of Diversity:-** The Minority Cell organizes events, programs, and cultural celebrations that showcase the rich diversity and contributions of minority groups to the college community. It creates opportunities for cross-cultural exchange, dialogue, and mutual understanding among students, faculty, and staff from diverse backgrounds.
9. **Capacity Building:-** The Minority Cell conducts capacity-building programs, workshops, and training sessions for its members, college staff, and stakeholders to enhance their understanding of minority issues, cultural competence, and inclusive practices. It promotes dialogue, reflection, and learning to build a more inclusive and equitable college community.
10. **Monitoring and Evaluation:-** The Minority Cell monitors the representation, participation, and experiences of minority students and faculty within the college. It evaluates the effectiveness of support services, initiatives, and policies aimed at promoting minority inclusion and empowerment, identifying areas for improvement and innovation.

By fulfilling these roles and responsibilities, the Minority Cell contributes to creating a college environment that values diversity, fosters inclusion, and empowers minority students and faculty to thrive academically, professionally, and personally.



  
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Year 2021-2022

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Member :-Prof. Shekhar Dileep Mahajan

Student Representatives:-

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2. Naushad Ahmed Munshad Ahmed
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Member : - Prof. Anil B. Patil

Student Representatives:-

1. Shaikh Kameel Ashfaque
2. Shah Daish Musa Shah
3. Satyam D. S.
4. Aafreen A Raheman Shaikh



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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 :

**OBC Cell**

**Year 2022-2023**

Chairman : -Dr. Prashant P. Bornare

Member : -Prof. Kolhe Devyani Chandrakant.

**Student Representatives:-**

1. Patil Ulhas Vijay
2. Dhande Bhushan Chandrakant.
3. Jawale Subham Sudhakar.
4. Patil Rita Vijay.

The OBC (Other Backward Classes) Cell within a college plays a significant role in addressing the needs and concerns of students belonging to Other Backward Classes, a group recognized for affirmative action in India. Here are the key roles and responsibilities of the OBC Cell:

**• Roles and Responsibilities of OBC Cell :-**

1. **Advocacy and Representation:-** The OBC Cell serves as an advocate for the rights and interests of OBC students within the college community. It represents their concerns, needs, and aspirations to college authorities and facilitates their participation in decision-making processes.
2. **Support Services:-** The OBC Cell provides support services to OBC students to promote their academic success, personal development, and integration into the college community. This may include mentoring, counseling, academic advising, and career guidance tailored to their specific needs.
3. **Scholarships and Financial Assistance:-** The OBC Cell facilitates access to scholarships, grants, and financial assistance schemes available for OBC students to support their education and alleviate economic barriers to higher education. It also advocates for the implementation of affirmative action policies to promote diversity and equity within the college.
4. **Awareness and Sensitization:-** The OBC Cell organizes awareness campaigns, workshops, and seminars to sensitize students, faculty, and staff about issues related to social justice, equity, and inclusion.



*[Signature]*

Director

K.Y.D.S.C.T.'S

Institute of Management & Science, Sakegaon  
Tal. Bhusawal





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President

Mr. Sanjay P. Ingale  
Jt. Secretary

Ref. No. : IOMS

5. **Community Engagement:-** The OBC Cell engages with OBC communities beyond the college campus to build partnerships, foster collaboration, and address social, economic, and educational challenges. It facilitates outreach programs, community service initiatives, and cultural exchange activities to promote dialogue, understanding, and solidarity. Date

6. **Celebration of Diversity:-** The OBC Cell organizes events, programs, and cultural celebrations that showcase the contributions and achievements of OBC communities to the college community. It creates opportunities for cross-cultural exchange, dialogue, and mutual understanding among students, faculty, and staff from diverse backgrounds.
7. **Capacity Building:-** The OBC Cell conducts capacity-building programs, workshops, and training sessions for its members, college staff, and stakeholders to enhance their understanding of OBC issues, cultural competence, and inclusive practices. It promotes dialogue, reflection, and learning to build a more inclusive and equitable college community.
8. **Monitoring and Evaluation:-** The OBC Cell monitors the representation, participation, and experiences of OBC students within the college. It evaluates the effectiveness of support services, initiatives, and policies aimed at promoting OBC inclusion and empowerment, identifying areas for improvement and innovation.

By fulfilling these roles and responsibilities, the OBC Cell contributes to creating a college environment that values diversity, fosters inclusion, and empowers OBC students to thrive academically, professionally, and personally.



  
Director  
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**President**

**Mr. Sanjay P. Ingale**

**Jt. Secretary**

Year 2021-2022

Ref. No. : IOMS / /  
Chairman : -Prof.Yogesh Ashok Rote.

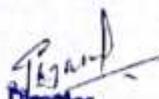
Date :

Member :- Prof. Shekhar Dileep Mahajan

Student Representatives:-

1. Bonde Mayuri Gajanan
2. Bhirud Ghoshali Sunil
3. Bonde Jidnyasa Ashok
4. Rote Vasudev Madhukar



  
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President

**Mr. Sanjay P. Ingale**  
Jt. Secretary

Ref. No. : IOMS / /

Year 2020-2021

Date :

Chairman : - Prof. Pratik P. Randive

Member : - Prof. Kamini Lalkha Tadavi

Student Representatives:-

1. Barhate Pavan Prakash
2. Nemade Dimple Rajendra
3. Patil Priyanka Sunil
4. Narkhede Suraj Vijay



*Sanjay P. Ingale*  
Director  
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President

**Mr. Sanjay P. Ingale**  
Jt. Secretary

Ref. No. : IOMS / /

Date :

Year 2019-2020

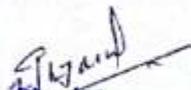
Chairman : -Prof.PratikP.Randive

Member : -Prof.KaminiL.Tadavi

Student Representatives:-

1. Lokhande Dhanshri Govinda
2. Nemade Dimple Rajendra
3. Patil Swapnil Mohan
4. Zope Samruddhi Madhukar



  
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**Mr. Pandurang D. Saraf**  
President

**Mr. Sanjay P. Ingale**  
Jt. Secretary

Ref. No. : IOMS / /

Date :

Year 2018-2019

Chairman : - Prof. Shekhar Dileep Mahajan  
Member :- Prof. Anil B. Patil

Student Representatives:-

1. Patil Dipmala Anil
2. Chaudhari Harshal Chandrakant
3. Wagh Rupesh Santosh
4. Mahajan Govinda Arun



*[Signature]*  
Director  
K.Y.D.S.C.T.'S  
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Jt. Secretary

Ref. No. : IOMS / /

Date : 15/05/24

**6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.**

**Governing Body (GB):**

- GB of the institute is constituted as recommended by AICTE's Approval Process Handbook. Its chairman is nominated by the Trust. GB is collectively responsible for overseeing the institution's activities and determining its future direction and fostering an environment in which the institutional vision & mission is achieved.

**College Development Committee (CDC):**

College Development Committee is constituted as per section 97(1) of Maharashtra Public University Act, 2016. The CDC shall be responsible for Preparation of overall comprehensive development plan of the institute regarding academic, administrative and Infrastructural growth.

**Director:**

The Director is a Head of Institute. He acts as the Member Secretary of Governing Body and College Development Committee.

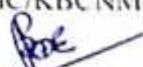
**The Major responsibilities of Director are as follows:**

- (1) Academic growth of the institute.
- (2) Participation in the teaching work, research, and training programmes of the institute.
- (3) Assisting in planning and implementation of academic programmes.
- (4) Any other work relating to the institute as may be assigned to him by the Competent Authority from time to time.

**Major Duties of Director:**

- 1) To maintain and update the academic excellence of the institute.
- 2) To enhance and improve the activities such as
  - (I) R & D, Consultancy Activities
  - (II) Training & Placement
- 3) To monitor the implementation of various policies/activities of AICTE/UGC/KBCNMU etc. assigned to the concerned staff.



  
Director  
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**Mr. Pandurang D. Saraf**  
President

**Mr. Sanjay P. Ingale**  
Jt. Secretary

Ref. No. : IOMS / /

Date : 15/05/24

### Major Responsibilities of areas under:

- (I) Academic growth of the Department.
- (II) Participation in the teaching work, research, and training programmes of the department.
- (III) Assisting in planning and implementation of academic programmes such as orientation courses, seminars, and other training programmes organized by the department for academic competence of the Faculty Members.
- (IV) Any other work related to the University/Department/College as may be assigned to by the Competent Authority from time to time.



  
Director  
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President

Mr. Sanjay P. Ingale

Jt. Secretary

Ref. No. : IOMS / /

Date :

Date: -25/09/2022.

## Notice

As decided in the staff meeting, held on 19/01/2023, it was decided to form Anti Sexual Harassment Committee for MBA students of K.Y.D.S.C.T.'s Institute of Management and Science, Sakegaon for the year 2022-23.

### Anti Sexual Harassment Committee

Chairman : - Dr. Prashant P. Bornare  
Members : -Prof. Lina Amit Chaudhari  
Members : -Prof. Yogesh A. Rote

### Student Representatives:-

1. Faizan Khan Riyaz Khan
2. Morey Manisha Pundlik .
3. Patil Snehal Sunil
4. Pawar Nilesh Ashok



  
Director  
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President

**Mr. Sanjay P. Ingale**  
Jt. Secretary

Ref. No. : IOMS / /

Date :

Date: -25/08/2021.

## Notice

As decided in the staff meeting, held on 19/01/2022, it was decided to form Anti Sexual Harassment Committee for MBA students of K.Y.D.S.C.T.'s Institute of Management and Science, Sakegaon for the year 2021-22.

### Anti Sexual Harassment Committee

Chairman : -Prof. Pratik Prabhakar Randive.  
Members : -Prof. Vijay Ashok Tayade.  
Members : -Prof. Lina Suhas Patil.

### Student Representatives:-

1. Bhirud Ghoshali Sunil.
2. Chaudhari Yashashri Hemraj .
3. Moghe Bhushan Sunil.
4. Patil Rita Vijay.



*Sanjay P. Ingale*  
Director  
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President

**Mr. Sanjay P. Ingale**  
Jt. Secretary

Ref. No. : IOMS / /

Date :

Date: -20/08/2020.

## Notice

As decided in the staff meeting, held on 19/01/2022, it was decided to form Anti Sexual Harassment Committee for MBA students of K.Y.D.S.C.T.'s Institute of Management and Science, Sakegaon for the year 2020-21.

### Anti Sexual Harassment Committee

Chairman : - Dr. Suniraj N. Jayaswal  
Members : - Prof. Vijay Ashok Tayade.  
Members :- Prof. Lina Suhas Patil.

### Student Representatives:-

1. Ojha Megha Ramkumar
2. Bhole Himali Meghashyam
3. Pimple Varun Laxmikant
4. Tayade Bharat Ashok



*Sanjay P. Ingale*  
Director  
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President

**Mr. Sanjay P. Ingale**  
Jt. Secretary

Ref. No. : IOMS / /

Date :

Date: -19/08/2019.

## Notice

As decided in the staff meeting, held on 19/01/2020, it was decided to Anti Sexual Harassment Committee for MBA students of K.Y.D.S.C.T.'s Institute of Management and Science, Sakegaon for the year 2019-2020.

### Anti Sexual Harassment Committee

Chairman : - Dr. Suniraj N. Jayaswal  
Members : - Prof. Kamini L. Tadavi  
Members :- Prof. Shekhar D. Mahajan.

### Student Representatives:-

1. Bari Madhuri Babulal
2. Dhande Tejas Hemakant.
3. Patil Pallavi Sanjay
4. Sonone Kajal Ramesh



*Sanjay P. Ingale*  
Director  
K.Y.D.S.C.T.'S  
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**Mr. Pandurang D. Saraf**

**President**

**Mr. Sanjay P. Ingale**

**Jt. Secretary**

Ref. No. : IOMS / /

Date :

Date: -19/08/2018.

## Notice

As decided in the staff meeting, held on 19/01/2019, it was decided to form Anti Sexual Harassment Committee for MBA students of K.Y.D.S.C.T.'s Institute of Management and Science, Sakegaon for the year 2018-2019.

### Anti Sexual Harassment Committee

Chairman : - Dr. Suniraj N. Jayaswal  
Members : - Prof. Kamini L. Tadavi  
Members : - Prof. Shekhar D. Mahajan.

### Student Representatives: -

1. Mehta Priyanka Gajendra
2. Tayade Vijay Ashok
3. Patil Durgesh Laxman
4. Warke Pushkar Umakant



*[Signature]*  
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President

**Mr. Sanjay P. Ingale**  
Jt. Secretary

Ref. No. : IOMS / /

Date :

Date: -27/09/2022.

### Notice

As decided in the staff meeting, held on 27/09/2022, it was decided to form Gender Sensitization Cell for MBA students of K.Y.D.S.C.T.'s Institute of Management and Science, Sakegaon for the year 2022-23.

#### Gender Sensitization Cell

Chairman : - Dr. Prashant P. Bormare  
Members : -Prof. Lina Amit Chaudhari  
Members :-Prof. Yogesh A. Rote

#### Student Representatives:-

1. Faizan Khan Riyaz Khan
2. Morey Manisha Pundlik .
3. Patil Snehal Sunil
4. Pawar Nilesh Ashok



  
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President

**Mr. Sanjay P. Ingale**  
Jt. Secretary

Ref. No. : IOMS / /

Date :

Date: -28/08/2021.

### Notice

As decided in the staff meeting, held on 28/08/2021, it was decided to form Gender Sensitization Cell for MBA students of K.Y.D.S.C.T.'s Institute of Management and Science, Sakegaon for the year 2021-22.

#### Gender Sensitization Cell

Chairman : -Prof. Pratik Prabhakar Randive.  
Members : -Prof. Vijay Ashok Tayade.  
Members : -Prof. Lina Suhas Patil.

#### Student Representatives:-

1. Bhirud Ghoshali Sunil.
2. Chaudhari Yashashri Hemraj .
3. Moghe Bhushan Sunil.
4. Patil Rita Vijay.



*[Signature]*  
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President

**Mr. Sanjay P. Ingale**  
Jt. Secretary

Ref. No. : IOMS / /

Date :

Date: -27/08/2020.

## Notice

As decided in the staff meeting, held on 27/08/2020, it was decided to form Gender Sensitization Cell for MBA students of K.Y.D.S.C.T.'s Institute of Management and Science, Sakegaon for the year 2020-21.

### Gender Sensitization Cell

Chairman : - Dr. Suniraj N. Jayaswal  
Members : - Prof. Vijay Ashok Tayade.  
Members :- Prof. Lina Suhas Patil.

### Student Representatives:-

1. Ojha Megha Ramkumar
2. Bhole Himali Meghashyam
3. Pimple Varun Laxmikant
4. Tayade Bharat Ashok



*[Signature]*  
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President

**Mr. Sanjay P. Ingale**  
Jt. Secretary

Ref. No. : IOMS / /

Date :

Date: -25/08/2019.

## Notice

As decided in the staff meeting, held on 25/08/2019, it was decided to Gender Sensitization Cell for MBA students of K.Y.D.S.C.T.'s Institute of Management and Science, Sakegaon for the year 2019-2020.

### Gender Sensitization Cell

Chairman : - Dr. Suniraj N. Jayaswal  
Members : - Prof. Kamini L. Tadavi  
Members :- Prof. Shekhar D. Mahajan.

### Student Representatives:-

1. Bari Madhuri Babulal
2. Dhande Tejas Hemakant.
3. Patil Pallavi Sanjay
4. Sonone Kajal Ramesh



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Institute of Management & Science, Sakegaon  
Tal. Bhusawal



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

V.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 :

Date: -25/08/2018.

## Notice

As decided in the staff meeting, held on 25/08/2018, it was decided to form Gender Sensitization Cell for MBA students of K.Y.D.S.C.T.'s Institute of Management and Science, Sakegaon for the year 2018-2019.

### Gender Sensitization Cell

Chairman : - Dr. Suniraj N. Jayaswal  
Members : - Prof. Kamini L. Tadavi  
Members :- Prof. Shekhar D. Mahajan.

### Student Representatives: -

1. Mehta Priyanka Gajendra
2. Tayade Vijay Ashok
3. Patil Durgesh Laxman
4. Warke Pushkar Umakant



*[Signature]*  
K.Y.D.S.C.T.'S  
Institute of Management & Science, Sakegaon  
Tal. Bhusawal



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**Mr. Pandurang D. Saraf**

**President**

**Mr. Sanjay P. Ingale**

**Jt. Secretary**

Ref. No. : IOMS / /

Date :

Date: - 07/08/2023

## Notice

As decided in the staff meeting, held on 07/08/2023, it was decided to form Internal Complaint Committee for MBA students of K.Y.D.S.C. T's Institute of Management and Science, Sakegaon for the year 2022-2023.

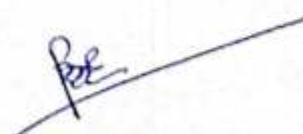
### Internal Complaint Committee

Chairman : - Dr. Prashant P. Bornare  
Member : - Prof. Yogesh Ashok Rote.

### Student Representatives: -

1. Deore Sumit Balu.
2. Dhande Bhushan Chandrakant.
3. Tayade Vaishali Raju.
4. Ingle



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

**2022-23**  
**Institute of Management and Science Sakegaon, Bhusawal**  
**Minutes of Internal Complaints Committee**

**for the Academic Year 2022-23**

The Internal Complaint Committee (ICC) meeting for the academic year 2022-23 has been planned to conduct on 07-08-2023 at 3 P.M. All the members of Internal Complaint cell Committee are hereby informed to attend the meeting.

**Venue:** Seminar Hall.

Sr. No.	Name	Designation
1.	Dr. Prashant P. Bornare	Chairman
2.	Prof. Yogesh Ashok Rote.	Member
3.	Deore Sumit Balu.	Student Representative
4.	Dhande Bhushan Chandrakant.	Student Representative
5.	Tayade Vaishali Raju.	Student Representative
6.	Ingle Vaishali Shatrughna.	Student Representative

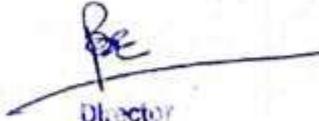
**Agenda:**

1. To educate the students on UGC circulars, rules and regulations on sexual harassments issues.
2. Creating awareness through induction programme.
3. Display banners in the campus and create awareness through women empowerment cell and other forms of college.
4. Any other matter.

**Resolutions:**

1. Resolved to display UGC Circulars, rules and regulations on sexual harassments issues on the notice boards.
2. Resolved to create awareness of ICC through induction programme.
3. Resolved to display the banners in the campus.



  
Director  
K.Y.D.S.C.T.S.  
Institute of Management & Science, Sakegaon  
Tal. Bhusawal

**Action Taken:**

1. Awareness sessions conducted to the students and staff with the help of lawyers and police authorities.
2. Counselling sessions are conducted to all the students by senior academicians.
3. Class-wise mentors are appointed to deal with internal complaints.

**Report of Internal Complaints Committee for the year 2022-23**

- No incidents of eve-teasing or Sexual harassment received from the students and women staff members of the college for the year 2022-23.



  
Director  
K.K.D.S.'S  
Institute of Management & Science, Sakegaon  
Tal. Bilaspur

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Mr. Pandurang D. Saraf  
President

Mr. Sanjay P. Ingale  
Jt. Secretary

Ref. No. : IOMS / /

Date :

Date: - 20/08/2022

## Notice

As decided in the staff meeting, held on 20/08/2022, it was decided to form Internal Complaint Committee for MBA students of K.Y.D.S.C. T's Institute of Management and Science, Sakegaon for the year 2021-2022.

### Internal Complaint Committee

Chairman : - Prof. Kamini L. Tadavi  
Member : - Prof. Shekhar Dileep Mahajan

### Student Representatives: -

1. Agrawal Aaditya Manojkumar
2. Bhatkar Samruddh Sanju
3. Bonde Jidnyasa Ashok
4. Bhuse Pallavi Sunil



*[Signature]*  
K.Y.D.S.C.T.'S  
Institute of Management & Science, Sakegaon  
Tal. Bhusawal

2021-22

**Institute of Management and Science Sakegaon, Bhusawal**  
**Minutes of Internal Complaints Committee**  
**for the Academic Year 2021-22**

The Internal Complaint Committee (ICC) meeting for the academic year 2021-22 has been planned to conduct on 20/08/2022 at 3 P.M. All the members of Internal Complaint cell Committee are hereby informed to attend the meeting.

**Venue:** Seminar Hall.

Sr. No.	Name	Designation
1.	Prof. Kamini L. Tadavi	Chairman
2.	Prof. Shekhar Dileep Mahajan	Member
3.	Agrawal Aaditya Manojkumar	Student Representative
4.	Bhatkar Samruddh Sanju	Student Representative
5.	Bonde Jidnyasa Ashok	Student Representative
6.	Bhuse Pallavi Sunil	Student Representative

**Agenda:**

1. Measures to be taken in the college for the prevention of Eve-Teasing and Sexual harassment.
2. Reporting Mechanism.
3. Any other matter.

**Resolutions:**

1. Resolved to conduct awareness sessions to educate students and staff on eve-teasing and sexual harassment issues.
2. Resolved to nominate class wise mentors to deal with the issues.



*[Signature]*  
K.Y.D.S.C.T.'S  
Institute of Management & Science, Sakegaon  
Tal. Bhusawal

**Action Taken:**

1. Awareness sessions conducted to the students and staff with the help of lawyers and police authorities.
2. Counselling sessions are conducted to all the students by senior academicians.
3. Class-wise mentors are appointed to deal with internal complaints

**Report of Internal Complaints Committee for the year 2021-22**

No incidents of eve-teasing or Sexual harassment received from the students and women staff members of the college for the year 2021-22.



*[Handwritten Signature]*  
Director  
K.K.D.S.C.T.'S  
Institute of Management & Science, Sakegaon  
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**Mr. Pandurang D. Saraf**  
President

**Mr. Sanjay P. Ingale**  
Jt. Secretary

Ref. No. : IOMS / /

Date :

Date: - 11/01/2021

## Notice

As decided in the staff meeting, held on 11/01/2021, it was decided to form Internal Complaint Committee for MBA students of K.Y.D.S.C. T's Institute of Management and Science, Sakegaon for the year 2020-2021.

### Internal Complaint Committee

Chairman : - Prof. Pratik P. Randive  
Member : - Prof. Shekhar D. Mahajan

### Student Representatives: -

1. Ojha Megha Ramkumar
2. Joshi Vaibhav Nandkumar
3. Nemade Dimple Rajendra
4. Patil Priyanka Sunil



*[Signature]*  
K.Y.D.S.C.T.'S  
Institute of Management & Science, Sakegaon  
Tal. Bhusawal

2020-21

**Institute of Management and Science Sakegaon, Bhusawal**

**Circular**

All the members of Internal Complaint Committee are requested to attend the meeting on 11/01/2021 at 4 pm. Please assemble in committee room.

Sr. No.	Name	Designation
1.	Prof. Pratik P. Ranadive	Chairman
2.	Prof. Shekhar D. Mahajan	Member
3.	Ojha Megha Ramkumar	Student Representative
4.	Joshi Vaibhav Nandkumar	Student Representative
5.	Nemade Dimple Rajendra	Student Representative
6.	Patil Priyanka Sunil	Student Representative

The agenda of the meeting

- Awareness Programmes for both girls and boys.
- Other issues like gender sensitization

**Minutes of the Meetings held on 11/01/2021 at 4.00 pm in the committee room**

Chairperson welcomed all the participants.

Prof. Pratik P. Ranadive expressed that there is a smooth and friendly relationship among boys and girls in international women's day celebration of 2021. She also stated that, a large number of boys and girls were involved in the run for cause "Towards the world of equals". during orange day celebrations and there were campaigns on women safety. The chairperson appreciated and congratulated all the members for involving both boys and girls in the both the orange Day celebrations and international women's day celebration organized by the women's cell.

Prof. Shekhar D. Mahajan suggested that Bhavya-the women's cell should take initiative in organizing programmes involving both boys and girls and there should be a series of activities that emphasizes on gender equality and gender sensitization.

The meeting ended at 4.45 pm as there were no other points for discussion.



*(Signature)*  
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**President**

**Mr. Sanjay P. Ingale**

**Jt. Secretary**

Ref. No. : IOMS / /

Date : - 09/01/2020

## Notice

As decided in the staff meeting, held on 09/01/2020, it was decided to form Internal Complaint Committee for MBA students of K.Y.D.S.C. T's Institute of Management and Science, Sakegaon for the year 2019-2020.

### Internal Complaint Committee

Chairman : - Prof. Anil B. Patil  
Member : - Prof. Kamini L. Tadavi

### Student Representatives: -

1. Batheja Rajat Gordhandas
2. Nemade Dimple Rajendra
3. Patil Swapnil Mohan
4. Joshi Raul Lala



*[Signature]*  
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Institute of Management & Science, Sakegaon  
Tal. Bhusawal

2019-20

**Institute of Management and Science Sakegaon, Bhusawal**

**CIRCULAR**

All the members of Internal Complaints Committee (ICC) are requested to attend a meeting on 09/01/2020 at 2.30pm in Principal's Office.

Sr. No.	Name	Designation
1.	Prof. Anil B. Patil	Chairman
2.	Prof. Kamini L. Tadavi	Member
3.	Batheja Rajat Gordhandas	Student Representative
4.	Nemade Dimple Rajendra	Student Representative
5.	Patil Swapnil Mohan	Student Representative
6.	Joshi Raul Lala	Student Representative

Agenda:

1. Report on cases relating Sexual harassment for the academic year 2019-20.
2. Events and programs to be organized.
3. Any other point with the permission of the Director.

**Minutes of Internal Complaints Committee**

The meeting of Internal compliant Committee was held on 09-01-2020 at 2.30pm in Director's office. The following members were present in the meeting.

Prof. Anil B. Patil welcomed all the members and appreciated the efforts of the members.

Prof. Kamini L. Tadavi informed that there were no cases relating to sexual harassment in the college.

Dr. Sunilraj Jayswal suggested for organizing events/lectures on gender sensitization, gender equality.

Prof. Anil B. Patil to prepare a proposal for conduct the events relating to gender sensitization and gender equality.

Since there was no other points to discuss the meeting ended Jayswal.



*Jayswal*  
Director  
K.Y.D.S.C.T.'S  
Institute of Management & Science, Sakegaon  
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**Mr. Pandurang D. Saraf**  
President

**Mr. Sanjay P. Ingale**  
Jt. Secretary

Ref. No. : IOMS / /

Date :

## Notice

As decided in the staff meeting, held on 12/08/2019, it was decided to form Internal Complaint Committee for MBA students of K.Y.D.S.C. T's Institute of Management and Science, Sakegaon for the year 2018-2019.

### Internal Complaint Committee

Chairman : - Prof. Pratik P. Randive  
Member : - Prof. Anil B. Patil

### Student Representatives: -

1. Ahire Ritesh Anil
2. Chaudhari Harshal Chandrakant
3. Wagh Rupesh Santosh
4. Mahajan Govinda Arun



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

2018-19

**Institute of Management and Science Sakegaon, Bhusawal**

**CIRCULAR**

All the members of Internal Complaints Committee (ICC) are requested to attend a meeting on 12/08/2019 at 2.30pm in Director's Office.

Sr. No.	Name	Designation
1.	Prof. Pratik P. Ranadive	Chairman
2.	Prof. Anil B. Patil	Member
3.	Ahire Ritesh Anil	Student Representative
4.	Chaudhari Harshal Chandrakant	Student Representative
5.	Wagh Rupesh Santosh	Student Representative
6.	Mahajan Govinda Arun	Student Representative

Agenda:

1. Report on cases relating Sexual harassment for the academic year 2018 19.
2. Events and programs to be organized.
3. Any other point with the permission of the Director.

**Minutes of Internal Complaints Committee**

The meeting of Internal Complaints Committee was held on 12-08-2019 at 2.30pm in Director's office. The above members were present in the meeting

Prof. Pratik P. Ranadive welcomed a-6 the members and thanked them for their cooperation and valuable suggestions for the successful functioning of the ICC during the last academic year 2018- 19.

Prof. Anil B. Patil submitted a report stating that there were no cases relating to sexual harassment in the college during the last academic year.

It was decided to conduct programs and activities about gender equity and gender sensitization.

As there were no other points for discussion, the meeting was concluded with a vote of thanks by Dr. Sunilraj Jayswal

Since there was no other points to discuss the meeting ended.



*Sunilraj Jayswal*  
Director  
K.Y.D.S.C.T.'S  
Institute of Management & Science, Sakegaon  
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**Mr. Pandurang D. Saraf**  
President

**Mr. Sanjay P. Ingale**  
Jt. Secretary

Ref. No. : IOMS / /

Date :

Date: -20/09/2022.

## Notice

As decided in the staff meeting, held on 20/09/2022, it was decided to form Mentoring / Counseling Cell for MBA students of K.Y.D.S.C.T.'s Institute of Management and Science, Sakegaon for the year 2022-23.

### Mentoring / Counselling Cell

Chairman : - Dr. Prashant P. Bornare  
Members : -Prof. Lina Amit Chaudhari  
Members : -Prof. Yogesh A. Rote

### Student Representatives:-

1. Faizan Khan Riyaz Khan
2. Morey Manisha Pundlik .
3. Patil Snehal Sunil
4. Pawar Nilesh Ashok



*Sanjay P. Ingale*  
Director  
K.Y.D.S.C.T.'S  
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President

**Mr. Sanjay P. Ingale**  
Jt. Secretary

Ref. No. : IOMS / /

Date :

Date: -15/08/2021.

## Notice

As decided in the staff meeting, held on 15/08/2021, it was decided to form Mentoring / Counseling Cell for MBA students of K.Y.D.S.C.T.'s Institute of Management and Science, Sakegaon for the year 2021-22.

### Mentoring / Counselling Cell

Chairman : -Prof. Pratik Prabhakar Randive.  
Members : -Prof. Vijay Ashok Tayade.  
Members :-Prof. Lina Suhas Patil.

### Student Representatives:-

1. Bhirud Ghoshali Sunil.
2. Chaudhari Yashashri Hemraj .
3. Moghe Bhushan Sunil.
4. Patil Rita Vijay.



*[Signature]*  
K.Y.D.S.C.T.'S  
Institute of Management & Science, Sakegaon  
Tal. Bhusawal



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Mr. Pandurang D. Saraf  
President

Mr. Sanjay P. Ingale  
Jt. Secretary

Ref. No. : IOMS / /

Date :

Date: -25/08/2020.

## Notice

As decided in the staff meeting, held on 25/08/2020, it was decided to form Mentoring / Counseling Cell for MBA students of K.Y.D.S.C.T.'s Institute of Management and Science, Sakegaon for the year 2020-21.

### Mentoring / Counselling Cell

Chairman : - Dr. Suniraj N. Jayaswal  
Members : - Prof. Vijay Ashok Tayade.  
Members :- Prof. Lina Suhas Patil.

### Student Representatives:-

1. Ojha Megha Ramkumar
2. Bhole Himali Meghashyam
3. Pimple Varun Laxmikant
4. Tayade Bharat Ashok



*[Signature]*  
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Mr. Pandurang D. Saraf  
President

Mr. Sanjay P. Ingale  
Jt. Secretary

Ref. No. : IOMS / /

Date :

Date: -30/08/2019.

## Notice

As decided in the staff meeting, held on 30/08/2019, it was decided to Mentoring /  
Counseling Cell for MBA students of K.Y.D.S.C.T's Institute of Management and Science,  
Sakegaon for the year 2019-2020.

### Mentoring / Counselling Cell

Chairman : - Dr. Suniraj N. Jayaswal  
Members : - Prof. Kamini L. Tadavi  
Members :- Prof. Shekhar D. Mahajan.

### Student Representatives:-

1. Bari Madhuri Babulal
2. Dhande Tejas Hemakant.
3. Patil Pallavi Sanjay
4. Sonone Kajal Ramesh



*Sanjay P. Ingale*  
Director  
K.Y.D.S.C.T'S  
Institute of Management & Science, Sakegaon  
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Mr. Pandurang D. Saraf

President

Mr. Sanjay P. Ingale

Jt. Secretary

Ref. No. : IOMS / /

Date :

Date: -27/09/2018.

## Notice

As decided in the staff meeting, held on 27/09/2018, it was decided to form Mentoring /  
Counseling Cell for MBA students of K.Y.D.S.C.T.'s Institute of Management and Science,  
Sakegaon for the year 2018-2019.

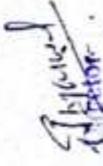
### Mentoring / Counselling Cell

Chairman : - Dr. Suniraj N. Jayaswal  
Members : - Prof. Kamini L. Tadavi  
Members : - Prof. Shekhar D. Mahajan.

### Student Representatives: -

1. Mehta Priyanka Gajendra
2. Tayade Vijay Ashok
3. Patil Durgesh Laxman
4. Warke Pushkar Umakant



  
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President

Mr. Sanjay P. Ingale  
Jt. Secretary

Ref. No. : IOMS / /

Date :

Date: -20/09/2022.

## Notice

As decided in the staff meeting, held on 20/09/2022, it was decided to form Women Empowerment Cell for MBA students of K.Y.D.S.C.T.'s Institute of Management and Science, Sakegaon for the year 2022-23.

### Women Empowerment Cell

Chairman : - Dr. Prashant P. Bornare  
Members : -Prof. Lina Amit Chaudhari  
Members :-Prof. Yogesh A. Rote

### Student Representatives:-

1. Faizan Khan Riyaz Khan
2. Morey Manisha Pundlik .
3. Patil Snehal Sunil
4. Pawar Nilesh Ashok



*(Signature)*  
Director  
K.Y.D.S.C.T.'S  
Institute of Management & Science, Sakegaon  
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**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 :

Date: -15/08/2021.

## Notice

As decided in the staff meeting, held on 15/08/2021, it was decided to form Women Empowerment Cell for MBA students of K.Y.D.S.C.T.'s Institute of Management and Science, Sakegaon for the year 2021-22.

### Women Empowerment Cell

Chairman : -Prof. Pratik Prabhakar Randive.  
Members : -Prof. Vijay Ashok Tayade.  
Members :-Prof. Lina Suhas Patil.

### Student Representatives:-

1. Bhirud Ghoshali Sunil.
2. Chaudhari Yashashri Hemraj .
3. Moghe Bhushan Sunil.
4. Patil Rita Vijay.



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



KAI. YASHODABAI DAGADU SARAF CHARITABLE TRUST'S

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President

**Mr. Sanjay P. Ingale**  
Jt. Secretary

Ref. No. : IOMS / /

Date :

Date: -25/08/2020.

## Notice

As decided in the staff meeting, held on 25/08/2020, it was decided to form Women Empowerment Cell for MBA students of K.Y.D.S.C.T.'s Institute of Management and Science, Sakegaon for the year 2020-21.

### Women Empowerment Cell

Chairman : - Dr. Suniraj N. Jayaswal  
Members : - Prof. Vijay Ashok Tayade.  
Members :- Prof. Lina Suhas Patil.

### Student Representatives:-

1. Ojha Megha Ramkumar
2. Bhole Himali Meghashyam
3. Pimple Varun Laxmikant
4. Tayade Bharat Ashok



*S. Ingale*  
K.Y.D.S.C.T.'S  
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**Mr. Pandurang D. Saraf**  
President

**Mr. Sanjay P. Ingale**  
Jt. Secretary

Ref. No. : IOMS / /

Date :

Date: -30/08/2019.

## Notice

As decided in the staff meeting, held on 30/08/2019, it was decided to Women Empowerment Cell for MBA students of K.Y.D.S.C.T.'s Institute of Management and Science, Sakegaon for the year 2019-2020.

### Women Empowerment Cell

Chairman : - Dr. Suniraj N. Jayaswal  
Members : - Prof. Kamini L. Tadavi  
Members : - Prof. Pratik P. Randive

### Student Representatives:-

1. Bari Madhuri Babulal
2. Dhande Tejas Hemakant.
3. Patil Pallavi Sanjay
4. Sonone Kajal Ramesh



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



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Mr. Pandurang D. Saraf  
President

Mr. Sanjay P. Ingale  
Jt. Secretary

Ref. No. : IOMS / /

Date :

Date: -27/09/2018.

## Notice

As decided in the staff meeting, held on 27/09/2018, it was decided to form Women Empowerment Cell for MBA students of K.Y.D.S.C.T's Institute of Management and Science, Sakegaon for the year 2018-2019.

### Women Empowerment Cell

Chairman : - Dr. Suniraj N. Jayaswal  
Members : - Prof. Shekhar D. Mahajan.  
Members :- Prof. Kamini L. Tadavi

### Student Representatives: -

1. Warke Pushkar Umakant
2. Mehta Priyanka Gajendra
3. Patil Durgesh Laxman
4. Tayade Vijay Ashok



*Sanjay P. Ingale*  
Jt. Secretary  
K.Y.D.S.C.T'S  
Institute of Management & Science, Sakegaon  
Tal. Bhusawal



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**Mr. Pandurang D. Saraf**

**President**

**Mr. Sanjay P. Ingale**

**Jt. Secretary**

Ref. No. : IOMS / /

Date :

## Notice

As decided in the staff meeting, held on 09/08/2022, it was decided to form Grievance Redressal Committee for MBA students of K.Y.D.S.C. T's Institute of Management and Science, Sakegaon for the year 2022-2023.

### Grievance Redressal Committee

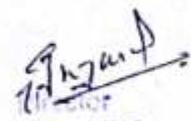
Chairman : - Dr. Prashant P. Bornare

Member : - Prof. Kolhe Devyani Chandrakant.

### Student Representatives: -

1. Deore Sumit Balu.
2. Dhande Bhushan Chandrakant.
3. Tayade Vaishali Raju.
4. Ingle Vaishali Shatrughna.



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



2022-23

**Institute of Management and Science Sakegaon,  
Bhusawal**

**STUDENTS GRIEVANCE REDRESSAL CELL**

**Minutes of Meeting Grievance Redressal Cell**

The Grievance Committee Meeting was conducted on 09-08-2022 at 10:30 in the Director cabin.

The following members were present:

Dr. Prashant P. Bornare welcomed all performance in the Student Grievance Redressal.

The Member Secretary in General read out the members and appreciated their previous minutes of meeting with the permission of the Chairman.

**Agenda 1: - Review of Previous Meeting:**

In previous meeting dated 09-08-2022, Student's Grievance Redressal Committee was insisted athlete track at ground. It was resolved with the help of Physical Director Khan Abdul Samee

**Agenda 2: -**

Sr. No	Students Grievance	Committee's Suggestion for action to be taken
1.	Additional canteen near campus during break hours	It was decided that new private tea shop provided near car park area
2.	MBA 3 rd. Floor Water tap got damaged and hot water not working properly	The Director informed the committee that the institution has to be providing new filter replacement water doctor.

Dr. Prashant P. Bornare, Director, (member) has been instructed to Prof. Kolhe Devyani Chandrakant with the supervisor for the issues related to water cooler/filter and Electrician to monitor the servicing of the electric items, like fans, lights etc.

There is no further agenda to discuss.

Vote of thanks by the Member Secretary in General.



*[Signature]*  
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**Mr. Pandurang D. Saraf**  
President

**Mr. Sanjay P. Ingale**  
Jt. Secretary

Ref. No. : IOMS / /

Date :

## Notice

As decided in the staff meeting, held on 20/08/2021, it was decided to form Grievance Redressal Committee for MBA students of K.Y.D.S.C. T's Institute of Management and Science, Sakegaon for the year 2021-2022.

### Grievance Redressal Committee

Chairman : - Prof. Yogesh Ashok Rote.  
Member : - Prof. Shekhar Dileep Mahajan

### Student Representatives: -

1. Agrawal Aaditya Manojkumar
2. Bhatkar Samruddh Sanju
3. Bonde Jidnyasa Ashok
4. Bhuse Pallavi Sunil



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

2021-22

**Institute of Management and Science Sakegaon, Bhusawal**

**Circular**

A Grievance redressal committee meeting is scheduled on 20-08-2021. All the committee members are requested to attend the meeting at 3.00 pm in the committee room. The following will be the agenda of the meeting:

- Review on the previous grievances registered from the students
- Discussion on the latest grievances of the students

Sr. No.	Name	Designation
1.	Prof. Yogesh Ashok Rote.	Chairman
2.	Prof. Shekhar Dileep Mahajan	Member
3.	Agrawal Aaditya Manojkumar	Student Representative
4.	Bhatkar Samruddh Sanju	Student Representative
5.	Bonde Jidnyasa Ashok	Student Representative
6.	Bhuse Pallavi Sunil	Student Representative

**MINUTES OF THE MEETING HELD ON 20-08-2021**

The request for the increase in the time interval of the short break made by the student's council in the meeting held on 20-08-2022 was discussed with the Director. It was decided that the times for the short break would be increased by 10 minutes. The short break which was from 11.50 am to 12 noon will now be from 11.45 am to 12-05 pm. This increase in the time by 10 minutes will be convenient to the students.

**Circular**

A Grievance redressal committee meeting is scheduled on 20-08-2021. All the committee members are requested to attend the meeting at 4.00 pm in the committee room. The following will be the agenda of the meeting:

- Review on the previous grievances registered from the students
- Discussion on the latest grievances as suggested during the student's council meeting

**MINUTES OF THE MEETING HELD ON, 20-08-2021**

The request by the student's council for conducting only two internal exams instead of three on a day was taken into consideration by the Director by the college. The students of the council conveyed that two exams on a day will give them sufficient time to revise the subject due to the long gap that should



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



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**Mr. Pandurang D. Saraf**

**President**

**Mr. Sanjay P. Ingale**

**Jt. Secretary**

Ref. No. : IOMS / /

Date: 11/01/2021  
Date :

## Notice

As decided in the staff meeting, held on 11/01/2021, it was decided to form Grievance Redressal Committee for MBA students of K.Y.D.S.C. T's Institute of Management and Science, Sakegaon for the year 2020-2021.

### Grievance Redressal Committee

Chairman : - Prof. Pratik P. Randive  
Member : - Prof. Kamini Lalkha Tadavi

### Student Representatives: -

1. Ojha Megha Ramkumar
2. Joshi Vaibhav Nandkumar
3. Nemade Dimple Rajendra
4. Patil Priyanka Sunil



*[Signature]*  
Director -  
K.Y.D.S.C.T.'S  
Institute of Management & Science, Sakegaon  
Tal. Bhusawal

2020-21

**Institute of Management and Science Sakegaon, Bhusawal**

**Circular**

A Grievance redressal committee meeting is scheduled on 11-01-2021. All the committee members are requested to attend and the meeting at 4.00 pm in the committee room. The following will be the agenda of the meeting:

- Review on the previous grievances registered from the students
- Discussion on the latest grievances of the students

Sr. No.	Name	Designation
1.	Prof. Pratik P. Ranadive	Chairman
2.	Prof. Kamini Lalkha Tadavi	Member
3.	Ojha Megha Ramkumar	Student Representative
4.	Joshi Vaibhav Nandkumar	Student Representative
5.	Nemade Dimple Rajendra	Student Representative
6.	Patil Priyanka Sunil	Student Representative

**Institute of Management and Science Sakegaon, Bhusawal**

**MINUTES OF THE MEETING HELD ON 11-01-2021**

The student s council meeting requested for a change in the mode of fee payment.

The suggested that digital payment or payment through card should be facilitated by the college authorities. After a discussion with the Director's, it was decided that the matter would be considered and very soon the convenience for such a mode of payment would be facilitated for the benefit of the student.

**Circular**

A meeting of Grievance Redressal Committee is scheduled on 11-01-2021. All the members are requested to attend the meeting 8.00 Am to 3.00 Pm in the committee room The following are be the agenda of the meeting:

- Discussion of Grievances recorded during the last student council meeting held on 11-01-2021
  - i. Request for additional drinking water point in the MBA Building.
  - ii. Request for more frequent cleaning of water cooler as there is fear of water contamination.
  - iii. Request for easy access to sanitary napkins for girl students when needed'
- Plan of action to resolve the above issues



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

# Institute of Management and Science Sakegaon, Bhusawal

## Minutes of the meeting held on, 11-01-2021 at 3.00pm in the committee room

The Director Dr. Sunilraj Jayswal welcomed all the members and opened the discussions on the agenda points as follows. He mentioned that there was a student council meeting held on 11-01-2021, where students have been requested to give their suggestions with regard to academics, examinations & autonomy and infrastructural facilities for the improvement of the college. He also mentioned that they gave some valuable suggestions on finer areas such as cleanliness of the washrooms, maintenance of classroom furniture etc. and that Mr. Shashikant Nehete Office Superintendent has been asked to make necessary steps to provide better ambience to the student community.

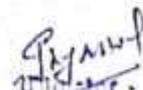
The Director mentioned the following:

- i. Students expressed that the drinking water from the cooler may be contaminated and it may not be safe to drink and students are forced to drink packaged drinking water' it may not be safe to drink and students are forced to drink packaged drinking water'
- ii. There was a request from students for more water coolers and that college is purchasing 1 new cooler, they will be installed soon, one in new block' one replacement in Management Building.
- iii. There has been a request from girl students for easy access to sanitary napkins in the college. Prof. Kamini Lalkha Tadavi would be asked to identify the possibilities of getting sanitary napkin vending machines and incinerators for all the girls' wash rooms and also provide the budgetary requirements.

Director appreciated the faculty members for their efforts to make the college a better place for the students. He asked Prof. Kamini Lalkha Tadavi to provide all the necessary support needed for the upkeep of clean and hygienic environment.

As there were no other points, the meeting ended



  
K. Kamini Lalkha Tadavi  
Institute of Management & Science, Sakegaon  
Tal. Bhusawal



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**Mr. Pandurang D. Saraf**

**President**

**Mr. Sanjay P. Ingale**

**Jt. Secretary**

Ref. No. : IOMS / /

Date :

## Notice

As decided in the staff meeting, held on 09/01/2020, it was decided to form Grievance Redressal Committee for MBA students of K.Y.D.S.C. T's Institute of Management and Science, Sakegaon for the year 2019-2020.

### Grievance Redressal Committee

Chairman : - Prof. Pratik P. Randive

Member : - Prof. Kamini L. Tadavi

### Student Representatives: -

1. Batheja Rajat Gordhandas
2. Nemade Dimple Rajendra
3. Patil Swapnil Mohan
4. Joshi Raul Lala



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

2019-20

## Institute of Management and Science Sakegaon, Bhusawal

09-01-2020

### Circular

A meeting of students Grievance Redressal Committee is scheduled on 09-01-2020 at 3.30 pm in Director's office. The agenda for the meeting is as follows.

- Discussion of Grievances recorded in the last Student council meeting held on 09-01-2020.
  - i. Selection of Executive council members
  - ii. Replacement of CPUs in class room in the MBA building.
  - iii. Consideration of attendance for students participating in cultural activities like sports.
  - iv. Instructions to keep the canteen open when functions are going on in the campus as the organizers stay long hours and they need food
  - v. Maintenance of class room infrastructures such as door latches, window stoppers, fan regulators, sufficient lighting, and broken floor/wall tiles etc.
- Plan of action for the above issues

#### Minutes of the Students Grievance redressal committee held on 09-01-2020 at 3.30 pm in the Director's office

The following members were present

Sr. No.	Name	Designation
1.	Prof. Pratik P. Ranadive	Chairman
2.	Prof. Kamini L. Tadavi	Member
3.	Batheja Rajat Gordhandas	Student Representative
4.	Nemade Dimple Rajendra	Student Representative
5.	Patil Swapnil Mohan	Student Representative
6.	Joshi Raul Lala	Student Representative

Director welcomed all the members. He mentioned that student council meeting was held on 09-01-2020 and said that the representatives of all the classes have attended the meeting. He gave the highlights of the student council meeting.

- Students were happy that there is participation in various other committees.



Institute of Management & Science, Sakegaon  
Tal. Bhusawal

• They were also happy that all the following major grievances put up in the last meeting were redressed.

- ✓ Installation of 1 more water coolers
- ✓ Installation of sanitary napkin vending machines and incinerators in the girls' washroom
- ✓ Upgradation of computers in the labs
- ✓ Expansion of space in the canteen
- ✓ Regular checking up for the potability of the drinking water
- ✓ Formation of canteen committee to monitor the cleanliness and hygiene of the canteen

Director mentioned that the requests put up by students should be looked into immediately and the college should make the life of students more comfortable. He said that

1. 8 students have self-nominated themselves to be members of the executive council, with a request to have members from all faculties. He requested the members to identify 2 members covering all the activities of the Institute.
2. Dr. Sunilraj Jaiswal, Director informed to monitor and get the CPUs replaced with the updated version to monitor and get the CPUs replaced with the updated version
3. Attendance would be considered if students are selected for national Level of participation out of a credible crowd. Level of participation out of a credible crowd.
4. Faculty in charges make necessary arrangements to schedule special classes for the students missing their regular classes due to attending CRT classes, if they need.
5. Canteen would be kept open for long hours on the days when there are some special events in the college for student organisers
6. Mr. Shashikant Nehete, Office Supdt. has been instructed to look into the maintenance of class room infrastructures, however, the broken floor tiles is due to some structural defect which will be replaced in a phased manner.

Director requested Prof. Kamini L. Tadavi to follow up with Prof. Pratik P. Ranadive regarding the maintenance of classroom infrastructure and also about the replacement of CPUs in MBA Classrooms. Members were asked to short list the Executive Committee and communicate to the Student Council.

The Director thanked all the members and the meeting ended at 4.20 pm as there were no other points for discussion



*K.Y.D.S.C.T.'S*  
Director  
K.Y.D.S.C.T.'S  
Institute of Management & Science, Sakegaon  
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**Mr. Pandurang D. Saraf**  
President

**Mr. Sanjay P. Ingale**  
Jt. Secretary

Ref. No. : IOMS / /

Date: 11-08-2018

## Notice

As decided in the staff meeting, held on 11-08-2018, it was decided to form Grievance Redressal Committee for MBA students of K.Y.D.S.C. T's Institute of Management and Science, Sakegaon for the year 2018-2019.

### Grievance Redressal Committee

Chairman : - Prof. Shekhar Dileep Mahajan  
Member : - Prof. Anil B. Patil

### Student Representatives: -

1. Ahire Ritesh Anil
2. Chaudhari Harshal Chandrakant
3. Wagh Rupesh Santosh
4. Mahajan Govinda Arun



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

2018-19

**Institute of Management and Science Sakegaon, Bhusawal**

**Circular**

11-08-2018

A meeting of students Grievance Redressal Committee is scheduled on 11-08-2018 at 4.00 pm in Director's cabin. The agenda for the meeting is as follows.

- Discussion of Grievances recorded in the last Student council meeting held on 11-08-2018
- 1. Maintenance of classroom and other college basic infrastructure
- 2. Workshop on First Aid
- 3. Orientation for GE course registration
- Plan of action for the above issues

**Institute of Management and Science Sakegaon, Bhusawal**

Minutes of the Students Grievance Redressal Committee held on 11-08-2018 at 4.00 pm in the Director's office.

The following members were present.

Sr. No.	Name	Designation
1.	Prof. Shekhar Dileep Mahajan	Chairman
2.	Prof. Anil B. Patil	Member
3.	Ahire Ritesh Anil	Student Representative
4.	Chaudhari Harshal Chandrakant	Student Representative
5.	Wagh Rupesh Santosh	Student Representative
6.	Mahajan Govinda Arun	Student Representative

Director Dr. Sunilraj Jayswal welcomed all the members. He expressed about the students' request for regular maintenance of classroom infrastructure, shortage of water in the washrooms and improper lighting in some of the classrooms. He asked Prof. Anil B. Patil to inform Mr. Shashikant Nehete, Office Supdt. to keep a regular watch on the maintenance of basic infrastructure of the college.

Director said that students put up a request to organize First Aid workshop for students. He said that the health committee of the college could organize a workshop on First Aid. Ahire Ritesh Anil said that an alumnus Wagh Rupesh Santosh has been contacted and requested to provide First Aid Training to the students and he has agreed to do the same on 11-08-2018



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

He mentioned that some of the students faced difficulties in the process of registration for GE courses, as a result, they could not opt for the course they intended in time and they requested for an orientation/guidance for registration for GE course. He also said that Chaudhari Harshal Chandrakant has agreed to look into the matter by providing the necessary information in the Bhavan's App

The meeting ended at 4.45 pm as there were no other points for discussion



*Handwritten signature*



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**Mr. Pandurang D. Saraf**  
President

**Mr. Sanjay P. Ingale**  
Jt. Secretary

Ref. No. : IOMS / /

Date :

Date: - 06/08/2022

## Notice

As decided in the staff meeting, will be held on 08/08/2022 and 09/03/2023, it will decide to form Anti - Ragging Committee for MBA students of K.Y.D.S.C.T.'s Institute of Management and Science, Sakegaon for the year 2022-2023.

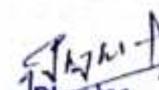
### Anti - Ragging Committee

Chairman : - Dr. Prashant P. Bornare  
Member : - Prof. Kolhe Devyani Chandrakant.

### Student Representatives: -

1. Deore Sumit Balu.
2. Dhande Bhushan Chandrakant.
3. Tayade Vaishali Raju.
4. Ingle Vaishali Shatrughna.



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

# Institute Of Management & Science, Sakegaon

Date:16/03/2023

## Annual Committee Meeting Minutes Report Title of the committee: Anti ragging Committee

Year:2022-2023

Sr. No.	Name of the person	Position
1	Dr. Prashant P. Bornare	Chairman
2	Prof. Devyani Chandrakant Kolhe	Member
3	Deore Sumit Balu.	Student Representative
4	Dhande Bhushan Chandrakant.	Student Representative
5	Tayade Vaishali Raju.	Student Representative
6	Ingle Vaishali Shatrughna	Student Representative

### Annual report of committee has been submitted on 16/03/2023

Sr.No.	Date	Time	Venue	Brief Agenda	Action Taken
1.	07/08/2022	9-10am	Director Office	Schedule meeting has been planned	No case found. • Forms have been Documented with class coordinator
2	09/03/2023	9-10am	Director Office	Schedule meeting has been planned	Anti ragging orientation program and guest lecture unawareness about anti-ragging has been organized on 18/03/2023 and speaker- Dr. Samiksha Warake



*[Signature]*  
Director  
K.Y.D.S.C.T.'S  
Institute of Management & Science, Sakegaon  
Tal. Bilusawal



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 :

Date: - 18/08/2021

## Notice

As decided in the staff meeting, will be held on 20/08/2021 and 12/03/2022, it will decide to form Anti - Ragging Committee for MBA students of K.Y.D.S.C. T's Institute of Management and Science, Sakegaon for the year 2021-2022.

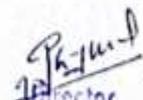
### Anti - Ragging Committee

Chairman : - Prof. Yogesh Ashok Rote.  
Member : - Prof. Kamini Lalkha Tadavi

### Student Representatives: -

1. Agrawal Aaditya Manojkumar
2. Bhatkar Samruddh Sanju
3. Bonde Jidnyasa Ashok
4. Bhuse Pallavi Sunil



  
Director  
K.Y.D.S.C.'S  
Institute of Management & Science, Sakegaon  
Tal. Bhusawal

# Institute of Management & Science, Sakegaon

Date: 21/03/2022

## Annual Committee Meeting Minutes Report Title of the committee: Anti ragging Committee Year:2021-2022

Sr. No.	Name of the person	Position
1	Prof. Yogesh Ashok Rote	Chairman
2	Prof. Kamini Lalkha Tadavi	Member
3	Agrawal Aaditya Manojkumar	Student Representative
4	Bhatkar Samruddh Sanju	Student Representative
5	Bonde Jidnyasa Ashok	Student Representative
6	Bhuse Pallavi Sunil	Student Representative

### Annual Report of committee has been submitted on 21/03/2022

Sr.No.	Date	Time	Venue	Brief Agenda	Action Taken
1.	20/08/2021	9-10am	Director Office	Schedule meeting has been planned	Anti ragging orientation program and guest lecture unawareness about anti-ragging has been organized on 24/08/2021 and speaker- Dr. Parag R. Patil
2	12/03/2022	9-10am	Director Office	Schedule meeting has been planned	<ul style="list-style-type: none"><li>• No case found.</li><li>• Forms have been Documented with class coordinator</li></ul>



*[Signature]*  
K. K. D. S. C. T. S.  
Institute of Management & Science, Sakegaon  
Tal. Bhusawal



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**Mr. Pandurang D. Saraf**

**President**

**Mr. Sanjay P. Ingale**

**Jt. Secretary**

Ref. No. : IOMS / /

Date :

Date: - 09/10/2020

## Notice

As decided in the staff meeting, will be held on 10/10/2020 and 11/01/2021, it will decide to form Anti - Ragging Committee for MBA students of K.Y.D.S.C. T's Institute of Management and Science, Sakegaon for the year 2020-2021.

### Anti - Ragging Committee

Chairman :- Prof. Pratik P. Randive  
Member :- Prof. Shekhar Dileep Mahajan

### Student Representatives: -

1. Ojha Megha Ramkumar
2. Joshi Vaibhav Nandkumar
3. Nemade Dimple Rajendra
4. Patil Priyanka Sunil



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

# Institute Of Management & Science, Sakegaon

Date: 15/01/2021

Annual Committee Meeting Minutes Report  
Title of the committee: Anti ragging Committee

Year:2020-2021

Sr. No.	Name of the person	Position
1	Prof. Pratik P. Ranadive	Chairman
2	Prof. Shekhar Dilcep Mahajan	Member
3	Ojha Megha Ramkumar	Student Representative
4	Joshi Vaibhav Nandkumar	Student Representative
5	Nemade Dimple Rajendra	Student Representative
6	Patil Priyanka Sunil	Student Representative

Annual report of committee has been submitted 15/01/2021

Sr. No.	Date	Time	Venue	Brief Agenda	Action Taken
1.	10/10/2020	9-10am	Director Office	Schedule meeting has been planned	.. Due to Covid -19, from 16 <sup>th</sup> March 2020 No students are attending college. So no any ragging case found
2.	11/01/2021	9-10am	Director Office	Schedule meeting has been planned	.. Due to Covid -19, from 16 <sup>th</sup> March 2020 No students are attending college. So no any ragging case found



*[Signature]*  
Director  
K.K.D.S.C.T.S.  
Institute of Management & Science, Sakegaon  
Tal. Bhusawal



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Mr. Pandurang D. Saraf

President

Mr. Sanjay P. Ingale

Jt. Secretary

Ref. No. : IOMS / /

Date :

Date : - 08/10/2019

## Notice

As decided in the staff meeting, will be held on 10/10/2019 and 09/01/2020, it will decide to form Anti - Ragging Committee for MBA students of K.Y.D.S.C.T.'s Institute of Management and Science, Sakegaon for the year 2019-2020.

### Anti - Ragging Committee

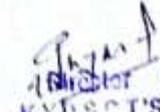
Chairman : - Prof. Pratik P. Randive

Member : - Prof. Shekhar Dileep Mahajan

### Student Representatives: -

1. Batheja Rajat Gordhandas
2. Nemade Dimple Rajendra
3. Patil Swapnil Mohan
4. Joshi Raul Lala



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



# Institute Of Management & Science, Sakegaon

Date:15/01/2020

Annual Committee Meeting Minutes Report  
Title of the committee: Anti ragging Committee

Year:2019-20

Sr. No.	Name of the person	Position
1	Prof. Pratik P. Ranadive	Chairman
2	Prof. Shekhar Dileep Mahajan	Member
3	Batheja Rajat Gordhandas	Student Representative
4	Nemade Dimple Rajendra	Student Representative
5	Patil Swapnil Mohan	Student Representative
6	Joshi Raul Lala	Student Representative

Annual report of committee has been submitted on 15/01/2020

Sr.No.	Date	Time	Venue	Brief Agenda	Action Taken
1.	10/10/2019	9-10am	Director Office	Schedule meeting has been planned	<ul style="list-style-type: none"><li>• No case found.</li><li>• All students has been enrolled.</li><li>• Display board for college has been sanctioned..</li></ul>
2.	09/01/2020	9-10am	Director Office	Schedule meeting has been planned	<ul style="list-style-type: none"><li>• No case found.</li><li>• Forms have been Documented with class coordinator</li></ul>



*[Signature]*  
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Mr. Pandurang D. Saraf  
President

Mr. Sanjay P. Ingale  
Jt. Secretary

Ref. No. : IOMS / /

Date :

Date: - 10/08/2018

## Notice

As decided in the staff meeting, will be held on 11/08/2018 and 12/03/2019, it will decide to form Anti - Ragging Committee for MBA students of K.Y.D.S.C.T.'s Institute of Management and Science, Sakegaon for the year 2018-2019.

### Anti - Ragging Committee

Chairman : - Prof. Kamini L. Tadavi  
Member : - Prof. Anil B. Patil

### Student Representatives:-

1. Ahire Ritesh Anil
2. Chaudhari Harshal Chandrakant
3. Wagh Rupesh Santosh
4. Mahajan Govinda Arun



*Sanjay P. Ingale*  
Director  
K.Y.D.S.C.T.'S  
Institute of Management & Science, Sakegaon  
Tal. Bhussawal



# Institute Of Management & Science, Sakegaon

Date: 18/03/2019

Annual Committee Meeting Minutes Report  
Title of the committee: Anti ragging Committee

Year:2018-2019

Sr. No.	Name of the person	Position
1	Prof. Kamini L. Tadavi	Chairman
2	Prof. Anil B. Patil	Member
3	Ahire Ritesh Anil	Student Representative
4	Chaudhari Harshal Chandrakant	Student Representative
5	Wagh Rupesh Santosh	Student Representative
6	Mahajan Govinda Arun	Student Representative

Annual Report of Committee has been submitted on 18/03/2019

Sr.No.	Date	Time	Venue	Brief Agenda	Action Taken
1.	11/08/2018	9-10am	Director Office	To inquire any case found • To replace the new academic display board.	• No case found. • All students has been enrolled. • Display board for college has been sanctioned..
2	12/03/2019	9-10am	Director Office	• Schedule meeting has been planned	• No case found. • Forms have been Documented with class coordinator



*[Signature]*  
Director  
K.Y.D.S.T.'S  
Institute of Management & Science, Sakegaon  
Tal. Bhusawal



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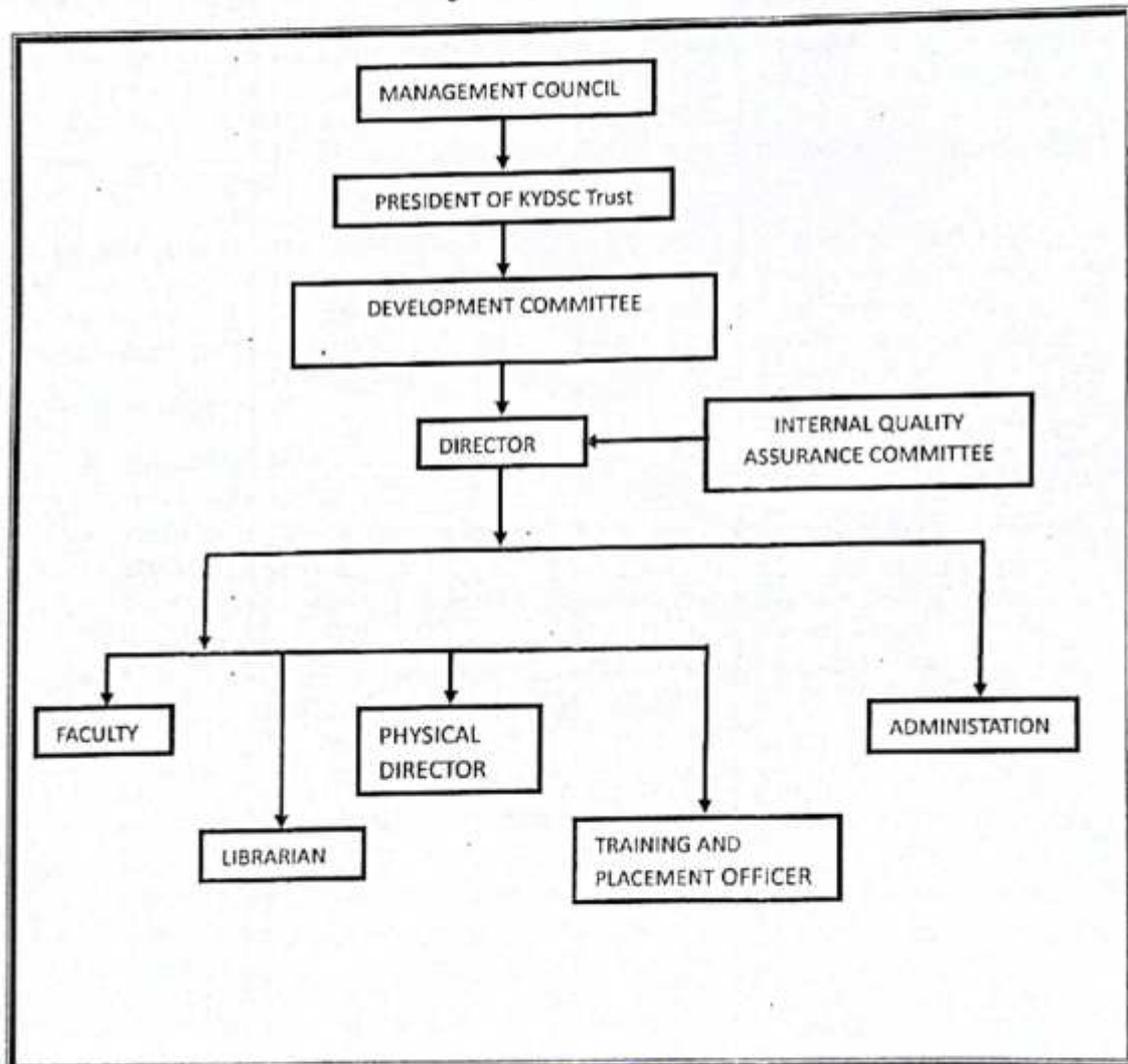
**Mr. Sanjay P. Ingale**  
Jt. Secretary

Ref. No. : IOMS / /

Date : 12/05/24

**ORGANOGRAM OF THE INSTITUTE**

6.2.2



*Sanjay P. Ingale*

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



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**Mr. Pandurang D. Saraf**  
President

**Mr. Sanjay P. Ingale**  
Jt. Secretary

Ref. No. : IOMS / /

Date : 12/05/24

Creating an organogram for an MBA institute involves the hierarchical structure and reporting relationships within the institution.

This organogram represents a typical hierarchical structure found in KYDST's Institute of Management and Science, Sakegaon in our MBA institutes.

1. Management Council:- The highest Management Council. Committee responsible for setting the overall strategic direction and policies of the MBA institute. It also involvement of our President of KYDST's Institute of Management and Science, Sakegaon Hon. Pandurang Dagadu Saraf for implementation of policies and ensuring the efficient functioning of the institute.

2. Director:-Our Director Dr. Prashant P. Bormare have the too much importance to develop the institute and formulate the new policies and that policies are sanction by the management of the institute . The top academic and administrative leader responsible for managing the overall operations of the institute, including academic programs, faculty, students, and staff.

3. Heads of Departments:-

- Academic Head:- Oversees academic programs, curriculum development, and faculty affairs.
- Administration:- Manages administrative functions such as facilities, infrastructure, and support services.
- Finance Head:- Handles financial management, budgeting, accounting, and financial reporting.
- Placement Head:- Coordinates placement activities, liaises with recruiters, and supports student career development.

4. Support Staff:-

- Faculty Members:- Teaching staff responsible for delivering courses, conducting research, and mentoring students.
- Registrar: - Manages student records, admissions, enrolment, and academic records.
- Finance Manager:- Assists the finance head in financial planning, budget management, and compliance.

This is our organogram provides a clear representation of the hierarchical structure and reporting lines within the MBA institute, enabling effective communication, decision-making, and coordination across various departments and functions.



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



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Mr. Pandurang D. Saraf  
President

Mr. Sanjay P. Ingale  
Jt. Secretary

Ref. No. : IOMS / /  
6.2.2

Date : 15/5/24

The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

A well-functioning institutional body demonstrates effectiveness and efficiency through various aspects of its policies, administrative setup, appointment and service rules, procedures, and more. Here's how each of these components contributes to the overall effectiveness and efficiency of institutional bodies:

- 1. Policies:-** Institutional policies establish guidelines, principles, and standards that govern the operation and conduct of the institution. They are designed to align with the institution's mission, vision, and values while ensuring compliance with legal and regulatory requirements. Well-defined policies provide clarity, consistency, and accountability in decision-making, contributing to the effective and efficient functioning of institutional bodies.
- 2. Administrative Setup:-** The administrative setup of an institution defines the organizational structure, roles, and responsibilities of various administrative units and personnel. A clear and streamlined administrative setup ensures smooth coordination, communication, and workflow within the institution. Well-defined reporting lines, delegation of authority, and allocation of resources optimize operational efficiency and facilitate effective decision-making.
- 3. Appointment and Service Rules:-** Appointment and service rules govern the recruitment, selection, appointment, promotion, and performance evaluation of faculty, staff, and administrators within the institution. Transparent, merit-based, and fair appointment and service rules promote professionalism, integrity, and accountability in human resource management. They ensure that qualified individuals are recruited, retained, and motivated to contribute effectively to the institution's mission and goals.
- 4. Procedures:-** Procedures outline the step-by-step processes and workflows for carrying out various administrative, academic, and operational tasks within the institution. Well-documented procedures provide clarity, consistency, and efficiency in executing routine activities, such as admissions, enrolment, academic planning, budgeting, procurement, and facilities management. Standardized procedures reduce errors, delays, and redundancies, enhancing overall productivity and performance.



  
Director  
K.Y.D.S.C.T.'S  
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Mr. Pandurang D. Saraf  
President

Mr. Sanjay P. Ingale  
Jt. Secretary

Ref. No. : IOMS / /

Date : 15/5/24

- 5. Compliance and Monitoring:-** Institutional bodies ensure compliance with relevant laws, regulations, and accreditation standards governing higher education. They establish mechanisms for monitoring, evaluation, and continuous improvement to assess the effectiveness and efficiency of institutional policies, administrative setup, appointment and service rules, procedures, and other operational practices. Regular audits, reviews, and feedback mechanisms enable institutional bodies to identify areas for enhancement and implement corrective actions as needed.
- 6. Stakeholder Engagement:-** Institutional bodies engage stakeholders, including faculty, staff, students, alumni, governing boards, regulatory agencies, and community partners, in decision-making processes and policy development. Meaningful stakeholder engagement fosters collaboration, transparency, and inclusivity, leading to better-informed decisions and increased support for institutional initiatives. It ensures that the interests and perspectives of diverse stakeholders are considered in shaping the institution's direction and priorities.

Overall, the effective and efficient functioning of institutional bodies relies on the alignment of policies, administrative structures, appointment and service rules, procedures, and compliance mechanisms with the institution's mission, goals, and values. By optimizing organizational processes, promoting accountability, and engaging stakeholders, institutional bodies can enhance their capacity to fulfil their educational, research, and service missions effectively and efficiently.



  
Director  
K.Y.D.S.C.T.'S  
Institute of Management & Science, Sakegaon,  
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**Mr. Pandurang D. Saraf**

**President**

**Mr. Sanjay P. Ingale**

**Jt. Secretary**

Ref. No. : IOMS / / KYDSCT's Management Council

Date : 15/01/24

Sr. No.	Name	Designation
01	Mr. Pandurang Dagadu Saraf	President
02	Mrs. Poonam Prashant Warade	Vice President
03	Mr. Aashish Pandurang Saraf	Secretary
04	Mr. Sanjay Pandit Ingale	Joint Secretary
05	Prof. H. V. Chaudhari	Academician
06	Dr. Prashant P. Bornare	I / C Director
07	Mr. Yogesh A. Rote	College Faculty
08	Nominee Of Reginal Officer, Western AICTE Office. Mumbai	Member
09	Nominee Of Director, DTE Mumbai	Member
10	Nominee Of KBC NMU, Jalgaon	Member

The Management Council of a college serves as a key governing body responsible for overseeing the overall management, administration, and strategic direction of the institution.

• **Function and Responsibilities of Management Council :-**

- 1. Strategic Planning:-** The Management Council participates in the development and implementation of the college's strategic plan. It sets long-term goals, objectives, and priorities that align with the institution's mission, vision, and values. The council evaluates the effectiveness of existing strategies and identifies opportunities for innovation and improvement.
- 2. Policy Formulation:-** The Management Council formulates and reviews institutional policies, guidelines, and regulations governing various aspects of college operations, including academic programs, student affairs, faculty appointments, financial management, and campus facilities. These policies ensure compliance with legal requirements, accreditation standards, and best practices in higher education.
- 3. Financial Oversight:-** The Management Council oversees the financial management and budgeting processes of the college. It reviews financial reports, audits, and projections to ensure fiscal responsibility, transparency, and sustainability. The council allocates resources strategically to support academic programs, student services, infrastructure development, and other institutional priorities.



**Director**  
**K.Y.D.S.C.T.'S**  
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Mr. Pandurang D. Saraf  
President

Mr. Sanjay P. Ingale  
Jt. Secretary

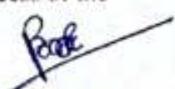
Ref. No. : IOMS / /

Date : 18/5/24

- Appointment and Evaluation:-** The Management Council is involved in the appointment, evaluation, and retention of senior administrative officers, including the college president or principal. It establishes criteria and procedures for the selection of top leadership positions and conducts periodic performance evaluations to assess their effectiveness in advancing the institution's mission and goals.
- Academic Affairs:-** The Management Council provides oversight of academic programs, curriculum development, and quality assurance initiatives. It approves new academic programs, reviews existing ones, and ensures alignment with accreditation standards and industry trends. The council promotes excellence in teaching, research, and scholarship by supporting faculty development and academic innovation.
- Student Affairs:-** The Management Council addresses matters related to student admissions, enrolment, welfare, and discipline. It establishes policies and procedures to promote student success, diversity, and inclusivity on campus. The council may also address student grievances, conduct disciplinary hearings, and implement student support services and programs.
- Community Engagement:-** The Management Council fosters partnerships and collaborations with external stakeholders, including government agencies, industry partners, alumni associations, and community organizations. It promotes civic engagement, social responsibility, and economic development through outreach activities, service-learning projects, and community service initiatives.
- Legal and Regulatory Compliance:-** The Management Council ensures compliance with relevant laws, regulations, and accreditation standards governing higher education. It monitors changes in legislation and regulatory requirements and takes proactive measures to address compliance issues and mitigate risks to the institution.
- Risk Management:-** The Management Council identifies, assesses, and manages risks that may affect the college's reputation, operations, or financial stability. It develops risk management strategies, contingency plans, and crisis response protocols to mitigate potential threats and ensure continuity of operations in emergency situations.
- Governance and Accountability:-** The Management Council upholds principles of good governance, transparency, and accountability in college operations. It establishes mechanisms for oversight, reporting, and evaluation to ensure that institutional resources are used effectively and ethically to advance the college's mission and serve the interests of its stakeholders.

By fulfilling these functions and responsibilities, the Management Council plays a critical role in guiding the strategic direction, ensuring the integrity, and promoting the success of the college as a leading institution of higher education.



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



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**Mr. Pandurang D. Saraf**

**President**

**Mr. Sanjay P. Ingale**

**Jt. Secretary**

Ref. No. : IOMS / KYDSCT's College Development Committee

Date : 1st/5/24

Sr. No.	Name	Designation
1	Mr. Pandurang Dagadu Saraf	President
2	Mr. Sanjay Pandit Ingale	Joint Secretary
3	Prof. H. V. Chaudhari	Academician
4	Dr. Prashant P. Bormare	I / C Director
5	Dr. Parag R. Patil	Principle of COP
6	Mr. Prashant P. Raul	College Faculty
7	Mr. Shashikant S. Nehete	Office Supredent

The College Development Committee (CDC) in a college typically plays a crucial role in guiding the institution's development and growth by focusing on various aspects of its academic, administrative, and infrastructural advancement. Here are the key roles and responsibilities of the College Development Committee:

• **Role and Responsibilities of College Development Committee :-**

**1. Strategic Planning:-** The CDC participates in the development of the college's strategic plan, setting long-term goals, objectives, and priorities for institutional development. It identifies opportunities for improvement and innovation in academic programs, student services, facilities, and infrastructure.

**2. Resource Mobilization:-** The CDC explores avenues for resource mobilization to support the college's development initiatives. This may include fundraising campaigns, grant applications, corporate partnerships, alumni engagement, and other fundraising strategies to secure financial resources for infrastructure upgrades, faculty development, research projects, and student scholarships.

**3. Infrastructure Development:-** The CDC oversees the planning, design, and implementation of infrastructure projects aimed at enhancing the college's physical facilities and amenities. It assesses the current infrastructure needs, prioritizes capital investments, and monitors construction activities to ensure compliance with quality standards and timelines.



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



## 6.2.2 Organization Structure

### KYDSCT's Institute of Management and Science, Sakegaon

2020-2021

President / Secretary

( Hon. Mr. Pandurang Saraf / Hon. Mr. Sanjay Ingle )

Director

( Dr. Sunilraj N. Jayaswal )

Teaching Faculty

Non-Teaching Staff

- |                                     |                 |
|-------------------------------------|-----------------|
| 1) Dr. Sunilraj Nilchandra Jayaswal | Director        |
| 2) Mr. Khan Abdul Samee             | Phy. Dir.       |
| 3) Prof Rupali Bhanudas Chaudhari   | Assistant Prof. |
| 4) Prof Anil Bhimrao Patil          | Assistant Prof. |
| 5) Prof. Shekhar Dilip Mahajan      | Assistant Prof. |
| 6) Prof. Pratik Prabhakar Randive   | Assistant Prof. |
| 7) Prof. Kamini Lalkha Tadvi        | Assistant Prof. |
| 8) Prof. Aatish Vishwanath Patil    | Assistant Prof. |
| 9) Prof. Vijay Ashok Tayade         | Assistant Prof. |
| 10) Prof. Sudarshan Shirish Bhole   | Assistant Prof. |
| 11) Prof. Lina Suhas Patil          | Assistant Prof. |

- |                                 |             |
|---------------------------------|-------------|
| 1) Mrs. Vidhya Nilkanth Firake  | (Librarian) |
| 2) Mr. Shashikant Suresh Nehete | (Clerk)     |
| 3) Miss. Rajani Sanjay Ingale   | (Clerk)     |
| 4) Mr. Chetan Pandit Talele     | (Peon)      |



*Dr. Sunilraj N. Jayaswal*  
Director

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

Tal. Bhilsawadi

## 6.2.2 Organization Structure

### KYDSC T's Institute of Management and Science, Sakegaon

2021-2022

President / Secretary

( Hon. Mr. Pandurang Saraf / Hon. Mr. Sanjay Ingle )

Director  
( Dr. Sunilraj N. Jayaswal )

Teaching Faculty

1. Dr. Sunilraj Nilchandra Jayaswal
2. Mr. Khan Abdul Samee
3. Prof. Shekhar Dilip Mahajan
4. Prof. Pratik Prabhakar Randive
5. Prof. Kamini Lalkha Tadvvi
6. Prof. Aatish Vishwanath Patil
7. Prof. Vijay Ashok Tayade
8. Prof. Sudarshan Shirish Bhole
9. Prof. Lina Suhas Patil
10. Prof. Devyani Chandrakant Kolhe
11. Prof. Yogesh Ashok Rote

Non-Teaching Staff

1. Mrs. Vidhya Nilkanth Firake (Librarian)
2. Mr. Shashikant Suresh Nehete (Clerk)
3. Miss. Rajani Sanjay Ingale (Clerk)
4. Mr. Chetan Pandit Talele (Peon)
5. Mr. Sohan Vasant Ingale (Peon)



*(Signature)*  
Director  
KYD.S.C.T.'S  
Institute of Management & Science, Sakegaon  
Tal. Bhusaawal

## 6.2.2 Organization Structure

### KYDSCT's Institute of Management and Science, Sakegaon

2022-2023

President / Secretary

( Hon. Mr. Pandurang Saraf / Hon. Mr. Sanjay Ingle )

I/C Director  
( Dr.Prashant P. Bornare )

Non-Teaching Staff

1. Mrs. Vidhya Nilkanth Firake ( Librarian )
2. Mr. Vinod Vitthal Kakade ( Librarian )
3. Mr. Shashikant Suresh Nehete ( Clerk )
4. Mr. Chetan Pandit Talele ( Peon )

Teaching Faculty

- |                                     |                 |
|-------------------------------------|-----------------|
| 1. Dr. Sunilraj Nilchandra Jayaswal | Professor       |
| 2. Dr. Prashant Pandit Bornare      | Associate Prof. |
| 3. Mr. Khan Abdul Samee             | Phy. Dir.       |
| 4. Prof. Shekhar Dilip Mahajan      | Assistant Prof. |
| 5. Prof. Kamini Lalkha Tadvi        | Assistant Prof. |
| 6. Prof. Vijay Ashok Tayade         | Assistant Prof. |
| 7. Prof. Lina Suhas Patil           | Assistant Prof. |
| 8. Prof. Devyani Chandrakant Kolhe  | Assistant Prof. |
| 9. Prof. Yogesh Ashok Rote          | Assistant Prof. |
| 10. Prof. Prashant Padamsing Raul   | Assistant Prof. |
| 11. Prof. Vibhuti Arun Patil        | Assistant Prof. |



*[Signature]*

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

**6.2.2 Organization Structure**  
**KYDSCT's Institute of Management and Science, Sakegaon**

2023-2024

President / Secretary

( Hon. Mr. Pandurang Saraf / Hon. Mr. Sanjay Ingle )

I/C Director  
 ( Dr.Prashant P. Bornare )

Teaching Faculty

- 1. Dr. Sunilraj Nilchandra Jayaswal
- 2. Dr. Prashant Pandit Bornare
- 3. Mr. Khan Abdul Samee
- 4. Prof. Shekhar Dilip Mahajan
- 5. Prof. Kamini Lalkha Tadvi
- 6. Prof. Lina Suhas Patil
- 7. Prof. Devyani Chandrakant Kolhe
- 8. Prof. Yogesh Ashok Rote
- 9. Prof. Prashant Padamsing Raul
- 10. Prof. Vibhuti Arun Patil
- 11. Prof. Ganesh Dileep Patil

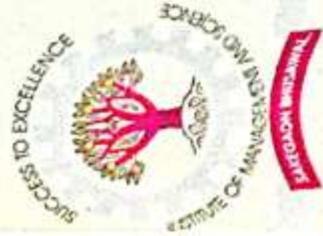
- Professor
- Assosiate Prof.
- Phy. Dir.
- Assistant Prof.

Non-Teaching Staff

- 1. Mr. Vinod Vitthal Kakade (Librarian)
- 2. Mr. Shashikant Suresh Nehete (Clerk)
- 3. Mr. Chetan Pandit Talele (Peon)



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



KAI. YASHODABAI DAGADU SARAF CHARITABLE TRUST'S

# INSTITUTE OF MANAGEMENT AND SCIENCE

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

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Mr. Pandurang D. Saraf

President

Mr. Sanjay P. Ingale

Jt. Secretary

Ref. No. : IOMS / /

Date :

The organization structure of an MBA college defines the hierarchical arrangement of departments, units, and positions within the institution. It outlines reporting relationships, lines of authority, and communication channels. The role and function of the organization structure in an MBA college are as follows:

- 1. Clarity of Roles and Responsibilities:** The organization structure clearly defines the roles and responsibilities of different departments, units, and positions within the MBA college. This clarity helps in avoiding confusion, duplication of efforts, and ensures that each member of the college community understands their duties and obligations.
- 2. Efficient Decision-Making:** By establishing reporting relationships and lines of authority, the organization structure facilitates efficient decision-making processes within the MBA college. Decisions can be made promptly and effectively as individuals know whom to report to and who has the authority to make decisions on particular matters.
- 3. Optimized Communication:** The organization structure enables streamlined communication channels within the MBA college. Clear reporting relationships ensure that information flows smoothly between different levels of the organization, promoting transparency, collaboration, and coordination among departments and units.
- 4. Resource Allocation:** The organization structure helps in the efficient allocation of resources, including human, financial, and physical resources, within the MBA college. By delineating responsibilities and hierarchies, the structure ensures that resources are allocated according to institutional priorities and objectives.
- 5. Academic and Administrative Oversight:** The organization structure provides oversight and supervision of academic and administrative functions within the MBA college. Academic departments are responsible for curriculum development, course delivery, and faculty affairs, while administrative units manage facilities, student services, finance, and other operational aspects.
- 6. Support for Growth and Development:** As the MBA college grows and evolves, the organization structure can adapt to accommodate changes and new initiatives. It provides a framework for expansion, diversification, and innovation while maintaining coherence and alignment with institutional goals.
- 7. Promotion of Accountability:** The organization structure promotes accountability by clearly defining reporting relationships and lines of authority. Individuals are held accountable for their actions and decisions within their respective areas of responsibility, contributing to the overall effectiveness and performance of the MBA college.
- 8. Facilitation of Collaboration:** Collaboration among departments, units, and stakeholders is facilitated by the organization structure. Cross-functional teams can be formed to address specific challenges or opportunities, leveraging the expertise and resources available within the MBA college to achieve common objectives.

Overall, the organization structure of an MBA college plays a pivotal role in facilitating effective management, coordination, and performance of various functions and activities. It provides a framework for achieving institutional goals, promoting excellence in teaching, research, and service within the higher education sector.



*Prd*  
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