



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](http://www.imssakegaon.org) E mail : [imssakegaon@rediffmail.com](mailto: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 :

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





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(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.

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