

Criterion No. VI

Governance Leadership and Management

6.5 :- Internal Quality Assurance System



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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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 : 17/05/24

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes.

Internal Quality Assurance Cell (IQAC) focuses on initiating, planning and supervising activities that are essential to increase the quality of the education. IQAC plays vital role in maintaining quality standards in teaching, learning and evaluation. Among several initiatives taken by IQAC, two initiatives are as follows.

1. Result Benchmark and Analysis

IQAC of the institute strongly believes that the success of Institution depends on outstanding results. With the help of detail Result Analysis, institute identifies areas of strength and weakness in teaching & learning. As per suggestion by IQAC, institute has framed a comprehensive methodology of result analysis as follows-

Minimum Passing Standard for each subject: Institute has set minimum passing percentage of each subject. i.e. More than University Average Passing Percent.

Comparative Analysis of Institute with University and Previous Year Result: Institute comparatively analyses results of each subject against University Passing Percentage for current and Previous Academic Year. This analysis helps to ascertain the incremental improvement in results.

Comparative Analysis of Overall Passing Percentage (All Clear) of Institute with Other Institutes: This analysis helps to ascertain the rank of the Institute in the University region.

Result Analysis highlights Toppers, Advanced Learners and Slow Learners: This analysis helps to identify the bright students so that institute can enrich their learning experience and overall development. In addition to this the list of slow learners helps Institute to provide special attention to their requirement to overcome their difficulties.

- 1. Policy Formulation:-**IQAC is often responsible for formulating quality policies and guidelines aligned with national and international quality standards and accreditation requirements.
- 2. Quality Assurance Framework:-**IQAC designs and implements a comprehensive quality assurance framework encompassing various aspects of institutional functioning, including teaching, learning, research, infrastructure, and governance.



Sanjay P. Ingale
Director

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Institute of Management & Science, Sakegaon
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3. **Monitoring and Evaluation:**-IQAC establishes mechanisms for continuous monitoring and evaluation of institutional activities and processes to ensure adherence to quality standards. This may involve the development of performance indicators, benchmarks, and assessment tools.
4. **Data Analysis and Feedback:**-IQAC collects, analyses, and interprets relevant data and feedback from stakeholders to identify areas for improvement and inform decision-making processes.
5. **Internal Audits and Reviews:**- IQAC conducts periodic internal audits and reviews to assess the effectiveness of quality assurance measures and identify areas of non-compliance or improvement.
6. **Documentation and Reporting:**- IQAC maintains comprehensive documentation of quality assurance activities, including policies, procedures, reports, and records, and prepares annual quality assurance reports for internal and external stakeholders.
7. **Benchmarking and Best Practices:**- IQAC facilitates benchmarking exercises and promotes the adoption of best practices from peer institutions and industry standards to enhance quality.
8. **Accreditation and Certification:**-IQAC coordinates accreditation and certification processes with external agencies and accreditation bodies to ensure compliance with quality standards and enhance institutional reputation.
9. **Continuous Improvement:**-IQAC fosters a culture of continuous improvement by encouraging innovation, experimentation, and the implementation of quality enhancement initiatives across the institution.

Overall, IQAC serves as a catalyst for fostering a culture of quality, excellence, and continuous improvement within the institution, ultimately contributing to its overall development and success.




Director
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Institute of Management & Science, Sakegaon,
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2022-23

KYDSCT's Institute of Management and Science Sakegaon, Bhusawal

Internal Quality Assurance Cell

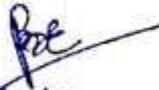
Minutes of the Meeting

IQAC organized its first meeting for the academic year 2022-23 on 01/08/2022 at 11:00 am in the IQAC meeting room of the Institute. The meeting was chaired by the Director Prof. Dr. Sunilraj Jayswal. This was the first meeting after re-constitution of Internal Quality Assurance Cell, co-ordinator of IQAC Prof. Yogesh A. Rote greeted the all the members of the IQAC. The Following agenda items were discussed during the meeting and it was unanimously resolved to implement them. The meeting was adjourned after the vote of thanks.

Following points were discussed in the meeting held on 01/08/2022

1. IQAC Coordinator Prof. Yogesh A. Rote extended warm welcome to all the members.
2. The Minutes of the previous meeting were read by Prof. Yogesh A. Rote and confirmed by all the members
3. It was decided that Institute shall prepare for the NAAC Accreditation of MBA Program.
4. It was decided that in order to improve the quality of teaching and learning, a FDP on teaching pedagogy using case study method shall be arranged
5. Placement coordinator Prof. Shekhar D. Mahajan presented the report of placements and upcoming placement activities were discussed.
6. The meeting concluded with vote of thanks offered by Prof. Yogesh A. Rote to all the members who attended and graced the IQAC meeting.



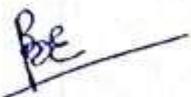

Director
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Institute of Management & Science, Sakegaon
Tal. Bhusawal

Internal Quality Assurance Cell

Action Taken Report of meeting held on 01/08/2022

Sr.No	Decision Taken in the IQAC Meeting	Action Taken
1.	To frame curriculum and start new certificate courses	Curriculum was framed and the following four certificate Courses were decided to be conducted in the academic year 2022-23
2.	Institute shall prepare for NAAC Accreditation of MBA Program	Faculty members of MBA Program were allocated with different NAAC seven criterion
3.	MOU shall be made with a different types of companies for different MBA Specialization Program as per KBC NMU Syllabus.	MOU was made with different companies of Jalgaon MIDC to train our MBA students.
4.	It was decided that "Internal Avishkar- a poster presentation competition shall be organized under incubation centre to help students in the process of ideation.	"Internal Avishkar" a poster presentation competition was organized.




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KYDSCT's Institute of Management and Science Sakegaon, Bhusawal
Internal Quality Assurance Cell

Minutes of the Meeting

IQAC organized its second meeting is held on 10/11/2022 at 11:00 am in the IQAC meeting room of the Institute. The meeting was chaired by the Director Dr. Prashant P. Bornare. This was the first meeting after re-constitution of Internal Quality Assurance Cell, co-ordinator of IQAC Prof. Yogesh A. Rote greeted the all the members of the IQAC. The Following agenda items were discussed during the meeting and it was unanimously resolved to implement them. The meeting was adjourned after the vote of thanks.

Following points were discussed in the meeting held on 10/11/2022.

1. IQAC Coordinator Prof. Yogesh A. Rote extended warm welcome to all the members with tea and refreshment.
2. The Minutes of the previous meeting (01/08/2022) read by Prof. Yogesh A. Rote and confirmed by all the members.
3. Code of Conduct for students and faculty members was discussed in the meeting.
4. Activities conducted by Industry Institute Interaction cell was reviewed. IQAC Committee encouraged to strengthen the activities of cell
5. For next semester co-curricular and extra-curricular activities were discussed and planned.
6. In order to improve the teaching-learning process, it was decided to organize FDP for management students and faculties members.
7. The meeting concluded with vote of thanks offered by Prof. Yogesh A. Rote to all the members who attended and graced the IQAC meeting.



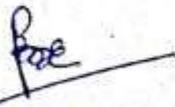

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Internal Quality Assurance Cell

Action taken report of meeting held on 10/11/2022.

Sr.No	Decisions taken in the IQAC meeting	Action Taken
1.	Research organize publications, national conference and FDP	Faculty members participated in various National and International conference and also published research paper in reputed journals. List of all publications is available with Research cell.
2.	Co-curricular and Extra-curricular activities	All courses time table and subject allocation prepared by respective course coordinators and submitted to Director.
3.	Activities under Industry Institute Interaction Cell	Members of the Industry Institute Interaction Cell was conducted industrial survey for SMEs. MBA students were involved in the survey. For co-curricular activities distinguished industrialists were invited as Chief Guest.




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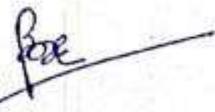
Minutes of the Meeting

IQAC organized its third meeting is held on 23/01/2023 at 3.30pm in the IQAC meeting room of the Institute. The meeting was chaired by the Director. Dr. Prashant P. Bornare. This was the second meeting after re-constitution of Internal Quality Assurance Cell, co-ordinator of IQAC Prof. Prashant P. Raul greeted the all the members of the IQAC. The Following agenda items were discussed during the meeting and it was unanimously resolved to implement them. The meeting was adjourned after the vote of thanks.

Following points were discussed in the meeting held on 23/01/2023

1. IQAC Coordinator Prof. Prashant P. Raul extended warm welcome to all the members
2. The Minutes of the previous meeting (10/11/2022) were read and confirmed by all the members.
3. Academic calendar for the year 2022-23 was discussed. . Decision regarding organizing ERP training to all faculty members & non-teaching were taken. Prof. Kamini L. Tadvi and Prof. Leena S. Patil appointed to conduct the training instructions given to the respective course coordinators to take the feedback of students and other stakeholders.
4. Instructions given to Prof. Shekhar D. Mahajan to take review and up-grade Wi-Fi facility and internet speed.
5. Decision regarding admission policy of MBA admission
6. Director. Dr. Prashant P. Bornare instructed all faculty members to apply for research projects and allocated projects work to students for summer vacation..
7. Director Dr. Prashant P. Bornare instructed to MBA exam coordinator to take review of April- May 2023 examination.
8. The meeting concluded with vote of thanks offered by Prof. Prashant P. Raul to all the members who attended and graced the IQAC meeting.




Director
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Internal Quality Assurance Cell

Action taken report of meeting held on 23/01/2023

Sr.No	Decisions taken in the IQAC meeting	Action Taken
1.	Preparation of academic calendar for A.Y. 2022-23	Academic Calendar for A.Y. 2022-23 was Prepared.
2.	Take feedback of students and other stakeholders	Director Dr. Prashant P. Bornare instructed the MBA course coordinator to take the feedback of students and others stakeholders. Feedback of students and other stakeholders taken through ERP system
3.	Take review and up-grade Wi-Fi facility and internet speed	Prof. Shekhar D. Mahajan appointed to review Wi-Fi facility and internet speed. Proposals from the internet service provider invited and forwarded to management for further decisions.
4.	Decide policies regarding admission Process for the next A. Y. 2023-24	Admission committee was formed. Regular counseling and career guidance session organized for UG students. Course coordinators were instructed to prepare admission brochure
5.	Apply for research projects from non-government sources such as industry, corporate houses and international bodies	Director Dr. Prashant P. Bornare informed all the faculty members for research projects in Faculty meeting. Guidance session organized for research projects
6.	Allocate project work to students for the summer vacation	Respective course coordinators prepared the list of topics for project work.
7.	Discuss preparation and performance of students for the examination	For the April May examination 2023, university guidelines for conducting the university exam was discussed in faculty meeting. Director informed all the course coordinators for timely submission of internal marks. Subject teachers arranged revision session for all MBA first- and second-year students' classes.




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Internal Quality Assurance Cell

Minutes of the Meeting

IQAC organized its Fourth meeting is held on 14/03/2023 at 3.30pm in the IQAC meeting room of the Institute. The meeting was chaired by the Director Prof. Dr. Prashant P. Bornare. This was the first meeting after re-constitution of Internal Quality Assurance Cell, co-ordinator of IQAC Prof. Prashant P. Raul greeted the all the members of the IQAC. The Following agenda items were discussed during the meeting and it was unanimously resolved to implement them. The meeting was adjourned after the vote of thanks.

Following points were discussed in the meeting held on 14/03/2023.

1. IQAC Coordinator Prof. Prashant P. Raul extended warm welcome to all the members
2. The Minutes of the previous meeting were read by Prof. Prashant P. Raul and confirmed by all the members.
3. Review of Preparation for NAAC Accreditation of MBA Program was taken
4. Discussion on full automation of Library was done. It was decided that the library Grathalay Software shall be integrated with ERP to Mr. Vinod V. Kakade was given this responsibility
5. It was decided to develop New Learning Management System (CMS) with ERP
6. It was decided to purchase new books for management. Librarian Mr. Vinod V. Kakade has asked to prepare list of new books to be purchased as per recommendations of faculty members
7. It was decided that the Institute policies shall be revised and updated. Director. Dr. Prashant P. Bornare has given responsibility to revise and update institute policies
8. Reformation of IQAC Committee was done
9. It was decided that various Statutory and Non-Statutory committees for the year 2023-24 shall be formed. Prof. Anil B. Patil and Prof. Kamini L. Tadvi was responsible for the same.
10. Placement coordinator Prof. Yogesh A. Rote presented the report of placements and discussion on the upcoming placement activities was conducted
11. The meeting concluded with vote of thanks offered by Prof. Prashant P. Raul to all the members who attended and graced the meeting



P. Raul
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Internal Quality Assurance Cell

Action taken report of meeting held on 14/03/2023

Sr. No	Decision Taken in the IQAC Meeting	Action Taken
1.	Library Grathalay Software shall be integrated with ERP	Grathalay Software of Library was integrated with ERP
2.	Develop New LMS through ERP	New LMS through ERP was developed by Mr. Vinod V. Kakade
3.	Purchase new books for Management subjects of different specialization.	Librarian Mr. Vinod V. Kakade gave purchase order for new books as per requirements from the respective subject faculty members
4.	Revision and Updation of Institute Polices	Director Dr. Prashant P. Bornare Revised and updated the institute policies.
5.	Various Statutory and Non-Statutory committees for the year 2023-24 shall be formed	Prof. Kamini L. Tadvi formed various statutory and Non-Statutory committees for the year 2023- 24 and they were finalized by the director




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2021-22

KYDSCT's Institute of Management and Science Sakegaon, Bhusawal

Internal Quality Assurance Cell

Minutes of the Meeting

Notice

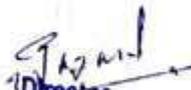
All the members of Internal Quality Assurance Cell are hereby informed that first meeting of the IQAC will be held on 10/08/2021 at 11:00 a. m. in the Director Cabin. You are therefore requested to make it convenient to attend the meeting

Dr. Sunilraj Jayswal
Director & IQAC
Chairman

Prof. Shekhar D. Mahajan
IQAC Coordinator

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

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


Director
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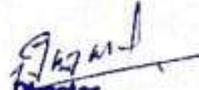
Internal Quality Assurance Cell

Minutes of the Meeting

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

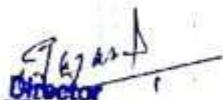
Sr. No	AGENDA	Resolution/Minutes
1.	To Read and confirm the minutes of the last meeting on 23/03/2021	The coordinator of IQAC Prof. Shekhar D. Mahajan read the minutes of the last meeting The same were confirmed.
2.	To Present the action taken report of the last meeting	The coordinator of IQAC Prof.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




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



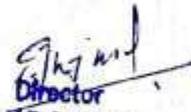

 Director
 K.Y.D.S.C.T.'S
 Institute of Management & Science, Sakegaon
 Tal. Bhusawal

Internal Quality Assurance Cell

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

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




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Internal Quality Assurance Cell

Notice

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

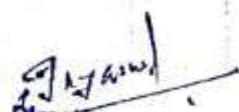
Dr. Sunilraj Jayswal
Director & IQAC
Chairman

Prof. Shekhar D. Mahajan
IQAC Coordinator

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

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




Director
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Internal Quality Assurance Cell

Minutes of the Meeting

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

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



Sunilraj Jayswal
Director
K.Y.D.S.C.T.'S
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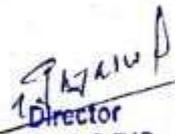
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Internal Quality Assurance Cell

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

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




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Internal Quality Assurance Cell

Minutes of the Meeting

Notice

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

Dr. Sunilraj Jayswal
Director & IQAC
Chairman

Prof. Shekhar D. Mahajan
IQAC Coordinator

Agenda of the meeting:

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



Shekhar D.
Director
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KYDSCT's Institute of Management and Science Sakegaon, Bhusawal

Internal Quality Assurance Cell

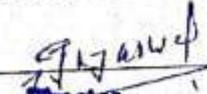
Minutes of the Meeting

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

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

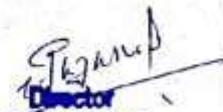
Sr No.	AGENDA	Resolution/Minutes
1.	To Read, confirm and the present the minutes of IQAC meeting and action taken report held on 21/10/2021	The coordinator of IQAC Prof. Shekhar D. Mahajan read the present the minutes of minutes of the meeting and presented the action taken IQAC meeting and action report.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




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




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

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




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Internal Quality Assurance Cell

Minutes of the Meeting

Notice

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

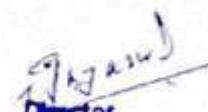
Dr. Sunilraj Jayswal
Director & IQAC
Chairman

Prof. Shekhar D. Mahajan
IQAC Coordinator

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

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




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Internal Quality Assurance Cell

Action Taken Report

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

Sr. No	AGENDA	Resolution/Minutes
1.	To discuss on result analysis of all programs	Result analysis of MBA program for the academic year 2021-22 is submitted by MBA program coordinators and according to that corrective actions are taken.
2.	Discussion on various curricular, co-curricular, and extension activities.	The following activities are conducted 1. Personality Development workshop 2. Gender Equity and Inclusion 3. Universal Human Values program 4. Intellectual Property Rights 5. Communication Skills Workshop 6. FDP 7. Opportunities in Marketing
3.	Discussion on the academic calendar and planning for the next academic year 2022-23	The Academic Calendar for the next academic year 2022- 23 is finalized and uploaded on the Institute website.
4.	To discuss feedback analysis and action taken for midterm feedback	Feedback is collected and after analysis of feedback corrective actions are taken.
5.	To conduct internal and academic and administrative audits	The internal academic audit is conducted and reports are submitted to IQAC. According to the report planning for the next academic year like improvement in paper publications and research projects is done.
6.	To conduct remedial classes for weak students.	Remedial classes for every program are conducted and reports are submitted to IQAC



[Signature]
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2020-21

KYDSCT's Institute of Management and Science Sakegaon, Bhusawal

Internal Quality Assurance Cell

Minutes of the Meeting

IQAC organized its first meeting for the academic year 2020-21 on 06/08/2020 at 3.30 pm in the IQAC meeting room of the Institute. The meeting was chaired by the Director Prof. Dr. Sunilraj Jayswal. This was the first meeting after re-constitution of Internal Quality Assurance Cell, co-ordinator of IQAC Prof. Anil B. Patil greeted the all the members of the IQAC. The Following agenda items were discussed during the meeting and it was unanimously resolved to implement them. The meeting was adjourned after the vote of thanks.

Sr No.	AGENDA	Resolution/Minutes
1.	To Read and confirm the minutes of the last meeting held on 13/03/2020	The coordinator of IQAC Prof. Anil B. Patil read the minutes of the last meeting The same were confirmed.
2.	To Present the action taken report of the last meeting	The coordinator of IQAC Prof. Anil B. Patil presented the action taken report of the last meeting
3.	To welcome Members of the IQAC Committee	All the newly included members were welcomed by the coordinator.
4.	To conduct review of the online classes and academic activities in the ongoing covid 19 Phase	Prof. Pratik Randive and Prof. Kamini Tadvi presented the status of online classes and lectures being conducted for Institute of Management Members appreciated the efforts taken by teachers for conducting the online classes successfully.
5.	Discussion on the Academic Calendar	Prof. Pratik Randive submitted the draft Academic calendar for academic year 2020-2021. It was discussed that due to covid 19 there will be delay in starting 1" year.
6.	To conduct review of NAAC IIQA report.	Prof. Kamini Tadvi informed that NAAC IIQA report.
7.	Approve the committees for the year 2020-21	The Director Prof. Dr. Sunilraj Jayswal briefed that the same committees of the last academic year 2019-20 has been carried forwarded in the year 2020-21 and the notification has already been issued.
8.	Any other matters with the permission of the chair	The meeting concluded with vote of thanks offered by Prof. Anil B. Patil to all the members who attended and graced the IQAC meeting.




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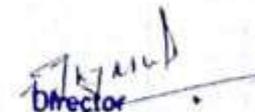
Internal Quality Assurance Cell

Action Taken Report

Following activities are successfully carried out in compliance with the resolutions made in the first IQAC meeting held on 06/08/2020 in the academic year 2020-21.

Sr. No	Decisions taken in the IQAC Meeting	Action Taken
1.	To Plan national Conference	National Conference is planned in association with AICTE.
2.	Academic finalization calendar	Academic calendar is finalized for all the programs.
3.	Academic and Administrative Audit	Academic and Administrative Audit is conducted on 17 July 2020 and report is submitted to IQAC.




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Internal Quality Assurance Cell

Minutes of the Meeting

IQAC organized its Second meeting for the academic year 2020-21 on 13/11/2020 at 3.30 pm in the IQAC meeting room of the Institute. The meeting was chaired by the Director Prof. Dr. Sunilraj Jayswal. Co-ordinator of IQAC Prof. Anil B. Patil greeted the all the members of the IQAC. The Following agenda items were discussed during the meeting and it was unanimously resolved to implement them. The meeting was adjourned after the vote of thanks.

Sr. No	AGENDA	Resolution/Minutes
1.	To Read and confirm the minutes of the last meeting held on 06/08/2020	The coordinator of IQAC Prof. Anil B. Patil read the minutes of the last meeting The same were confirmed.
2.	To Present the action taken report of the last meeting	The coordinator of IQAC Prof. Anil B. Patil presented the action taken report of the last meeting
3.	Review of the Online Classes conducted in covid 19 phase	Prof. Pratik Ranadive and Prof. Kamini L. Tadvi gave the review of online classes being conducted for Management It was observed that lectures of PG MBA Programs have been regularly started in online mode.
4.	Planning of Academic Audit	It was decided that the Academic Audit shall be conducted for the last semester. The responsibility to plan the academic audit was given to Prof. Pratik Ranadive
5.	Organization of Webinars and Workshops.	It was discussed that more number of Webinar and online workshops shall be organised for students in online mode
6.	Discussion on Alumni Meet & Parents Meet	It was decided that Alumni Meet and Parents Meet shall be organised in the coming days in online mode. Prof. Kamini L. Tadvi was given responsibility to organise Alumni Meet whereas all course coordinators are given responsibility to organise parents meet
7.	Review of Admission Process	The review of admission process was conducted. The admission process for PG MBA programs are completed. Whereas the admission process for PG programs are delayed due to COVID. The admission process is expected to be completed by December January.
8.	Any other matters with the permission of the chair	The meeting concluded with vote of thanks offered by Prof. Anil B. Patil to all the members who attended and graced the IQAC




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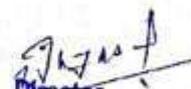
Internal Quality Assurance Cell

Action Taken Report

Following activities are successfully carried out in compliance with the resolutions made in the IQAC meeting held on 13/11/2020 in the academic year 2020-21

Sr. No	Decisions taken in the IQAC Meeting	Action Taken
1.	To Plan Academic Audit	Academic Audit was conducted in the month of October 2020
2.	To Organise Webinars and Workshops	Webinars will be organised on the following topics Cybercrime and security on 12 Dec 2020 Awareness of Capital Market on 05 Jan 2021 National Youth Day on 12 Jan 2021
3.	To Organise Alumni Meet	The Alumni meet will be organised on 16/01/2021




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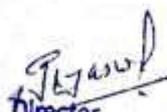
Internal Quality Assurance Cell

Minutes of the Meeting

IQAC organized its third meeting for the academic year 2020-21 on 29/01/2021 at 3.00 pm in the IQAC meeting room of the Institute. The meeting was chaired by the Director Prof. Dr. Sunilraj Jayswal. Co-ordinator of IQAC Prof. Anil B. Patil greeted the all the members of the IQAC. The Following agenda items were discussed during the meeting and it was unanimously resolved to implement them. The meeting was adjourned after the vote of thanks.

Sr. No	AGENDA	Resolution/Minutes
1.	To Read and confirm the minutes of the last meeting held on 13/11/2020	The coordinator of IQAC Prof. Anil B. Patil read the minutes of the last meeting. The same were confirmed.
2.	To Present the action taken report of the last meeting Prof. Anil B. Patil presented the action taken report of the last meeting	Prof. Anil B. Patil presented the action taken report of the last meeting.
3.	Review of the admission process for PG Programs	Prof. Pratik Ranadive and presented the details of the Admissions of the PG Programs
4.	Planning of Induction for PG Programs	Prof. Pratik Ranadive and Mrs. Kamini L. Tadvi presented the planning for the Induction of MBA program
5.	Discussion on analysis of Covid affected even Sem 2019-20 examination in Nov/Dec-2020	Prof. Pratik P. Ranadive presented the status of result analysis one for the course. The result of all the courses was of excellent and very much satisfactory. The plan for effective learning and teaching for the next academic semester was also discussed.
6.	Review of Placement Activities	Placement coordinator Prof. Pratik P. Ranadive elaborated upon the placement activities conducted so far and presented the future course of action
7.	To Plan Feedback of stakeholders	As part of our regular activity, it was decided that Feedback shall be collected from all stakeholders. The responsibility to coordinate the feedback collection and analysis was given to Prof. Kamini L. Tadvi.




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8.	To conduct academic and administrative audit	It was decided to conduct academic audit in the month of Feb 2021.
10.	Any other matters with the permission of chair.	Director Professor Dr. Sunilraj Jayswal suggested that Tree Plantation shall be conducted by the Institute on occasion of world environment day on 05 June.




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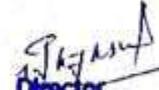
Internal Quality Assurance Cell

Action Taken Report

Following activities are successfully carried out in compliance with the resolutions made in the IQAC meeting held on 29/01/2021

Sr. No	Decisions taken in the IQAC Meeting	Action Taken
1.	To Organise Induction for PG Programs	Day Induction will be organised for students of MBA program from 04 to 08 Feb 2021.
2.	Training shall be organised for students before facing the Interview	It was made a compulsory practice to organise training sessions before placement interviews.
3.	Academic audit	Internal Academic Audit is conducted.




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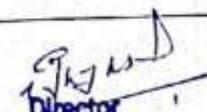
Internal Quality Assurance Cell

Minutes of the Meeting

IQAC organized its fourth meeting for the academic year 2020-21 on 23/03/2021 at 3.00 pm in the IQAC meeting room of the Institute. The meeting was chaired by the Director Prof. Dr. Sunilraj Jayswal, Co-ordinator of IQAC Prof. Anil B. Patil greeted the all the members of the IQAC. The Following agenda items were discussed during the meeting and it was unanimously resolved to implement them. The meeting was adjourned after the vote of thanks

Sr No.	AGENDA	Resolution/Minutes
1.	To Read and confirm the minutes of the last meeting held on 29/01/2021	The coordinator of IQAC Prof. Anil B. Patil read the minutes of the last meeting. The same were confirmed
2.	To Present the action taken report of the last meeting	Prof. Anil B. Patil presented the action taken report of the last meeting
3.	Review of the Completion of Syllabus	Prof. Pratik P. Ranadive and Prof. Anil B. Patil presented the syllabus completion status report of the Management. Director Prof. Dr. Sunilraj Jayswal appreciated the efforts taken by the all the faculty members in the second covid wave for teaching learning through online mode.
4.	Present AQAR for the academic year 2019-20	Prof. Anil B. Patil presented the AQAR report for the academic year 2019-20. It was unanimously agreed by all the members of the IQAC and it was decided to submit it to the NAAC
5.	Review of Placement Activities	Placement coordinator Prof. Pratik P. Ranadive elaborated upon the placement activities conducted so far and also presented the future course of action.
6.	Plan Feedback of all stakeholders	As part of the regular activity, it was decided to collect stakeholders feedback from all stakeholders. The responsibility to coordinate collection of feedback was given to Prof. Kamini L. Tadvi.
7.	Organization of Administrative Training program	It was decided to organize a workshop for non-teaching staff on "Communication and etiquettes". Prof. Kamini L. Tadvi was given responsibility to conduct this feedback.




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8.	To conduct academic and administrative audit	It is decided to conduct internal audit of current semester.
9.	Any other matters with the permission of chair.	Director Prof. Dr. Sunilraj Jayswal suggested to organise the tree plantation on occasion of world environment day on 05 June 2022.



Sunilraj Jayswal
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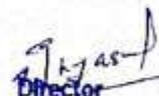
Internal Quality Assurance Cell

Action Taken Report

Following activities are successfully carried out in compliance with the resolutions made in the Fourth IQAC meeting held on 23/03/2021 in the academic year 2020-21

Sr. No	Decisions taken in the IQAC Meeting	Action Taken
1.	Submit AQAR 2019-20	AQAR for the academic year 2019-20 is submitted
2.	Collection and Analysis of Feedback	Feedback is collected from all stakeholders. It is analysed and action taken report is prepared.
3.	Tree Plantation	Tree Plantation will be do on occasion of world environment day on 05 June 2021.
4.	Academic and administrative audit	Internal academic audit was conducted on 16/01/2021




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2019 - 2020

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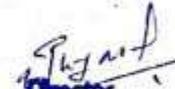
Minutes of the Meeting

IQAC organized its first meeting for the academic year 2019-2020 on 08/07/2019 at 2.30 pm in the IQAC meeting room of the Institute. The meeting was chaired by the Director Prof. Dr. Sunilraj Jayswal. This was the first meeting after re-constitution of Internal Quality Assurance Cell, coordinator of IQAC Prof. Shekhar D. Mahajan greeted the all the members of the IQAC. The following agenda items were discussed during the meeting and it was unanimously resolved to implement them. The meeting was adjourned after the vote of thanks.

Following points were discussed in the meeting is held on 08/07/2019

1. IQAC Coordinator Prof. Shekhar D. Mahajan extended warm welcome to all the members.
2. The Minutes of the previous meeting and its action taken reports were presented by Prof. Shekhar D. Mahajan and confirmed by all the members.
3. Result Analysis of the last semester was presented by Prof. Kamini L. Tadvi. It was observed that the performance is satisfactory
4. It was decided that Performance appraisal of all the faculty members shall be carried out in this month.
5. Prof. Dr. Sunilraj Jayswal presented the information about the progress of NAAC Accreditation
6. It was decided to organize faculty development program on teaching pedagogy and responsibility is given to Prof. Shekhar Mahajan
7. Admission Process review of all programs are presented by Prof. Rupali B. Chaudhari for Management.
8. It was decided that MOU's shall be signed with industry and academic bodies for development of students and faculty members and responsibility was given to Prof. Pratik P. Ranadive.
9. Various activities to be conducted for the academic year 2019-20 were discussed. Director Dr. Sunilraj Jayswal suggested the organization of guest lectures under inspirational series. Seminar on IPR and HIR Conclave activities are planned.
10. The meeting concluded with vote of thanks offered by Prof. Shekhar D. Mahajan.




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Internal Quality Assurance Cell

Action taken report of meeting held on 08 July 2019

Sr. No.	Decision Taken in the IQAC Meeting	Action Taken
1	Conduct Performance Appraisal	Performance Appraisal was conducted.
2	Sign MOUs with Industry and Academic Bodies	MOU was signed with different industries in Jalgaon and Bhusawal MIDC.
3	Organize: Activities under Inspirational series, Organize seminar on IPR.	Activities will be organized: Seminar on IPR: 19/07/2019
4	Revision of Institute Polices	Faculty development policy and Research policy was updated on 05/07/2019




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Internal Quality Assurance Cell

Minutes of the Meeting

IQAC organized its second meeting for the academic year 2019-2020 on 21/10/2019 at 2.30 pm in the IQAC meeting room of the Institute. The meeting was chaired by the Director Prof. Dr. Sunilraj Jayswal. This was the second meeting after re-constitution of Internal Quality Assurance Cell, coordinator of IQAC Prof. Shekhar D. Mahajan greeted the all the members of the IQAC. The following agenda items were discussed during the meeting and it was unanimously resolved to implement them. The meeting was adjourned after the vote of thanks.

Following points were discussed in the meeting is held on 21/10/2019

1. IQAC Coordinator Prof. Shekhar D. Mahajan extended warm welcome to all the members.
2. The Minutes of the previous meeting held on 08/07/2019 and its Action Taken report were read and presented by IQAC coordinator Prof. Shekhar D. Mahajan.
3. Dr. Sunilraj Jayswal presented the progress report of NAAC Program.
4. The upcoming university examination schedule was discussed. Review was conducted on completion of syllabus for all the courses and decided to conduct remedial classes for weak students.
5. Mentoring process of all the courses were discussed and report is presented by management faculty.
6. Training and Placement officer Prof. Pratik P. Ranadive presented review of the placement activities conducted so far and also planned the future activities for the upcoming months.
7. The meeting concluded with vote of thanks offered by Prof. Shekhar D. Mahajan



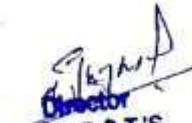

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Action taken report of meeting held on 21/10/2019

Sr. No.	Decision Taken in the IQAC Meeting	Action Taken
1	Preparation and Verification of Mentor-Mentee report.	All Mentor-Mentee submitted report to Director of the Institute.
2	In-house Avishkar Event	In-house Avishkar was organized on 11 October 2019




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KYDSCT's Institute of Management and Science Sakegaon, Bhusawal

Internal Quality Assurance Cell

Minutes of the Meeting

IQAC organized its third meeting for the academic year 2019-2020 on 06/01/2020 at 1.30 pm in the IQAC meeting room of the Institute. The meeting was chaired by the Director Prof. Dr. Sunilraj Jayswal. This was the third meeting after re-constitution of Internal Quality Assurance Cell, coordinator of IQAC Prof. Shekhar D. Mahajan greeted the all the members of the IQAC. The Following agenda items were discussed during the meeting and it was unanimously resolved to implement them. The meeting was adjourned after the vote of thanks.

Following points were discussed in the meeting held on 06/01/2020.

1. IQAC Coordinator Prof. Shekhar D. Mahajan extended warm welcome to all the matters,
2. The Minutes of the previous meeting held on 21/10/2019 and its Action Taken report were presented by IQAC coordinator Prof. Shekhar D. Mahajan and confirmed try all the members.
3. AQAR to be submitted for the academic year 2018-19 was presented by IQAC coordinator and unanimously approved by all the members of the IQAC
4. Vision and mission statements for the department of management were discussed and decided to revise.
5. Result analysis of all the programs were presented by Exam Coordinator.
6. Activities conducted in the last semester and the upcoming activities were disused.
7. Decided to organizes program on Intellectual property rights. .
8. PO's and COs for the MBA were discussed and decided to reframe. This responsibility is given to Prof. Kamini L. Tadvi
9. It was decided to conduct green audit for the Institute and responsibility in gives Prof. Rupali B. Chaudhari
10. It was decided to conduct feedback from all stakeholders: Student, Parents, Alumni, and Employers and analyzed it for the necessary action, also decided to conduct student satisfaction survey for the current academic year, Responsibilities are given to Prof. Kamini L. Tadvi
11. NAAC Accreditation progress for MBA program was presented by NAAC coordinator
12. Training and placement activities were discussed and planned.
13. The meeting concluded with vote of thanks affined by Prof. Shekhar D. Mahajan.



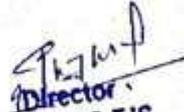
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Director
K.Y.D.S.C.T.'S
Institute of Management & Science, Sakegaon
Tal. Bhusawal

Internal Quality Assurance Cell

Action taken report of meeting held on 06/01/2020

Sr. No.	Decision Taken in the IQAC Meeting	Action Taken
1	Submission of AQAR Report for AY 2018-19	AQAR fill AY 2018-19 was submitted on 01-01-2020
2	Vision & Mission Revision for Management.	Vision mission statements were revised on 26-12-2019
3	Reframing of PO's and COs of MBA Program	PO'S & COs were Reframed for MBA program
4	Collection of Feedback from stake holders	Feedback was collected and analyzed.




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Internal Quality Assurance Cell

Minutes of the Meeting

IQAC organized its fourth meeting for the academic year 2019-2020 on 13/03/2020 at 12.30 pm in the IQAC meeting room of the Institute. The meeting was chaired by the Director Prof. Dr. Sunilraj Jayswal. This was the first meeting after re-constitution of Internal Quality Assurance Cell, coordinator of IQAC Prof. Shekhar D. Mahajan greeted the all the members of the IQAC. The Following agenda items were discussed during the meeting and it was unanimously resolved to implement them. The meeting was adjourned after the vote of thanks.

Following points were discussed in the meeting is held on 13/03/2020.

1. IQAC Coordinator Prof. Shekhar D. Mahajan extended warm welcome to all the members.
2. The Minutes of the previous meeting and its Action Taken Report were presented by Prof. Shekhar D. Mahajan and confirmed by all the members.
3. Discussed about the syllabus completion of current semester of all the program and suggest the necessary action. It was discussed that for online lectures Zoom platforms should be used.
4. It was decided to conduct assignments and home test through ERP /google forms for all the programs.
5. Revised vision and mission statement of MBA program were presented by concern committee and unanimously approved.
6. It was discussed that due to pandemic situation webinar on various subject should be organized by course coordinator so that student will help to understand and learn online easily.
7. Prof. Rupal B. Mahajan presented the analysis report of feedback from collected from stake holders and decided the necessary actions according to feedback,
8. It was decided to create awareness amongst the students through online Quiz based on Covid-19.
9. The meeting concluded with vote of thanks offered by Prof. Shekhar D. Mahajan.




Director
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Internal Quality Assurance Cell

Action taken report of meeting held on 13/03/2020

Sr. No.	Decision Taken in the IQAC Na Meeting	Action Taken
1	Assignments and Home test shall be given to students through ERPMS team/Google Form	Assignments and Home test went gives to students through EIRP to facilitate their learning process in covid 19 lock down phase.
2	Webinars shall be arranged for student	05 webinars were organized on different topics like startups and entrepreneurship, survival so revival, placement preparation, etc.
3	Administrative training program shall be organized for non-teaching staff	Two Days Online Workshop on "MS Office and Social Media Security" was organized for non-teaching staff on 01/03/2020 to 02/03/2020
4	Covid 19 Awareness Quiz shall be conducted	Conducted online Covid 19 awareness quiz during the covid 19 situation.




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2018-19

KYDSCT's Institute of Management and Science Sakegaon, Bhusawal

Internal Quality Assurance Cell

Minutes of the Meeting

IQAC organized its first meeting for the academic year 2018-19 on 20/08/2018 at 3.30pm in the IQAC meeting room of the Institute. The meeting was chaired by the Director Prof. Dr. Sunilraj Jayswal. This was the first meeting after re-constitution of Internal Quality Assurance Cell, co-ordinator of IQAC Prof. Anil B. Patil greeted the all the members of the IQAC. The Following agenda items were discussed during the meeting and it was unanimously resolved to implement them. The meeting was adjourned after the vote of thanks.

Following points were discussed in the meeting held on 20/08/2018

1. IQAC Coordinator Prof. Anil B. Patil extended warm welcome to all the members.
2. The Minutes of the previous meeting were read by **Prof. Anil B. Patil** and confirmed by all the members
3. Review of Progress of Preparation for NAAC Peer team visit was done.
4. It was decided that Institute shall prepare for the NAAC Accreditation of MBA Program.
5. It was decided that in order to improve the quality of teaching and learning, a FDP on teaching pedagogy using case study method shall be arranged
6. Placement coordinator Prof. Pratik P. Ranadive presented the report of placements and upcoming placement activities were discussed.
7. The meeting concluded with vote of thanks offered by Prof. Anil B. Patil to all the members who attended and graced the IQAC meeting.



S. Jayswal
Director
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Institute of Management & Science, Sakegaon
Tal. Bhusawal

Internal Quality Assurance Cell

Action Taken Report of meeting held on 20/08/2018

Sr.no	Decision Taken in the IQAC Meeting	Action Taken
1.	To frame curriculum and start new certificate courses	Curriculum was framed and the following four certificate Courses were decided to be conducted in the academic year 2018-19
2.	Institute shall prepare for NAAC Accreditation of MBA Program	Faculty members of MBA Program were allocated with different NAAC seven criterion
3.	MOU shall be made with a different types of companies for different MBA Specialization Program as per KBC NMU Syllabus.	MOU was made with different companies of Jalgaon MIDC to train our MBA students.
4.	It was decided that "Internal Avishkar- a poster presentation competition shall be organized under incubation centre to help students in the process of ideation.	"Internal Avishkar" a poster presentation competition was organized.




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Internal Quality Assurance Cell

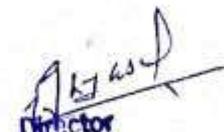
Minutes of the Meeting

IQAC organized its second meeting is held on 21/10/2018 at 3.30pm in the IQAC meeting room of the Institute. The meeting was chaired by the Director Prof. Dr. Sunilraj Jayswal. This was the first meeting after re-constitution of Internal Quality Assurance Cell, co-ordinator of IQAC Prof. Anil B. Patil greeted the all the members of the IQAC. The Following agenda items were discussed during the meeting and it was unanimously resolved to implement them. The meeting was adjourned after the vote of thanks.

Following points were discussed in the meeting held on 21/10/2018.

1. IQAC Coordinator Prof. Anil B. Patil extended warm welcome to all the members with tea and refreshment.
2. The Minutes of the previous meeting (20/08/2018) read by Prof. Anil B. Patil and confirmed by all the members.
3. Review regarding research publications were taken. IQAC Committee approved to organization the national conference.
4. Code of Conduct for students and faculty members was discussed in the meeting.
5. Activities conducted by Industry Institute Interaction cell was reviewed. IQAC Committee encouraged to strengthen the activities of cell
6. For next semester co-curricular and extra-curricular activities were discussed and planned.
7. In order to improve the teaching-learning process, it was decided to organize FDP for management students and faculties members.
8. The meeting concluded with vote of thanks offered by Prof. Anil B. Patil to all the members who attended and graced the IQAC meeting.




Director
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Internal Quality Assurance Cell

Action taken report of meeting held on 21/10/2018

Sr.	Decisions taken in the IQAC meeting	Action Taken
1.	Research organizes publications, national conference and FDP	Faculty members participated in various National and International conference and also published research paper in reputed journals. List of all publications is available with Research cell.
2.	Co-curricular and Extra-curricular activities	All courses time table and subject allocation prepared by respective course coordinators and submitted to Director.
3.	Activities under Industry Institute Interaction Cell	Members of the Industry Institute Interaction Cell was conducted industrial survey for SMEs. MBA students were involved in the survey. For co-curricular activities distinguished industrialists were invited as Chief Guest.




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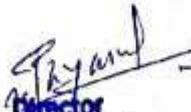
Minutes of the Meeting

IQAC organized its third meeting is held on 16/01/2019 at 3.30pm in the IQAC meeting room of the Institute. The meeting was chaired by the Director Prof. Dr. Sunilraj Jayswal. This was the first meeting after re-constitution of Internal Quality Assurance Cell, co-ordinator of IQAC Prof. Anil B. Patil greeted the all the members of the IQAC. The Following agenda items were discussed during the meeting and it was unanimously resolved to implement them. The meeting was adjourned after the vote of thanks.

Following points were discussed in the meeting is held on 16/01/2019

1. IQAC Coordinator Prof. Anil B. Patil extended warm welcome to all the members
2. The Minutes of the previous meeting (21/10/2018) were read and confirmed by all the members.
3. Academic calendar for the year 2019-20 was discussed. . Decision regarding organizing ERP training to all faculty members & non-teaching were taken. Prof. Kamini L. Tadvi and Prof. Pratik P. Ranadive appointed to conduct the training
 - a. instructions given to the respective course coordinators to take the feedback of students and other stakeholders.
4. Instructions given to Prof. Pratik P. Patil to take review and up-grade Wi-Fi facility and internet speed.
5. Decision regarding admission policy of MBA admission
6. Director Prof. Dr. Sunilraj Jayswal instructed all faculty members to apply for research projects and allocated projects work to students for summer vacation.
7. Director Prof. Dr. Sunilraj Jayswal instructed to MBA exam coordinator to take review of April- May 2019 examination.
8. The meeting concluded with vote of thanks offered by Prof. Anil B. Patil to all the members who attended and graced the IQAC meeting.




Director
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Institute of Management & Science, Sakegaon
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Internal Quality Assurance Cell

Action taken report of meeting held on 16/01/2019

Sr.No	Decisions taken in the IQAC meeting	Action Taken
1.	Preparation of academic calendar for A.Y. 2019-20	Academic Calendar for A.Y. 2019-20 was Prepared.
2.	Take feedback of students and other stakeholders	Director Prof. Dr. Sunilraj Jayswal instructed the MBA course coordinator to take the feedback of students and others stakeholders. Feedback of students and other stakeholders taken through ERP system
3.	Take review and up-grade Wi-Fi facility and internet speed	Prof. Pratik P. Patil appointed to review Wi-Fi facility and internet speed. Proposals from the internet service provider invited and forwarded to management for further decisions.
4.	Decide policies regarding admission Process for the next A. Y. 2019-20	Admission committee was formed. Regular counselling and career guidance session organized for UG students. Course coordinators were instructed to prepare admission brochure
5.	Apply for research projects from non- government sources such as industry, corporate houses and international bodies	Director Prof. Dr. Sunilraj Jayswal informed all the faculty members for research projects in Faculty meeting. Guidance session organized for research projects
6.	Allocate project work to students for the summer vacation	Respective course coordinators prepared the list of topics for project work.
7.	Discuss preparation and performance of students for the examination	For the April May examination 2019, university guidelines for conducting the university exam was discussed in faculty meeting. Director informed all the course coordinators for timely submission of internal marks. Subject teachers arranged revision session for all MBA first and second year students classes.



[Signature]
 Director
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KYDSCT's Institute of Management and Science Sakegaon, Bhusawal

Internal Quality Assurance Cell

Minutes of the Meeting

IQAC organized its Fourth meeting is held on 15/03/2019 at 3.30pm in the IQAC meeting room of the Institute. The meeting was chaired by the Director Prof. Dr. Sunilraj Jayswal. This was the first meeting after re-constitution of Internal Quality Assurance Cell, co-ordinator of IQAC Prof. Anil B. Patil greeted the all the members of the IQAC. The Following agenda items were discussed during the meeting and it was unanimously resolved to implement them. The meeting was adjourned after the vote of thanks.

Following points were discussed in the meeting

1. IQAC Coordinator Prof. Anil B. Patil extended warm welcome to all the members
2. The Minutes of the previous meeting were read by Prof. Anil B. Patil and confirmed by all the members.
3. Review of Preparation for NAAC Accreditation of MBA Program was taken
4. Discussion on full automation of Library was done. It was decided that the library Grathalay Software shall be integrated with ERP to Mr. Vinod V. Kakade was given this responsibility
5. It was decided to develop New Learning Management System (CMS) with ERP
6. It was decided to make appointment of New faculty members
7. It was decided to purchase new books for management. Librarian Mr. Vinod V. Kakade has asked to prepare list of new books to be purchased as per recommendations of faculty members
8. It was decided that the Institute policies shall be revised and updated. Director Prof. Dr. Sunilraj Jayswal has given responsibility to revise and update institute policies
9. Reformation of IQAC Committee was done
10. It was decided that various Statutory and Non-Statutory committees for the year 2019-20 shall be formed. Prof. Anil B. Patil and Prof. Kamini L. Tadvi was responsible for the same.
11. Placement coordinator Prof. Pratik P. Ranadive presented the report of placements and discussion on the upcoming placement activities was conducted
12. The meeting concluded with vote of thanks offered by Prof. Anil B. Patil to all the members who attended and grace of the IQAC meeting



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

Internal Quality Assurance Cell

Action taken report of meeting held on 15/03/2019

Sr.No	Decision Taken in the IQAC Meeting	Action Taken
1.	Library Granthalay Software shall be integrated with ERP	Granthalay Software of Library was integrated with ERP
2.	Develop New LMS through ERP	New LMS through ERP was developed by Mr. Vinod V. Kakade
3.	Appoint of New faculty members	New faculty members were appointed through Walk in Interview
4.	Purchase new books for Management subjects of different specialization.	Librarian Mr. Vinod V. Kakade gave purchase order for new books as per requirements from the respective subject faculty members
5.	Revision and Updation of Institute Polices	Director Prof. Dr. Sunilraj Jayswal Revised and updated the institute policies. The Policies were finalized by the director of the institute
6.	Various Statutory and Non Statutory committees for the year 2019-20 shall be formed	Prof. Kamini L. Tadvi formed various statutory and Non Statutory committees for the year 2019- 20 and they were finalized by the director




Director
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