

KYDSC Trust's  
Institute of Management & Science (IMS)



Internal Quality Assurance Cell  
Setup by  
Academic and Administrative Audit Committee

“Institute of Management & Science (IMS), Sakegaon evolved from the need for a world class Management institute in Jalgaon Khandesh. Our founders- some of the best minds from the corporate and academic world- visualized the needs of Management Studies. Kai. Yashodabai Dagadu Saraf Charitable Trust's Institute Of Management and Science (IMS), Sakegaon is Established in 2010. Institute situated in environment friendly area on N.H.No. 6 in Sakegaon, which is 4. K.M. away from Bhusawal and 18.K.M. from Jalgaon. Institute of Management & Science (IMS), Sakegaon-Bhusawal is committed to its role in creating Management leaders through its innovative, research oriented, value based teaching and training programmes in Management education. IMS develop complete managerial traits in Students that impacts the global marketplace every day. With an MBA from IMS, Sakegaon, Bhusawal, students will gain the knowledge, community, and access to thrive in every industry or to create a new one. IMS, Sakegaon, Bhusawal affiliated to N.M.U, Jalgaon, Approved by A.I.C.T.E New Delhi, DTE Govt. of India.

The National Assessment and Accreditation Council (NAAC) have evolved certain benchmarks for ascertaining and ensuring the quality at different levels of Higher Education. Internal Quality Assurance Cells (IQACs) are established in Institute of Management & Science (IMS) to identify the benchmarks required for achieving the quality. Thus, IQAC plays an important role in improving the quality of academic and administrative activities of the Institution. The academic, administrative, curricular and extra-curricular activities carried out by the faculty of the Institute needs to be assessed by internal committee as well as by external academicians and peers as their appreciations and valuable suggestions boost the confidence of the faculty. The IQAC of the IMS has decided to carry out the stringent quality assessment with the help of an external peer review committee. Hence, the Academic and Administrative Audit Committee (AAAC) is constituted and assigned the task of assessing the performance of academic and administrative units of the IMS and give valuable suggestions required to achieve remarkable academic standards in the competitive educational environment.

**Purpose of the Academic Audit:**

The purpose of the Academic and Administrative Audit is to evaluate the performance of the IMS and its centers and appreciate their achievements and give suggestions for further improvement of the quality of teaching, research, administration, and curricular and extra-curricular activities. The after visiting the IMS, and interacting with the Directors/Coordinator, teaching and non-teaching faculties, students, alumni and parents and validating the data the committee would give valuable suggestions on the following points.

1. Availability of teaching and non-teaching faculty.
2. Infrastructural facilities available for carrying out academic and administrative activities.
3. Efforts taken for curricular development.
4. Teacher quality.
5. Teaching methods adopted and use of ICT in teaching, learning process.
6. Feedback mechanism used for assessing the performance of teachers by students and for curricular development.
7. Faculty development programmes implemented by the department.
8. Strengths, Weaknesses. Opportunities and Challenges of the Institute.
9. Research facilities and research output in the form of publications and patents.
10. Computer, internet and library facilities available.
11. Mentoring system, introduction of Remedial classes, Bridge courses, guidance for NET/SET and competitive examinations.
12. Skill development and personality development programmes.
13. Generation of funds and optimum utilization.
14. Evaluation methods adopted for internal and external examinations.
15. Future plans of the Institute.

**Visit of AAA Peer Team:**

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Prof. Md. Sadique Shaikh

IQAC Coordinator

Prof. Anil Patil

Member

## **Annexure-1**

### **Format for preparing the faculty profile:**

(Provide the information for last five years from 2013-14 to 2017-18)

1. Name of the faculty:
2. Name of the Department:
3. Educational qualifications:
4. Present position:
5. Address for correspondence:
6. E-mail and contact number:
7. Specialization:
8. Total teaching experience:
9. Courses taught:
10. Research experience:
11. Major research projects completed: Title of the project, Date of sanction and Duration, Grant received, Funding agency.
12. Minor research projects completed: Title of the project, Date of sanction and Duration, Grant received, Funding agency.
13. Number of students awarded Ph.D. degree: Name of the student, topic of research, date of registration, date of declaration of Ph.D. degree.
14. Number of students registered for Ph.D. degree: Name of the student, topic of research, date of registration.
15. Provide information as indicated in 11 and 12 above.
16. Participation in conferences, symposia, seminars and workshops: International, national, state or university level, attended. Presented paper, chaired session. Resource person.
17. Innovative processes developed in teaching and learning.
18. Participation in curricular development:
19. Participation in co-curricular and extra-curricular activities.
20. Refresher and Orientation courses attended:
21. Examination /Evaluation reforms initiated:
22. Publication of research papers: in peer reviewed journals, non-peer reviewed journals, conference proceedings, impact factors, citations, h-index. Numbers in SCOPUS.
23. Books published: with ISBN No., Without ISBN No., Chapters in books.
24. Patents Applied/Granted: National. International, commercialized:
25. Consultancy services provided and revenue generated:
26. Conferences ,seminars, symposia and workshops organized as convener/coordinator:
27. Number of collaborations:
28. Awards /recognitions received: International, National, State, University level.

## **Annexure-2**

### **ACADEMIC AND ADMINISTRATIVE AUDIT COMMITTEE**

**2017-18**

#### **Observation-Form**

**Observations to be made:**

**1.0 First impression / Overview:**

**First impression of the Department, upkeep etc.**

**2.0 Utilization of Resources:**

**2.1 Class Room (Time Table/Timing/Holidays etc.)**

**2.2 Teachers' workload \_\_\_\_\_**

**2.3 Library**

**a) Total No. of Books : \_\_\_\_\_**

**b) Total No. of Journals: \_\_\_\_\_**

**2.4 Laboratory**

**2.5 Computer lab**

**No. of PCs : \_\_\_\_\_**

**Printers : \_\_\_\_\_**

**Scanner : \_\_\_\_\_**

Website : \_\_\_\_\_

### 3.0 Inputs/Recruitments etc.:

#### 3.1 Admissions:

Intake : \_\_\_\_\_

No. of applications received : \_\_\_\_\_

No. of students admitted : \_\_\_\_\_

Drop outs : \_\_\_\_\_

3.2 Total No. of Ph.D. students : \_\_\_\_\_

Total No. M.Phil. students : \_\_\_\_\_

Ph.D. students			M.Phil. Students		
Admitted	Thesis Submitted	Awarded	Admitted	Dissertation Submitted	Awarded

### 4.0 Design and delivery of course and its quality:

4.1 Syllabus revised in \_\_\_\_\_ year.

4.2 Students' feedback:

**(Initiative taken for improving the quality of teaching)**

**4.3 Results:**

**Grade/DN** : \_\_\_\_\_

**Grade/First Class** : \_\_\_\_\_

**Grade/Second Class** : \_\_\_\_\_

**Grade/Pass** : \_\_\_\_\_

**4.4 Research publications:**

**Faculty members' Paper/Books** : \_\_\_\_\_

**Research students' papers** : \_\_\_\_\_

**4.5 Add-on programme/tutorials/bridge course:**

**4.6 Placements percentage:** \_\_\_\_\_

**5.0 Co-curricular, Extra-curricular and relation with society:**

**5.1 Alumni:**

a) Database : \_\_\_\_\_

b) Meets : \_\_\_\_\_

c) Department Festival : \_\_\_\_\_

**5.2 Consultancy, MDP's and other programmes with Govt. Dept.**

**Outreach Programmes etc.**

**5.3 Other co-curricular and extracurricular activities:**

#### **5.4 Personality development programme:**

#### **6.0 Preparations:**

**6.1 Commendations and recommendations of previous year AAA Committee.**

**6.2 Meeting with staff/faculty members.**



**6.3 Interaction with the UG/PG/M Phil/Ph D students.**

**6.4 Visit to class rooms/Computer lab/research labs/library.**

**6.5 Research projects:**

**6.6 Achievements:**

**6.7 Office records/log books/student records/academic regulations/  
University and UGC circulars.**

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**Signature of External Expert**

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**Signature of Internal Expert**