

Kai.Yashodabai Dagadu Saraf Charitable Trust's
Institute of Management & Science, Sakegaon- Bhusawal.
Minutes of Meeting
(IQAC)

Date: -5 October 2019

Present Members: -Hon.Mr.Pandurang Saraf sir, Hon. Sanjay Inagle sir, Dr.S.N.Jayaswal (chairmen of IQAC), Mr.AP (IQAC Coordinator), Mr.P.R.Patil (Industrial person),Dr.Prasannakumar Rehdasani (Social Worker), Mrs.RC, Mr.SM, Mr.PR.

Venue of Meeting: -IQAC Room.

Agenda of Meeting: -General Meeting about progress & future planning of IQAC


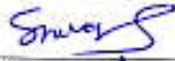
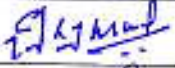

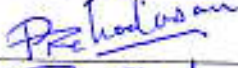

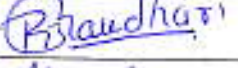


Point to be Discuss:-

This Meeting is conducted to take the overview of IQAC working & planning for conducting the quality events for students as well as faculty development and to create the their social contribution.

This Meeting is organized by IQAC cell of IMS. The IQAC Chairmen & IQAC coordinator explain the IQAC future planning about to conduct the quality events for the overall development of students and the development for the faculty members of IMS. As the social contribution is also the part of MBA academic, so in this meeting it is discuss to conduct some social activities by students. The IQAC Coordinator Prof.Anil Patil discuss about the AQAR (Annual quality Assurancereport) with all the present members.

Remarks:-

- Plan to conduct the FDP Programme for development of faculty of IMS.
- Plan to conduct “**Interview Techniques & skill development Programme**” for student welfare.
- To conduct this development Programme with the collaboration of “**GATI Organization Jalgaon.**”
- Plan to conduct social Activity of “**River cleaning Activity**” on tapi river side.
- IQAC plan the to start the new best Practices under the heading of “**My College My Home**”.
- The sponsoredship for the CSR activity are collected by “**Khandesh Ayurvedic Pharmacy, Jalgaon.**”
- Work distribution among the faculty is done for the collection of data for AQAR report of NAAC.

| Sr.No | Name of Participant's | Signature |
|-------|-----------------------------------|---|
| 1. | Mr. Pandurang Saraf (President) |  |
| 2. | Mr.Sanjay Inagle (Secretary) |  |
| 3. | Dr.Sunilraj Jayaswal |  |
| 4. | Mr.P.R.Patil |  |
| 5. | Dr.Prasannakumar Rehdasani |  |
| 6. | Mr. Anil Patil |  |
| 7. | Mrs.Rupali Chaudhari |  |
| 8. | Mr.Shekhar Mahajan |  |
| 9. | Mr.Pratik Randive |  |


Coordinator

Anil Patil


Director

Dr.Sunilraj Jayaswal
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 & Science, Sakegaon- Bhusawal.
Minutes of Meeting
(IQAC)

Date: -3 Oct, Thursday 2019

Present Members: -Hon. Sanjay Ingale sir, Dr.Sunilraj Jayaswal(Director), Mr.Anil Patil (IQAC Coordinator), Mrs.RC, Mr.SM, Mr.PR.

Venue of Meeting: -IQAC Room.

Agenda of Meeting: -Meeting for planning to conduct the two day's "Management Skill Development Programme [MSDP]"

Point to be Discuss:-

This Meeting is conducted to Discuss About to organize the two days Programme on "**Management Skill Development programme**" [MSDP] under the IQAC cell to improve the Management skill of Faculty as well as for students. It is also discussed to invite the **Mr. Rajesh S.Sabne M.D. of Asia Tech.Pune** to share the latest industrial management skill required to management students for getting the job opportunities. The aim of this Programme to expose the current business Scenario to students. Also the date, time and location of Programme is discussed.

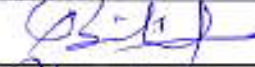
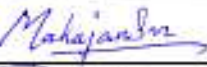
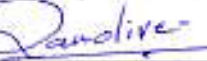
This Meeting is organized by IQAC cell of IMS. The IQAC coordinator explain the

Objective of this Programme. The present members of this meeting putting their views and suggestions and decided to conduct the two days programme on "**Management Skill Development Programme**" on **30 and 31 oct 2019** at IMS Seminar Hall. In this Plan of action for the upcoming IQAC Quality Culture event to present members.

As per the Discussion take place in this meeting, the present management members and the Director of Institute allow the IQAC cell to Conduct the event as per discuss in this meeting.

Remarks:-

- Management approve the IQAC cell to conduct **MSDP**.
- Decided to invite the Mr. Rajesh S.Sabne as Chief Speaker for this Programme.
- The Date, time and Location of Programme is decided.

| Sr.No | Name of Participant's | Signature |
|-------|--------------------------------|---|
| 1. | Mr.Sanjay Ingale (Secretary) |  |
| 2. | Dr.Sunilraj Jayaswal |  |
| 3. | Mr. Anil Patil |  |
| 4. | Mrs.Rupali Chaudhari |  |
| 5. | Mr.Shekhar Mahajan |  |
| 6. | Mr.Pratik Randive |  |


IQAC Coordinator

Anil Patil


Coordinator Director

Dr.Sunilraj Jayaswal
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 & Science, Sakegaon- Bhusawal.

Minutes of Meeting
(IQAC)

Date: -8 June, Saturday 2019

Present Members: -Hon. Sanjay Ingale sir, Dr.Sunilraj Jayaswal(Director), Mr.Anil Patil (IQAC Coordinator), Mrs.RC, Mr.SM, Mr.PR.

Venue of Meeting: -IQAC Room.

Agenda of Meeting: -Meeting for Planning the Quality Culture Event under the IQAC cell.

Point to be Discuss:-


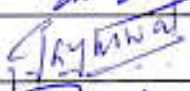
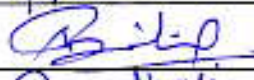
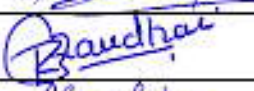


This Meeting is conducted to Discuss About to Organized the Quality Culture Event under the IQAC Cell. In this event it is discuss to run the best practices in the institute campus under the Title of "My College My Home" Activity to promote the Indian Govt. Swachha Bharat Abhiyan in the institute Campus. IQAC Cell want to promote the CSR Activities among the students, so the cell planning to conduct oneday "River Cleaning Activity" around the Tapi River side. IQAC Cell of institute consider the importance of not only the development of Teaching and Non-Teaching Staff but also to develop the Skill of Students. So the IQAC cell propose to conduct the Soft Skill Development & Interview Technique progamme for students for their future betterment in the Academic year 2019-20.

This Meeting is organized by IQAC cell of IMS. The IQAC coordinator explain the Plan of action for the upcoming IQAC Quality Culture event to present members. The IQAC cell suggest to sign the MoU with professional Training Institute to conduct the various development progamme. The IQAC cell also discuss to sign the MoU with District Industrial Cell (DIC) to provide the information about the Indian Government Policies and Support system for new Entrepreneurs. In this Meeting it is also Discuss to organize some guest lecture for knowledge Enhancement of Students and Make them Aware about the Current Economic Scenario.

As per the Discussion take place in this meeting, the present management members and the Director of Institute allow the IQAC cell to Conduct the event as per discuss in this meeting.

Remarks:-

- Management approve the IQAC Plan of Action for next Academic Year.
- The Director of Institute Guide the IQAC cell to provide complete information of IQAC Plan of Action with their Tentative Dates.
- It is decided to Sign the MoU with the "GATI Organization Jalgaon." to conduct the development Programme for Teaching and Non-Teaching Staff and for Students.
- IT decided to Sign the MoU with the District Industrial Cell (DIC) Jalgaon to provide the information about the Indian Government Policies and Support system for new Entrepreneurs.
- It is decided to start the new best Practices under the heading of "My College My Home".
- It is decided to Conduct CSR Activity.
- It is decided to arrange the guest lectures.

| Sr.No | Name of Participant's | Signature |
|-------|--------------------------------|---|
| 1. | Mr.Sanjay Ingale (Secretary) |  |
| 2. | Dr.Sunilraj Jayaswal |  |
| 3. | Mr. Anil Patil |  |
| 4. | Mrs.Rupali Chaudhari |  |
| 5. | Mr.Shekhar Mahajan |  |
| 6. | Mr.Pratik Randive |  |


IQAC Coordinator

Anil Patil


Director

Dr.Sunilraj Jayaswal

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



Date:- 30th May, 2019

Minutes of Meeting By Internal Quality Assurance Cell

KYDSC Trust's Institute of Management & Science, Sakegaon-Bhusawal.

Agenda of Meeting:- Revised of Academic Committees & allocation of Their Lead for upcoming Academic Year 2019-2020.

Point to be Discuss:- The Director of IMS Dr. Atul Thombare si conduct a meeting with faculty members for revise of Academic Committees, & allocation of Their Leads. In This meeting The Role & Responsibilities of every committee is discuss & finalized. This meeting is conducted in Director Cabine through The IQAC Cell.

Remark:-

- All The Faculty member get in The ~~the~~ Some committees for Academic Development.
- The Role & Responsibility of each committee is allocated to the respected Committee.
- All The plans for upcoming Academic year is discuss.



K.J. Yashodabai Dagadu Saraf Charitable Trust's
INSTITUTE OF MANAGEMENT AND SCIENCE
N.H.No.6 Sakegaon, Bhusawal, Dist. Jalgaon - 425201(M.S)
Phon.: 02582-255124 Fax. : 02582-255125
E-mail: imssakegaon@rediffmail.com

Academic Committee

2019-20

| Sr.No. | Committee Name | Committee Persons |
|--------|-------------------------|---|
| 1. | Exam (Internal) | Miss. Rupali Chaudhari |
| 2. | Exam (External) | Mr.Shekhar Mahajan |
| 3. | SIP/Field Survey Report | Mr.Anil Patil |
| 4. | Event/Sport | Mr.Pratik Randive/Miss.Rupali Chaudhari |
| 5. | Industrial Visit | Dr.Atul Thombre |
| 6. | Placement | Mr.Shekhar Mahajan |
| 7. | Academic planning | Mr.Shekhar Mahajan |
| 8. | Discipline | Dr.Atul Thombre |
| 9. | Library | Miss.Rupali Chaudhari |
| 10. | Alumni | Mr.Shakhar Mahajan |
| 11. | CSR | Mr.Anil Patil/Miss.Rupali Chaudhuri |


Director



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

Kai.Yashodabai Dagadu Saraf Charitable Trust's
Institute of Management & Science, Sakegaon- Bhusawal.
Minutes of Meeting
(IQAC)

Date: -2nd May, Saturday 2019

**Present Members: -Hon.Pandurang Saraf sir.Hon. Sanjay Ingale sir,
Dr.Sunilraj Jayaswal(Director), Mr.Anil Patil (IQAC Coordinator), Mrs.RC,
Mr.SM, Mr.PR.**

Venue of Meeting: -IQAC Room.

Agenda of Meeting: -Meeting for making changes into IMS-IQAC Composition.

Point to be Discuss:-



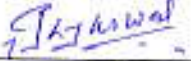


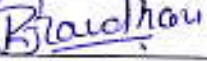
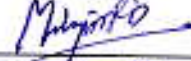

This Meeting is conducted to Discuss to make changes into the IMS-IQAC composition as the current chairman left the institute. Also to discuss to involve the new members into IQAC Cell of IMS.

The IQAC cell organized this meeting in the IQAC room on 2nd may 2019. In this all the present member discussed to fill the vacant seat of IQAC Chairman due the current chairmen left the institute and It is decided to appoint the Dr.Sunilraj Jayaswal sir (Director of IMS) as New Chairman of IQAC cell. Present member also discussed to involve the Dr.Parag Patil (Principal from college of Pharmacy Sakegaon) as the Academic Advisor and Dr.Pankaj Bhangale (HOD of Civil Department from Shri sant Gadge Baba Engineering College Bhusawal) as the Technical Advisor.



Remarks:-

- To make the changes into IQAC cell of IMS.
- The Director of IMS appoint as new Chairman of IMS-IQAC.
- Appoint the Dr.Parag Patil as the Academic Advisor for IMS-IQAC Cell.
- Appoint the Dr.Pankaj Bhangale as the Technical Advisor.

| Sr.No | Name of Participant's | Signature |
|-------|----------------------------------|---|
| 1. | Mr. Pandurang Saraf (President) |  |
| 2. | Mr.Sanjay Ingale (Secretary) |  |
| 3. | Dr.Sunilraj Jayaswal(Director) |  |
| 4. | Dr.Parag R. Patil |  |
| 5. | Dr.Pankaj Bhangale |  |
| 6. | Mrs.Rupali Chaudhari |  |
| 7. | Mr.Shekhar Mahajan |  |
| 8. | Mr.Pratik Randive |  |


IQAC Coordinator
Anil Patil


Director
Dr.Sunilraj Jayaswal



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

Date:- 2nd April 2019

MINUTES OF MEETING

KYDSC Trust's Institute of Management & Science, Sakegaon-Bhusawal.

Agenda of Meeting:- Staff Introduction with new Director & overall Discussion about upcoming exam planning, upcoming Admission planning & Discussion for upcoming Development.

Point to be Discuss:-

- 1) All staff make formal interaction with Director Sir.
- 2) Director Sir Guided us for upcoming University exam planning. & Guided for upcoming Admission planning.
- 3) New Development planning is set.

Remark:-

- 1) Introduction of A ^{newly Appointed} Director Sir with All Teaching & Non-Teaching staff.
- 2) For upcoming April/May 2019 exam planning is Done.
- 3) New Admission process is Discuss & Decided to establish.
- 4) Decided to make or fulfil The all required changes in the upcoming Academic calendar.
- 5) Student centric development ~~and~~ policies are Discuss & try to establish.

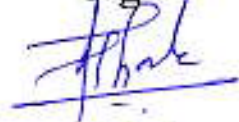
Sr.no.

Participate Name

Signature

1)

Dr. Atul Thorbe



2)

S. N. Jayaswal



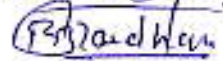
3)

Asst. Prof. Anil B. Patil



4)

Asst. Prof. Rupali B. Chaudhari




5)

Ass. Prof. Shekhar D. Mahajan



6)

Asst. Prof. Pratibha P. Randive



IQAC-Coordinator



Director

Director

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

College of Management & Science, Solapur

Tel. Dhuzawal



Minutes of Meeting and Action Taken Report

| Agenda of Meeting | Action Taken |
|---|---|
| Exam Planning, Admission planning, introduction of new director | Exam committee prepare exam planning, admission committee prepare process planning |
| Revise the IQAC cell Composition | New chairman is appointed for IQAC Cell and new member is included. |
| Revise of Academic Committees and Allocates their head. | All the academic committees are revised and their head are allocated |
| Planning quality culture event under IQAC cell. | <p>IQAC cell conducted</p> <ul style="list-style-type: none"> • the FDP for Teaching and non-Teaching, • Management skill development programme for Faculty • start the "My College-My Home" Best Practices, • River cleaning Activity under CSR. • "Employability Skill Enhancement & Assessment" workshop for students. • Celebrated the Indian National Days like Indian national voters day, Indian constitutional Day etc. • Organized "Blood Donation Camp". |
| To conduct the Management Skill Development Programme. | Institute Conducted two days "Management skill development programme for Faculty" by arranging guest lecture of Mr. Rajesh Sabne (M.D.of Asia Tech.Pune) |

