



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद  
विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**  
*An Autonomous Institution of the University Grants Commission*

# *Certificate of Accreditation*

*The Executive Committee of the  
National Assessment and Accreditation Council  
on the recommendation of the duly appointed  
Peer Team is pleased to declare the  
B. P. H. E. Society's  
Institute of Management Studies  
Ahmednagar, affiliated to University of Pune, Maharashtra as  
Accredited*

*with CGPA of 3.28 on four point scale  
at 'A grade'*

*Valid up to January 04, 2018*

*Date : January 05, 2013*



*HARUNO  
Director*



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद  
विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान  
**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**  
*An Autonomous Institution of the University Grants Commission*

# *Certificate of Accreditation*

*The Executive Committee of the  
National Assessment and Accreditation Council  
on the recommendation of the duly appointed  
Peer Team is pleased to declare the  
Institute of Management Studies, Career Development Research  
IMS Campus, Ahmednagar, affiliated to Savitribai Phule Pune University,  
Maharashtra as  
Accredited  
with CGPA of 3.44 on seven point scale  
at A<sup>+</sup> grade  
valid up to August 15, 2023*

*Date : August 16, 2018*



*Le  
Director*

**Documentary Evidences for NAAC Cycle 3 Peer Team Visit  
31<sup>st</sup> July and 01<sup>st</sup> Aug 2024 – Master Index of Files**

**Criteria 1: Curricular Aspect**

<b>Criteria No.</b>	<b>Criteria Details</b>	<b>File No.</b>
<b>1.1</b>	<b>Curriculum Planning and Delivery</b>	
1.1.1	University Curriculum with Programme Outcomes (POs) and Course Outcomes (COs)	1/1 2/26
	Perspective Plan Year wise Time tables of MBA Year wise Time tables of MCA Year wise Time tables of B. Voc. Year wise Academic Calendars of MBA Year wise Academic Calendars of MCA	1/2
	Teaching Plans of MBA faculty from 23-24 to 21-22	1/3 2/3
	Teaching Plans of MBA faculty from 20-21 to 18-19 Teaching Plans of B. Voc. from 22-23 to 20-21	1/4
	Teaching Plans of MCA faculty from 23-24 to 21-22	1/5 2/4
	Teaching Plans of MCA faculty from 20-21 to 18-19	1/6
<b>1.2</b>	<b>Academic Flexibility</b>	
1.2.1	Number of Certificate/ Value added courses offered	1/7
1.2.2	Students enrolled in Courses Pamphlets and Notices of the courses offered List of Students Enrolled Course Details including Syllabus Teaching Plan including Objectives Attendance Sheets	1/8

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	<p align="center">Model Certificates Assessment Process (Optional) Summary reports</p>	
<b>1.3</b>	<b>Curriculum Enrichment</b>	
1.3.1	<p align="center">University Syllabus of subjects related to professional ethics etc. Notices, attendance of students for the guest lectures arranged on these course</p>	1/9
1.3.2	<p align="center">Year wise list of MBA students undertaking project work Year wise list of MCA students undertaking project work Year wise Project completion certificates</p>	1/10
<b>1.4</b>	<b>Feedback Analysis</b>	
1.4.1	<p align="center">Sample feedback forms of Stakeholders Year wise filled feedback forms from stakeholder Analysis report of feedbacks Consolidated action taken report</p>	1/11

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**Criterion 2: Teaching Learning and Evaluation**

Criterion	Criterion Heading	File no.
<b>2.1</b>	<b>Students enrolment and profile</b>	
2.1.1	Approvals and Affiliation, List of students Category wise Admissions, Minority Status Letter	2/1
<b>2.2</b>	<b>Student Teacher ratio</b>	
2.2.1	List of faculty members, Workload, SPPU Teacher Profiles of Faculty Members	2/2
<b>2.3</b>	<b>Teaching Learning Process</b>	
2.3.1	Academic Calendars, Faculty Workload, Time Tables (MBA), Teaching Plans of MBA	2/3 1/3
	Academic Calendars, Faculty Workload, Time Tables (MCA), Teaching Plans of MCA	2/4 1/5
	Student Centric Methods: Participative learning, Application based learning, ICT enabled tools	2/5
	Experiential learning: Year-wise list of practical assignments done by students (MCA)	2/6
	Experiential Learning: Summer Internship record (MBA)	2/7
	Participative Learning: Year-wise presentations, tests and tutorials (MCA)	2/8, 2/9, 2/10, 2/11
	Team Based Learning: Management Games	2/12
	Team Based Learning: Aagneyum	2/13
	Team Based Learning: Fest-der-tech	2/14
	Team Based Learning: IT Waves	2/15
	Team Based Learning: Newsletters	2/16
<b>2.4</b>	<b>Teacher profile and quality</b>	
2.4.1	List of teachers, Appointment orders, Approval letters, Certificates of higher degree	2/17
<b>2.5</b>	<b>Evaluation process and reforms</b>	

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2.5.1	Evaluation policy, grievance redressal policy, evaluation process, internal exam time tables, seating arrangements, question papers (MCA)	2/18
	Evaluation policy, grievance redressal policy, evaluation process, internal exam time tables, seating arrangements, question papers, internal marklist (MBA) (2018-19)	2/19
	Internal evaluation process, internal exam time tables, seating arrangements, question papers, internal marklist (2019-20, 2021-22, 2022-23, 2023-24) (MBA)	2/20
	Notices regarding online exams, Question papers sent through Google forms (MBA)	2/21
	Consolidated marklists of internal evaluation (MBA)	2/22
	Internal marklist, Consolidated marklists and subject wise result analysis (MCA)	2/23 2/24
	Remedial action record, University orders of faculty members appointed as paper setters, evaluators	2/25
	<b>2.6</b>	<b>Student performance and learning outcomes</b>
2.6.1	Curriculum with PO and CO and attainment of Cos	2/26 1/1
2.6.2	Attainment of PO and CO: Filled counseling forms and counseling reports of the students (MCA)	2/27 2/28
	Filled counseling forms and counseling reports of the students (MBA)	2/29
2.6.3	Pass percentage: Year wise and subject wise list of passed students	2/30
	Pass percentage: University ledger of results	2/31

**Documentary Evidences for NAAC Cycle 3 Peer Team Visit  
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**Criteria 3: Research, Innovation and Extension**

<b>Criteria No.</b>	<b>Criteria Details</b>	<b>File No</b>
<b>3.1</b>	<b>Resource Mobilization for Research</b>	
3.1.1	Grants received from Government & Non-Government Agencies for Research Projects	3/1
<b>3.2</b>	<b>Innovation Ecosystem</b>	
3.2.2	Institution ecosystem for Innovation	3/2
3.2.2	Workshops /Seminars/Conferences Conducted Patents	3/3
<b>3.3</b>	<b>Research Publications and Awards</b>	
3.3.1	Research paper published in UGC CARE List	3/4
3.3.2	Books and Chapters published in National and international Conferences proceedings	3/5
<b>3.4</b>	<b>Extension Activities</b>	
3.4.1	Outcome of Extension Activities	3/6
3.4.2	Awards and recognition received for extension activities	
3.4.3	Extension and outreach programs conducted by Institution	
<b>3.5</b>	<b>Collaboration</b>	
3.5.1	Functional MoUs / Linkages with institutions and industry and collaborative research	3/7

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**Criteria 4: Infrastructure and Learning Resources**

<b>Criterion No.</b>	<b>Criterion Details</b>	<b>File No.</b>
<b>4.1</b>	<b>Physical facilities</b>	
4.1.1	Write-up and AICTE NIL Deficiency Reports from 2018-19 to 2023-24	4/1
4.1.2	Expenditure for infrastructure development and augmentation, excluding salary year-wise	4/1
<b>4.2</b>	<b>Library as a Learning Resource #</b>	<b>L1 to L16</b>
4.2.1	Library is automated with digital facilities using integrated Library Management System (ILMS), adequate subscriptions to e-resources and journals are made. Library is optimally used by faculty and students.	4/1
<b>4.3</b>	<b>IT Infrastructure</b>	
4.3.1	Institution frequently updates its IT facilities and provides sufficient bandwidth for internet connection.	4/1
4.3.2	Student - Computer ratio	4/1
<b>4.4</b>	<b>Maintenance of Campus Infrastructure</b>	
4.4.1	Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year-wise	4/1

# List of additional files related to Criterion 4.2 Library is given under the Annexure A in the end of Master Index (Page 12)

**Documentary Evidences for NAAC Cycle 3 Peer Team Visit**  
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**Criteria 5: Student Support and Progression**

Criterion No.	Criterion Details	File No.
<b>5.1</b>	<b>Student Support</b>	
5.1.1	Scholarships and Financial Support	5/1
5.1.2	Capacity Development and Skills Enhancement activities	5/2
5.1.3	Students benefitted by guidance for competitive examinations and career counseling	5/3
	MCA Counseling Record	2/2
	MBA Counseling Record	2/3
5.1.4	Redressal of student grievances including sexual harassment and ragging cases	5/4
<b>5.2</b>	<b>Student Progression</b>	
5.2.1	Placement of outgoing students (MBA)	5/5
	Placement of outgoing students (MCA)	5/6
	Placement (MoU)	5/7
	Students progressing to higher education	5/8
5.2.2	Students qualifying in state level examinations	5/8
<b>5.3</b>	<b>Student Participation and Activities</b>	
5.3.1	Number of awards / medals for outstanding performance in sports / cultural	5/9
5.3.2	Number of sports and cultural programs (organized by the institution / other institutions)	5/10
<b>5.4</b>	<b>Alumni Engagement</b>	
5.4.1	Alumni Association and financial and / or other support services	5/11

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**Criteria 6: Governance, Leadership and Management**

Criterion No.	Criterion Details	File No.
<b>6.1</b>	<b>Institutional Vision and Leadership</b>	
6.1.1	Institutional governance and leadership	6 / 1
<b>6.2</b>	<b>Strategy Development and Deployment</b>	
6.2.1	Institutional perspective plan deployment	6 / 2
6.2.2	E-governance in operations	6 / 2
<b>6.3</b>	<b>Faculty Empowerment Strategies</b>	
6.3.1	Performance appraisal and welfare measures	6 / 3
6.3.2	Financial support to Teaching Staff for conferences / workshops	6 / 3
6.3.3	Financial support to Teaching and Non-Teaching Staff for FDPs / MDPs	6 / 3
<b>6.4</b>	<b>Financial Management and Resource Mobilization ##</b>	
6.4.1	Strategies for mobilization & optimal utilization of resources and funds	6 / 4
<b>6.5</b>	<b>Internal Quality Assurance System</b>	
6.5.1	Internal Quality Assurance Cell (IQAC) Contributions	6 / 5
6.5.2	Quality Assurance (QA) Initiatives	

## List of additional files related to Criterion 6.4: Financial Management and Resource Mobilization is given under the Annexure B in the end of Master Index (Page 26)

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Criteria 7: Institutional Values and Best Practices**

<b>Criteria No.</b>	<b>Criteria Details</b>	<b>File No.</b>
<b>7.1</b>	<b>Institutional Values and Social Responsibilities</b>	
7.1.1	Gender Audit and measures for promotion of gender equity	7/1
7.1.2	Facilities and initiatives for alternate sources of energy and energy conservation measures, Green campus initiatives and Disabled friendly environment	7/2
7.1.3	Quality audits on environment and energy, Beyond the campus environmental promotion activities	
7.1.4	Institutional efforts/ initiatives in providing an inclusive environment	7/3
<b>7.2</b>	<b>Best Practices</b>	
7.2.1	Best Practices	7/4
<b>7.3</b>	<b>Institutional Distinctiveness</b>	
7.3.1	Performance of Institution highlighting its distinctiveness	7/5

**Photo Albums of IMS Activities**

<b>Album I and II</b>	<b>Photo Albums of IMS Activities 2018-19 to 2022-23</b>
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**Documentary Evidences for NAAC Cycle 3 Peer Team Visit  
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**List of Original Publications at IMS**

Sr. No.	List of Publications
1)	IMS Policy Document
2)	IMS Perspective Plan 2025
3)	IMS Best Practices 2023
4)	IMS Alumni Newsletter Vol. 11 March 2018
5)	IMS Alumni Newsletter Vol. 12 March 2019
6)	IMS Alumni Newsletter Vol. 13 March 2020
7)	IMS Alumni Newsletter Vol. 14 May 2022
8)	IMS Alumni Newsletter Vol. 16 June 2023
9)	IMS Alumni Newsletter Vol. 17 June 2024
10)	IMS Library Newsletter Vol. 09 April 2018
11)	IMS Library Newsletter Vol. 10 April 2019
12)	IMS Library Newsletter Vol. 11 July 2020
13)	IMS Library Newsletter Vol. 12 June 2021
14)	IMS Library Newsletter Vol. 13 June 2022
15)	IMS Library Newsletter Vol. 14 June 2023
16)	IMS Library Newsletter Vol. 15 June 2024
17)	IMS Magazine Reflections Vol. 11 2017-18
18)	IMS Magazine Reflections Vol. 12 2018-19
19)	IMS Magazine Reflections Vol. 13 2019-20
20)	IMS Magazine Reflections Vol. 14 2020-21
21)	IMS Magazine Reflections Vol. 15 2021-22
22)	IMS Magazine Reflections Vol. 16 2022-23
23)	IMS Magazine Reflections Vol. 17 2023-24
24)	IMS Newsletter Vol. 44 July 2018
25)	IMS Newsletter Vol. 45 March 2019
26)	IMS Newsletter Vol. 46 Sept 2019

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27)	IMS Newsletter Vol. 47 Jan 2020
28)	IMS Newsletter Vol. 48 Aug 2020
29)	IMS Newsletter Vol. 49 July 2021
30)	IMS Newsletter Vol. 50 Jan 2022
31)	IMS Newsletter Vol. 51 July 2022
32)	IMS Newsletter Vol. 52 Jan 2023
33)	IMS Newsletter Vol. 53 July 2023
34)	IMS Newsletter Vol. 54 March 2024
35)	IMS Library Information Literacy Program (E-Resources)
36)	IMS Green Audit Report 2022-23
37)	Conference Proceedings of International Conference 2023 on <i>‘Sustainability in times of Disruptive Business Environment’</i> organized in January 2023
38)	Abstract Book of 10 <sup>th</sup> Indian Social Work Congress 2022 organized in December 2022
39)	IMS Research Journal Vol. XV (1) February 2022
40)	IMS Research Journal Vol. XV (2) August 2022
41)	IMS Research Journal Vol. XVI (1) April 2023
42)	IMS Research Journal Vol. XVI (2) August 2023
43)	IMS Research Journal Vol. XVII (1) April 2024
44)	PRAYAS: IMS Student Research Publication Vol. X April 2018
45)	PRAYAS: IMS Student Research Publication Vol. XI April 2019
46)	PRAYAS: IMS Student Research Publication Vol. XII June 2020
47)	PRAYAS: IMS Student Research Publication Vol. XIII June 2021
48)	PRAYAS: IMS Student Research Publication Vol. XVI June 2024

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**Annexure A to 4.2 Library  
IMS Library: File List: NAAC- 2018-19 to 2023-24**

Library File Content(s)		File No.
<b>AY 2023-24</b>		
<b>IMS Learning Resource Centre</b>		<b>L16</b>
<b>2023-24</b>		
INDEX : File : A – Z (Bills Included)		
Sr. No.	Details	
1.	AICTE Norms and Approval Process Information	
2.	<b>Bills : Books</b> Books & Study Material bills DELNET Invoices Payments details and transactions Study Material Students List Study material stock details	
3.	<b>Bills :Journals/ Subject Periodicals</b> E-resources subscriptions, renewals and related letter Membership ( Institutional) letters and renewals	
4.	<b>Bills : Non-book Material</b> Computer Stationery Library Pesticide work Medical bills (First Aid box) Office stationary Printing Stationary Scrape quotation and related documents	
5.	<b>Committee</b> Library Staff Committee Student Library Committee	
6.	<b>Notices &amp; Circulars</b> Library cards Study Materials Timings-Library –Reading Halls	
7.	<b>Officials</b> Applications Buss Std. Newspaper (Mauli’s Bill of Supply) E-mails Invitations Lib Activities-Board Meeting Proposals-SPPU-MBA Prospectus-B.Voc. Research/SIP Updated report SPPU LIC-Research Centre SPPU-Affiliation Complimentary copy(s)-MBA-Thakur Visitors and related documents( Goa) Visitors List and related documents (Ramakrishna Edu.) Visitors-Library Visit (Kedgaon)	
8.	<b>Publications</b>	

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	Glimpses of the Doctoral Research 2018-22 ( 2 <sup>nd</sup> Compilation)	
<b>9.</b>	<b>Requisitions</b> Books, Journals, E-resources etc. Semester I & II Semester II & I	
<b>10.</b>	<b>Staff : Library</b> Library Staff Achievemnts Dr.Swati Barnabas Mr.Jitin Adhav Mr.Siraj Mulani Ms.Krushnakumari Thore Mr.Rajesh Kambale Applications and Biodata for recruitment in Library	
<b>11.</b>	<b>Usages</b> E-Visitor Count Process Steps / Information	

<b>IMS Learning Resource Centre</b>		<b>L15</b>
<b>2023-24</b>		
<b>Index : File-ACTIVITY REPORTS</b>		
<b>Sr. No.</b>	<b>Details</b>	
<b>NASA International Space App Challenge : Institute Participation</b>		
<b>NDLI: IMS Library and Global Events</b>		
1. NDLI	Plogging Trek, Rameshnwar Temple Dongargan, Ahmednagar (Dr. Rahul Khandelwal and Ms. Sharayu Kulkarni )	
2. NDLI	SEED-C-Diwali Mela-1-2 Non'23-NDLI-Refer Report : NDLI File ( Dr. Rucha Tandulwadkar)	
3. NDLI	<i>PhD Course Wk-II &amp; III -Nov-Dec 2023--Refer Report : NDLI File (Dr.Rahul Khandelwal)</i>	
4. Library & NDLI / No NDLI Uploaded activities		
1.	BAMU, Aurangabad International Conference and Paper PRESENTATION on -NEP 2020 - <b>No NDLI</b>	
2.	Dept. of Botany, ACA,-Ph.D. Course Work 7.8.23-No NDLI	
3.	Librarian's Day & Best Practices Booklet Release.-9.8.23-NDLI	
4.	Library Orientation for IMS Fresher's 2023-24 and NDLI Awareness –Club And E-resources- 26 <sup>th</sup> & 28 <sup>th</sup> Aug.2923-NDLI	
5.	Teachers Day & Study Material Distribution -5.9.23-NDLI\	
6.	NDLI Webinar-Manali Mam-Admin Dept & Library-12.9.23-NDLI	
7.	IMS PhD -I-Course Work : Key Concepts; Literature Review; Library Visit of research students-23.9.23-NDLI	
8.	ACA Lecture Series--Gandhian Studies, Dept. of PI Sci.-27.9.23- <b>No NDLI</b>	
9.	Vacchan Prerna Diwas. And Author Speaks-14.10.23-NDLI	
10.	NIRF-Webinar- Dr. Kalyan Bhatacharjee--28.10.23-NDLI	

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11.	Rashtriya Ekta Diwas And Vigilance Week-NDLI-31.10.23
12.	Christmas Celebration & Donation-22.12.23-NDLI
13.	Regional DELNET Workshop at MGM Uni.-Aurangabad-9.1.24 - <i>No NDLI</i>
14.	Awareness Programme ORCID & INFLIBNET Services; IISER Pune -19.1.24 - <i>No NDLI</i>

**AY 2022-23**

<b>IMS Learning Resource Centre</b> <b>2022-23</b> <b>INDEX : File : A – Z (Bills Included)</b>		<b>L14</b>
<b>Sr. No.</b>	<b>Details</b>	
1.	<b>Accounts</b> AICTE Deficiency Report AQAR & NAAC related documents	
2.	<b>Bills : Books</b> Books & Study Material bills DELNET Invoices Payments details and transactions Study Material Students List	
3.	<b>Bills :Journals/ Subject Periodicals</b> E-resources subscriptions, renewals and related letter Membership ( Institutional) letters and renewals Newspapers renewal Newspaper : Business Standard circulation breakdown	
4.	<b>Bills : Non-book Material</b> Computer Stationery Library Civil work Medical bills (First Aid box) Office stationery Printing Stationery Scrape quotation and related documents	
5.	<b>Committee</b> Library Staff Committee Advisory Committee Student Library Committee Feedback Analysis	
6.	<b>Notices &amp; Circulars</b> Attendance Clearance Programs E-Content Submission Library cards Study Materials	
7.	<b>Officials</b> Applications Donation by Students Data Letter -Research student donation	

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	E-mails Invitations Letter-Article contribution Letters-Appreciation Reports-Committee SDI-Prof. Kohok	
8.	<b>Publications</b> Library Newsletter and printing Invoice Newspaper articles	
9.	<b>Requisitions</b> Books, Journals, E-resources etc. Semester I & II Semester II & IV Inter Library Loans (ILL)	
10.	<b>Research Papers</b> Library Staff@ Virtual Int. Conference 20.1.23	
11.	<b>Staff : Library</b> Library Staff Achievemnts Dr.Swati Barnabas Mr.Jitin Adhav Mr.Siraj Mulani Ms.Krushnakumari Thore Mr.Rajesh Kambale Applications and Biodata for recruitment in Library	
12.	<b>Usages</b> Library facilities and services	
<b>IMS Learning Resource Centre 2022-23</b>		<b>L13</b>
<b>Index : File-ACTIVITY REPORTS</b>		
<b>Sr. No.</b>	<b>Details</b>	
	<i>ACA-Computer Science-Lib- 27.8. 22- No NDLI</i>	
1.NDLI	<i>SEED-C Event 16-17 Oct 2022</i>	
2.NDLI	<i>Vidyarthini Manch-Adv.Lecture-15.5.23</i>	
3.NDLI	<i>Unnat Bharat Abhiyan -Lifestyle Pledge-26.5.23</i>	
4.NDLI	<i>Research Centre-IPR &amp; Patent Webinar-6.6.23</i>	
5.NDLI	<i>Vidyarthini Manch-Yoga Day 21.6.23</i>	
6.Library & NDLI / No NDLI Uploaded activities		
1.	<i>Librarian Day 12.8.22-No NDLI</i>	
2.	<i>ACA-Dept. Of Geog.-6.9.22 =NDLI</i>	
3.	<i>Teacher's Day -5.9.22=NDLI</i>	
4.	<i>Webinar-Mumbai-NSS-Nilofar Mam-14.9.22=NDLI</i>	
5.	<i>Spicer Adventist University .Research WkShp -23.9.22-NDLI</i>	

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6.	Vacchan Prena Din-15 Oct 22-NDLI
7.	Rashtriya Ekta-VIGILANCE-31 Oct. 2022-NDLI
8.	Diabetes Screening Camp -Gauri Mam-14.11.22-NDLI
9.	Constitution Day-26 Nov 2022 -NDLI
10.	Best Lib AWARD 2022-23=25.11.22 Submitted=10.2.23- <b>No NDLI</b>
11.	Orientation B.Voc(Aug) MCA & MCA (Nov) 2022-NDLI
12.	Fit INDIA-Sukanya Phansalkar-13.12.22-NDLI
13.	Christmas Prog& Donation Drive .21.12.22-NDLI
14.	International VIRTUAL Conference-20.1.23-NDLI
15.	DELNET Data Sharing 2022-23-6.2.23- <b>No NDLI</b>
16.	CPE Workshop-Lit Search-SPPU- 11.2.23- <b>No NDLI</b>
17.	Matrubhasha -Marathi Bhasha Gaurav Diwas Bk. Exhi. - 15.2.23-NDLI
18.	Google Drive Launch-Siraj Mulani-28.2.23-NDLI
19.	MUCLA Conf=AUDIT Paper= <b>No NDLI</b>
20.	Best Practices-User & Essay 2022-23-NDLI
21.	Meme Competition =Office & Library-NDLI
22.	Author's Speaks-Annual Prize-Alumni

**AY 2021-22**

<b>IMS Learning Resource Centre 2021-22</b>		<b>L12</b>
INDEX : File : A – S		
<b>Sr. No.</b>	<b>Details</b>	
1.	<b>Account , AICTE and AQAR</b>	
2.	<b>Best Librarian Award</b> Application Experience Certificated Nomination	
3.	<b>B. Voc.( BFI &amp; TT)</b> Bills / Challan Requisition Orders	
4.	<b>Committee</b> Library Staff Committee Advisory Committee Student Library Committee Feedback Analysis	
5.	<b>Notices &amp; Circulars</b> Attendance Clearance E-resources Remote Login Details	

**Documentary Evidences for NAAC Cycle 3 Peer Team Visit  
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	Programs / Competitions Study Materials		
6.	<b>Officials</b> Applications Approval reports / Letters/ Prospectus Dead stock data ERP Related Documents Posters related data Project Reports Data Students data		
7.	<b>Publications</b> Newspaper articles Library Newsletter IMS Newsletter		
8.	<b>Research : Library</b> ICSSR Project Application / Proposal Library Staff details as Co-workers		
9.	<b>Staff : Library</b> Dr.Swati Barnabas Mr.Jitin Adhav Mr.Siraj Mulani Ms.Krushnakumari Thore Mr.Rajesh Kambale Applications and Biodata for recruitment in Library		
10.	<b>Stocktaking Report</b>		
11.	<b>Vendor</b>		
12.	<b>Usages</b>		
<b>IMS Learning Resource Centre</b>		<b>L11</b>	
<b>2021-22</b>			
<b>Index File-: BILLS</b>			
<b>Sr. No.</b>	<b>Details</b>		
<b>1.</b>	<b>Miscellaneous</b> Business Standard DELNET		
<b>2.</b>	<b>Book Bills</b> Payment Document and letter details Book Bills		
<b>3.</b>	<b>Study Material Bills</b> Bills, Delivery Challan Notices Payment details Students list		
<b>4.</b>	<b>Journals/ Periodicals</b> Subscriptions , Letters and Renewals Membership ( Institutional) letters and renewals E-resources , renewals and related letter		
<b>5.</b>	<b>E-resources and Membership</b> Renewals and related letter Membership ( Institutional) letters and renewals		

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6.	<b>Non-book Material Bills</b> Binding Computer Stationery Medical bills (First Aid box) Office stationery Photographs Printing Stationery			
7.	<b>REQUISITION FORMS</b> Books, Journals, E-resources etc. Semester I & II Semester II & IV Inter Library Loans (ILL)			
<b>IMS Learning Resource Centre 2021-22</b>		<b>L10</b>		
<b>Index : File-ACTIVITY REPORTS</b>				
<b>Sr. No.</b>	<b>Details</b>			
1. NDLI	<i>Gender Awareness by Vidyarthini Manch : 11<sup>th</sup> Feb 2022</i>			
2. NDLI	<i>IMS-WE Women Expo : SEED-C : 20<sup>th</sup> April 2022</i>			
3. Library & NDLI				
1.	Day of Reading-Elocution-19 June 2021			
2.	Fit INDIA-Sukanya Phansalkar-30.6.21			
3.	NDLI-IMS : Membershi & Awareness			
4.	Librarian Day=Lib STAFF-12.8.21			
5.	Unnat Bharat-NDLI-Popatrao Pawar-17 Aug 21; Sasewadi-Tree plantation3.9.21			
6.	Fit India Run 2.0 -NDLI-Sep 1-7 2021			
7.	Dr. Ranganathan- Akashwani- Speech 27 Sep 21			
8.	College Librarian Meet-28.9.21			
9.	Vachan Prerna Din - Prof. Nabde +e-Book Quiz-12.10.21			
10.	Fit India NUTRITION_Dr.Neelima Udmale -21.10.21			
11.	Library Audit-2020-21=25 Nov 2021			
12.	Rashtriya Ekta Divas-LETTER-30 Nov 2021			
13.	DELNET-Best Practices-Data Sharing-30Nov 22			
14.	NACLIN 2021 Conference- 6-8 Dec 2021			
15.	Christmas Celebration-& Vijay Diwas-6 Jan 22			
16.	Best Inst and Best Librarian proposal			
17.	Orientation-MBA, MCA B.Voc-Jan 2022			
18.	NDLI and Online Service Awareness			
19.	मराठी भाषा संवर्धन पंधरवडा –REPORT			

**Documentary Evidences for NAAC Cycle 3 Peer Team Visit  
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20.	NSS-ETI Digital Literacy-Jan –Mar 2011
21.	मातृभाषा-Marathiभाषा Gaurav दिवस -21-27 Feb
22.	Best User Award-Online Google Comp
23.	Award-Lokmat Women Icon =Felicitation
24.	Author Speaks-Dental -Annual Prize.-1April 22
25.	Dr. B.R. Ambedkar- Pledge-11 April 2022
26.	Best Practices-Essay Competition
27.	Shiv Swarajya Din- 6th June 2022
28.	Unnat Bharat Abhiyan:Chas-Hb%&Tree Plantation 13th June '22
29.	International Day of Yoga -21st June 2022
30.	DELNET-Panel Speaker=30 June 2022

**2020-21**

<b>IMS Learning Resource Centre</b>		<b>L7</b>
<b>2020-21</b>		
INDEX : File : A – Z		
<b>Sr. No.</b>	<b>Details</b>	
1.	<b>Accounts</b> AICTE & Different Committee Reports (DTE/ SPPU/ B. Voc.) AQAR (NAAC) 2019-20	
2.	<b>B. Voc. related documents</b> Requisition Order Accession Register Syllabus Notices Invoices / Bills	
3.	<b>Best Institute Award Participation</b> Form : Criterion details Library data and statistical calculations	
4.	<b>Committee</b> Library Staff Committee Advisory Committee Student Library Committee Feedback Analysis	
5.	<b>Notices &amp; Circulars</b> Attendance Book Bank Clearance New Arrivals/ Telegram Group Programs/ Events Library Cards	
6.	<b>Officials</b> Applications	

**Documentary Evidences for NAAC Cycle 3 Peer Team Visit  
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	<p>Appreciation letter Book lost Condolence Message E-mails Library dead stock letter Permission letter Research work Finances Retirement Message Student Certificate</p>		
7.	<p><b>Publications</b> Newspaper articles Library Newsletter IMS Newsletter</p>		
8.	<p><b>Research Papers: Staff &amp; Students</b> IMS Staff List Dr.Meera Kulkarni &amp; Ms.Nupur Samb Ms.Pragati Gugale &amp; Ms.Tanuja Nahar ( MBA)</p>		
9.	<p><b>Staff : Library</b> Dr.Swati Barnabas Mr.Jitin Adhav Mr.Siraj Mulani Ms.Krushnakumari Thore Mr.Rajesh Kambale Applications and Biodata for recruitment in Library</p>		
10.	<p><b>Usages of Library</b></p>		
<p><b>IMS Learning Resource Centre 2020-21 Index File:- BILLS</b></p>		<p><b>L8</b></p>	
<b>Sr. No.</b>	<b>Details</b>		
1.	<p><b>Newspaper : Business Standard</b> Invoice E-Mails Sheet of newspaper arrivals Payment details ( <i>Refer email in Inspire –pro</i>)</p>		
2.	<p><b>Newsletter : Inspire-Pro ( Online)</b> Invoice E-Mails Quotation Payment details</p>		
3.	<p><b>Book &amp; Study Material Bills</b> Bills, Delivery Challan Notices Payment details Payment Document and letter details Students list</p>		

**Documentary Evidences for NAAC Cycle 3 Peer Team Visit  
31<sup>st</sup> July and 01<sup>st</sup> Aug 2024 – Master Index of Files**

4.	<b>Journals; E-resources &amp; Membership</b> AICTE Deficiency Report E-resources , renewals and related letter Membership ( Institutional) letters and renewals Payments Reminders and E-mails Renewals and related letter Subscriptions		
5.	<b>Non-book Material Bills</b> Binding Computer Stationery Medical bills (First Aid box) Office stationary Photographs Printing Stationary		
6.	<b>REQUISITION FORMS</b> Books, Journals, E-resources etc. Semester I & II Semester II & IV Inter Library Loans (ILL)		
<b>IMS Learning Resource Centre 2020-21</b>		<b>L9</b>	
<b>Index: File-ACTIVITY REPORTS</b>			
<b>Sr. No.</b>	<b>Details</b>		
1.	Int. Yoga Day		
2.	Tree Plantation Drive		
3.	E-Library –CALIBRE Digital Library		
4.	Webinar: Nat Education Policy 2020		
5.	Librarian Day/Elocution Competition		
6.	Online Audio (Podcast : Anchor)		
7.	NACLIN Webinar (DELNET)		
8.	Vachan Prerna Din /E-Book Quiz on Dr.A.P.J. Kalam		
9.	Vigilance week (Report-Certificate)		
10.	Christmas Celebration and Donation Drive		
11.	Library Orientation_ Fresher's MBA,MCA,b.Voc.)		
12.	Marathi Bhashsa Gaurav Din		
13.	Essay Competition : India @ 75		
14.	Author Speaks Online ( Webinar)		
15.	Living amid Covid Pandemic -Webinar-Dr. Jahir Mujawar (Webinar)		
16.	Release of Library NewsletterVol.12(1), June 2021		
<b>2019-20</b>			

**Documentary Evidences for NAAC Cycle 3 Peer Team Visit  
31<sup>st</sup> July and 01<sup>st</sup> Aug 2024 – Master Index of Files**

IMS Learning Resource Centre 2019-20		<b>L6</b>
Index: File- A – Z		
Sr. No.	Details	
1.	<b>Accounts</b> Account Statements AICTE Statistical Data NAAC Information B-School/SPPU Data (OS Mam'am) Withdrawal Project List-Pest Infected @ 64	
2.	<b>Committee</b> Library Staff Committee Advisory Committee Student Library Committee Feedback Analysis	
3.	<b>Notices</b> Attendance : Staff and Students Book Bank Clearance Information Literacy Program Library Card Miscellaneous Reading Halls	
4.	<b>Officials</b> Applications E-mails /Invitations/ Letters Newspaper Articles by Library about Guests & Programs Question Paper / Questionnaire SDI Service Vendors	
5.	<b>Staff- IMS -Research Paper</b> Staff : Dr. Meera Kulkarni  <b>Staff : Library –Research Paper</b> Library Staff : DELNET related paper	
6.	<b>Staff : Library</b> Dr.Swati Barnabas Mr. Jitin Adhav Mr. Siraj Mulani Ms. Krushnakumari Thore Mr.Rajesh Kambale Salary related emails and documents Outward Record (DELNET Regional Workshop @ 14. Oct 2019 Cert. included)	
7.	<b>Usage Documents</b>	
8.	<b>Vendor / Non-IMS Invitations / Cards</b>	
IMS Learning Resource Centre 2019-20		<b>L5</b>
Index: File-BILLS		

**Documentary Evidences for NAAC Cycle 3 Peer Team Visit  
31<sup>st</sup> July and 01<sup>st</sup> Aug 2024 – Master Index of Files**

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<b>IMS Learning Resource Centre</b>		<b>L3</b>	
<b>2018-19</b>			
INDEX : File : A – S			
<b>Sr. No.</b>	<b>Details</b>		
1.	<b>AICTE, IQAC &amp; Profile (Advt.)</b>		
2.	<b>Committee</b> Library Staff Committee Advisory Committee Student Library Committee Feedback Analysis		
3.	<b>IQAC : NAAC</b> Criterion details Library related reports and documents Statistical data and calculations		
4.	<b>Notices &amp; Circulars</b> Attendance Book Banks Clearance New Arrivals Programs Reading Halls		
5.	<b>Officials</b> Applications E-mails Invitations Letters		
6.	<b>Publications</b> Newspaper articles Library Newsletter Compilation of IMS Journal CD		
7.	<b>Requisitions : Refer Bill File</b> Books, E-Resources Journals, Memberships		
8.	<b>Research Papers</b> IMS Staff		
9.	<b>Staff : Library</b> Dr.Swati Barnabas Mr.Jitin Adhav Mr.Siraj Mulani Ms.Krushnakumari Thore Mr.Rajesh Kambale Applications and Biodata for recruitment in Library		
10.	<b>Vendor related documents</b>		
11.	<b>Usages of Library facilities and services</b>		
<b>IMS Learning Resource Centre</b>		<b>L2</b>	
<b>2018-19</b>			
<b>Index File:- BILLS</b>			
<b>Sr.No.</b>	<b>Details</b>		

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	1.	<b>Book Bills</b> Payment Document and letter details Book Bills		
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	4.	<b>REQUISITION FORMS :</b> Books, Journals, E-resources etc. Semester I & II Semester II & IV		
	<b>IMS Learning Resource Centre 2018-19</b>		<b>L1</b>	
	<b>Index: File-ACTIVITY REPORTS</b>			
	<b>Sr. No.</b>	<b>Details</b>		
	1.	Library Orientation		
	2.	Digitization of theses		
	3.	Librarian’s Day		
	4.	Lecture Series : Sumedh Gupte		
	5.	Author Speaks		
	6.	Poster Making Competition with Vidyarthini Manch		
	7.	J-Gate Training Session		
	8.	Mahatma Gandhi 150 <sup>th</sup> Birth Anniversary		
	9.	Book Chapter submission		
	10.	VC News Clip and Visit of Dr. Arsud with SAU Team		
	11.	Vachan Prerena-National Unity-Vigilance Week		
	12.	State level Workshop-Yashaswi		
	13.	Christmas Celebration		
	14.	NPTEL Sem-I Report		
	15.	AIMS Outstanding Librarian Award Proposal		
	16.	DELNET Yashaswi ‘s IIMS		
	17.	BPHE Photo Exhibition		
	18.	Golden Jubilee Ceremony of BPHE @ IMS-SEED-C		

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**Annexure B to Criterion 6.4 Financial Management and  
Resource Mobilization  
Accounts Section Files**

<b>Sr. No.</b>	<b>Name of the File</b>	<b>No of Files</b>
A/C - 1	A/C. Dept. Process Instruction & Flow Chart	1
A/C - 2	A/C. Dept. Report File	1
A/C - 3	Pay Roll	3
A/C - 4	Salary Sheets	3
A/C - 5	Professional Tax / P. F. Challans	3
A/C - 6	Gratuity/Accident//Health Insurance	1
A/C - 7	TDS Return – Salary	3
A/C - 8	TDS Return - Other than Salary	3
A/C - 9	Budget	1
A/C - 10	Fee Regulating Authority - Fee Proposals	3
A/C - 11	Fee Challans - A/C Copy Instalment wise	7
A/C - 12	Fee Challans - Office Copy - Date wise	4
A/C - 13	Fee Register	1
A/C - 14	Audited Statements	1
A/C - 15	Bank Statements	1
A/C - 16	Cash Book & Ledgers	9
A/C - 17	Scholarship Utilization	3
A/C - 18	Fixed Deposit Receipt File	1
A/C - 19	Stock Register	1
A/C - 20	Municipal Tax Payments	1
A/C - 21	NAAC Information File	1
A/C - 22	MBA/MCA CAP - University Submission Files	6

# Savitribai Phule Pune University

(Formerly University of Pune)

Telephone Nos:  
(020) 25621228  
(020) 25621229  
Email: pldvp@unipune.ac.in



Planning & Development Section  
Ganeshkhind, Pune-411 007  
Maharashtra (India)

Ref. No : sppu/pldvp/ 446

Date : 11/12/2021

To  
The Principal  
The Bhaskar Pandurang Hivale Education Society  
Institute of Management Studies, Career Development & Research,  
IMS Campus Station Road, Dist: Ahmednagar, - 414001

Sub: Visit of the "Foundation Day Award 2021-22" Committee to your  
College/Institution

Dear Sir/Madam,

I am glad to inform you that the proposal submitted by your college/Institute for the "Best College / Institute Award 2021-22" was put before the committee appointed for this purpose. In order to inspect and ascertain the facts submitted by you. The committee would like to visit your college / Institute on **Thursday, 30<sup>th</sup> December 2021 at 03.00 p.m.** During this visit, the Committee would like to verify the following documents & related information of previous three years (2018-19, 2019-20 & 2020-21).

1. Curricular Development
2. Academic Flexibility
3. Teaching Plan & Record
4. Use of ICT methods in teaching
5. Innovative Practices
6. Results -UG & PG (Final Year Percentage) (With signature of the Principal / Director)
7. Major / Minor Research Projects.
8. Research Publications
9. Consultancy & Collaborations
10. Library Facilities
11. ICT & Internet Facilities & its Use
12. Augmentation of Teaching-Learning facilities
13. Financial Support from college funds
14. Number of skill development Programs
15. Student's feedback - Procedure and Analysis/Action Taken
16. Students enrollment at entry level - admitted and seats available
17. students learning enhancement - Institutional Add-on / Certificate Courses
18. Students enrolled in add-on/certificate courses
19. Organization of Seminars/Workshops/Conferences
20. Teachers Post sanctioned and filled
21. Awards/Honors/Prizes at University/State/National/International Level by the teachers
22. Teachers with Ph.D. qualification
23. Ranks at University Level, award and Prizes in Avishkar/ Anveshen and Examination
24. Environment Awareness - On Campus waste management facilities
25. Green Practices
26. Payment of various dues to the university (Affiliation fees & Pro-rata fees etc.)
27. Generation of Funds/ Grants received from

UGC/DST/DBT & other agencies 28. Measures taken for the prevention of Caste Based Discrimination in your college and mechanism developed to resolve the grievances.

You are requested not to arrange any other programme during the said visit to your college. Kindly co-operate with the members of the committee visiting to your college for this purpose.

**Please note that, during the visit of the committee guidelines issued by the Government of Maharashtra regarding Covid-19 pandemic need to be observed strictly.**

Thanking you.

Yours Sincerely,



(Dr. Vaishali Sakore)  
Deputy Registrar