



YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1.Name of the Institution	
	BPHE Society's Institute of Management Studies Career Development and Research
• Name of the Head of the institution	Dr. MEHERNOSH B. MEHTA
• Designation	Director
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	02412346532
• Mobile no	9822079675
• Registered e-mail	imscdr_anr@bsnl.in
• Alternate e-mail	mmehernosh@gmail.com
• Address	IMS Campus, Station Road, Ahmednagar 414001 Maharashtra
• City/Town	Ahmednagar
• State/UT	Maharashtra
• Pin Code	414001
2.Institutional status	
• Affiliated /Constituent	Affiliated
• Type of Institution	Co-education
• Location	Semi-Urban

• Financial Status	Self-financing				
• Name of the Affiliating University	Savitribai Phule Pune University				
• Name of the IQAC Coordinator	Dr. Hatim Fakhruddin Kayumi				
• Phone No.	02412346532				
• Alternate phone No.	02412324830				
• Mobile	9860076110				
• IQAC e-mail address	imscdr_anr@bsnl.in				
• Alternate Email address	hatimkayumi@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year)	http://www.imscdr.ac.in/				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://www.imscdr.ac.in/				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	A	3.28	2013	05/01/2013	04/01/2018
Cycle 2	A+	3.44	2018	16/08/2018	15/08/2023
6.Date of Establishment of IQAC			24/08/2011		
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
Nil	Nil	Nil	Nil	Nil	
8.Whether composition of IQAC as per latest NAAC guidelines			Yes		
• Upload latest notification of formation of IQAC			View File		

9.No. of IQAC meetings held during the year	2	
<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes	
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	No File Uploaded	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
<ul style="list-style-type: none"> If yes, mention the amount 		
11.Significant contributions made by IQAC during the current year (maximum five bullets)		
1) Formulation of Research Policy for IMS Research Centre		
2) Motivating Faculty Members to apply and get recognition as Ph. D. Research Guide		
3) Motivating Faculty Members to apply for Patents and get registered		
4) Motivating Faculty Members to participate in Unnat Bharat Abhiyaan		
12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year		
Plan of Action	Achievements/Outcomes	
1) Drafting Research Policy to strength Research Cell	1) Institute drafted and implemented Research Policy to strength Research Cell	
2) Faculty Members to apply for Patents	2) Faculty Member applied and successfully registered one Patents	
3) Faculty members to apply for Ph. D. Guideships	3) Two Faculty members got recognition as Ph. D. Guide under Faculty of Management SPPU	
13.Whether the AQAR was placed before	Yes	

statutory body?	
<ul style="list-style-type: none"> Name of the statutory body 	
Name	Date of meeting(s)
College Development Committee	21/08/2021
14. Whether institutional data submitted to AISHE	
Year	Date of Submission
2020	16/01/2020
Extended Profile	
1. Programme	
1.1 Number of courses offered by the institution across all programs during the year	5
File Description	Documents
Data Template	View File
2. Student	
2.1 Number of students during the year	363
File Description	Documents
Institutional Data in Prescribed Format	View File
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	0
File Description	Documents
Data Template	View File
2.3	126

Number of outgoing/ final year students during the year		
File Description	Documents	
Data Template	View File	
3.Academic		
3.1		23
Number of full time teachers during the year		
File Description	Documents	
Data Template	View File	
3.2		23
Number of sanctioned posts during the year		
File Description	Documents	
Data Template	View File	
4.Institution		
4.1		16
Total number of Classrooms and Seminar halls		
4.2		60.50
Total expenditure excluding salary during the year (INR in lakhs)		
4.3		341
Total number of computers on campus for academic purposes		
Part B		
CURRICULAR ASPECTS		
1.1 - Curricular Planning and Implementation		
1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process		
Savitribai Phule Pune University prescribes the syllabus on the website www.unipune.in . Institute refers to the same syllabus to the faculties and students. Time-table is scheduled with a proper and effective combination of theory and practical subjects to ensure		

attentive learning of the students. Faculty members plan the teaching process of their course at the beginning of the session. Teaching Plan includes objectives of course, teaching learning methods, evaluation criteria and periodical targets. Faculty members evaluate the programme on a regular basis and do proper revision to cover the backlog if any. Each faculty does an internal evaluation of students based on the unit test, attendance, presentations, assignments, projects, role plays, case study, field work and internal examinations. This is in addition to external evaluation of students by Pune University. Question bank is prepared by faculty members and given to students for practice. Faculty members give feedback to students regarding student's performance in internal examinations. For proper implementation of plans, heads of respective departments regularly monitor the plans with actual and try to find out deviation if any and take corrective action. Syllabus was completed online using digital platforms like Zoom, Google Meet etc. and progress was monitored using Google forms.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://www.imsedr.ac.in/

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The evaluation process in the Institute is continuous and transparent. Academic Calendar is prepared for every academic year which consists of plan for examination. The evaluation methods are communicated to the students in the orientation Programme which is organized for every course in the beginning of the academic session. The evaluation methods and schedules are discussed and finalized in the departmental meetings. The same are communicated to the faculty and students through examination time-tables well in advance. Teachers also communicate to students the evaluation criteria for evaluation while teaching.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://www.imsedr.ac.in/

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

B. Any 3 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	No File Uploaded
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

5

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	No File Uploaded

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement

for year: (As per Data Template)

0

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	No File Uploaded

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

0

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	No File Uploaded

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

Institute is committed to impart leading knowledge and develop appropriate attitude, skills and competency in students to meet corporate and organizational requirements. The role of the Institute is not only to expand knowledge horizons of the students but to develop learning attitude and life skills. In this competitive era the Institute goes beyond the gamut of University prescribed curriculum and conduct value addition Programmes to mould the student's personality.

Further, in some courses there are subjects on current trends, professional ethics and human values. Institute has consciously selected subjects like Indian Ethos, Management of Non-Profit Organization, C.S.R. and Sustainability, Human Rights, etc. , so that it can integrate crosscutting issues relevant to Professional Ethics, Human values and Sustainability.

Institute also organizes various co-curricular activities like Guest

Lectures, Seminars, Workshops and Industrial Visits etc. in which students get an opportunity to interact with the corporate experts and alumni. Institute has made conscious efforts towards providing information regarding the gender related issues to women students and staff. Institute has established 'Vidyarthini Manch' under 'Student Welfare Board' of University of Pune. This committee consists of girl students representatives and faculty members and conducts various activities for the enlightenment and benefit of girl students.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

5

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	View File
Institutional Data in Prescribed Format	No File Uploaded

1.3.3 - Number of students undertaking project work/field work/ internships

126

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni

B. Any 3 of the above

File Description	Documents
URL for stakeholder feedback report	https://www.imsedr.ac.in/
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File

1.4.2 - Feedback process of the Institution may be classified as follows

C. Feedback collected and analyzed

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://www.imsedr.ac.in/

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

381

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

164

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

1.Mentoring initiative: In Both the Departments, early on each student is allotted a Mentor. The mentors are available to the student in their entire stay at the Institute. The connection is established by a meeting- offline / on line as per the situation. The students fill a form of their self-assessment. This form reveals how they look at themselves - strengths, area of improvement, understanding of their family, interests, areas of passion etc.

2.Student Interaction in the classroom :

3.Student's personal interaction with Faculty member:

4.Students self evaluation of own learning style:

5.Practical - keeping easy & difficult options, SIP, Dissertation projects/ Easy to difficult assignment in class room to study can reveal inclination , learning style & also ability for complex working , selecting challenging assignments, ability to stretch mental endurance etc.

6.Accepting & working around individual student differences (including learning style) is a core value shared in the institute -

both the departments are Promoting MOOC courses, NPTEL courses, flipped classroom (accessing remotely placed students through on line programs, Sharing small essays e.g.ethical dilemma situations, in the on line mode sharing screen with a student / students group for activity, MCQs, Self evaluation tests etc.

File Description	Documents
Paste link for additional information	https://www.imscdr.ac.in/
Upload any additional information	View File

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
381	23

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Student Centric methods are used extensively in the learning process. Use of experiential learning: Keeping the core essence of learning by doing & self experience we find this very effective in the Institution. In both the programs it is used in the following ways: Programming for an app or using various languages, Solving a real life financial problem : Organizational or personal financial issue; working with a service provider/ retailer/ wholesaler/ shop owner, Interviewing CEOs / decision makers; working with an organisation in a functional area for a stipulated short period of time, working with a SCM/ Material handling / ERP outfit, etc. Use of participative learning: By making buddy groups in the class room, assignments are tackled. The assignments are planned to have work for all the participants & having unique challenge. In the on line mode, case studies, group assignment, secondary data sourcing and working out solutions in these areas are encouraged. Trial and Error , Breaking large task into small steps, Creating short goals to achieve the end, Working & participating in Unnat Bharat Abhiyaan and student centric activities of the Departments & Learning Resource Centre initiate this. Use of problem solving learning: Working on

Students newsletter, Prayas -Student research journal, Subjects that directly have problem solving -programming, decision sciences, operations management, business analytics use this in the course of curriculum delivery. Use of other student centric methods: Working on a National macro problem, Areas of Business ethics, Creating a communication program for the institute e.g. Business etiquette has been used this year.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://www.imscdr.ac.in/

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

For effective teaching learning process, the institute has LCD projectors, Mike, speakers, computers, interactive boards placed in classrooms. Broadband connectivity is also available in the each classroom, hostel, canteen and in campus.

Faculty members use ZOOM, WebEx, Microsoft Teams, Google Meet software to conduct online classes. They also use YouTube Channel, FaceBook Live, YouTube Live for delivering their lectures.

eLibrary is also available to the students. Faculty members also use Google Drive, Google classroom to share their notes and other material. They take online tests through Google forms. Faculty members of the IT department use ICT very intensively to explain programming languages, their tools, editors, and compilers. They show complete execution of each program live to the students. They also use online platforms to debug the program and show the result online.

- Number of teachers using ICT, LMS, E-resources : 23
- ICT Tools and Resources available: LCD projectors, Virtual Classes, Computer labs, language lab - 4 numbers
- Number of ICT enabled class rooms: 10
- Number of smart classrooms: 01
- E resources and technique used : E-learning resources like NPTEL, SWAYAM, DELNET, N list, CDs/DVD's, Audio and Videos, Live TV sessions, Indian journal.com - 07 numbers

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	No File Uploaded

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

22

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

23

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

15

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

339

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

Institute follows evaluation and assessment process similar to that followed by Pune University. Tentative dates of starting term, end of the term and dates of term end examination are mentioned in the academic calendar of the year. Every teacher prepares their teaching plan accordingly.

Internal marks are given on basis of their attendance, term work, presentations, marks of test conducted as part of continuous evaluation, tutorials, assignments. After the tests, answer papers are returned to the students. Expected answers are discussed in the class by teacher. In case of any query or doubt, sufficient time is given to discuss with teacher.

After term end examination, schedule of answer paper display is prepared by the examination coordinator and sent to the students. Accordingly all students are called in classroom to see their answer papers, understand expected answers, scheme and evaluation pattern. Students are free to see answer papers of other students and

compare.

Later every subject teacher prepares final mark list and display it. Student checks their final internal marks. In case, if required, students are given chance to improve their internal marks by remedial action. Later these marks are shown to the director and finally they are entered into University internalmark portal.

File Description	Documents
Any additional information	View File
Link for additional information	https://www.imscdr.ac.in/

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

Teaching plan of every subject contains technique of evaluation, internalmark's criteria, schedule of evaluation. This evaluationprocess is explained in the classroom at time of orientation, by every teacher. Students are well aware about evaluation schedule, pattern, markingscheme. Internal marks are given on basis of their attendance, term work, presentations, marks of test conducted as part of continuous evaluation, tutorials, assignments. After the tests, answer papers are returned to the students. Expected answers are discussed in the class by the teacher. In case of any query or doubt, sufficient time is given to discuss with the teacher. Marks are finalised. After term end examination, schedule of answer paper display is prepared by the examination coordinator and sent to the students. Accordingly all students are called in classroom to see their answer papers, understand expected answers, scheme and evaluation pattern. Students are free to see answer papers of other students and compare. Sufficient time is given to students for solving their doubts and queries. Later every subject teacher prepares final mark list and display it. Students check their final internal marks. Students also make signatures against their marks. In case if required, students are given chance to improve their internal marks. Later these marks are shown to the director and finally they are entered into University internalmark portal. In case of grievances related to power failure, break in internet connectivity, extra time is given to students.

File Description	Documents
Any additional information	View File
Link for additional information	https://www.imscdr.ac.in/

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

As one of the goals of both the Programs is to inculcate the habit of being a continuous learner, the programme & Course outcomes are shared regularly with the two stake holders (faculty & students) on our website. This has specially been effective when the students could not come to the institute during the COVID-19 pandemic lockdown. The students were able to access their performance, improve upon their performance & reach the faculty for suggestion/ advice on improving their performance. It was also beneficial to the faculty teaching the course to know if the learning loop could be closed, course correct as well take the differential learning styled students separately.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://www.imscdr.ac.in/
Upload COs for all Programmes (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

In the off line format, we worked with the matrix of PO - CO. In a scale of 0-3 the weightage was given to each parameter by the faculty team for correctly mapping in this exercise. Later the HOD of the programme discussed it with the faculty member & finalized the weightage of each matrix inclusion. In preparing the questions for the examination, questions are framed according to the CO's of the course.

When students attempt examination, based on performance they are evaluated. Faculty member then calculates percentage achieved by entire class for particular CO. This is then treated as attainment of student group & further mapped

In online format we adapted to many challenges. Students were remotely accessing knowledge, sometimes connectivity problems arose in the sessions as well as during examination, for inclusivity faculty had to repeat the contents many times & physical books were not extensively used for reference. Since University had communicated the assessment needed to be on on line format it created a boundary to work with CO1 across both the Programmes offered. Using Blooms taxonomy & the constraint of Google Form/ Socrative the faculty created a question paper. The student attempted this for evaluation process.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://www.imscdr.ac.in/

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

190

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://www.imscdr.ac.in/

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<https://www.imscdr.ac.in/>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects /

endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

1.80

File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

5

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

2

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
Paste link to funding agency website	https://icssr.org/

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

Yes, Teachers has been encouraged to file the Patent. Few teachers have filed it (i.e. in registration process) and few are actively working to file it soon.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.imscdr.ac.in/

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

4

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

10

File Description	Documents
URL to the research page on HEI website	https://www.imsedr.ac.in/ph-d/
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

13

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

7

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

1) Live National Level Webinar on "National Education Policy 2020: Higher Education on 13th Aug, 2020

- 2) SWAYAM - NPTEL Local Chapter
- 3) Antibodies to Covid-19 Test: on 11th & 12th February 2021.
- 4) Eye checkup Camp: on 12th March 2021 in association with Titan Eye+
- 5) COVID care program: In association with "ART OF LIVING", IMS Management department had organized 3 days "COVID CARE Program" for MBA and MCA students from 4th June to 6th June 2021.
- 6) International Day of Yoga - 2021 on Sunday, 20th June 2021.
- 7) Artificial Intelligence Day: Artificial Intelligence Day was celebrated in Maharashtra in Association with DTE Maharashtra on 29th Jan., 2021.
- 8) Vigilance Week (27th Oct to 2nd Nov, 2020):
- 9) Christmas Celebration (Donation Drive): The students, faculty members and staff celebrated Christmas on 21st Dec 2020 virtually on YouTube.
- 10) Tree Plantation: Continuing the Govt. of India's programme of preserving environment and having eco-friendly activities, the Library and Dept of IT conducted tree plantation in IMS Campus.
- 11) Essay Competition on "India @ 75":
- 12) National Webinar on Living Successfully amid Covid Pandemic: on 31st May 2021 from 10 am to 12.30 pm.

File Description	Documents
Paste link for additional information	https://www.imsedr.ac.in/
Upload any additional information	View File

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

2

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	View File

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

18

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

2276

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

1

File Description	Documents
e-copies of related Document	View File
Any additional information	View File
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

4

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The Institute has a state of art physical infrastructure spread across 2.62 acres of land. The Institute has adequate infrastructural facilities for academic, co-curricular & extra-curricular activities. The Institute is housed in a three-storied

building accommodating 9 classrooms, 3 Tutorial rooms, Learning Resource Centre (Central Library), Computer Centre, 4 Computer Labs including Wi-Fi Lab and Language Lab, 3 Seminar Halls, Administrative Office, Staff Room, etc. All the 319 computers are connected in network and have 100 mbps broadband internet facility. The Institute has generator back-up. The class rooms & seminar halls are equipped with teaching aids like LCD/DLP projectors, OHP with trolleys & computers with internet connection. The structure is helpful for online teaching. For online teaching learning the Institute purchased speakers, Web camera, head phone etc.

The Institute is recognized by All India Council for Technical Education (A.I.C.T.E.). The Institute complies with the norms as specified by AICTE with respect to teaching-learning facilities.

The structure is helpful for online teaching. For online teaching learning we have purchased Web Camera, Head phones, etc.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.imscdr.ac.in/

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

For organizing cultural activities the Institute has 3 seminar halls, SEEDC building hall & open space in front of main building, which is used for organizing various events. The Institute has separate Sports Complex for indoor games like Table-Tennis, Chess and Carrom. The Institute has Play-Ground for Volleyball. Play grounds for outdoor games like cricket, football, hockey, basketball etc. & gymkhana of B.P.H.E. Society - a parent body are available for the Institute. These are located just across the road.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.imscdr.ac.in/

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

16

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.imsedr.ac.in/
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

60.50

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

Name of the ILMS

Nature of automation

(fully or partially)

Version

Year of Automation

EasyLib Library Software

Marcus Consultants, Pune

Fully

4.1

2004

AutoLib NG

AkashInfotech Pune

Fully

NG

(New Generation)

2019, March (2018-19)

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://www.imscdr.ac.in/

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

A. Any 4 or more of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals, e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

3.37

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

30

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

Information Technology has become backbone of Institutional Process. These include online admissions, eLibrary, Online Examination. Due to current pandemic situation, Online teaching learning, online conduct of various events and online placement test, and interviews are added to existing online processes. In general, all most all institutional processes now require best IT infrastructure. Curricula of various programmes also requires good IT infrastructure. Specially MCA program requires new tools like Angular JS, React JS, Git and GitHub. Mainly importance is given to open source technologies and tools. Institute very frequently upgrade its IT infrastructure. The agreement with Microsoft is renewed every year. Through this, institute get latest release of all Microsoft Products including Windows Operating Systems, MS Office etc. Open Source tools are downloaded as and when required. Institute has board band connectivity of BSNL and Hinduja. Currently institute has subscribed for highest speed in the the category. Student can avail about 100MBPS speed for Wi-Fi.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.imscdr.ac.in/

4.3.2 - Number of Computers

341

File Description	Documents
Upload any additional information	View File
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

60.50

File Description	Documents
Upload any additional information	View File
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The Institute has appointed separate staff for maintenance work. At the same time support staff of the Institute is given responsibility of preventive maintenance as well as if at all corrective maintenance is required the same staff brought the same before the authorities. For routine repair and replacement work the Institute takes help of local experts & get the work done. At the same time for computer maintenance the Institute employed two full time technical staff members.

For utilization of class rooms the Institute has allotted 1st floor class rooms to Management department & 2nd floor class rooms for I.T. department. For use of common facilities like seminar hall facility requisition register is kept in the office where staff books the same. All classrooms & seminar hall are having ICT facility. Technical staff members take care of maintenance of computers, LCD, etc.

The Institute allows other organization for making use of its infrastructure for educational purpose on payment of certain charges.

Utilization statistics is maintained by Library and conducts Information Literacy programme, competitions and activities to increase the usage rate by users. Display notifications related to library services, functions and rules-regulations are circulated as and when required.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.imscdr.ac.in/

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

22

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

8

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

**5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills
Language and communication skills Life skills
(Yoga, physical fitness, health and hygiene)
ICT/computing skills**

B. 3 of the above

File Description	Documents
Link to Institutional website	https://www.imscdr.ac.in/
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

112

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

112

File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

47

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
Details of student placement during the year (Data Template)	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

2

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

0

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	No File Uploaded

5.3 - Student Participation and Activities

5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

2

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

Sr. No.

Name of the activity

Level

Participants

1.

Team Toppers & Multipurpose Academy & Netakes Drawing Academy

District

Pragati Gugale, MBA-I got Third Rank in Painting Competition

2.

Unnat Bharat Abhiyan

Regional Level

Manasi Bora - MCA - I, 2nd Prize

3.

Wild Photography , Sixth Annual International Photography Contest

International

Onkar Bedre, selected in top 35

4.

Ruminate competition organized by Indian Institute of Management Raipur

National

Bhargavi Talreja, MBA-I participation

5.

NIRVANA- The Art of Yoga, Videography / Photography competition, AISSMS Institute of Management

National

Chaitanya Joshi , MBA-I

6.

Quiz on Human Health & Yoga, organized by Pujya Bhaurao Devras
Mahavidyalaya, Muktapur, Uttar Pradesh

National

Chaitanya Joshi , MBA-I

7.

One week Yoga Day Challenge

District

Saylee Darade, MBA - I - First Runner Up,

Preeti Deepak Mahule - MBA II -Second Runner Up

8.

Student Council Member

Bhingardive Vishal Jalindar

9.

Student Council Member

Kale Prabhakar

10.

Newsletter Committee

1. Mr. Deokar Mahesh R.

2. Mr. Khakale Rushikesh D.

3. Mr. Kangale Akshay D.

4. Mr. Bansode Kiran

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

95

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

All the activities and events of the Institute are initiated, planned and executed by the students and the faculty members together through various committees. The students are part of following bodies like Student Council, Vidyarthini Manch, Placement Cell, IMS-Alumni Association, Committees for Departmental Level Activities and Committees for Institutional Level Activities etc.

In IMS 'Student Council' and Vidyarthini Manch' is established under 'Student Development Board' of Savitribai Phule Pune University, Pune as per Maharashtra Universities Act.

The main objective of formation of 'Student council' is organizing

various co-curricular, extra-curricular activities and participating in community development work. Student Council tries to nurture students' mental, physical, cultural growth with various activities to improve their overall personality development and to make them civilized Indian citizens to compete in the globalized world. Student Development Officer Implements various schemes for students like Self Defense, Cyber Security, Earn and Learn, Lecture series on Personality Development, Entrepreneurship Development, Job Placement, Soft Skills, Author Speak, Current Trends in Information Technology, Guidance for Competitive Examination, Nirbhay Kanya Abhiyan, Workshop on Computer Technology, Research Methodology and Statistics etc.

File Description	Documents
Paste link for additional information	https://www.imscdr.ac.in/
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

IMSCDR has a stated vision and mission of providing quality education to all irrespective of religion, caste, social status and make the students good and responsible citizens of India and the world. The vision includes creating a world-class management institute. In order to achieve this, the institute gives priority and thrust to different activities which will help to achieve the mission and the objectives. Highest priority is given to all activities which help the overall development of the students and that which promotes national integrity, ignites competitiveness and sportsperson spirit, initiates use of modern technology and fosters artistic students.

The Governance of the institute is well aware of the fact that achieving the vision and mission are long term initiatives. However, for each academic year the perspective plan which includes academic plan and other activities to be carried out reflects the path to be taken so that the institute moves nearer towards achieving the vision and mission. The feedback is discussed at different levels including the highest committee i. e. College Development Committee as well as in the Society Meeting.

Thus the Governance of the institute is reflective of and in tune with the vision and mission of Institute.

File Description	Documents
Paste link for additional information	https://www.imsedr.ac.in/
Upload any additional information	View File

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The institute has effective leadership which manifests through various healthy management and institutional practices such as decentralization and participative management. Institute firmly believes in the practice of decentralization and participative management.

Both these management techniques flow from the top of the organization. The Director, as the head of the institute is also the secretary of the Board of Control as well as the College Development Committee which are the topmost bodies in charge of planning, organizing and reviewing the working and functioning of the institute.

Institutional practices of decentralization and participative management are all pervasive. The perspective plan and the academic plan are prepared through decentralization and participation of staff both teaching and non teaching. At the beginning of the academic year, various working committees are formed at the institute level. These committees are formed at the institute level. These committees have members from different departments and sections depending on the nature of work entrusted to the committee. Each committee has a coordinator who is responsible for ensuring the smooth and efficient working of the committee throughout the academic year. Each committee prepares an annual plan and the nature

of activities to be carried out throughout the year. The formation and working of these different committees ensures that the management practices of decentralization and participative management are actively followed. Each committee, through its members and coordinator prepares its annual list of activities, conducts committee meetings, carries out the activities as decided and maintains a proper record of the same. Periodically, the coordinator and the members of the committee jointly meet the Director to discuss and ensure that the activities are carried out as planned. The budget for the various activities is prepared and quotations from outside parties are collected by the committee. These are finalized with the Finance Committee which includes the Director. The actual implementation of the activity is carried out by the committee which is well documented.

The institutional practices of decentralization and participative management ensure that the staffs are involved and management ensures that the staff is involved and motivated to carry out the various activities. These committees are for academic co-curricular and extracurricular activities.

Thus the effective leadership is visible in various institutional practices such as decentralized and participative management.

File Description	Documents
Paste link for additional information	https://www.imsedr.ac.in/
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Institutional strategic or perspective planning process gives an opportunity to the stakeholders including teachers, students, management, alumni, other staff etc to make effective choices for the development of the institute.

Since perspective plan is for a long period, IMS prepares such plans for a period of 5 years. The current perspective plan covers the period 2021 to 2025. Our institute is a firm believer of decentralized and participatory process. As such the perspective plan is prepared by each concerned department and sectional head. This includes Management department, Information Technology department, Ph. D. Research centre, Skill Enhancement and

Entrepreneurship Development Centre, library and administrative section.

The institute perspective plan includes both quality and quantity goals. For eg. The perspective plan for 2021 to 2025 included increasing the MCA intake from 60 to 90 seats. This is a quantifiable goal.

The institutional perspective plan of 5 years is divided into annual plans. At the beginning of the academic year, this plan is discussed and steps required to achieve the same are finalized. Once the annual plan is finalized, adequate steps and resources are committed to achieving the same. The institute has formed various committees and appointed coordinators to carry out specific activities required to be done to achieve the annual plan which is part of the overall perspective plan. For example introducing skill based extra courses, a coordinator has been appointed for Skill Enhancement and Entrepreneurship Development Centre which is part of the institute.

At the end of the academic year, the implementation of the annual plan is reviewed and necessary steps are discussed and finalised to ensure that the balance plan if not implemented during the academic year is carried out in the next academic year. The reasons for not implementing the part of the current plan are reviewed and necessary steps are taken to remove the obstacles in achieving the plan. The perspective plan and annual plans forming part of it are discussed and reviewed by the Director and the Heads of Department. The College Development Committee and Board of Control of the institute are also made aware of the progress of the perspective plan. Suggestions given by the Board and the committee members are taken into account for effective implementation of the perspective plan.

Thus institutional strategic/perspective plan is effectively deployed.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://www.imsedr.ac.in/
Upload any additional information	View File

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies,

administrative setup, appointment and service rules, procedures, etc.

IMSCDR is a firm believer in being an effective and efficient organisation providing quality education to the students. This effectiveness and efficiency is visible from the policies, administrative setup, appointments and service rules, procedures etc.

IMSCDR was one of the first management institutes in Maharashtra to go for ISO certification. This has been a foundation for bringing in efficiency and effectiveness in different activities undertaken by the institute.

The institute has clear cut policies regarding different aspects of its working. This includes policy for appointments, policy for taking leaves, policy for promotion, policy for taking advance amount for conducting activities, policy regarding activities undertaken, policy for formation of different committee, policy for purchases, policy for signing of checks etc. All these policies have been clearly explained and understood by the staff members, both teaching and non teaching and followed by them on a regular basis.

The administrative setup has been made effective by having various sections departments and committees. The organisation chart of the institute clearly shows the lines of hierarchy and delegation of authority and responsibility. Different committees consisting of teaching, non teaching and in some committees including students are formed to carry out the designated activity. Each committee has a coordinator reporting to the Director. The formation of such committee has led to efficiency and achievements of objectives.

The institute has clear cut written code of conduct for its teaching and non teaching staff and students. This code of conduct clearly states what kind of behaviour is expected from the stakeholders.

Along with the different policies, proper procedures have also been laid down. For example policy for leaves states how many casual leaves, earned leaves; sick leaves etc can be taken. The procedure for taking leave will state that which 'leave form' is to be filled up, signatures which are required in the leave form which includes applicant, Head of the Department or Section head and Director. After this the leave application form is filled and recorded. At the end of each academic year, full audit is done of the leaves taken and lives in balance. This is prepared by the office Superintendent and verified and examined by the Director. Similarly for attendance of staff, biometric machine has been installed and monthly details

are taken out and verified.

Thus there are policies and procedures for each activity undertaken by the institute.

As a result of this everything is objective and nothing is subjective. Every member knows that what policies and procedures are to be followed. This has led to visible effectiveness and efficiency all around.

File Description	Documents
Paste link for additional information	https://www.imsedr.ac.in/
Link to Organogram of the institution webpage	https://www.imsedr.ac.in/
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user inter faces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

IMSEDR firmly believes that the success of it's working and excellent performance is a result of the motivation of the staff, both teaching and non-teaching.

Motivation and high productivity is a result of the sense of belonging to the institute. Our institute often refers to its staff

as 'IMS Family' where the staff members are treated as part of one family and not just employees. This concept of family has ensured that maximum welfare measures are under taken for the benefit of the staff, both teaching and non-teaching.

The effective welfare measures include both financial and non-financial. These are:-

1. Permanent Tenure: All the teaching staff of the institute have been confirmed as permanent both by the institute as well as the affiliating S P Pune University. Almost all of the non-teaching staff including Grade IV employees are confirmed and having permanent jobs in the institute. This is perhaps the most important welfare measure from the employees point of view.
2. Salary is given at appropriate levels and includes basic salary, AGP, Dearness Allowance, Housing Rent Allowance and Travel Allowance as applicable. The basic salary increment and increase in Dearness allowance is given from time to time periodically.
3. Institute also contributes to the Provident Fund for all eligible staff members, both teaching and non-teaching.
4. The institute provides group gratuity under provision of LIC to the teaching and non-teaching staff members.
5. Institute supports staff in medical insurance. The annual insurance premium is paid by the institute and then recovered in monthly instalments from the staff. This has made it convenient for the low salary staff members and encourages them to opt for medical insurance.
6. Provision has been made to enable the staff of the institute to have membership of B. P. Hivale Education Society's Employees Credit Cooperative Society Ltd. through which loans and deposit facility are made available. Emergency loans if required by staff are also provided by the credit society.
7. Institute encourages staff members both teaching and non-teaching to participate in faculty and staff development programs. Institute sponsors the participating staff for such programs at different places.
8. Institute gives honorarium to the staff for writing research papers. Financial incentives are given to those staff members who complete their Ph. D.
9. Institute encourages faculty members for consultancy work. The revenue generated is shared with the faculty members and institute.
10. Institute has provided laptops used by staff at zero interest and easy instalments.

11. Institute provides uniforms to Class IV staff periodically.
12. Institute provides compensatory leave to those staff members who have worked for additional time on holidays and vacation period. This encourages the staff to whole heartedly participate in different activities of the institute.

Thus the institute has effective welfare measures for teaching and non-teaching staff.

File Description	Documents
Paste link for additional information	https://www.imscdr.ac.in/
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

7

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

0

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

5

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The staffs are the backbone in any organisation. IMSCDR has a unique record of having all the staff members both teaching and lawn teaching of permanent tenure. Due to this there is considerable importance given to the performance of the staff members.

For all the staff members, both teaching and non teaching,

performance appraisal is different from the feedback received from the students. Feedback is taken from the students for the subjects taught by the concerned teacher, and for administration and library services provided to the students.

In case of performance appraisal, a printed form is given to the teaching staff members which shows the subject taught, courses taken as well as additional responsibilities undertaken by the teaching staff. The performance appraisal consists of two parts - part A covers the personal abilities of the concerned teaching staff member like subject knowledge, competency level of teaching, class handling, teamwork, punctuality, self discipline etc. The concerned teaching staff members carries out 'self appraisal' for the different abilities and great himself in various grades like excellent, very good, good, average and poor. These grades are further assist by the Departmental Head and discussed with the institutional head that is Director.

Part B of the performance appraisal form contains the feedback by the head of the department and the Director to the concerned faculty. Also it contains the plan of improvement by the faculty. The performance appraisal is signed by the concerned faculty, Head of the department and the Director. It is kept as a record for future reference.

The performance appraisal form for non teaching staff member is both in English languages for clerks and above and in local language 'Marathi' for the peons.

Appraisal form for non teaching members contains the job description of each activity given to the concerned member as well as additional responsibility given. Each member is expected to give self apprise as per different grades. This is further assessed by the Head of each section. The sectional head discusses the performance appraisal with the Director and necessary plan of improvement by the concerned staff is given. Suggested areas for self improvement are also stated. These appraisal forms are signed by the concerned non teaching staff member, Sectional head and by the Director. It is filed and kept as a record for further reference.

The performance appraisal of the staff has helped in improving the performance of the staff, increases employee engagement and provides documentation for future reference. It helps the institute in better understanding of the employees and to discover the strengths and weaknesses of the employee. If required, training is suggested to improve the performance and reduce the weaknesses.

File Description	Documents
Paste link for additional information	https://www.imscdr.ac.in/
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

Institute has an integrated internal control system which is part of internal audit process. Institute has purchase and internal finance committee which is responsible for ensuring that purchase procedure is transparent, cost efficient and non corrupt. Annual and monthly budgets are prepared and analysis done with actual receipts and payments. Standardized payment vouchers are used, signed by Accountant, Director and Secretary of society. Payments are given only by cross cheques or electronically transferred. There are no cash payments.

Monthly payment and received statements along with bank balances are submitted to society office. Accounts department is fully ICT based. It uses latest Tally software. Since the pandemic most of the finance activities are carried out digitally. All these insure proper internal control system and internal audit.

External audit is carried out by Saptarshi and Company, appointed by society. Full audit is carried out for every account of the institute. The audited accounts are approved by governing society and submitted to various Government authorities including Income Tax, Charity Commissioner's Office, Fees Regulatory Authority, PF office and others.

Mechanism for settling audit objections is in place but since the establishment of the institute in 1991, there have been no audit objections.

File Description	Documents
Paste link for additional information	https://www.imscdr.ac.in/
Upload any additional information	View File

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

2.96

File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

IMS, Ahmednagar is a non-grant institute conducting professional degree courses of S P Pune University. Its main source of revenue is the fees paid by the students. The amount of fees to be charged is fixed by the Fees Regulating Authority, Govt. of Maharashtra. More than 50% of the fees are in the form of Scholarship received by the students from Govt. of Maharashtra. On the other hand all the staff of the institute being permanent are entitled to salary as per norms, provident fund contribution of the employer, gratuity contribution etc. The institute also spends substantial amount on student development programs, functions, purchase of computers, maintenance etc.

As such there us perpetual need to mobilize funds and to ensure optimal utilization of resources.

The Institute employs various strategies for mobilization of funds and at the same time tries to ensure that there is optimal utilization of resources. This includes -

1) Undertaking consultancy assignments. This is in the form of sending our expert staff for training workshop etc.

2) Conducting exams on behalf of Institute of Chartered Accountants of India and Institute of Company Secretaries of India. The institute receives per head utilisation charges.

3) Institute has a Ph. D. research centre in Management. It has been encouraging the faculty members to get Ph. D. guide ship. This enables the Ph. D. centre to enroll more Ph. D. Students. The fees collected from Ph. D. students helps in the mobilisation of funds.

4) Conducting online exams on behalf of TCS and others who find the institute a centralised place where students can come for the online exams.

5) The institute encourages faculty members to apply and get minor research projects from UGC, ISSCR and S. P. Pune University. A small amount of such research projects accrues to the institute as facilitation centre.

6) Institute has a Skill Enhancement and Entrepreneurship Development Centre (SEEDC). Through the centre short term courses like event management, computer literacy etc articles which generate some amount.

7) Recently, the institute is promoting a scheme in which well wishers will institute a scholarship in their name by giving some amount to the institute. Each scholarship amount is of about Rs. 25000. Scholarship amount is kept in a separate Bank deposit and the interest received is given to worthy students as scholarship.

8) Institute has spare infrastructure which are given to outside educational entities and through this amount is mobilize. For example currently some infrastructure area has been given to Vedanta Foundation and Ramesh Firodia Foundation for conducting their educational activities. The institute gets certain monthly amount as facilitation charges from them.

Thus institute is making all possible efforts for mobilization of funds and optimal utilisation of resources.

File Description	Documents
Paste link for additional information	https://www.imscdr.ac.in/
Upload any additional information	View File

6.5 - Internal Quality Assurance System

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

IMS has always strived for excellence and quality work in all its activities. Even before going for the first round of NAAC accreditation, the institute had obtained ISO 9000 for its entire working and administration.

IMS had established the IQAC on 24th August 2011 with a view to improving the quality of various academic and non academic activities carried out. The IQAC consists of both teaching and non-teaching staff members and is chaired by the Director.

It is only through the efficient and effective conduct of the IQAC that institute was able to get Grade 'A' accreditation in the first round and Grade 'A+' in the second reaccreditation round.

IMS carried out various academic, co-curricular and extracurricular activities through various committees and coordinators. The institute ensures that at least one IQAC member is there in each of the committees. The role of the IQAC member is both to function as a committee member and at the same time as IQAC member suggest guiding measures to improve the working and results for which the particular committee is set up. The IQAC member also ensures that the activity is standardized and institutionalized so that it does not matter who the member of the committee are. The committee for each activity has to follow the laid down procedures, processes and policies to achieve the desired objectives and results.

For example, the IQAC member in the library committee made a suggestion for digitalization of Ph. D. thesis kept in the library of the institute. This was accepted by the Library Committee and now all the Ph. D. thesis of IMS Research Centre have been digitalized.

Thus IQAC has contributed significantly for institutionalizing the quality assurance strategies and processes.

File Description	Documents
Paste link for additional information	https://www.imscdr.ac.in/
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the

incremental improvement in various activities

The teaching learning process, structures and methodologies of operations and learning outcomes are reviewed through periodic intervals and the incremental improvements in various activities are recorded and taken note of.

For example teaching learning process has a direct impact on the Grades and passpercentage of the students. The incremental differences in pass percentage and grades which could be both positive and negative are recorded and necessary action is taken if required, especially if negative differences are found. Reasons for such negative diversions are found out and corrective action is taken.

Similarly in case of placements how many companies were approached for the placement, how many companies conducted campus interviews and percentage of students placed is recorded and thereby incremental improvements made note of. The IQAC deputed its committee member to take note of such incremental improvements.

These incremental improvements and differences are also discussed in the statutory bodies of the institute which includes the College Development Committee and the Board of Control. The suggestions given by the committee and board members are considered for further improvement in the various activities.

File Description	Documents
Paste link for additional information	https://www.imsedr.ac.in/
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://www.imscdr.ac.in/
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Planning to conduct a online session on Gender Awareness in 2021.

Planning to celebrate Women's Day .

Vidyarthini munch program , Womens Day, Pad Distribution

IMS has various committees . One of it is Vidyarthini Munch committee . Some staff and students are the members of this committee . Every year Vidyarthini Munch committee celebrate celebrates Women's day . They conduct various competitions, games , informative lectures etc. Also provide refreshments to all the students and Staff. But this year due to pandemic Vidyarthini Munch could not conduct games and competition but celebrated womens day on 16thMarch 2021 by felicitating all the Ladies staff and Arranged Guest lecture . The topic of the lecture organized was "Corporate ?????? ".The guest speaker was Adv.Neelima Bandellu. Adv. Bandellu in detail discussed the corporate laws and by-laws, work culture. The in-depth analysis, analogy with current situation referring to corporate sector's working environment and related issues gave guidance and encouragement to the attendees. The COVID-19 Standard Operating Protocol were strictly followed , social distancing was maintained. The premier broadcasting was done on You Tube and offline on the white screen.

IMS provides Hostel facility for girls Students in the Campus itself. Rector stays in the same building .

Hostel has 2 buildings new and old. The hostel fee is very less

which is affordable to all the students.

Girls are also provided sports material , study room, tv room and medical facility with medical room in the same campus. The hostel capacity is 50. Girls students take the benefit of this facility provided.

Ims also has Girls common room . This room is for taking rest and it is place for having their tiffins.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

B. Any 3 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Following are the strategies developed by the institute for waste management-

For proper segregation of waste into solid waste and liquid waste, institute has procured and placed colour coded dustbins at various places in the campus.

Solid Waste Management:The Institute has kept dustbins at different places in the campus and classrooms to ensure that the solid waste is put in dust bin. It has provision separately for dry waste and wet waste. These are then cleaned daily and put in the garbage container of the Municipal Corporation.

Liquid waste Management:The Institute has no chemical / liquid waste. Only the liquid waste generated in the toilets is there, which goes through the drainage system directly.

E-waste Management:E-waste generated by Institute like used CPU, Printers, Monitors; Keyboards are resold as scrap periodically. The Institute has purchased LED Monitors in place of CRT monitors in most cases. However, have been informed that due to budget constraints, 100% replacement by LED monitors has not been there.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

1. Restricted entry of automobiles
2. Use of bicycles/ Battery-powered vehicles
3. Pedestrian-friendly pathways

B. Any 3 of the above

**4. Ban on use of plastic
5. Landscaping**

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	No File Uploaded

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

B. Any 3 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	No File Uploaded
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	View File
Any other relevant information	View File

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

1. Webinar on National Education Policy 13th Aug 2020

IMS learning resource center organized a webinar on 'National Education Policy 2020: Higher Education' for students and faculty members on 13th Aug 2020. The resource person was Dr. Roshan Lal Raina, Vice Chancellor, JK Lakshmipat University.

1. Teacher's Day Celebration- 5th Sep 2020

The library celebrated Teacher's Day on 5th Sep 2020 to mark the birth anniversary of Dr. S. Radhakrishnan. Dr. M. B. Mehta garlanded the photo in presence of IMS Staff.

1. Vachan Prerna Din 15th Oct 2020

Institute's library celebrated Vachan Prerna Din on 15th Oct 2020 at National Level. Photo of Dr. A. P. J. Abdul Kalam was garlanded by Dr. M. B. Mehta.

1. Vigilance Week- 27th Oct to 2nd Nov 2020

IMS library registered its participation in 'Vigilant India Prosperous India' programme thus promoting integrity and eradicating corruption initiative. The week was observed from 27th Oct to 2nd Nov 2020.

1. Marathi Bhasha Gaurav Din 27th Feb 2021

Marathi Bhasha Gaurav Din was celebrated on 27th Feb 2021 to celebrate birth anniversary of Kusumagraj. The chief guest of the programme were Dr.Lata Dagwale and Dr. Priyadarshan Bandellu.

1. Women's Day Celebration 8th March 2021

International Women's day was celebrated on 8th March 2021 by felicitating the women staff of IMS library by faculty of Dept. of Political Science , Prof. Vineet Gaikwad.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

Librarian's Day (Bilingual Elocution Competition) : 8th -19th Aug 2020

IMS's Learning Resource Centre (Library) celebrated Librarian's Day on 12th August 2020 (Monday) to mark the 128th Birth Anniversary of Padmashri Dr. S R Ranganathan, Father of Library Science in India.

To mark the occasion a bilingual Elocution Competition was organized through online platform, keeping in mind the COVID-19 pandemic. The topic of the competition was "Library of my dreams... ". The details about prizes, eligibility, language, rules and regulations were shared through social media platforms. Prof. Ashita Bandelu from Dept. of English of BPHEs Ahmednagar College Ahmednagar evaluated English language entries and Prof. Vandana Khandelwal, Librarian, MIT Academy of Engineering Alandi Dist. Pune evaluated Hindi language entries .Three winner participants were given a cash Prize (in the memory of Dr. K.P. Ghatol). E-certificate of participation was sent to all registered participants .The results was announced and declared by releasing a video on different social media platforms.

2) certificate of Commitment (Vigilence)

IMS Library registered its participation in the theme "Vigilant India Prosperous India" program thus promoting integrity and eradicating corruption initiative. The week was observed to promote integrity, transparency and accountability in public life by displaying posters related to 'Citizen Integrity Pledge'; 'Integrity Pledge for Organization'. In lieu of this the organization took the online "Integrity Pledge" which was available on the Central Vigilance Commission (CVC's) website .The institute generously disseminated and publicized the "Integrity Pledge" amongst all employees, students, their families'/stakeholders/citizens etc. so as to elicit wider participation on the initiative of Integrity Pledge of the Commission through dedicated Telegram Channel.

3) International Day of Yoga 2021

On the auspices of International Day of Yoga IMS Vidyarthini Manch arranged the Interactive and demonstrative Yoga session for all Students and IMS Staff members on Sunday, 20th April 2021 at 7.00am to 8.30 am.. The program was organized on a Virtual platform-Google Meet. The theme of the Interactive and demonstrative Yoga session organized was -"Remain balanced and Joyful doing Yoga with Bhakti"- by Ms.Bhakti Santosh- Certified Yoga Teacher from Singapore.

IMS SEEDC has organized "Yoga Day Challenge" contest on account of International day of Yoga. 5 days challenge was given to members of IMS WE group. Every day one new challenge was given to these ladies and they have uploaded their performance videos on the same day. Prize distribution ceremony was organized to felicitate these participants.

4) Covid 19 Awareness

National Webinar: The Institute conducted live webinars due to the Pandemic. The Dept. of Management and Learning Resource Centre organized National Webinar on the topic "Living Successfully amid Covid Pandemic" on 31st May 2021. The guest speaker was Dr. Zaheer Mujawar , an effective communicator & team leader with skills in troubleshooting, team building capability & abilities in planning & managing resources in medical and pharmaceutical field. The discussion highlighted COVID appropriate behavior, diagnosis- tests importance, re-infection, vaccination, positive mindset & nutritious diet, exercise, embrace change etc.

(Yoga Day, covid 19 awareness library day certificate of commitment

book quiz)

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	Nil
Any other relevant information	Nil

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

B. Any 3 of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

1. International Day for Yoga

Due to the unprecedented pandemic, the International Day of Yoga (IDY) was observed with the focus on social distancing. IMS motivated everyone to pursue Yoga from the safety of their homes and also encouraged all to enroll for the online participation of the live sessions and talks by experts that were available on social

media platform like YouTube, Face book, Twitter, Instagram, etc.

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1. Vigilance Week- 27th Oct to 2nd Nov 2020

IMS library registered its participation in 'Vigilant India Prosperous India' programme thus promoting integrity and eradicating corruption initiative. The week was observed from 27th Oct to 2nd Nov 2020.

1. Christmas Celebration

The students, faculty members and staff celebrated Christmas on 21st Dec 2020 virtually on YouTube. Principal Dr. Rajneesh Barnabas, Member, BPHE Society was invited as a "Guest of Honour". Director Dr. M.B. Mehta welcomed the guests and attendees. Prof. Utkarsha Dethe was master of the ceremony. Dr. Barnabas in the Christmas message said that we should celebrate the joy of the festival in unison by including the poor, orphans and helpless people in the celebration.

1. Marathi Bhasha Gaurav Din 27th Feb 2021

Marathi Bhasha Gaurav Din was celebrated on 27th Feb 2021 to celebrate birth anniversary of Kusumagraj. The chief guest of the programme were Dr.Lata Dagwale and Dr. Priyadarshan Bandellu.

1. Women's Day Celebration 8th March 2021

International Women's day was celebrated on 8th March 2021 by felicitating the women staff of IMS library by faculty of Dept. of Political Science , Prof. Vineet Gaikwad.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Best Practice I: Online support for MCA/ MBA Aspirants

1) Title of the Practice: Online support for MCA/ MBA Aspirants

2) Objectives of the Practice: The objectives are as follows:

- To raise awareness about Various Management courses among Students.
- To provide platform For guiding them to fill CET form .
- To Guide and support to solve problems related to CET examination.
- To provide guidance to be prepared with the documents required for Admission Process.
- To provide complete guidance to aspirants from CET form filling to final Admission

3) The Context: We faculty members Of IMS are involved in the process of Admission to MBA and MCA course. After working in this process it was seen that students are not aware about different courses which they can opt after graduation. They are not aware about when to fill CET form for management courses and documents related for taking admission to MBA or MCA course..It was also observed that students come after starting the verification process that whether they can take admission without giving CET Students also face the problem of incomplete documents to upload so they cannot take the benefit of scholarships given by the government and hence fail to complete post graduation .

4) The Practice: The process of online support starts for about 8 to 9 months. Staff visits various college and make them aware about the process to be followed for admission to various Management courses. They are also informed that to take admission to any management course CET examination is compulsory. . Guidance is provide related to last date of CET form filling, syllabus and documents required for Admission . Then staff creates the group to help students in Admission process. Students are asked to join the group. Students also add the friends who are interested to complete the management courses.. Messages are send on the group to make students aware related to last date of fillingCET examination form. After this we also send some study material and conduct practice test beforeCET Examination which helps students .. After CET examination messages are send related to documents required to take admission for Management courses. Guidance is provided to students for document Verification, also online help and guidance is given to all students at any time they call. Students are also supported and guided to fill option form in all rounds. After allotment Students come for final admission. The group is working for 8 monthsupto Last round of Admission. Guidance and help is provided for each and every students.

5) Evidence of Success: It is observed that due to guidance given by our institute students are now aware that they can opt for post graduation.. They are made aware about different scholarships given by the government. Students are also made aware about importance of post graduation their benefits in job. In guidance girls students are informed about importance of education to make them and their family lead a better life. As a result number of students appearing for CET Examination is increasing.

6) Problems Encountered and Resources Required: Though the guidance is given well in advance related to CET form filling Date students don't take it seriously .they come to us when document verification process is going on, and ask whether they can go for any management course without giving CET, hence they lose one year or do not continue education further. Students are informed that each step in admission process is to be completed , but some students miss one of the step and hence they are not able to take final admission. Sometimes complete documents are not prepared by the students so they cannot take caste benefitor different scholarships as, a result they do not prefer to go for post graduation degree

7) Notes (Optional)

Any other information: It is very difficult to create and maintain

the students in the group for 8 to 9 months and then guide them at every stage. It is also needed to call and maintain connection with them.

Best Practice II: Distribution of learning material by Library

1) Title of the Practice: Distribution of learning material i.e. Study Material & Book Bank

2) Objectives of the Practice The aims and objective of the distribution of study material and book bank is:

- To Increase understanding of subject in detail.
- Every student should get a personal set of study material and book bank.
- Students in remote area where connectivity is an issue should not be deprived of Management Education.
- Books are lifeline and help to increase knowledge and aid students to prepare notes.
- To maintain the COVID-19 norms of social distancing and avoid crowding in library.
- To do all other activities which are necessary and incidental to the attainment of the above mentioned objectives.

3) Context: In reality Knowledge hones the managerial skills of the students and help to understand the concepts. Students come to the Institute from diverse background. Last year due to COVID 19 Pandemic, all lectures were performed online. Students were totally dependent on online classes and online information. But everyone had sometimes faced the problem of connectivity and speed of internet, as no one was ready for online education. Apart from customary facilities, the library extends a comprehensive support service to students. Hence to provide knowledge and guidance to students for their betterment, Institute with the help of Learning Resource Center (Library) took the initiative to provide Study Material and Book Bank to students of IMS.

4) The Practice: Institute with the help and initiation of Learning Resource Centre (Library) decided to provide Study Material and Book Bank to students of IMS. The Library staff collected information regarding revised syllabus, consulted the HODs for subjects assurance and after initial office transaction of approval, quotations and getting requisition forms sanctioned the books were ordered on priority basis. The lists of students were procured from Institutional Administrative Section and the Excel sheets were

created and printed. Students were informed to collect the individual sets through the Telegram Group, What's App Groups and other social media platform. The said facility was provided with free of charges. The Study Material was given away to the MBA & MCA Students while the Book Bank books were recalled for collection of new set for subsequent semester. The facility of Study Material Set For MBA & MCA I year (Sem -I) were made available from in month of March 2021 and September 2021 during working hours from Library Circulation counter and Journal section. The notice was send to each student regarding the timings day and date to avoid gathering in the institute. The set were given away to reach out the students for continued teaching and learning process. The material was used only for academic purpose. The COVID-19 Standard Operating Protocol was strictly followed, distance was maintained and gathering avoided. The book bank was provided to students of all courses like MBA, MCA, and B.Voc at IMS.

5) Evidence of Success: Study material generally assists the students to enhance their learning process. This encourages students to learn new concepts that significantly enhance their knowledge. As the books and study material were provided to students, they were able to use it anytime they require, they was no problem of connectivity and internet speed. Students were able to clear the doubts and enhance their knowledge. The distribution of learning material increased understanding of subject and advance education by supporting the development and distribution of books and educational materials to IMS students of MBA, MCA & B. Voc courses. The students organized their notes, practiced question and answers, updated their subject vocabulary, hand write the notes and made it personal as per their understanding of respective subjects. The members of "Student Library Committee" were instrumental in dissemination of the learning material information.

6) Problems Encountered and resources required: Students were informed to collect the individual sets through the Telegram Group, What's App Groups and social media platform. After the deadline of collection of set was achieved reminders were circulated on individual email ids to selective students. At times due residence in the remote area it was not possible for students to reach the IMS Library in stipulated time. Therefore students were encouraged to send their acquaintance / friend/ relative with an authority letter as one needed to sign against the collection of set. They were encouraged to make use of the opportunity and special facility rendered to them during the COVID-19 Pandemic. The library's circulation was kept functional (open) for longer hours as the students could collect the set after online classes. If any problems

arise, they were instructed to write to the Librarian as early as possible.

7) Any other information: The practice of Distribution of Study Material & Book Bank' has definitely been very useful to the students and saved their time in searching proper information and overcame connectivity problem. This time they could utilize it to improve their knowledge and develop themselves subject wise technically. Students could organize and integrate study materials and book bank books and spend more amount of time studying. Breaking information down into organized and manageable chunks for their study guide also helped to reduce test anxiety. They had tips and relevant material handy by renowned authors and experts in printed format that assisted in getting deeper, more meaningful understanding of the material from examination point of view.

File Description	Documents
Best practices in the Institutional website	Nil
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

IMSCD&R has a mission, vision and objective of providing quality education to all irrespective of caste & religion and make students good citizens of India. Distinctive institutional performance of IMSCD&R is noticed from list of Best Practices which have been institutionalized. Priority and thrust is on different activities which help to achieve objectives and vision of institute. Within this, priority and thrust is on all activities which help development of students in all respects.

Distinctiveness of IMSCD&R is visible through various Management Activities like Fest-Der- Tech Competition, Aagneyum Competition, Research Publications for staff and students along- with best practices by Library, Vidyarthini Manch and Student Council. All these activities promote all round development of students, national integrity, ignite competitiveness and sportsman spirit, initiate use of technology, freedom of expression and information literacy,

bridge gap between different strata of society and celebrate artistic spirit. Activities implemented accelerate and stimulate learning-teaching and research. They also focus and put extra efforts on continuous improvements.

IMSCD&R in the challenging times of Covid19, adapted to new online teaching system and continued to deliver knowledge among its students through digital platforms like Zoom and Google Meet. Along with online lectures, YouTube channel was also created to deliver content to the students. Faculties were provided with mike and webcam to make delivery of sessions hassle free.

IMSCD&R reaches out to local population by non-conventional means and accommodates citizen from all walks of life irrespective of gender, age, educational background etc and focuses on continuous improvement process. IMSCD&R is true to its mission statement of equal opportunity for quality education for students of diverse background, enrich them and make them better and responsible citizens of India and World.

Institutional distinctiveness is elaborated by its vision to create World Class Management Institute. Accordingly students need to get exposed to local as well as global concerns. Being located at prime location, IMSCD&R offers infrastructural facilities and competent staff. Institute adheres to its quality policy of providing leading knowledge and experience for developing appropriate attitude, skills and competency amongst students to meet corporate and organizational requirements.

Throughout the year, activities of different nature are conducted and thrust of this to boost personality and morale of students. These include student centric activities like personality development programs, value addition, social and cultural activities, sports activities, motivational speeches, lecture series and book talks which promote managerial and organizational skills and inculcate qualities of good citizenship and integrity amongst students. This in turn will make them excellent managers and asset to organizations where they are employed.

Activities are dynamic and conducted periodically to recognize diversity and promote quality performance. Participation of students in different committees like placement, library, sports, etc help to create Institution centric LEADERS of tomorrow. IMSCD&R carries out its social responsibilities through its practices and by all round development of students' personality. Implementation of various practices has helped IMSCD&R to create a strong brand and goodwill

for itself amongst the society. Management ensures availability of proper infrastructure and effective governance system. Teachers play critical role in building competencies of students through best practices. Students quench for the "best" is satisfied. Stakeholders of institute include students, staff members, alumni, parents, employers, management, regulators (including University, AICTE) and society at large. However, at IMSCD&R, it is always students' first in priority. As our motto says "NOT THINGS BUT MEN", "I DARE YOU".

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

Future plan of action for next Academic Year include:

1. Unnat Bharat Abhiyan- Institute plans to apply as a participating institute in Unnat Bharat Abhiyan an Government initiative for rural transformation in the society. 5 villages are to be adopted under this programme. The Mission of Unnat Bharat Abhiyan is to enable higher educational institutions to work with the people of rural India in identifying development challenges and evolving appropriate solutions for accelerating sustainable growth. It also aims to create a virtuous cycle between society and an inclusive academic system by providing knowledge and practices for emerging professions and to upgrade the capabilities of both the public and the private sectors in responding to the development needs of rural India.
2. National Digital Library of India (NDLI)-Institute plans to apply as a member in National Digital Library of India (NDLI).TheNational Digital library of Indiaais a project underMinistry of Education,Government of India. The objective is to collect and collatemetadataand providefull text indexfrom several national and international digital libraries, as well as other relevant sources. It is a digital repository containing textbooks, articles, videos, audio books, lectures, simulations, fiction and all other kinds of learning media. The NDLI provides free of cost access to many books in theIndian languagesandEnglish
3. Increase in MCA intake-Institute has applied for increase in intake for its Master of Computer Application (MCA) course to AICTE. Currently for the academic year 2019-20, the intake is for 60 students. Institute has applied for additional intake

of 30 students for academic year 2020-21

4. B.Voc Promotion- Institute has started B.Voc course from academic year 2020-21 after receiving approval from AICTE and S.P.Pune University. Under B.Voc, two courses have been started viz. B.Voc in Travel & Tourism and B.Voc in Banking, Financial Services and Insurance. Institute intends to promote these courses more, as students are still unaware about vocational degree and its importance. Institute plans to promote B.Voc course by using different media's like news paper, social media, radio and hoardings.
5. Updating College Website-Institute is in process of updating its current website. Institute intends to launch a better and latest version of its website. Considering the prevailing situation of Covid-19, Institute has plans to take the entire admission process online. Admission process that consists of admission form filling, documents uploading and payment of fees will be done through this website. For this updation institute is looking out for website service providers.
6. ERP implementation-Institute is planning to have Enterprise Resource Planning (ERP) software from next academic year. With ERP, day-to-day academic activities like accounting, student attendance, faculty attendance, etc will be monitored. This ERP that institute plans to have will be managed at the society level.