

## EKANT INSTITUTE OF MANAGEMENT STUDIES (AIMS)

Baramati, Dist. Pune. 413 102.

#### **RELIGIOUS MINORITY INSTITUTION**

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Website: www.aimsbaramati.org

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Year : 101 = 101

Anekant Institute of Management Studies (AIMS)

One Day Training Program on ISO

Academic Year 2019-20

Cordinator-V.N.Sayankar

By-M.A. Vhora





## Anekant Institute of Management Studies (AIMS) Religious Minority Institution

Religious Minority Institution
Anekant Education Society Campus
Baramati, Dist-Pune, Maharashtra, PIN-413102
Phone: (02112) 227299 Fax: (02112) 227299 Website: www.aimsbaramati.org
Contact us:admission@aimsbaramati.org

Name of Program: One-day training program on ISO 9001: 2015 and Green Audit First Surveillance Audit

Duration of Program-1 Day (Friday., 29/11/2019)

Sr. No.	Name of Content	Page No.
1:	Report of Training Program	01
2.	Circular of Training Program	02
3.	Attendance Sheet of Training Program	03
4.	Work distribution sheet	04 - 05
5.	PPT of Presentation with work details	06 -12 13 - 14



#### Anekant Institute of Management Studies (AIMS), Baramati

Report on: One-day training program on 'ISO Surveillance Audit'

**Duration of Program: 1 Day** 

Date: 29/11/2019, Friday

To The Director AIMS, Baramati

Respected Sir,

This is to submit that a One-day training program on 'ISO 9001: 2015 and Green Audit First Surveillance Audit' was conducted for the Teaching and Non-Teaching Staff. Training session started at 10. 00 AM in the morning and ended at 4.00 PM. As discussed in session on 29<sup>th</sup> November 2019, enclosed work distribution sheet for the preparation of ISO 9001: 2015 and Green Audit First Surveillance Audit. All files to be prepared for the current year i.e. academic year 2019-20. The last date of submission is 24<sup>th</sup> December 2019. Exact date for First Surveillance Audit will be communicated in due course. The staff found the session fruitful.

This is for your kind perusal.

Regards,

Dr. V. N. Sayankar

**ISO Coordinator, AIMS** 

#### Anekant Institute of Management Studies (AIMS), Baramati

Anekant Education Society Campus, Baramati-413102 Dist-Pune

Date: 22/11/2019

#### Circular

Training Program for Teaching and Non-Teaching Staff

- ISO 9001: 2015 and Green Audit First Surveillance Audit

This is to inform all Teaching and Non-Teaching Staff that a one-day training program on 'ISO 9001: 2015 and Green Audit First Surveillance Audit will be conducted by *Dr.* **Dr. V. N. Sayankar, ISO Coordinator,** *Baramati*. The duration of the said program will be of 1 day, in the Board Room. 

Program Schedule is as follows:

Sr. No.	Day & Date	Time
1	Friday 29/11/2019	10:00 AM to 1:00 PM
		1:00 PM to 2:00 PM (Lunch Break)
	#2	2:00 PM to 4:00 PM

Kindly attend the program and ensure your participation for the same.

Dr. M.A.Lahori

Director

AIMS, Baramati

Copy to: Office File





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Name of Program: One-day training program on 'ISO 9001: 2015 and Green Audit First Surveillance Audit

Duration of Program- 1 Day (Friday., 29/11/2019)

Sr. No.	Name of Staff	Day 1 - Signature
1	Dr. M.A. Lahori	Of
2	Dr. U.S.Kollimath	8202
3	Dr. A.Y. Dikshit	A.M.
4	Dr. D. P. More	Ausz.
5	Dr. T.V. Chavan	exx
6	DR. P. V. Yadav	- Toperalan
7	Prof. S.S. Jadhav	
8	Prof. M. A. Vhora	Moulto
9.	Prof. S.S. Khatri	gelatin
10.	Prof. S. S. Badve	Eners.
11.	Mrs. Priti D. Hanchate (Library)	Howard
12,	Mr. Vijay Shinde (Office Superintendent)	The
13.	Mrs. Sayali Beldar (Accountant)	Beldas
14.	Mrs. Ujwala Mane (Jr. Clerk)	Allanc
15.	Mr. Uday Gardi (Library Assistant)	Mumo
	Total Number of Staff Attended	V

Organized by Dr. V. N. Sayankar

Dr. M.A.Dahori Director



## Anekant Education Society's Anekant Institute of Management Studies (AIMS) Baramati

#### Work Distribution for ISO 9001: 2015 and Green Audit - Dec 2019

S. No.	Faculty	File No. and Description	
1	Dr. P.V. Yadav and Prof.P.D. Hanchate	6 - Departmental Infrastructure	
2	Mrs. S.M.Beldar	5 - Departmental Budget , 23- Feedback	
3	Prof. M. A. Vhora	8-Faculty Activities 18 - Seminar Organized / Participated by Teacher	
4	Dr.V.N.Sayankar	1- Departmental profile 3 - Workload and its distribution, 4 - Syllabus and Syllabus Designing 10 - Teaching Plan 12 - Time Table 15 - COP Courses / Remedial Coaching- if any 21 - Teachers daily diaries - recent years	
5	Prof. S. S. Khatri and Dr.T.V.Chavan	7 - Teaching Learning Resources	
6	Prof.A. Y. Dikshit	14 - Test, Tutorial Records	
7	Prof. S.S. Badave	16 - Study Tours or Visit - if any	
8	Prof.S.S.Jadhav	13 - Results & Green Audit	
9	Mr. V.D. Shinde	2 - Staff Profile	
10	Dr.D.P.More	9 - Admission, Programmes Offered and Syllabus 11 - Student profile	
1.1	Dr.U.S.Kollimath	17- Research Activities and Publications 19 - Extension services 20 - Alumni	
12	Mr.Uday P.Gardi	22 - Photographs of Different Programmes – Even wise with captions	

Coordinator

Dr. Vinod N. Sayankar

Director

Dr.M. A. Lahori

# CONTINUAL MANAGEMENT SERVICES 12,SAMYAK,LABH VASTU ITKHEDA PAITHAN ROAD AURANGABAD Cell No.9922112763 Email-rajcms123@yahoo.co.in



### RECORDS / DOCUMENTS REQUIRED FOR

ISO:9001-2015 AND NAAC

## File No: 1 – Departmental Profile (VNS)

Scope and importance of the subject

Introduction of department

Establishment of the department – (attach document)

Date of UG subject

Date of introduction PG course

Date of recognition of Research Lab

Former heads / Teachers list and their contributions

Achievement of department in brief

Faculties available in brief

Future plan – Future plan should be student centric and promoting research culture in the department

## File No: 2 – Staff Profile. (VDS)

• Teachers and their profile (Biodata of regular, temporary and CHB teachers) records of their contribution to the college, university social and cultural activities. (Attach certificates / any other relevant document)

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- List of non-teaching staff with designation / biodata
- Note collect the biodata of faculty transferred / retired (served institute from last 6-years)
- Teacher's Life membership of different professional bodies
- Faculty awarded as a fellow of different professional bodies.
- Other Awards and recognition of faculties certificates

## File No: 3 – Workload and its Distribution (VNS)

Staff workload and its distribution of last 6 years in the format provided by the office

## File No: 4 – Syllabus and Syllabus Designing (VNS)

Role of teachers in syllabus framing

– meeting details with evidences

Copy of syllabus

– revised and old (2012 -18)

## File No: 5 – Departmental Budget (SMB)

Documents regarding department budget and its utilization of last 6 years with signature of principal

## File No: 6 – Departmental Infrastructure (PVY and PDH)

Lab area size, students capacity of lab
Dead stock record
– no. of tablets, chairs, UPS, Computers, etc.,
Make a room / lab wise list of above materials.

## File No: 7 – Teaching Learning Resources (SSK)

List of laboratory instruments / equipments in the department List of charts, models, museum specimens, slides. Chemicals, glassware, CD's etc.

No. of OHP, LCD Projector's

List of books and journals of concerned subject in central library

No. of books in departmental library – if available Use of ICT (Information communication Technology) resources

Use of ICT enabled resources by faculties in teaching – learning

Record of Guest lecturers arranged – year wise list of lecturers arranged with the name of guest, topic of lecture and dates

## File No: 7 – Teaching Learning Resources (TVC)

Make a list of

Use of LCD Projector (keep soft copy of presentation)
Use of teaching material procured from internet ( Keep

material ready)

Use of educational CD's

Facility of internet in department of students / faculty Information imparted to the students regarding the web

address of study material

## File No: 8 – Faculty Activities (only list) (MAV)

- Summary of activities teacher wise
- College affairs role on college committees
- University affairs role on university committees
- Research achievements, etc.,
   No. of paper / articles / books published in journals, magazines, seminar proceedings
- Participation in national / international / seminars, conferences, workshops, training with details such as name of the organizer, dates, topic of paper presented if any.
- Guest lectures delivered with the topic of lecture, place and date.
- Engagement in consultancy / extension services rendered if any

#### File No: 9 – Admission, Programmes Offered and Syllabus (DPM)

- 1. Admission procedure
- 2. Programmes offered at UG and PG

## File No: 10 – Teaching Plan (VNS)

1. Last 6 years – attach year wise of all faculties

#### File No: 11 – Student Profile (DPM)

Student profile – Total strength, category wise, minorities, physically handicapped, rural, urban and gender wise ( if available)

Roll call and Attendance record

#### File No: 12 Time Table (VNS)

6 years - time table - UG and PG separately

Attach – master coy of time table received from office

Note – Individual time table can be kept in personal file

#### File No: 13 – Results (SSJ)

- Result analysis Last 6 years result- TY and PG final year comparing with university results
- Prepare graphical representation of TY and PG final year comparing with university results
- Paper wise results UG and PG in separate file if possible give comparison with university results.

## File No: 14 – Test, Tutorial Records (AYD)

- Last 6 years mark lists of 2 tests for 1st term and 2 test for 2nd term and tutorials if any – question papers
- Give the list of projects assigned to the students if any and if possible keep project reports ready.

#### File No: 15

#### COP Courses / Remedial Coachingif any (VNS)

- Name of COP letter from UGC Date of commencement
- Syllabus, batch wise list of students, teachers name and topics taught, results, time table, projects assigned if any.

## File No: 16 – Study Tours or Visit - if any (SSB)

1. Place visited, dates and duration, list of students present, teachers accompanied, permission letter ( if any) and report of tour

## File No: 17 — Research Activities and Publications (USK)

- List of recognized research guides past and present and students completed Ph.D and presently doing with their topic
- Major, minor research projects ongoing and completed with total outlay and outcome of the project in term of publications
- Consultancy records if any
- Research collaborations MOU signed with other institutes
- (Research papers / Articles published / accepted (kindly give impact factor)
- List with copies of papers / articles
- Abstracts published in seminary / conference
- Books published

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## File No: 18 – Seminar organized / Participated by Teacher (MAV)

- Summary of seminars / conferences / workshops organized
- List of seminars / conferences / workshops participated (in case of seminars participated (certificate, abstract published need not be attached here please give reference of Bio-date i.e., staff profile file)
- Feed back taken from delegates during seminars conference, workshop and other programmes
- (If available please provide the copy of analysis with the signature of principal / convenor / organizing secretary

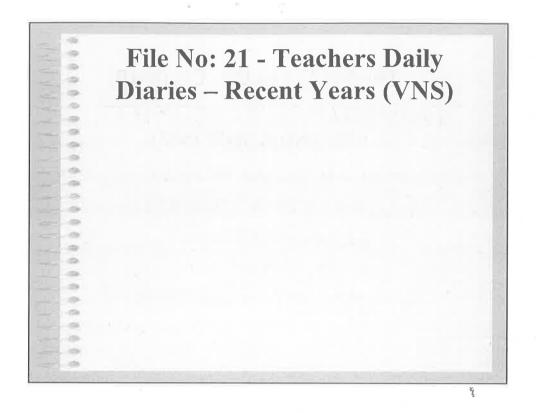
## File No: 19 – Extension services (USK)

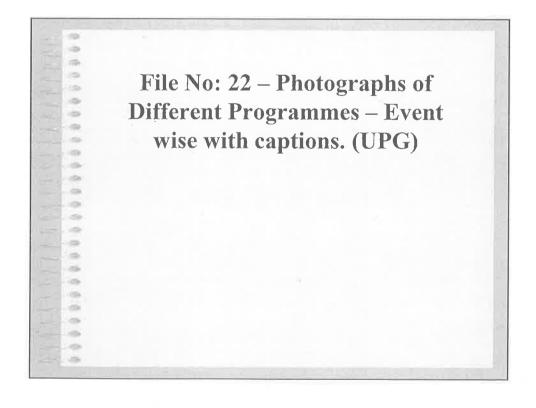
Extension services – if any

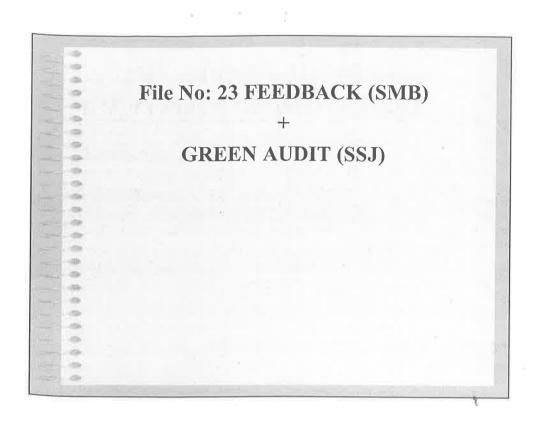
Please provide the information based on the aspect of education, which emphasizes community services, often integrated with curricula as extended opportunities, intended to help, serve, reflect and learn the society or community. E.g. efforts such as society awareness on the burning issues, national integrity, about the importance of subject etc.,

## File No: 20 – Alumni (USK).

1. List of prominent Alumni with present position









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Dr. V. N. Saynkar – ISO Coordinator, Highlighting details

