KOLHAPUR INSTITUTE
OF TECHNOLOGY'S

**INSTITUTE OF
MANAGEMENT
EDUCATION &
RESEARCH**

Annual Quality Assurance Report (AQAR)

2016-2017

Part – A

1. Details of the Institution

1.1 Name of the Institution

> KIT'S INSTITUTE OF MANAGEMENT EDUCATION &

1.2 Address Line 1

> Gokul Shirgaon

Address Line 2

> Kolhapur

City/Town

> Kolhapur

State

> Maharashtra

Pin Code

> 416234

Institution e-mail address

> director@kitimer.in

Contact Nos.

> 9158528383

Name of the Head of the Institution:

> Dr. S. M. Khadilkar

Tel. No. with STD Code:

> +91-9158528383

Mobile:

> +91-9028817111

Name of the IQAC Co-ordinator:

> Dr. S. D. Kore

Mobile:

+91-9403449788

IQAC e-mail address:

IQAC@kitimer.in

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)*

MHCOGN25976

1.4 **NAAC Executive Committee No. & Date:**
  (For Example EC/32/A&A/143 dated 3-5-2004.
  This EC no. is available in the right corner- bottom
  of your institution's Accreditation Certificate)

F.19.26/EC (SC-18)/DO/2016/53.1

5th November 2016

1.5 Website address:

www.kitimer.in

Web-link of the AQAR:

www.kitimer.in/AQAR 2016-17 .doc

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	A	3.06	2016	2016 to 2021
2	2nd Cycle	-	-	-	-
3	3rd Cycle	-	-	-	-
4	4th Cycle	-	-	-	-

1.7 Date of Establishment of IQAC: DD/MM/YYYY

01-08-2016

1.8 AQAR for the year *(for example 2010-11)*

2016-17

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC

   i. AQAR _____-____ _____ (DD/MM/YYYY)
  ii. AQAR_____-_____ (DD/MM/YYYY)
 iii. AQAR_____-_____ (DD/MM/YYYY)
 iv. AQAR_____ -_____ (DD/MM/YYYY)

1.10 Institutional Status

University   State [✓] Central [ ] Deemed [ ] Private [ ]

Affiliated College   Yes [✓] No [ ]

Constituent College   Yes [ ] No [✓]

Autonomous college of UGC Yes [ ] No [✓]

Regulatory Agency approved Institution Yes [✓] No [ ]

(eg. AICTE, BCI, MCI, PCI, NCI)↕

Type of Institution Co-education [✓] Men [ ] Women [ ]

                 Urban [ ] Rural [✓] Tribal [ ]

Financial Status Grant-in-aid [ ] GC 2(f) [ ] UGC 12B [ ]

              Grant-in-aid + Self Financing [ ] Totally Self-financing [✓]

1.11 Type of Faculty/Programme

Arts [ ] Science [✓] Commerce [ ] Law [ ] PEI (Phys Edu) [ ]

TEI (Edu) [ ] Engineering [ ] Health Science [ ] Management [✓]

Others (Specify) [   ]

1.12 Name of the Affiliating University *(for the Colleges)*   SHIVAJI UNIVERSITY, KOLHAPUR

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University | - |

University with Potential for Excellence	-	UGC-CPE	-
DST Star Scheme	-	UGC-CE	-
UGC-Special Assistance Programme	-	DST-FIST	-
UGC-Innovative PG programmes	-	Any other (*Specify*)	-
UGC-COP Programmes	-		

2. IQAC Composition and Activities

2.1 No. of Teachers `3`

2.2 No. of Administrative/Technical staff `2`

2.3 No. of students `-`

2.4 No. of Management representatives `1`

2.5 No. of Alumni `-`

2. 6 No. of any other stakeholder and community representatives `-`

2.7 No. of Employers/ Industrialists `1`

2.8 No. of other External Experts `-`

2.9 Total No. of members `7`

2.10 No. of IQAC meetings held `2`

2.11 No. of meetings with various stakeholders: No. `7` Faculty `2`

Non-Teaching Staff `2` Students `2` Alumni `1` Others `-`

2.12 Has IQAC received any funding from UGC during the year? Yes ☐ No ☑

If yes, mention the amount `-`

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. `-` International `-` National `-` State `-` Institution Level `-`

(ii) Themes `-`

2.14 Significant Activities and contributions made by IQAC

IQAC of the institute contributed a lot in the functioning of the institute. In the beginning of the academic year IQAC organized a orientation program for the junior staff of the institute about the ICT use in teaching learning process. IQAC closely monitored mentoring process through which the student's difficulties are understood and resolved. IQAC also contributed in increasing results , placements and overall development of the students.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality
Enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
1) Orientation of staff about use of ICT 2) Orientation of admitted students. 3) unit tests, case writing, paper solution 4) Mentoring 5) Placements	1)A one day workshop arranged and training given to all faculties 2) Orientation program arranged and fresher get oriented. 3) Results improved. 4) Attendance, student's involvement in activities improved. 5) Percentage of placements improved.

 * *Attach the Academic Calendar of the year as Annexure.* www.kitimer.in / Academiccal1617.pdf

2.15 Whether the AQAR was placed in statutory body   Yes ☐   No ☐

Management ☑   Syndicate ☐   Any other body ☑

Provide the details of the action taken

Management suggested the strengthening is needed in research, development and consultancy etc.

Part – B

Criterion – I
1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG	2		2	
UG				
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
Total	2		2	

Interdisciplinary				
Innovative				

1.2 (i) Flexibility of the Curriculum: CBCS ✓/Core/Elective option✓ / Open options

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	2
Trimester	
Annual	

1.3 Feedback from stakeholders* Alumni ✓ Parents ✓ Employers ✓ Students ✓
   (On all aspects)

   Mode of feedback   :   Online ✓ Manual ✓ Co-operating schools (for PEI)

*Please provide an analysis of the feedback in the Annexure

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

> There is review of syllabus after every three years by the Shivaji University. The Senior faculty members from the institute are the members of the syllabus committee

1.5 Any new Department/Centre introduced during the year. If yes, give details.

Nil

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
28	09	01		18

2.2 No. of permanent faculty with Ph.D. | 3 |

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
9	9	1	7	-	3	18	-	28	-

2.4 No. of Guest and Visiting faculty and Temporary faculty | 2 | | 2 | | |

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	5	21	5
Presented papers	5	21	5
Resource Persons		1	

2.6 Innovative processes adopted by the institution in Teaching and Learning:

Use of ICT is adopted in teaching and learning process.

2.7 Total No. of actual teaching days during this academic year | 192 |

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions) | Open book examination |

2.9 No. of faculty members involved in curriculum Restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop | 3 |

2.10 Average percentage of attendance of students   90%

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
MBA	85	2	36	29	-	78.82%
MCA	33	19	14	-	-	100%

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

      IQAC of the institute collects monthly data about attendance, syllabus completion, student's activities, and participation of the students in celebration of various days. At the end of the semester online feedback of the students is collected and analyzed. After result declaration extra guidance is made available for the unsuccessful students. Overall IQAC has major role in smooth functioning of the institute.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	1
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	
Faculty exchange programme	
Staff training conducted by the university	2
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	
Others	

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	10	-	10	-
Technical Staff	02	-	02	-

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

IQAC organizes guidance workshop for the faculty members of the institute about paper writing, case writing, consultancy work, information about research funding agencies. IQAC motivates every faculty to participate in conference, workshop, and publications of papers in journals.

3.2   Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	NIL	NIL	NIL	NIL
Outlay in Rs. Lakhs	NIL	NIL	NIL	NIL

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	NIL	NIL	NIL	NIL
Outlay in Rs. Lakhs	NIL	NIL	NIL	NIL

3.4   Details on research publications

	International	National	Others
Peer Review Journals	1	NIL	NIL
Non-Peer Review Journals	2	6	NIL
e-Journals	NIL	NIL	NIL
Conference proceedings	NIL	NIL	NIL

3.5 Details on Impact factor of publications:

Range 0-3   Average ___   h-index ___   Nos. in SCOPUS ___

3.6 Research funds sanctioned and received from various funding agencies, industry and other organizations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	NIL	NIL	NIL	NIL
Minor Projects	NIL	NIL	NIL	NIL
Interdisciplinary Projects	NIL	NIL	NIL	NIL
Industry sponsored	NIL	NIL	NIL	NIL
Projects sponsored by the University/ College	NIL	NIL	NIL	NIL
Students research projects *(other than compulsory by the University)*	NIL	NIL	NIL	NIL
Any other(Specify)	NIL	NIL	NIL	NIL
Total	NIL	NIL	NIL	NIL

3.7 No. of books published i) With ISBN No.   2   Chapters in Edited Books   NIL

　　　　　　　　ii) Without ISBN No.   NIL   　　　　　　　　　NIL

3.8 No. of University Departments receiving funds from

UGC-SAP NIL   CAS NIL   DST-FIST   NIL

DPE   NIL   　　　　DBT Scheme/funds NIL

3.9 For colleges   Autonomy NIL   CPE NIL   DBT Star Scheme NIL

　　　　　　　　INSPIRE NIL   CE NIL   Any Other (specify) LEAD COLLEGE

3.10 Revenue generated through consultancy NIL

3.11 No. of conferences organized by the Institution   NIL

Level	International	National	State	University	College
Number	NIL	NIL	NIL	NIL	NIL
Sponsoring agencies	NIL	NIL	NIL	NIL	NIL

3.12 No. of faculty served as experts, chairpersons or resource persons   3

3.13 No. of collaborations   International   NIL   National   NIL   Any other   NIL

3.14 No. of linkages created during this year   NIL

3.15 Total budget for research for current year in lakhs :

From Funding agency   NIL   From Management of University/College   0.3 LAKHS

Total   0.3LAKHS

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	NIL
	Granted	NIL
International	Applied	NIL
	Granted	NIL
Commercialized	Applied	NIL
	Granted	NIL

3.17 No. of research awards/ recognitions received by faculty and research fellows Of the institute in the year

Total	International	National	State	University	Dist	College
NIL	NIL	NIL	NIL	NIL	NIL	NIL

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them   1   NIL

3.19 No. of Ph.D. awarded by faculty from the Institution   NIL

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF | NIL | SRF | NIL | Project Fellows | NIL | Any other | NIL |

3.21 No. of students Participated in NSS events:

| University level | NIL | State level | NIL |

| National level | NIL | International level | NIL |

3.22 No. of students participated in NCC events:

| University level | NIL | State level | NIL |

| National level | NIL | International level | NIL |

3.23 No. of Awards won in NSS:

| University level | NIL | State level | NIL |

| National level | NIL | International level | NIL |

3.24 No. of Awards won in NCC:

| University level | NIL | State level | NIL |

| National level | NIL | International level | NIL |

3.25 No. of Extension activities organized

| University forum | | College forum | 14 |

| NCC | | NSS | | Any other | |

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

Institute organizes following activities throughout the year

- Yoga Day
- Population Day
- Ozone Day
- Blood Donation Camp
- Quiz Competition
- Mission Cashless
- Chetna Vikas (Orphanage) visit
- Women's Day.
- Gandhi jayanti
- Republic day
- Independence day
- Tree plantation
- Swachata Abhiyan.
- Annual day

Criterion – IV
4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area (sq. mts.)	20234.3		Fees	20234.3
Class rooms	08		Fees	08
Laboratories	05		Fees	05
Seminar Halls	01		Fees	01
No. of important equipments purchased ($\geq$ 1-0 lakh) during the current year.	LCD			
Value of the equipment purchased during the year (Rs. in Lakhs)				
Others				

4.2 Computerization of administration and library

> Web OPAC and Wi-Fi access, Digital library, 10 nodes for E-Journal and internet browsing, Printing and downloading facility, training sessions for searching databases is available in the institute

4.3   Library services:

	Existing		Newly added		Total	
	Title/Vol		Title/Vol		Title/Vol	
	No.	Value	No.	Value	No.	Value
Text Books	5749/14177	4584304	470/631	331589	6219/14808	4915893
Reference Books	1629/1767	817084	50/50	19853	1679/1817	836937
e-Books	48/48					
Journals	45	81558	45	81273	45	81273
e-Journals	1276	700858	1485	698500	1485	698500
Digital Database	NPTEL					
CD & Video	1024		30		1054	
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	252	05	100%	01	02	06	02	03
Added	-	-	-	-	-	-	-	-
Total	252	05	100%	01	02	06	02	03

4.5 Computer, Internet access, training to teachers and students and any other programme for technology up-gradation (Networking, e-Governance etc.)

> 20mbps Internet connectivity through BSNL, NMEICT project funded by MHRD (GOI), NPTEL, IIT videos, Use of Moodle for practical and theory assignments, online resources-IEEE, J-Gate, EBSCO, LAN facility- 1000/100mbps connectivity online demonstration/Discussion through Global Technical Forum is readily available in the institute.

4.6 Amount spent on maintenance in lakhs :

i) ICT   7,77,850

ii) Campus Infrastructure and facilities   1,55,80,94

iii) Equipments   42,000

iv) Others   5,81,622

Total :   1,69,82,421

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

IQAC of the institute has a direct communication with the student council, monitors the interaction between different students groups, class monitors which create awareness about student support services. Further institute has unique fresher orientation program, college website, handbook, prospectus etc.

5.2 Efforts made by the institution for tracking the progression

The progression is tracked by the institute for analyzing the database of the students related to results, feedback, placements, participation in activities, attendance etc.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
	293		

(b) No. of students outside the state

2

(c) No. of international students

nil

Men

No	%
185	63

Women

No	%
108	37

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
75	8		8		91	73	14		7		94

Demand ratio   67%   Dropout 22%

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

> The institute has a competitive exam cell which undertakes the special coaching for the interested students by arranging guest lectures, providing study material, study room, extended timings of library facilities etc.

No. of students beneficiaries   20

5.5 No. of students qualified in these examinations

NET   1   SET/SLET   GATE   CAT

IAS/IPS etc   State PSC   4   UPSC   Others   1

5.6 Details of student counseling and career guidance

> The training and placement officer of the institute organized career guidance sessions for the final year students. There is continuous counseling to every student of the institute through mentoring. The institute has women's cell through which counseling is carried out to the girls.

No. of students benefitted   300

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
MBA-20 MCA-9	50 30	18 5	14 5

5.8 Details of gender sensitization programmes

The message of gender equality is spread by organizing the following programs
1) International Woman's day
2) Guest lecture on Importance of Ayurveda by Dr.Shubhangi Parte
3) Women's career opportunity by Meena Kinkar
4) Internal complaint committee guidance By Sadhana zaadbooke.

5.9 Students Activities

5.9.1   No. of students participated in Sports, Games and other events

State/ University level | 1 | National level | | International level | |

No. of students participated in cultural events

State/ University level | | National level | 1 | International level | |

5.9.2   No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level | | National level | | International level | |

Cultural: State/ University level | | National level | | International level | |

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution		
Financial support from government	149	5581010
Financial support from other sources		
Number of students who received International/ National recognitions		

5.11   Student organised / initiatives

Fairs   : State/ University level [ ]   National level [2]   International level [ ]

Exhibition: State/ University level [ ]   National level [ ]   International level [ ]

5.12   No. of social initiatives undertaken by the students [3]

5.13 Major grievances of students (if any) redressed: ____No_____

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision- To become and remain first in the mind and choice of the stakeholders in Management and Computer education.

Mission-

1. To be known among the stakeholders for developing successful managers, entrepreneurs and leaders who are taught and trained by qualified and innovative faculty members.

2. To create the culture of quality in teaching and administration through effective and efficient use of technology, pedagogy, research, infrastructure and industry interaction.

3. To empower the faculty members for using best teaching and training methodology's essential for imparting conceptual skill, technical skill, managerial skill, values and confidence.

4. To meet the needs of the industry by providing job ready manpower in the field of managerial and computer based jobs.

5. To encourage and facilitate research and innovation in the field of management and computer application.

6.2 Does the Institution has a management Information System

Yes, the institution has a MIS .Each student is connected to the institute through a unique identification and password system through moodle software. All the types of academic work are carried out through this software. Official notices are sent to the students through SMS system. Attendance of the students is taken through face and thumb reader software. All other university related activities like admission, exam forms, evaluation of internal marks, results etc. are done through software MKCL provided by university. Video conferencing, online video lectures facility is also provided to the students.

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

The curriculum is designed by the university once in every three years. Our senior faculties are the members of the syllabus committee of the university. There is a continuous discussion about the recent changes in the market, industries in the institute with industrialists, educationists and various stakeholders who are members of different committees of the institute. These suggestions are presented before the university syllabus committee. Apart from this some advance curriculum not included in university syllabus are covered through seminars, guest lectures, group discussions, video lectures etc.

6.3.2 Teaching and Learning

All the programs are communicated to the students and teachers through academic calendar at the start of academic year. The teaching is done through advanced ICT like PPT's, Management Games, Online Videos etc. For MBA students, recent case studies are discussed; separate leadership program has been designed for MBA students to horn the leadership skills

6.3.3 Examination and Evaluation

There is an internal and external examination pattern. External examination is conducted by university and internal evaluation is done at institute level. Internal evaluation is based on the attendance, unit tests, submissions and students participation in various activities.

6.3.4 Research and Development

Institute has a research committee which decides the research activities in the institute. Different strategies are adopted like organization of research paper conference, conducting surveys in Kolhapur city, consultancy, and student's projects etc. Provisions are made in the budget for research activities.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Every year, institute purchases new books of approximately of Rs.2, 50, 000/-. Library is frequently updated with new software, new magazines, journals, video lectures etc. Institute has a purchase committee and all infrastructures are equipped with advanced ICT. Institute has separate building, land, computers as per the norms of university and AICTE. Gents Hostel, ladies hostel, playground, canteen etc are on sharing basis with engineering college.

6.3.6 Human Resource Management

At the start of semester, all the junior faculty members have given training by the senior faculty members of the institute. Non teaching staffs are also oriented to enhance their behavioral skills , computer software handling, MIS etc.

6.3.7 Faculty and Staff recruitment

Recruitments of the teachers are as per norms of AICTE and Shivaji University. Other staffs are recruited through proper procedure by the institute.

6.3.8 Industry Interaction / Collaboration

Institute has MOU with different industries in and around Kolhapur for summer training, visit, placements, guest lecturers etc.

6.3.9 Admission of Students

The admissions are through DTE Maharashtra. Institute arranges awareness programs about MBA and MCA in undergraduate colleges of Kolhapur and nearby talukas. Our faculty members are resource persons for the various programs arranged by undergraduate colleges in and around Kolhapur and create awareness about the opportunities for MBA and MCA graduates in the market. Institute arranges MBA-MCA entrance examination workshop for the undergraduate students without charging any fees. Institute has separate admission center which provides all the support to the student from entrance examination to the final admission of the students.

6.4 Welfare schemes for

Teaching	PF , Gratuity, pension , Insurance, research funds, all kinds of leaves etc
Non teaching	PF, gratuity, pension, Insurance, all kinds of leaves etc.
Students	All types of scholarships through government, insurance, book bank scheme, fees in installment etc.

6.5 Total corpus fund generated

NIL

6.6 Whether annual financial audit has been done   Yes ✔   No ☐

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	KIT COE	Yes	IQAC
Administrative	Yes	KIT COE	Yes	IQAC

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes   Yes ☐   No ☐

For PG Programmes   Yes ✓   No ☐

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

> University arranges the workshops for the teaching and nonteaching staff about the examination reforms. From last few years, the examination papers are made available online. The hall tickets, examination summary, attendance of examination, exam forms, results all are online.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

> There is autonomy to design faculty development programs, workshops, conferences in collaboration with university under the lead college activity.

6.11 Activities and support from the Alumni Association

> Alumni association arranges alumni meet every year. This association supports for the summer placements, training and placement, industrial visit, social activities etc.

6.12 Activities and support from the Parent – Teacher Association

> Institute has Parent- Teacher association which meets in every semester and helps to solve student's problems.

6.13 Development programmes for support staff

> Institute arranges training programs on behavioral skills, MIS etc for supporting staff.

6.14 Initiatives taken by the institution to make the campus eco-friendly

> Institute arranges various program like Tree plantation, clean campus program, E-waste management, swachata Abhiyan, Earth day , ozone day etc.

Criterion – VII

7. Innovations and Best Practices

7.1   Innovations

In this academic year, institute has executed an innovative idea named as ' run by idea' in which all the activities like academic, social , cultural , sports, extracurricular are designed and executed by the group of students. The role of teachers is only to monitor these activities. There are different groups of students as social group, cultural group, sports group, HR forum, finance forum, marketing forum etc. The objective of this idea is self learning which have created a great impact on the functioning of the institute.

7.2   ATR

Sr.No	Plan of Action	ATR
1.	Admissions	Admission committee is formed well in advance in the month of October. The awareness campaigning done in undergraduate colleges in and around Kolhapur. Admission support system is developed and executed from the announcement of entrance examination to the admission of the student of MBA and MCA.
2.	Academic calendar	All the activities are done strictly as per academic calendar.
3.	Attendance	Monthly attendance is calculated and there is improvement in the attendance of the student.
4.	Results	Regular unit tests, case writing practice, university question paper solving are done and the result is improved.
5.	Placement	100 % summer placement and permanent placements.
6.	Research	Every teacher attended at least one workshop or conference this year.

7.3   Best Practices

1.Title of the Practice: Using in-house resources and talents for design and development of software, advertisement material and information brochures.

2. Goal:

To encourage students to use in house facilities for designing and development of IT soft ware for administrative excellence under the guidance of faculty.

3. The Context:

Through this practice IMER motivates the students to develop IT software's which can be used for speeding up the administrative work of IMER. The aim is to inculcate management practices among these students as well as optimum utilization of the available resources. The advertisement, posters and banners are designed by creative students under the guidance of faculty.

4. The Practice:

The institute since its inception has promoted the practice of involving the students in institutional administrative work to some extent. This is to provide them hands on training as well as improving the administrative efficiency student's involvement. The students of MCA are encouraged to design and develop various IT software which has helped the institute. The designing of visual material is done by our faculty Mr. Ranjeet Bhosale, using photoshop, corel draw etc. by involving students.

5. Evidence of Success:

The students have developed following software:

1. **IMER web site**
2. **MOODLE**
3. **All the advertisements and information brochures are designed within the departments.**

Students also have helped the institute in designing brochures, leaflets, promotional material, etc. This has helped the institute in reducing the cost and also has helped students to get real life task.

6. Problems Encountered and Resources Required:

Problems Encountered:

Certain advanced software's need sophisticated technical set up.

Resources Required:

Technical staff, licensed copies of state of the art software.

7.4   Contribution to Environmental awareness

This year institute organized various programs like Tree plantation, E- waste management, Swachata Abhiyan, Earth day, Ozone Day etc.

7.5   Whether environment audit was conducted | Yes |

7.6
7.7 SWOT analysis

Strengths

a) **Faculty**:

Well qualified and experienced faculty belonging to all cadres with diversified specializations form the backbone of the Institute's academic environment. The institute has maximum number of faculties having corporate experience in Engineering as well as Managerial field. Out of 23 faculties 6 faculties have corporate experience,   11 faculties are having more than 10 years work experience and all are having postgraduate and higher degrees. The institute has four Ph.D. holders and along with it four other faculty members have registered for Ph.D. out of which 1 has submitted their work. This makes our institute as institute with strong faculty base.

b) Infrastructure:

A well-developed infrastructure with a built-up area of ….. m2 comprising of Well furnished Lecture Rooms, Syndicate Rooms, Common Rooms, Well Equipped Library and Reading Room and Independent Computer Labs. This is the major strengths of the Institute;

c) Trusted Brand :

Institute of Management Education and Research has emerged as a brand of quality higher education in Western Maharashtra, making the Institute a preferred choice of students and parents. We have a track record of becoming the institute of first choice since inception. The number of companies visiting our campus for placement is growing year by year.

d) Effective teaching learning pedagogy :

The institute has a unique teaching learning program based on contemporary industrial requirements. Our trustees are keen to inculcate relevant and contemporary knowledge to students. This has in formation of innovative teaching learning program wherein students not only get theoretical knowledge but are aware about recent trends in management and technology.

Weakness

To understand the weaknesses the institute conducted brainstorming at different levels involving the management a in it, at latter stage. Mainly the institute lags in research work it is observed. Though one third of the faculties have either completed their Doctorate or in the last phase of their research work the institute could not demonstrate its ability to carry out research for corporate, job providers. This observation is alarming.

Opportunities

There is a growing demand for management graduates who possess sound management knowledge, problem-solving skills, and ability to work in heterogeneous groups. The economic, industrial, and academic environment offers a number of opportunities to develop the Institute as a centre of educational excellence.

Challenges

The changing external environments pose certain challenges to the Institute's functioning and development. First, there is an increase in severity of competition from new and upcoming unaided institutes in the region. Also, student catchment is shrinking geographically as a result of upcoming institutes in different parts of the state in specific, and country in general. This has led to diminishing input quality and diversity of incoming students.

8. Plans of institution for next year

1) Awareness about the MBA and MCA course in and around Kolhapur district so that no seat remain vacant for MBA and MCA in the institute.
2) Institute will try to attract qualitative and meritorious undergraduate students by organizing workshops and intercollegiate competitions.
3) Institute is planned for overall development of the students by increasing student centric activities in the institute.
4) Institute will focus on bringing reputed companies for the student's placement.
5) Institute has planned to make the fully equipped separate IQAC documentation center.

Name: Dr. S. D. Kore

Name: Dr. S. M. Khadilkar

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

Annexure

MBA Academic Calendar for the year 2016-2017

KIT'S INSTITUTE OF MANAGEMENT EDUCATION & RESEARCH, KOLHAPUR.

MBA (Sem I&III) ACADEMIC CALENDER YEAR-2016-17.

Day/Month	Tues	Wed	Thu	Fri	Sat	Sun	Mon	Event
Aug							1	7- Orphanage Visit [Friendship Day
	2	3	4	5	6	7	8	12-20 -MBA-I,MCA-I Induction Program
	9	10	11	12	13	14	15	15-Independence Day,17- Parasi Din
	16	17	18	19	20	21	22	21- faculty meeting, student council meet
	23	24	25	26	27	28	29	30- G.D/Seminar,project,31- Guest lecture.
	30	31						
Sept			1	2	3	4	5	5- Teacher's day/ Ganesh chaturthi
	6	7	8	9	10	11	12	13-Bakari ID
	13	14	15	16	17	18	19	21-Quiz Competition
	20	21	22	23	24	25	26	28- Product Launch,project,30- Guest lecture.
	27	28	29	30				
Oct					1	2	3	2-Gandhi jayanti, 7-Marketing Exhibition
	4	5	6	7	8	9	10	15-Guest lecture.
	11	12	13	14	15	16	17	19- Faculty meet , students council meet
	18	19	20	21	22	23	24	20-21- Management Event, Local Industry Visit
	25	26	27	28	29	30	31	11-dasara,12-Mohram
								30- Diwali 31-Diwali-balipratipada
Nov	1	2	3	4	5	6	7	1-Bhaubij, 14-Guru Nank jayati
	8	9	10	11	12	13	14	5- Extempore, 6-Advertise Making
	15	16	17	18	19	20	21	8-11 Mid term test,17-mid term result display.
	22	23	24	25	26	27	28	19- Internal Submission,20- faculty (student)meet
	29	30						30-Term End
Dec			1	2	3	4	5	1-30 University Exam MBA,MCA
	6	7	8	9	10	11	12	12-ID-E-Milad
	13	14	15	16	17	18	19	
	20	21	22	23	24	25	26	
	27	28	29	30	31			25- Christmas

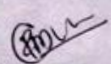| Guest lecture	Event	Public Holiday	Weekly off	project

Coordinator
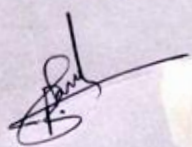Mrs. R. M. Chavan

HOD
Dr. S. D. Kore

Director
KIT'S IMER

KIT'S INSTITUTE OF MANAGEMENT EDUCATION & RESEARCH, KOLHAPUR.

MBA(Sem II & IV) ACADEMIC CALENDER YEAR-2016-17.

Day/ Month	Tues	Wed	Thu	Fri	Sat	Sun	Mon	Event
Jan						1	2	1-MBA-I&II term start, 5-7Sports Week
	3	4	5	6	7	8	9	10-11Cultural Activity
	10	11	12	13	14	15	16	21-Debate 26- Republic -Day
	17	18	19	20	21	22	23	28-Guest Lecture
	24	25	26	27	28	29	30	
	31							
Feb		1	2	3	4	5	6	
	7	8	9	10	11	12	13	7- Guest Lecture
	14	15	16	17	18	19	20	
	21	22	23	24	25	26	27	15-16 IMERGE-Reloaded
	28							
March		1	2	3	4	5	6	8-Guest Lecture
	7	8	9	10	11	12	13	11-Market Survey
	14	15	16	17	18	19	20	18-Blue Print for small Firm
	21	22	23	24	25	26	27	
	28	29	30	31				31- project submission
April					1	2	3	1-Paper Presentation
	4	5	6	7	8	9	10	7-Mock Interview
	11	12	13	14	15	16	17	
	18	19	20	21	22	23	24	Mid-Term
	25	26	27	28	29	30		
May							1	
	2	3	4	5	6	7	8	University-Exam
	9	10	11	12	13	14	15	
	16	17	18	19	20	21	22	
	23	24	25	26	27	28	29	
	30	31						

Guest lecture	Event	Public Holiday	Weekly off	project	

Coordinator
Mrs. R.M.Chavan

HOD
Dr. S. D. Kore

Director
KIT'S IMER

MCA Academic Calendar for the year 2016-2017

KIT'S Institute Of Management Education & Research(IMER), Kolhapur.
ACADEMIC CALENDER YEAR-2016-17.
MCA Department(Sem I/III/V)

Day/Month	Tues	Wed	Thu	Fri	Sat	Sun	Mon	Event
July				15	16	17	18	15- MCAII and MCA-III Academic Activity Starts
	19	20	21	22	23	24	25	22-23 Result analysis of MCA
	26	27	28	29	30	31		31- Faculty Meeting
							1	
	2	3	4	5	6	7	8	7- Friendship day celebration
Aug	9	10	11	12	13	14	15	12-MCA-I orientation program & welcome
	16	17	18	19	20	21	22	15-Independence Day,17- Parasi Din
	23	24	25	26	27	28	29	27- Guest lecture, 28,29:Feedback I
	30	31						31- Faculty Meeting
			1	2	3	4	5	5- Teacher's day
	6	7	8	9	10	11	12	
Sept	13	14	15	16	17	18	19	13- Bakari ID 18- Guest Lecture
	20	21	22	23	24	25	26	24-30- Unit Test MCA-1/2/3
	27	28	29	30				30- Faculty Meeting
					1	2	3	2-Gandhi jayanti
	4	5	6	7	8	9	10	8-Guest Lectures
Oct	11	12	13	14	15	16	17	11-Dasara, 13- Moharam 16- Technical Quiz
	18	19	20	21	22	23	24	22- Faculty Meeting , 21,22:Feedback II
	25	26	27	28	29	30	31	30-31- Diwali
	1	2	3	4	5	6	7	1-Bhaubij, 6-12 Mid term test MCA
	8	9	10	11	12	13	14	12-mid term result display.
Nov	15	16	17	18	19	20	21	20- Journal Submission
	22	23	24	25	26	27	28	26- Faculty Meeting
	29	30						30-Term End
			1	2	3	4	5	1-30 University Exam MBA,MCA
	6	7	8	9	10	11	12	12-ID-e-milad
Dec	13	14	15	16	17	18	19	
	20	21	22	23	24	25	26	25- Christmas
	27	28	29	30	31			

Event	Public Holiday	Weekly off	Guest lecture	

HOD
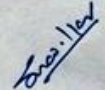**MCA Department**

Director
KIT's IMER

KIT'S Institute Of Management Education & Research(IMER), Kolhapur.

ACADEMIC CALENDER YEAR-2016-17.
MCA Department(Sem II/IV)

Day/Month	Tues	Wed	Thu	Fri	Sat	Sun	Mon	Event
						1	2	1-MCA Academic Activity Starts
	3	4	5	6	7	8	9	5-7 Sports Week
Jan	10	11	12	13	14	15	16	10-11 Cultural Activity
	17	18	19	20	21	22	23	22 –Guest Lecture
	24	25	26	27	28	29	30	26-Republic day. 29-Faculty Meeting
	31							29- LOGISTACK
		1	2	3	4	5	6	4,5:Feedback I
	7	8	9	10	11	12	13	11 –Guest Lecture
Feb	14	15	16	17	18	19	20	
	21	22	23	24	25	26	27	28- Faculty Meeting
	28							
		1	2	3	4	5	6	1-5- Unit Test MCA-1/2
	7	8	9	10	11	12	13	11 –Guest Lecture
March	14	15	16	17	18	19	20	
	21	22	23	24	25	26	27	25- Faculty Meeting
	28	29	30	31				30- project submission
					1	2	3	1,2:Feedback II
	4	5	6	7	8	9	10	4-8 Midterm Exam
April	11	12	13	14	15	16	17	15- Mid term Result
	18	19	20	21	22	23	24	22- Internal Project submission
	25	26	27	28	29	30		29- Faculty Meeting 30- Term End
							1	University Exam
	2	3	4	5	6	7	8	
May	9	10	11	12	13	14	15	
	16	17	18	19	20	21	22	
	23	24	25	26	27	28	29	
	30	31						
	Event		Public Holiday		Weekly off		Guest lecture	

HOD
MCA Department

Director
KIT's IMER