



Annual Quality Assurance Report (AQAR) **2017-2018**

Part – A

Data of the Institution

1. Name of the Institution
RESEARCH

KIT'S INSTITUTE OF MANAGEMENT EDUCATION &

- Name of the Head of the institution : Dr. S. M. Khadilkar
- Designation: Director
- Does the institution function from own campus: Yes
- Phone no./Alternate phone no.: - 02312636266
- Mobile no.: 9028817111
- Registered e-mail: director@kitimer.in
- Alternate e-mail : iqac@kitimer.in
- Address :Gokul Shirgaon
- City/Town : Kolhapur
- State/UT : Maharashtra
- Pin Code : 416234

2. Institutional status:

- Affiliated / Constituent: Affiliated to Shivaji University
- Type of Institution: Co-education/Men/Women Co-Education
- Location : Rural/Semi-urban/Urban: Rural
- Financial Status: Grants-in aid/ UGC 2f and 12 (B)/ Self financing
SELF FINANCING

- Name of the Affiliating University: Shivaji University
- Name of the IQAC Co-ordinator : Dr. S. D. Kore
- Phone no. : 9403449788

Alternate phone no. -

- Mobile: 9403449788
- IQAC e-mail address: iqac@kitimer.in
- Alternate Email address: director@kitimer.in

3. Website address: www.kitimer.in

Web-link of the AQAR: (Previous Academic Year):

http://kitimer.in/files/AQAR_2016-2017.pdf

4. Whether Academic Calendar prepared during the year? Yes

Yes/No....., if yes, whether it is uploaded in the Institutional website: Yes

Weblink: http://kitimer.in/files/Academic_Calendar.pdf

5. Accreditation Details:

Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1 st	A	3.06	2016	from:2016 to: 2021
2 nd				from: to:
3 rd				from: to:
4 th				from: to:
5 th				from: to:

6. Date of Establishment of IQAC: 01/08/2016

7. Internal Quality Assurance System

7.1 Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & duration	Number of participants/beneficiaries
1) Orientation to newly enrolled students	1) 1 july to 5 july 2017	1)150
2) Orientation to newly recruited staff	2) 8 july to 10 july 2017	2)13
3) computer training to administrative staff	3) 1 july to 3 july 2017	3)5

Note: Some Quality Assurance initiatives of the institution are:

(Indicative list)

- *Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback from all stakeholders collected, analysed and used for improvements*
- *Academic Administrative Audit (AAA) conducted and its follow up action*
- *Participation in NIRF*
- *ISO Certification*
- *NBA etc.*
- *Any other Quality Audit*

8. Provide the list of funds by Central/ State Government-

UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/ Department/Faculty	Scheme	Funding agency	Year of award with duration	Amount
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-

9. Whether composition of IQAC as per latest NAAC guidelines: Yes/No: Yes

<http://kitimer.in/files/IQAC.pdf>

10. No. of IQAC meetings held during the year: 2

The minutes of IQAC meeting and compliance to the decisions have been uploaded on the institutional website

Yes/No

Yes

<http://kitimer.in/files/IQAC.pdf>

11. Whether IQAC received funding from any of the funding agency to support its activities during the year? Yes No ✓

If yes, mention the amount: Year:

12. Significant contributions made by IQAC during the current year (maximum five bullets)

- * Orientation to newly enrolled students.
- * Orientation to newly recruited teachers.
- * Computer training to administrative staff.
- * Case study writing training
- * Admissions

13. 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) Orientation to newly enrolled students ,newly recruited staff and administrative staff	1) Organisation of Training is successfully done.
2) Admissions	2) Number of admissions improved
3) Result	3) Result is improved
4) Case study writing	4) Students case study writing is improved.

14. Whether the AQAR was placed before statutory body? Yes /No: Yes

Name of the statutory body: Management Date of meeting(s): 22/11/2018

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning?

Yes/No: No

Date: -

16. Whether institutional data submitted to AISHE: Yes/No: Yes

Year: 2017-18

Date of Submission: 25/2/2018

17. Does the Institution have Management Information System?

Yes ✓ No

If yes, give a brief description and a list of modules currently operational.
(Maximum 500 words)

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.

Part-B

CRITERION -I–CURRICULAR ASPECTS				
1.1 Curriculum Planning and Implementation				
1.1.1 Institution has the mechanism for well-planned curriculum delivery and documentation. Explain in 500 words				
<p>The institute is affiliated to Shivaji University, Kolhapur. The University has designed the syllabus as per requirement of the course. Considering the current requirement and present scenario of globalization and emerging trends in the Industry, Information Technology, there is need to make students aware and synchronize with the skills required in the industry. The main objective of this course is to prepare the executives and managers for top level and middle level management in public cooperative and private sector organizations. The emphasis is therefore, given on developing a proper role perception of managerial level personnel in the Indian context by exposing them to a wide range of relevant areas, sufficiently in depth so that they may gain the confidence to interact with people at all levels and develop managerial skills for translating policies into action effectively.</p> <p>This is a full time master degree programme. The curriculum of this course is two years divided into four semesters. The teaching for Semester I and III is conducted from 1st August to 15th November (for 14 weeks) and teaching for Semester II, and IV is conducted from 1st January to 15th April (for 14 weeks). The University examinations are taken at the end of semester. In addition there is an internal examination for each paper conducted by the Institute. The subject teachers prepare syllabus plan and implement as per schedule. The faculty members prepare roll-on sheets. The roll-on sheet includes detailed plan of delivering syllabus. It includes role-play, group discussions, power point presentations and case study evaluations. Real life examples are also discussed for the awareness of the students. Before end of the term the class coordinators and HOD take feedback from the students as well from the faculty members. The feedback is regarding syllabus implementation, discipline maintenance, other extracurricular activities. The academic diary is maintained by each faculty member.</p> <p>The academic diary contains the attendance of the lecture, fieldwork etc. The academic diary is checked by the HOD and the Director of the institute. After taking feedback necessary action is taken. The midterm test is conducted by the institute. The answer sheets are assessed by the concern subject teachers. The students are asked to submit subject assignments. These assignments are also evaluated by the faculty member. The students are also delivering the seminars, which are essential for the personality development of the student. The feedback is taken from the students, teachers, employers, alumni and parents. The evaluation of feedback results about the improvements needed in the curriculum. The feedback of all these stakeholders is considered. The necessary action is taken after getting feedback. The curriculum is also discussed with the industrialists and corporate. These industrialists and corporate are the employers for the students. They suggest about the curriculum.</p> <p>The latest trends are discussed by these employers. The employers suggest the institute about the requirement of the industry. The parents give the feedback about the developments in the students. All the stakeholders participate in planning and implementation of the curriculum</p>				
1.1.2 Certificate/ Diploma Courses introduced during the Academic year				
Name of the Certificate Course	Name of the Diploma Courses	Date of introduction and duration	focus on employability/ entrepreneurship	Skill development
-	-	-	-	-
1.2 Academic Flexibility				

1.2.1 New programmes/courses introduced during the Academic year					
Programme with Code	Date of Introduction		Course with Code	Date of Introduction	
-	-		-	-	
1.2.2 Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the Academic year.					
Name of Programmes adopting CBCS	UG	PG	Date of implementation of CBCS / Elective Course System	UG	PG
MBA			2016-17		
MCA			2016-17		
Already adopted (mention the year)					
1.2.3 Students enrolled in Certificate/ Diploma Courses introduced during the year					
	Certificate		Diploma Courses		
No of Students					
1.3 Curriculum Enrichment					
1.3.1 Value-added courses imparting transferable and life skills offered during the year					
Value added courses		Date of introduction		Number of students enrolled	
-		-		-	
1.3.2 Field Projects / Internships under taken during the year					
Project/Programme Title			No. of students enrolled for Field Projects / Internships		
MBA			47		
MCA			45		
1.4 Feedback System					
1.4.1 Whether structured feedback received from all the stakeholders.					
1) Students	2) Teachers	3) Employers	4) Alumni	5) Parents	
Yes	Yes	Yes	Yes	Yes	
1.4.2 How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)					
The feedback is taken from the students, teachers, employers, alumni and parents. All these stakeholders regularly visit the institute. The students of MBA and MCA course give semester wise feedback. The students give subject wise feedback. The feedback is about the syllabus content, presentation, information, counselling, discipline and interaction. Students give the rating of 5. If the presentation is very low then it will be 1 and if the presentation is best then it will be 5. The feedback form is prepared online. Students give their feedback with online system. The feedback is evaluated with online process.					
The collected feedback is then evaluated and analysed. The feedback is checked by the Director, and then communicated with the concern faculty member. If there is any complaint about the faculty then the issue is discussed with the faculty. The faculty is then counselled about the queries. The documentation of the feedback is then maintained for the further process. In the students feedback syllabus content is considered on priority basis. The students are then communicated about the requirement and improvement. The student feedback is most important feedback for the institute because they are the direct stakeholders of the institute. Teacher feedback is taken about the curriculum, student expectation, and other					

extracurricular activities. The feedback is considered for continuous improvement. The teacher feedback is checked by the Director of the institute. The Director take related action on the feedback.

The Director communicates with the faculty members about the implementation and strategy. Various Industrialists and Corporate visits the institute. Most of them are the employers of our ex students. The institute organises their talk with the students. They interact with the students demanding their requirements. These employers talk about the recent scenario of the market. They try to tap the potential employees from the students. Employer gives feedback to the institute. The Director communicates the feedback with students and teacher. The feedback from the employer is essential as they are working on the field. Since 1994 the institute is in the field of Management studies and since 2009 in the field of Computer studies.

Our alumni are working around the world. They are working in the various fields and with different positions. Their feedback is always important for the institute. They are closely attached with the institute. Their feedback is helpful to groom our students. The parents are having their hopes in their feedback. The parents are always thinking about bright future of their children. They are always expecting best for their son and daughter. The feedback of the parents is checked by the Director of the institute. The Director communicates the parent's feedback with the teacher, students and employer.

CRITERION II -TEACHING-LEARNING AND EVALUATION

2.1 Student Enrolment and Profile

2.1. 1 Demand Ratio during the year

Name of the Programme	Number of seats available	Number of applications received	Students Enrolled
MBA	120	137	118
MCA	60	59	52

2.2 Catering to Student Diversity

2.2.1. Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of full time teachers available in the institution teaching only UG courses	Number of full time teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2017-18	-	MBA-165 MCA-124	-	23	23

2.3 Teaching - Learning Process

2.3.1 Percentage of teachers using ICT for effective teaching with Learning Management Systems

(LMS), E-learning resources etc. (current year data)					
Number of teachers on roll	Number of teachers using ICT (<i>LMS, e-Resources</i>)	ICT tools and resources available	Number of ICT enabled classrooms	Number of smart classrooms	E-resources and techniques used
23	23	YES	7	7	Yes
2.3.2 Students mentoring system available in the institution? Give details. (maximum 500 words)					
<p>In the institution Students Mentoring System is available. This system works very smoothly a smoothly and helps students to improve their skills and talents. Execution of this system is explained below. As soon as student's admission process is over, number of students is divided by all faculty members equally.</p> <ol style="list-style-type: none"> 1. Allotment of students- all newly admitted students are equally divided among all faculty members and thereafter there will be continuous dialogues and interaction between mentor and mentee till the course ends. 2. Meetings between Mentor and Mentee- <ol style="list-style-type: none"> a. First Meeting: Immediately after admission of the students and at the beginning of the academic term Mentor calls a meeting with the students as it is the first meeting between Mentor and Mentee. There is a healthy interaction between both. There is a discussion of number of students issues related to the course, syllabus, exams, discipline etc. are discussed and even counselling is made. This meeting helps both to understand each other properly. Notice of the meeting is reached by the mentor to mentor well in advance mentioning the date, time, etc. of the meeting record of this meeting is maintained. b. Second Meeting: Second meeting is called during the 2nd term of the academic year. Same procedure is followed for conducting this meeting. Focus is put on evaluation of students and problems faced by the students during the 1st term and also feedback is taken. If it is found to do any additional things priority is given to that. <p>Likewise there are minimum 2 meetings in a year between mentor and mentee. Every year this procedure is followed and it helps a lot to the students.</p>					
Number of students enrolled in the institution			Number of fulltime teachers		Mentor: Mentee Ratio
MBA 117+47= 164 MCA 47+27+45= 236			23		1:20

2.4 Teacher Profile and Quality				
2.4.1 Number of full time teachers appointed during the year				
No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
28	Approved 10 Adhoc 13 Total 23	5	13	5

2.4.2 Honours and recognitions received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)			
Year of award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
-	-	-	-
2.5 Evaluation Process and Reforms			
2.5.1 Number of days from the date of semester-end/ year- end examination till the declaration of results during the year			
Program me Name	Programme Code	Semester/ year	Last date of the last semester-end/ year- end examination
MBA		2017-18	29/5/2018
MCA		2017-18	07/05/2018
2.5.2 Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)			
As a part of internal evaluation of the students there is a system to continuously tend the students on various background. There are many tests (Verbal & written) subject wise conducts by each subject teacher periodically. Normally at the end of the each unit there is test of students conducted by subject teachers and accordingly feedback is properly communicated to each student. This is continuous process for all students and for all subjects. Apart from above tests group discussions, personal interviews, debates on various current issues are frequently undertaken by subject teachers. As a evaluation part all above activities are regularly conducted and results outputs are communicated to the students. It helps students to improve their skills, knowledge, personality and competency level.			
2.5.3 Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)			
At the beginning of the every academic year academic calendar is prepared in which whole academic activities and its schedule is indicated. According to this academic calendar institute runs all programs during the year. There is a committee at the institute level for preparing academic calendar. There will be a deep discussion on various aspects issues among the committee members before preparation of the academic calendar. Subject wise, specialisation wise expert and experienced person, industrialist guest lectures are arranged. Industry visits and tours, seminars, workshops and FDP's, National Programme Celebrations, blood donation camps, sports and gathering, semester wise exam schedules, term start and term end, some other extracurricular activities etc are discussed and shown in the academic calendar and institute always work according to this calendar. This academic calendar helps to complete all the schedule programs in time very smoothly.			
2.6 Student Performance and Learning Outcomes			
2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution http://kitimer.in/files/KITIMER_NAAC_SSR_Cycle_1.pdf			

2.6.2 Pass percentage of students				
Program me Code	Programme name	Number of students appeared in the final year examination	Number of students passed in final semester/year examination	Pass Percentage
6212	MBA	45	9-Distinction 36-1 st Class	100%
6212	MCA	47	13- 1 st class 23- 2 nd Class	76.60%
2.7 Student Satisfaction Survey				
2.7.1 Student Satisfaction Survey (SSS)				
http://kitimer.in/files/STUDENTS_SATISFACTION_SURVEY.pdf				

CRITERION III - RESEARCH, INNOVATIONS AND EXTENSION				
3.1 Resource Mobilization for Research				
3.1.1 Research funds sanctioned and received from various agencies, industry and other organisations				
Nature of the Project	Duration	Name of the funding Agency	Total grant sanctioned	Amount received during the Academic year
Major projects	-	-	-	-
Minor Projects	-	-	-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored Projects	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students Research Projects (other than compulsory by the College)	-	-	-	-
International Projects	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	-	-
3.2 Innovation Ecosystem				
3.2.1 Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year				

Title of Workshop/Seminar		Name of the Dept.		Date(s)		
-		-		-		
3.2.2 Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year						
Title of the innovation	Name of the Awardee	Awarding Agency	Date of Award	Category		
-	-	-	-	-		
3.2.3 No. of Incubation centre created, start-ups incubated on campus during the year						
Incubation Centre		Name		Sponsored by		
-		-		-		
Name of the Start-up						
-		Nature of Start-up		Date of commencement		
-		-		-		
3.3 Research Publications and Awards						
3.3.1 Incentive to the teachers who receive recognition/awards NA						
State		National		International		
3.3.2 Ph. Ds awarded during the year (<i>applicable for PG College, Research Center</i>)						
Name of the Department		No. of Ph. Ds Awarded				
MBA		1				
3.3.3 Research Publications in the Journals notified on UGC website during the year						
	Department	No. of Publication		Average Impact Factor, if any		
National	-	-		-		
International	-	-		-		
3.3.4 Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year NA						
Department		No. of publication				
MBA		3 books				
3.3.5 Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or Pub Med/ Indian Citation Index NA						
Title of the paper	Name of the author	Title of the journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citations

3.3.6 h-index of the Institutional Publications during the year. (based on Scopus/ Web of science)NA						
Title of the paper	Name of the author	Title of the journal	Year of publication	h-index	Number of citations excluding self citations	Institutional affiliation as mentioned in the publication
3.3.7 Faculty participation in Seminars/Conferences and Symposia during the year :						
No. of Faculty		International level		National level	State level	Local level
Attended Seminars/ Workshops		3		26	4	1
Presented papers		1		8	-	-
Resource Persons		-		1	-	-
3.4 Extension Activities						
3.4.1 Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year						
Title of the Activities	Organising unit/ agency/ collaborating agency		Number of teachers co-ordinated such activities		Number of students participated in such activities	
1	Shahu Blood Bank		06		60	
2	DyanPrabodhanBhavanSanc halit Blind School		02		15	
3.4.2 Awards and recognition received for extension activities from Government and other recognized bodies during the year						
Name of the Activity		Award/recognition		Awarding bodies	No. of Students benefited	
-		-		-	-	
3.4.3 Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year						
Name of the scheme	Organising unit/ agency/ collaborating agency	Name of the activity	Number of teachers coordinated such activities		Number of students participated in such activities	
Unnat Bharat Abhiyaan	Gov. of India	Swachha Bharat Abhiyaan	04		120	
3.5 Collaborations						
3.5.1 Number of Collaborative activities for research, faculty exchange, student exchange during the year NA						

Nature of Activity		Participant	Source of financial support	Duration
-		-	-	-
3.5.2 Linkages with institutions/industries for internship, on-the-job training, project work, sharing of research facilities etc. during the year NA				
Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration (From-To)	participant
-	-	-	-	-
3.5.3 MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year				
Organisation	Date of MoU signed	Purpose and Activities	Number of students/teachers participated under MoUs	
-	-	-	-	

CRITERION IV - INFRASTRUCTURE AND LEARNING RESOURCES		
4.1 Physical Facilities		
4.1.1 Budget allocation, excluding salary for infrastructure augmentation during the year		
Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development	
4,40000	223104	
4.1.2 Details of augmentation in infrastructure facilities during the year		
Facilities	Existing	Newly added
Campus area	20234.3 sq m	-
Class rooms	07	-
Laboratories	05	-
Seminar Halls	01	-
Classrooms with LCD facilities	07	-
Classrooms with Wi-Fi/ LAN	07	-
Seminar halls with ICT facilities	01	-
Video Centre	01	-
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	-	04 projectors
Value of the equipment purchased during the year (Rs. in Lakhs)	-	Rs. 1,40,000/-
Others	-	-

4.2 Library as a Learning Resource

4.2.1 Library is automated {Integrated Library Management System -ILMS}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
Easy & Useful (local)	Fully		2008

4.2.1 Library Services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	14808	49,15,893	834	474498	15642	5390391
Reference Books	1817	8,36,937	58	21,736	1875	-
e-Books	48	-	-	-	48	-
Journals	45	-	45	85,143	45	85,143
e-Journals	1485	6,98,500	1069	72,290	1069	72.290
Digital Database	NPTEL	NDL	-	-	-	-
CD & Video	1054	-	46	-	1100	
Library automation	Yes	-	Yes	-	Yes	-
Weeding (Hard & Soft)	-	-	-	-	-	-
Others (specify)	-	-	-	-	-	-

4.3 IT Infrastructure

4.3.1 Technology Up-gradation (overall)

	Total Comp uters	Compu ter Labs	Internet	Browsing Centres	Comp uter Centr es	Office	Departments	Available band width (MGBPS)	Others
Existi ng	252	05	Yes	01	02	06	02	20MBPS	03
Adde d	-	-	-	-	-	-	-	-	-
Total	252	05	Yes	01	02	06	02	20MBPS	03

4.3.2 Bandwidth available of internet connection in the Institution (Leased line)

20 MBPS /GBPS

4.3.3 Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
-	-

4.3.4 E-content developed by teachers such as: e-PG-Pathshala, CEC (under e-PG-Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc			
Name of the teacher	Name of the module	Platform on which module is developed	Date of launching e – content
-	-	-	-

4.4 Maintenance of Campus Infrastructure			
4.4.1 Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year			
Assigned budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
100000	64,838	4,40000	2,23104
4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. http://kitimer.in/library.html http://kitimer.in/comp_labs.html http://kitimer.in/con_hall.html http://kitimer.in/hostel.html There is a separate C& M Cell which looks after overall developmental and maintenance work. The Cell has a team of skilled and semiskilled personnel working. This team looks after the daily maintenance of civil works such as furniture repairs, plaster works, painting carpentry, plumbing and house-keeping work. There is a separate team electric works, which looks after overall electrical work within the campus. AMC facility is available for Water purifier, generator and library OPAC software of campus. Replacement of Bulbs, tube lights, wiring, switches, door knobs, taps, and furniture is done immediately. The physical director looks after the maintenance of routine nature.			

CRITERION V – STUDENT SUPPORT AND PROGRESSION			
5.1 Student Support			
5.1.1 Scholarships and Financial Support			
	Name /Title of the scheme	Number of students	Amount in Rupees
Financial support from institution	-	-	-
Financial support from other sources			
State	State Scholarship/Freeship	66	3752364
	EBC	119	3735476

5.1.2 Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,					
Name of the capability enhancement scheme		Date of implementation	Number of students enrolled	Agencies involved	
International Yoga		21 June 2018	30	Institute	
Goal Setting		17/08/2018	90	Breathing Brains	
Meditation		09 th Sept 2018	52	Art Of Living	
Employability Skills		03/10/2018	35	Gallagher Group Ltd.	
Mentoring		Throughout year		Institute	
5.1.3 Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year					
Year	Name of the scheme	Number of benefited students by Guidance for Competitive examination	Number of benefited students by Career Counselling activities	Number of students who have passed in the competitive exam	Number of students placed
2017	Career counselling and competitive exam	20	60+30 =90	Nil	50
5.1.4 Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year					
Total grievances received		No. of grievances redressed		Average number of days for grievance redressal	
Nil		Nil		-	
5.2 Student Progression					
5.2.1 Details of campus placement during the year					
On campus			Off Campus		
Name of Organizations Visited	Number of Students Participated	Number of Students Placed	Name of Organizations Visited	Number of Students Participated	Number of Students Placed
Sr No	On Campus		Off Campus	Students Participated	Students Placed
1	Poylcab			14	2
2			D Mart	28	0
4	Skylark BPO				2

5		Metro Services	18	0
6		Quantazone	10	0
7	HDFC Asset Management Co		8	0
8	Naukri Mahaamandal		27	3
9	Just Dial		12	2
10		Jaro Education	24	0
11	Biyani Technologies		17	3
12	Profitmart		16	0
13	SLK Global		24	1
14	IDBI Federal Life Insurance		15	0
15	Deshpande Automech Pvt Ltd		5	0
16		Trade Net	6	0
17	Gallagar Offsore Pvt Ltd		26	6
18	Unique Auto		11	3
19	Calibehr Human Capital services Pvt Ltd		20	1
20	Surfmi E-Commerce		6	0
22		Shriram Group	14	0
23		Bajaj Allianz General Insurance Comp	5	0
24		Make Mi Holidays	8	1
25		<u>Shoppers Stop Ltd</u>	4	0
26		Zopper	14	0
27		Karvy Stock Broking	4	0
28		Intigrow Solutions Pvt Ltd	7	1
29	CAMS		2	0
30	Subhadra Local Area Bank Ltd,		15	0
31	Jade Global		6	1
32		Paramatrix Technologies Pvt Ltd	5	0
33	Tribe Appsoft		10	1
34	Sharada Infotech		41	2
35		Rheal Software	34	0
36	Sankey Solution		18	0
37	inspiremindstech.com		35	1
38	Biyani Technologies		16	4
39	Compserv Solutions		24	5
40		Aloha Technology Pvt. Ltd	41	0

41		Profound	32	0
42		GTL softwares	36	2
43		Eccentric Infotech Pvt Ltd	32	0
44	e-Dreamworks		42	4
45		Androzen Sostware Solution Pvt.Ltd	6	0
46		Improsis	19	4
47		Vyom Labs Pvt Ltd	34	0

5.2.2 Student progression to higher education in percentage during the year					
Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of Programme admitted to
	Not Applicable				

5.2.3 Students qualifying in state/ national/ international level examinations during the year (eg: NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)		
Items	No. of Students selected/ qualifying	Registration number/roll number for the exam
NET	Nil	Nil
SET		
SLET		
GATE		
GMAT		
CAT		
GRE		
TOFEL		
Civil Services		
State Government Services		
Any Other		

5.2.4 Sports and cultural activities / competitions organised at the institution level during the year		
Activity	Level	Participants
Imeristack	State	500
Job Fair	State	550

5.3 Student Participation and Activities

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

Year	Name of the award/ medal	National/ International	Sports	Cultural	Student ID number	Name of the student
08/02/2018	EMBARK KBP, Satara 1 st Prize	State		Dance		ZadePoojaSubhashrao
	YashoTechfest State Level 1 st Prize	State		Ad-mad show		SonaliRaymane, AshiyaSanadi, PoojaKhanapure
	YashoTachfest State Level 2 nd Prize	State		Face Painting		PoojaKhanapure
	YashoTachfest State Level 2 nd Prize	State		Sales Executive		SupriyaSutar
	YashoTachfest State Level 1 st Prize	State		Best Entrepreneur		SupriyaSutar

5.3.2 Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Students are the important part of every educational institute. Today's education system is student oriented. As per Shivaji University norms the college student council had been formed for the year 2017-18. The class toppers were selected as class representatives. The Director had been selected two Ladies representatives, one sports representative and one cultural representative. Out of these four representatives two representatives are from reserved category. The Physical Director and one Faculty representative was selected by the Director of the Institute. This council worked for the issues and problems related with students during academic year. These council members worked for the various activities in the Institute. The activities were like organizing the various events. The sports week and annual prize distribution function were the important functions organized by the students council. The Inter collegiate competition named as IMERISTACK was successfully organized by the student council. The members of student council organized social events like to donate the orphanage, visit to the blind students school etc. The council members organized tree plantation, making awareness about cleanliness. The students council helped in the placement activities like Job fair. The students council planned and completed the Industrial visits during the academic year. Various activities like Group discussions, Poster competition, Product making, Ad making were organized by the students council.

5.3 Alumni Engagement
5.3.1 Whether the institution has registered Alumni Association? Yes/No, if yes give details (maximum 500 words):
Yes. Institution has registered Alumni on 11 th May 2012. Alumni have enrolled in the association. Meetings have been conducted by the Alumni Association. The association support the institute with respect to the final placements of the students to the best possible extent in co-ordination with the IMER placement cell. The Association support to the Institute by bringing the Industrial exposure to the students through frequent visits at the campus. The Association provide a reason to the proud Alumni of IMER to get in touch with their Institute and provide their best of support in constant development of the Institute.
5.3.2 No. of registered enrolled Alumni:
875
5.3.3 Alumni contribution during the year (in Rupees) :
NO
5.3.4 Meetings/activities organized by Alumni Association :
Yearly 2 Meetings

CRITERION VI -GOVERNANCE, LEADERSHIP AND MANAGEMENT
6.1 Institutional Vision and Leadership
<p>6.1.1 Mention two practices of decentralization and participative management during the last year (maximum 500 words):</p> <ol style="list-style-type: none"> 1. At the strategic level the institute has various committees like Governing Committee, Local Management Committee, Equipment Committee, Staff Committee, Grievance Committee in order to transform vision and mission into relatives. Above committees monitor whether the proper procedures have been followed in the organisation for smooth functioning of the educational institute. 2. At the level of faculty members various committees are formed and faculties are motivated to head the committees. The objective behind the formation of these committees is to show case their organising and management skills. 3. At the Students level the students are motivated to work in various groups so as to empower them. The student council is formed under the able guidance at the faculty member. The sport week has been organised every year by the KIT's IMER before the annual day (gathering). Various social initiatives are taken by the institute to enhance the social awareness amongst the students of MBA and MCA program.
<p>Vision To become and remain first in the mind and choice of the stakeholders in Management and Computer education.</p> <p>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.</p>

<p>2. To create the culture of quality in teaching and administration through effective and efficient use of technology, pedagogy, research, infrastructure and industry interaction.</p> <p>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.</p> <p>4. To meet the needs of the industry by providing job ready manpower in the field of managerial and computer based jobs.</p> <p>5. To encourage and facilitate research and innovation in the field of management and computer application.</p>
<p>6.1.2 Does the institution have a Management Information System (MIS)?</p> <p>Yes: 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.</p>
<p>6.2 Strategy Development and Deployment</p>
<p>6.2.1 Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):</p>
<p>❖ 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.</p>
<p>❖ 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</p>
<p>❖ 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.</p>
<p>❖ 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.</p>

❖ 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.				
❖ 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 behavioural skills , computer software handling, MIS etc.				
❖ Industry Interaction / Collaboration: Institute has MOU with different industries in and around Kolhapur for summer training, visit, placements, guest lecturers etc.				
❖ 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 centre which provides all the support to the student from entrance examination to the final admission of the students.				
6.2.2 : Implementation of e-governance in areas of operations:				
❖ Planning and Development - Institute has implemented e-governance wherever it is possible and trying to develop e – governance system every year.				
❖ Administration- Administrative office is using different online softwares provided by university and also developed by in house faculty and students .				
❖ Finance and Accounts- latest tally software is used in this department.				
❖ Student Admission and Support – online admissions through DTE Maharashtra.				
❖ Examination – Question papers received online just before 20 minutes before exam time with security password by SRPD system of the university. Online hall tickets, exam summary and internal mark submission.				
6.3 Faculty Empowerment Strategies				
6.3.1 Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year				
Year	Name of teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2017-18	1) Dr.P.S.Jadhav 2) Mr M.U.makandar 3) Mrs.S.R.Bhosale 4) Dr. R.M.Chavan 5) Dr.S.D.Kore 6) Mr.S.S.Patil	1)Shivaji university workshop, case study workshop 2) naac workshop at SGI and KITCOE 3) Naac workshop at SIBER 4) workshop at KITCOE		1. 2250 2. 2750 3. 1000 4. 750 5. 750

		5) Workshop at KITCOE 6) workshop at Shivaji university		6. 500	
6.3.2 Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year					
Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	Dates (from-to)	No. of participants (Teaching staff)	No. of participants (Non-teaching staff)
2017-18	Orientation of newly recruited staff	Computer training for administrative staff	8 July to 10 july 1 july to 3 july	13	5
6.3.3 No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year					
Title of the professional development programme		Number of teachers who attended	Date and Duration (from – to)		
IIT workshops 2 weeks		3	03 rd Aug to 07 th Sept 2017 14 th Sept to 12 th Oct 2017 17 th May to 05 th June 2018		
FDP		1	09 th Nov to 16 th Nov 2017		
6.3.4 Faculty and Staff recruitment (no. for permanent/fulltime recruitment):					
Teaching			Non-teaching		
Permanent	Fulltime	Permanent	Fulltime/temporary		
13			temporary		
6.3.5 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 instalment etc.	

6.4 Financial Management and Resource Mobilization				
6.4.1 Institution conducts internal and external financial audits regularly (with in 100 words each) Institute has Local management council. Meetings of LMC are arranged by the Director of the institute in every semester. All financial matters are discussed in the meeting. Also external audit has been done by the external auditor.				
6.4.2 Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)				
Name of the non government funding agencies/ individuals		Funds/ Grants received in Rs.		Purpose
Nil		Nil		-
6.4.2 Total corpus fund generated Nil				
6.5 Internal Quality Assurance System				
6.5.1 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	KITCOE	YES	IQAC
6.5.2 Activities and support from the Parent – Teacher Association (at least three)				
1. Mentoring 2. Academic Calendar 3. Industrial Visit				
6.5.3 Development programmes for support staff (at least three)				
1) Software training by University 2) Examination work training by university 3) computer training by in house faculty.				
6.5.4 Post Accreditation initiative(s) (mention at least three)				
1. IQAC documentation centre 2. Permanent Affiliation 3. NBA				
6.5.5				
a. Submission of Data for AISHE portal : (Yes /No) YES				
b. Participation in NIRF : (Yes /No) No				
c. ISO Certification : (Yes /No) NO				
d. NBA or any other quality audit : (Yes /No) NO				
6.5.6 Number of Quality Initiatives undertaken during the year				
Year	Name of quality initiative by IQAC	Date of conducting activity	Duration (from-----to-----)	Number of participants
2017-18	Training to newly recruited teachers	8 July 2017	8-7-2017 to 10-7-2017	13
	Orientation program to newly enrolled students	1 Aug 2017	1-8-2017 to 3-8-2017	140

CRITERIONVII -INSTITUTIONAL VALUES AND BEST PRACTICES**7.1 - Institutional Values and Social Responsibilities**

7.1.1 Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period (from-to)	Participants	
		Female	Male
International Yoga Day	22/06/2017	22	48
Blood Donation Camp	22/08/2017	13	46

7.1.2 Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:
Percentage of power requirement of the College met by the renewable energy sources

-

7.1.3 Differently abled (Divyangjan) friendliness

Items Facilities	Yes/No	No. of Beneficiaries
Physical facilities	Yes	01
Provision for lift	No	-
Ramp/ Rails	Yes	01
Braille Software/facilities	-	-
Rest Rooms	Yes	01
Scribes for examination	No	-
Special skill development for differently abled students	No	-
Any other similar facility	No	-

7.1.4 Inclusion and Situatedness

Enlist most important initiatives taken to address locational advantages and disadvantages during the year

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date and duration of the initiative	Name of the initiative	Issues addressed	Number of participating students and staff
2017-2018	-	01	1 st Oct to 07 th Oct 2017	Swacha Bharat Abhiyaan	Swachhata of Villages in Kolhapur District	100 Students, MBA and MCA Staff

7.1.5 Human Values and Professional Ethics

Code of conduct (handbooks) for various stakeholders


Title	Date of Publication	Follow up (maximum 100 words each)
-	-	-

7.1.6 Activities conducted for promotion of universal Values and Ethics		
Activity	Duration (from-----to-----)	Number of participants
Dreams to Reality	16/09/2017	70
Sadgamaya Goal Setting	16/09/2017	86
7.1.7 Initiatives taken by the institution to make the campus eco-friendly (at least five)		
Energy Conversion, environmental awareness campaigns, Vasundhara (Earth) Day, Ozone Day, E waste Management.		
7.2 Best Practices		
<p>1.Title of the Practice: Using in-house resources and talents for design and development of software, advertisement material and information brochures.</p> <p>2. Goal:</p> <p>To encourage students to use in house facilities for designing and development of IT soft ware for administrative excellence under the guidance of faculty.</p> <p>3. The Context:</p> <p>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.</p> <p>4. The Practice:</p> <p>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.</p> <p>5. Evidence of Success:</p> <p>The students have developed following software:</p> <ol style="list-style-type: none"> 1. IMER web site 2. MOODLE 3. All the advertisements and information brochures are designed within the departments. <p>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.</p> <p>6. Problems Encountered and Resources Required:</p> <p>Problems Encountered:Certain advanced software's need sophisticated technical set up.</p> <p>Resources Required: Technical staff, licensed copies of state of the art software.</p>		
7.3 Institutional Distinctiveness		
http://kitimer.in/Institutional_Distinctiveness.pdf		

8. Future Plans of action for next academic year

- 1) **Permanent affiliations-** Institute is affiliated to Shivaji University, Kolhapur and has to renew affiliation every year through local enquiry committee of the university. Now Institute is planned to apply for permanent affiliation.
- 2) **NBA accreditation-** Institute got 'A' grade in the Year 2016 by NAAC and it is valid up to 2021. Institute has two departments MBA and MCA. MBA department is eligible to apply for NBA and now planning for it for next few years.
- 3) **Placements-** Institute is arranging Job fair every year and renowned companies are approaching the institute for the placements of the students. The target is to achieve 100% placement.
- 4) **Awareness about professional education-** The institute is located in rural area and most of the undergraduate students are unaware about the professional education like MBA and MCA. Institute is planned to reach to the maximum students about the opportunities of MBA and MCA.
- 5) **Value added programs-** In next few years institute is planning to start value added programs with minimum fees and quality education.
- 6) **Social –** Institute is trying to make MOU with the different NGO's so that the student should know about their responsibilities about the society and become a good citizen.
- 7) **Foreign and local languages-** Institute has some plans for foreign language and also local language courses.
- 8) **Industry interaction-** Institute is planning for strengthening the interaction with the industry by arranging industrial visits, trainings, guest lectures, MOU's etc.
- 9) **Alumni-** Institute is trying to increase the participation of Alumni in the institute activities for the training and placement of the students.
- 10) **Autonomy-** In next few years institute is thinking to become an autonomous institute.

Name: Dr. S. D. Kore



Signature of the Coordinator, IQAC

Name: Dr. S. M. Khadilkar



Signature of the Chairperson, IQAC
