



YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1.Name of the Institution		KIT'S INSTITUTE OF MANAGEMENT EDUCATION AND RESEARCH
• Name of the Head of the institution	DR. S. M. KHADILKAR	
• Designation	Director	
• Does the institution function from its own campus?	Yes	
• Phone no./Alternate phone no.	09158528383	
• 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	
• Type of Institution	Co-education	
• Location	Rural	

• Financial Status	Self-financing				
• Name of the Affiliating University	SHIVAJI UNIVERSITY				
• Name of the IQAC Coordinator	MR. M. U. MAKANDAR				
• Phone No.	09158528383				
• Alternate phone No.	7385549548				
• Mobile	7385549548				
• IQAC e-mail address	iqac@kitimer.in				
• Alternate Email address	director@kitimer.in				
3.Website address (Web link of the AQAR (Previous Academic Year))	http://kitimer.in/naac.php				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	http://kitimer.in/files/Academic_Calendar_2020_21.pdf				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	A	3.06	2016	05/11/2016	04/11/2021
6.Date of Establishment of IQAC			01/08/2016		
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
Nil	Nil	Nil	Nil	Nil	
8.Whether composition of IQAC as per latest NAAC guidelines			Yes		
• Upload latest notification of formation of IQAC			View File		

9.No. of IQAC meetings held during the year	4	
<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes	
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	No File Uploaded	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
<ul style="list-style-type: none"> If yes, mention the amount 		
11.Significant contributions made by IQAC during the current year (maximum five bullets)		
Orientation to newly enrolled students		
Orientation to newly recruited staff		
Training to administrative staff		
Admission		
Case Study Training		
12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year		
Plan of Action	Achievements/Outcomes	
Orientation to newly enrolled students, newly recruited staff and administrative staff	Training is successfully done	
Admission	Number of admissions improved	
Result	Result is improved	
Case study writing and basics of application development	Students case study writing is improved and application development activities are performed	
13.Whether the AQAR was placed before statutory body?	Yes	

- Name of the statutory body

Name	Date of meeting(s)
Management	27/10/2021

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2022	06/02/2022

Extended Profile**1. Programme**

1.1	79
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2. Student

2.1	172
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2	98
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	View File

2.3	157
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3.Academic	
3.1	21
Number of full time teachers during the year	

File Description	Documents
Data Template	View File

3.2	21
Number of sanctioned posts during the year	

File Description	Documents
Data Template	View File

4.Institution	
4.1	9
Total number of Classrooms and Seminar halls	
4.2	4911000
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	210
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

Kolhapur institute of Technology's Institute of management s an Educational Institute affiliated to University. Being an affiliated institute we do follow curricular norms regarding processes, systems and structures led down by the University.Though these norms are sufficient considering the ever increasing demands from the

different stakeholders such as Employers, Society and Students, we do have a distinctive mechanism to impart additional, relevant and necessary knowledge inputs to our students. This mechanism looks in to the aspects of adherence to the University designed curriculum needs as well as Development and implementation of contemporary need based knowledge dissemination to address local, national and international issues.

While doing so Implementation of Quality of Education is the key indicator for us. Planning of each input curricular program is carried out meticulously indicating the goals to be achieved, responsible faculty, resource allocation and other vital planning factors.

To achieve the Vision, Mission and the objectives of Institute, the Director along with the HODs, IQAC and other academic committees carries out the planning exercise. The planning meetings are conducted at the beginning of the semesters. Along with the University Curriculum the focus is given on employability, entrepreneurship and skill development of the students. Designing of additional courses/programs/activities etc. to sensitize students to the important issues in the syllabus and above the syllabus is carried out in such exercises. The outcomes of the decisions are then intimated to the other concern members such as respective faculties, Computer Lab Technician, office if necessary. The monitoring documents such as academic calendars, roll calls, assignment sheets etc are prepared and used so as to have continuous evaluation of set goals.

Intermittent meetings with concern members is carried out by the Director as well as the HODs so as to observe the deviation if any. The curricular implementation process is kept flexible and deviation if found is addressed and necessary corrective measures are taken in the form of revised action plan.

Feedback is taken from the Students as well as Faculties at the term ends. At the same time feedback from the other stakeholders such as employers also is sought so as to verify the program outcomes. The Institute has a well designed system for Analysis of Feedback so as to monitor progress of the planned activities. The overall aim of all these activities is to ensure effective curriculum delivery.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

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

Academic calendar at KIT IMER is the base for planning, implementing and monitoring the continuous internal evaluation. The academic calendar is prepared by the HOD in consultation with the Director and subject experts. Inputs from other committees such as IQAC are also sought. These experts provide valuable inputs based on the previous year's performance and contemporary needs.

The Academic calendar is prepared before the commencement of the academic year and consists curricular as well as co curricular programs aiming at teaching learning goals and overall development of students. The calendar outlines the semester class work schedule, internal examination schedule and external examination schedule. The faculty members of the concerned department gather the lists of courses for the coming semester. The head of the department finalizes the course allocation for the faculty members based on their choice and area of interest or expertise. The faculty members prepares the lesson plan before the commencement of semester, indicating the topics to be covered lecture wise including the evaluation process for each subject and it is duly reviewed by the and approved by the head of the department. Based on this a Time-table is prepared and uploaded on the system and displayed in the respective department notice boards.

The performance of the students is assessed on a continuous basis by conducting mid exams as per the Shivaji University norms. In addition to the tests, assignments, mini-projects and quiz are also the part of Continuous Internal Evaluation. The evaluated answer books are returned to the students and an opportunity is given to the students to discuss the evaluation with the teacher. The teacher rectifies any error on the spot, if any. Finally the Internal Assessment is carried out.

Adherence to Academic calendar is an important part and this is carried out at predefined intervals by HOD and the Director. A follow-up meeting is conducted as and when required. Corrective actions are taken if necessary so as to keep the progress on track.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	http://kitimer.in/files/Academic_Calendar_20_20_21.pdf

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

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

1.2 - Academic Flexibility

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

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

2

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

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

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

1

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

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

117

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

1.3 - Curriculum Enrichment

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

We at KIT IMER believes in overall development of students so as to make them ready for the corporate challenges as well as to be adaptable to the crosscutting issues relevant to professional growth. We address these issues by incorporating sessions in our curricular as well as co curricular programs.

As a part of it Professional ethics are taught to students as a part of their holistic development. Importance for group work and imbibing leadership is being imbibed through not only teaching learning sessions but developmental activities are carried out in that regard.

Gender equality and equal opportunity for women are necessary in the institution. Every activity and program of the circular of the institute provides equal opportunity for the development of the girl students and the female staff. For maintaining the equality among

the staff and students Anti ragging cell is active. These committees take utmost care and provide support to girl students and the female staff. Meetings are conducted on regular basis and issues are discussed over to find solution for making a better environment for the women. Anti Ragging committee information is displayed on notice board and at various places like canteen, path ways, notice boards etc.

As per the Government of Maharashtra and DTE norms institute follows reservation policy for Girls students and the female staff and faculties.

As part of curriculum "Environment Study" for first and second year, faculty makes students aware about the basic components of environment and their application in various fields. Institute organizes various activities like tree plantation, public awareness during festival season with the help of students. e.g. importance of hygiene and individual responsibilities regarding the same, Gram Swachta Abhiyan, and Immersion of Ganesh idol etc.

One of the major aims of this institution is to inculcate human values among the students and community people of this region. In achieving this aim, our institution arranges Importance of Blood donation and blood donation camps, awareness programs on National Blind Day, Road safety camp etc.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

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

79

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

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

330

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

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

A. All of the above

File Description	Documents
URL for stakeholder feedback report	http://kitimer.in/naac/feedback_Analysis_2020_21.pdf
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	No File Uploaded

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

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	http://kitimer.in/naac/feedback_Analysis_2020_21.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

172

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

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

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

54

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

We, as an Educational Institute observe an holistic approach towards achieving our Vision, missions. We being located in semi urban setup

gets students from different background having variety in educational, social as well economical standings. It becomes important for us to bring all of them on same footing and lead them towards their career goals. In this regards we strive to cater to the academic needs of students of different backgrounds and abilities, through effective teaching-learning experiences.

We at KIT IMER engage ourselves in continuous assessment of different academic parameters from attendance to the grades of each students. We have predefined norms for every parameter and performance of every student is tested against these norms. This helps us in assessing levels of academic status and achievement of every student. Based on the assessment we do categorization of students as "Slow Learners" and "Advanced Learners". This categorization then is used for further plan of action for necessary value addition.

The "Slow learners" are those who do not meet to the academic performance norms led down by the institute in terms of their marks/grades in subject examinations. As their performance needs to be improved we conduct special sessions or lectures for them so that they can understand the concepts as well as the application part. A structured mechanism is devised to pinpoint the "Slow Learners" on the basis of indicators like University Exam marks as well as other resources.

The "slow Learners" are then put under a separate course program which is over and above the regular course teaching. The classes are conducted on weekends/ holidays / free time slots whichever is available and convenient for the students. The emphasis is given on bridging the gaps between expected and actual performance in terms of understanding the requisite subject knowledge. The progress is monitored and discussed in academic meetings with the Director on time to time basis.

We, also have a system of identifying "advanced Learners" and motivating such students for further enhancement of their knowledge and skills. This is done with the help of counselling sessions, extra theory/practice sessions to upgrade the effectiveness and efficiency of such advanced students. The attempt is made to hone the skills to next level so that the stakeholders like Employer can get the most job ready resource. In case if the student is interested in starting his/her own start-up the institute tries to support such initiatives whenever required and essential.

In all the Institute has a balanced approach towards the student

community when it comes to imparting knowledge. As the Institute gets heterogeneous student intake and the variation needs to equalised such measures help us in keeping pace with the Vision and Mission.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

Number of Students	Number of Teachers
392	21

File Description	Documents
Any additional information	No File Uploaded

2.3 - Teaching- Learning Process

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

Learning that is considered "experiential" contains all the following elements: reflection, critical analysis and synthesis, opportunities for students to take initiative, make decisions and be accountable for the results. It provides opportunities for students to engage intellectually, creatively, emotionally, socially, or physically.

KIT IMER has made provision in structure of all programs to give students experiential and participative learning experience. An internship is the best way to translate the classroom knowledge into practice. By doing an internship, the students will gain experience, learn new skills, add value and earn real experience for their career prospects. Students can join any industry for internship after 2nd semester. Summer internships is carried out for 50 days wherein students get in-depth knowledge of participative learning as well as problem solving inputs. This internship provides students tasks that inculcate in them problem solving skills; they receive practical and direct experience of negotiating difficult situations, and are trained as capable, competent and accomplished individuals.

Students centric Teaching Methods are reflected not only in project work but we do conduct Field Visit, Industrial visit& guest lectures for enhancing learning experiences.

To enhance student involvement as a part of participative learning and problem solving methodology. Role Plays, Team works, Debates, Seminar Quizzes and case studies Specifically the students centric methodology. Educational trips, surveys are organized at various levels. Visiting faculties drawn from industry and academic institutes of repute supplement the teaching process and provide the information to bridge the gap between industry and academia. Also to improve critical thinking, creativity and problem solving skills among student Case Studies are provided and students are asked to prepare project reports based on it.

The students are encouraged to participate in Inter-Collegiate Cultural and Sports Competitions so as to provide learning through extracurricular activities. Our students have participated and won various prizes in these competitions which has enriches their learning experiences.

File Description	Documents
Upload any additional information	View File
Link for additional information	Nil

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

KIT IMER encourages intensive use of ICT enabled tools including online resources for effective teaching and learning process. The Institute follows ICT enabled teaching in addition to the traditional classroom education. Subsequent efforts are taken by the institute to provide e-learning atmosphere in the classroom. Information & Communications Technology (ICT) enabled teaching methodologies and advanced technology are being followed by the faculty members in class rooms. The academic plan with lesson plan, teaching notes and question banks with solution are made available to the students on MOODLE.

The use of multimedia teaching aids like, LCD projectors, classrooms with internet enabled computer/laptops/tablet systems are in use in classroom. The electronic resource packages like DELNET, NPTEL and Digital Library are available. The faculty members effectively

utilize Audio Visual aids to demonstrate the concepts to the students using the resources from National Program on Technology Enhanced Learning (NPTEL) to enhance the learning experience. Video courses (offline) from NPTEL are accessible to faculty and students. Online tests are conducted and e-assignments are given through MOODLE software. Well security is provided to Wi-Fi users. Its access is controlled by the system administrator. Sufficient number of e-journals and e-books are available in the library. The research journals are available online and facility for accessing these journals is provided in the campus.

Seminar hall is equipped with multimedia facilities using ICT tools. Invited talks and webinars are conducted in seminar hall using ICT facilities.

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

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

2.3.3.1 - Number of mentors

17

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	No File Uploaded

2.4 - Teacher Profile and Quality

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

21

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	View File

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

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

6

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

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

2.4.3.1 - Total experience of full-time teachers

195

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

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

The Institute has transparent and robust evaluation process in terms of frequency and variety. In order to ensure transparency in

internal assessment, the system of internal assessment is communicated with the students well in time. Schedule of Class Assessment Test & Terminal Examination and assignment is given in Academic calendar which is displayed well in advance before commencement of session. The Director along with HOD holds meetings of the faculties and directs them to ensure effective implementation of the evaluation process. The method of internal assessment helps the teachers to evaluate the students more appropriately. The course teachers display question bank in advance for internal assessment programs such as counseling, written examinations, which is conducted as per academic Calendar. Evaluation method comprises of internal examinations held progressively during the semester and is designed to check and report the periodic performance of the student.

Students are assessed continuously through various evaluation processes at institute and University level. Continuous evaluation is made through Group Discussion, Unit Tests, Assignments Submission, Field Visit / Field Work and Seminars Presentation. Unit tests are conducted regularly as per the schedule given in academic calendar. The marking scheme for the unit tests is in line with University requirements. The performance of the students is displayed on the Notice board and communicated to the students. Personal guidance is given to the poor performing the students after their assessment.

All the records and data bank of attendance in internal Examinations, Question papers, valued answer sheets/copies, summary of marks sheets, are properly maintained by the institute for academic monitoring/academic audit. There is complete transparency in the internal assessment for each assessment method.

Internal assessment has created the interest among the students to take active participation in various co-curricular and extra-curricular activities for their overall personality development and attainment of course outcome.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	http://www.kitimer.in/examination.php

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

A mechanism is prepared KIT IMER for any type of grievances of

students about exams results. The institute maintains complete transparency in the evaluation and to provide platform for redressal of grievance of students regarding to University examination and internal evaluation respectively.

The assessed internal test papers are shown to the students for self-assessment. In case of any grievances regarding internal assessment, the student is free to interact with the teacher and get it resolved. The unresolved grievance, if any, is referred to the Director through the Head of the Department.

The Mechanism for Redressal of Grievance regarding External Evaluation by the University is carried out at three stages. i.e. before examination, during examination and after examination.

Common grievances of students before the examination are late application form filing, non-receipt of admit card (hall-ticket) of examinations or wrong entries in the same. In either case, grievances are communicated to University Examination Section by the Clerk designated from the Institute Office and resolved at the earliest.

During the Examinations, if any student finds discrepancy in question, e.g. given answer options are not correct, data given in question is insufficient or options are repeated, out-of syllabus questions students may report it as invalid question. The Institute appoints a Senior Supervisor for smooth conduction of examinations of University. If students are facing any problems, they are solved by the institution Senior Supervisor and External Senior Supervisor appointed by the university. The grievances during the conduction of online/theory examinations are considered and discussed in consultation with the Director and if necessary forwarded to the university by Senior Supervisor. Examination Department at University takes cognizance and resolves the grievance.

After result declaration by university, if any student has objection with result and wants to raise query like sending an application to university for photocopy of answer script, revaluation and recounting of marks etc. options are provided to students by the University. The photocopy is supplied on the payment of non-refundable fees as prescribed by the university from time to time. Institute helps students for seeking photocopies of answer scripts with reassessment and re-counting of marks. The Institute takes special initiative for resolving group grievances, if any, regarding university assessments.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

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

At KIT IMER our Vision, Mission, Objectives, Program Outcomes and Course Outcomes for all programs offered by the Institute are clearly stated, displayed and communicated to teachers and students. These are also displayed on our website.

The Director along with the HODs and other stakeholders frame the Program Outcomes before the commencement of each academic year. The cotemporary changes in business environment are considered while designing the Program outcomes. The development expected in students on completion of the program of study is communicated to students by teachers to make them aware of the same. Teachers prepare learning objectives of the subjects they teach and the same is shared with students. Guidelines of University are taken into consideration while doing so. General expectations of student enrichment are displayed on the campus at places frequently visited by students. Learning outcome of the program of study is shared with students in the department by teachers. In addition to this, all the key stakeholders are made familiar with program outcomes through faculty workshops, student workshops, student induction programs, faculty meetings, Industry interaction etc. The Course Outcomes are communicated to the students by the respective faculty.

A mechanism is devised for continuous evaluation of the performance against the predefined outcomes is carried out during faculty meetings. Monitoring of Program outcomes becomes the basis for further result oriented actions.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all Programmes (exemplars from Glossary)	View File

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

Knowledge and skill that students acquire in their subject and also their capacity for critical thinking, are evaluated through Continuous Internal Evaluation, Mid Term Examinations and personal counseling. For these programs and courses, the institute follows the curriculum designed by our affiliated university. The Programme outcomes, Programme specific outcomes and course outcomes are evaluated by the institution and the same are communicated to the students in the formal way as well as informal methods.

The assessment tools and processes used for measuring the attainment of each of the Program Outcomes and Program Specific Outcomes, and Course Outcomes are as mentioned below:

Attainments of CO's are calculated by using university examination results. The program outcomes and Program Specific outcomes are assessed with the help of course outcomes of the relevant courses through direct and indirect methods. Direct methods are provided through direct examinations or observations of student knowledge or skills against measurable course outcomes. The knowledge and skills described by the course outcomes are mapped to specific problems on University Examination, Mid Term internal exams and class assignments. At the end of each semester, university conducts examinations based on the result published by university the course outcomes are measured. Prior to that institute conducts Mid term examination to assess the preparedness of the students. Assignments are given by individual faculties based on the syllabus taught in each module. These assignments include short case studies/practices/questions etc. inline with Program Outcomes and Program Specific Outcomes, and Course Outcomes.

Finally, attainment level is assessed during Term End meetings by Institute Director, IQAC and HODs. For this the predefined parameters are considered as a benchmark.

After measuring attainment of POs , PSOs it has been observed that the strength of the students as well as passing percentage of the students is increasing progressively.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

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

148

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

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

http://www.kitimer.in/files/STUDENTS_SATISFACTION_SURVEY.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded

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

3.1.2.1 - Number of teachers recognized as research guides

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	No File Uploaded

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

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

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.2 - Innovation Ecosystem

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

We at KIT IMER have created an ecosystem for exploration of new ideas and sharing of knowledge with other likeminded in the areas of

interest. The Institution provides healthy atmosphere, infrastructure, resources, confidence for enhancement of the capacity and competencies of students and faculties in research and innovative activities. All innovative and extension activities are student and faculty centric. Various activities are conducted to nurture and nourish innovative minds. These activities help students and faculties to understand the various problems faced by the society. It enables them to find out solutions on them.

We have created an Innovation Cell comprising the Director and HODs. Students and faculties with creative ideas are invited by the Innovation Cell. The Cell inculcate research culture among the Students and encouraging for novel thinking. This platform provides an opportunity for expression of creative talent and promotes interaction among academia.

Institute has taken initiative steps towards developing ecosystem for innovations and knowledge sharing methods for faculties too. The faculty members are empowered to take up research activities utilizing the inherent skills. This motivate the faculty members extends scopes to explore their new ideas in the field of research and development. It also helps to create research culture among faculty members and students.

The ideas generated during the process are then evaluated by the committee headed by the Director periodically. The selected ideas are then implemented at the institute level as well as at the stakeholders end.

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

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

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

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

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

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

File Description	Documents
URL to the research page on HEI website	Nil
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	No File Uploaded
Any additional information	No File Uploaded

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

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

1

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

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

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

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

We at KIT 's Institute of management Education and Research, believes that the students should be made responsive towards not only the corporate business issues but also to rapidly changing social issues. To sensitize the students to social issues has been a prime thrust area of us. While imparting the business knowledge the students are also motivated to engage into understanding the changing social challenges and asked to prepare and implement plans to address such issues.

The Institute conducts series of extension and outreach programs in collaboration with other stakeholders such as industries, NGOs and communities. We have a well structured plan to understand the needs and how to sensitize the students about these needs of societies. We have observed that these needs/issues do change year after year. For example policy changes like demonetization changed the rules of how society does monetary transactions. After understanding the newer scenario we decided to conduct numerous programs to make the society aware about the need of online transactions. A well defined awareness Campaign was drawn in association with leading bank. The students in consultation with the bankers carried out a pilot survey to chalk out the awareness generation program. Based on the plan our students visited neighboring communities and conducted extensive demonstrations on use of online commerce.

Like wise the institute has conducted variety of sensitization programs which led to value addition not only for students but to the neighboring

communities. Programs like Swachh Bharat Abhiyaan, which was conducted in nearby towns, villages by students have received applause by the community widely.

Like outreach programs for society living nearby we do conduct in-house sensitization programs to address issues like gender equality with the help of outside NGOs. Such in-house programs help the students in understanding social issues which they will encounter in their corporate lives.

In a nutshell the institute does have a well designed plan for holistic development of the students by sensitizing them about the emerging social issues. This efforts have shown positive impact in the form of changed positive responses not only by the students but the society covered in the outreach extension programs.

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

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

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

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	No File Uploaded
e-copy of the award letters	No File Uploaded

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

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

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

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

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

534

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

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

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

1

File Description	Documents
e-copies of related Document	No File Uploaded
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	View File

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

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

3

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

Excellence in academic performance is outcome not only of quality teaching but support system too. The institute has taken care of providing all necessary infrastructure and physical facilities for higher educational teaching learning process. MBA and MCA being a professional education degrees its requirements differ from many other qualifications. These courses require emphasis on logical and analytical practices. Hence we have deployed more adequate computing systems in the form of standalone as well as networked computers, printers, server and uninterrupted power supply. The institute has state of the art sophisticated computer lab which caters to the needs of both MBA and MCA students and Faculties. These laboratories have all the latest and legal software for computing all types of complex problems.

The institute has provided computing facilities to each faculty along with printing facility. This helps the faculties in preparing quality teaching material which can be uploaded on moodle, as well as preparing material for classroom teaching.

For the formal classroom teaching the institute has well equipped classrooms for each course separately. These classrooms are fitted with all the advanced informational and communicational technology tools like smart TV, projectors, audio systems, mikes etc. as per the requirements. This helps in enhancement of quality teaching

experience and outcomes.

At present we have provided these facilities at par with the norms prescribed by the statutory bodies and every year we make it sure that addition is done in these facilities.

The institute keeps adequate budgetary provision for continuously upgrading these facilities. The allotted funds are utilized every year so as to provide advanced teaching learning facilities and are spent on expansion, modification, repair, maintenance so as to make it available on a continual basis.

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

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

KIT IMER has a well maintained campus spread over 5 acres of land. The institute believes in the all-round development of our students. There is a lot of encouragement for the students to participate in sports and culture activities simultaneously and thus they are awarded and rewarded accordingly. The institute has sports facilities for outdoor games and indoor games like Badminton, Carom, Chess etc. The institute has a large playgrounds with provision for multiple games, such as, Athletics, Cricket, Football, Volleyball, and Basketball. The college playground which has been used by the college has an approximate area of more than two acres. Qualified instructor is appointed to take care of day to day games and sports activities. College teams are formed to take part in state level and University level competitions and other intercollegiate competitions. Sports event competitions are conducted in the interdepartmental level in an academic year and the winners are awarded accordingly at annual day function. We have a Yoga Class room where students and faculty members do meditate and even practice yoga.

Students are very much encouraged to participate in the cultural events held in the institute like Fresher Day, Annual Sports Day, Annual Day, Farewell etc., to exhibit cultural talents. Students are even sent to other colleges for intercollegiate cultural competitions. The institution conducts various cultural activities

like Dance, Song, One Act Play, Essay, Debate, Recitation, Quiz, Extempore, Fine Arts, Rangoli, Mehendi, Cooking and all such activities are conducted on the big and open stage inside the campus. There is an Open Air Theater which can accommodate over six hundred students for staging cultural activities.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

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

9

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

72,540

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

We at KIT IMER have well stocked Library containing books in both forms i.e. hard copies as well as Soft copies. The Library plays a central role in enhancing the quality of academic and research environment in Education institutions. The Institute library is a place in the Institute where huge collections of academic books, journals, magazines, research projects, rare books, other knowledgeable books and newspapers are kept. These books are made available to the students to increase their knowledge and understanding on various subjects. The institute library is an important hub of student life. There, student can check out books, conduct their research, find a quiet place to study, and maybe even flip through magazine. The students can extend their search with use of internet, e-books, e-journals etc. made available in the digital library. The Institute library exhibits positive impact on the academic achievement of the student. examination and placement as students are explored to the knowledge through various means.

Providing essential and adequate learning resources is always a prime objective of the institute. Along with the physical infrastructure the institute has taken keen efforts to make the Library fully equipped with text books, reference books, e books, journals, reading facilities and latest online Library management system. We use bar code system for data management which helps us in identifying and timely issuance of books. The latest software keeps the record of availability, issuance, retrieval of books. It has helped us reducing the time consumption in overall management of library functions. The Librarian is trained in all the software so as to have most desired results in library management. As we have more than the desired numbers of volumes and titles it was necessary for us to have a technological solution to handle the vast number of transactions. Automation of Library using ILMS has proved very beneficial.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	Nil

4.2.2 - The institution has subscription for the following e-resources e-journals e- **A. Any 4 or more of the above**

ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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

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

189712

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

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

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

92

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

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

The plans for infrastructural development are given top priority as the institute realizes the correlation between adequate

infrastructure and effective teaching learning. The institute has a well developed system for providing IT facilities to the users.

Almost all the classrooms have LCD projectors, overhead projectors. The computers and printers of all the departments have software installed in them and the Hardware is also maintained from time to time.

The institute website is monitored and updated from time to time by the IQAC cell of the college.

The computers and printers of faculty rooms and Computer Lab are connected in LAN. The computers of the college are connected with printers and scanners wherever required. All the computers have internet facility via LAN.

The whole campus of the institute has Wi-Fi facility with a speed of 10 mbps. The institution provides free wi-fi facility to the students. They can access internet freely through their mobile phone, tablet or laptop in the College campus.

The institute has 2 smart classrooms for better teaching learning process.

Effective utilization of infrastructure is ensured through appointment of adequate and well qualified lab technicians/system administrator. Renewal of AMC is done at the beginning of the academic year for the deployed Software applications, UPS and Generators. The institute has always been reviewing the current needs and accordingly the internet bandwidth is upgraded from time to time. The maintenance of computer, Internet Wi-Fi networking, installation of software and maintenance and up gradation of hardware is done mostly in house. Wherever required the institute takes the help of experts for maintenance and repairs of computers and also for up gradation of its website. Maintenance and up-gradation is done from time to time.

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

4.3.2 - Number of Computers

210

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

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

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

90034

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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

The Institutional infrastructure pertaining to physical, academic and support facilities in KIT IMER are regularly maintained to ensure that they are of maximum benefit to the students as well as teaching and nonteaching staff. Physical Director is deputed to ensure maintenance of the campus. Committees like Library, Sports, etc. ensure proper maintenance and upkeep of facilities associated with the concerned departments.

The Institute ensures optimal allocation and utilization of the available financial resources for maintenance and upkeep of different facilities by holding regular meetings of various committees constituted for this purpose and using the grants received from the college as per the requirements in the interest of students. Suitable budget is allocated every year for the maintenance of various facilities. The various committees meet regularly to monitor the optimum use of infrastructure which is accessible to the students and staff of the college.

The Institute has a qualified Lab Assistants and Lab Attendants to ensure proper upkeep of computer laboratory. Record of maintenance account is maintained by lab assistant and supervised by HODs of M.C.A. departments.

Periodic reporting on requirements of repairs and maintenance are submitted by the HODs to the Administrative office. The requirements are collectively processed in every year so as to keep things ready for the new academic year.

Adequate in-house staff is employed to meticulously maintain hygiene, cleanliness and infrastructure on the campus so as to provide a congenial learning environment. Classrooms, Staffrooms, Seminar halls and Laboratories, etc are cleaned and maintained regularly by Non-teaching staff assigned for each floor. Wash rooms and rest rooms are

well maintained. Dustbins are placed in every floor.

Apart from contract workers, the Institute has a trained in-house electrician. He along with the Physical Director monitors electrical

equipment such as Generator, UPS, and Batteries monthly and keeps the record. The Physical Director Call the contractor in case of major fault. The contractor analyses the fault and submit its report.If the replacement of any part is necessary then call the quotations & purchaseas per centralized purchase procedure. Inspect the work done by the contractor and ensure smooth functioning of equipment and report of completion of work is given to Director.

The institutional Library has a well defined policy and procedure and system. The requirement and list of books is taken from the concerned departments and HOD's are involved in the process. The finalized list of required books is duly approved and signed by the Director.To ensure return of books, 'no dues' from the library is mandatory for students before

appearing in exam. Other issues such as weeding out of old titles, schedule of issue/ return of books etc. are resolved by the library committee.Web based software are used in Library.Pest control is been done in library regularly for maintain books safe from crickets and termites. Fire extinguisher is kept in the library for any fire emergencies.

All the classrooms in the Institute are ICT enabled. Faculties use ICT materials for teaching as per requirement. Institute has OHP/LCD projectors, computers etc. As per requirement of the maintenance of the above IT equipments, we have a maintenance contract with local service provider.

Parking facility is well organized. It is efficiently maintained by annually renewed contract security personnel.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

237

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

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

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

0

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	No File Uploaded

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

A. All of the above

File Description	Documents
Link to Institutional website	Nil
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

551

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

551

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

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

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

38

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	View File

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

5.2.2.1 - Number of outgoing student progression to higher education

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	No File Uploaded

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

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

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

5.3 - Student Participation and Activities

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

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

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

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

Ample representation is given in the co-curricular, extracurricular activities of the institute and partial representation at the administration level. The institute is involved in number of

activities at institutional and societal level. Most of the activities are monitored and executed by the students. Student's Council is set up as per the norms and meetings are held with regular intervals. It consists of the best students from all areas of the institute. Apart from them, other active students are also involved in the various committees as per their expertise. These students regularly suggest to upgrade the image of the college in the society.

Administrative Level Participation - Students are actively involved in the statutory committees like Sports, Gathering, Discipline Committee etc. Majority of the students are involved and actively participated. It's an opportunity for them give back something to their institute and society by developing their personality. Activities like a Guest lecture, workshop, rally, or any social event, our students are well represented on paper and actively involved in the effective implementation of the event. With the help of Student committee sports and cultural events are organized in the college, cultural events and competitions, tree plantations in the college premises. The institute has conducted some activities in collaboration with local NGOs and SHGs in which contribution given by the existing and alumnae is noteworthy.

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

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

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

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	No File Uploaded

5.4 - Alumni Engagement

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

The institute has constituted an alumni association which is legally registered under provisions made in University/AICTE/Govt. educational norms in the year 2012. We have designed an effective mechanism which interacts with the alumni on different issues pertaining to academic and career progression.

Over the years we have witnessed a strong bond between our alumnus and the institute. To share the thoughts and practices based on the vast experience of our alumnus the institute has been arranging yearly alumni meet. This is a practice wherein the alumnus from different parts of world (as we have few working in other countries too) come together to enrich the students from ongoing batch for guidance in different areas of career.

We have witnessed overwhelming alumni engagement in shaping the institute in the form of financial aids. The alumni show their love towards alma matter by donating money so that we can utilize the same for further developments in the institute. We have a great track record of such donations. The institute has formulated a student's committee to arrange such meets. The committee looks after the students requirements like needed educational inputs, counseling for startups, idea generations, placements etc. The requirements are then passed on to the alumni association so that board members of the association can identify the recourse from the pool of pass out students for fulfilling the need if possible.

After identifying the most resourceful alumni the board then communicate the requirement and try to provide the help either by

direct meet or by online. In many occasions alumni have conducted guest lecturers to address key contemporary issues faced by them or the industry as a whole. Sometimes they do seek solutions from the institute so as to get a third party view about the problems faced by them or their employers.

Thus we have observed that Alumni Engagements have proven a boon for continuous development of institute as well as students.

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

5.4.2 - Alumni contribution during the year E. <1Lakhs (INR in Lakhs)

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

Every organization reaches to the goals if the goals are well defined and actionable. KIT IMER has a well envisaged purpose of business and crafted its Vision statement to describe it in most understandable way. Vision statement describes the willingness of the institute to become and remain first in the mind and choice of the stakeholders in Management and Computer education.

To achieve the Vision we have formulated various sub tasks under the heading of our Mission statements.

We believe in adding value to our stakeholders and thus decided to carry out tasks for developing successful managers, entrepreneurs and leaders who are taught and trained by qualified and innovative faculty members.

While doing so we understood that we need to create the culture of quality in teaching and administration. So we at KIT IMER decided to

have effective and efficient use of technology, pedagogy, research, and infrastructure and industry interaction. We have included this in our mission. This has resulted in grooming the students for securing rank in university meant by enhancing the competitiveness. And also developed social, environmental and economical awareness among the learners. The institute believes in flexibility in development of mission statements so that no contemporary issue overlooked.

As we live in a business world which has fast pace of change, the Mission statements also can't be rigid or fixed forever. We at KIT IMER has a system of continuously monitoring the performance and taking necessary actions so as to be relevant. Thus we take a stock of mission statements and modify the same to address the contemporary issues. e.g. recently we have taken into consideration the issue of online practices and incorporated mission pertaining to e governance.

Achieving Vision, Mission needs empowering the faculty members for using best teaching and training methodology essential for imparting conceptual skill, technical skill, managerial skill, values and confidence. At KIT IMER we have provided all the necessary tools and provisions to facilitate this through formation of well designed plan having clear cut procedures, allocations, and training.

This has culminated into creating job ready manpower to meet the needs of the industry in the field of managerial and computer based jobs. For this we conduct value addition programs for the students to increase their employability and personality. Once the students are job ready we help them by providing maximum opportunities of placements through the placement cell.

At the same time we at KIT IMER encourage and facilitate research and innovation in the field of management and computer application. To provide the correct platform we have been arranging Workshops, Seminars, Conferences as well as provision for financial aid to the faculties for carrying out research based on recent trends in management and Computer Science. This has established excellent rapport with industries and research institute.

We realized that our stakeholders like industry also needs to understand the importance of use online tools. So to encourage and train the stakeholders about online education and practices we have been conducting programs for developing soft skills, corporate formalities and etiquettes for students and staff members through

online platforms.

The overall efforts in the direction of achieving our Vision has the ultimate motive to attract potential and talented students on competitive basis from all sections of society by providing a creative atmosphere in which higher studies and research thrive both amongst the students and the faculty.

We aim to this by encourage participation of key stakeholders in decision making. And thus we have established facilities for creating high quality learning resources.

File Description	Documents
Paste link for additional information	http://kitimer.in/mission.php
Upload any additional information	View File

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

Decentralization is having a significant impact on policy, planning and management of elementary education. To promote quality of education to all sections of people in academic, social, political and aiming to develop a responsible management. At the same time, decentralization is seen as a means of improving the efficiency of education system and the quality of educational services.

KIT IMER promotes participative management. Ideas pertaining to academic goals, organizational progression and better campus life are collected from all stakeholders to promote efficient functioning of the institute. The staff and other stakeholders help in infusing a positive attitude that leads to increased efficiency, improved communication, heightened morale, motivation and job satisfaction. Believing in decentralization, the Management takes policy decisions, finance, infrastructure etc. with the help of members of the Director, IQAC and concern Faculty committees.

KIT IMER firmly believes to provide quality education to the society. Administration is the backbone of the Institution which helps in achieving these objectives. The institute administration plays an integral role, leading and supporting the development and implementation of policies, programs, and initiative that are

associated with the vision and mission of the college. The administration ensures the smooth functioning in the all areas like Admissions, Account and Finance, Record Keeping, Evaluation and Supervision, and Maintenance. In the administration non teaching staff plays crucial role in managing the day-to-day work. The assigned to non-teaching staff is to meet and accomplish operational and strategic objectives.

Faculties also play significant role in participative management. Faculties maintains the healthy relationship with students, faculties, and community. The faculties are execute the policies and programs accurately and constructively. The College faculties represent the ethics and attend the professional ethics in the education.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Strategic planning is an organization's process of defining its strategy, or direction, and making decisions on allocating its resources to pursue this strategy. For institutional growth, strategies must be formulated, communicated and implemented effectively. It may also extend to control mechanisms for guiding the implementation of the strategy. At KIT IMER, both perspective and strategic plan documents are available in the institution.

Keeping in mind, the short term, medium term and long term development plans, the institute always adopts a bottom-up approach with a strategic directive given from the top administration management. The long term plans have been laid down in the strategic plan by the Director in consultation with IQAC, Department heads, various other committees.

Short description of one such successful implementation of strategy is given below:

Permanent Affiliation

In 2019, the institute planned for getting the permanent affiliation

from Shivaji University. The strategy was in line with the long term plan formulated by the top management. As the institute had completed over twenty-five years since its inception and could fulfill all the necessary criteria the management decided to go for permanent affiliation from the University.

To achieve the permanent affiliation goal the institute fulfilled and complied with all the conditions of affiliation and also the recommendations of various LICs that have been visiting the Institutions from time to time.

The strategy involved making the necessary physical infrastructure, such as number of classrooms, staff rooms, computer labs, etc. available. The tools and equipments such as smart TVs, computers, and allied ICT etc. was provided as per the requirement.

The institute maintained the Academic Standards at par with the requirements which included the appointment of qualified faculties, staff, procurement of teaching aids, books etc. The institute also formulated the teaching learning process meticulously so as to impart quality education to each and every student. Remedial teaching for weaker students were arranged. A regular feedback back mechanism in operation with regard to academic conduct and the general administrative services was in place.

Administrative Standards played important role in keeping the transparent, legitimate flow of communication and administration. The regular meetings of various administrative committees helped to streamline the process. Their minutes are made available at any time when required for inspection. The institute developed and maintained specific Financial Standards in line with its Vision and mission.

As a result of all these and many other directed activities KIT IMER received the coveted recognition as an Institute with permanent affiliation from Shivaji University in 2021.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	http://kitimer.in/files/Admission_Campaign.p df
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The functioning of the institutional bodies is effective and efficient which is reflecting through policy implementation, administrative setup, appointment, and service rules. Effective and efficient functioning of the Institute is governed through different administrative section as specified in University Statute. A hierarchical sets up is established from top management to down the level clearly demarking the Duties, Responsibilities, Accountability and Authorities at every stage.

The Institution has a Governing Body. It is a Policy making body of the Institution and meets frequently and discusses the agenda prepared by the Director. It reviews the performance of the institution and decisions taken in the previous meeting and also approves the policy decisions. The budget of the current academic year is finalized. All new proposals are discussed and decisions are taken.

The Institution has various committees for the effective functioning of the organization. The objectives and functions of the committees are organized as per the guidelines of the head of the institution.

The institution has its service rules in accordance with Maharashtra University Act rules, policies and procedures for effective functioning of the institution. All these are available at Director's office. Based on the staff performance appraisal is carried out and they are promoted to higher levels. Norms about Qualification, Eligibility and Salary Structure are strictly followed as per these guidelines.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	http://kitimer.in/files/IMER_Organogram.pdf
Upload any additional information	View File

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

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user inter faces	No File Uploaded
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	No File Uploaded

6.3 - Faculty Empowerment Strategies

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

We at KIT IMER bear in mind that the well being of teaching and non-teaching staff is important for effective functioning of the Institute. In line with this, many welfare measures have been implemented.

Management is much keen in taking welfare measures for both teaching and non-teaching staff in all aspects. List of Welfare measures provided by institute for teaching and non-teaching staff:

1. Reimbursement of claim for attending conference/FDP/STTP/Workshop
2. Various leaves available to teaching and non-teaching staff are vacation leave, casual leave, Earned Leaves, medical leave.
3. Grant of Maternity Leaves to female staff

4. Study leaves for Ph D, higher education and training programmes
5. Regular increments and Immediate increments after earning Ph. D. Degree.
6. Provision of Medical and Casual Leaves.
7. Summer and winter Vacation for staff
8. Study leaves for Faculty Development Programmes regularly for professional up-gradation of the faculty.
9. Centralized reprography facility (Xerox) for Teaching & Non Teaching staff.
10. Centralized canteen facility for Teaching and Non Teaching staff.
11. Wi-Fi campus for Teaching, Non Teaching staff and Students.
12. As per the provisions of provident fund act, institute contributes to Provident Fund.
13. Salary advance facility for teaching and non teaching staff in case of urgency.
14. Group insurance scheme for teaching and non-teaching staff.
15. Sports and Cultural Meet for teaching and non teaching staff of management
16. Gratuity facility
17. The Institute provides college uniform to non-teaching staff (Security Personal and peons)

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

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

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

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

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

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

5

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

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

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

16

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

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

A good performance management system works towards the improvement of the overall institutional performance of teams and individuals for ensuring the achievements of the overall institutional mission and vision. An effective performance management system plays a crucial role in managing the institute in an efficient manner. In line with this, KIT IMER is following the appraisal scheme suggested by UGC. In this scheme, the performances are classified into three categories

(i) Teaching, Learning and Evaluation related activities

(ii) Co-Curricular, Extension and Professional Development related activities

(iii) Research Publications and Academic Contributions

These are called Academic Performance Indices (API). At the end of each academic year, the data pertaining to the above categories are collected from each faculty member in the API form suggested by UGC. Based on the data collected, API scores are calculated for each of the three categories.

The Director in consultation with HOD approves the scores. These scores are used for the award of career advancement to faculty members and for promotion to next higher position.

Further, at the end of each semester, feedback forms are issued to the students for each of the courses attended by them. The feedback forms in the form of questionnaire collect information about the teacher and different aspects pertaining to the teaching process.

The Head of the Department and the Director goes through the feedback forms collected from the students and suggest suitable measures to improve the teaching-learning process.

The Institute has performance appraisal system for non teaching staff which is carried by Office Superintendent (OS) and the Director. Performance of each individual staff is assessed by the OS against the targets , goals assigned by higher authorities. A confidential report is prepared by the OS along with the Director. This report is then submitted to the management for further evaluation.

Institution has established a mechanism for conducting internal and external audits on the financial transactions every year to ensure financial compliance. Internal audit is conducted yearly by the internal financial committee of the institution. Chartered Accountant of the Institute conducts regular accounts audit and certifies its Annual Financial Statements. The committee thoroughly verifies the income and expenditure details and the compliance report of internal audit is submitted to the management of the institution through the Director. External audit is conducted once in every year by an external agency.

The mechanisms used to monitor effective and efficient use of financial resources are as below:

Before the commencement of every financial year, Director submits a proposal on budget allocation, by considering the recommendations made by the heads of all the departments, to the management. Institute budget includes recurring expenses such as salary, electricity, internet charges, maintenance cost, stationery, other consumable charges etc., and non-recurring expenses like equipment purchases, furniture and other development expenses.

The expenses will be monitored by the accounts officer as per the budget allocated by the management.

The depreciation costs of various things purchased in the preceding years are also worked out.

Process of the internal audit:

All vouchers are audited by an internal financial committee on yearly basis. The expenses incurred under different heads are thoroughly checked by verifying the bills and vouchers. If any discrepancy is found, the same is brought to the notice of the Management.

Process of the external audit:

The accounts of the institute are audited by chartered accountant

regularly as per the rules. The auditor ensures that all payments are duly authorized after the audit, the report is sent to the management for review. Whenever there are additional expenses over and above the budget proposals, special sanction is to be taken from the Management. Any queries, in the process of audit would be attended immediately along with the supporting documents within the prescribed time limits. The institution did not come across with any major audit objection during the preceding years. All these mechanisms exhibit the transparency being maintained in financial matters and adherence to financial discipline to avoid defaultation of funds or properties of the institution at all levels. The audited statement is duly signed by the authorities of the management and chartered accountant.

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

6.4 - Financial Management and Resource Mobilization

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

Institution has established a mechanism for conducting internal and external audits on the financial transactions every year to ensure financial compliance. Internal audit is conducted yearly by the internal financial committee of the institution. Chartered Accountant of the Institute conducts regular accounts audit and certifies its Annual Financial Statements. The committee thoroughly verifies the income and expenditure details and the compliance report of internal audit is submitted to the management of the institution through the Director. External audit is conducted once in every year by an external agency.

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File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

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

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	No File Uploaded

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

The institute being a private Un-Aided college or self- financed and not getting any Financial aid/grant from the state or central government, fee collection is the only major source of revenue/income generation for the institute. The other sources of funds for the college are schemes, grants received from university for conducting workshops-seminars & conferences. Audited income and expenditure statement is available. The Institution has well set mechanism to monitor efficiently the available resources. After estimating the projected income for an academic year, the Director sends it for approval to the Governing Body. Purchases are made with the recommendation of duly constituted purchase committee. The amounts withdrawn from the banks follow a systematic mechanism of obtaining the approval at various levels. If any expenditure is made beyond budget sanctioned, it gets ratified in a special meeting.

The following are the overheads of the institute are as follows:

Administrative Expenses:

Property Tax, Electricity Bills, Water bills, Maintenance expenditure, technical and other infrastructural expenses.

Academics Expenses:

Printing and Stationery expenses, Financial support for attending FDP/ Workshop/ Research Paper in Journals, remuneration to the guests speakers. etc.

Library Expenses:

Stock take discrepancies expense, purchases of new books. For each academic year a budget is prepared and approved by the authority. The financial statement, Income and Expenditure details

are available with the institute through Profit and Loss Account, Balance Sheet and Ledgers.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5 - Internal Quality Assurance System

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

IQAC is one of the major policy making and implementing unit in our institute. It strives hard for upgrading the institutional infrastructure and all support facilities to meet the standards of higher education and growing need of students. It assesses and suggests the parameters of quality education.

Internal quality assurance cell (IQAC) has been established in the Institute for initiating quality enhancement scheme. It has been constituted as per the format prescribe by the NAAC and meetings are held periodically. Quality assurance strategy and processes are being discussed and subsequently review by IQAC cell has initiated various measures. Apart from this IQAC takes different quality initiatives in the form of seminars, Workshops, faculty development program and Other such initiatives to enhance the quality of teaching learning process. IMER conducts yearly four IQAC meetings. The distribution with tentative months is as follows:

Meeting One (August):

1. Result analysis and discussion of previous year (Semester)
2. Admission Status
3. Training for newly recruited staff, non-teaching and orientation of newly admitted students
4. Discussion and finalization of academic calendar

Meeting Two (November):

1. Feedback analysis of teachers
2. Internal evaluation & exam preparation guidance to students
3. Syllabus completion
4. Discussion with each committee of the institute about the

quality assurance

Meeting Three (January/February):

1. Result analysis of semester & guidance to repeater students
2. Discussion about placements and related preparations
3. Meetings with student's council and related suggestions about quality of teaching and learning

Meeting Four (May):

1. Internal Evaluation & Exam Preparation
2. Syllabus completion
3. Discussion of the admission for the next year
4. Feedback Analysis.

IQAC also reviews the teaching learning and other processes and take any initiative for improving the curriculum and its enrichment.

IQAC has contributed significantly for institutionalizing the quality assurance strategies and processes, the following two practices are the results of IQAC initiatives.

1. Use and enrichment of ICT infrastructure

The use of ICT tools has become an integral part in teaching-learning

process. IQAC always encouraged teachers to utilize these tools in classroom teaching and laboratories. IQAC prepares the plan to include

the use and enrichment of ICT infrastructure expecting from each departments. The IQAC has advised the administration to enrich ICT infrastructure by purchasing advanced ICT tools, broadband internet Wi-Fi facility. In teaching and learning, the feedback system is implemented to take the review of reliability and uses of ICT facilities.

2. Orientation program for students, teachers and non teaching staff

We always believe on continuous improvement and one of the key area for imparting improvement is updating knowledge base of our students, teachers and non teaching community. To adhere to this goal IQAC has arranged numerous programs for developing skills. The institute has arranged training programs Research on Methodology, Leadership, content development etc.

Experts from concerned field conducted these sessions. We have witnessed tremendous results such as increase in research activities.

Role of non teaching staff is pivotal for attainment of organizational goal. Considering this aspect IQAC has been arranging plentiful training programs aiming at skill development of non teaching staff. The design and delivery is carried by professionals who have demonstrated success in their respective fields.

The themes of these training programs were communications skills, application of information technology tools, digital payments, paperless working etc.

The institute has showcased incremental positive progress in the office work due to these trainings.

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

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

IQAC being the central body within the college monitors and review the teaching-learning process regularly. Based on feedback various innovative activities and reforms were introduced.

The IQAC continuously reviews and takes steps to improve the quality of the teaching-learning process. The Academic Calendar is prepared in advance, displayed and circulated in the Institute and strictly followed. All newly admitted students have to compulsorily attend

the Orientation Program, in which they are made aware of the philosophy, the uniqueness of the Education system followed in the Institute, the teaching-learning process, the system of continuous evaluation, compulsory core courses, various co-curricular activities, discipline and culture of the Institute. All students are also given a guided tour of the campus and the various facilities. Students are apprised of the Time-Table, Program structure, syllabi of the courses before the semester commences. The IQA Committee members make random visits to ensure smooth functioning of classes. The Director and the HOD regularly conduct meetings with students to take feedback and appropriate steps are taken to enhance the teaching-learning process. Feedback from students is also taken individually by teachers for their respective courses, and directly through IQAC. Students are also free to approach the Director of the Institute for feedback and suggestions. Feedback is properly analyzed and shared with the Director, HODs and individual faculty members. The teaching-learning processes are reviewed, and improvements implemented, based on the IQAC recommendations. The major initiatives taken over the last five years include the following:

1. Teachers Feedback:

IQAC collects feedback from students in a specially designed format questionnaires annually. Feedback is collected on curricular aspects, teaching-learning methods, faculty programs and institutional programs. Steps are taken to improve overall performance of the college by analyzing the feedback from the students.

1. Review of results:

IQAC is very determined for quality of education and thus it conducts review meeting on analyzing examination results of each students. In its 1st and 3rd meetings QAC reviews marks obtained by the students in University examinations. This review includes subject wise, teacher wise analysis. Based on the analysis IQAC provides suggestion required if any. These suggestions are taken into consideration for future course of action which might include programs for slow learners or any other measures deemed fit.

1. Post accreditation Quality initiative:

We always believe on continuous improvement and one of the key area

for imparting improvement is updating knowledge base of our students, teachers and non teaching community. To adhere to this goal IQAC has arranged numerous programs for developing skills. The institute has arranged training programs Research on Methodology, Leadership, content development etc.

Experts from concerned field conducted these sessions. We have witnessed tremendous results such as increase in research activities.

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The themes of these training programs were communications skills, application of information technology tools, digital payments, paperless working etc.

The institute has showcased incremental positive progress in the office work due to these trainings.

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

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

A. All of the above

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

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

KIT IMER Shows gender sensitivity through various initiatives and actions for creating safe, Secure and healthy atmosphere in the campus. Sensitization of the students is done through special lectures and functions during the induction program.

For safety and security high resolution Close Circuit Cameras are installed at various key areas. Entry of unwanted element is monitored through these cameras. This system ensures that all Female staff, students can move freely in the campus and feel assure that they are secure at all the time in the campus. Separate hostels for boys and girl students exist on the campus. Behavior of students is monitored under set of well defined rule under the guidance of wardens. All student and staff compulsory carry their ID cards at all times on the campus thus ensuring non entry of any outsiders also unauthorized persons. The institute has hired security personnel and they are deployed all around the campus to create secure enrolment.

The institute has appointed medical Officer to provide medical care to the students and staff. Specialists are also invited to visit the campus as and when necessary.

The institute has a systematic provision for counseling the students on various issues. Women cell also create gender awareness through different program.

Separate girl's common room is created in the institute with facilities like indoor games, first aid box. Provision of sanitary

napkin vending machine is made in the common room.

Gender equality is one of the key challenges facing society today. The institute conducts regular gender equity promotion programs. Guest lectures, Competitions like Poster competitions, workshops like save the girl child, Women empowerment etc. are often arranged to promote gender equality. Prominent female speakers from different walks of life are invited for talks on key gender issues.

File Description	Documents
Annual gender sensitization action plan	Step 1: Enrollment of Students and recruitment of new teachers, Step 2: Classification of Students and teachers according to their gender, Step 3: Gender Audit, Step 4: Organizing Gender equity and sensitizing programs
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	A. Safety and Security, B. Counselling, C. Common Rooms

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

B. Any 3 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

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

We at KIT IMER implement waste management system as a social responsibility. The main objective of the waste management system in the campus is to promote the conservation and environment management in the Institute Campus. To achieve effective and sustainable

implementation of the proper waste management practices, awareness with participation is the key to be involved in the Solid and Liquid Waste Management Program of an institution. The institute has been promoting importance of waste management among the students through counseling, discussions with the students, staff. This has led to a well structured system for various types of waste generated in the institute.

The solid wastes obtained include daily garbage which includes white used paper, card sheets, rubber waste, and plastics, cardboard materials, etc. We have placed dustbins to collect this waste. Three different color coded dustbins each for Food waste, Dry waste and Plastic waste are located on various floors at various locations. This separated waste is then collected and processed at institutional level. We process food waste to produce manure and use the same for campus gardening. In one of the innovative ways of reuse of plastic waste the institute has converted plastic into lubrication oil. This is a path breaking innovation.

Liquid and semisolid wastes mainly consist of wastewater from canteen, departments etc. are disposed off through sewage systems having a network of underground pipes. The same is processed and reused for gardening.

Electronic waste (e-waste) refers to the disposal of broken or obsolete electronic components and materials. E-waste materials may be valuable and recyclable, such as random access memory and reusable laptops. The institute has optimized its inventory of all computers through reassembling, modification and up gradation. This has been a critical attempt towards E-waste management ensuring that no discarded computers or printers are lying idle in the office premises. Memory chips, motherboard, compact discs, cartridges etc generated by electronic equipments such as Computers, Printers and Photocopy machines are recycled properly. The e-waste generated from hardware which cannot be reused or recycled is being disposed off with the help of NGOs working in the E Waste management eco system.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	View File

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

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

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

A. Any 4 or All of the above

- 1.Restricted entry of automobiles
- 2.Use of bicycles/ Battery-powered vehicles
- 3.Pedestrian-friendly pathways
- 4.Ban on use of plastic
- 5.Landscaping

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

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the

A. Any 4 or all of the above

following 1.Green audit 2. Energy audit
3.Environment audit 4.Clean and green
campus recognitions/awards 5. Beyond the
campus environmental promotional activities

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

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

B. Any 3 of the above

5.

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	View File

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

Weat KIT IMER, believeinunity in diversity that's why our students

respect the different religion, language and culture. Institution provides an inclusive environment for everyone with tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities. Different sports and cultural activities organized inside the college promote harmony toward each other. Commemorative days like Women's day, Yoga day, along with many regional festivals like Rang Panchami are celebrated in the institute. This establishes positive interaction among people of different racial and cultural backgrounds.

There are different grievance redressal cells in the institute like Student grievance redressal cell, Women grievance redressal cell which deal with grievances without considering anyone's racial or cultural background.

Convocation ceremony is conducted every year, where the convocation address is delivered to inspire and motivate the students for future journey. has always been at the forefront of sensitizing students to the cultural, regional, linguistic communal and socioeconomic diversities of the state and the nation. Two important national festivals, Republic Day and Independent Day are celebrated every year in the Institute. All teaching, non teaching staff and students participate for the cause of nation. The inspiring speeches are conducted.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	No File Uploaded

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

KIT IMER undertakes different initiatives by organizing various activities to sensitize students and employees to the constitutional obligation: Values, Rights, Duties and responsibilities of the citizens. Our institution takes all possible initiatives in organizing various events and programs for encouraging the students and staff to become responsible citizens of the country by sensitizing them to the constitution of the country. As responsible citizens of the country the students are motivated to take part in various activities of the college. The college encourages the students to take part in blood donation camps, study tours for them that make them understand the importance of

protecting the cultural heritage of the country. We celebrate Republic Day annually to remember father of Indian Constitution and to awaken constitutional values, rights, duties and responsibilities among students and staffs towards the nation. The institute has also conducted special lectures on Move towards constitution where subject experts enlighten the students about importance of the Indian constitution and how we must work in the direction of saving our constitution.

The students have taken up many cleanliness drives both inside the campus and nearby villages considering it as a responsibility of every citizen. The students have also taken up Plantation drives to provide a clean and green environment for all. Swachh Bharat Abhiyan has also been an important initiative taken up by the institute where we have organized an awareness rally for the students and took a tour in entire town to create awareness among all. The institute has also conducted a Voter registration awareness program for all the students and were sensitized about their constitutional powers of voting.

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

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

4. Annual awareness programmes on Code of Conduct are organized

A. All of the above

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

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

The Institute believes in celebrating events and festivals in the institute. It is an integral part of learning and building a strong cultural belief in a student. The institute makes tremendous efforts in celebrating the national and international days, events and festivals throughout the year.

KIT IMER is committed to promote ethics and values amongst students and faculty to encourage the same, Thus we recognize National festivals as well as Anniversaries for the great Indian Personalities this include.

1. Teachers day (5th Sept) As birthday of great teacher Dr. Sarvapalli Radhakrishanna
2. International Women's day (8th March)
3. International Yoga day (21st June)
4. Independence day (15th August)
5. Republic day (26th Jan)
6. World environment day (5th June)

We are on a mission towards better India by breaking the boundaries of religion and caste. Thoughts of great Indian personalities sowed into the young minds through the exhibitions and programs conducted on these days. Every year our institute organizes the national festivals and birth / death anniversaries of the great Indian personalities. Staff and students get to know the importance of national integrity in the country in general and their role in it in particular.

Details of some of the programs are as follows:

1. 26th January Republic Day -

Republic Day is celebrated every year on January 26 to commemorate the adoption of our constitution. Various formal events including flag-hoisting and march-past are organized on this day.

1. 15th August Independence Day -

It is celebrated every year on August 15, and is a grand event marked with the flag hosting by the Chief Guest. Cultural activities related to independence movement are exhibited

1. International Yoga day

KIT IMER Celebrates International Yoga Day from Its inception The institute organizes International Yoga Day every year. The training program for students, teachers and administrative staff is organized every year. The training as per standard protocol of AYUSH is given to them. Mass yoga practice is performed on 21st June every year on the open space at institute campus in the early morning.

1. International Women's Day

International Women's Day is celebrated annually by the Dean of Women students and Women's cell of the college to honour the achievements of women in different fields. The day also focuses on gender equality and women's rights. Various fun-filled activities and competitions are organised for the women workers in the college.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	No File Uploaded

7.2 - Best Practices

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

Best Practice: No. 1

1. Title of the Practice :

Setting up Departmental Advisory Panel

1. Objectives of the practice :

To enhance Curricular aspects by providing inputs for value addition from advisors from industry. The aim is to:

- To understand the contemporary issues pertaining to industries,
- To select the relevant contemporary issue among them for inclusion as supplement to existing curriculum.
- Equip the students with the knowledge about current practices/trends followed by industries by arranging necessary programs.

1. The context :

The higher education needs to be relevant with the current trends and practices being followed by the industries. As the course syllabus is set by the University and does not gets updated every year students may not get them to know and understand contemporary issues. Hence it is needed to have a mechanism which can supplement the syllabus with the inputs necessary for keeping the students updated with latest and relevant information/knowledge.

In this context every Institute has to design and implement a separate mechanism which can fulfill the requirement of value addition to the curriculum. It can be done in the form of formation of committee consisting industrial experts and getting inputs on time to time basis. The inputs in turn will be introduced to the students in the form of curricular supplements.

4. The practice :

The institute has formed an Academic Advisory Panel consisting of 5 members selected from different industries. The role of this panel is to provide suggestions so as to enhance curricular aspects. The suggestions shall be based on contemporary issues/practices being faced, implemented by the industrial world. The natures of the suggestions are to be in the form of implementable modifications in line with and supporting University Syllabus. The idea is to understand the latest trends being followed by the industry as stakeholders and equip IMER student with the current practices. The suggestions provided by the panel shall be passed on to the students in the form of additional teaching sessions/practices/workshops/guest lectures etc.

The formation of the panel is done by the Director IMER along with the HODs of both Departments. The selection of the members is valid for three years. The training and placement coordinator is the convener of this Departmental Advisory Panel.

The meetings are conducted prior to the beginning and after completion of every semester. Meetings in last week of July and the last week of December are conducted for suggesting modifications/enhancement features in curriculum. Whereas meetings in last week of November and last week of April every year are conducted as review meetings.

The nature of the meetings is offline as well as online depending on availability of Panel members.

The suggestions finalized by the members are then put up before the Director and the HODs for further actions. The Director along with HODs take the final call about ways of implementation of the suggestions. Accordingly plans are chalked out and implementation is carried out through the selected methods like change in pedagogy, arrangements of additional lectures, workshops etc. The Academic Advisory Panel is kept in loop during this exercise of finalization of plan.

The review meetings aim at monitoring the performance and fulfillment of predefined action plan. The Director, HODs participates in the review meet.

A proper record is maintained for understanding the developments carried out for value addition in the student's academic progress.

5 Evidence of Success

One of the outcome of the evident success is conducting value added programs for MCA and MBA students of the institute. The committee in consultation with alumni designed various value added programs for the development of our students, these programs were chalked out based on the cotemporary knowledge and experiences of our past students helped in brining current issues before the student community. This has certainly helped them in understanding the pressing issues faced by the industries and how to overcome them. We could also arrange various guest lectures based on the extensive brainstorming carried out during the meetings of Departmental Advisory Panels.

6. Problems encountered and Resources Required

Though the practice has a lot of merits, there are certain challenges in administrating the practice:

During some of the meetings of the panel it is realized that the syllabus provided by the University needs certain updating as it does not cover the cotemporary issues witnessed by the industries. Though we decided to fill the gap by introducing the value added programs sometimes it was not possible address all the issues for lack of recourse persons or other constraints.

Best Practice: No. 2

1Title of the Practice :

Experiential Learning through ISR (Institutional Social responsibility)

2Objectives of the practice :

The aim of this practice is to develop understanding, knowledge, skills and attitudes of students through the active participation in activities which aims to analyze and solve societal problems.

The institute has designed the objectives as follows:

- To educate the students about the social responsibilities,
- To providethe students necessary opportunities for carrying out ISR projects through collaboration with government, semi government, private, industrial organizations.
- To involve the students in designing the projects which can

help them understand the societal needs and how to solve the societal projects with the help of managerial skill learnt.

- To assist the collaborative organization in understanding, solving societal issues selected for the project.

1. The context :

Experiential learning is, quite simply, learning by doing. The uniqueness of the "Experiential Learning through ISR" practice lies in the involvement of society itself in the problem solving.

We at Kit IMER understand the role of educational institutes in shaping society. As we being a part of the society we take it as our responsibility.

It is observed that many a times various problems/issues faced by society are outcome of lack of understanding, knowledge and lack of willingness to accept the reality by the participating stakeholders such as government, semi government, private, industrial organizations.

Through the ISR projects we KIT IMER, pinpoint the pressing areas and furnish the lacunas, data to the stakeholders so that they can take the appropriate action to understand, solve the issues. This is done with the active involvement of students.

1. The practice :

We at KIT IMER have a well structured research committee headed HOD which access identifies the needs of society. The issues range from implementation of administrative policies to percolating the stakeholders policies to the last strata of public. This does not limit the scope and any others relevant issue is taken up before the committee.

The committee after scrutinizing the proposals received from the faculty, students, and stakeholder. The pro and cons, administrative obstacles, resource needed etc are discussed in detail.

After the scrutiny the final decision is made on selection of the problem and the task is assigned to group of faculty and students. This group is authorized to contact the concerned offices, form procedure for implementation of the project, carry out surveys, data collection required if any. The group is also assigned the task of

data analysis and finally coming to the suggestions. This is a research process and all the key points are followed.

The final findings and suggestions are furnished before the committee and the concerned stakeholder. Presentations made if required before the involved societal bodies.

5 Evidence of Success

The institute has witnessed overwhelming response from many Government and non government organization and we have carried out various societal projects through Experiential Learning through ISR (Institutional Social responsibility)

To name few we have conducted research:

- Analysis of effect of pandemic on industries in and around Kolhapur. This was done on behalf of Goods and Service Tax Department, Central Government.
- Study of customers expectations from local online retailers with special reference to Kolhapur city. This research was carried on for Kolhapur Chamber of Commerce,
- Study of customers opinion about digital banking with reference to Kolhapur city. This was carried for State Bank of India,
- Study of online food delivery market for advanced learners. This project was funded by Shivaji University.
- Currently we have been carrying out a road safety project which aims at providing valuable suggestions to Regional Transport Office.

1. Problems encountered and Resources Required

It is observed that many a times the involved stakeholders are not aware or willing to delve in such projects because of time and resources constraints. But eventually they do get involved considering the importance of the outcomes. So as such we have not faced any major obstacle.

File Description	Documents
Best practices in the Institutional website	http://kitimer.in/naac/feedback_Analysis_2020_21.pdf
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

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

1) Industrial leadership

Kolhapur Institute of Technology reflects the vision of leading industrialists and educationalists. The vast exposure and experience of its founders has helped KIT to establish its identity as an Institute of repute in the field of engineering and management education. The continuous growth of industry in India, in general and western Maharashtra in particular created a growing demand for entrepreneur with specialized techno commercial background. With a view to cater this growing demand from all parts of our country, the management of KIT started its own Management wing in the year 1994, affiliated to Shivaji University and approved by AICTE.

2) Uplifting rural talent

It is our endeavor to encourage rural underprivileged talent to more professional and competitive environment.

3) University rankers

Our students have excelled consistently in the University examinations since the inception

5) Interdisciplinary qualified teachers

We have highest number of PhD holders having multidisciplinary

streams of studies.

6) Inter state enrollments

Students from other states also have a sizable presence in KIT IMER.

7) Gender equity and Women empowerment

The number of girl students is increasing gradually over the last few years. This is the proof that our gender equality policies and practices are proving fruitful.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

Kolhapur institute of Technology's Institute of management s an Educational Institute affiliated to University. Being an affiliated institute we do follow curricular norms regarding processes, systems and structures led down by the University. Though these norms are sufficient considering the ever increasing demands from the different stakeholders such as Employers, Society and Students, we do have a distinctive mechanism to impart additional, relevant and necessary knowledge inputs to our students. This mechanism looks in to the aspects of adherence to the University designed curriculum needs as well as Development and implementation of contemporary need based knowledge dissemination to address local, national and international issues.

While doing so Implementation of Quality of Education is the key indicator for us. Planning of each input curricular program is carried out meticulously indicating the goals to be achieved, responsible faculty, resource allocation and other vital planning factors.

To achieve the Vision, Mission and the objectives of Institute, the Director along with the HODs, IQAC and other academic committees carries out the planning exercise. The planning meetings are conducted at the beginning of the semesters. Along with the University Curriculum the focus is given on employability, entrepreneurship and skill development of the students. Designing of additional courses/programs/activities etc. to sensitize students to the important issues in the syllabus and above the syllabus is carried out in such exercises. The outcomes of the decisions are then intimated to the other concern members such as respective faculties, Computer Lab Technician, office if necessary. The monitoring documents such as academic calendars, roll calls, assignment sheets etc are prepared and used so as to have continuous evaluation of set goals.

Intermittent meetings with concern members is carried out by the Director as well as the HODs so as to observe the deviation if any. The curricular implementation process is kept flexible and

deviation if found is addressed and necessary corrective measures are taken in the form of revised action plan.

Feedback is taken from the Students as well as Faculties at the term ends. At the same time feedback from the other stakeholders such as employers also is sought so as to verify the program outcomes. The Institute has a well designed system for Analysis of Feedback so as to monitor progress of the planned activities. The overall aim of all these activities is to ensure effective curriculum delivery.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

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

Academic calendar at KIT IMER is the base for planning, implementing and monitoring the continuous internal evaluation. The academic calendar is prepared by the HOD in consultation with the Director and subject experts. Inputs from other committees such as IQAC are also sought. These experts provide valuable inputs based on the previous year's performance and contemporary needs.

The Academic calendar is prepared before the commencement of the academic year and consists curricular as well as co curricular programs aiming at teaching learning goals and overall development of students. The calendar outlines the semester class work schedule, internal examination schedule and external examination schedule. The faculty members of the concerned department gather the lists of courses for the coming semester. The head of the department finalizes the course allocation for the faculty members based on their choice and area of interest or expertise. The faculty members prepare the lesson plan before the commencement of semester, indicating the topics to be covered lecture wise including the evaluation process for each subject and it is duly reviewed by the and approved by the head of the department. Based on this a Time-table is prepared and uploaded on the system and displayed in the respective department notice boards.

The performance of the students is assessed on a continuous basis by conducting mid exams as per the Shivaji University norms. In addition to the tests, assignments, mini-projects and quiz are also the part of Continuous Internal Evaluation. The evaluated answer books are returned to the students and an opportunity is given to the students to discuss the evaluation with the teacher. The teacher rectifies any error on the spot, if any. Finally the Internal Assessment is carried out.

Adherence to Academic calendar is an important part and this is carried out at predefined intervals by HOD and the Director. A follow-up meeting is conducted as and when required. Corrective actions are taken if necessary so as to keep the progress on track.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	http://kitimer.in/files/Academic_Calendar_2020_21.pdf

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

A. All of the above

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

1.2 - Academic Flexibility

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

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented**2**

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

1.2.2 - Number of Add on /Certificate programs offered during the year**1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)****1**

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

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year**117**

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

1.3 - Curriculum Enrichment

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

We at KIT IMER believes in overall development of students so as to make them ready for the corporate challenges as well as to be

adaptable to the crosscutting issues relevant to professional growth. We address these issues by incorporating sessions in our curricular as well as co curricular programs.

As a part of it Professional ethics are taught to students as a part of their holistic development. Importance for group work and imbibing leadership is being imbibed through not only teaching learning sessions but developmental activities are carried out in that regard.

Gender equality and equal opportunity for women are necessary in the institution. Every activity and program of the circular of the institute provides equal opportunity for the development of the girl students and the female staff. For maintaining the equality among the staff and students Anti ragging cell is active. These committees take utmost care and provide support to girl students and the female staff. Meetings are conducted on regular basis and issues are discussed over to find solution for making a better environment for the women..Anti Ragging committee information is displayed on notice board and at various places like canteen, path ways, notice boards etc.

As per the Government of Maharashtra and DTE norms institute follows reservation policy for Girls students and the female staff and faculties.

As part of curriculum "Environment Study" for first and second year, faculty makes students aware about the basic components of environment and their application in various fields. Institute organizes various activities like tree plantation, public awareness during festival season with the help of students. e.g. importance of hygiene and individual responsibilities regarding the same, Gram Swachta Abhiyan, and Immersion of Ganesh idol etc.

One of the major aims of this institution is to inculcate human values among the students and community people of this region. In achieving this aim, our institution arranges Importance of Blood donation and blood donation camps, awareness programs on National Blind Day, Road safety camp etc.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

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

79

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

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

330

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

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

File Description	Documents
URL for stakeholder feedback report	http://kitimer.in/naac/feedback Analysis 2020 21.pdf
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	No File Uploaded

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

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	http://kitimer.in/naac/feedback Analysis 2020 21.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

172

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

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

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

54

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

We, as an Educational Institute observe an holistic approach towards achieving our Vision, missions. We being located in semi urban setup gets students from different background having variety in educational, social as well economical standings. It becomes important for us to bring all of them on same footing and lead them towards their career goals. In this regards we strive to cater to the academic needs of students of different backgrounds and abilities, through effective teaching-learning experiences.

We at KIT IMER engage ourselves in continuous assessment of different academic parameters from attendance to the grades of each students. We have predefined norms for every parameter and performance of every student is tested against these norms. This helps us in assessing levels of academic status and achievement of every student. Based on the assessment we do categorization of students as "Slow Learners" and "Advanced Learners". This categorization then is used for further plan of action for necessary value addition.

The "Slow learners" are those who do not meet to the academic performance norms led down by the institute in terms of their marks/grades in subject examinations. As their performance needs to be improved we conduct special sessions or lectures for them so that they can understand the concepts as well as the application part. A structured mechanism is devised to pinpoint the "Slow Learners" on the basis of indicators like University Exam marks as well as other resources.

The "slow Learners" are then put under a separate course program which is over and above the regular course teaching. The classes are conducted on weekends/ holidays / free time slots whichever is available and convenient for the students. The emphasis is

given on bridging the gaps between expected and actual performance in terms of understanding the requisite subject knowledge. The progress is monitored and discussed in academic meetings with the Director on time to time basis.

We, also have a system of identifying "advanced Learners" and motivating such students for further enhancement of their knowledge and skills. This is done with the help of counselling sessions, extra theory/practice sessions to upgrade the effectiveness and efficiency of such advanced students. The attempt is made to hone the skills to next level so that the stakeholders like Employer can get the most job ready resource. In case if the student is interested in starting his/her own start-up the institute tries to support such initiatives whenever required and essential.

In all the Institute has a balanced approach towards the student community when it comes to imparting knowledge. As the Institute gets heterogeneous student intake and the variation needs to equalised such measures help us in keeping pace with the Vision and Mission.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

Number of Students	Number of Teachers
392	21

File Description	Documents
Any additional information	No File Uploaded

2.3 - Teaching- Learning Process

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

Learning that is considered "experiential" contains all the following elements: reflection, critical analysis and synthesis, opportunities for students to take initiative, make decisions and

be accountable for the results. It provides opportunities for students to engage intellectually, creatively, emotionally, socially, or physically.

KIT IMER has made provision in structure of all programs to give students experiential and participative learning experience. An internship is the best way to translate the classroom knowledge into practice. By doing an internship, the students will gain experience, learn new skills, add value and earn real experience for their career prospects. Students can join any industry for internship after 2nd semester. Summer internships is carried out for 50 days wherein students get in-depth knowledge of participative learning as well as problem solving inputs. This internship provides students tasks that inculcate in them problem solving skills; they receive practical and direct experience of negotiating difficult situations, and are trained as capable, competent and accomplished individuals.

Students centric Teaching Methods are reflected not only in project work but we do conduct Field Visit, Industrial visit & guest lectures for enhancing learning experiences.

To enhance student involvement as a part of participative learning and problem solving methodology. Role Plays, Team works, Debates, Seminar Quizzes and case studies Specifically the students centric methodology. Educational trips, surveys are organized at various levels. Visiting faculties drawn from industry and academic institutes of repute supplement the teaching process and provide the information to bridge the gap between industry and academia. Also to improve critical thinking, creativity and problem solving skills among student Case Studies are provided and students are asked to prepare project reports based on it.

The students are encouraged to participate in Inter-Collegiate Cultural and Sports Competitions so as to provide learning through extracurricular activities. Our students have participated and won various prizes in these competitions which has enriched their learning experiences.

File Description	Documents
Upload any additional information	View File
Link for additional information	Nil

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

KIT IMER encourages intensive use of ICT enabled tools including online resources for effective teaching and learning process. The Institute follows ICT enabled teaching in addition to the traditional classroom education. Subsequent efforts are taken by the institute to provide e-learning atmosphere in the classroom. Information & Communications Technology (ICT) enabled teaching methodologies and advanced technology are being followed by the faculty members in class rooms. The academic plan with lesson plan, teaching notes and question banks with solution are made available to the students on MOODLE.

The use of multimedia teaching aids like, LCD projectors, classrooms with internet enabled computer/laptops/tablet systems are in use in classroom. The electronic resource packages like DELNET, NPTEL and Digital Library are available. The faculty members effectively utilize Audio Visual aids to demonstrate the concepts to the students using the resources from National Program on Technology Enhanced Learning (NPTEL) to enhance the learning experience. Video courses (offline) from NPTEL are accessible to faculty and students. Online tests are conducted and e-assignments are given through MOODLE software. Well security is provided to Wi-Fi users. Its access is controlled by the system administrator. Sufficient number of e-journals and e-books are available in the library. The research journals are available online and facility for accessing these journals is provided in the campus.

Seminar hall is equipped with multimedia facilities using ICT tools. Invited talks and webinars are conducted in seminar hall using ICT facilities.

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

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

completed academic year)

2.3.3.1 - Number of mentors

17

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	No File Uploaded

2.4 - Teacher Profile and Quality**2.4.1 - Number of full time teachers against sanctioned posts during the year**

21

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)**2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year**

6

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

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

2.4.3.1 - Total experience of full-time teachers

195

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

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

The Institute has transparent and robust evaluation process in terms of frequency and variety. In order to ensure transparency in internal assessment, the system of internal assessment is communicated with the students well in time. Schedule of Class Assessment Test & Terminal Examination and assignment is given in Academic calendar which is displayed well in advance before commencement of session. The Director along with HOD holds meetings of the faculties and directs them to ensure effective implementation of the evaluation process. The method of internal assessment helps the teachers to evaluate the students more appropriately. The course teachers display question bank in advance for internal assessment programs such as counseling, written examinations, which is conducted as per academic Calendar. Evaluation method comprises of internal examinations held progressively during the semester and is designed to check and report the periodic performance of the student.

Students are assessed continuously through various evaluation processes at institute and University level. Continuous evaluation is made through Group Discussion, Unit Tests, Assignments Submission, Field Visit / Field Work and Seminars Presentation. Unit tests are conducted regularly as per the schedule given in academic calendar. The marking scheme for the unit tests is in line with University requirements. The performance of the students is displayed on the Notice board and communicated to the students. Personal guidance is given to the poor performing the students after their assessment.

All the records and data bank of attendance in internal Examinations, Question papers, valued answer sheets/copies, summary of marks sheets, are properly maintained by the institute for academic monitoring/academic audit. There is complete transparency in the internal assessment for each assessment method.

Internal assessment has created the interest among the students to take active participation in various co-curricular and extra-curricular activities for their overall personality development and attainment of course outcome.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	http://www.kitimer.in/examination.php

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

A mechanism is prepared KIT IMER for any type of grievances of students about exams results. The institute maintains complete transparency in the evaluation and to provide platform for redressal of grievance of students regarding to University examination and internal evaluation respectively.

The assessed internal test papers are shown to the students for self-assessment. In case of any grievances regarding internal assessment, the student is free to interact with the teacher and get it resolved. The unresolved grievance, if any, is referred to the Director through the Head of the Department.

The Mechanism for Redressal of Grievance regarding External Evaluation by the University is carried out at three stages. i.e. before examination, during examination and after examination.

Common grievances of students before the examination are late application form filing, non-receipt of admit card (hall-ticket) of examinations or wrong entries in the same. In either case, grievances are communicated to University Examination Section by the Clerk designated from the Institute Office and resolved at the earliest.

During the Examinations, if any student finds discrepancy in question, e.g. given answer options are not correct, data given

in question is insufficient or options are repeated, out-of syllabus questions students may report it as invalid question. The Institute appoints a Senior Supervisor for smooth conduction of examinations of University. If students are facing any problems, they are solved by the institution Senior Supervisor and External Senior Supervisor appointed by the university. The grievances during the conduction of online/theory examinations are considered and discussed in consultation with the Director and if necessary forwarded to the university by Senior Supervisor. Examination Department at University takes cognizance and resolves the grievance.

After result declaration by university, if any student has objection with result and wants to raise query like sending an application to university for photocopy of answer script, revaluation and recounting of marks etc. options are provided to students by the University. The photocopy is supplied on the payment of non-refundable fees as prescribed by the university from time to time. Institute helps students for seeking photocopies of answer scripts with reassessment and re-counting of marks. The Institute takes special initiative for resolving group grievances, if any, regarding university assessments.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

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

At KIT IMER our Vision, Mission, Objectives, Program Outcomes and Course Outcomes for all programs offered by the Institute are clearly stated, displayed and communicated to teachers and students. These are also displayed on our website.

The Director along with the HODs and other stakeholders frame the Program Outcomes before the commencement of each academic year. The cotemporary changes in business environment are considered while designing the Program outcomes. The development expected in students on completion of the program of study is communicated to students by teachers to make them aware of the same. Teachers prepare learning objectives of the subjects they teach and the

same is shared with students. Guidelines of University are taken into consideration while doing so. General expectations of student enrichment are displayed on the campus at places frequently visited by students. Learning outcome of the program of study is shared with students in the department by teachers. In addition to this, all the key stakeholders are made familiar with program outcomes through faculty workshops, student workshops, student induction programs, faculty meetings, Industry interaction etc. The Course Outcomes are communicated to the students by the respective faculty.

A mechanism is devised for continuous evaluation of the performance against the predefined outcomes is carried out during faculty meetings. Monitoring of Program outcomes becomes the basis for further result oriented actions.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all Programmes (exemplars from Glossary)	View File

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

Knowledge and skill that students acquire in their subject and also their capacity for critical thinking, are evaluated through Continuous Internal Evaluation, Mid Term Examinations and personal counseling. For these programs and courses, the institute follows the curriculum designed by our affiliated university. The Programme outcomes, Programme specific outcomes and course outcomes are evaluated by the institution and the same are communicated to the students in the formal way as well as informal methods.

The assessment tools and processes used for measuring the attainment of each of the Program Outcomes and Program Specific Outcomes, and Course Outcomes are as mentioned below:

Attainments of CO's are calculated by using university examination results. The program outcomes and Program Specific outcomes are assessed with the help of course outcomes of the relevant courses through direct and indirect methods. Direct methods are provided through direct examinations or observations

of student knowledge or skills against measurable course outcomes. The knowledge and skills described by the course outcomes are mapped to specific problems on University Examination, Mid Term internal exams and class assignments. At the end of each semester, university conducts examinations based on the result published by university the course outcomes are measured. Prior to that institute conducts Mid term examination to assess the preparedness of the students. Assignments are given by individual faculties based on the syllabus taught in each module. These assignments include short case studies/practices/questions etc. inline with Program Outcomes and Program Specific Outcomes, and Course Outcomes.

Finally, attainment level is assessed during Term End meetings by Institute Director, IQAC and HODs. For this the predefined parameters are considered as a benchmark.

After measuring attainment of POs , PSOs it has been observed that the strength of the students as well as passing percentage of the students is increasing progressively.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

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

148

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

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

http://www.kitimer.in/files/STUDENTS_SATISFACTION_SURVEY.pdf

RESEARCH, INNOVATIONS AND EXTENSION**3.1 - Resource Mobilization for Research**

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

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

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded

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

3.1.2.1 - Number of teachers recognized as research guides

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	No File Uploaded

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

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

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.2 - Innovation Ecosystem

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

We at KIT IMER have created an ecosystem for exploration of new ideas and sharing of knowledge with other likeminded in the areas of interest. The Institution provides healthy atmosphere, infrastructure, resources, confidence for enhancement of the capacity and competencies of students and faculties in research and innovative activities. All innovative and extension activities are student and faculty centric. Various activities are conducted to nurture and nourish innovative minds. These activities help students and faculties to understand the various problems faced by the society. It enables them to find out solutions on them.

We have created an Innovation Cell comprising the Director and HODs. Students and faculties with creative ideas are invited by the Innovation Cell. The Cell inculcate research culture among the Students and encouraging for novel thinking. This platform provides an opportunity for expression of creative talent and promotes interaction among academia.

Institute has taken initiative steps towards developing ecosystem for innovations and knowledge sharing methods for faculties too. The faculty members are empowered to take up research activities utilizing the inherent skills. This motivate the faculty members extends scopes to explore their new ideas in the field of research and development. It also helps to create research culture among faculty members and students.

The ideas generated during the process are then evaluated by the committee headed by the Director periodically. The selected ideas are then implemented at the institute level as well as at the

stakeholders end.

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

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

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

7

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

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

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

File Description	Documents
URL to the research page on HEI website	Nil
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	No File Uploaded
Any additional information	No File Uploaded

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

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

1

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

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

18

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

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

We at KIT 's Institute of management Education and Research, believes that the students should be made responsive towards not only the corporate business issues but also to rapidly changing social issues. To sensitize the students to social issues has been a prime thrust area of us. While imparting the business knowledge the students are also motivated to engage into understanding the changing social challenges and asked to prepare and implement plans to address such issues.

The Institute conducts series of extension and outreach programs in collaboration with other stakeholders such as industries, NGOs and communities. We have a well structured plan to understand the needs and how to sensitize the students about these needs of societies. We have observed that these needs/issues do change year after year. For example policy changes like demonetization changed the rules of how society does monetary transactions. After understanding the newer scenario we decided to conduct

numerous programs to make the society aware about the need of online transactions. A well defined awareness Campaign was drawn in association with leading bank. The students in consultation with the bankers carried out a pilot survey to chalk out the awareness generation program. Based on the plan our students visited neighboring communities and conducted extensive demonstrations on use of online commerce.

Like wise the institute has conducted variety of sensitization programs which led to value addition not only for students but to the neighboring

communities. Programs like Swachh Bharat Abhiyaan, which was conducted in nearby towns, villages by students have received applause by the community widely.

Like outreach programs for society living nearby we do conduct in-house sensitization programs to address issues like gender equality with the help of outside NGOs. Such in-house programs help the students in understanding social issues which they will encounter in their corporate lives.

In a nutshell the institute does have a well designed plan for holistic development of the students by sensitizing them about the emerging social issues. This efforts have shown positive impact in the form of changed positive responses not only by the students but the society covered in the outreach extension programs.

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

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

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

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	No File Uploaded
e-copy of the award letters	No File Uploaded

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

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

11

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

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

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

534

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration**3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year****3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year****1**

File Description	Documents
e-copies of related Document	No File Uploaded
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year**3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year****3**

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES**4.1 - Physical Facilities**

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

Excellence in academic performance is outcome not only of quality teaching but support system too. The institute has taken care of providing all necessary infrastructure and physical facilities

for higher educational teaching learning process. MBA and MCA being a professional education degrees its requirements differ from many other qualifications. These courses require emphasis on logical and analytical practices. Hence we have deployed more adequate computing systems in the form of standalone as well as networked computers, printers, server and uninterrupted power supply. The institute has state of the art sophisticated computer lab which caters to the needs of both MBA and MCA students and Faculties. These laboratories have all the latest and legal software for computing all types of complex problems.

The institute has provided computing facilities to each faculty along with printing facility. This helps the faculties in preparing quality teaching material which can be uploaded on moodle, as well as preparing material for classroom teaching.

For the formal classroom teaching the institute has well equipped classrooms for each course separately. These classrooms are fitted with all the advanced informational and communicational technology tools like smart TV, projectors, audio systems, mikes etc. as per the requirements. This helps in enhancement of quality teaching experience and outcomes.

At present we have provided these facilities at par with the norms prescribed by the statutory bodies and every year we make it sure that addition is done in these facilities.

The institute keeps adequate budgetary provision for continuously upgrading these facilities. The allotted funds are utilized every year so as to provide advanced teaching learning facilities and are spent on expansion, modification, repair, maintenance so as to make it available on a continual basis.

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

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

KIT IMER has a well maintained campus spread over 5 acres of land. The institute believes in the all-round development of our students. There is a lot of encouragement for the students to

participate in sports and culture activities simultaneously and thus they are awarded and rewarded accordingly. The institute has sports facilities for outdoor games and indoor games like Badminton, Carom, Chess etc. The institute has a large playgrounds with provision for multiple games, such as, Athletics, Cricket, Football, Volleyball, and Basketball. The college playground which has been used by the college has an approximate area of more than two acres. Qualified instructor is appointed to take care of day to day games and sports activities. College teams are formed to take part in state level and University level competitions and other intercollegiate competitions. Sports event competitions are conducted in the interdepartmental level in an academic year and the winners are awarded accordingly at annual day function. We have a Yoga Class room where students and faculty members do meditate and even practice yoga.

Students are very much encouraged to participate in the cultural events held in the institute like Fresher Day, Annual Sports Day, Annual Day, Farewell etc., to exhibit cultural talents. Students are even sent to other colleges for intercollegiate cultural competitions. The institution conducts various cultural activities like Dance, Song, One Act Play, Essay, Debate, Recitation, Quiz, Extempore, Fine Arts, Rangoli, Mehendi, Cooking and all such activities are conducted on the big and open stage inside the campus. There is an Open Air Theater which can accommodate over six hundred students for staging cultural activities.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

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

9

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

72,540

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

We at KIT IMER have well stocked Library containing books in both forms i.e. hard copies as well as Soft copies. The Library plays a central role in enhancing the quality of academic and research environment in Education institutions. The Institute library is a place in the Institute where huge collections of academic books, journals, magazines, research projects, rare books, other knowledgeable books and newspapers are kept. These books are made available to the students to increase their knowledge and understanding on various subjects. The institute library is an important hub of student life. There, student can check out books, conduct their research, find a quiet place to study, and maybe even flip through magazine. The students can extend their search with use of internet, e-books, e-journals etc. made available in the digital library. The Institute library exhibits

positive impact on the academic achievement of the student. examination and placement as students are explored to the knowledge through various means.

Providing essential and adequate learning resources is always a prime objective of the institute. Along with the physical infrastructure the institute has taken keen efforts to make the Library fully equipped with text books, reference books, e books, journals, reading facilities and latest online Library management system. We use bar code system for data management which helps us in identifying and timely issuance of books.

The latest software keeps the record of availability, issuance, retrieval of books. It has helped us reducing the time consumption in overall management of library functions. The Librarian is trained in all the software so as to have most desired results in library management. As we have more than the desired numbers of volumes and titles it was necessary for us to have a technological solution to handle the vast number of transactions. Automation of Library using ILMS has proved very beneficial.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	Nil

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

A. Any 4 or more of the above

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals, e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)**189712**

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)**4.2.4.1 - Number of teachers and students using library per day over last one year****92**

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure**4.3.1 - Institution frequently updates its IT facilities including Wi-Fi**

The plans for infrastructural development are given top priority as the institute realizes the correlation between adequate infrastructure and effective teaching learning. The institute has a well developed system for providing IT facilities to the users.

Almost all the classrooms have LCD projectors, overhead projectors. The computers and printers of all the departments have software installed in them and the Hardware is also maintained from time to time.

The institute website is monitored and updated from time to time by the IQAC cell of the college.

The computers and printers of faculty rooms and Computer Lab are connected in LAN. The computers of the college are connected with printers and scanners wherever required. All the computers have

internet facility via LAN.

The whole campus of the institute has Wi-Fi facility with a speed of 10 mbps. The institution provides free wi-fi facility to the students. They can access internet freely through their mobile phone, tablet or laptop in the College campus.

The institute has 2 smart classrooms for better teaching learning process.

Effective utilization of infrastructure is ensured through appointment of adequate and well qualified lab technicians/system administrator. Renewal of AMC is done at the beginning of the academic year for the deployed Software applications, UPS and Generators. The institute has always been reviewing the current needs and accordingly the internet bandwidth is upgraded from time to time. The maintenance of computer, Internet Wi-Fi networking, installation of software and maintenance and up gradation of hardware is done mostly in house. Wherever required the institute takes the help of experts for maintenance and repairs of computers and also for up gradation of its website. Maintenance and up-gradation is done from time to time.

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

4.3.2 - Number of Computers

210

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

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

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

90034

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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

The Institutional infrastructure pertaining to physical, academic and support facilities in KIT IMER are regularly maintained to ensure that they are of maximum benefit to the students as well as teaching and nonteaching staff. Physical Director is deputed to ensure maintenance of the campus. Committees like Library, Sports, etc. ensure proper maintenance and upkeep of facilities associated with the concerned departments.

The Institute ensures optimal allocation and utilization of the available financial resources for maintenance and upkeep of different facilities by holding regular meetings of various committees constituted for this purpose and using the grants received by the college as per the requirements in the interest of students. Suitable budget is allocated every year for the maintenance of various facilities. The various committees meet

regularly to monitor the optimum use of infrastructure which is accessible to the students and staff of the college.

The Institute has a qualified Lab Assistants and Lab Attendants to ensure proper upkeep of computer laboratory. Record of maintenance account is maintained by lab assistant and supervised by HODs of M.C.A. departments.

Periodic reporting on requirements of repairs and maintenance are submitted by the HODs to the Administrative office. The requirements are collectively processed in every year so as to keep things ready for the new academic year.

Adequate in-house staff is employed to meticulously maintain hygiene, cleanliness and infrastructure on the campus so as to provide a congenial learning environment. Classrooms, Staffrooms, Seminar halls and Laboratories, etc are cleaned and maintained regularly by Non-teaching staff assigned for each floor. Wash rooms and rest rooms are

well maintained. Dustbins are placed in every floor.

Apart from contract workers, the Institute has a trained in-house electrician. He along with the Physical Director monitors electrical equipment such as Generator, UPS, and Batteries monthly and keeps the record. The Physical Director Call the contractor in case of major fault. The contractor analyses the fault and submit its report. If the replacement of any part is necessary then call the quotations & purchase as per centralized purchase procedure. Inspect the work done by the contractor and ensure smooth functioning of equipment and report of completion of work is given to Director.

The institutional Library has a well defined policy and procedure and system. The requirement and list of books is taken from the concerned departments and HOD's are involved in the process. The finalized list of required books is duly approved and signed by the Director. To ensure return of books, 'no dues' from the library is mandatory for students before

appearing in exam. Other issues such as weeding out of old titles, schedule of issue/ return of books etc. are resolved by

the library committee. Web based software are used in Library. Pest control is been done in library regularly for maintain books safe from crickets and termites. Fire extinguisher is kept in the library for any fire emergencies.

All the classrooms in the Institute are ICT enabled. Faculties use ICT materials for teaching as per requirement. Institute has OHP/LCD projectors, computers etc. As per requirement of the maintenance of the above IT equipments, we have a maintenance contract with local service provider.

Parking facility is well organized. It is efficiently maintained by annually renewed contract security personnel.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

237

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	No File Uploaded
Number of students benefitted by scholarships and free ships provided by the Government during the year (Data Template)	View File

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

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

0

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	No File Uploaded

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

A. All of the above

File Description	Documents
Link to Institutional website	Nil
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

551

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

551

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

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

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

38

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	View File

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

5.2.2.1 - Number of outgoing student progression to higher education

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	No File Uploaded

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

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

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

5.3 - Student Participation and Activities

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

one) during the year

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

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

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

Ample representation is given in the co-curricular, extracurricular activities of the institute and partial representation at the administration level. The institute is involved in number of activities at institutional and societal level. Most of the activities are monitored and executed by the students. Student's Council is set up as per the norms and meetings are held with regular intervals. It consists of the best students from all areas of the institute. Apart from them, other active students are also involved in the various committees as per their expertise. These students regularly suggest to upgrade the image of the college in the society.

Administrative Level Participation - Students are actively involved in the statutory committees like Sports, Gathering, Discipline Committee etc. Majority of the students are involved and actively participated. It's an opportunity for them give back something to their institute and society by developing their personality. Activities like a Guest lecture, workshop, rally, or any social event, our students are well represented on paper and actively involved in the effective implementation of the event. With the help of Student committee sports and cultural events are organized in the college, cultural events and competitions, tree plantations in the college premises. The institute has conducted

some activities in collaboration with local NGOs and SHGs in which contribution given by the existing and alumnae is noteworthy.

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

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

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

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	No File Uploaded

5.4 - Alumni Engagement

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

The institute has constituted an alumni association which is legally registered under provisions made in University/AICTE/Govt. educational norms in the year 2012. We have designed an effective mechanism which interacts with the alumni on different issues pertaining to academic and career progression.

Over the years we have witnessed a strong bond between our alumnus and the institute. To share the thoughts and practices based on the vast experience of our alumnus the institute has been arranging yearly alumni meet. This is a practice wherein the

alumnus from different parts of world (as we have few working in other countries too) come together to enrich the students from ongoing batch for guidance in different areas of career.

We have witnessed overwhelming alumni engagement in shaping the institute in the form of financial aids. The alumni show their love towards alma matter by donating money so that we can utilize the same for further developments in the institute. We have a great track record of such donations. The institute has formulated a student's committee to arrange such meets. The committee looks after the students requirements like needed educational inputs, counseling for startups, idea generations, placements etc. The requirements are then passed on to the alumni association so that board members of the association can identify the recourse from the pool of pass out students for fulfilling the need if possible.

After identifying the most resourceful alumni the board then communicate the requirement and try to provide the help either by direct meet or by online. In many occasions alumni have conducted guest lecturers to address key contemporary issues faced by them or the industry as a whole. Sometimes they do seek solutions from the institute so as to get a third party view about the problems faced by them or their employers.

Thus we have observed that Alumni Engagements have proven a boon for continuous development of institute as well as students.

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

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

E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

Every organization reaches to the goals if the goals are well defined and actionable. KIT IMER has a well envisaged purpose of business and crafted its Vision statement to describe it in most understandable way. Vision statement describes the willingness of the institute to become and remain first in the mind and choice of the stakeholders in Management and Computer education.

To achieve the Vision we have formulated various sub tasks under the heading of our Mission statements.

We believe in adding value to our stakeholders and thus decided to carry out tasks for developing successful managers, entrepreneurs and leaders who are taught and trained by qualified and innovative faculty members.

While doing so we understood that we need to create the culture of quality in teaching and administration. So we at KIT IMER decided to have effective and efficient use of technology, pedagogy, research, and infrastructure and industry interaction. We have included this in our mission. This has resulted in grooming the students for securing rank in university meant by enhancing the competitiveness. And also developed social, environmental and economical awareness among the learners. The institute believes in flexibility in development of mission statements so that no contemporary issue overlooked.

As we live in a business world which has fast pace of change, the Mission statements also can't be rigid or fixed forever. We at KIT IMER have a system of continuously monitoring the performance and taking necessary actions so as to be relevant. Thus we take a stock of mission statements and modify the same to address the contemporary issues. e.g. recently we have taken into consideration the issue of online practices and incorporated mission pertaining to e governance.

Achieving Vision, Mission needs empowering the faculty members for using best teaching and training methodology essential for imparting conceptual skill, technical skill, managerial skill, values and confidence. At KIT IMER we have provided all the necessary tools and provisions to facilitate this through formation of well designed plan having clear cut procedures,

allocations, and training.

This has culminated into creating job ready manpower to meet the needs of the industry in the field of managerial and computer based jobs. For this we conduct value addition programs for the students to increase their employability and personality. Once the students are job ready we help them by providing maximum opportunities of placements through the placement cell.

At the same time we at KIT IMER encourage and facilitate research and innovation in the field of management and computer application. To provide the correct platform we have been arranging Workshops, Seminars, Conferences as well as provision for financial aid to the faculties for carrying out research based on recent trends in management and Computer Science. This has established excellent rapport with industries and research institute.

We realized that our stakeholders like industry also needs to understand the importance of use online tools. So to encourage and train the stakeholders about online education and practices we have been conducting programs for developing soft skills, corporate formalities and etiquettes for students and staff members through online platforms.

The overall efforts in the direction of achieving our Vision has the ultimate motive to attract potential and talented students on competitive basis from all sections of society by providing a creative atmosphere in which higher studies and research thrive both amongst the students and the faculty.

We aim to this by encourage participation of key stakeholders in decision making. And thus we have established facilities for creating high quality learning resources.

File Description	Documents
Paste link for additional information	http://kitimer.in/mission.php
Upload any additional information	View File

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

Decentralization is having a significant impact on policy, planning and management of elementary education. To promote quality of education to all sections of people in academic, social, political and aiming to develop a responsible management. At the same time, decentralization is seen as a means of improving the efficiency of education system and the quality of educational services.

KIT IMER promotes participative management. Ideas pertaining to academic goals, organizational progression and better campus life are collected from all stakeholders to promote efficient functioning of the institute. The staff and other stakeholders help in infusing a positive attitude that leads to increased efficiency, improved communication, heightened morale, motivation and job satisfaction. Believing in decentralization, the Management takes policy decisions, finance, infrastructure etc. with the help of members of the Director, IQAC and concern Faculty committees.

KIT IMER firmly believes to provide quality education to the society. Administration is the backbone of the Institution which helps in achieving these objectives. The institute administration plays an integral role, leading and supporting the development and implementation of policies, programs, and initiative that are associated with the vision and mission of the college. The administration ensures the smooth functioning in the all areas like Admissions, Account and Finance, Record Keeping, Evaluation and Supervision, and Maintenance. In the administration non teaching staff plays crucial role in managing the day-to-day work. The assigned to non-teaching staff is to meet and accomplish operational and strategic objectives.

Faculties also play significant role in participative management. Faculties maintains the healthy relationship with students, faculties, and community. The faculties are execute the policies and programs accurately and constructively. The College faculties represent the ethics and attend the professional ethics in the education.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Strategic planning is an organization's process of defining its strategy, or direction, and making decisions on allocating its resources to pursue this strategy. For institutional growth, strategies must be formulated, communicated and implemented effectively. It may also extend to control mechanisms for guiding the implementation of the strategy. At KIT IMER, both perspective and strategic plan documents are available in the institution.

Keeping in mind, the short term, medium term and long term development plans, the institute always adopts a bottom-up approach with a strategic directive given from the top administration management. The long term plans have been laid down in the strategic plan by the Director in consultation with IQAC, Department heads, various other committees.

Short description of one such successful implementation of strategy is given below:

Permanent Affiliation

In 2019, the institute planned for getting the permanent affiliation from Shivaji University. The strategy was in line with the long term plan formulated by the top management. As the institute had completed over twenty-five years since its inception and could fulfill all the necessary criteria the management decided to go for permanent affiliation from the University.

To achieve the permanent affiliation goal the institute fulfilled and complied with all the conditions of affiliation and also the recommendations of various LICs that have been visiting the Institutions from time to time.

The strategy involved making the necessary physical infrastructure, such as number of classrooms, staff rooms, computer labs, etc. available. The tools and equipments such as smart TVs, computers, and allied ICT etc. was provided as per the requirement.

The institute maintained the Academic Standards at par with the requirements which included the appointment of qualified

faculties, staff, procurement of teaching aids, books etc. The institute also formulated the teaching learning process meticulously so as to impart quality education to each and every student. Remedial teaching for weaker students were arranged. A regular feedback back mechanism in operation with regard to academic conduct and the general administrative services was in place.

Administrative Standards played important role in keeping the transparent, legitimate flow of communication and administration. The regular meetings of various administrative committees helped to streamline the process. Their minutes are made available at any time when required for inspection. The institute developed and maintained specific Financial Standards in line with its Vision and mission.

As a result of all these and many other directed activities KIT IMER received the coveted recognition as an Institute with permanent affiliation from Shivaji University in 2021.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	http://kitimer.in/files/Admission_Campaign.pdf
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The functioning of the institutional bodies is effective and efficient which is reflecting through policy implementation, administrative setup, appointment, and service rules. Effective and efficient functioning of the Institute is governed through different administrative section as specified in University Statute. A hierarchical sets up is established from top management to down the level clearly demarking the Duties, Responsibilities, Accountability and Authorities at every stage.

The Institution has a Governing Body. It is a Policy making body of the Institution and meets frequently and discusses the agenda prepared by the Director. It reviews the performance of the institution and decisions taken in the previous meeting and also

approves the policy decisions. The budget of the current academic year is finalized. All new proposals are discussed and decisions are taken.

The Institution has various committees for the effective functioning of the organization. The objectives and functions of the committees are organized as per the guidelines of the head of the institution.

The institution has its service rules in accordance with Maharashtra University Act rules, policies and procedures for effective functioning of the institution. All these are available at Director's office. Based on the staff performance appraisal is carried out and they are promoted to higher levels. Norms about Qualification, Eligibility and Salary Structure are strictly followed as per these guidelines.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	http://kitimer.in/files/IMER_Organogram.pdf
Upload any additional information	View File

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

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user interfaces	No File Uploaded
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	No File Uploaded

6.3 - Faculty Empowerment Strategies

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

We at KIT IMER bear in mind that the well being of teaching and non-teaching staff is important for effective functioning of the Institute. In line with this, many welfare measures have been implemented.

Management is much keen in taking welfare measures for both teaching and non-teaching staff in all aspects. List of Welfare measures provided by institute for teaching and non-teaching staff:

1. Reimbursement of claim for attending conference/FDP/STTP/Workshop
2. Various leaves available to teaching and non-teaching staff are vacation leave, casual leave, Earned Leaves, medical leave.
3. Grant of Maternity Leaves to female staff
4. Study leaves for Ph D, higher education and training programmes
5. Regular increaments and Immediate increments after earning Ph. D. Degree.
6. Provision of Medical and Casual Leaves.
7. Summer and winter Vacation for staff
8. Study leaves for Faculty Development Programmes regularly for professional up-gradation of the faculty.
9. Centralized reprography facility (Xerox) for Teaching & Non Teaching staff.
10. Centralized canteen facility for Teaching and Non Teaching staff.
11. Wi-Fi campus for Teaching, Non Teaching staff and Students.
12. As per the provisions of provident fund act, institute contributes to Provident Fund.
13. Salary advance facility for teaching and non teaching staff in case of urgency.
14. Group insurance scheme for teaching and non-teaching staff.
15. Sports and Cultural Meet for teaching and non teaching staff of management
16. Gratuity facility
17. The Institute provides college uniform to non-teaching staff (Security Personal and peons)

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

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

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

9

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

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

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

5

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

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

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

16

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

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

A good performance management system works towards the improvement of the overall institutional performance of teams and individuals for ensuring the achievements of the overall institutional mission and vision. An effective performance management system plays a

crucial role in managing the institute in an efficient manner. In line with this, KIT IMER is following the appraisal scheme suggested by UGC. In this scheme, the performances are classified into three categories

(i) Teaching, Learning and Evaluation related activities

(ii) Co-Curricular, Extension and Professional Development related activities

(iii) Research Publications and Academic Contributions

These are called Academic Performance Indices (API). At the end of each academic year, the data pertaining to the above categories are collected from each faculty member in the API form suggested by UGC. Based on the data collected, API scores are calculated for each of the three categories.

The Director in consultation with HOD approves the scores. These scores are used for the award of career advancement to faculty members and for promotion to next higher position. Further, at the end of each semester, feedback forms are issued to the students for each of the courses attended by them. The feedback forms in the form of questionnaire collect information about the teacher and different aspects pertaining to the teaching process. The Head of the Department and the Director go through the feedback forms collected from the students and suggest suitable measures to improve the teaching-learning process.

The Institute has performance appraisal system for non teaching staff which is carried by Office Superintendent (OS) and the Director. Performance of each individual staff is assessed by the OS against the targets, goals assigned by higher authorities. A confidential report is prepared by the OS along with the Director. This report is then submitted to the management for further evaluation.

Institution has established a mechanism for conducting internal and external audits on the financial transactions every year to ensure financial compliance. Internal audit is conducted yearly by the internal financial committee of the institution. Chartered Accountant of the Institute conducts regular accounts audit and certifies its Annual Financial Statements. The committee thoroughly verifies the income and expenditure details and the compliance report of internal audit is submitted to the management of the institution through the Director. External audit is conducted once in every year by an

external agency.

The mechanisms used to monitor effective and efficient use of financial resources are as below:

Before the commencement of every financial year, Directors submit a proposal on budget allocation, by considering the recommendations made by the head of all the departments, to the management. Institute budget includes recurring expenses such as salary, electricity, internet charges, maintenance cost, stationery, other consumable charges etc., and non-recurring expenses like equipment purchases, furniture and other development expenses.

The expenses will be monitored by the accounts officer as per the budget allocated by the management.

The depreciation costs of various things purchased in the preceding years are also worked out.

Process of the internal audit:

All vouchers are audited by an internal financial committee on yearly basis. The expenses incurred under different heads are thoroughly checked by verifying the bills and vouchers. If any discrepancy is found, the same is brought to the notice of the Management.

Process of the external audit:

The accounts of the institute are audited by chartered accountant regularly as per the rules. The auditor ensures that all payments are duly authorized after the audit, the report is sent to the management for review. Whenever there are additional expenses over and above the budget proposals, special sanction is to be taken from the Management. Any queries, in the process of audit would be attended immediately along with the supporting documents within the prescribed time limits. The institution did not come across with any major audit objection during the preceding years. All these mechanisms exhibit the transparency being maintained in financial matters and adherence to financial discipline to avoid defalcation of funds or properties of the institution at all levels. The audited statement is duly signed by the authorities of the management and chartered accountant.

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

6.4 - Financial Management and Resource Mobilization

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

Institution has established a mechanism for conducting internal and external audits on the financial transactions every year to ensure financial compliance. Internal audit is conducted yearly by the internal financial committee of the institution. Chartered Accountant of the Institute conducts regular accounts audit and certifies its Annual Financial Statements. The committee thoroughly verifies the income and expenditure details and the compliance report of internal audit is submitted to the management of the institution through the Director. External audit is conducted once in every year by an external agency.

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File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

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

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	No File Uploaded

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

The institute being a private Un-Aided college or self-financed and not getting any Financial aid/grant from the state or central government, fee collection is the only major source of revenue/income generation for the institute. The other sources of funds for the college are schemes, grants received from university for conducting workshops-seminars & conferences. Audited income and expenditure statement is available. The Institution has well set mechanism to monitor efficiently the available resources. After estimating the projected income for an academic year, the Director sends it for approval to the Governing Body. Purchases are made with the recommendation of duly constituted purchase committee. The amounts withdrawn from the banks follow a systematic mechanism of obtaining the approval at various levels. If any expenditure is made beyond budget sanctioned, it gets ratified in a special meeting.

The following are the overheads of the institute are as follows:

Administrative Expenses:

Property Tax, Electricity Bills, Water bills, Maintenance expenditure, technical and other infrastructural expenses.

Academics Expenses:

Printing and Stationery expenses, Financial support for attending FDP/ Workshop/ Research Paper in Journals, remuneration to the guests speakers. etc.

Library Expenses:

Stock take discrepancies expense, purchases of new books. For each academic year a budget is prepared and approved by the authority. The financial statement, Income and Expenditure details are available with the institute through Profit and Loss Account, Balance Sheet and Ledgers.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5 - Internal Quality Assurance System

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

IQAC is one of the major policy making and implementing unit in our institute. It strives hard for upgrading the institutional infrastructure and all support facilities to meet the standards of higher education and growing need of students. It assesses and suggests the parameters of quality education.

Internal quality assurance cell (IQAC) has been established in the Institute for initiating quality enhancement scheme. It has been constituted as per the format prescribe by the NAAC and meetings are held periodically. Quality assurance strategy and processes are being discussed and subsequently review by IQAC cell has initiated various measures. Apart from this IQAC takes different quality initiatives in the form of seminars, Workshops, faculty development program and Other such initiatives to enhance the quality of teaching learning process. IMER conducts yearly four IQAC meetings. The distribution with tentative months is as follows:

Meeting One (August):

- 1. Result analysis and discussion of previous year (Semester)**
- 2. Admission Status**
- 3. Training for newly recruited staff, non-teaching and orientation of newly admitted students**
- 4. Discussion and finalization of academic calendar**

Meeting Two (November):

- 1. Feedback analysis of teachers**
- 2. Internal evaluation & exam preparation guidance to students**
- 3. Syllabus completion**
- 4. Discussion with each committee of the institute about the quality assurance**

Meeting Three (January/February):

- 1. Result analysis of semester & guidance to repeater students**
- 2. Discussion about placements and related preparations**
- 3. Meetings with student's council and related suggestions about quality of teaching and learning**

Meeting Four (May):

1. Internal Evaluation & Exam Preparation
2. Syllabus completion
3. Discussion of the admission for the next year
4. Feedback Analysis.

IQAC also reviews the teaching learning and other processes and take any initiative for improving the curriculum and its enrichment.

IQAC has contributed significantly for institutionalizing the quality assurance strategies and processes, the following two practices are the results of IQAC initiatives.

1. Use and enrichment of ICT infrastructure

The use of ICT tools has become an integral part in teaching -learning

process. IQAC always encouraged teachers to utilize these tools in

classroom teaching and laboratories. IQAC prepares the plan to include

the use and enrichment of ICT infrastructure expecting from each departments. The IQAC has advised the administration to enrich ICT

infrastructure by purchasing advanced ICT tools, broadband internet

Wi-Fi facility. In teaching and learning, the feedback system is implemented

to take the review of reliability and uses of ICT facilities.

2. Orientation program for students, teachers and non teaching staff

We always believe on continuous improvement and one of the key area for imparting improvement is updating knowledge base of our students, teachers and non teaching community. To adhere to this goal IQAC has arranged numerous programs for developing skills. The institute has arranged training programs Research on

Methodology, Leadership, content development etc.

Experts from concerned field conducted these sessions. We have witnessed tremendous results such as increase in research activities.

Role of non teaching staff is pivotal for attainment of organizational goal. Considering this aspect IQAC has been arranging plentiful training programs aiming at skill development of non teaching staff. The design and delivery is carried by professionals who have demonstrated success in their respective fields.

The themes of these training programs were communications skills, application of information technology tools, digital payments, paperless working etc.

The institute has showcased incremental positive progress in the office work due to these trainings.

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

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

IQAC being the central body within the college monitors and review the teaching-learning process regularly. Based on feedback various innovative activities and reforms were introduced.

The IQAC continuously reviews and takes steps to improve the quality of the teaching-learning process. The Academic Calendar is prepared in advance, displayed and circulated in the Institute and strictly followed. All newly admitted students have to compulsorily attend the Orientation Program, in which they are made aware of the philosophy, the uniqueness of the Education system followed in the Institute, the teaching-learning process, the system of continuous evaluation, compulsory core courses,

various co-curricular activities, discipline and culture of the Institute. All students are also given a guided tour of the campus and the various facilities. Students are apprised of the Time-Table, Program structure, syllabi of the courses before the semester commences. The IQA Committee members make random visits to ensure smooth functioning of classes. The Director and the HOD regularly conduct meetings with students to take feedback and appropriate steps are taken to enhance the teaching-learning process. Feedback from students is also taken individually by teachers for their respective courses, and directly through IQAC. Students are also free to approach the Director of the Institute for feedback and suggestions. Feedback is properly analyzed and shared with the Director, HODs and individual faculty members. The teaching-learning processes are reviewed, and improvements implemented, based on the IQAC recommendations. The major initiatives taken over the last five years include the following:

1. Teachers Feedback:

IQAC collects feedback from students in a specially designed format questionnaires annually. Feedback is collected on curricular aspects, teaching-learning methods, faculty programs and institutional programs. Steps are taken to improve overall performance of the college by analyzing the feedback from the students.

1. Review of results:

IQAC is very determined for quality of education and thus it conducts review meeting on analyzing examination results of each students. In its 1st and 3rd meetings QAC reviews marks obtained by the students in University examinations. This review includes subject wise, teacher wise analysis. Based on the analysis IQAC provides suggestion required if any. These suggestions are taken into consideration for future course of action which might include programs for slow learners or any other measures deemed fit.

1. Post accreditation Quality initiative:

We always believe on continuous improvement and one of the key area for imparting improvement is updating knowledge base of our students, teachers and non teaching community. To adhere to this goal IQAC has arranged numerous programs for developing skills.

The institute has arranged training programs Research on Methodology, Leadership, content development etc.

Experts from concerned field conducted these sessions. We have witnessed tremendous results such as increase in research activities.

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The themes of these training programs were communications skills, application of information technology tools, digital payments, paperless working etc.

The institute has showcased incremental positive progress in the office work due to these trainings.

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

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

A. All of the above

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

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

KIT IMER Shows gender sensitivity through various initiatives and actions for creating safe, Secure and healthy atmosphere in the campus. Sensitization of the students is done through special lectures and functions during the induction program.

For safety and security high resolution Close Circuit Cameras are installed at various key areas. Entry of unwanted element is monitored through these cameras. This system ensures that all Female staff, students can move freely in the campus and feel assure that they are secure at all the time in the campus. Separate hostels for boys and girl students exist on the campus. Behavior of students is monitored under set of well defined rule under the guidance of wardens. All student and staff compulsory carry their ID cards at all times on the campus thus ensuring non entry of any outsiders also unauthorized persons. The institute has hired security personnel and they are deployed all around the campus to create secure enrolment.

The institute has appointed medical Officer to provide medical care to the students and staff. Specialists are also invited to visit the campus as and when necessary.

The institute has a systematic provision for counseling the students on various issues. Women cell also create gender awareness through different program.

Separate girl's common room is created in the institute with facilities like indoor games, first aid box. Provision of

sanitary napkin vending machine is made in the common room.

Gender equality is one of the key challenges facing society today. The institute conducts regular gender equity promotion programs. Guest lectures, Competitions like Poster competitions, workshops like save the girl child, Women empowerment etc. are often arranged to promote gender equality. Prominent female speakers from different walks of life are invited for talks on key gender issues.

File Description	Documents
Annual gender sensitization action plan	Step 1: Enrollment of Students and recruitment of new teachers, Step 2: Classification of Students and teachers according to their gender, Step 3: Gender Audit, Step 4: Organizing Gender equity and sensitizing programs
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	A. Safety and Security, B. Counselling, C. Common Rooms

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

B. Any 3 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

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

We at KIT IMER implement waste management system as a social responsibility. The main objective of the waste management system in the campus is to promote the conservation and environment

management in the Institute Campus. To achieve effective and sustainable implementation of the proper waste management practices, awareness with participation is the key to be involved in the Solid and Liquid Waste Management Program of an institution. The institute has been promoting importance of waste management among the students through counseling, discussions with the students, staff. This has led to a well structured system for various types of waste generated in the institute.

The solid wastes obtained include daily garbage which includes white used paper, card sheets, rubber waste, and plastics, cardboard materials, etc. We have placed dustbins to collect this waste. Three different color coded dustbins each for Food waste, Dry waste and Plastic waste are located on various floors at various locations. This separated waste is then collected and processed at institutional level. We process food waste to produce manure and use the same for campus gardening. In one of the innovative ways of reuse of plastic waste the institute has converted plastic into lubrication oil. This is a path breaking innovation.

Liquid and semisolid wastes mainly consist of wastewater from canteen, departments etc. are disposed off through sewage systems having a network of underground pipes. The same is processed and reused for gardening.

Electronic waste (e-waste) refers to the disposal of broken or obsolete electronic components and materials. E-waste materials may be valuable and recyclable, such as random access memory and reusable laptops. The institute has optimized its inventory of all computers through reassembling, modification and up gradation. This has been a critical attempt towards E-waste management ensuring that no discarded computers or printers are lying idle in the office premises. Memory chips, motherboard, compact discs, cartridges etc generated by electronic equipments such as Computers, Printers and Photocopy machines are recycled properly. The e-waste generated from hardware which cannot be reused or recycled is being disposed off with the help of NGOs working in the E Waste management eco system.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	A. Any 4 or all of the above
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File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include	
7.1.5.1 - The institutional initiatives for greening the campus are as follows: <ol style="list-style-type: none"> 1.Restricted entry of automobiles 2.Use of bicycles/ Battery-powered vehicles 3.Pedestrian-friendly pathways 4.Ban on use of plastic 5.Landscaping 	A. Any 4 or All of the above

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

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution	
7.1.6.1 - The institutional environment and energy initiatives are confirmed through the	A. Any 4 or all of the above

following 1.Green audit 2. Energy audit
3.Environment audit 4.Clean and green
campus recognitions/awards 5. Beyond the
campus environmental promotional activities

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

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

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	View File

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

We at KIT IMER, believe in unity in diversity that's why our students respect the different religion, language and culture. Institution provides an inclusive environment for everyone with tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities. Different sports and cultural activities organized inside the college promote harmony towards each other. Commemorative days like Women's day, Yoga day, along with many regional festivals like Rang Panchami are celebrated in the institute. This establishes positive interaction among people of different racial and cultural backgrounds.

There are different grievance redressal cells in the institute like Student grievance redressal cell, Women grievance redressal cell which deal with grievances without considering anyone's racial or cultural background.

Convocation ceremony is conducted every year, where the convocation address is delivered to inspire and motivate the students for future journey. has always been at the forefront of sensitizing students to the cultural, regional, linguistic communal and socioeconomic diversities of the state and the nation. Two important national festivals, Republic Day and Independent Day are celebrated every year in the Institute. All teaching, non-teaching staff and students participate for the cause of nation. The inspiring speeches are conducted.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	No File Uploaded

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

KIT IMER undertakes different initiatives by organizing various activities to sensitize students and employees to the constitutional obligation: Values, Rights, Duties and responsibilities of the citizens. Our institution takes all possible initiatives in organizing various events and programs for encouraging the students and staff to become responsible citizens of the country by sensitizing them to the constitution of the country. As responsible citizens of the country the students are motivated to take

kepartinvariousactivitiesofthecollege.Thecollegeencouragesthe studentstotakepartinblooddonationcamps,studytoursforthemthat make them understandtheimportanceof protectingtheculturalheritageofthecountry.We celebrate Republic Day annually to remember father of Indian Constitution and to awakenconstitutional values,rights, duties and responsibilities among students and staffs towards the nation. Theinstitute hasals oconductedspeciallecturesonMovetowardsconstitutionwheresubjectexp erts enlightenedthestudentsaboutimportanceoftheIndianconstitution andhowwemust work in the direction of saving our constitution.

Thestudentshavetakenupmanycleanlinessdrivesbothinsidethecampusand nearby villagesconsideringitasaresponsibilityofeverycitizen.The students havealsotakenup Plantationdrives to provide a clean and green environmentfor all. Swachh Bharat Abhiyan hasalsobeenanimo rtantinitiativetakenupbytheinstitutewherewehaveorganizedan awareness rally for the students and took a tour in entire town to create awareness among all. TheinstitutehasalsoconducteddaVoterregistration awarenessprogramforallthestudentsand were sensitized about their constitutional powers of voting.

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

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

A. All of the above

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

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

The Institute believes in celebrating events and festivals in the institute. It is an integral part of learning and building a strong cultural belief in a student. The institute makes tremendous efforts in celebrating the national and international days, events and festivals throughout the year.

KIT IMER is committed to promote ethics and values amongst students and faculty to encourage the same, Thus we recognize National festivals as well as Anniversaries for the great Indian Personalities this include.

1. Teachers day (5th Sept) As birthday of great teacher Dr. Sarvapalli Radhakrishanna
2. International Women's day (8thMarch)
3. International Yoga day (21stJune)
4. Independence day(15thAugust)
5. Republic day(26thJan)
6. World environment day(5th June)

We are on a mission towards better India by breaking the boundaries of religion and caste. Thoughts of great Indian personalities sowed into the young minds through the exhibitions and programs conducted on these days. Every year our institute organizes the national festivals and birth / death anniversaries of the great Indian personalities. Staff and students get to know the importance of national integrity in the country in general and their role in it in particular.

Details of some of the programs are as follows:

1. 26th January Republic Day -

Republic Day is celebrated every year on January 26 to commemorate the adoption of our constitution. Various formal events including flag-hoisting and march-past are organized on this day.

1. 15th August Independence Day -

It is celebrated every year on August 15, and is a grand event marked with the flag hosting by the Chief Guest. Cultural activities related to independence movement are exhibited

1. International Yoga day

KIT IMER Celebrates International Yoga Day from Its inception The institute organizes International Yoga Day every year. The training program for students, teachers and administrative staff is organized every year. The training as per standard protocol of AYUSH is given to them. Mass yoga practice is performed on 21st June every year on the open space at institute campus in the early morning.

1. International Women's Day

International Women's Day is celebrated annually by the Dean of Women students and Women's cell of the college to honour the achievements of women in different fields. The day also focuses on gender equality and women's rights. Various fun-filled activities and competitions are organised for the women workers in the college.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	No File Uploaded

7.2 - Best Practices

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

Best Practice: No. 1

1. Title of the Practice :

Setting up Departmental Advisory Panel

1. Objectives of the practice :

To enhance Curricular aspects by providing inputs for value addition from advisors from industry. The aim is to:

- To understand the contemporary issues pertaining to industries,
- To select the relevant contemporary issue among them for inclusion as supplement to existing curriculum.
- Equip the students with the knowledge about current practices/trends followed by industries by arranging necessary programs.

1. The context :

The higher education needs to be relevant with the current trends and practices being followed by the industries. As the course syllabus is set by the University and does not gets updated every year students may not get them to know and understand contemporary issues. Hence it is needed to have a mechanism which can supplement the syllabus with the inputs necessary for keeping the students updated with latest and relevant

information/knowledge.

In this context every Institute has to design and implement a separate mechanism which can fulfill the requirement of value addition to the curriculum. It can be done in the form of formation of committee consisting industrial experts and getting inputs on time to time basis. The inputs in turn will be introduced to the students in the form of curricular supplements.

4. The practice :

The institute has formed an Academic Advisory Panel consisting of 5 members selected from different industries. The role of this panel is to provide suggestions so as to enhance curricular aspects. The suggestions shall be based on contemporary issues/practices being faced, implemented by the industrial world. The nature of the suggestions are to be in the form of implementable modifications in line with and supporting University Syllabus. The idea is to understand the latest trends being followed by the industry as stakeholders and equip IMER student with the current practices. The suggestions provided by the panel shall be passed on to the students in the form of additional teaching sessions/practices/workshops/guest lectures etc.

The formation of the panel is done by the Director IMER along with the HODs of both Departments. The selection of the members is valid for three years. The training and placement coordinator is the convener of this Departmental Advisory Panel.

The meetings are conducted prior to the beginning and after completion of every semester. Meetings in last week of July and the last week of December are conducted for suggesting modifications/enhancement features in curriculum. Whereas meetings in last week of November and last week of April every year are conducted as review meetings.

The nature of the meetings is offline as well as online depending on availability of Panel members.

The suggestions finalized by the members are then put up before the Director and the HODs for further actions. The Director along with HODs take the final call about ways of implementation of the suggestions. Accordingly plans are chalked out and implementation

is carried out through the selected methods like change in pedagogy, arrangements of additional lectures, workshops etc. The Academic Advisory Panel is kept in loop during this exercise of finalization of plan.

The review meetings aim at monitoring the performance and fulfillment of predefined action plan. The Director, HODs participates in the review meet.

A proper record is maintained for understanding the developments carried out for value addition in the student's academic progress.

5 Evidence of Success

One of the outcome of the evident success is conducting value added programs for MCA and MBA students of the institute. The committee in consultation with alumni designed various value added programs for the development of our students, these programs were chalked out based on the cotemporary knowledge and experiences of our past students helped in brining current issues before the student community. This has certainly helped them in understanding the pressing issues faced by the industries and how to overcome them. We could also arrange various guest lectures based on the extensive brainstorming carried out during the meetings of Departmental Advisory Panels.

6. Problems encountered and Resources Required

Though the practice has a lot of merits, there are certain challenges in administrating the practice:

During some of the meetings of the panel it is realized that the syllabus provided by the University needs certain updating as it does not cover the cotemporary issues witnessed by the industries. Though we decided to fill the gap by introducing the value added programs sometimes it was not possible address all the issues for lack of recourse persons or other constraints.

Best Practice: No. 2

1Title of the Practice :

Experiential Learning through ISR (Institutional Social responsibility)

2 Objectives of the practice :

The aim of this practice is to develop understanding, knowledge, skills and attitudes of students through the active participation in activities which aims to analyze and solve societal problems.

The institute has designed the objectives as follows:

- To educate the students about the social responsibilities,
- To provide the students necessary opportunities for carrying out ISR projects through collaboration with government, semi government, private, industrial organizations.
- To involve the students in designing the projects which can help them understand the societal needs and how to solve the societal projects with the help of managerial skill learnt.
- To assist the collaborative organization in understanding, solving societal issues selected for the project.

1. The context :

Experiential learning is, quite simply, learning by doing. The uniqueness of the "Experiential Learning through ISR" practice lies in the involvement of society itself in the problem solving.

We at Kit IMER understand the role of educational institutes in shaping society. As we being a part of the society we take it as our responsibility.

It is observed that many a times various problems/issues faced by society are outcome of lack of understanding, knowledge and lack of willingness to accept the reality by the participating stakeholders such as government, semi government, private, industrial organizations.

Through the ISR projects we KIT IMER, pinpoint the pressing areas and furnish the lacunas, data to the stakeholders so that they can take the appropriate action to understand, solve the issues. This is done with the active involvement of students.

1. The practice :

We at KIT IMER have a well structured research committee headed HOD which access identifies the needs of society. The issues range from implementation of administrative policies to

percolating the stakeholders policies to the last strata of public. This does not limit the scope and any others relevant issue is taken up before the committee.

The committee after scrutinizing the proposals received from the faculty, students, and stakeholder. The pro and cons, administrative obstacles, resource needed etc are discussed in detail.

After the scrutiny the final decision is made on selection of the problem and the task is assigned to group of faculty and students. This group is authorized to contact the concerned offices, form procedure for implementation of the project, carry out surveys, data collection required if any. The group is also assigned the task of data analysis and finally coming to the suggestions. This is a research process and all the key points are followed.

The final findings and suggestions are furnished before the committee and the concerned stakeholder. Presentations made if required before the involved societal bodies.

5 Evidence of Success

The institute has witnessed overwhelming response from many Government and non government organization and we have carried out various societal projects through Experiential Learning through ISR (Institutional Social responsibility)

To name few we have conducted research:

- Analysis of effect of pandemic on industries in and around Kolhapur. This was done on behalf of Goods and Service Tax Department, Central Government.
- Study of customers expectations from local online retailers with special reference to Kolhapur city. This research was carried on for Kolhapur Chamber of Commerce,
- Study of customers opinion about digital banking with reference to Kolhapur city. This was carried for State Bank of India,
- Study of online food delivery market for advanced learners. This project was funded by Shivaji University.
- Currently we have been carrying out a road safety project which aims at providing valuable suggestions to Regional Transport Office.

1. Problems encountered and Resources Required

It is observed that many a times the involved stakeholders are not aware or willing to delve in such projects because of time and resources constraints. But eventually they do get involved considering the importance of the outcomes. So as such we have not faced any major obstacle.

File Description	Documents
Best practices in the Institutional website	http://kitimer.in/naac/feedback_Analysis_2020_21.pdf
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

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

1) Industrial leadership

Kolhapur Institute of Technology reflects the vision of leading industrialists and educationalists. The vast exposure and experience of its founders has helped KIT to establish its identity as an Institute of repute in the field of engineering and management education. The continuous growth of industry in India, in general and western Maharashtra in particular created a growing demand for entrepreneur with specialized techno commercial background. With a view to cater this growing demand from all parts of our country, the management of KIT started its own Management wing in the year 1994, affiliated to Shivaji University and approved by AICTE.

2) Uplifting rural talent

It is our endeavor to encourage rural underprivileged talent to more professional and competitive environment.

3) University rankers

Our students have excelled consistently in the University examinations since the inception

5) Interdisciplinary qualified teachers

We have highest number of PhD holders having multidisciplinary streams of studies.

6) Inter state enrollments

Students from others states also have a sizable presence in KIT IMER.

7) Gender equity and Women empowerment

The number of girl student is increasing gradually over last few years. This is the proof that our gender equality policies and practices are proving fruitful.

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

7.3.2 - Plan of action for the next academic year

1) 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 also registered for the same

2) 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 maximum placements of MBA and MCA students.

3) NIRF Ranking- The Institute has plan to achieve higher ranking in NIRF.

4) Blended Education- the institute is planning to initiate blended edification in the pattern of 60:40 ratio.

5) Autonomy- In next few years institute is planning to achieve an autonomous status.

6) Collaboration- Institute is planning to collaborate with other International prestigious institutes under Faculty Exchange Programs.

NAAC