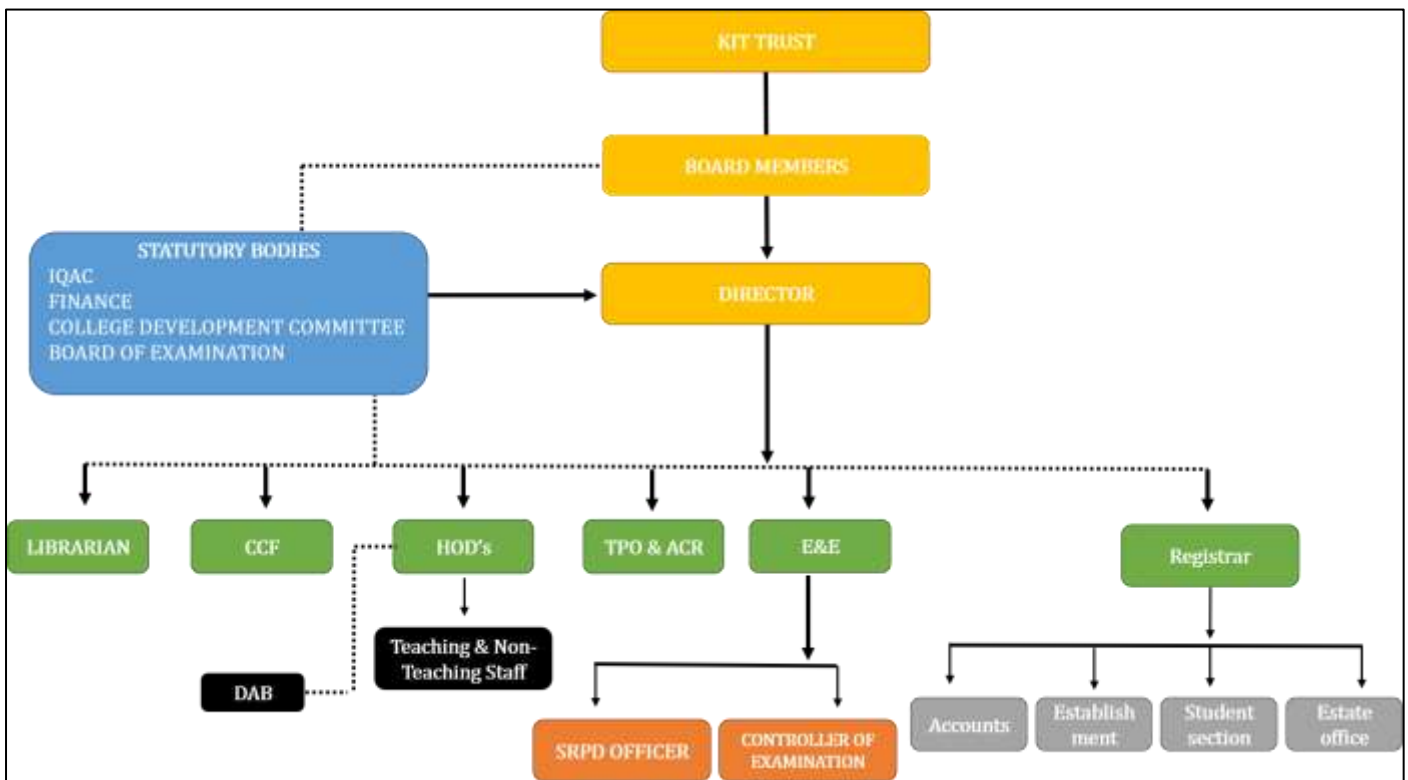


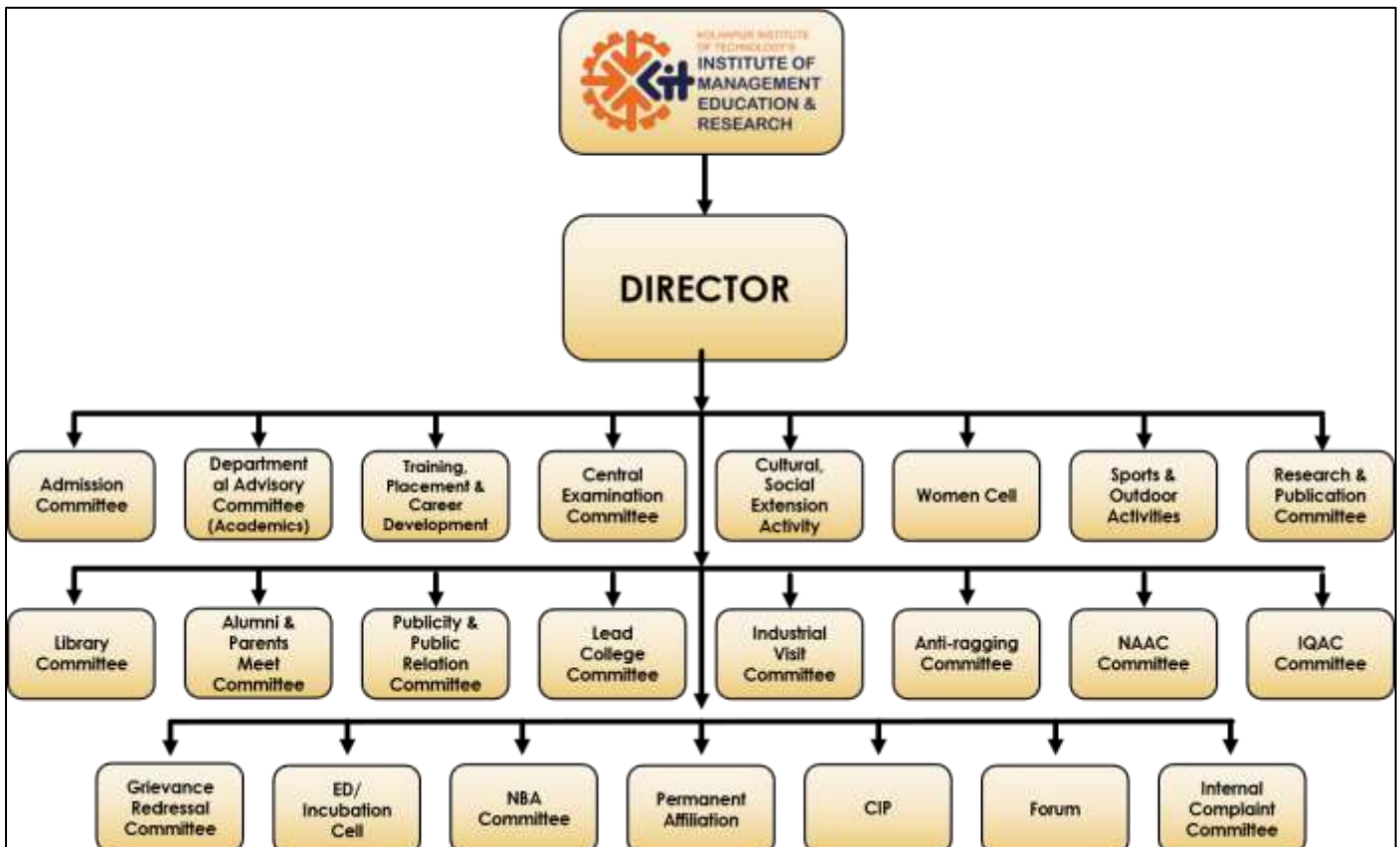
**KOLHAPUR INSTITUTE OF TECHNOLOGY'S
INSTITUTE OF MANAGEMENT EDUCATION & RESEARCH**

ORGANOGRAM

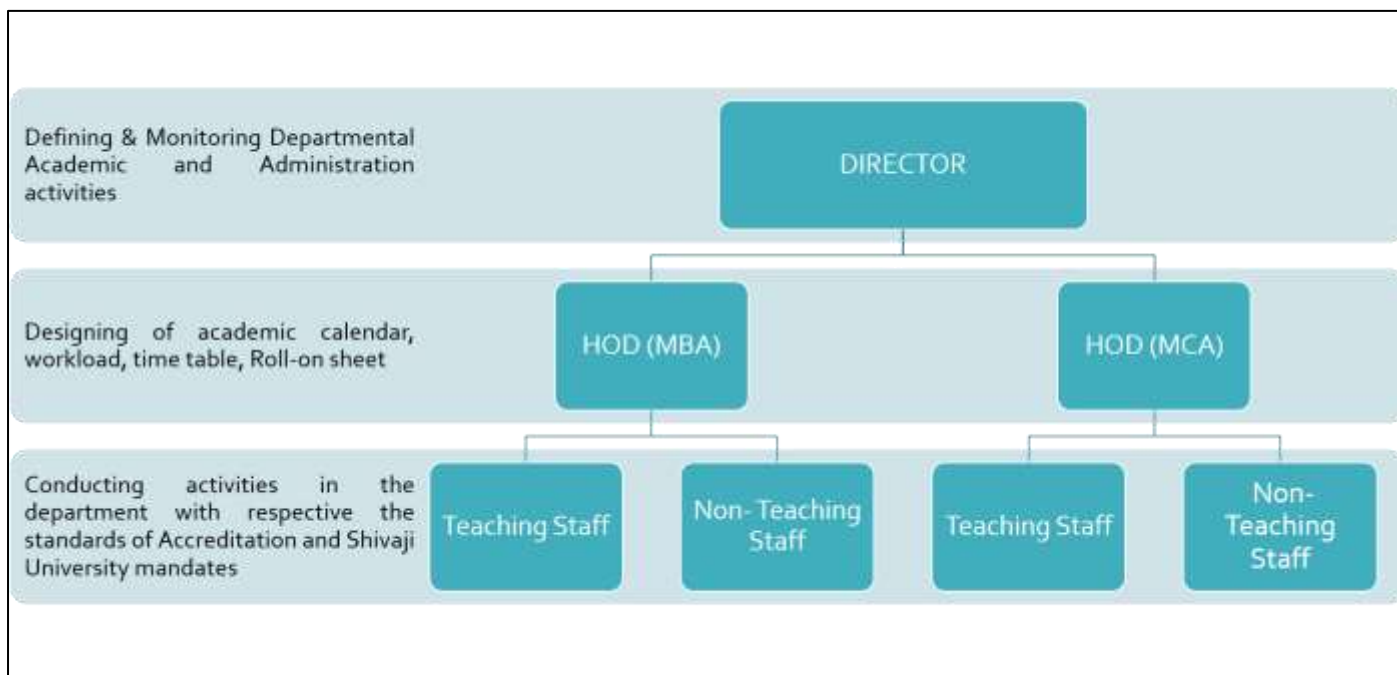
AT MACRO LEVEL



AT MICRO LEVEL



Academic Activities



LIST OF COMMITTEES

SR NO	COMMITTEE	ROLES & RESPONSIBILITIES	ACTIVITIES	STUDENT CENTRIC OBJECTIVE
1	Admission Committee	Admission and Counselling	Activities such as counselling, giving guidelines and support in filling the registration forms, documentation & fulfilling Facility Centre requirements	Motivating proactive students with higher grade to be the part of KIT's IMER
2	Departmental Advisory Committee (Academics)	Departmental Academic and Administration activities	Designing of academic calendar, workload, time table, Roll-on sheet, supervising all the activities conducting in the department with respective the standards of Accreditation and Shivaji University mandates.	Syllabus completion considering the student centric academic objectives
3	Training, Placement & Career Development	Developing Students employability	Career counselling, soft skill development, conducting aptitude test, mock interviews, experts training programs, maintaining relations with companies, and placements	Improving employability of students and encouraging for start-up's
4	Central Examination Committee	Conducting Exams as per the Shivaji University directives	Preparation of junior and senior supervisor time table, allotment of clerical work, Secured Remote Paper Delivery (SRPD) activities.	To see whether students requirements are met with regard to knowledge, insight and skills, which are laid down in the program and examination regulations

5	Cultural, Social Extension Activity	Social development of students apart from academics	Arrangement of Annual Gathering, Visits to Orphanage, Blood donation camp and other social activities	Social development of students
6	Women Cell	Women Empowerment and exposure	Celebrating International Women's Day by inviting Expert resource persons from different sectors, women's safety activities and lectures.	Education-Employment-Sustainable Development environment for girls.
7	Sports & Outdoor Activities	Development of students with respect to Sports	Organising Internal sports competition, Inspiring and supporting students to participate for different sports competition on University and National level	creating zeal amongst students towards sports
8	Research & Publication Committee	Deploying a research-oriented culture in the organisation	Conducting Conferences and motivating faculties to participate in different National & International conferences. Designing research and surveys.	Formulate policy on all research related matters which will make an impact on the students' knowledge and skills
9	Library Committee	Implementing a model system for Library	Celebrating Days' like Marathi Day, Arranging Publications Exhibitions, Committee meetings, Library Audit, Library Management System.	To form an environment to encourage students to utilize all the library resources to enhance knowledge
10	Alumni & Parents Meet Committee	Maintaining healthy association with Alumni of the Institute	Arranging interaction of students with Alumni, Reunion Celebrations, Alumni Meetings, Various Contributions in form of workshops, lectures and monetary benefits from alumni	Serve the institutes best interests to fulfil the prerequisites of students development activities. Creating healthy environment between present students and alumni.
11	Publicity & Public Relation Committee	Publicizing the Institutional activities	Activities related to media like news coverage, designing press notes and Advertisements, maintaining relations with press and electronic media, etc.	Promote, educate and create awareness about the institutional activities to opt prospect students for KIT's IMER
12	Lead College Committee	Reviewing and implementing Activities under Lead College for development of students and faculty members	Arranging different activities like guest lectures, workshops for students and development programs for faculties which should be under Lead College program and utilizing funds allotted by the Lead College cluster.	Raising funds for student's development activities like competitions.

13	Industrial Visit Committee	Arranging Industrial Visits	Linked to the Academic syllabus visiting industries and enhancing practical aspect of the academic theoretical backgrounds.	Imparting the theoretical knowledge into practice and improve employability.
14	Statutory Committees	Implementing the standard activities of related committees	Conducting meetings for smooth functioning of Institute, reviewing the Institutional activities with respect to the statutory committees, fulfilling the legal aspects of the statutory committees.	To enhance the awareness of the rights of the students.
15	NAAC Committee	Auditing the activities with respect to NAAC & Ensuring documentations	Implementing a system model to complete the annual NAAC activities. Allotting committees according to the criteria's of NAAC. Ensuring all the activities are also fulfilling the NAAC standards and requirements.	Ensuring the students grow with the standardised process of accreditation. To impart quality education as per NAAC standards.
16	IQAC Committee	Maintaining quality standards in teaching, learning and evaluation	Initiate, plan and supervise various activities that are necessary to increase the quality of the education imparted in an institution or college.	Maintaining standards and qualities of students with respect to education and employability.
17	ED/Incubation Cell	Developing entrepreneur skills in students	Organize guest lectures, TV & Radio talks, Seminars, etc. for promotion and growth of S& T based entrepreneurship. Arrange visits to industries for prospective entrepreneurs. Motivating students for start-up. Assistance for seed funds.	Motivating students to bring up business ideas and start their own ventures. Start-ups and seed funds provision.
18	NBA Committee	Auditing the activities with respect to NBA & Ensuring documentations	Implementing a system model to complete the annual NBA activities. Allotting committees according to the criteria's of NBA. Ensuring all the activities are also fulfilling the NBA standards and requirements.	Ensuring the students grow with the standardised process of accreditation. To impart quality education as per NBA standards.
19	Permanent Affiliation	Conducting activities which are necessary for Permanent affiliation	Ensuring all the activities are fulfilling the Shivaji University Affiliation standards and requirements.	To see that the students ratio and cadre is maintained and developed according to the affiliation standards.

			Looking after the administration of the affiliation work	
20	CIP	Developing new systems to simplify the institutional activities	Make sure of smooth functioning of technical assistance in academic activities and introducing new technologies and programs. In-house designing of Promotional Materials of the Institute.	Involving students and assigning tasks to develop/innovate new programs in various aspects for self-development.
21	Forum	Exchanging views and ideas on specific forum subjects.	Arranging training sessions for the students to enhance the knowledge with respect to forums, Conducting inter class competitions to develop interest in students. Arranging workshops about the subject forums.	Specialised subject knowledge enhancement