

**KIT's Institute of Management Education and Research,  
(Autonomous)**

**Notice**

Date:- 19.11.2024

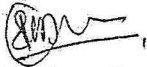
A Second Meeting of Academic Council will be held on 29<sup>th</sup> November 2024 at 11.00 am (Online/ Offline) at KITs Institute of Management Education and Research, Gokul Shirgaon, Kolhapur.

You are requested to make it convenient to attend the same.

To attend the online meeting link will be provided in the email.

**Agenda for the Academic Council 2<sup>nd</sup> Meeting**

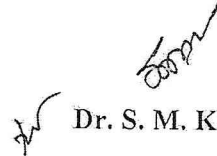
1. To confirm the minutes of 1<sup>st</sup> meeting held on 2<sup>nd</sup> August 2024
2. To finalized the schedule of November/ December examination 2024
3. To discuss any other issues with the permission of Chair person.



Dr. Ranjana P. Shinde

Member secretary

Academic Council



Dr. S. M. Khadilkar


Chairman


Academic Council

**KIT's Institute of Management Education and Research,  
(Autonomous)**

**Academic Council**

Sr. No.	Name	Designation	Sign
1	Dr. Sujay M. Khadilkar	Chairman	
2	Dr. Pravin S. Jadhav	Member	
3	Dr. Sujata D. Jagtap	Member	
4	Mrs.Seema R.Bhosale	Member	
5	Mrs.Reena A. Joshi	Member	
6	Mr. Ranjeet H.Bhosale	Member	
7	Mrs.Shivali A.Ghatge	Member	
8	Dr. Deelip. B. Desai	Member	
9	Mrs. Navni N. Patil	Member	
10	Mr. Vinayak P. Kagale	Member	
11	Dr. Amol. B. Devale	Member	
12	Mr. Sushant Phadnis	Member	
13	Mr. Deepak Joshi	Member	
14	Mr. Sanir Kittur	Member	
15	Mr. Nikhil Dulhani	Member	
16	Dr. Umesh M. Deshmukh	Member	
17	Dr. Sarang S. Bhola	Member	
18	Dr. Sharvari S. Kulkarni	Member	
19	Mr. Sunil S. Patil	Member	
20	Dr. Ranjana P. Shinde	Member Secretary	

  
Dr. Ranjana P. Shinde  
Member secretary  
Academic Council

  
Dr. S. M. Khadilkar  
Chairman  
Academic Council

**Minutes of 2<sup>nd</sup> Meeting**

**Academic Council Convened on Friday, 29<sup>th</sup> November, 2024**

Second meeting of the Academic Council was held on Friday, 29<sup>th</sup> November, 2024 at 11:00 am at round table meeting room through online and offline mode. Following members were present for the meeting:

Sr. No	Name	Designation	Category
1	Dr.Sujay M. Khadilkar	Chairman	
2	Dr.Pravin S. Jadhav	Member	Chairman, BoS (Marketing)
3	Dr.Sujata D. Jagtap	Member	Chairperson BoS (Finance)
4	Mrs.Seema R. Bhosale	Member	Chairperson BoS (HRM)
5	Mrs.Reena A. Joshi	Member	Chairperson BoS( IT, Production)
6	Mr.Ranjeet H. Bhosale	Member	Chairman BoS (General Management)
7	Mrs.Shivali A. Ghatge	Member	Chairperson BoS (General Management)
8	Dr.Deelip B. Desai	Member	Four faculty members of institute, representing different categories of teaching staff, by rotation based on seniority of service in institute
9	Mrs.Navni N. Patil	Member	
10	Mr.Vinayak P. Kagale	Member	
11	Dr.Amol B. Devale	Member	
12	Mr.SushantPhadnis	Member	Chartered Accountant
13	Mr. Deepak Joshi	Member	Advocate
14	Mr.SanirKittur	Member	Corporate Trainer
15	Mr. Nikhil Dulhani	Member	Entrepreneur Representative
16	Dr.Umesh M. Deshmukh	Member	Nominated by Vice-Chancellor
17	Dr.Sarang S. Bhola	Member	Nominated by Vice-Chancellor
18	Dr.Sharvari S. Kulkarni	Member	Nominated by Vice-Chancellor
19	Mr. Sunil S. Patil	Member	CoE of the Institute
20	Dr.Ranjana P. Shinde	Member Secretary	Dean Academics

Note - \* Indicates, the member has attended the meeting via online mode.

Leave of absence- No

Detailed discussion as per the agenda given and resolutions passed in the meeting are as follows:

**Point No1- To confirm the Minutes of 1<sup>st</sup> meeting held on 2<sup>nd</sup> August 2024**

Discussion

The meeting of Academic Council has been scheduled on 29th November, 2024 under the chairmanship of Dr. S. M. Khadilkar,. Dr. R.P. Shinde, Member Secretary, has welcomed all the members of Academic Council and.1<sup>st</sup> meeting's minutes were confirmed by the committee.

**Point No 2 - To finalize schedule of examination November/ December for academic year 2024-2025. Of MBA and MCA**

Discussion

Dr. R.P. Shinde, Member Secretary and COE S.S.Patil have briefed the MBA & MCA Examination schedule for an academic year 2024-2025. Thorough discussion took place on execution of examination Dr. S.S. Kulkarni suggested to appoint faculty members as the Internal Squad Committee for smooth conduction of examination.

**Resolution:**

The examination schedule November/ December for academic year 2024-2025 was finalized and it was decided to conduct MBA exams from 26<sup>th</sup> December 2024 and MCA exams from 27<sup>th</sup> December 2024. It was decided to form Internal Squad committee, constitute by 3 members with one lady faculty.

**Point No. 3- To discuss any other subject with permission of chairperson.**

The matter of approval of Examination Remuneration pattern for MBA and MCA programs under Autonomy has been discussed. Member secretary Dr. R.P Shinde, has given reference of Shivaji university examination remuneration pattern before the committee.

**REMUNERATION TO COORDINATORS / DECS / OFFICER IN-CHARGE /**

**INVIGILATORS:-**

Sr. No.	Activity	Rate
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1	COE	Rs. 5,000/- Per Semester / Person
2	Exam Coordinators	Rs. 2,000/- Per Semester
3	In Charge (Assessment) / Quality Assessment Coordinator Officer In-Charge / Results & Tabulation	Rs. 2,000/- Each Per Semester Rs. 1,000/- Per Semester Per ESE
4	Invigilator, Squad & Reliever	Rs. 100/- Per Session (ESE / Makeup) of 2 ½ Hours

#### REMUNERATION TO EXAMINERS:-

##### A) Paper Setting :-

Sr. No.	Program	Remuneration per set including making scheme with solution
1	MBA & MCA Theory Paper	Rs. 350/-(60 Marks) Rs. 500/- (100 Marks)
2	MCA Practical Paper	Rs. 350/-

##### B) Assessment & Revaluation :-

MBA / MCA	Rs. 15/- Per Answer Book
Minimum remuneration per course	Rs. 150/- for MBA & MCA

##### C) Oral Practical Oral / Mini Project / Projects / Dissertations :-

Sr. No.	Examination	Rate
1	Oral / Practical Oral (MBA / MCA)	Rs. 20/- per student per examiner
2	Mini Project for 50 Marks	Rs. 35/- per examiner
3	Mini Project for 51 to 100 Marks	Rs. 70/- per examiner

4	Major Project	Rs. 150/- pre student for chairman, external & internal examiner
Minimum remuneration per course per examiner Rs. 200/-		

#### CHAIRMAN ALLOWANCE & REFRESHMENT ALLOWANCE:-

##### A) Chairman Allowance :-

Oral / Practical Oral / Mini Project / MBA & MCA Project & Dissertation	Rs. 150/- per course
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##### B) Refreshment charges in case of external examiners only :-

Sr. No.		Rate
1	Practical Oral / MBA / MCA examination (for each Course)	Rs. 300/- per day or actual expenses towards refreshment whichever is less
In case of more than one internal examiner for an examination, an additional refreshment charge will be paid at Rs. 100/- per additional internal examiner. Refreshment charges will be paid to chairman.		

#### REMUNERATION TO SUPPORT STAFF (DEPARTMENT) :-

##### A) Oral / Practical Oral :-

Sr. No.	For Oral examination only (One person each)			For practical oral examination only (One person each)		
	Designation	Rate per Student	Minimum rate examination	Designation	Rate per Student	Minimum rate examination
1	-	-	-	Expert	-	Rs. 150/-
2	Lab	-	Rs. 100/-	Lab.	-	Rs. 100/-

	Assistant / attendant			Assistant / attendant		
B)	MBA / MCA (Lab & Dissertation) Make up examination (per external examiner)					
3	Lab. Assistant / attendant	Rs. 4/-	Rs. 75/-	-	-	-
The above rates are inclusive of all works.						

#### REMUNERATION TO SUPPORT STAFF:-

##### A) Regular Staff :-

Sr. No.	Designation / Duty	Rate
1	Officer Superintendent	Rs. 1,000/- per semester
2	Clerical Staff	Rs. 1,000/- per semester
3	Peon	Rs. 700/- per semester

#### Traveling and Dearness Allowance

Following are the rates towards travelling allowance for various places from Kolhapur

Place	Amount
Sangali / Miraj / karad	Rs. 600/-
Satara	Rs.900/-
D. A.(for External Examiner Only)	Rs. 130/-
Local Conveyance Allowance (for External Examiner Only)	Rs. 200/- day
Travel by Car -petrol	Rs. 9.00/ - per km (+ toll charges if any)
Travel by Car -Diesel	Rs. 8.00/ - per km (+ toll charges if any)

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**Resolution,**

After thorough discussion the examination remuneration pattern was finalized by the committee members for the academic year 2024-25. The vote of thanks is given by, Dr. Ranjana P. Shinde, Member Secretary and the meeting ended with the permission of the chairperson.



**Dr. Ranjana P. Shinde**

**Member Secretary**

**Academic Council**



**Dr. Sujay M. Khadilkar**

**Chairman**

**Academic Council**

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KIT's Institute of Management Education and Research,  
(Autonomous)

Academic Council

Attendance Meeting No. 2 on 29/11/2024

Sr. No.	Name	Designation	Signature
1	Dr. Sujay M. Khadilkar	Chairman	<i>Sanj</i>
2	Dr. Pravin S. Jadhav	Member	<i>online</i>
3	Dr. Sujata D. Jagtap	Member	<i>Jagtap</i> <i>29/11/24</i>
4	Mrs. Seema R. Bhosale	Member	<i>Seema</i>
5	Mrs. Reena A. Joshi	Member	<i>Reena</i>
6	Mr. Ranjeet H. Bhosale	Member	
7	Mrs. Shivali A. Ghatge	Member	
8	Dr. Deelip B. Desai	Member	<i>Deelip</i>
9	Mrs. Navni N. Patil	Member	<i>Navni</i>
10	Mr. Vinayak P. Kagale	Member	
11	Dr. Amol B. Devale	Member	
12	Mr. Sushant Phadnis	Member	—
13	Mr. Deepak Joshi	Member	—
14	Mr. Sanir Kittur	Member	—
15	Mr. Nikhil Dulhani	Member	<i>online</i>
16	Dr. Umesh M. Deshmukh	Member	<i>online</i>
17	Dr. Sarang S. Bhola	Member	<i>online</i>
18	Dr. Sharvari S. Kulkarni	Member	<i>online</i>
19	Mr. Sunil S. Patil	Member	<i>Patil</i>
20	Dr. Ranjana P. Shinde	Member Secretary	<i>Ranjana</i> <i>29/11/24</i>

## Meeting of Academic Council AY2024-2025

Date: Friday 2<sup>nd</sup> August 2024

Time: 11.00 am

Place: Meeting Room

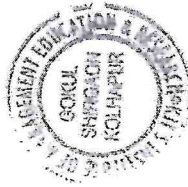
Meeting Number: 01

### I Action Taken Report

1. Revised program structure of MBA and MCA has been sent to the committee members.
2. Revised examination structure of MBA and MCA has been sent to the committee members.



Dr. Ranjana P. Shinde  
Member Secretary



Dr. Sujay M. Khadilkar  
Chairman