



**KRISHNA
INSTITUTE**

OF MEDICAL SCIENCES
DEEMED TO BE UNIVERSITY

Knowledge • Innovation • Excellence

Accredited by NAAC with 'A+' grade

An ISO 9001:2015 Certified University

Declared U/s 3 of UGC ACT 1956 vide Notification no.F.9-15/2001-U.3
of the Ministry of Human Resource Development, Govt. of India

Karad, Dist. : Satara (Maharashtra State) Pin : 415539

Tel : 02164-241555-8 (Extn. 495)

Website : www.kimskarad.in | E-mail: deankibb@kimskarad.in

KRISHNA INSTITUTE OF ALLIED SCIENCES

CIRCULAR

Committees for the academic year 2023 - 2024

Following committees are formed for smooth and efficient working of the Institute for the academic year 2023- 2024. Coordinator of the committees will call meeting of its member to decide the work schedule and keep the records of proceeding and minutes of the meetings.

Institute Coordination Committees

A) LIST OF COMMITTEES –

Dr. G. R. Pathade (Chairman)

I) Curricular Aspects, Teaching, Learning & Evaluation Committee: (NAAC-1, 2, 5)

- 1) **Dr. Narendrakumar S. Suryavanshi (Coordinator)**
- 2) Dr. Aparna G. Pathade
- 3) Mrs. Shilpa S. Ruikar

Duties: Syllabus distribution, Time Table preparation, Academic Planning & Monitoring, College exams & related work, Competitive exams – Set/Net/Gate/, ELTS/ GRE/IELTS/TOFFEL/Civil Services/MPSC and other competitive exams

II) Internal Administration Committee: (NAAC- 1, 3, 6, 7)

- 1) **Prof. Prakash G. Ghewari (Coordinator)**
- 2) Dr. Snehal A. Masurkar
- 3) Dr. Narendrakumar J. Suryavanshi
- 4) Dr. Abhay A. Ghatage

Duties: - Placement cell related work,
- Coordination with different committees,
- Syllabus work (NEP) related,
- Research related collaborative, Guides & students, IPR & Patents
- Fund raising related
- Institute & industry – MOUs related
- Organization of seminars, guest lectures, workshop, conferences etc. activities.
- UG/ PG/Ph.D./ Project related
- Starting new programmes – interdisciplinary & value added
- BOS related, Refresher course related, FDPs (Faculty Development)



- Different audits, - Bioethical aspects
- Report/feedback of duty leave.
- UGC guidelines and updates.

III) Students Welfare Committee: (2, 3, 5, 7)

- 1) **Ms. Jayashri P. Nanaware (Coordinator)**
- 2) Ms. Ashwini V. Jadhav
- 3) Ms. Aishwarya D. Jagtap

Duties: - College activities – (from KVV, from UGC & government) of KIAS

- Celebration, participation in outside activities (conferences & related)
- Student council & College Development Committee (CDC)
- Internships & tours
- Alumini/Parents meets, Alumini association
- ICC(Internal Complaint Committee) & Discipline, Antiragging
- NCC & NSS, cultural & Co-curricular, Mentor Mentee work
- Student progression
- Report/Feedback of duty leave

IV) Admission Committee: (NAAC-1)

- 1) **Mrs. Priyadarshani J. Patil (Coordinator)**
- 2) Dr. Rahul M. Sonavale
- 3) Dr. Snehal A. Masurkar
- 4) Mrs. Deval R. Patil
- 5) Ms. Rohini R. Chavan
- 6) Mr. Rahul M. Kapurkar

Duties – Planning class wise UG/PG/Ph.D./ Internship

- Preparation of KIAS presentation,
- Flyers and brochures, Magazine, Entrances , Counselling & publicity
- Approach possible colleges, classes etc. for students admissions.

V) Documentation Committee:

- 1) **Dr. Kiran A. Bobde (Coordinator)**
- 2) Dr. B. Harinathan
- 3) Dr. Wasim A. Bagwan
- 4) Dr. Dhanashri V. Patil

Duties – All types of documents preparation, Maintenance & submission – KVV, KIAS, UGC, and Gov. Etc.



- Scheduling of meetings of Dean & Professor of Practice,
- Writing the minutes, maintenance of files, compliances, Teacher diaries, Practical journals, UG/PG/Teacher/Research students project reports (soft & hard copies)
- Coordination with KVV research team for paper publication submissions.
- Environmental issues & guidelines.e.g. Lab safety

VI) Purchases, Repairs & Maintenance Committee

1) Mrs. Shilpa S. Ruikar (Coordinator)

- 2) Mrs. Prajakta P. Patre
- 3) Mrs. Deval R. Patil
- 4) Mr. Rahul M. Kapurkar

Duties – Purchases of equipments, Chemicals, glassware, labware, furniture, electrical fixtures, AC units, Computer related, stationary items, activity related purchases, inviting quotations , comparative statements, specifications, training, visits, installation, validation & approvals, calibrations & repairing, new printed journals.

VII) Labs, Lecture halls & Infrastructure Related Committee: (NAAC-7)

1) Ms. Prajakta S. Sarkale (Coordinator)

- 2) Priyadarshani A. Patil
- 3) Mrs. Prajakta P. Patre
- 4) All Non-Teaching staff

Duties – - Updation & cleanliness of campus, arrangements, accreditation (ISO/NABL), Smartboard maintenance, CCTVs, signages, boards, SOPs etc.

- Consultancies
- Beautification of campus

VIII) Website & Publicity Committee: (NAAC-2, 4, 6)

1) Dr. Wasim A. Bagwan (Coordinator)

- 2) Dr. Rahul M. Sonavale

Duties – - Development & updation of website regularly & publicity in different media

- e- content development activities



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- computer lab management (Computers, printers)
 - Wi-Fi

IX) Library and Related Committee: (NAAC-4, 6, 7)

- 1) **Dr. Aparna G. Pathade (Coordinator)**
- 2) Dr. B. Harinathan
- 3) Ms. Rohini R. Chavan

Duties – - Maintenance and planning, Book issuing & purchases of KIAS, Library books, journal etc. & coordination with main library.

- E-book, Animation, Syllabus related digital literature.
- Inter institution, Inter university linkages, Collaborations, free & paid downloads.
- Writing books, notes of lecture by staff on syllabus topics.

X) Leaves, Vacations, Holidays and Attendance Committee: (NAAC-2)

- 1) **Dr. Snehal A. Masurkar (Coordinator)**
- 2) Ms. Rohini R. Chavan

Duties – - Monitoring and planning of all types of leaves – Teaching, Non-teaching and research scholars.

- Student attendance, Detention of students due to unsatisfactory attendance in classes exams.
- Preparation of Academic calendar.

XI) Liaison Officer in KVV

- 1) **Dr. Snehal A. Masurkar (Coordinator)**

Duties – - All types of liaison work related to KIAS & KVV & others.

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B) College committees and NAAC criteria coordination:

Sr. No.	NAAC Criteria	Data to be collected from committees
1	Curricular Aspects	I, II & IV
2	Teaching, Learning & Evaluation	I, III, VIII, X
3	Research Innovations and Extension	II & III
4	Infrastructure and Learning Resources	VI, VIII & IX
5	Student Support & Progression	I & III
6	Governance, Leadership and Management	II, VIII & IX
7	Institutional Values and Best Practices	II, III, VII & IX

All the data to be maintained in excel format metric wise by the criteria convener/committee coordinators.

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