

List of staff members and their duties

Chairman Dean – KIST Dr. G.R. Pathade(Work coordination and Liaison)

Sr. No.	Name of the staff member	Work allotted	Duties to be performed
1	Dr. Aparna Pathade Dr. Shilpa S. Ruikar	1) Syllabus revision & Time Table 2) Online and Offline Guest lectures related to Academics 3) Different Audits & internships	1)Syllabus preparation & Distributions 2) Time table preparation & implementation 3) Lecture halls and labs allotment 4)Teachers diary and Journals
2	Dr Narendrakumar Suryavanshi Dr. Chidambar Jalkute Dr. Jayant Pawar	1)Research planning and monitoring 2) Competitive exam Centre Development (SET/NET/GATE/IELTS/Civil Services)	1)Staff research, Ph.D. scholar research , guides, publications , Research funding agencies, IPR , Startups, Patents and copyrights 2) Conducting lectures, workshops, Seminars and related activities for SET/NET/GATE/ILTS/Civil Services
3	1)Dr. Dhanshri Patil 2) Dr.M.Selva 3) Ms. Ashwini Jadhav,Sarolkar Pooja(student council only)	Extracurricular and Co-Curricular Activities	Conferences, workshops, seminars, cultural activities, days celebrations(University, UGC and government, student welfare & council
4	1) Dr. Jayashri Nanaware 2)Dr. Amar Mohite 3) Ms. Aishwarya Jagtap	UG , PG projects and monitoring, placements, student progression, Alumni Association, student parent and teachers meetings, and tours	1)Allotment of UG , PG projects, guides and students and monitoring, completion 2)Tracking the placements and progression of pass out students 3) 3) Conducting the meetings of Alumni , parents teachers and Donations if any
5	1)Dr. Rahul Sonawale 2)Ms. Aishwarya Jagtap	1)E- Content, Refresher , orientation MOOCS and related courses FDPs ,outreach programmes(NCC, NSS & others) 2)Mentor Mentee activities 3) Counselling of students and parents	1) Conduct trainings , refresher courses(attendance and organization), FDP etc. and maintenance of the regular records 2) Regularly monitoring the mentees for Physical, mental and Academic well Being
6	Mr. Yashawant Patil	Website, geotag photography of different functions , Coordination of activities regarding college events(live coverage)	1)Looking after the website update 2)Coverage of all events at KIST and communication to the university Taking the photographs of the events and submitting (geotagged) updated regularly to the office
7	1)Ms Priyadarshini Patil 2) Dr. Prajkta Sarkale 3) Ms. Sneha Kulkarni 4) Ms Deval Patil 5) Mr. Rahul Kapurkar	1)Admissions and monitoring related 2) Uniform staff and students	1) PPT of KIST, induction program, Brochures and Flyers, different undertakings of students, All Entrance tests, Counselling and publicity 2) preparation of student database 3) Scheduling faculties to different institutes in relation to admissions
8	Ms. Pooja Sarolkar	Different meetings, planning and monitoring college council committee(Dean) ERP Incharge	1)Planning the meeting , (soft and hard copies)monitoring and recording the minutes 2) ERP entries and regular update monitoring
9	1)Dr. Wasim Bagwan 2)Dr. Abhay Ghatage 3)Dr Kailas Datkhile	Instrumentation, maintenance and repairing	1)Requirement, Regular maintenance and repairing of all equipments in the laboratories

10	1)Mr. Yashawant Patil 2)Ms. Sneha Kulkarni 3)Ms. Pooja Sarolkar 4)Ms. Prajakta Patre All non-teaching staff(non office)	1) Chemicals, glassware and labware	1)Requirements, computerized database(stocks verification- regular, departmental and research related) 2) Log books , SOPs of the equipments with daily utility 3) Cleanliness, safety and security of labs, lecture halls and premises 4) Campus beautification measures
11	1)Dr. M. Selva 2)Dr. Amar Mohite	Library related	Planning and monitoring purchase of books , journals, hard and soft copies- e- resources coordination, I-cards(students and teachers), library cards, internet registration , Institutional personal mail ID, college library monitoring
12	1) Dr. Snehal Masurkar 2) Ms. Sneha Kulkarni	1) Infrasructure Related(All Aspects- lab, halls, tables , benches ,stools) 2) Academic planning and monitoring(new programmes, UGC ,KVV(DU) related aspects 3) BOS and related- Programme SOPs, meetings 4) Discipline (General and ICC(students and staff) , Redressal) 5) Staff leaves and Attendance of students(Monitoring) 6) Monitoring of theory and practical time table 7) To look after all the circulars	
13	1) Ms. Sneha Kulkarni 2)Ms. Prajakta Patre	Maintenance of culture Collections	