Yearly Status Report - 2019-2020

Part A	
Data of the Institution	
1. Name of the Institution	**MET's INSTITUTE OF MANAGEMENT**
Name of the head of the Institution	**Dr. Nilesh R. Berad**
Designation	**Director**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**02532555846**
Mobile no.	**7774055320**
Registered Email	**director_iom@bkc.met.edu**
Alternate Email	**nileshberad@rediffmail.com**
Address	**MET's Institute of Management, Bhujbal Knowledge City, Adgaon, Nashik - 422003**
City/Town	**Nashik**
State/UT	**Maharashtra**
Pincode	**422003**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Urban**
Financial Status	**private**
Name of the IQAC co-ordinator/Director	**Mrs. Namrata H. Deshmukh**
Phone no/Alternate Phone no.	**02532555915**
Mobile no.	**8055229304**
Registered Email	**namratad_iom@bkc.met.edu**
Alternate Email	**namrata.pradhan22@gmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://metbhujbalknowledgecity.ac.in/MET%20DATA/IOM/IQAC/AQAR-2018-19.pdf

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	https://metbhujbalknowledgecity.ac.in/MET%20DATA/IOM/Academic-Calendar--2019-20.pdf

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	**B+**	**2.69**	**2018**	**30-Nov-2018**	**29-Nov-2023**

6. Date of Establishment of IQAC	**27-Oct-2015**

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries

Bridge Course - Equalizer	17-Sep-2019 2	100
Regular Meetings by IQAC	24-Jun-2019 2	19
DHEYA - Placement Gromming Week	22-Jul-2019 6	102
Psychometric Test - 16PF & ABC Analysis	28-Sep-2019 1	120
National Conference	09-Feb-2020 2	150
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
MET Institute of Management	Quality Improvement Scheme	BCUD SPPU	2020 2	180000
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9. Whether composition of IQAC as per latest NAAC guidelines:	**Yes**
Upload latest notification of formation of IQAC	View File
10. Number of IQAC meetings held during the year :	**2**
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**Yes**
Upload the minutes of meeting and action taken report	View File
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**

12. Significant contributions made by IQAC during the current year(maximum five bullets)

1. IQAC Proposed and implemented the metrics for quality development initiatives for each of the stakeholders phase wise ie. Students, Faculties, Administration Research Centre. This helps track overall progress and take corrective measures. 2. IQAC proposed monitored the execution of FDP on OBE CBCS pattern for hands on training of faculties on the revised curriculum. 3. 7th National Conference was held on "Mapping Management Education Social changes" in affiliation with SPPU for the faculties and students to promote the research culture. 4. IQAC have

emphasized the need for online certification courses to the students faculties for continuous improvement and as a part of additional input on various platforms like NPTEL, NCFM, NISM, etc. 5. MET EDGE was organized even in online mode due to covid pandemic to platform to the students to showcase their knowledge creativity. 6. Feedback analysis of all stakeholders was done and suggestions were implemented wherever possible. 7. Dheya – Placement grooming week was organized for the MBA second year students to make them industry ready by conducting sessions on Communication Skills, CV Writing, Dress Code, Professional Etiquettes, Group Discussion, Aptitude logical reasoning and Mock Interviews.

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13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
Aarambh the induction program was planned in the month of September, 2019	As a part of the induction, Expert talks, Orientation of the program, Bridge courses, Parents meet, Entrepreneurship development program (Task force) and outbound activity was conducted.
To enhance E learning facilities	The institute promoted use e-learning methods and for the same, Moodle – Learning management system was implemented that allows digital interaction between students and teachers. Also use of NPTEL, swayam,NISM & NCFM Certification courses were promoted and staff and students were encouraged to use the same.
Conduction of Psychometric tests –	Psychometric tests like 16PF, ABC analysis and Interest inventory tests were conducted for the students.
Inculcate research culture, encourage faculty for publishing research papers jointly with students in journals of high repute / UGC / Scopus	7th National conference was conducted. Faculties were promoted to attend conferences and FDPs, to present research papers and also to publish papers in reputed journals. Number of papers published -9 UGC listed - 6 Joint publications with students - 1
Organising Marketing Meet, Finance meet, HR meet , ED meet	Due to pandemic instead of meets, Expert sessions were conducted for the respective specialisation.
Updating quality Manual / handbook for institute for staff and students	Manuals for Internship, Admissions process were updated based on the changing scenario
To implement Activity based learning (ABL)	MET - EDGE - Competitions amongst students were conducted to promote and inculcate Experiential learning.
Sign MoU's with industries and	MOU was signed with North West

institutions of National repute in the respective areas for sponsored projects, inplant training, internships, expert talk, industry visits, etc.	university in Feb,2020 .
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14. Whether AQAR was placed before statutory body ?	**No**
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	**No**
16. Whether institutional data submitted to AISHE:	**Yes**
Year of Submission	**2020**
Date of Submission	**09-Jan-2020**
17. Does the Institution have Management Information System ?	**Yes**
If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	**ERP system is developed to smoothen the operations and functioning with intention of right information to right person and at right time. This would ensure better control over the organization and eases the process of decision making. Providing more streamlined processes and easier access to information. Better support for institutional planning, analysis, assessment, compliance efforts, and reporting. Better use of the resources. Improve cooperation and coordination between offices. Every individual student and staff member is given a loginID of ERP system so as to operate and obtain the updates time to time. This enables the students habituating the use of modern tools. Students can generate their profile go through vision, mission, Program objectives, course objectives for which they normally seek the admission. As well as the facilities like online resources, giving feedback, and appearing for online test examination are available in their respective login IDs. This is an inhouse developed system based on all possible types of requirements. The ERP also allows the administration**

department to maintain all the records of all the students and staff members in the institution. The scholarship data is collected, applications are received and processed through the ERP only. The leave details, attendance records and salary slips of staff members are also available on ERP. ERP helps in planning and implementation at the governance level, HR department, Accounts and Audit, Library and students as well as staff members. The modules available in ERP are: • Admission Module • Payroll Module • Leave Management Module • Library Management Module • Employee Management Module • Student fees Management Module • Hostel Module • Bus Fees Management Module • Accounts Module • Attendance Module • Self Appraisal Module

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

The institute is affiliated to Savitribai Phule Pune University. The curriculum is designed and developed by University and it is delivered effectively by the institute through a systematic process. Each subject faculty prepares 'Micro Plans' of their concerned subject/s in the beginning of every academic year. "Micro Plan" is the detailed session plan covering Major topics, sub topics to be covered. The "Micro Plan" also details the various pedagogies to be used to deliver the university curriculum effectively. Institute prepares the Annual Academic calendar for both odd and even semesters. The calendar provides the details of commencement of session, concurrent examination, events, placement drive etc. Academic and activity calendars are shared with the students in the first week only. Director tracks the ongoing academic activities mentioned in Micro Plan and Academic Calendar with the help of coordinators. Taking into consideration the need of the subject taught, various pedagogies are used for delivering the curriculum, which includes; Chalk & talk, Power-point Presentations, Case-studies, Role-Plays, Video lectures, Live Projects, Field-Visits, Models & Posters, Book Reviews, Desk Research, etc. the appropriate combinations of the pedagogies is decided by the faculty members in consultation with the Director. The evaluation of the effective delivery of the curriculum is ensured by conducting Concurrent evaluations, class-tests, Multiple Choice Questions tests, assignments, & End term exams. The feedback of the evaluation is discussed with faculty members by director. The weak students are identified and remedial classes are organized for them. The fortnightly meetings are conducted by director to track status of course completion. The comprehension of subject by students is also tracked through their direct feedback about the faculty member and overall subject. The inputs of feedback are shared with faculty members for improvement. Curriculum delivery is further supported by optimum utilization of resources available. Use of computer labs helps them in providing platform for online learning (e- learning) while language lab opens the gateways to explore new areas in the arena of

communication and soft skills. In addition, various value-added courses are proposed for the students. They are based on the specializations, industry requirements and feedback from various stakeholders. Industry-Academia Interface is another area of interest for the institution. In order to update & upgrade the students, the Institute is always in search of excellence by making arrangement of expert lectures, workshops etc. from industry, relevant fields. To give them exposure, national and international seminars, conferences and other programs. Internships, projects, learning by doing ensure experiential learning with skill-based approach. Being part of society, students are proactively involved in various campaigns and connected through Corporate Social Responsibility (CSR). Go Green, Eco-friendly campus, financial literacy awareness program, help of poor and needy people of society are taken into account. Courses like Human Rights, Cyber Security, Personality Development, Leadership Lab add value to make the students versatile. Both technical and non-technical skills are provided through offline and online mode of learning. Inputs from IITs, IIMs, NITs are directly accessible through NPTEL courses. Counselling, coaching and mentoring are available.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene urship	Skill Development
The Mastermind	Nil	17/09/2019	2	Development and Awareness of Life skills , Goal Setting, Developing focus , Repr ogramming of Subconscious Mind, Emotional intelligence	Problem Solving, Success and Postive Mindset Developmet
DHEYA – Placement Gromming Week	Nil	22/07/2019	6	Focus on e mployability	Personality Development, Interview Skills, Grooming , Etiquettes and Mannerism

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
MBA	Nil	Nill
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting	Programme Specialization	Date of implementation of

CBCS		CBCS/Elective Course System
MBA	Nil	23/09/2019

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	149	0

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Barclay Training	05/10/2019	122
Advance excel	19/08/2019	110
Soft skills Development program	11/09/2019	72
Life skills	04/02/2020	95
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
MBA	Marketing Management, Finance Management, Human Resource Management, Operation Management	117
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained

MET's Institute of Management has a structured mechanism for collection of feedback from various stakeholders for the overall development of the institute. Structured feedback was taken to get the opinion of the students, alumni and teachers on the curriculum through an online mechanism using ERP and Google Forms. The questionnaire for feedback was designed on parameters like the difficulty level, relevance, practical application and employability skills embedded in the current curriculum. The questionnaire was filled by all stakeholders including students, alumni and teachers. The feedback was then collected and analyzed. The suggestions given by students were taken into consideration and shared with the Teachers. Director sir discussed the suggestions received from students on the feedback and took necessary measures. The feedback helped in enhancing Teaching Learning and Evaluation Process and to understand the students needs with regard to the changes to be adopted in

the teaching learning methodology. Effective ICT enabled teaching worked as a guiding source of dissemination to understand different concepts better. Feedback from various stakeholders for the overall development of the institute is a very effective tool in understanding their opinions about the Institute environment as well as their expectations from the institute. The students feedback was satisfactory with the curriculum offered by Savitribai Phule Pune University, Pune. It was observed that the alumni were well satisfied with the curriculum offered by the University. The alumni found that the subjects offered in the syllabus are relevant to their job profiles and suitable for their future aspirations. The Savitribai Phule Pune University curriculum was helpful in developing their personality, research skills and provided employment to alumni. Teachers were also satisfied with the Choice Based Credit System. The feedback collected is analyzed and presented to the Director. Director discusses the same with the respective stakeholders and initiates necessary action. Also the same is forwarded to the governing council for necessary action.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
MBA	Markeitng Management, Financial Management, Human Resource Management, Operations Management	240	324	239
PhD or DPhil	Markeitng Management, Financial Management, Human Resource Management, Operations Management, Organisational Management	12	21	8
MBA	Markeitng Management, Financial Management, Human Resource Management, Operations Management	240	324	239
PhD or DPhil	Markeitng Management, Financial Management, Human Resource Management, Operations	12	21	8

| | Management, Organisational Management | | | | |

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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	0	239	0	16	16
2019	0	239	0	16	16

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
16	16	39	6	0	10
16	16	39	6	0	10
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2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

To resolve the issues of the Students effectively, Mentoring System is developed. The Objective of the Mentoring process is to provide the Mentee to associate with an experienced professional from his chosen profession who will guide him in his learning process so as to make the best use of facilities and resources available to the Mentee in the Institution. The Mentor's responsibilities as a mentor is to add value to the Mentee by sharing and imparting knowledge, wisdom and experience, and reporting on the Mentee's attainment of personal and professional goals in accordance with his career development. Students Mentoring System: • The Total Strength of the Student of the particular Class to be divided by the faculties. • The particular faculty will be the Mentor for the Concern student and the "Mentor mentee" relationship is established. • The mentor will conduct the exercise of identifying Strength Weakness of each mentee of his group using structured formats. • Periodical meetings are conducted on fortnightly basis or as and when required and its minutes of the meeting are maintained by the Mentor. • If Mentor finds critical cases, they are forwarded for Counseling to the Central Counseling Cell. Benefits of Mentoring System: • Improve Communication Skills. • Academic or Subject related doubts • Enhance Team work skill • Improve problem Solving Skill • Initiative Leadership development • Planning Organizing • Improve SelfManagement Self Discipline. • Continuous Learning • Technology Skill • Self Learning • SelfMotivation • Time management

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
239	16	1:15
239	16	1:15

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned	No. of filled positions	Vacant positions	Positions filled during	No. of faculty with

positions			the current year	Ph.D
12	16	0	1	6
12	16	0	1	6

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2019	Dr. Nilesh R. Berad	Director	1st Runner Up Award In AIMS Convention held at New Delhi
2019	Dr. Nilesh R. Berad	Director	1st Runner Up Award In AIMS Convention held at New Delhi
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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year- end examination	Date of declaration of results of semester- end/ year- end examination
MBA	MBA	3	26/11/2019	10/12/2019
MBA	MBA	4	12/10/2020	24/10/2020
MBA	MBA	1	26/11/2019	10/12/2019
MBA	MBA	2	12/10/2020	24/10/2020
MBA	MBA	3	26/11/2019	10/12/2019
MBA	MBA	4	12/10/2020	24/10/2020
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

A continuous assessment system in semester system (also known as internal assessment / comprehensive assessment) is spread through the duration of course and is done by the teacher teaching the course. The continuous assessment provides a feedback on teaching learning process. The feedback after being analysed is passed on to the concerned student for implementation and subsequent improvement. Concurrent evaluation components are designed in such a way that the faculty can monitor the student learning development and intervene wherever required. The faculty shares the outcome of each concurrent evaluation component with the students, soon after the evaluation, and guide the students for betterment. Individual faculty member has the flexibility to design the concurrent evaluation components in a manner so as to give a balanced assessment of student capabilities across Knowledge, Skills Attitude (KSA) dimensions based on variety of assessment tools. Suggested components for Concurrent Evaluation (CE) by University are: 1.Case Study / Caselet / Situation Analysis – (Group Activity or Individual Activity) 2.Class Test 3.Open Book Test 4.Field Visit / Study tour and report of the same 5.Small

Group Project Internal VivaVoce 6.Learning Diary 7.Scrap Book 8.Group Discussion 9.Role Play / Story Telling 10.Individual Term Paper / Thematic Presentation 11.Written Home Assignment 12.Industry Analysis – (Group Activity or Individual Activity) 13.Literature Review / Book Review 14.Model Development / Simulation Exercises- (Group Activity or Individual Activity) 15.IndepthViva 16.Quiz 17.Student Driven Activities 18.Newspaper reading

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

MET's Institute of Management is framing an Academic Calendar on Semester Basis in which separate Exam Calendar is mentioned in which Probable dates to conduct the various exams like Internal Online, University Online, Internal End Term, University Written Exam, Internal and External VIVA of Summer Internship Project as well as Dissertation is planned. Concurrent Evaluation i.e. Continuous Evaluation is also taken care during each semester. Examination Calendar is as follows... 1. Internal Summer Internship Project / Dissertation VIVA A) JulyDec'2019 Probable Date – 26th Sept 2019 Actual Date – 3rdOct 2019 B) JanJune'2020 Probable Date – 3rdApril 2020 Actual Date – 13thJune 2020 (Online due to Covid) 2.MCQ Test Internal A) JulyDec'2019 Probable Date – 14-16th Oct'19 Actual Date –5-9th Nov'19 B) JanJune'2020 Probable Date- 16-18th March 2020 Actual Date – 11th – 22th May'20 3. External Summer Internship Project / Dissertation VIVA A) July-Dec'2019 Probable Date – 12th-23th Nov'19 Actual Date – 11th Nov'19 B) Jan-June'2020 Probable Date – 26th Mar - 1st Apr'2020 Actual Date – 23th Sept'20(Late due to Covid) 4. MCQ Test – External A) July-Dec'2019 Probable Date – 14-19thOct'19 Actual Date – 17th-24th January 2020 B) JanJune'2020 Probable Date – 25th -28th March'20 Actual Date –This online Exam Merged to University End Term Exam conducted online.5.EndSemesterA)July-Dec'2019Probable Date – 1st Sem - 27thSept - 10th Oct'19 / 3rd Sem – 2nd – 14th Dec 2019 Actual Date – 1st Sem – 30th Nov – 11th Dec 2019 / 3rd Sem – 17th Oct'19-9thNov'20B)Jan-June'2020 Probable Date – 7th-18th Apr'20 Actual Date – 11th – 22th Mar'206. University Written Exam A) JulyDec'2019 Probable Date – 27th Nov'- 15th Dec 19 ActualDate – 26th Nov- 11th Dec'19 B) Jan-June'2020 Probable Date – 25th Apr'20 Actual Date – 12th -24th Oct'20 (Late due to Covid) Actual Dates slightly varies because of changes inUniversity Schedules. Also due to Covid Pandemic, the dates were varying.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

https://metbhujbalknowledgecity.ac.in/MET%20DATA/IOM/MBA%20Revised%20Syllabus%20From%20the%20Academic%20Year%202019-20.pdf

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
MBA	MBA	Marketing Management, Financial Management, Human Resource Management, Operations Management	116	116	100

2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

http://metbhujbalknowledgecity.ac.in/MET%20DATA/IOM/NAAC/Student%20Satisfaction%20Survey%20Report%202019-20.pdf

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Industry sponsored Projects	15	Consultans.	0	0

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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
PhD Course Work I as per SPPU and UGC Guidelines for 04 Credits	MBA	15/05/2019
Mapping Management Education and Social Changes (National Conference)	MBA	09/02/2020
PhD Course Work II as per SPPU and UGC Guidelines for 04 Credits	MBA	08/02/2019

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Innovation in pedagogies of implementation of course curriculum	METs Institute of Management, Nasik	AIMS Convention held at New Delhi	31/08/2019	Innovation in pedagogies of implementation of course curriculum

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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsered By	Name of the Start-up	Nature of Start-up	Date of Commencement
MET's Institute of Management, Bhujbal Knowledge City, Nashik	Innovation and Start-up cell	Self-Financed	Shree Academy	Coaching classes	12/05/2020

MET's Institute of Management, Bhujbal Knowledge City, Nashik	Innovation and Start-up cell	Self-Financed	Craft Lounge	Decoration and gify hamper designing	17/08/2020
MET's Institute of Management, Bhujbal Knowledge City, Nashik	Innovation and Start-up cell	Self-Financed	Green gold Hitech Nursery	Horticulture	01/06/2020
MET's Institute of Management, Bhujbal Knowledge City, Nashik	Innovation and Start-up cell	Self-Financed	Budding Influencer	Influencer Marketing	01/06/2021
MET's Institute of Management, Bhujbal Knowledge City, Nashik	Innovation and Start-up cell	Self-Financed	BMC Engineering	Manufacturing of agricultural equipment	16/04/2020
MET's Institute of Management, Bhujbal Knowledge City, Nashik	Innovation and Start-up cell	Self-Financed	The warm house	Gift packaging	28/05/2020

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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
METs Institute of Management	0

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	MBA	6	7.05

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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
MBA	2

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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Nil	0	0	Nill	0	0	0

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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Nil	Nil	Nil	Nill	0	0	0

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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	0	14	0	0
Presented papers	0	4	0	0

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3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Ganesh Murti Sankalan	Nashik Municipal Corporation	10	30
Blood Donation Camp	Arpan Blood Camp	5	150
Cancer Check up	Apen Hospitals Nasik	2	50
Arpan Program	Swaroop Steel Pvt Ltd	4	45
Computer Literacy Program	Shree Suraj Enterprises	2	15
Good Touch Bad Touch Seminar	Dr. Sheetal Sethi	3	150
Designing HR policy Manual	Consultans	1	4

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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students

			Benefited
Nil	**Nil**	**Nil**	**0**
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
Awareness Campaign	**Sudarshan Hospital**	**Aids Awareness**	**5**	**100**
Swatch Bharat Abhiyan	**MET BKC SEVA**	**Smart City**	**4**	**50**
Woman Empowerment	**MET BKC SEVA**	**Shakti**	**2**	**42**
Save Girl Child Camp	**MET BKC SEVA**	**Parivarthan**	**3**	**70**
Awareness Campaign	**RTO**	**Traffic Rules Awareness**	**2**	**100**
Blanket Distribution	**Nasik Ladies Circle**	**Distribution of 250 blankets**	**2**	**100**
Old Age Home Visits	**Dilasa Old Age Home**	**games, music and engagement with senior citizens**	**2**	**50**
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3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
Faculty members of MET IOM delivering training sessions to Maharashtra	**1**	**Govt of Maharashtra**	**12**
ASEAN – Agritechnologies (India) Pvt Ltd, Agri Cilinics and Agri Business Training Center	**1**	**ASEAN – Agritechnologies (India) Pvt Ltd, Agri Cilinics and Agri Business Training Center**	**12**
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant

Tie-up	Industry Training	D K Tours Travels Pvt. Ltd.	01/05/2019	01/05/2019	12
MOU	Internship Placement	HDFC Ltd	16/05/2020	12/07/2020	11
MOU	On Job Trainig	Shree Suraj Enterprises	31/12/2019	01/03/2020	25

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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
North West University South Africa	21/11/2019	Student Exchange	25
Financial Literacy Club	13/07/2018	SWA Financial Services Pvt Ltd	15

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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
0	0

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
No file uploaded.	

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
9.ERP	Fully	1.0.01192	2013

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	6657	14664	71	332	6728	14996
Reference Books	5706	6510	120	843	5826	7353
e-Books	0	0	912	44264	912	44264
Journals	30	96683	34	113981	64	210664

e-Journals	0	0	0	0	0	0
Digital Database	3	3306671	3	3306671	6	6613342
CD & Video	695	73681	0	0	695	73681
Library Automation	0	0	0	0	0	0
Weeding (hard & soft)	0	0	0	0	0	0
Others(specify)	0	0	0	0	0	0

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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
Nil	Nil	Nil	Nill

No file uploaded.

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	105	2	130	0	0	9	13	130	0
Added	0	0	0	0	0	0	0	0	0
Total	105	2	130	0	0	9	13	130	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

130 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
No Data Entered/Not Applicable !!!	

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
4245000	3071899	3070000	3653848

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

There are two departments for maintaining and utilizing physical, academic and support facilities namely i) Civil Maintenance department ii) EDP department Maintenance of Campus Facilities i) Civil Maintenance department It takes care of overall maintenance of campus facilities that is physical, academic and support facilities laboratories, library, sports complex, computers, classrooms etc. Maintenance is very crucial for smooth flow of academic activities, this work does not stop but is an ongoing process, The Civil and Maintenance department looks after the overall maintenance of infrastructure as per the need and beyond the adherence of SSPU / DTE, demand and suggestions of all the stakeholders is duly taken as each one's role is vital. The Civil Maintenance department have appointed skilled persons / staff for maintenance and repair. Details are as follows: 1) For the maintenance of building of institutes various skilled persons are appointed by the management. 2) For electric work 3 electricians are appointed on roll. 3) One supervisor is appointed for Civil Maintenance department 4) For the maintenance of wooden work / Ply wood works one carpenter is appointed on regular basis. 5) For the maintenance of water pipeline and sewerage 2 plumbers is appointed on regular basis. 6) Water tank cleaner is appointed for cleaning of water tanks with regular maintenance contracts after every six months. 7) Outsourcing: Management has outsourced works to 'Deesha' for all Security works and House Keeping Cleaning works. The Greenery plantation work is outsourced to 'Papaya Nursery' for the overall maintenance and beautification of the campus. 8) 26 Security persons are also appointed to observe entire property from any kind damage or and 25 persons for cleaning and hygienic upkeep of classrooms and others, One Security guard is always there 24x7 for our institute ii) EDP department As a common facility there is a fullfledged IT department. Our Institution has been allotted one Networking personnel who manages the entire computer infrastructure, if there are issues relating to maintenance or upgradation of IT infrastructure Common facility EDP department is there to help. EDP department ensures that the IT facilities in form of computer and their accessories are timely maintained to give unhindered services. The computer and other accessories are maintained in the institute entire campus on regular basis by upgrading ICT infrastructure and debugging software related issues. Maintenance taken care and carried out by EDP department CCTV and EPABX is done by EDP department from time to time. WiFi facility CCTV Vigilance

http://metbhujbalknowledgecity.ac.in/MET%20DATA/IOM/NAAC/4.4.2.%20Procedures%20and%20policies%20for%20maintaining%20and%20utilizing%20physical.pdf

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Nil	0	0
Financial Support from Other Sources			
a) National	Tuition Fees and Examination Fees for Tribal Students ST Post Matirc Scholarship Scheme	150	13176868

	(Government of India)ST Post - Matric Tuition Fees and Examination Fees (freeship) SC Government of India Post-Matric Scholarship SC Tuition Fees and Examinati		
b)International	Nil	0	0

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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Bridge courses – Equaliser Program	18/09/2019	100	Faculty Members
Language Lab	13/08/2020	55	Professor Santosh Gaikwad
Personal Counselling	09/03/2020	45	Faculty Members
Employability Skills	09/02/2020	68	Counselling Cell
Remedial coaching	17/11/2019	62	Faculty Members

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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
Nill	Nil	0	0	0	0

No file uploaded.

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
0	0	0

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed

| Navkar Business Services Extramarks Education Pvt. Ltd Freshtrop Fruits Ltd. LKP SECURITIES LTD HDFC Ltd. Jaro Education ZTek Consulting Inc - BO Raw BID Decathlon Delta Finochem Bharat Fordge Ltd Berger Paints Ltd The KeyNotes Financial Pinclick Pon | 63 | 24 | Decimal Point Analytics Pvt. Ltd. Tata Consultancy Services Pro pertyPistol ITC InfoEdge Atos Syntel Edelweiss Broking Limited Aero Fiber Pvt. Ltd. Toppr Technologies S P Global Kotak Securities Ltd. TOTO India Industries Pvt. Ltd. Morning Star Ele | 21 | 19 |

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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2019	11	MBA	MBA	MET's Institute of Management, Nashik	MBA (Additional Specialisati on)

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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Any Other	0

No file uploaded.

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
METCA Cricket Tournament	Institute Level	70
MET EDGE	Institute Level	25
MET GOT TALENT	Institute Level	35
MET Chess Wizards	Institute Level	20

MET Kabaddi League	Institute Level	60
MET Nukkad Natak	Institute Level	45
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5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
No Data Entered/Not Applicable !!!						
No file uploaded.						

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The institute has formed strong and proactive Student Welfare Council under Maharashtra University Act, 1994 (Section 21) and as per the guidelines of Savitribai Phule Pune University. The advisory committee is formed in every academic year. It includes: Director, Management Representative, Student Welfare Officer, Lady Professor, Student Representative, NonTeaching Staff, and Local Service Man. The college ensures representation in student welfare council based on gender, sports, culture, category etc. Student Welfare Council contributes in overall development. Institute works as a pivotal role in terms of sharing the benefits by effective planning of various student welfare schemes. It is ensured that student represent, involve and participate in both academic and administrative committees of the institute from time to time. These committees include course coordination, class coordination, research, library, lab activities, event management, placement etc. By taking their research aptitude into account, they get exposure to contribute in publication of research journals known as 'METeroid.' They get exposure in terms of registration, communication, coordination, followup, networking with speakers / guests etc. The event management committees consist of cultural, sports and industrial visits platforms. Curriculum enrichment is possible by providing platforms and linking academic with extracurricular activities. Events like METUtsav is a theme based cultural celebration which continues for a week with loads of activities like workshops, competitions, arts, music, cycling etc. METFA is a football competition hosted by our institution every year. Students along with teachers plan, execute the program successfully. Industrial visits are also scheduled to various plants, firms as well gaining real experiences, interactions with experts. The role of students cannot be imagined without involvement in placement cell. They share job alerts to all, update on future events. In addition, recommend sessions on preparing for job interviews, aptitude sessions and other areas. Their support in pool campuses is noticeable. Sometimes, events like Congruence are conducted at inter-college level. Our students represent, meet the concerned authorities personally, invite them, appeal other students to participate and motivate as well. Naturally, promotion, branding, feedback collection are few worthy tasks managed by them. Administration is another major area of students' involvement. They are encouraged to help in the forms of database management, reports and maintenance of premises, devices. Students Guidance Scheme is planned and executed by the institute. Special coaching and guidance is provided for various subjects like English, Communication Skills, Business Research Methods, Accounting etc. MBA students come from diverse backgrounds. Hence, it is essential to bring them on a common platform. This scheme makes their basics strong and stretches them to the next level from academic progress perspective.

Under Personality Development scheme, the students are groomed on self awareness, self management, social awareness, commitment for society. It includes mock interviews, group discussions, business model competition (Task Force), an effective use of body language, presenting ideas effectively, management games etc. The college encourages the students to participate in various academic / nonacademic activities, events to make them versatile. They are part of various committees which are formed to manage the event, activities successfully.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

The Alumni Association is fully functioning since July 2008. it got legally registered on 26th June 2018 as a trust under the Mumbai Trustee Act 1950 in Nashik region with enrollment number: F19783. It has a great deal of contribution in overall development of institute since inception.

5.4.2 – No. of enrolled Alumni:

574

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

One Alumni meeting was organized by the institute in the year 2019-20, the alumni committee members were introduced to the existing students and future plan of action was decided. Networking, Job openings, skills needed by recruiters were discussed. Guest lectures are organized to bring industry academia gap. The seniors help the juniors through coaching, mentoring, sharing their life experience, work-life balance, value additional courses. They help the institute by providing valuable feedback, suggestions and recommendations.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

Institution believes in allocation of work and creating responsibility centers for smooth and in time conduct of the activities. As part of such initiative trust, management and director of the institute has very well practiced a decentralization of the activities and motivated a positive participation from institute stakeholders i.e. faculties, staff and students. It can be elaborated as follows : 1.As a part of decision decentralization faculties are involved in preparation of academic calendar. Their inputs are valuable and considered. Also administrative staff's opinions are also considered and then academic calendar is prepared 2.After this considering the faculties expertise and interest subject allocation are done. Also various committees are formulated to carry out the all the activities listed in academic calendar with the equal participation and decentralization of the responsibility. 3.This ensures the responsibility and everyone's participation in the institutes progress. 4.Committees are formulated such as academic, evaluation, publications, event management cocurricular activities, training and placement, admission, staff and student welfare, administration and accounts committees are formulated with their major functions. 5.Though the committees are formed, it is not implied that only those members of the committee will carry out the task. It is well understood by the team that the committee members will be coordinating force

and rest of the other people will be assisting them as per the requirements.
6.For example, a committee for examination (internal and university is formed) which usually have 2 3 members. But they only coordinate and direct the activities whereas participation of the faculty and staff is equally important without which a smooth conduct of examination can be carried out.
7.Furthermore, another example can be quoted that once the activity is decided to be carried out such as "alumni Meet", then in such event complete management and participation is asked by the students also. This not only encourages that decentralization and participation from staff but also from the students. This helps in increasing the integrity and belonging towards the organization.

6.1.2 – Does the institution have a Management Information System (MIS)?
Yes

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Library, ICT and Physical Infrastructure / Instrumentation	MET's Institute of Management is a part ofBhujbal knowledge city, Nashik that spans into 34 acres of lush green landscape which is well equipped with world class educational facilities. The Library is well equipped with 14620 volumes and 6492 titles. The library is a fully equipped with ILMS for issuance and accession of books and journals. The library has a subscription of 23National and 3 international journals. Along with 912 e-books, the library also has subscription of online databases like EBSCO, Jgate, DELNET, etc. The institute has fullfledgedcomputer labs with full internet connectivity. The institute also has a leperate language lab that helps students to attain proficiency in their languages. Students from vernacular background take is advantage for improving their English. There is also a facility of learning foreign languages from the lab.
Industry Interaction / Collaboration	Industry Interaction / Collaboration METs Institute of management, is keen for developing and inculcating the corporate culture in students. It strives hard to get the Industry people in the institute in various events likeAarambhThe Induction Program, Seminar, conferences, etc. where students get the industry exposure and can mouldthem accordingly within the 2 years of time frame. We also conduct HR Meet where the experts from HR Fraternity come and discuss the nuances in the Industry and need of new pool of talent. To name a few, companies like

	HDFC Ltd. have selected our student interns as a WIN WIN Initiative for both student as well as the company.
Curriculum Development	MET's Institute of Management is affiliated to SavitribaiPhule Pune University, Pune. The curriculum is designed and developed by the SavitribaiPhule Pune university and MET's Institute follows the curriculum and syllabus as provided by SPPU. However, faculty members of the institute participate in the syllabus designing and development process of university by being members of Board of studies and Academic council, etc. Feedback about the syllabus and curriculum is given by the faculty members to the BOS or academic council members and it is further suggested in the BOS meetings and necessary updationis done.
Teaching and Learning	The teaching and learning stands asthe core of an educational institute. We, at MET's Institute of Management are continuously indulged in developing new and improved methods of teaching and learning. The students input comes from varies backgrounds, so it is necessary to bring them al on a common platform. This achieved by the Bridge courses – Equaliser programs wherein the students are given orientation about various subjects like accounting, economics and statistics. To ensure continuity in understanding and delivery of a particular subject, Workshop pattern of classes was adoptedin 2019-20 that helped students to grasp the subject to the best possible extent and understand the subject thoroughly in the best possible way. Students are provided with journals that contain important questions from examination point of view that students have to write the answers of. This gives them writing practice and idea about the examination pattern and questions.
Examination and Evaluation	The evaluation is based on two major parameters, Examinations and Concurrent evaluation, also called continuous internal assessment. The examination consists of Midterm exams and endterm exams conducted at the institute level.At the end of semester, University endsemester examinations are conducted by the institute. For the

	institute level examinations, the paper setters are supposed to give TWO sets of question papers of which any one is selected by the examination committee. For the concurrent evaluation, faculty members are allowed to use any suitable method like multiple choice questions test, class test, presentations, project reports, vivavoce, assignments, open book tests, etc.
Research and Development	The institute promotes research culture in its organisation. Faculty members are encouraged to write research papers and publish them inhigh repute journals. The faculty members are also motivated to attend research conferences and present research papers. The institute has a policy to reimburse the expenses incurred in publishing the research papers and attending the conferences. Through the concurrent evaluation system, faculty members also try to motivate students to write joint research papers and prepare research reports related to the courses.
Human Resource Management	Faculty and staff are recruited by the HR Department and the Director of the Institute as per the University norms and vacancies created during the year. The Human Resource Planning is done very efficiently keeping in view the expertise and knowledge of the faculty in the respective domain. The workload is then assigned accordingly. There are various welfare schemes for staff both teaching and nonteaching like Mediclaim and Insurance Policy. Moreover, there is also a Fund kept reserved for promoting research and for enhancing knowledge of Teaching Faculties by attending various FDPs and Seminar.
Admission of Students	Admission of Students – Since the institute is affiliated to SavitribaiPhule Pune University, The admission process is regulated by the Directorate of Technical Education and PraveshNiyantranSamiti which is a Government of Maharashtra Body. The students are allotted to the institute through the Centralised Admission Process. After allotment of admissions by DTE, students are reporting to the Institute and filling up the admission information. Student credentials are created and issued to student. Student

use this credentials to give online feedback, online test and accessing e-material. Identity card is issued to the student after furnishing necessary formalities.

6.2.2 – Implementation of e-governance in areas of operations:

E-governace area	Details
Administration	Admission – After allotment of admissions by DTE, students are reporting to the Institute and filling up the admission information. The ERP system facilitates record keeping for Scholarship purpose and tracking of applications for various categories. New Faculty enrollment and performance appraisal is also done through ERP. Leave application and attendance monitoring is linked through ERP and is connected to the payroll system.
Finance and Accounts	Accounts – Under this module, fees are allocated to students based on their type of candidature. Fees are collected and outstanding reports are generated. These reports are available in the login of authorities. Tax Declaration and supportive documents also can be submitted using ERP. Form 16 is also generated through ERP.
Student Admission and Support	Student credentials are created and issued to student. Students use these credentials for accessing ematerial, give online test and online feedback.Identity card is issued to the student after furnishing necessary formalities. Attendance – Faculty members fill up attendance of their class conducted on regular basis in their login. Attendance reports are generated and necessary messages are sent to concerned students' parents to regularize the attendance bring in discipline amongst the students. Authorities also perform academic monitoring using this attendance facility. Letter of the students with less attendance can be generated in the system and further sent to the parents. Lecture Notes – Faculties upload lecture notes, reference material including ematerial on ERP through their login. Student access these material through respective login. Student's feedback – Student provide feedback of faculty members on about 10 parameters related to the teaching and learning processes. The summary of this

	feedback generated on specified intervals. Authorities can call faculty members for exceptional issue for further improvement.
Examination	Examination: the ERP system allows the conduction of online examination on the system. It also has facility to input marks in the system, Various form of Internal assessments can be performed through Moodle and ERP as well.
Planning and Development	The planning and development part is undertaken through Moodle. wherein it helps in planning academic activities which includes Timetable, Recording of Lectures and attendance, Feedback by students. This MIS helps in distributing students in batches through batch management, the faculty subject allocation, allotting subject wise infrastructure.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
Nill	Mrs. Pooja Varma	Mapping Management Education Social Changes	NA	1000
Nill	Mrs. Namrata H. Deshmukh	Mapping Management Education Social Changes	NA	1000
Nill	Mrs.Brototi. Mistri	Mapping Management Education Social Changes	NA	1000
2020	Dr. Nilesh Berad	Mapping Management Education Social Changes	NA	1000
2020	Dr. Yogesh Gaikwad	Mapping Management Education Social Changes	NA	1000
Nill	Mr. V. M. Sawant	Mapping Management Education Social Changes	NA	1000

Nill	Dr. Atul Thombre	Mapping Management Education Social Changes	NA	1000
Nill	Dr. Prasad Joshi	Mapping Management Education Social Changes	NA	1000
Nill	Dr. Ajay Shukla	Mapping Management Education Social Changes	NA	1000
Nill	Mrs. Kalyani Kapate	Mapping Management Education Social Changes	NA	1000
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	Advance MS Excel	NA	24/08/2019	24/08/2019	14	Nill
2019	How to Develop Cases for Classroom Teaching	NA	12/10/2019	12/10/2019	13	Nill
2020	Teachers Orientation for teaching to millennials	NA	22/02/2020	22/02/2020	14	Nill
2019	Nill	Stress management and Work life Balance	14/09/2019	14/09/2019	8	Nill
2019	Nill	Developing Basic Comp etencies in People Management	14/12/2019	14/12/2019	8	Nill
2020	Nill	Personal Developmen t at	22/02/2020	22/02/2020	8	Nill

	workplace			

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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
FDP on OBE CBCS Pattern	14	24/12/2019	24/12/2019	1
NISM Certification in Investment Advisor Level 1	2	25/06/2019	18/07/2019	23

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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
16	16	22	22

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Teaching 1. Institute has a Group Term Insurance of all staff members 2. A Group Mediclaim facility is there for the staff as well as family members. 3. Spandan – A womens forum headed by trustees is active and various activities are conducted for the women welfare. 4. Diwali party is conducted for all the staff members and their families every year before Diwali vacation. 5. A Staff entertainment program is conducted every before the annual Gathering of Students – Utsav. 6. Health checkup camps are organised for the staff members free of cost 7. METs World of Music is a place for recreation of staff members wherein they can go and relax by listening to music and even playing musical	1. Institute has a Group Term Insurance of all staff members 2. A Group Mediclaim facility is there for the staff as well as family members. 3. Spandan – A womens forum headed by trustees is active and various activities are conducted for the women welfare. 4. Diwali party is conducted for all the staff members and their families every year before Diwali vacation. 5. A Staff entertainment program is conducted every before the annual Gathering of Students – Utsav. 6. Health checkup camps are organised for the staff members free of cost 7. METs World of Music is a place for recreation of staff members wherein they can go and relax by listening to music and even playing musical instruments. 8. Free	1. (birthday Celebration – Mugs distribution) 2. Bookbank facility to students in every semester based on their course curriculum to facilitate their studies. 3. Every year topper is awarded with MET Ratna award that consists of a 50Gm silver medal.4. Medical facilities to the students as and when required. 5. Every student is covered under Group Insurance policy

instruments. 8. Free entry to Gymnasium and Sports room is provided to all staff members and competitions are also organised every year for staff members.	entry to Gymnasium and Sports room is provided to all staff members and competitions are also organised every year for staff members.	

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

MET's institute of management is a part of the MET Bhujbal Knowledge City, Nashik. under the Mumbai Educational Trust. The campus has appointed its inhouse Audit department that takes care of its regular financial Audits internally. At the same time periodic external financial audits from external Chartered Accountants is carried out for maintaining financial sanctity.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Nil	0	Nil
No file uploaded.		

6.4.3 – Total corpus fund generated

0

6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Team of Experts	Yes	IQAC
Administrative	Yes	Team of Experts	Yes	IQAC

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

1. MET Institute of Management organized its annual parents meet where we interact with the parents of our fresh batch of first years and also inform them about the years schedule and plans Its an associating that we feel is long lasting and we as a organization can only benefit with the inputs of our students and their parents as they can express and explain the views of the students and the requirements we need to provide for holistic growth and development. In the year 2019-20 TWO parents meet were conducted on 28th September 2019, and 10th January, 2020. Activities 2. EPOCH- The Urban Haat was conducted in which active participation of parents was observed during the following . 3. Arpan the donation drive the parents actively shared their belongings with the poor and needy people through the MET Arpan Drive.

6.5.3 – Development programmes for support staff (at least three)

Office Etiquettes and Mannerism, Training for Pre Arranagement for effective meetings and Stress management and Work life Balance were the programs held for support staff.

6.5.4 – Post Accreditation initiative(s) (mention at least three)

1. FDP on Outcome Based Education and Choice Based Credit System. 2. 7th National Conference was held on theme Mapping Management Education Social Changes 3. MET EDGE for enhancing creativity knowledge. 4. Course work for Phd Scholars.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	Yes
c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	DHEYA – Placement Gromming Week	22/07/2019	27/07/2019	27/07/2019	102
2019	Bridge Course - Equalizer	17/09/2019	17/09/2019	18/09/2019	100
2019	Abhivyakti 2019 - Task Force Presentation	27/09/2019	23/09/2019	27/09/2019	104
2019	Anubhuti 2019 – Outbound program	30/09/2019	30/09/2019	03/10/2019	112
2020	i2E Competition	20/12/2019	20/12/2019	20/12/2019	23
2019	FDP on Outcome based Education and CBCS pattern	24/12/2019	24/12/2019	24/12/2019	35
2020	Road Accident its prevention Session by Deputy RTO	11/01/2020	11/01/2020	11/01/2020	102
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants

			Female	Male
Woman Self Defence	17/06/2019	17/06/2019	45	20
Women Empowerment and Financial support	07/09/2019	07/09/2019	55	35
Dar Ke Aage Jeet hai	08/12/2019	08/12/2019	32	45
Financial Stability for tribal Women (SHG)	21/03/2020	21/03/2020	60	12
Parivarthan (Save girl child)	16/04/2020	16/04/2020	17	10

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
Initiatives taken by the college to make the campus eco friendly are as follows :- 1.Solar panels for water heating system at Hostel 2. LED light are provided in place of florescent P.L. tubes metal haloids lamp 3. For energy conservation we are using multi stranded wiring having ISO makes 4. Tree Plantations inside campus , drip irrigation, Bio compost manures used for plants 5. Using power saving lights

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	1
Provision for lift	Yes	1
Ramp/Rails	Yes	1
Braille Software/facilities	No	0
Rest Rooms	Yes	1
Scribes for examination	No	0
Special skill development for differently abled students	No	0

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	1	1	06/05/2019	1	Tree Plantation	Healthy Environme	55

2019	1	1	14/06/2019	1	Jeevan Project	Water Crisis Water Conservation	62
2019	1	1	02/09/2019	1	Ganesh IDOL Sankalan	Environment Friendly	74
2019	1	1	15/10/2019	1	Swarpan Programme	Donnation Drive	100
2019	1	1	01/10/2019	1	Blood Donation Camp	Social Cause	100

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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Code of Ethics and Conduct for Employees	06/06/2019	Professional Ethics followed are inculcating good habits amongst students, treating students following the principles of equality, completion of syllabus as per the expected dates. Grooming them for students development .As per the policy of HR, Hand book are drafted by the HR department of the Institution approved by the trustees however it is subject to change at any time in the sole discretion of the Institution .Code of Conduct comprises of Recruitment policy , selection, Induction, Joining , Attendance , swipe Rules, Leave policies , vacation, outdoor policy, compensatory Leave, Dress code, Coupens , Change in Time , Salary processing, Health Benefits, Resignation policy, Library facilities .Stationery Requisition, Vehicle policy
Code of Conduct for students	18/06/2019	Code of conduct for students are drafted and

displayed in notice
boards , Reporting on
time, Uniform ,
Discipline, puncuality ,
completion of Assignment
as expected , 75 criteria
of Attendance

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Mahatma Jyotirao Govindrao Phule Jayanti	04/11/2019	04/11/2019	150
Ashadi Ekadashi Dindi march	23/07/2019	23/07/2019	30
Independence Day	15/08/2019	15/08/2019	300
Gandhi Jayanti Swacch Bharat Abhiyan	10/02/2019	10/02/2019	100
Birth Anniversary Dr. A.P.J. Abdul Kalam Readers awareness program	15/10/2019	15/10/2019	50
Diwali Celebration at campus	29/10/2019	29/10/2019	100
Christmas Celebration for communal harmony	24/12/2019	24/12/2019	62
Role play (Save Girl Child)	06/01/2020	06/01/2020	70
Republic Day	26/01/2020	26/01/2020	220
Presentation of Social Work of Savitribai Phule Jayanti	01/03/2020	01/03/2020	200
View File			

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

The Institute is located in a huge campus with greenery in and around the campus. The Institute is environmentally conscious and monitors the up keep and maintenance of the greenery in the campus. The tree plantation is the major concern of the management to maintain the immaculate purity and beauty of the Institute to provide a pleasant atmosphere. The campus has been made as green as possible by planting variety of trees and other plants, with an exclusive team of gardeners. Sprinkler system is used to give optimum water to garden and lawns. To extend the effort towards ecofriendly campus, Institute has been utilizing ERP software so that most of the work is paperless. Generators are located at remote location in the campus, so that no noise disturbance is created. Special contract is given to outside agency to keep campus neat and clean. 1. Plastic free campus 2. Paperless office 3. Green Landscaping with trees plants 4. Rain water harvesting 5. Sprinklers are used for watering the plants and lawns 6. Sewage water treatment plant the water is used for

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

BEST PRACTICE - 01 1. Title of the Practice: Counseling Students Development cell. 2. Objectives of the practice: The main objective of cell is to build inner potential within the students. To create more awareness about their hidden potentials through the behavioral, Career planning, study related Creativity make them feel confident to face the present future challenges. Counselling Students Development cell tries to enable the students to make them confident with positive attitude to face the professional Personal life situations. 3. The context: To meet the challenges of the Industrial requirements, to make the students understand realize their inner potential, to help Management students overcome the difficulties, weakness face the challenges in Academics, personal, professional front confidently. 4. The practice: At our Institute we have dedicated to counselling Mentoring Cell is headed by a senior most professional having various sector Industrial and academics vast experience of 30 plus years at senior positions of Human Resource Development. For students of 1st semester 16 PF, ABC analysis are conducted. For 2nd semester, Institute conducts Interest Inventory test for specialization selection followed by individual counselling. The counselling mentoring Cells are functional available throughout the year for students as well as for staff members. 5. Evidence of Success: The scientific process of mentoring and counseling the students, as shown in the above chart, has resulted in remarkable transformations in the life of students. The success of students in academics and placements reflects the support provided by counseling cell. The counseling cell's record of students counseled and encouraged to achieve greater heights in career collaborate with above statement. The student's feedback about counseling cell endorses the same. The counseling sessions with the students gives the students insights about their own personality traits and also provides guidance regarding the areas of improvement within them to become a thorough professional. It helps the students in preparing themselves for the placement. Many students face a dilemma while selection of specialization in their second year. Counseling cell plays a major role by discussing and interpreting the results of Interest inventory test. Of course it is individual choice to finalize test specialization but cell provide support to think about their specialization with right direction. Along with counseling, every faculty take care of student mentoring as "mentor", discuss their issue of any kind with the students minutes of the meeting are maintain, thus also helps students mentor to resolve the issues of student, these decisions are strong foundation of their career path and are reflected in their results and placements. There have been cases wherein students with low self-esteem and low morale were referred to the counseling cell. Appropriate counseling sessions were conducted with them. As a result of the efforts taken in the form of counseling and mentoring, the students have gained self-confidence and have successfully progressed in their career. The success of counseling cell was observed in some extreme cases of depression also. Some students were also experiencing health related and family issues which were effectively addressed by or counselling cell. Some of the students were on the verge of dropping out of MBA program for poor performance in semester exams fear of notable to cope up with things etc. The counseling cell has been successful in motivating such students to complete their MBA program. 6. Problems Encountered Resources Required: The Counseling cell faces few challenges like: 1. It has been observed that few students, who need counseling or who have been recommended for counseling by the mentors are not willing to go for the same. Hence we cannot make it compulsion. 2. There exists fear of getting mocked and insecurity about sharing their personal life

(emotional) details. The resources required and available with the institute includes • Counseling room, • Competent and experienced counselor 1. Title of the practice: OUTBOUND programme for MBA 1st year students 2. Objectives of the practice: • This activity helps develop Team building skills among the students • It also helps the students to explore their creativity and think out of box through different management games. 3. The Context: As Management professionals one of the key element is developing the art of working with teams. This programme helps students to understand different aspects which they might encounter while working in teams and how collaboratively they can work towards achievement of their goals. 4. Practice Out bound activity is conducted for MBA 1st year students soon after they are admitted to their MBA program. Student are divided in to two batches and are taken to nearby Resort which is at the outskirts of Nashik city. These students are then been allotted with rooms in the group of 4 to 5 each and they stay overnight to experience and explore different management skills.. Our in house management faculties acts as trainers and undertake different management games for them. These management games are designed specifically to groom them and develop their team building skills, leadership skills, out of box thinking abilities, Time management skills etc. After every activity a debriefing is given by the trainers to help them understand the learnings and takeaways from it. 5. Evidence of Success: 1. The activities conducted during the outbound programme brings in a remarkable change in students attitude and approach towards dealing with each other 2. The management games helps to explore and develop different management skills 3. Students develop communication skills, Time management skills, Leadership skills and tam building skills. 'Learning by doing' principle is adopted. 4. These activities also helps them understand different hurdles that they might experience at workplace and ways how they can overcome it through different strategic moves. 5. During academic session also, students can connect well with their outbound learning 6. Problems Encountered Resources Required: 1. Initial discomfort/ hesitation from students prospective is seen as they are new to each other. 2. Room allocation is also one of the problem encountered at times by the staff members. Resources Required- • Transportation • Stationary and other material for conducting games

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link
https://metbhujbalknowledgecity.ac.in/MET%20DATA/IOM/NAAC/7.1%20best%20practices%202019-20.pdf

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

EPOCH The urban Hatt: Every year MET's Institute of Management organizes activity-'EPOCH- The urban Hattfor its Young Managers of MBA-I. This activity works in different phases. 1. Students of MBA-I were told to form groups of 10 each and form their organization. 2. These groups were told to give names to their organizations and give proper designations to each member in the organization. 3. All Organizations were told to identify a product that they would be launching in the market keeping in mind their end customers (students and staff of MET BKC) 4. The organizations were then told to define roles and responsibilities of each department on the basis of which their working would be evaluated. 5. The organizations then went through the process of development of the product. 6. Groups were then told to market their product in the respective locations given to themin the campus. 7. They were also told to prepare cost sheet with the help of which they could identify their cost price and determine the selling price on which they would be selling their product. The activity was executed on 9th of November2019 where students got the

ultimate opportunity to sell their products to end customers. This activity not only helps students to get practical exposure to subjects like 'Fundamentals of Management', 'Economics', 'Finance', 'Marketing', etc but also helps them to explore their ENTREPRENEURSHIP Skills. Equalizer- The bridge course Every year MET's Institute of Management organizes equalizer program for its newly admitted MBA students. Students enroll themselves for MBA program from different educational background. In order to bring all student at one platform, equalizer program is organized. This program is designed taking in to consideration the three core subjects where a non-commerce background students might encounter issues. The subjects that are included in this program are 1. Accounting for business decision 2. Economic analysis for business decision 3. Business research methods Basic concepts of the above subjects are introduced to the students before starting with the regular curriculum teaching. MET Seva Institution like to be recognized with its different attributes, which make it distinct. These distinctive characteristics of the Institution are reflected in all its activities in focus Practice. Institute believes in setting benchmark for itself and others in the society. Being an institute of higher learning, we realize our role in building a society free from discrimination and deprivation. In order to fulfill our role, we are engaged in various tasks, which can be labeled as Best Practices. Fostering Community Responsibility, Gender Equality, Spreading environmental awareness etc. these few initiatives are taken as part of its best practices by college.The institute right from its inception is functioning with one of the objectives of serving humanity and uplifting the deprived section of society. Promoters were inspired by ideology promoted by Mahatma JyotibaPhule and Savitribaiphule. ????????????????????????????????? ???????????????????????????????????? ?? - ???????????????? Lack of knowledge leads to indiscretion Indiscretion leads to lack of ethics. Lack of ethics leads to absence of direction and momentum Absence of direction Under.

Provide the weblink of the institution
https://metbhujbalknowledgecity.ac.in/MET%20DATA/IOM/NAAC/7.3%20Distinctiveness%202019-20.pdf

8.Future Plans of Actions for Next Academic Year

1. To organize training program for faculties on E-content development considering the pandemic outbreak and need for effective online teaching. 2. To encourage students and faculty members to take online courses through various platforms such as NPTEL, etc. 3. Restructuring and reframing of Summer Internship Project (SIP) in desk research mode, to go for uninterrupted internships for next academic year without comprising on quality of projects and ensure maximum learning amongst students. 4. To ensure faculty contribution in syllabus designing and enrichment for B.voc and MBA 2nd Year for all specialization of HR, Marketing, Operations and Finance. 5. To organise Course work for Ph.D. Scholars