



YEARLY STATUS REPORT - 2020-2021

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 its own campus? **Yes**
- Phone no./Alternate phone no. **02532555846**
- Mobile no **7774055320**
- Registered e-mail **director_iom@bkc.met.edu**
- Alternate e-mail **nileshberad@rediffmail.com**
- Address **MET's Institute of Management,
Bhujbal Knowledge City, Adgaon,
Nashik - 422003**
- City/Town **Nashik**
- State/UT **Maharashtra**
- Pin Code **422003**

2.Institutional status

- Affiliated /Constituent **Affiliated**
- Type of Institution **Co-education**
- Location **Urban**

- Financial Status **Self-financing**
- Name of the Affiliating University **Savitribai Phule Pune University**
- Name of the IQAC Coordinator **Dr. Namrata H. Deshmukh**
- Phone No. **02532555915**
- Alternate phone No. **02532555846**
- Mobile **8055229304**
- IQAC e-mail address **namratad_iom@bkc.met.edu**
- Alternate Email address **namrata.pradhan22@gmail.com**

3. Website address (Web link of the AQAR (Previous Academic Year))

<https://metbhujbalknowledgecity.ac.in/MET%20DATA/IOM/IQAC/AQAR%202019-20.pdf>

4. Whether Academic Calendar prepared during the year?

Yes

- if yes, whether it is uploaded in the Institutional website Web link:

[https://metbhujbalknowledgecity.ac.in/MET%20DATA/IOM/Academic-Calendar--2020-21%20\(1\).pdf](https://metbhujbalknowledgecity.ac.in/MET%20DATA/IOM/Academic-Calendar--2020-21%20(1).pdf)

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B+	2.69	2018	30/11/2018	29/11/2023

6. Date of Establishment of IQAC

27/10/2015

7. Provide the list of funds by Central / State Government

UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Nil	Nil	Nil	Nil	Nil

8. Whether composition of IQAC as per latest NAAC guidelines

Yes

- Upload latest notification of formation of IQAC

[View File](#)

9.No. of IQAC meetings held during the year **2**

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **Yes**

- If No, please upload the minutes of the meeting(s) and Action Taken Report No File Uploaded

10.Whether IQAC received funding from any of the funding agency to support its activities during the year? **No**

- If yes, mention the amount

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

Due to Covid pandemic, IQAC has suggested to conduct online classes and were conducted smoothly through Google Meet Platform. End Term Exams was also conducted online with a combination of MCQ & written Short Questions through Google Forms. In spite of online classes, the results for the batch was 100%.

Online Placement grooming sessions were conducted through Placement department with the help of Hit bullseye's SPRUCE Platform that included webinar on Resume writing, online Talent quiz, etc.

IQAC proposed Faculties and motivated them for publishing their research papers in some reputed journals and enriching their knowledge by attending various webinars and MOOCs on the relevant topics. And many of them have published research papers as well as completed MOOCs.

To show the indebtedness towards society, MET's Institute of Management along with the Trust have provided their services for Covid Centre during Second wave in the Month of April, 2021. Also our inhouse Counselling Head Mr. Vasudeo Sawant sir have contributed well by telephonic counselling to our stressed out staff and students during second wave of pandemic.

Ph.D Progress presentations and Ph.D Course Work of 10 days for 8 Credits was conducted.

12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards

Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
Pravesh, Aarambh - the induction program was planned in the month of February, 2021	As a part of the induction, Expert talks, Orientation of the program, Bridge courses, Parents meet, Entrepreneurship development program (Task force) were conducted however outbound activity was not conducted due to pandemic.
To enhance E learning facilities and online education	SIP Presentations were held online. The institute promoted use of 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. ICT Webinars were conducted
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	Phd Course work III and progress report presentation were held for research scholars. Faculties were promoted to attend conferences and FDPs, to present research papers and also to publish papers in reputed journals. Number of papers published - 21 UGC listed - 21 Joint publications with students - 0
Placement Grooming for MBA-II	Online talent quiz- Hits bullseye, Resume writing by SPRUCE, Essay competition, and Webinar on

Social Activity	MET's Covid Care Centre in the Month of April, 2021, Telephonic counselling of students and staff during Covid Pandemic
Organising Marketing Meet, Finance meet, HR meet , ED meet	Due to pandemic instead of meets, Expert sessions were conducted for the respective specialisation.

13. Whether the AQAR was placed before statutory body? **No**

- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

14. Whether institutional data submitted to AISHE

Part A

Data of the Institution

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• Name of the Head of the institution	Dr. Nilesh R. Berad
• Designation	Director
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<p>To enhance E learning facilities and online education</p>	<p>SIP Presentations were held online. The institute promoted use of 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. ICT Webinars were conducted</p>
<p>Conduction of Psychometric tests -</p>	<p>Psychometric tests like 16PF, ABC analysis and Interest inventory tests were conducted for the students.</p>
<p>Inculcate research culture, encourage faculty for publishing research papers jointly with students in journals of high repute / UGC / Scopus</p>	<p>Phd Course work III and progress report presentation were held for research scholars. Faculties were promoted to attend conferences and FDPs, to present research papers and also to publish papers in reputed journals. Number of papers published - 21 UGC listed - 21 Joint publications with students - 0</p>
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<ul style="list-style-type: none"> Name of the statutory body 	
Name	Date of meeting(s)
Nil	Nil
14. Whether institutional data submitted to AISHE	
Year	Date of Submission
2022	20/01/2022
15. Multidisciplinary / interdisciplinary	
<p>We at MET Institute of Management, have one program as of now i.e Masters of Business Administration. To foster inter-disciplinary approach, we offer four different specialization in Management discipline namely, Financial management, Human Resource Management, Marketing Management & Operations and Supply Chain Management. Also the curriculum includes courses like Research Methods, Decision Science, Business Communication, Corporate Governance, etc.</p>	
16. Academic bank of credits (ABC):	
<p>We are affiliated with Savitribai Phule Pune University and as of now, we don't have a mechanism of credit transfer and academic bank of credit. However, it is in the planning phase from University level.</p>	
17. Skill development:	
<p>Along with strong academic excellence and delivery we also</p>	

emphasize on extra curricular activities to develop the skills required in the corporate world. Skills such as good communication, MS Excel, Presentation skills and analytical skills are also encouraged through various activities such as Event Management, Task Force Competition and Case Analysis. Over and above this, we work rigorously on their employability enhancements and cater them with Mock interviews, Group Discussions and other grooming sessions. As a part of MBA programme, students are mandated to undergo internships in various companies and are allowed them to explore on different research skills and professional skills like interpersonal skills, report making, report presentation, product presentation, problem solving ability etc.

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

The Indian Knowledge system is integrated by introducing a course in the curriculum named as Indian Ethos & Business Ethics. It covers the concept of Indian Model of Management in the Indian socio-political environment, Laws of Karma and its relevance in business settings, Indian Heritage in Business-Management. Management lessons from Indian heritage scriptures (like Mahabharata & Ramayana), Leadership Pointers from Kautilya's Arthashastra, VEDA Model of Leadership, Corporate Rishi Model, etc.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

The Institute has well defined Program Objectives, Program Outcomes and Course outcomes well communicated to all the stakeholders including students through Institute's website and Displayed on the website of the Institute. Also, during the induction program for First year students, the Vision, Mission, Program Objectives, Program Outcomes, are very well communicated by Director of the Institute. The faculties inform the student about the Program outcomes during the induction programme held at the time of admission of the student. Course outcome of each course is discussed by faculty during the classes.

Institute is affiliated with SPPU. University defines Program Objectives, Program Outcomes, and Course outcomes. The program objectives, Program outcomes and course outcomes are mentioned in the syllabus provided by the University. The syllabus is available on University's Website and also in printed format for the students in the institute library. The session plan is prepared by the faculty to impart the knowledge that is essential

to comply with the course outcomes.

20.Distance education/online education:

In order to offer Management education for working professionals, MET Institute of Management is planning to offer the distance education program in near future.

Extended Profile

1.Programme

1.1

81

Number of courses offered by the institution across all programs during the year

File Description	Documents
Data Template	View File

2.Student

2.1

253

Number of students during the year

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2

102

Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year

File Description	Documents
Data Template	View File

2.3

124

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic	
3.1 Number of full time teachers during the year	16
File Description	Documents
Data Template	View File
3.2 Number of sanctioned posts during the year	13
File Description	Documents
Data Template	View File
4.Institution	
4.1 Total number of Classrooms and Seminar halls	9
4.2 Total expenditure excluding salary during the year (INR in lakhs)	12184150
4.3 Total number of computers on campus for academic purposes	134
Part B	
CURRICULAR ASPECTS	
1.1 - Curricular Planning and Implementation	
1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process	
<p>Institute being affiliated to SPPU, its curriculum is designed and developed by University. This curriculum is effectively delivered through 'Micro Plans'. Micro plans are prepared by respective subject faculty in the beginning of every academic year which includes detailed session plan. Institute prepares the Annual Academic calendar for both odd and even semesters. The calendar provides the details of commencement of session, concurrent examination, end term examinations, events, placement drive, etc. Timetable is prepared in 2 or 3 slots per semester since we have</p>	

adopted workshop pattern of teaching. Various pedagogies are used for delivering the curriculum, which includes; Chalk & talk, Power-point Presentations, Case-studies, Role-Plays, Desk Research, etc. Use of computer labs, language lab and LMS helps them in providing platform for online learning. The evaluation of the effective delivery of the curriculum is ensured by conducting Concurrent evaluations, class-tests, assignments, End term exams, etc. Remedial classes are conducted for weak students.

Course completion status and student attendance is tracked in Fortnightly meetings. In case of lag in syllabus coverage, extra lectures are scheduled in order to ensure syllabus completion. Mid term attendance is displayed to students so that they can comply with 75% attendance norm of University.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	NA

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

Institute prepares academic calendar for both semesters which highlights Internal Exam dates and other important academic and non-academic events. Internal Assessment tests, assignments, case studies and Journals are part of CIE and the Subject faculties are given the freedom to design and conduct concurrent evaluations of their subjects during the teaching slots. However, internal end term exam is scheduled in the academic calendar and conducted as per schedule.

The Examination committee reviews the compiled Internal Assessment marks and ensures the submission of necessary supporting documents by the faculty. The final marks is displayed on notice board and are then uploaded on University portal. This process ensures transparency in the CIE process followed at the institute. The Head of Institution, through the academic committee meetings, frequently reviews the semester's progress. If the academic calendar of the university is revised, the institute incorporates necessary changes accordingly. Calendar was as follows.

1. Internal Summer Internship Project VIVA for July Dec'2020 was conducted as per schedule from 4th to 11th August 2020 (online

mode) .

2. Internal End Term Exam in Online MCQ mode was also conducted as per schedule.

3. Aarambh - Induction of MBA I was delayed due delay in centralized admission process.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://metbhujbalknowledgecity.ac.in/MET%20DATA/IOM/Academic-Calendar--2020-21%20(1).pdf

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

A. All of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	No File Uploaded

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

1

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

6

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

132

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

MET's Institute of Management takes initiatives towards major cross-cutting issues. Institute with the help of internal faculty conducts the sessions on awareness in professional ethics. The code of discipline are made and displayed on notice board for student's reference. In terms of Gender Equality, Girls and boys are given equal opportunity. Our Institution provides them

uniforms to look alike, equal placement opportunities, and equal opportunities towards various events conducted in-house such as anchoring, competitions, Research paper writing, debate competition and Quiz. Human Rights, Indian Ethos and values, etc. are subjects included in the curriculum to address the elements of Human values, such as respect, acceptance, consideration, appreciation, listening, openness, affection, empathy and love towards other human beings not only in Institution but also in the community. Students are encouraged to participate towards environment safety by planting the trees inside the Institution premises and within the surrounding. Students in the 4th semester have subject in CSR & SD where they are given small projects such as donation drive, visiting schools of the under privileged, etc. to make them realize the significance of CSR for environment and society. More than 30 students actively participated in these schemes.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

3

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	View File

1.3.3 - Number of students undertaking project work/field work/ internships	
122	
File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File
1.4 - Feedback System	
1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	C. Any 2 of the above
File Description	Documents
URL for stakeholder feedback report	https://metbhujbalknowledgecity.ac.in/MET%20DATA/IOM/NAAC/SSS%202020-21.pdf
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	No File Uploaded
Any additional information	View File
1.4.2 - Feedback process of the Institution may be classified as follows	B. Feedback collected, analyzed and action has been taken
File Description	Documents
Upload any additional information	View File
URL for feedback report	https://metbhujbalknowledgecity.ac.in/MET%20DATA/IOM/NAAC/SSS%202020-21.pdf
TEACHING-LEARNING AND EVALUATION	
2.1 - Student Enrollment and Profile	
2.1.1 - Enrolment Number Number of students admitted during the year	

2.1.1.1 - Number of students admitted during the year	
133	
File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File
2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)	
2.1.2.1 - Number of actual students admitted from the reserved categories during the year	
110	
File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File
2.2 - Catering to Student Diversity	
2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners	
<p>Institute conducts one week Induction programme for first year students where a 3 day bridge course is conducted. Brief overview of 3 technical subjects viz. Accounts, Economics and business research methods is conducted to bring all students at one platform. This programme helps create a base for students coming from different background.</p> <p>Also, continuous assessment in the form of class test, Class Assignments, GD are conducted. This acts as an effective tool for assessing learning levels of students. By continuously interacting with students, faculties identify the slow learner and the fast learner.</p> <p>Strategies for slow learner-</p> <p>Institute helps slow learner to cope up with different subjects by taking their remedial classes. Also Group Study System is encouraged. Students are given journal and are asked to solve the question bank. This practices helps them to understand subject in</p>	

much better way.

Strategies for fast learner-

Skill Development Programme like Communicative English, Aptitude and Placement related activity are conducted. Advanced learners are encouraged to enroll in MOOC Courses. Institute also provides additional learning and reference material through online resources like Ebsco, Jgate, etc.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
253	16

File Description	Documents
Any additional information	No File Uploaded

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

MET has a student centric approach. We emphasize on experiential, participative and problem solving methodologies that enhances students learning experiences. Faculties at MET create a blend of different methodologies to teach the students in a different way. Role Plays, Team works, activity based teaching, etc. are part of teaching learning pedagogy. Experiential learning helps the students to get better clarity on the concept whereas Audio-visual, case based teaching, activity based teaching, and situation analysis makes it possible.

1. Project Based Learning which includes 60 days internship work with companies in a real-world setting. Here Students are encouraged to take up study/research projects with respect to their specializations.
2. Every year institute conducts task force presentation where

students in the group have to present a unique and creative business idea. This encourages students to think differently. Students have to develop a business model with the idea generated and present it. The idea is then put forth in front of industry experts which helps students understand its practical aspects.

3. Participative Learning: A series of workshops/seminars/guest talks/webinars are organized by inviting industry experts to bridge the industry academia gap. Outbound program is also part of participative learning.

File Description	Documents
Upload any additional information	View File
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

The presence of ICT allows new ways of learning for students and teachers and helps teachers to interact with students in more effective way. MET uses ICT tools to make teaching more engaging and student friendly. Each classroom is enabled with LCD projector, screen, Audio Visual tool and Internet facility. Institute uses 'Moodles' as a Learning management system which has a completely transparent process that provides a convergence facility to the faculty with the students. Here faculties can upload subject content, take test and assignments and evaluate students gregariously on their subjects.

Institute also has a fully integrated ERP where students have access of e-library. MET has a Wi-Fi enabled campus where students can access internet on their Mobile, Laptop, and to other electronic gadgets to access e-Books and e-databases. NPTEL, Coursera, Swayam and other online courses are offered to supplement classroom teaching.

During the COVID-19 pandemic lockdown, Virtual classrooms were created using platforms such as Zoom, Google Meet to support regular academic activities. Students are encouraged to use MS office and other ICT applications to create presentations, assignments, projects etc.

The institute has Computer lab, and Language lab with internal LAN

with 130Mbps/Gbps internet speed.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	No File Uploaded

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

14

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	No File Uploaded
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

16

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

7

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

85

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The Internal assessment provides feedback on the teaching-learning process. With the same approach, as per the guidelines and components given by SPPU, faculties design the concurrent evaluation for their respective subjects. This helps the faculty to keep a track on the continuous learning and development of the student. The Components of internal assessment are selected from the groups provided by SPPU and are mentioned in the micro plans of each subject at the beginning each semester. MET IOM through its LMS, moodle and Google Form have conducted Subjective Exam, Project report, MCQ quiz, and Assignment. Students are communicated with the remarks and scores after evaluating each internal assessment parameter. In case of low grades, students are given a chance to upgrade themselves by submitting extra assignments. During the process of internal assessment, it is ensured that each student has been given maximum and equal opportunity to upgrade and score well adhering to the Institute

and University guideline.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	https://metbhujbalknowledgecity.ac.in/MET%20DATA/IOM/MBA%20Revised%20Syllabus%20From%20the%20Academic%20Year%202019-20.pdf

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

The internal exams help students to understand their progress and can work upon the weak areas before the final exam. The internal examinations are conducted at the end of each semester for students to give them exposure to the external exams. Exams are conducted as per the policies decided by the institute. As per SPPU guidelines, exams were conducted through online mode during COVID.

Institute keeps transparency for grievances that might arise during examination.

The common grievances and policies to deal with are:

- If any grievance is being raised by the student related to exam and its evaluation, examination committee looks into it and takes decisions according to University norms.
- If the grievance is regarding malpractice during the examination the decision is taken by the examination committee in consultation with the director and concerned invigilator.
- If any students is not able to attend the exam due to medical or personal emergency the application for the same is being taken with necessary proof. The decision regarding permission is being taken by the examination committee with concerns of higher authority.
- If students are having issue regarding the marks secured, they are allowed to contact respective subject faculty for the reassessment.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

The Program Outcomes (POs) and Course Outcomes (COs) are framed by the Savitribai Phule Pune University (SPPU). POs incorporate many areas of inter-related knowledge, skills and personality traits that are to be acquired by the students during their post-graduation. Whereas Course Outcomes (COs) are direct statements that describe the essential and enduring disciplinary knowledge, abilities that students should possess and the depth of learning that is expected upon completion of a course. They are clearly specified and communicated to all stakeholders. All POs and COs are widely propagated and publicized through various means such as: Institute's Website, Moodle, Institute Notice Boards, Computer Labs , Library Premises. During interactions with employers, Parent Teacher Meet and Alumni Meet, Programme outcomes are also briefed.

While addressing the students, the HODs create awareness on POs and COs in Student Orientation/Induction Program. At the beginning of the session of every subject, the faculty members addresses the students and create awareness and emphasize the need to attain the course outcomes.

Program Outcomes (POs) are broad statements that describe the professional accomplishments which the program aims at, and these are to be attained by the students by the time they complete the MBA program.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all Programmes (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

1. Attainment level of Program Outcomes is determined on the basis of both direct and indirect tools of Assessment. Direct methods are given 80% weightage and indirect methods are assigned with 20% weightage. Direct attainment level of a PO is determined by taking average attainment of course outcomes across all courses addressing that PO. Direct methods display the student's knowledge and skills from their performance in the continuous assessment tests, end-semester examinations, presentations, and classroom assignments, etc. these methods provide a sampling of what students know and/or can do and provide strong evidence of student learning. Input Used for Direct Assessment is Mark-sheet of the Students from where the scores are recorded and CO attainments are calculated. Indirect attainment level of PO is determined based on the student's exit survey, parent's survey etc. Indirect methods such as surveys and interviews ask the stakeholders to reflect on student's learning. They assess opinions or thoughts about the graduate's knowledge or skills and how they are valued by different stakeholders. Course outcome is calculated based on university evaluation and internal evaluation/concurrent assessment. 80% Weightage is given to University Assessment and 20% weightage is given to Internal Assessments

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

120

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<https://metbhujbalknowledgecity.ac.in/MET%20DATA/IOM/NAAC/SSS%202020-21.pdf>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

2

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

In line with its commitment to provide best of the exposure to its students, MET believes not just in creating the future managers for some other organizations but also to be the job creators. With the same intentions, different entrepreneurial activities are carried out for students.

Institute has established its Innovation and incubation cell as per the norms of centre for Innovation, incubation and linkages, SPPU. It aims to create an ecosystem that brings together the students as young aspiring entrepreneurs by nurturing and empowering their new and growing start-ups.

The followings activities are undertaken by this cell.

1. Business plan presentations are organized at the institute level where students present their business ideas in from of the entrepreneurs.

2. The shortlisted teams are later encouraged to participate in cluster level competition organized by SPPU. Faculty members also take initiatives to mentor students' teams guiding them to identify problem statements and ideate innovative solutions.
3. The institute has also created the eco system by enriching the knowledge of faculty members and PhD Scholars by providing opportunities to undergo a seminar on IPR and Research Methodology during Ph.D Course Work.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

7

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

0

File Description	Documents
URL to the research page on HEI website	Nil
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	No File Uploaded

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

21

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

1

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

To ensure holistic development of the students, we blend academics with community engagement activities to sensitize students towards various social and environmental issues. Considering the prevalent

Covid pandemic scenario, majority of extension activities were diverted towards helping the society for dealing with the pandemic. Bhujbal Foundation have collaborated with Nashik Municipal Corporation and started a covid care centre for which MET Institute of Management have shared their resources like water purifiers, sports equipment's, beds, etc. for the patients. Students have volunteered various activities like food & Essentials donation, medicines and sanitizer distribution, etc. along with Bhujbal Foundation. We have conducted a session for briefing the students for their responsibilities towards the society and get vaccinated and even promote vaccination in their families as well as neighborhood to fight against pandemic. We have taken a vaccination drive for students and staff before offline classes commencement. Yoga day was celebrated online by emphasizing students on importance of yoga and pranayama. Students have also done Tree plantation activities in nearby premises. These activities sensitize the students towards Social Issues & helps to develop the student community relationship, leadership skills, social skills and self-confidence. It develops empathy, compassion and brotherhood towards society.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	No File Uploaded

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

7

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

294

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

2

File Description	Documents
e-copies of related Document	No File Uploaded
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

3

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The campus is spread over 34 acres of lush green landscape with an aesthetic combination of modern facilities. The Air- conditioned classrooms are ICT enabled and equipped with LCD projectors, internet connectivity, audio-visual facilities, beautifully designed furniture & white boards. We also have a well-furnished, air conditioned Seminar Hall with a seating capacity of more than 120 with Podium, Sound system, LCD projector and white board that is used for National Conferences, FDPs, Seminars, etc. There is one computer lab and one language lab with 134 computers with internet facility for students & staff. The entire campus is secured and under the surveillance of cctv cameras. We have an air conditioned library with internet facility and varied range of

books from different domains of Management as well as general subjects. Digital Library with 5 computers with LAN and Internet facility, E-resources, online data bases subscription EBSCO, J-GATE PLUS, etc. are functional. We also have OPAC system for online database in our own ERP. Apart from this we have Administrative office, Conference room, Placement Office, Counselling Cell, Girls Room, Exam Centre, Research Centre, ED Cell, Reprographic facility and Tutorial rooms for students.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	NA

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

'The future is all about youth, Youth is all about energy, and Ideas'. As we know, in a physically sound body a strong and sound mind exists, in which benevolent and assertive thoughts are born. Such Youths are shaped at our Gymnasium by various Gym Devices. We have a sports instructor and Gym instructor who is common for our campus. The Indoor Sports facilities that are currently available on the Campus are Carrom, Chess, Table Tennis, Snooker, etc. The Playground is available inside the campus. We have a MET World of Music (MWM) i.e. a Music room where any one can listen music as per their choice and even learn and practice various Musical instruments. In Outdoor sports we have cricket ground, Football & Volleyball, Basketball court, Tennis and Badminton court. We have an amphitheater where lots of events takes place throughout the year like Republic day, Independence Day, Staff welfare programs during Diwali and Utsav, Various competitions and Musical programs. The campus has huge ground with a sitting capacity of 10000 plus crowd for our Annual Fest - Utsav which we all celebrate together in the campus.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	NA

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart

class, LMS, etc.

11

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

241900

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

We have an air conditioned library with internet facility and varied range of books from different domains of Management as well as general area. The Institute has an LMS and helps in systematically maintaining the data of all the resources available in the library. We use ERP which is developed in house. The library has a reading hall with a rich collection of scholarly books, journals, magazines, dictionaries, encyclopedias, online databases and NPTEL Videos and reports. The library holdings also include dissertations, SIP project reports on various subjects. Besides this, the Library is also equipped with the latest e-

journals, accessible through campus-wide LAN. The library has access to the Internet. It has an adequate number of computers to facilitate searching/accessing e-resources, web browsing, and also for other academic work. Digital Library with 5 computers with LAN and Internet facility, E-resources, online data bases subscription EBSCO, J-GATE PLUS, DELNET, etc. are functional. We also have OPAC system for online database in our own ERP with an access to students and staff for searching books. There is computerized system for issue and return of books. Barcoding of books is done for maintaining an online database of books available in library.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	Nil

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

B. Any 3 of the above

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

442303

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

12

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	No File Uploaded

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The Institution has a dedicated EDP Department who works on updation and upgradation of all the electronic equipment. The assessment of IT Infrastructure in the beginning of every academic year is done for replacement, upgradation or any addition. Replacement of any equipment or device is carried out time to time, based on warranty period for the particular product. Renewal of AMC is done after completion of the ongoing AMC agreement. We have 134 computers, 7 printers, 6 Webcam & 6 headphones for online classes, 2 hand mic, 1 collar mic, 1 podium mic and 4 laptops that is solely used for the institute purpose. The institute has purchased Google Suits for online classes during pandemic. We have purchased a Firewall policy for which AMC is paid and renewed yearly. There is antivirus software for all the systems.

The institution provides IT enabled teaching-learning environment on the campus round the clock. Leased web connectivity is in place to cater to all students and staff through Wi-Fi and physical connectivity. The institute uses the internet service of BSNL and has the internet bandwidth of 100 MBPS. The institute has a 24X7 Wi-Fi facility in the campus for the student and faculty members.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.3.2 - Number of Computers

134

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	No File Uploaded

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	No File Uploaded

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

3641235

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

There are two departments for maintaining and utilizing physical, academic and support facilities namely :

A) Civil Maintenance department:

It takes care of overall maintenance of campus facilities. The department have appointed skilled 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 wooden works one carpenter is appointed. 5) For the maintenance of water pipeline and sewage 2 plumbers are appointed. 6) Water tank cleaner is appointed for cleaning of water tanks with regular maintenance contracts after every six months. 7) Outsourcing: Management has outsourced Security works and House Keeping & Cleaning works to "DEESHA". The plantation work is outsourced to 'Papaya Nursery' for the overall maintenance and beautification of the campus.

B) EDP department:

As a common facility there is a full-fledged IT department. One Networking personnel is appointed for our Institute who ensures that IT facilities in form of computer and their accessories are timely maintained and carried out by EDP department. CCTV and EPABX is done by EDP department.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	NA

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

161	
File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

0

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

A. All of the above

File Description	Documents
Link to Institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

49

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

49

File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

49

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

0

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

0

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

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

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

0

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

Student Councils helps to improve academic standards and provides a sense of ownership among the students towards institute. Keeping this focus, the institute has formed a strong and proactive

Student Welfare Council under Maharashtra University Act, 1994 (Section 21) and as per the guidelines of SPPU. The advisory committee is formed in every academic year. It includes: Director, Management Representative, Student Welfare Officer, Lady Professor, Student Representative, Non-Teaching Staff, and Local Service Man. The college ensures representation based on gender, sports, culture, category etc. These committees include course coordination, class coordination, research, library, lab activities, event management, placement etc.

The event management committees consist of cultural, sports and industrial visits platforms. The Induction program of first year is solely managed and conducted by them as per the guidelines of the respective teaching staff in different committees like organizing committee, Anchoring committee, Stage committee, Hospitality committee, Food & Registration committee, etc.

We have appointed spocs for Placement department. They share job alerts, update on future events and help the placement department in co-ordinating with the candidates of other institutes for the interviews during pool campus placements. In addition, recommend sessions on preparing for job interviews, aptitude sessions and other areas.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

0

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

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.

We conduct Alumni Meets however due to Covid pandemic, it was not conducted this year. However, the alumni shares various updates in terms of job opening, current requirements from recruiters etc. Guest lectures were organized to bridge industry academia gap. The seniors help the juniors through coaching, mentoring, sharing their life experience, work life balance, etc. They help the institute by providing valuable feedback, suggestions and recommendations.

File Description	Documents
Paste link for additional information	NA
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

Vision: To be globally recognized institute for socio-economic development by achieving excellence in management education and research through structured application oriented learning systems.

Mission: Imparting quality management education for future management professionals by inculcating research aptitude and nurturing entrepreneurial culture through our intellectual human capital supported by state of art infrastructure.

The governance of an institution aligns its strategies, actions, and decision-making processes with the objectives outlined in the vision and mission statements.

Strategic Direction: The governance collaborate with the management and stakeholders to formulate and implement strategic plans that prioritize initiatives aimed at achieving excellence in management education.

Resource Allocation: Governance ensures that adequate resources, including financial, human, and infrastructural, are allocated to support the vision and mission. This involves making informed decisions about resource allocation, investing in faculty development, research facilities, and infrastructure necessary for delivering quality management education.

Quality Assurance: Governance establish mechanisms to monitor and evaluate the quality of education. This include conducting regular reviews of teaching methods, and seeking feedback from students, alumni, and industry partners to assess the effectiveness of the education provided.

Industry Partnerships: Governance ensures to provide students with exposure and opportunities like internships, guest lectures, and interactions with experts.

File Description	Documents
Paste link for additional information	NA
Upload any additional information	No File Uploaded

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

Effective leadership within an institution is often manifested in various practices that promote decentralization and participative management. One such case is the role of academic coordinators in coordinating the academic activities and fostering collaboration within an educational institution. Academic coordinators play a crucial role in managing and coordinating academic programs, courses, and activities. They work closely with faculty members to ensure that curriculum delivery, course content, and teaching methodologies are functioning. By involving coordinators in decision-making processes, leadership promotes a participative management approach that values input from those directly involved in academic affairs.

Effective leadership is visible as academic coordinators are empowered to take ownership of their roles and are given the autonomy to make decisions within their designated areas of responsibility. They collaborate with faculty members to develop academic policies, review and revise curriculum delivery, and implement innovative teaching practices. This participative approach fosters a sense of ownership, engagement, and accountability among the faculty, leading to higher motivation and commitment to the institution's goals.

By empowering academic coordinators and involving them in decision-making processes, leadership promotes collaboration, accountability, and continuous improvement within the institution's academic programs. This approach fosters a positive and inclusive culture that supports the institution's mission.

File Description	Documents
Paste link for additional information	NA
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

One of the objectives in perspective plan was to improvise on teaching and learning process by incorporating ICT tools upgrading the session delivery. This plan was achieved by institution by developing learning management system (Moodle) in house. The LMS was customized to make the learning more accessible to students, where each course teachers were able to interact with students via LMS session notes, assignments, attendance, evaluations, mock exams etc were managed effectively. The use of LMS during pandemic restriction enabled institute to deliver uninterrupted quality education.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	http://49.248.38.78/moodle/
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The Institute has a perspective plan for development. It is also having well-set decision-making processes. Decisions made by Governing Body and Director who takes input from Academic Committee is disseminated through IQAC, Academic Coordinator, and HOD. Continuous quality improvement is aimed at teaching-learning, research and development, community engagement, industry interaction.

The institutional functioning is effectively managed with the following administrative bodies:

- Board of Trustees- It's the apex body of the Institution, who monitors, advices the Institute in realizing its vision and mission.
- Statutory bodies are Governing Body, College development committee
- Governing Council - Members consist of representation from Trust, Affiliating-University, UGC, State Government, Industry, Academia and faculty members who are responsible

for the effective functioning of the Institution.

- **HOI & Chairman IQAC-** Aims in developing a system for conscious, consistent and catalytic improvement for overall performance of the institution.
- **Academics -** Institute has departments based on different specialization. Each department members meet regularly to discuss, brainstorm, deliberate and decide on various operational, tactical and strategic issues of the Institution.
- **Administration-** Aims at managing the overall administrative responsibilities of the institution.
- **Placement and counselling cell:** Aims to enhance employability of students.
- **Research:** Aims at enhancing research acumen of the institute.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	https://metbhujbalknowledgecity.ac.in/MET%20DATA/IOM/MET%20IOM%20Organogram.pdf
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	No File Uploaded
Screen shots of user inter faces	No File Uploaded
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

Welfare measures are of great significance for both the teaching and non-teaching staff. Happy staff leads to growth of the Institution. There are various statutory and non-statutory welfare measures adopted by the institute which are as follows:

Statutory Welfare Measures: Drinking Water, Washrooms, Sitting arrangements, Proper ventilation, Canteen, Changing Rooms, Rest Rooms, Music Room, Gym, Sports Room, Maternity benefit, Mediclaim & Insurance, Sexual Harassment policy, etc.

Non-Statutory Welfare Measures: Eye Check up camp, Flexi time as and when needed, Employee assistance such as counselling, Diwali party, Employee referral scheme, Work Anniversary celebration, Family Mediclaim Insurance also offered to employees, women empowerment cell named as "Spandan" under which various activities and events are planned for female staff like Women's day celebration, cultural events like Haldi Kumkum, appreciation ceremony for achievements of women staff. Free workshops and seminars on recreational activities, personal financial planning, etc. during MET - UTSAV. This is how the Institution Plans, organizes and gives the platform for all the staff members to participate and learn and be a part of MET BKC family.

File Description	Documents
Paste link for additional information	NA
Upload any additional information	No File Uploaded

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

2

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

4

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

17

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

A performance appraisal system manages the employee performance process of an organization to evaluate the job performance of a team. It includes capturing qualitative and quantitative feedback and turning them into actionable insights.

Institute has robust performance management system:

1. The staff is asked to fill the SWOC and self-appraisal form
2. Assessment is done by the HOI on the following parameters:

- Teaching
- Research
- Other contribution

1. Final performance report is submitted to Management
2. Normalization of performance is done by Management
3. Individual Performance Review Report is given as feedback by Management
4. HOI has personal interaction with individual staff
5. HOI discusses the performance with individual staff.

File Description	Documents
Paste link for additional information	NA
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The Institute has mechanisms for internal and external audit. Internal audit is carried out for every payment. Our Institute has an internal auditor who audits all the accounts regularly which are kept & written by Accounts Department. The internal audit is carried out by the auditor appointed by the management. There have been no major objections. There are no adverse comments on the accounts. The Institute has the properly designed system of internal audit & prepares budget every year. Majority of purchases are done from approved vendors. Quotations are invited, comparative statement is prepared and then purchase order is given. There is separate Central Purchase Department for carrying out the purchases activity. Statutory auditors are also appointed who certify the financial statements in every financial year. Statutory audit is carried out once in a year. Account department maintains proper account books. Statutory Auditor verifies all receipts & expenses bills, payments of the Financial Year. Every fee receipt , Cash Voucher, Bank Voucher, Purchase bills and other supporting relevant documents are verified by Statutory auditor at the time of Statutory audit. Audited statements are prepared and signed by Trustees and Chartered Accountant.

File Description	Documents
Paste link for additional information	NA
Upload any additional information	No File Uploaded

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

- MET IOM employs various strategies for mobilizing funds and optimizing the utilization of resources to support our operations, initiatives, and growth.
- The key strategies are as follows:
- **Budgeting and Financial Planning:** Effective budgeting and financial planning are essential for optimizing resource utilization. Institutions develop comprehensive budgets that align with their strategic priorities, taking into account revenue projections, expenditure plans, and financial sustainability goals. Regular monitoring and review of budgets help ensure efficient resource allocation and identify areas for cost-saving measures.
- **Grants and Contracts:** Institutions actively pursue grants, contracts, and research funding opportunities from governmental agencies, foundations, and other sources. These funds support specific projects, research endeavors, and community outreach initiatives
- **Resource Optimization and Efficiency Measures:** Institutions continuously strive to optimize the utilization of their existing resources. This involve adopting energy-efficient practices, implementing cost-saving measures, streamlining administrative processes, and leveraging technology to automate tasks. Regular assessments of resource utilization and efficiency help identify areas for improvement and resource reallocation.
- **Performance Metrics and Accountability:** Institutions establish performance metrics and accountability mechanisms to ensure effective utilization of resources. Key performance indicators (KPIs) are defined to track progress, assess outcomes, and evaluate the efficiency of resource utilization.

File Description	Documents
Paste link for additional information	NA
Upload any additional information	No File Uploaded

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

Significant contributions of IQAC:

- **Teaching & Learning:** IQAC reviews the teaching and learning process by conducting meeting thrice in a semester. At the end of the semester, feedback of faculties is taken subject wise for necessary action.
- **Research Acumen & Faculty Development :** IQAC has initiated to infuse research culture in the Institute by encouraging faculties to attend various webinars on Research Methodology, publishing the research papers in UGC listed journals to develop their research acumen and also go for MOOCs in order to update their domain knowledge.
- **Research Centre:** Course work and 2 progress report presentations for Ph.D scholars were conducted in an online mode.
- **Social Responsibility:** MET Seva trust along with Nashik Municipal Corporation have provided their services by setting up a Covid care centre at Meenatai Thackeray Stadium of Nashik as an initiative of the educational institutes towards the society when there was shortage of hospital beds and oxygen cylinders in the hospitals.
- **Extension Activities:** Following activities were conducted as a part of Extension activities:
 1. LAUNCHPAD - Orientation Program
 2. ANUBHUTI - the outbound program
 3. ABHIVYAKTI- The Task Force competition
 4. AASHWASTHA- Parents Meet
 5. 16 PF Test
 6. ABC Analysis

7. Specialization Inventory Test

File Description	Documents
Paste link for additional information	NA
Upload any additional information	No File Uploaded

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

MET IOM is committed to continuous improvement in teaching and learning processes for this it established an Internal Quality Assurance Cell (IQAC) as per the norms set by relevant accreditation bodies or regulatory agencies. The IQAC is responsible for reviewing and monitoring various aspects of the institution's operations. The IQAC's role involves the following:

Teaching-Learning Process: The IQAC evaluates the effectiveness of the teaching-learning process by assessing the curriculum delivery, teaching methodologies, assessment methods, and student engagement.

Structures and Methodologies: The IQAC reviews the institutional structures and methodologies in place. This includes assessing the availability and utilization of educational resources, technology integration, faculty development programs, and support services for students.

Periodic Reviews: The IQAC conducts periodic reviews at regular intervals, typically bi-annually. These reviews involve data collection, analysis, and stakeholder feedback.

Incremental Improvement: Based on the findings of the reviews, the IQAC works with relevant stakeholders, such as faculty, administrators, and students, to develop action plans for incremental improvement. These plans include initiatives for curriculum enhancement, faculty training, pedagogical innovations, infrastructure development, or student support services.

Documentation: The IQAC maintains records of the reviews conducted, improvement initiatives implemented, and the progress made over time.

File Description	Documents
Paste link for additional information	NA
Upload any additional information	No File Uploaded

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	NA
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

MET's IOM believes in gender equity principles. Right from the time of admission till the exit of the students. All students male female are given equal opportunities in holistic way, may it be hosting, anchoring events in-house, may it be some competition participation in debate, quiz, reels, Research paper writing, and scholarship. We keep prizes for 1st three toppers to boost their morale and keep them motivated so that they participate again and get practical exposure for their great learning and experience. We also correlate the curriculum studies with day to day events in Institution as live example. International Women's day is celebrated on 8th of March every year to remind all the

significance of this day. We in our Institute have created a ladies forum named Spandhan sakhies where in all the Faculties & non-faculties unite together, the purpose to create this forum is freedom of speech, freedom of expression, host cultural events specifically related to ladies, celebrate birthday, Knowledge sharing, other lady guests are invited for expert lectures where in she delivers on topics which is useful to the forum on work life balance, cooking tips, beauty tips and stress management, self-care, etc.

File Description	Documents
Annual gender sensitization action plan	NA
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	NA

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Solid Waste Management System:

Paper and other waste from the campus. This solid waste is divided in two types i.e. dry and wet and is collected in the collection bins and disposed through the City Municipality Corporation collection vans. The assigned housekeeping staff of "Deesha" takes charge of collecting and disposing the solid waste. All staff members, students and canteen staff members are encouraged to

promote the Plastic free campus and the office waste papers are reused for printing the routine printouts in the office. Campus has adopted ERP system whereby most of the administrative and accounting work is done on computers reducing the paper wastage.

Liquid Waste Management:

STP -Liquid Waste Treatment Plant -an in-house STP system is installed, with a capacity of 200 kld. The campus is equipped with its own Sewage Treatment Plant and the water or the liquid waste generated from various sources like laboratories, toilets, canteen is treated and reused for non potable purposes like gardening and flushing.

E-waste Management:

The hazardous E-waste materials like Cables, CD's, LAN cables, Printer cartridges, monitors etc are recycled with the help of a vendor from scrap market of the town.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

A. Any 4 or All of the above

1. Restricted entry of automobiles
2. Use of bicycles/ Battery-powered vehicles
3. Pedestrian-friendly pathways
4. Ban on use of plastic
5. Landscaping

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	No File Uploaded

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

D. Any 1 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment

A. Any 4 or all of the above

**5. Provision for enquiry and information :
Human assistance, reader, scribe, soft copies
of reading material, screen reading**

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

- MET UTSAV is one of the grand cultural event conducted every year in our Institution . It's an utsav which keeps the morale of the students high. Builds team unity, enthusiasm. Various products are displayed in stalls and sold. Thus they get to learn in various areas organizing, managing, selling, handling customers. They get the freedom to wear the ethnic sarees and attires of different culture and state thus inculcates in them the rich culture & human values in our society & oneness, Sports like cricket and football completions are organized again to teach them through playing the bond in them is developed, team building, organizing, planning and winning it.
- CSR-To make student aware about social responsibility & social issues in the society with the involvement of institute staff to provide assistance to the needy people in selected communities through various social initiatives to empower people economically, socially & health wise. Environment Promotion in the selected communities to provide infrastructure facility in the communities through MET-BKC SEVA, Govt. Schemes, corporate funds etc. To give mini projects to students to make them realize the needs of the community and how to conserve the environment, Tree plantation, etc.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

Youth is the change Agent in our society & Education is an essential tool for awareness and implementation of the same. With growing population and increase in automobiles and stress of driving Road safety induction programs are important so we give Road safety tips every year to our students. We invite RTO Officer to conduct the session on this topic of road safety awareness and driving rules one must know. The purpose is to make them realize safety and health is important. We celebrate Independence Day 15th August. Students are given full freedom to host the function. They sing National Anthem, dignitaries hoist flag followed with cultural events dancing and singing on this day and make this event enthusiastic by our students. The importance of a girl child in our society. Earlier days the girl child born were not preferred by the orthodox mind. So we organize a lecture on Significance of a girl child. How to save, protect and empower them by demonstrating with examples. At the outcry of pandemic Covid-19 we kept the Aadhar camp, vaccination for all students free of cost.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	NA
Any other relevant information	NA

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to

A. All of the above

the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

Education is the means through which students Learn, remember, and execute. We believe in every possible way and it is necessary to inculcate amongst all students the basic values and give them awareness on Importance of Peace, happiness and freedom. Independence that we achieved because of our brave warriors and soldiers who fought for the country to get free from the dominance of British Indians. So we celebrate Independence Day and remind the students of the brave martyrs. Gurudev Rabindranath Tagore who composed the poem Jana gana mana and sang it is on this day for peace and harmony so we celebrate Independence Day .Our youth must know and celebrate this day with the purpose to tribute to great martyrs. We also celebrate Savitri Bai Phules the legendry's Birth day, all employees gather in entrance lobby of Administrative office on this day and pay tribute. We also celebrate Holi the festival of colours by spreading colours of happiness on each other followed with snacks and sweets. We celebrate Diwali festival of lights, we decorate our premises with rangoli, flowers and light. All celebrate the festival with elation.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	View File
Any other relevant information	No File Uploaded

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

1. **Counseling & Students Development cell:** The main objective of cell is to build inner potential within the students. This 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 department is functional & available throughout the year for students as well as for staff members.

2. **OUTBOUND programme for MBA 1st year students:** 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 conducted by in house Trainers.

Student are divided in two batches and 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. After every activity a debriefing is given by the trainers to help them understand the learnings and takeaways from it.

File Description	Documents
Best practices in the Institutional website	https://metbhujbalknowledgecity.ac.in/MET%20DATA/IOM/NAAC/7.2.1%20Best%20Practices%202020-21.pdf
Any other relevant information	<p style="text-align: center;">NA</p>

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Promoters believe that education is only way to uplift the society. Marching towards the vision the CSR cell, MET-SEVA, was established.

The main purpose behind this was to create a sense of responsibility and instilling sensitivity amongst the students and other stakeholders towards community development.

Institute tries to help underprivileged strata of society by providing them support through various activities. With the help of students institute is identifying, supporting and promoting innovations and scalable interventions for empowering the underprivileged.

Under MET-Seva, few villages have been adopted for their holistic development through student's involvement in social upliftment programmes.

Apart from this, the cell have also provided their services along with Nashik Maha Nagarpalika by setting up the Covid care center during the second wave of the pandemic at Meenatai Thackeray stadium of Nashik. This was only for the covid patients with Oxygen saturation level above 92% and HRCT Chest score of less than 6. The patients were kept there under the supervision of the appropriate no. of Doctors and other Medical staff. Food was made available for the patients. There were sufficient number of oxygen cylinders kept for the patients. MET-seva have gone an extra mile in serving the society.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

1. MET's IOM, strongly believes and treats the employees as their assets. We believe that if the human assets of an organizations get exposure of research and other updates of industry, they can transform the students into a best fit for corporates. In line with this, the institute promotes their faculty to focus on their research work, complete their doctorates, write quality research papers and even attend MOOCs with reference to their domain.
2. The institute is planning to increase the number of seats from 120 to 180 in the coming academic year. With this goal, the institute will also have to work on infrastructure related aspects comprising of both physical and IT infrastructure.
3. The institute also promotes students and faculty to take up some collaborative research work and go for IPR.
4. For Ph.D aspirants, the next course work is in the pipeline and we need to work on identifying guest speakers from a strong research domain.
5. With increasing number of students, the placement department along with the academic department shall work on effective placement grooming sessions for good campus placements.