



YEARLY STATUS REPORT - 2021-2022

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%202020-21%20Accepted.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--2021-22.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	
Institutional 1	QIP	SPPU	2022	250000	
8.Whether composition of IQAC as per latest NAAC guidelines			Yes		
• Upload latest notification of formation of			View File		

IQAC		
9.No. of IQAC meetings held during the year	2	
<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes	
<ul style="list-style-type: none"> 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	
<ul style="list-style-type: none"> If yes, mention the amount 		
11.Significant contributions made by IQAC during the current year (maximum five bullets)		
<ul style="list-style-type: none"> IQAC team have suggested to go with Green initiative and keep all the documents, like course file, attendance, etc. on LMS Moodle of our Institute. So, as per that our entire institute have shifted to maintaining the documents in soft copies on Moodle. 		
<ul style="list-style-type: none"> IQAC has suggested faculties to undertake a collaborative activity that reflect experiential learning. For this initiative, our 3 faculties have planned an activity that have combined their 3 subjects viz. Human Resource Management, Contemporary Framework of Management & Written analysis & Communication Lab by giving them a scenario through a group activity in the form of Role play followed by discussion and analysis. 		
<ul style="list-style-type: none"> IQAC has suggested the Research Head to undertake training program for faculties related to IPR and in the Academic year 2021-22, 1 IPR was published and 4 other IPRs were registered and in progress. 		
<ul style="list-style-type: none"> Under IQAC initiative, Finance department have undertaken a financial literacy competition with BIAP and National Stock Exchange i.e. NSE FinMahotsav where the students have participated in various competitions like Treasure Hunt, Meter your Intelligence, Reel Making, Bucks Portray, Research paper writing & Debate was conducted and Medals and certificate were distributed. Also activity related to Union Budget and its analysis was carried out. 		

- For sensitizing students for social and environment conservation issues, IQAC have planned few activities such as Tree Plantation, Food Donation, distribution of unused excess food to the needy and leftover food from canteen to the animals.

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
<p>Quality Enhancement initiatives for Students</p>	<ul style="list-style-type: none"> • Online certification courses of Vivek Bindra by Bada Business Pvt. Ltd. SIP Orientation was conducted on 19th Oct, 2021 . Aarambh was conducted on 20th & 21st December, 2021 . Awahan - The challenge was conducted on 22nd & 23rd Dec.2021 . Chakravyuh - The goal setting workshop was conducted on 24th December, 2021. . Equaliser was conducted on 27th Dec. to 29th Dec.,2021. • Task Force & Parents Meet was conducted followed by Aarambh 2021 on 7th & 8th Jan, 2022 respectively. Winners of Task Force were taken to AMT Nashik for getting additional guidance on Entrepreneurship on 16th March, 2022. . Outbound program was taken for MBA II on 24th & 25Th Nov. 2021 and was postponed for MBA I. • Technical knowhow & placement grooming sessions were conducted prior to interviews as per requirement. . 86 Students were placed . Collaborative activity for subjects HRM, Communication Lab & Contemporary Framework for Management was conducted on 2nd & 3rd June, 2022 for MBA I. • Cricket Match was held

on 2nd June, 2022. .
 Master Mind Workshop was conducted for MBA I on 5th June, 2022. . Environment day celebration was done by MBA I students through Tree plantation activity. . Counseling for MBA I students started from 26th April, 2022. . NSE Fin Mahotsav - Financial Literacy Competitions were held by BIAP in association with National Stock Exchange & MET's Institute of Management, Nashik from 1st July, 2022 to 11th July, 2022 for MBA I & MBA II. Competitions like Treasure Hunt, Meter your Intelligence, Reel Making, Bucks Portray, Research paper competititon & Debate Competition was conducted and Medals and certificate were distributed. . Activity on Union Budget and its analysis was carried out for students. . ABC Analysis was done to identify and address the weak learners. . MOOCs courses were attended by the students & certification were earned by the students. (NPTEL , NISM, etc.) . Industry Visit was taken to Radio FM & Sakal Newspaper on 4th July, 2022.

IQAC Quality initiative for Faculties

- 4 Faculties have been awarded with their Doctorates
- 1 IPR was obtained by faculty. . National conferences, FDPs & Webinars attended by the faculties.
- Research paper were published by faculties in UGC Care listed journals and conference proceedings.

	<ul style="list-style-type: none"> • 3 Faculties applied for Ph.D Guide recognition from SPPU. • MOOCs courses were attended & certification were earned by the faculties.(NPTEL , NISM, etc.) • Faculties have participated in syllabus drafting committee of SPPU.
IQAC Quality initiative for Research Centre	<ul style="list-style-type: none"> • 1 Six monthly progress report presentations was conducted so far. • 1 Course work of 10 days is scheduled in the month of September, 2022. • 1 IPR related Seminar was conducted by the Research Head for faculties & Research scholars. • 13 Research scholars are awarded with their doctorate degree.
IQAC Quality initiative for Administration	<ul style="list-style-type: none"> • Compliances were made AISHE, FRA, AICTE, etc. • 1 Training program on Professional Etiquettes & Mannerism was conducted by Mr. Deepak Vartak sir for Admin staff.
Academic committee	<ul style="list-style-type: none"> • Subject Allocation & Timetable were prepared and implemented with a blend of online & offline mode. Syllabus was completed as per the plan.
16PF Test & Specialisation Inventory Test	<ul style="list-style-type: none"> • Was conducted on 26 April, 2022 for Batch I & for Batch II on 17- 05-2022
Initiatives for making students aware about social responsibility and other extension activities.	<ul style="list-style-type: none"> • Vaccination drive was conducted for student and staff on 6th August, 2021. • ARPAN donation drive was conducted in the month of October, 2021 • Eye check up camp was organised for the staff. • Commemorative days were celebrated throughout the year such as Savitribai Phule's

	<p>Birth & Death Anniversary, Mahatma Jyotiba Phule's Birth & Death Anniversary, Gandhi Jayanti, Lal Bahadur Shashtri Jayanti, , Chhatrapati Shivaji Maharaj jayanti, Shahu Maharaj Punya tithi, Ambedkar Jayanti, Shaheed Bhagat Singh diwas, etc.</p> <ul style="list-style-type: none"> • Marathi bhasha diwas was celebrated on 26th Feb, 2022 & Akhil Bharatiya Marathi Sahity sammelan was organised in December, 2021. • Food Donation, distribution of leftover food from canteen to the animals and unused excess food to the needy. • Tree Plantation activity was done on 5th June, 2022 & Yoga day was celebrated on 21st June, 2022.
Examination	<ul style="list-style-type: none"> • Internal End Term exam was held in online mode for 1st Sem on 31st March, 2022 and Sem 3 on 24th March, 2022 . SIP Internal Viva was conducted on 4th April, 2022. • Internal End Term exam scheduled on 31st July, 2022 for MBA I Sem 2 & from 1st August, 2022 for MBA II Sem 4.
IQAC initiative for boosting Mental Health of students	Mindfulness Meditation sessions were conducted on every Thursday, 9.30 am to 10:00 am before lectures.
13. Whether the AQAR was placed before statutory body?	No
<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	19/12/2022

15. Multidisciplinary / interdisciplinary

We at MET Institute of Management, have one course 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. Apart from that, we have summer Internships for the students where they are not confined to the research projects on their own specialisation and can conduct inter disciplinary projects also. We also promote inter disciplinary MOOCs and certifications for students to gain wider perspective considering the multi tasking needs from the industry. We have entered into an agreement with Bada Business Pvt. Ltd and purchased online certification courses that are required in industry and offered to the student free of cost. MET's IOM has planned to invest in training and professional development programs for faculty to keep them updated with the latest industry practices and teaching methodologies.

16. Academic bank of credits (ABC):

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, as per the SPPU guidelines students have created their ABC IDs on the respective portals.

17. Skill development:

Along with strong academic excellence and delivery we also 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. To enhance their Aptitude and interview skills we have hired the third party service provider named SPRUCE HitBullseye. 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, Program specific outcomes and Course outcomes well communicated to all the stakeholders including students through Institute's website and Display on the walls 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 of 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.

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 has offered the distance education program in the current academic year. We have also emphasised our students to supplement the existing curriculum with online educational platforms and certifications like NPTEL, NISM and various other MOOCs. 175 students out of 201 have completed online

certification courses of Mr. Vivek Bindra from Bada Business Pvt. Ltd.

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	333
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2	153
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	19
Number of full time teachers during the year	

File Description	Documents
Data Template	View File

3.2	13
Number of sanctioned posts during the year	

File Description	Documents
Data Template	View File

4.Institution	
4.1	9
Total number of Classrooms and Seminar halls	
4.2	9979664
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	134
Total number of computers on campus for academic purposes	

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

The Institution is dedicated to delivering a top-notch university curriculum through a meticulously planned and well-documented process.

It is effectively delivered through 'Micro Plans'. These 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 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 and language lab 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	https://metbhujbalknowledgecity.ac.in/MET%20DATA/IOM/Academic-Calendar--2021-22.pdf

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. We at MET IOM ensure that academic calendar is rigorously followed so as to minimize the deviations. 90% of events and activities planned are adhered to as per academic calendar. 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.

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

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	View File

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	View File
Minutes of relevant Academic Council/ BOS meetings	View File
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)

8

File Description	Documents
Any additional information	View File
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

329

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

work for the donation drive, visiting schools of the under privileged, etc. Students also volunteered for Food Awareness campaign of "Fighting waste, Feeding Hope" as a responsible citizen. More than 50 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

4

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	View File
MoU's with relevant organizations for these courses, if any	View File
Institutional Data in Prescribed Format	View File

1.3.3 - Number of students undertaking project work/field work/ internships

124

File Description	Documents
Any additional information	View File
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	B. Any 3 of the above
File Description	Documents
URL for stakeholder feedback report	https://metbhujbalknowledgecity.ac.in/metmba/naac/
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File
1.4.2 - Feedback process of the Institution may be classified as follows	A. Feedback collected, analyzed and action taken and feedback available on website
File Description	Documents
Upload any additional information	View File
URL for feedback report	https://metbhujbalknowledgecity.ac.in/metmba/naac/
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	
201	
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

79

File Description	Documents
Any additional information	View File
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

Institute conducts 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.

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. Also ABC analysis is done for categorization of the students in A, B and C category reflecting the different level of learning abilities. This classification also helps us to design the placement grooming sessions accordingly.

Strategies for slow learner-

We adopt strategies such as remedial classes, Group Study, journal writing and are asked to solve the question bank. This practices helps them to understand subject in 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 such as NPTEL certifications. Institute also provides additional reference material like Ebsco, DELNET, etc.

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

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

Number of Students	Number of Teachers
333	19

File Description	Documents
Any additional information	View File

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 where we emphasize on blended learning in the form of experiential learning and student participation. Faculties create a blend of different methodologies to teach the students in a different way. We have designed the collaborative activities for different subjects in the form of roleplays and case study analysis for the given scenario where students learn, understand and solve real time problems. Experiential learning helps the students to get better clarity on the concept.

- 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.
- 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 venture that business in real time. The idea is then put forth in front of industry experts which helps students understand its practical aspects.

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	https://metbhujbalknowledgecity.ac.in/MET%20DATA/IOM/NAAC/7.2.1%20Best%20Practices%202021-22.pdf

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 for their Mobile, Laptop, and to other electronic gadgets to access e-Books and e-databases. NPTEL 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	View File

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

15

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
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

19

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

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

13

File Description	Documents
Any additional information	View File
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

104

File Description	Documents
Any additional information	View File
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	View File
Link for additional information	http://49.248.38.78/moodle/

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. Exams are conducted as per the policies decided by the institute. As per SPPU guidelines, exams were conducted through online mode for 1st & 3rd Semester during COVID and written format in 2nd and 4th semester.

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 processes it as per 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	NA

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, Campus ERP, 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	View File
Paste link for Additional information	https://metbhujbalknowledgecity.ac.in/MET%20DATA/IOM/MBA%20Revised%20Syllabus%20From%20the%20Academic%20Year%202019-20.pdf
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.

The attainment of Programme Outcomes (POs) and Course Outcomes (COs) is evaluated as part of the academic assessment and quality assurance processes. These evaluations are crucial to meet the desired learning objectives. We follow the POs and COs are designed by the University.

At the beginning of each academic program and course, the POs and COs defined are communicated to the faculty, students, and other stakeholders. The POs represent the overall learning goals of the program, while the COs outline specific learning objectives for each individual course. The teaching and learning process is designed to facilitate the achievement of the defined COs.

Attainment of COs are measured in 2 forms:

- One is through feedback on course contents and secondly through Result Analysis. Feedback from students, faculty, and other stakeholders is collected and analyzed to identify areas for improvement in the teaching-learning process and to assess the effectiveness of the curriculum in achieving the desired outcomes.
- Secondly, the institution conducts concurrent assessments and university conducts Final Examination. The marks of both Internal & External University exams are merged by the university in the Marksheets. Using scores from marksheets we measure attainment level of Cos on the scale of 5.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://metbhujbalknowledgecity.ac.in/MET%20DATA/IOM/MBA%20Revised%20Syllabus%20From%20the%20Academic%20Year%202019-20.pdf

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

121

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	View File
Paste link for the annual report	NA

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/2.7.1%20SSS%202021-22.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)

NIL

File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	View File
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

3

File Description	Documents
Any additional information	View File
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	View File
Supporting document from Funding Agency	View File
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

Creating an ecosystem for innovations have a transformative impact. Such initiatives play a crucial role in enhancing the learning experience, fostering R&D, and building strong industry-academic partnerships. In line with its commitment to provide best of the exposure to its students, MET believes not just in creating employees but employers. With the same intentions, different entrepreneurial activities are carried out.

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.
3. Faculty members also take initiatives to mentor students' teams guiding them to identify problem statements and ideate innovative solutions.

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

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

4

File Description	Documents
Report of the event	View File
Any additional information	View File
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	NA
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	View File

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

19

File Description	Documents
Any additional information	View File
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

5

File Description	Documents
Any additional information	View File
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

Academic excellence alone can no longer assure success in life without Holistic approach for development of students. To ensure this we blend academics with community engagement activities to

sensitize students towards various social and environmental issues. We have prioritized 3 areas where our students should focus:

- **Food Donation for the needy people:** We have linked our canteen services with the food donation campaign. The leftover food is packed in different containers and is circulated by students among the needy people of Nashik city. This helps students realize the importance of food and what happiness do they bring among the life of needy people by distributing food. We also displays daily food wastage in Kgs in Canteen area to bring responsibility and awareness among the students.
- **Environment conservation initiative** involves student with Tree Plantation & plant donation activity since our plantation is taken care by Papaya nursery.
- **Gender Equality initiative** focuses on the creating equal opportunities in terms of economic participation & decision making and valuing different behaviours regardless of gender. With this objective, MET has conducted Dance cum Act, Photography competition on Gender issue and ensured equal involvement of male and female students in various events.

File Description	Documents
Paste link for additional information	https://metbhujbalknowledgecity.ac.in/MET%20DATA/IOM/NAAC/7.3.1%20Distinctiveness%202021-22.pdf
Upload any additional information	View File

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	View File
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	View File

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

9

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
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

281

File Description	Documents
Report of the event	View File
Any additional information	View File
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

1

File Description	Documents
e-copies of related Document	View File
Any additional information	View File
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	View File
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 area. 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, Music Room, Canteen, Guest room, Indoor Sports room, 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 known, 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. 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	NA
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)

99,79,664

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

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

A. Any 4 or more of the above

File Description	Documents
Upload any additional information	View File
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)

4,44,057

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
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

15

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

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	View File
Paste link for additional information	NA

4.3.2 - Number of Computers

134

File Description	Documents
Upload any additional information	View File
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

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)

88,47,240

File Description	Documents
Upload any additional information	View File
Audited statements of accounts	View File
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	View File
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

186

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
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	View File
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	NA
Any additional information	View File
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

66

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

201

File Description	Documents
Any additional information	View File
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	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

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**

100

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
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**

6

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
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	View File
Any additional information	View File
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.

18

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
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 in different committees like organizing committee, Anchoring committee, Stage committee, Hospitality committee, Food & Registration committee, etc. Apart from these, social outreach activities are executed well by them.

For Placements, we have appointed spocs. 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	https://metbhujbalknowledgecity.ac.in/MET%20DATA/IOM/Grievence%20Redressal%20Committee/ICC_Committee.pdf
Upload any additional information	View File

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

7

File Description	Documents
Report of the event	View File
Upload any additional information	View File
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 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 put on

hold. Regardless of it, the alumni kept sharing for students various updates in terms of job opening, current requirements from recruiters etc. Guest lectures were also conducted where our alumni have helped the existing students with their experience and learnings that would bridge the gap between industry and academics. The seniors help the juniors through coaching, mentoring, sharing their life experience, work life balance, etc. Our alumni also come up with Internship opportunities for the students through placement department. They also help the institute by providing valuable feedback, suggestions and recommendations.

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

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

E. <1Lakhs

File Description	Documents
Upload any additional information	View File

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

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

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.

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	https://metbhujbalknowledgecity.ac.in/metmba/our-vision-mission/
Upload any additional information	View File

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

MET's thrust area is on holistic development of the students. We have identified various pillars to achieve this. Each of these pillars is decentralized and in-charges are appointed for the same. The objective of the institute is to foster innovative, responsive & efficient management which requires decentralized decision making since the working have become more complex. Our leader have identified certain areas where decision making can be delegated to the faculty or staff with authority. In line with this one of our faculty Mr. Manav Agarwal is looking after our social outreach initiatives. He plans & executes these programs along with the students. Moreover, he has further expanded institutes engagement with the community and alumni in this regard. We are now entering into Industry 5.0 for which our students should be groomed accordingly. Since Industry 5.0 thrives on decentralized and participative decision making, we have involved our students with

all the events where they organize and execute them on their own. This can be narrated with an example of one of our events Outbound where the second year students volunteers for the entire program which includes food, accommodation, transportation, management games and cultural events.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The perspective plan of 2021-22 is effectively deployed with majority of the plans are addressed and executed. The details of which are given below:

- Preparing for 2nd cycle of NAAC - Preparation is already started.
- Increase in Infrastructure - Infrastructure is upgraded and modernized with AC installations and making the classrooms
- Starting a Book Mentor's Club- This activity is initiated in which analytical discussion on 15 books for Personality development is included
- Tie-up for Short Term courses for blended learning- We have offered platforms for blended learning such as MOOCs NPTEL, Online courses of Bada Business by Mr. Vivek Bindra, also guidance for NISM and NCFM courses is provided by the faculties.
- Design Research Policy for the Institute- Research policy is drafting is in process.
- Plan FDPs and Meets- Conducted Expert sessions and seminars for staff and students on IPR, entrepreneurship development, Mindfulness, Master Mind etc.
- Preparation for UGC/Scopus/ABDC Journal papers of faculties- 19 research papers are published in UGC/ Scopus Listed journals. 1 IPR is published.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	NA
Upload any additional information	View File

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 Academic
- 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	NA
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	View File
Screen shots of user inter faces	View File
Any additional information	View File
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 Medclaim 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	https://metbhujbalknowledgecity.ac.in/metmba/working-women-cell/
Upload any additional information	View File

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	View File
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

3

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	View File
Reports of Academic Staff College or similar centers	View File
Upload any additional information	View File
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

3

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	View File
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
3. Final performance report is submitted to Management
4. Normalization of performance is done by Management
5. Individual Performance Review Report is given as feedback by Management
6. HOI has personal interaction with individual staff
7. HOI discusses the performance with individual staff.

File Description	Documents
Paste link for additional information	https://erp.metbhujbalknowledgecity.ac.in/StaffLogin.aspx
Upload any additional information	View File

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	View File

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	View File
Any additional information	View File
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	View File

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

- IQAC team have suggested to go with Green initiative and keep all the documents, like course file, attendance, etc. on LMS Moodle of our Institute.
- IQAC has suggested faculties to undertake a collaborative activity that reflect experiential learning. For this initiative, our 3 faculties have planned an activity that have combined their 3 subjects viz. HRM, CFM & WCL by giving them a scenario through a group activity in the form of Role play
- IQAC has suggested the Research Head to undertake training program for faculties related to IPR & 1 IPR was published.
- At the outset of AY 2021-22, post pandemic, taking into consideration the mindset and emotional state of staff and student, Mindfullness Meditation session were taken.
- Under IQAC initiative, Finance department have undertaken a financial literacy competition with BIAP and National Stock Exchange i.e. NSE FinMahotsav where the students have participated in various competitions like Treasure Hunt, Debate, etc. were conducted. Also activity related to Union Budget and its analysis was carried out.
- For sensitizing students for social and environment conservation issues, IQAC planned activities such as Tree Plantation, Food Donation, distribution of leftover food from canteen to the animals and unused excess food to the needy.

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

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	View File

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	View File
Upload any additional information	View File
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

For the promotion of Gender Equity, MET have implemented the following policies:

Gender-Inclusive Policies: These policies focus on recruitment, hiring, promotions, and pay equity to ensure a level playing field for everyone.

Gender Sensitization Events: We have conducted photography competition for the students with the theme of Gender Equality. Students have enacted a skit on Independence day to address the same issue in light of its awareness.

Creating Supportive Environments: We created a safe and inclusive environment that supports individuals of all genders, addressing concerns related to safety and security at workplace and campus. We have women empowerment cell named SPANDAN SAKHIES where in all the Faculties & non-faculties unite together.

Gender Representation: For staff, we ensure fair representation of all genders in leadership positions and decision-making roles. Students are given equal opportunities in holistic way, may it be hosting, anchoring events in-house, etc.

Gender-Responsive Curriculum: We have POSHE Act and Equal Remuneration Act in our curriculum for addressing diverse perspectives and fairness to all genders at work place.

Reporting Mechanisms: We have established confidential and accessible reporting mechanisms for gender-based discrimination and harassment can encourage victims to come forward and seek help through Grievance redressal and Sexual Harassment Cell.

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

B. Any 3 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 no 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	View File
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:

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

A. Any 4 or All of the above

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	View File

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

B. Any 3 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	View File
Any other relevant information	View File

<p>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 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading</p>	<p>A. Any 4 or all of the above</p>
--	--

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	View File
Any other relevant information	View File

<p>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).</p>
<p>Institutional efforts towards providing an inclusive environment that embraces diversity encompass a range of initiatives aimed at fostering tolerance, harmony, and understanding among individuals from different cultural, regional, linguistic, communal, socioeconomic, and other diverse backgrounds. This year we have</p>

hosted Akhil Bharatiya Marathi Saahitya Sammellan where students and staff actively participated.

One key initiative involves promoting diversity and inclusion through various acts during Independence day, Republic day, MET Utsav, Spandan events, etc. These initiatives focus on celebrating cultural festivals, showcasing regional and linguistic heritage, and encouraging dialogue on communal and socioeconomic issues. By incorporating diverse perspectives into the curriculum and extracurricular activities, institutions has created a culturally enriched environment where everyone feels respected and valued.

Institutions also implement policies and practices that prevent discrimination and bias. This may include strict anti-ragging guidelines, equal opportunity employment policies, etc.

Creating safe spaces for open discussions and dialogues is another vital aspect of fostering an inclusive environment. Overall, institutional efforts toward inclusivity involve a comprehensive approach that embraces diversity, promotes awareness, and actively combats discrimination. By valuing and respecting differences, institutions can create environments where everyone feels accepted, contributing to a harmonious and tolerant community.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

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

Various activities undertaken at MET to inculcate values for being responsible citizens are shown below:

Social Outreach Initiatives: Engaging students and employees in community service activities to instill a sense of social responsibility and compassion towards fellow citizens. Food Donation camps, Tree plantation, Environment conservation day celebration, etc. was done.

Sensitization of students on values and rights through Curriculum: Courses like Indian Ethos and Business values , Corporate

Governance, CSR and Sustainability Development, Legal Aspects of Business, Labour Legislations, Financial Laws & Human Rights, etc. helps students in understanding their rights and values as a responsible citizen.

Constitution Day Celebrations: Celebrating Constitution Day (November 26) to raise awareness about the significance of the Constitution and its role in shaping the nation.

Student Councils: Establishing student councils that allow students to voice their concerns and actively participate in decision-making processes.

Awareness Campaigns: Running awareness campaigns on voting rights, environmental protection, gender equality, and other constitutional ideals.

By integrating these activities into the institution's fabric, students and employees gained a deeper understanding of their constitutional obligations, rights, and responsibilities.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://metbhujbalknowledgecity.ac.in/MET%20DATA/IOM/MBA%20Revised%20Syllabus%20From%20the%20Academic%20Year%202019-20.pdf
Any other relevant information	http://eclm.unipune.ac.in/Search.aspx?cid=45

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 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

A. All of the above

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	View File

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

Throughout the year, the institution demonstrates its commitment to promoting cultural diversity and global awareness by actively celebrating and organizing various national and international commemorative days, events, and festivals. These efforts play a significant role in fostering a sense of belonging, encouraging intercultural exchange, and broadening the horizons of our students and employees. Few commemorative days that we celebrate are Savitribai Phule's Birth and Death Anniversary, Mahatma Jyotiba Phule's Birth and Death Anniversary, Gandhi Jayanti, Lal Bahadur Shastri Jayanti, Chhatrapati Shivaji Maharaj jayanti, Shahu Maharaj Punya tithi, Ambedkar Jayanti, Shaheed Bhagat Singh diwas, etc.

On national occasions, such as Independence Day and Republic Day, the institution holds flag hoisting ceremonies, cultural performances, and discussions on the significance of these landmark events in India's history.

For international commemorative days, like International Women's Day, World Environment Day, and Yoga Day, we conduct various events to raise awareness about pressing global issues and inspire positive action.

Moreover, we celebrate various cultural festivals, including Makar Sankranti, Diwali, Holi, Eid, Ganesh Festival, Dahi Handi, Christmas and more. These celebrations are organized collaboratively, involving students and employees from different backgrounds. By actively engaging in these celebrations and events, the institution creates an inclusive and vibrant atmosphere.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

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. Psychometric Testing:

- It refers to the measurement of psychological traits, abilities, or characteristics using standardized tests and assessment tools. It aims to build inner potential within the students. It focuses on creating more awareness about their hidden potentials & make them feel confident to face the present & future challenges. 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. This Cell is functional throughout the year for students as well as for staff members.

2. LAUNCHPAD - 15 Day's Induction Program:

- We take this programme in three phases:
- Phase I is where they Learn, i.e. in terms of Informal Induction called Pravesh, The Bridge program- Equalizer, Formal Induction called Aarambh & Academic & soft skill requirements through Aawahan - The Challenge.
- In Phase II, Out-bound activity is conducted for MBA 1st year students where they learn from Experience in terms of Management Games & Team work. In Phase III, students are participate in Abhivyakti - Task Force competition of Business plan presentation in groups. The best product presentations are then presented in front of the parents in "AASHWASTHA"- Parents Meet.

File Description	Documents
Best practices in the Institutional website	https://metbhujbalknowledgecity.ac.in/MET%20DATA/IOM/NAAC/7.2.1%20Best%20Practices%202021-22.pdf
Any other relevant information	NA

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

The holistic development of students refers to nurturing all aspects of their personality, intellect, and skills to help them grow into well-rounded individuals. It involves fostering physical, intellectual, emotional, social, and moral dimensions of a student's life. Here are some key pillars that contribute to the holistic development of students:

- **Academics:** MOOC and NPTEL courses, experiential learning, integrated activities of different subjects are undertaken by way of role plays and case study analysis, etc.
- **Teamwork and leadership:** Taskforce presentations- 'Abhiviyakti' and Outbound program- 'Anubhuti'
- **Environment :** LMS Moodle data base as green initiatives to protect the environments for paperless work, Tree plantation, etc.
- **Physical health:** Indoor games facility like carom and snooker and Cricket Match was organised.
- **Social outreach:** Food Awareness campaign - "Fighting waste, Feeding Hope
- **Mental Health:** Mindfulness Meditation & Master Mind workshop.

By integrating these elements into the educational framework, we have adopted an environment that supports the holistic development of the students. This approach not only prepares them academically but also equips them with essential life skills and values, enabling them to become responsible, compassionate, and successful individuals in the future.

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

Future Plan of Action:

1. To organize FDPs and P.hD Course work in the next academic year.
2. Toreinstate the students events like MET-EDGE, Fresher's party, Industrialvisits, etc. which were kept on hold due to pandemic
3. In order to frame the ecosystem for incorporating NEP, initiate actions for faculty exchange programs, research collaboration and credit transfers with other educational institutes.
4. To increase blended learning by encouraging students to enroll for certifications by NPTEL, NISM, NCFM certifications etc.
5. To accelerate the placement and grooming activities to increase the number and quality of placements.
6. To ensure increased participation of students in social outreach initiatives.
7. To increase research acumen of the institute by encouraging staff and students for increasing the number and quality of publications and IPRs.
8. To strengthen the pillars of holisticdevelopment of students