Yearly Status Report - 2018-2019

Part A	
Data of the Institution	
1. Name of the Institution	**MET'S INSTITUTE OF ENGINEERING**
Name of the head of the Institution	**Dr V P Wani**
Designation	**Principal**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**02532555925**
Mobile no.	**9372670533**
Registered Email	**principal_ioe@bkc.met.edu**
Alternate Email	**vpwani@gmail.com**
Address	**Bhujbal Knowledge City, Adgaon, Panchvati, Nashik - 3**
City/Town	**Nashik**
State/UT	**Maharashtra**
Pincode	**422003**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Urban**
Financial Status	**Self financed**
Name of the IQAC co-ordinator/Director	**Dr. Vitthal Janardan Gond**
Phone no/Alternate Phone no.	**02532303348**
Mobile no.	**8407900741**
Registered Email	**vjg.eltx@gmail.com**
Alternate Email	**vitthal_g@rediffmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://metbhujbalknowledgecity.ac.in/

4. Whether Academic Calendar prepared during the year

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	https://metbhujbalknowledgecity.ac.in/MET%20DATA/IOE/IOE%20Academic%20Calendar/Academic_Calendar_A.Y_18-19.pdf

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	**B++**	**2.77**	**2017**	**30-Oct-2017**	**30-Oct-2022**

6. Date of Establishment of IQAC

6. Date of Establishment of IQAC	**15-Mar-2017**

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Implementation of	**15-Jun-2018**	**15**

strategies decided to strengthen Industry Institute Linkage. Review of report on students deputed for Internship in various Industries Discussion on number of students Projects in industries. Formation Of IQAC To Work Towards The Re	365		
Identifying the problems in Industries. Presenting the problems in industry to the students and forming the students group. Procedure to be adopted to address the industry problems. Any other point for discussion with the permission of chair.	21-Dec-2018 365		15

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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
DST	DST NIMAT EAC Project 1718	DST	2018 365	40000
GIZ Ministry of MSME Govt. of India	Students Innovation Projects for MSME live problems	GIZ, MSME, Govt of India	2018 365	194400

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9. Whether composition of IQAC as per latest NAAC guidelines:	**Yes**
Upload latest notification of formation of IQAC	View File
10. Number of IQAC meetings held during the year :	**2**
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**Yes**
Upload the minutes of meeting and action taken report	View File

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

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

1. Students deputed for Internship in various Industries 2. Identifying the problems in Industries. 3. Presenting the problems in industry to the students and forming the students group. 4. Procedure to be adopted to address the industry problems

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

Plan of Action	Achivements/Outcomes
Procedure for deputing students for Internship and the final year students for Projects in Industries	300 students are deputed for Internship in year 201819.
Providing the Solutions to the MSME Live problems	10 students groups Total 37 students worked on Live problems in MSME supported by GIZ, Ministry of MSME, Govt Of India
Organization of Entrepreneurship Awareness Camp (EAC)	172 students participated in EAC Camp in 2018-19
No Files Uploaded !!!	

14. Whether AQAR was placed before statutory body ?	No

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No

16. Whether institutional data submitted to AISHE:	Yes

Year of Submission	2019

Date of Submission	31-Jan-2019

17. Does the Institution have Management Information System ?	Yes

If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	Academic Module 1. New user Creation for newly joined faculty to work with academic module 2. Attendance Entry

module for faculty to enter attendance of respective class conduction 3. Attendance report module for follow up of the regularity of students 4. Class Report to view attendance of all subjects of the respective class/branch 5. Roll List Generation module for allocating the class roll numbers to the current students of various classes / sections of the department. 6. Batch Information module for allocation of practical batches with roll numbers of various classes 7. Edit Entry module for corrections of the attendance entered. The log of such corrections is maintained in the system 8. Pass ward change module for all authentic users to maintain the secrecy of individuals account 9. Summary report module for HOD's HOI's to initiate corrective measures/follow up 10. Subject Entry module for entering the subjects of respective semester and branch. This module is available to HOD's only 11. Elective Subject Modules for handling elective category subjects and its respective students 12. Work Load Module for allocating the workload of department. This module is available to HOD's only. 13. Reset Password module for resetting the password of any faculty of department. This is system generated auto password which further can be changed by respective faculty. 14. Test Marks module for maintaining the unit test record of the students Letter generation module for HOD's/Class In charges. This module is used for generating the letters for parents with attendance and test marks of the respective students with address and the message that Institute wants to give for parents. 15. Logout module to get out of ERP system and maintain confidentiality of the account. Admission Module 1. Students Profile module for generating students information in the system 2. Feedback module for giving academic feedback about the subject and teacher based on 10 different aspects of teaching learning processes. 3. Students Admission module. Admission form is with following snapshot covering almost all possible fields of information related to the students 4. Change of branch module Identity Card Module: Based on the data available we have

generated a Identity card module for students and staff. Through our system we have started printing oficards of students and staff. The planning is to give the icards at the time of admission itself. CAP Module: To cater the requirement of Central Assessment of University Examination Papers this module is developed. It helps in generating various reports related to University submissions. Leave record module: 1. In the support of paper less leave records and updates of leaves a leave record module is developed. 2. All staff members of the campus can apply through their respective login for leaves. 3. HR can allocate the leaves to staff according to the policy of METBKC 4. Leave forwarding menu are available for HOD's and HOI's 5. HR can confirm the leave and grant/reject as per the policy decided Workload adjustment columns are provided with leave application form

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

The process for effective implement of the Curriculum and continuous monitoring includes the following: • Preparation of Academic Calendar: In order to fulfil the program requirements. Academic calendar is prepared by referring University Academic Calendar as a base and guidelines for academic year (Semester I and II) and made available to all on institute's website. The academic calendar includes plan for guest lectures, workshops, seminars, extracurricular, co-curricular activities to be carried out in academic year. IN SEM, END SEM, Practical and Oral examination schedule are also mentioned referring to University Academic Calendar. • Workload Distribution and Time Table: The workload distribution is based on the choices given by the respective subject teacher, Time Table Coordinator of respective department prepares department time table containing the schedule for Theory, Practical, Tutorials, NPTEL, Library hours to meet the requirements of University curriculum. A copy of the same is made available to all the faculties and students. • Subject Teaching Plan and Laboratory Plan: Subject teaching plans and Laboratory plan is prepared by respective faculty members and displayed on the notice board as well it is being circulated in the classes. a. Course File and Subject File: Faculty maintains a detailed subject file and course file. A Course file consisting of class notes, power point presentations, links to relevant animations/videos, assignments and question bank. These contents are posted / updated on ERP/ Communication group of concern students. The subject file includes - Course Objective & Course Outcomes, University syllabus structure and copy of University syllabus, Teaching plan and lab plan, Copy of academic calendar, Program Outcomes and Program Specific Outcomes, The Course Outcomes and their mapping with POs and PSOs, Identified gaps and action plan to bridge

the gaps in the syllabus, In-semester examination question paper, University question papers and solutions, question bank, tutorial record etc. b. Lab manuals are prepared for labs by the faculty members using the grouping of practicals from A, B, C and D groups as prescribed in syllabus. Students are using these manuals as a reference. Term Work is based on progressive assessment of laboratory work. • Industrial Visit: Industrial visits are arranged for the students for industry exposure. Third year students are deputed for industrial training in summer vacation. • Student's Feedback: Feedback from the students is obtained and analyzed periodically to improve the teaching learning process. There is about 10 class room teaching learning process related parameters in the feedback form. Analysis of feedback is further considered for attainment of PO/PSO of respective course. • Student's Counselling and Mentoring: A counsellor is made available for the students in the campus. A pyramid structure is followed by the counsellor in order to group the students and activities are conducted for the students. If required the faculty counsellor may forward students to the Institute counsellor for further in-depth counselling, Counselling helps the students in developing lifelong learning approach

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene urship	Skill Development
No Data Entered/Not Applicable !!!					

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BE	Civil Engineering	15/06/2018
BE	Computer Engineering	15/06/2018
BE	Electrical Engineering	15/06/2018
BE	Electronics and Telecommunication Engineering	15/06/2018
BE	Information Technology	15/06/2018
BE	Mechanical Engineering	15/06/2018
ME	Computer Engineering	15/06/2018
ME	Mechanical Engineering	15/06/2018
MCA	MCA	15/06/2018

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

	Certificate	Diploma Course
Number of Students	0	0

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
No Data Entered/Not Applicable !!!		
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
No Data Entered/Not Applicable !!!		
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

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

Feedback Obtained
ERP System is implemented for the students and staff. Students are regularly accessing the information uploaded by the staff members. Students can check their attendance, download e-material, receive group messages, time table, exam time table etc. Also, students submit feedback to teaching learning process through their ERP login. Various important links are provided to the students through this ERP login. Automated feedback from the students is obtained and analyzed periodically to improve the teaching learning process. There is about 10 class room teaching learning process related parameters in the feedback form. Analysis of feedback is further considered for attainment of PO/PSO of respective course From the feedback and further discussion with students supports for identifying gaps in curriculum Based on these feedback experts from industries as well as from other institutes are invited for delivering seminar, special sessions on specific topics. Hand on workshops are organised to enhance the student's technical skills in specific area as per industries requirement.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
No Data Entered/Not Applicable !!!				
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2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	413	17	118	6	2

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
No Data Entered/Not Applicable !!!					
View File of ICT Tools and resources					
View File of E-resources and techniques used					

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Academic, Personal, Psycho-social and Mentoring system Type of mentoring: Professional guidance/career advancement/course work specific/laboratory specific/all-round development. Number of faculty mentors: Number of students per mentor: Frequency of meeting: Mentoring System: To resolve the issues of the Students effectively, Group Mentoring System is developed with following vision: • The Total Strength of the Student of the particular Class to be divided by the faculties available to the Class. • The particular faculty will be the Mentor for the Concern student and they will be called as Mentee. Henceforth the relationship will the "Mentor mentee" • The mentor will conduct the exercise of identifying Strength Weakness of the each mentee of his group. • Periodical meetings will be conducted with the group on Monthly basis or as and when required by mentor and its minute of the meeting file will be maintained by the Mentor. • If Mentor fined critical case, it will be forwarded for Counselling to the Central Counselling Cell. Benefits of Mentoring System: • Improve Communication Skills. • Academic or Subject related doubts • Enhance Team work skill • Improve problem Solving Skill • Initiative Leadership development • Planning Organizing • Improve Self-Management Self Discipline. • Continuous Learning • Technology Skill • To know the value of Self Learning , Self-Motivation,

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
No Data Entered/Not Applicable !!!		

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
156	118	38	2	9

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
No Data Entered/Not Applicable !!!			
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2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
No Data Entered/Not Applicable !!!				

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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Institute has adopted the reforms of the University and its directives for implementation in the benefit of students. Major reforms including Credit based evaluation system adopted by the Institute are as follows: University Assessment: 1: Assessment of University Theory Exam (CAP process) 2: Assessment of University Practical/Oral Exam 3. Student Project Assessment Internal Assessment: 1: Insem Exam (online and written exam assessment) 2: Project submission / evaluation 3: Seminar Presentation 4: Term work Submission / Oral Examination Head of department takes review of the progress of the course at the end of each month. Corrective measures are taken in case some course is lagging in schedule. In-Semester Examination is conducted to assess the learning outcome of students. At the end of the course the attainment level of each course is calculated based on the performance of students and feedback given by the students. The evaluation of students is done through the examinations conducted by the University which sets the question papers and does the assessment also. With revised syllabus, the assessment of students is done through two examinations viz. In-semester examination conducted in the middle of the semester and End-semester examination. A practical/Oral examination is conducted by the University in which an external examiner assesses performance of students along with an internal examiner

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

Academic calendar is prepared for every semester. In order to fulfil the program requirements. Academic calendar is prepared by referring University Academic Calendar as a base and guidelines for every semester including different guest lectures, workshops, seminars, conferences, Faculty Development Programs, IN SEM exam schedule etc. that need to be performed in respective semester. The academic calendar is followed throughout the semester for its effectiveness and timely execution of activities The Institute organizes various activities through NSS and other forms of community development services. During induction Programmes coordinators of the extension activities interact with the students and discuss about the benefits and scope of the activities. The information about the proposed activities is disseminated on the Institute notice board, Academic calendar, circulars, and web notifications and also by word of mouth. NSS training camps are conducted for students. This imbibes self-discipline, self-initiative and strengthens the sentiment of nationhood. Students are encouraged to participate in street plays in order to spread social messages. Students are encouraged to plan, organize different events in MET Utsav. The Cultural activities, games and sports are integral part of education. The Institute provides sufficient time and facilities for cultural, sports and gymnasium. The annual cultural and sports meet is held every year as the part of ?MET UTSAV. Students are also organizing Engineers' Week. Projects /Quiz Competitions, Seminars, Expert lecture by eminent personalities, various workshops and competitions. Staffs works as a facilitators to carry out these activities smoothly. For the purpose, every department has their student's forum, through this they are organizing the

events.

2.6 – Student Performance and Learning Outcomes

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

https://metbhujbalknowledgecity.ac.in/engineering/

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
No Data Entered/Not Applicable !!!					
View File					

2.7 – Student Satisfaction Survey

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

http://erp.bkc.met.edu/Students/StudLogin.aspx

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
No Data Entered/Not Applicable !!!				
View File				

3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
No Data Entered/Not Applicable !!!		

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
No Data Entered/Not Applicable !!!				
No file uploaded.				

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

Incubation Center	Name	Sponsered By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					
View File					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International

1	1	13

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

Name of the Department	Number of PhD's Awarded
Electronics and telecommunication engineering	1
Computer engineering	1

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

Type	Department	Number of Publication	Average Impact Factor (if any)
No Data Entered/Not Applicable !!!			

View File

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

Department	Number of Publication
No Data Entered/Not Applicable !!!	

View File

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

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
No Data Entered/Not Applicable !!!						

View File

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

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
No Data Entered/Not Applicable !!!						

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

Number of Faculty	International	National	State	Local
No Data Entered/Not Applicable !!!				

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3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
No Data Entered/Not Applicable !!!			

View File

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

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
No Data Entered/Not Applicable !!!			
View File			

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

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
No Data Entered/Not Applicable !!!				
View File				

3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
No Data Entered/Not Applicable !!!			
View File			

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/industry /research lab with contact details	Duration From	Duration To	Participant
No Data Entered/Not Applicable !!!					
View File					

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

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
No Data Entered/Not Applicable !!!			
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
No Data Entered/Not Applicable !!!	

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
No Data Entered/Not Applicable !!!	

4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
OPAC	Partially	--	2014

4.2.2 – Library Services

Library Service Type	Existing	Newly Added	Total
No Data Entered/Not Applicable !!!			

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

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
No Data Entered/Not Applicable !!!			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	722	22	22	4	1	1	1	120	0
Added	0	0	0	0	0	0	0	0	0
Total	722	22	22	4	1	1	1	120	0

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

120 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Faculty developed e-contents	http://erp.bkc.met.edu/EMaterial/MatDownStaff.aspx
NPTEL Video Lectures	http://nptel.bkc.met.edu/index.html
Amrita Virtual Lab	http://vlab.amrita.edu/

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites

No Data Entered/Not Applicable !!!

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

4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link) The Institute has constituted an Advisory Committee for the Library which Initiated, planned and executed the library automation Assess the financial support required by the library based on library standards. Serve as an interpreter of the requirements of the library to the committee and authorities and recommend for funds needed. Provide support to the librarian in taking important decisions having implications for the users (Example: change in working hours, change in rules regarding membership and borrowing privileges etc.). Bring better understanding of the role of the library among the users. For the easy and smooth access of library services, the committee has resolved to develop a separate library website. Make provision for sufficient funds for procurement of documents, employment of staff, purchase of equipment, maintenance etc. To identify and to minimize the theft cases CCTV cameras are installed in the Library. Department of physical education sports" is established in the Campus to focus on physical fitness of the students. The department is headed by Physical Director along with fitness instructor. Following facilities are available. • Outdoor Games: Football, Netball, Kho-Kho, Athletics, Cricket. • Indoor Games: Table Tennis, Snooker, Chess, Carom • RO purifier along with water cooler is available at every floor of Institute. • Adequate number of common rooms, toilet are available. • Housekeeping facility for regular cleanliness and maintenance. • Landscaping, gardening, tree plantation for healthy environment • Ramp facility, Lift facility is available for physical challenged people. • Power backup facility is available. • Provisions are made for security and housekeeping services • Sewage facility is available.

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
	No Data Entered/Not Applicable !!!		
	View File		

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

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
No Data Entered/Not Applicable !!!			
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive	Number of benefited students by career	Number of students who have passedin the comp. exam	Number of studentsp placed

examination	counseling activities		

<div align="center">**No Data Entered/Not Applicable !!!**</div>

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

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

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
No Data Entered/Not Applicable !!!					

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

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
No Data Entered/Not Applicable !!!					

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

Items	Number of students selected/ qualifying
No Data Entered/Not Applicable !!!	

<div align="center">**No file uploaded.**</div>

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

Activity	Level	Number of Participants
No Data Entered/Not Applicable !!!		

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5.3 – Student Participation and Activities

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

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

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

As per the Rules and regulations Under provision of section 40(2)(b) of the Maharashtra Universities act, 1994 and guidelines were provided by Board of Student's Welfare, Pune University, Institute has formed the Student Council. Student Council consisting of the following members Principal - Chairman One lecturer Nominated by the Principal National Service Scheme Programme officer One student from each class who has shown academic merit at the examination held in the preceding year and who is a regular student in the Institute. Director of sports and physical education. One student from each of the following activities who has shown outstanding performance, nominated by the Principal, namely- Sports, NSS, Cultural activities Two ladies students member nominated by the Principal From all the students one General Secretary is elected and one Culture secretary is elected by the Principal. Two meetings were conducted throughout the academic year.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

The Institute organizes Alumni Meet every year since 2016. Head of the Departments, Faculty and Staff maintains repo with the Alumni. The Institute has developed a portal for its alumni to stay in touch with each other as well as the Institute. Each department conducts guest lecture for which alumni of Institute are invited. Any other relevant information regarding Student Support and Progression which the Institute would like to include. Online platforms like Google groups, Facebook, Whats App, Alumni group, Linked in etc. are the few of the tools used for networking with alumni.

5.4.2 – No. of enrolled Alumni:

28

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

1

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

No Data Entered/Not Applicable !!!

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

Partial

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Curriculum Development	Teaching and Learning: Faculty maintains a detailed subject file and course file. A Course file consisting of class notes, power point presentations, assignments and question bank and lifelong learning material.

		These contents are posted / updated on ERP. The faculty also maintains a detailed subject file Identified gaps in the syllabus and action plan to bridge the gaps Record and action taken for progressive assessment of term work and Mock test etc. Proof of Collaborative learning - Students and faculty members participated in different collaborative initiatives like Soft Skill development courses, online courses, NPTEL, Amrita Virtual Lab etc.
	Examination and Evaluation	In-Semester Examination is conducted to assess the learning outcome of students. At the end of the course the attainment level of each course is calculated based on the performance of students. The evaluation of students is done through the examinations conducted by the University which sets the question papers and does the assessment also. With revised syllabus, the assessment of students is done through two examinations viz. In-semester examination conducted in the middle of the semester and End-semester examination. A practical/Oral examination is conducted by the University in which an external and internal examiner assesses performance of students
	Research and Development	The Institute has established the Research and Development Cell (RDC). To create research culture in Institute and motivate students and teaching faculty to take up the research projects leading to innovation. To Institute has association with institutes of national importance for faculty up gradation and resource sharing through faculty development programmes, workshops, seminars, and special lectures on thrust area. Institute is having remote centre in association with IIT for ICT. To promote research and coordinate the functioning of research activities in all departments of the Institute, The RDC coordinates timely auditing and submission of utilization certificate to the funding authorities
	Library, ICT and Physical Infrastructure / Instrumentation	The Library is well equipped with modern facilities resources as well as our Central Library is having so many resources which are available in print like Books, Technical Journals,

	Standards, Conference Proceedings Theses, Reports as well as electronic form like e-books, e-journals, CD-ROMs, Audio-video cassettes and NPTEL video lectures related to Engineering discipline. Library offers its services to about 1300, users comprising undergraduate students and post graduate students and research scholars of different branches of Engineering, Library resources include a growing collection of 29000 books current subscriptions to 143 Journals/Periodicals and most leading newspapers and E-resources to support every course offered by the Institute.
Human Resource Management	A dedicated centralized HR Department ensurescompliance to all statutory requirements of the employees. In addition various activities and management practices ensure uniform HR practices all across the campus. Service rules, annual revisions, objective based appraisal, periodic reviews of performance and counselling are regular feature. Further to promote employee engagement meetings are conducted to communicate and gain acceptance of various management decisions. Various social events like Institute days, Diwali etc. regular feature. All modern practices of HR are followed.
Industry Interaction / Collaboration	Institute has signed MoU with companies for joint organization of workshops/symposia/projects and training programs for the students and faculty. Industrial visits are organized for all Third and final year students every year. Visit to industry / organization is done to get exposure to industrial environment, interaction with industry experts, team work etc. In strengthening the relationship between Industry and Institute University has also initiated the process of appointing examiners from Industry specifically for the evaluation of BE projects. The Industry experts evaluate and interact with the students for major project development.
Admission of Students	Institute strictly adheres to the DTE guidelines, wherein the admissions are done through Centralized Admission Process for the State of Maharashtra through Centralized Admission Process carried out by Directorate of Technical

Education, Maharashtra State. To meet the commitment towards national diversity, policy has been formulated by Directorate of Technical Education, Maharashtra State and it is mandatory for Institute to follow for the inclusion of SC/ST, OBC, Women, Differently able, Economically weaker sections, Minority community, etc

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

E-governace area	Details
Student Admission and Support	After allotment of admissions by DTE, students are reporting to the Institute and filling up the admission information. Student credentials are created and issued to student. Student use this credentials to give online feedback, online test and accessing e-material. Identity card is issued to the student after furnishing necessary formalities. Students and faculty have an access to Vision-Mission and Objectives of the Institute.
Planning and Development	As a part of E-governance in academics and administration the Institute has developed its own ERP software which facilitates automation of various activities such as Student section, Fee collection, Financial Accounts, Exam Section, staff Attendance and appraisal system, Online students Attendance, etc. Principal of the institute coordinates the planning and development activity. He demonstrates the vision of management to head of departments. All head of departments through department meetings communicate and effectively implement the plans demonstrated by principal. Further to promote employee engagement general meetings are conducted to communicate and gain acceptance of various management decisions.
Administration	Number of portfolios are formed in the Institute for smooth functioning of academics and administration. Responsibilities are handled by senior faculty members. Responsibilities are churned at the department and the Institute level for effective growth of the Institute. Definition of roles and responsibility leads to autonomy in operations. Each teacher has been assigned a set of responsibilities. Collaboration is encouraged and so is decision making. The decentralization

	extends to both academics and administration. The vertical structure of governance system ensures this
Finance and Accounts	Under this module fees are allocated to student. Fees are collected and outstanding reports are generated. These reports are available in the login of authorities. salary details , salary sleep, Income tax deductions are also available in this module. Computerized income tax form 16 A is generated after declaration of the saving and insurance premium by the employee

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
No Data Entered/Not Applicable !!!				
[View File](#)				

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
No Data Entered/Not Applicable !!!						
[View File](#)						

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

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
No Data Entered/Not Applicable !!!				
[View File](#)				

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
122	122	93	93

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students

Group Health Insurance, Employees Provident Fund	Group Health Insurance, Employees Provident Fund	Group Health Insurance under university scheme, MET Scholarship for needy students

6.4 – Financial Management and Resource Mobilization

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

For effective and optimized working of the Institute and the infrastructure required for teaching and learning, sufficient funds are provided by the management every year. Given norms are always followed for purchases in compliance and the budget are followed effectively. All documents related to finance and accounts are audited every year. There is a separate audit department to do the internal audit. And the yearly audit is done by the external auditors

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
not applicable	0	0

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6.4.3 – Total corpus fund generated

No Data Entered/Not Applicable !!!

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic			Yes	Principal
Administrative			Yes	HR Department

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

1.Parent Teacher meet 2.Welcome Function for Second Year Students 3.First year induction program

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

Workshop on Financial Freedom by Mr.Namrata Deshmukh on 16 jan 2019 under MET Utsav Workshop on Money Magnetism by Mr.Jayashri Kakad on 16 jan 2019 under MET Utsav Workshop on Digital marketing/Mad over Marketing by Dr.Vardhan Chobe on 17 jan 2019 under MET Utsav

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

1. Discussion over strategies decided to strengthen Industry Institute Linkage. Prof. (Dr.) V. P. Wani has taken the review of the procedure adopted by different department and response to email from MD/CEO/HR/authorized person who is instrumental in organizing the meeting with concern authorities as per the policies of their Industry. 2. Discussion on students deputed for Internship in various Industries Prof.(Dr.) V. P. Wani reviewed the number of students deputed in different industries for internship. He appreciated the efforts of staff members in identifying the industries who accepted the students for internship. 3. Discussion on deputing the students for final year Projects in industries for the academic year 2018-2019. Prof.(Dr.) V. P. Wani reviewed the

number of students deputed in different industries for projects of final year and suggested to put more efforts to increased the number of projects from industries.

6.5.5 – Internal Quality Assurance System Details	
a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	No
c)ISO certification	No
d)NBA or any other quality audit	Yes

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
No Data Entered/Not Applicable !!!					
View File					

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
No Data Entered/Not Applicable !!!				

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

Percentage of power requirement of the University met by the renewable energy sources
Institute promotes in environmental awareness like energy saving, Rainwater harvesting, waste water management and Institute has also adopted two villages Kone and Nagosali for social awareness. Institute organizes expert sessions on the issues of gender. Climate change, environmental education human rights etc. Expert session of Dr. Rajendra Singh, (Magasasay Awardee) was also organized. NSS cell is instrumental in inculcating the social awareness, and environmentally sensitive behavior amongst the students having strength of 150 volunteers. Programmes like Tree plantation, Poster exhibition for Environmental Awareness, swachata pakhwada. The Institute is environmentally conscious and monitors the up keep and maintenance of the greenery in the campus. The tree plantation is the major concern of the management to maintain the immaculate purity and beauty of the Institute to provide a pleasant atmosphere. • The campus has been made as green as possible by planting variety of trees and other plants, with an exclusive team of gardeners. • Sprinkler system is used to give optimum water to garden and lawns. • Most of the work is paperless as Institute has been utilizing ERP software. • Generators are located at remote location in the campus, so that no noise disturbance is created. • Special contract is given to outside agency to keep campus neat and clean. • The Institute has taken initiatives to use renewable energy. Solar water heater for Boys Hostel. • All the buildings have rainwater-harvesting structure and the rainwater is allowed to go underground through the structures. The runoff water collected on the roads is drained and conveyed to a pond in order to increase the water table, as a part of conservation and preservation of water resource. • The lawn, plants and flowers are watered by drips/sprinklers. • The water taps, leakages are regularly supervised to avoid wastage of water.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	0
Provision for lift	Yes	0
Ramp/Rails	Yes	0
Rest Rooms	Yes	0
Scribes for examination	Yes	0

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2018	1	1	16/06/2018	365	Bus Facility	1	130
2018	2	1	16/06/2018	365	Hostel Facility	1	150

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

Title	Date of publication	Follow up(max 100 words)
HR Handbook 1	16/06/2018	HR rule book is prepared to circulate to all employees. This book contents the HR policies on recruitment, service rules, leave rules, employee welfare, performance appraisal, training and development, carrier enhancement scheme, workplace discipline, attendance, punctuality, etc HR manager proposes the manpower required for academic as well as support staff for smooth functionality. The vacations, compensatory off, outdoor duties are described by the HR department. The policies for deputation of staff for higher education is drafted and circulated by HR department. The welfare schemes like health policy, term

		policies is monitored by Hr Department.
Examination Code of Conduct	16/06/2018	Phase I and II Online examination of 25 marks, containing MCQs and fill in blanks based on unit I and II phase-I and Phase-II based on unit III and unit IV shall be conducted. Phase III Written examination of 50 marks based on all units, shall be conducted at the end of semester. Phases of TE and BE Phase I: Theory examination of 30 marks based on unit I,unit II and unit III of the subject, shall be conducted. Phase II: Theory examination of 70 marks based on all the units conducted at the end of semester.
Anti Ragging	16/06/2018	The Institute has an Anti-Ragging Committee, Anti Ragging Squad as well as other Student Counselling Committees as provisioned in UGC/AICTE regulation 2009. Constitution of the Committee and the progress report sent to the University.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
No Data Entered/Not Applicable !!!			
[View File](#)			

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

No Data Entered/Not Applicable !!!

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Environment Consciousness: The Institute is located in a huge campus with greenery in and around the campus. The Institute is environmentally conscious and monitors the up keep and maintenance of the greenery in the campus. The tree plantation is the major concern of the management to maintain the immaculate purity and beauty of the Institute to provide a pleasant atmosphere. The campus has been made as green as possible by planting variety of trees and other plants, with an exclusive team of gardeners. Sprinkler system is used to give optimum water to garden and lawns. Counselling Students Development cell: Students have actively participate in the counselling programs resolve their issues of any kind related to behaviour, career, study intellectual. In group

counselling the awareness is given to the first year engineering students about "Managing the life for better future" a dialogue with students. Also the scope is given to final year students to asked unnamed questions and the questions are address to resolve their mind conflicts. Through the mentoring programs identified students are send for counselling for the above said areas remaining students attend the individual counselling based on their requirement time to time. This support to the students to come out from the situation which he is facing positively develop himself for the academic challenges.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

7.3 – Institutional Distinctiveness

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

Bringing transparency in the system and provide a state-of-the-art technical infrastructure to better serve students, faculty, staff, and other stakeholders of the institution: The Practice: ERP development cell developed following modules in the view of various processes like: - Admission – After allotment of admissions by DTE, students are reporting to the Institute and filling up the admission information. Student credentials are created and issued to student. Student use this credentials to give online feedback, online test and accessing e-material. Identity card is issued to the student after furnishing necessary formalities. Students and faculty have an access to Vision-Mission and Objectives of the Institute. - Attendance – Faculties fill up attendance of their class conduction on regular basis in their login. Attendance reports are generated and necessary messages are sent to concerned. Authorities also perform academic monitoring using this attendance facility. Letter of the students with less attendance can be generated in the system and further sent to the parents. - Lecture Notes – Faculties upload lecture notes, reference material including e-material on ERP through their login. Student access these material through respective login.

Provide the weblink of the institution

8.Future Plans of Actions for Next Academic Year

• To establish research centre. : to established university affiliated research centre in all departments • Enhancing industry institute interaction for student's project training: It is suggested to email from MD/CEO/HR/authorized person who is instrumental in organizing the meeting with concern authorities as per the policies of their Industry. To depute the number of students in different industries for projects of final year and suggested to put more efforts to increased the number of projects from industries. • To apply for more major research projects. : Find out the research schemes from different organizations like DST, AICTE, University Quality improvement programme schemes and apply for the different proposals for faculty development, students development and research activities. To offer consultancy services. Identify the : With prior appointment arrange the meeting with industry personals. Identify common area of interest to work together for project development, training of students, faculty members from industry persons in industry. Training of industry persons in our institute. • To have more number of doctorate faculty. : Institute is encouraging the faculty by deputing faculty for Ph.D in different National Institute of Technology and Indian Institute of Technology