



Date:-07/02/2018

## **Notice**

The meeting of all HODs is scheduled on Monday, 12/02/2018 at 11:00 AM in Conference Hall.

### **Agenda:**

1. About initiating NAAC work.
2. Discussion about NAAC Accreditation and Assessment process.
3. Formation of NAAC Steering/Core Committee.
4. Formation of IQAC.
5. Framing / Reframing of Vision, Mission and Core Values of Institute.
6. Defining/ Redefining of Vision, Mission, PEOs, POs and PSOs of all departments.
7. Issue with the permission of the chair.

All the concerned are requested to make it convenient to attend the meeting.



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CC:

1. All HODs
2. Admin. Office
3. Library



## **Minutes of Meeting**

### **Agenda:1 About initiating NAAC work.**

#### **Resolution:**

Thorough discussion was made and it was unanimously resolved that, NAAC work is to initiated to inculcate culture of quality in institute. Further all HODs were provided with revised NAAC Manual released in July-2017 for basic understanding and study.

### **Agenda:2 Discussion about NAAC Accreditation and Assessment process.**

#### **Resolution:**

As new window system is introduced for application of NAAC, We can apply either in May-June or Nov-Dec. It was unanimously decided that NAAC application is to be submitted in forthcoming window i.e. in month of May-June 2018.

New Process of NAAC Accreditation and Assessment is discussed. It has three stages-

1. Self Study Report (Qualitative Metrics (350 Marks) + Quantitative Metrics (650 Marks))
2. Student Satisfaction Survey (SSS)
3. Peer Team Visit

All HODs and Section In-charges were informed to conduct department level meeting to educate faculty regarding same.

### **Agenda:3 Formation of NAAC Steering/Core Committee.**

#### **Resolution:**

Thorough discussion was made and it was unanimously resolved that, NAAC Core/ Steering committee is to be constituted consisting of key functionaries of the institute to prepare NAAC SSR. NAAC Steering/Core Committee is constituted by approval of all and Ms. Prapti Pednekar is selected as NAAC Coordinator.



**Agenda:4Formation of IQAC.**

**Resolution:**

As per NAAC Guidelines, IQAC may be constituted in every institution under the Chairmanship of the Head of the institution with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders.

Members of IQAC were decided by consent of all present members and it was decided to communicate all members regarding First IQAC meeting on Thursday, 22/02/2018 at 11:00 AM in Conference Hall.

Further, It was resolved that Mr.Tushar Malpekar shall act as IQAC Coordinator.

**Agenda:5Framing of Vision, Mission and Core Values of Institute.**

**Resolution:**

Thorough discussion was made and it was unanimously determined that concrete steps and path needed in all directions for achieving quality excellence. For this all members focused on need of framing/ Re-framing Vision, Mission and Core Values of Institute for setting quality benchmark.

So, It was decided that, As IQAC has representation of all stakeholders, IQAC can work for framing/ Re-framing Vision, Mission and Core Values of Institute. Once Vision, Mission and Core Values of Institute are framed will be put in various institute level committees/ bodies for approval.

**Agenda:6Defining of Vision, Mission, PEOs, POs and PSOs of all departments.**

**Resolution:**

Thorough discussion was made and it was unanimously resolved that as per new guidelines of accrediting bodies like NBA and NAAC, there is need of Defining of Vision, Mission, PEOs, POs and PSOs of all departments.



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So, All HODs are here by instructed to form committee of stakeholder at department level to define the Vision, Mission, PEOs, POs and PSOs of respective department.

This committee is responsible for conducting 3 Meetings for defining of Vision, Mission, PEOs, POs and PSOs of all departments and submitting report to Principal. Once Vision, Mission, PEOs, POs and PSOs of all departments are defined, will be put in various institute level committees/ bodies for approval.

**Agenda:7** Issue with the permission of the chair.

**Resolution:**

As there were no issues to discuss meeting was concluded with vote of thanks to all present.



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**Action Taken Report of Meeting held on Monday, 12/02/2018**

Sr.No.	Resolution in the Meeting	Action Taken for Implementation & Outcomes
1.	About initiating NAAC work.	All HODs and Section In-charges were provided with NAAC Manual and instructed to conduct departmental meeting to educate faculty and staff regarding NAAC Work.
2.	Formation of NAAC Steering/Core Committee.	NAAC Steering/Core Committee Office Order was taken out at institute level dated 14/02/2018.
3.	Formation of IQAC.	IQAC Office Order was taken out at institute dated 14/02/2018 and First Meeting of IQAC is planned on 22/02/2018.
4.	Framing of Vision, Mission and Core Values of Institute.	Stakeholder Committee is formed at institute dated 14/02/2018.
5.	Defining of Vision, Mission, PEOs, POs and PSOs of all departments.	Stakeholder Committee is formed at department dated 15/02/2018.



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Date:-14/02/2018

## Notice

The first meeting of IQAC is scheduled on Thursday, 22/02/2018 at 11:00 AM in Conference Hall.

### Agenda:

1. Confirmation and Review of Minutes of Principal-HODs Meeting held on 12/02/2018.
2. Action taken report of Principal-HODs Meeting held on 12/02/2018.
3. Opening words by Chairman.
4. Self-introduction of the members.
5. Introduction Speech by IQAC Coordinator.
6. About deciding Goals and Objectives of IQAC.
7. About deciding functions of IQAC.
8. About deciding IQAC Monitoring Mechanism.
9. Issue with the permission of the chair.

All the concerned are requested to make it convenient to attend the meeting.



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CC:

1. All Committee Members
2. Admin. Office



## **Minutes of Meeting**

The chairman Prof.Suryakant C. Nawle occupied the chair and welcomed the members for first IQAC Meeting. The following business was transacted in the meeting:-

**Agenda:1Confirmation and Review of Minutes of Principal-HODs Meeting held on 12/02/2018.**

### **Resolution:**

Thorough discussion was made, review is taken and it was unanimously approved Minutes of Principal-HODs Meeting held on 12/02/2018.

**Agenda:2Action taken report of Principal-HODs Meeting on 12/02/2018.**

<b>Sr.No.</b>	<b>Resolution in the Meeting</b>	<b>Action Taken for Implementation &amp; Outcomes</b>
1.	About initiating NAAC work.	All HODs and Section In-charges were provided with NAAC Manual and instructed to conduct departmental meeting to educate faculty and staff regarding NAAC Work.
2.	Formation of NAAC Steering/Core Committee.	NAAC Steering/Core Committee Office Order was taken out at institute level dated 14/02/2018.
3.	Formation of IQAC.	IQAC Office Order was taken out at institute dated 14/02/2018 and First Meeting of IQAC is planned on 22/02/2018.
4.	Framing of Vision, Mission and Core Values of Institute.	Stakeholder Committee is formed at institute dated 14/02/2018.
5.	Defining of Vision, Mission, PEOs, POs and PSOs of all departments.	Stakeholder Committee is formed at department dated 15/02/2018.



**Agenda:3 Opening words by Chairman.**

**Resolution:**

Chairman briefed all present members on the formation of IQAC cell and its overall responsibilities.

**Agenda:4 Self-introduction of the members.**

**Resolution:**

All the members were given their introduction.

**Agenda:5 Introduction Speech by IQAC Coordinator.**

**Resolution:**

IQAC coordinator introduced all present members to the goals, objectives, functioning and monitoring mechanism of IQAC as per NAAC guidelines.

**Agenda:6 About deciding Goals and Objectives of IQAC.**

**Resolution:**

Thorough discussion was made and Goals and Objectives of IQAC were decided as follows:-

- To develop a quality system for consistent programmed action to improve the academic and administrative performance of the college.
- To promote measures for institutional functioning towards quality enhancement  
Thorough imbibing quality culture and institutionalization of best practices.

**Agenda:7 About deciding functions of IQAC.**

**Resolution:**

Thorough discussion was made and functions of IQAC were decided as follows:-

- Arrangement of files of our existing feedback responses from students, parents and other stakeholders on quality related institutional processes.
- Acting as a nodal cell of the college for coordinating quality-related activities, including adoption and dissemination of good practices.





- Development and application of quality benchmarks for the various academic and administrative activities of the college.
- Organization of Institute level programs and quality related programs.
- Preparation of the Annual Quality Assurance Report (AQAR) of the Institute based on the quality parameters/assessment criteria developed by the relevant quality assurance body (like NAAC, NBA, ISO, NIRF) in the prescribed format.

**Agenda:8 About deciding IQAC Monitoring Mechanism.**

**Resolution:**

The institutions need to submit yearly the Annual Quality Assurance Report (AQAR) to NAAC.

A functional Internal Quality Assurance Cell (IQAC) and timely submission of Annual Quality Assurance Reports (AQARs) are the Minimum Institutional Requirements (MIR) to volunteer for second, third or subsequent cycle's accreditation. During the institutional visit the NAAC peer teams will interact with the IQACs to know the progress, functioning as well quality sustenance initiatives undertaken by them.

So as a part of IQAC Monitoring Mechanism it was decided that IQAC should meet quarterly and take review of all activities mentioned in earlier points and extend necessary suggestions/ corrective actions to maintain overall quality culture in the institute.

**Agenda:9 Issue with the permission of the chair.**

**Resolution:**

As there were no issues to discuss meeting was concluded with vote of thanks to all present.



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**Action Taken Report of first IQAC Meeting held on Thursday,22/02/2018**

Sr.No.	Resolution in the Meeting	Action Taken for Implementation & Outcomes
1.	About deciding IQAC Monitoring Mechanism.	A part of IQAC Monitoring Mechanism it was decided to conduct second IQAC Meeting on 05/03/2018



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Date:-01/03/2018

## **Notice**

The second meeting of IQAC is scheduled on Monday, 05/03/2018 at 11:00 AM in Conference Hall.

### **Agenda:**

1. Confirmation and Review of Minutes of first IQAC meeting held on 22/02/2018.
2. Action taken report of first IQAC meeting held on 22/02/2018.
3. About deciding IQAC Meeting frequency.
4. Review of NAAC work.
5. Restructuring stakeholder feedback mechanism.
6. To initiate E-governance in administrative and academic reforms.
7. Framing code of ethics for research.
8. To constitute Intellectual Property Rights (IPR) cell.
9. To decide mechanism for internal financial audit.
10. Implementation of student diary system.
11. Issue with the permission of the chair.

All the concerned are requested to make it convenient to attend the meeting.



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CC:

1. All Committee Members
2. Admin. Office



### **Minutes of Meeting**

The chairman Prof. Suryakant C. Nawle occupied the chair and welcomed the members for second IQAC Meeting. The following business was transacted in the meeting:-

**Agenda:1 Confirmation and Review of Minutes of first IQAC meeting held on 22/02/2018.**

**Resolution:**

Thorough discussion was made, review is taken and Minutes of first IQAC meeting held on 22/02/2018 unanimously approved.

**Agenda:2 Action taken report of first IQAC meeting held on 22/02/2018.**

<b>Sr.No.</b>	<b>Resolution in the Meeting</b>	<b>Action Taken for Implementation &amp; Outcomes</b>
1.	About deciding IQAC Monitoring Mechanism.	A part of IQAC Monitoring Mechanism it was decided to conduct second IQAC Meeting on 05/03/2018

**Agenda:3 About deciding IQAC Meeting frequency.**

**Resolution:**

Thorough discussion was made and it was decided that IQAC will meet quarterly with the details as follows:-

- I. Mid January
- II. Mid April
- III. Mid July
- IV. Mid October

**Agenda:4 Review of NAAC work.**

**Resolution:**

Review of NAAC work is taken criteria wise and IQAC cell was satisfied with NAAC work status. IQAC Cell suggested some changes in Qualitative Work.



**Agenda:5Restructuring stakeholder feedback mechanism.**

**Resolution:**

Mr.TusharMalpekar Proposed that presently there is different mechanism department wise for collecting stakeholder feedback, so there is need of common mechanism at institute level. Thorough discussion was made and it was decided that common mechanism at institute level must be made for collecting, analyzing and implementing feedback of all stakeholders. Mrs. Puja Kulkarni, Criteria-1 coordinator of NAAC given responsibility to modify existing feedback forms and come up with new mechanism.

**Agenda:6To initiate E-governance in administrative and academic reforms.**

**Resolution:**

Thorough discussion was made and it was found that digitization is needed in all administrative and academic units for maintaining records of students, faculty and staff.

IQAC members supported the views of all members regarding need of digitization and recommended to purchase ERP System which will maintain records related to administrative and academic units.

**Agenda:7Framing code of ethics for research.**

**Resolution:**

It was brought to the notice of all IQAC members that, code of ethics for plagiarism and malpractices checking in research is required in Criteria-3 of NAAC.

Thorough discussion was made and it was decided to prepare code of ethics and purchase/ take membership of plagiarism checking software as early as possible. The responsibility of preparing code of ethics is given to Mr. Sunil Maradi, Criteria-3 coordinator of NAAC.

**Agenda:8To constitute Intellectual Property Rights (IPR) cell.**

**Resolution:**

It was brought to the notice of all IQAC members that functional Intellectual Property Rights (IPR) cell is required for conducting activities/seminars/workshops related to IPRs.



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Thorough discussion was made and it was decided to constitute Intellectual Property Rights (IPR) cell.

**Agenda:9 To decide mechanism for internal financial audit**

**Resolution:**

It was brought to the notice of IQAC that, External financial audits are conducted annually from inception of the institute by Mr. Wasim Khan, Kolhapur But as per NAAC new guidelines/ requirement it is mandatory to conduct internal audit, so after thorough discussion the following points regarding internal financial audit were finalized –

- I. The internal financial audit will be conducted annually.
- II. The internal financial audit will be conducted by two members from Account Section.
- III. The audit committee will submit the report to the Principal.

**Agenda:10 Implementation of student diary system**

**Resolution:**

It was brought to the notice of IQAC that, of Personal, Academic, Co-Curricular and Extra-Curricular details of the students need to be stored in systematic way. It was unanimously decided to prepare student diary consisting of all these details.

It was also decided to maintain record of mentoring and parents meeting in the same diary. Thorough discussion was made and it was decided that student diary must be prepared an. Mr. Tushar Malpekar, Criteria-5 coordinator of NAAC given responsibility to prepare and finalize contents of students diary.

**Agenda:11 Issue with the permission of the chair.**

**Resolution:**

As there were no issues to discuss meeting was concluded with vote of thanks to all present.



  
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**Action Taken Report of second IQAC Meeting held on Monday, 05/03/2018**

Sr.No.	Resolution in the Meeting	Action Taken for Implementation & Outcomes
1.	About deciding IQAC Meeting frequency.	Meeting frequency decided as follows:- I. Mid January II. Mid April III. Mid July IV. Mid October
2.	Restructuring stakeholder feedback mechanism.	Feedback forms are modified and it was decided to implement new feedback mechanism from Academic Year 2017-18 even semester end.
3.	To initiate E-governance in administrative and academic reforms.	ERP from Speed Tech Serve Private Limited, Pune was purchased on 09/02/2018.
4.	Framing code of ethics for research.	Code of Ethics was prepared and subscription for plagiarism checking software is taken.
5.	To constitute Intellectual Property Rights (IPR) cell.	Intellectual Property Rights (IPR) cell was constituted with office order dated 06/03/2018
6.	To decide mechanism for internal financial audit.	It was decided to conduct internal financial audit with office order dated 20/04/2018.
7.	Implementation of student diary system.	It was decided to implement student diary system from Academic Year 2018-19 even semester end.



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Date:-09/04/2018

## **Notice**

The third meeting of IQAC is scheduled on Monday, 16/04/2018 at 11:00 AM in Conference Hall.

### **Agenda:**

1. Confirmation and Review of Minutes of second IQAC meeting held on 05/03/2018.
2. Action taken report of second IQAC meeting held on 05/03/2018.
3. Review of NAAC work.
4. Restructuring faculty and staff appraisal mechanism.
5. Planning of NSS/ Extension Activities for Academic Year 2018-19.
6. To implement 'Learning Management System.'
7. To use ICT facilities for Teaching and Learning.
8. To take membership of e-ShodhSindhu and Shodhganga
9. To provide remote access to e-resources of library.
10. To increase bandwidth of internet connection.
11. To prepare Code of Conduct for all stakeholders (HR Manual)
12. Modification in Course file content.
13. Issue with the permission of the chair.

All the concerned are requested to make it convenient to attend the meeting.



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CC:

1. All Committee Members
2. Admin. Office





### Minutes of Meeting

The chairman Prof.Suryakant C. Nawle occupied the chair and welcomed the members for third IQAC Meeting. The following business was transacted in the meeting:-

**Agenda:1Confirmation and Review of Minutes of second IQAC meeting held on 05/03/2018.**

**Resolution:**

Thorough discussion was made, review is taken and Minutes of second IQAC meeting held on 05/03/2018 unanimously approved.

**Agenda:2Action taken report of second IQAC Meeting held on 05/03/2018.**

Sr.No.	Resolution in the Meeting	Action Taken for Implementation & Outcomes
1.	About deciding IQAC Meeting frequency.	Meeting frequency decided as follows:- I. Mid January II. Mid April III. Mid July IV. Mid October
2.	Restructuring stakeholder feedback mechanism.	Feedback forms are modified and it was decided to implement new feedback mechanism from Academic Year 2017-18 even semester end.
3.	To initiate E-governance in administrative and academic reforms.	ERP from Speed Tech Serve Private Limited, Pune was purchased on 09/02/2018.
4.	Framing code of ethics for research.	Code of Ethics was prepared and subscription for plagiarism checking software is taken.
5.	To constitute Intellectual Property Rights (IPR) cell.	Intellectual Property Rights (IPR) cell was constituted with office order dated 06/03/2018
6.	To decide mechanism for internal financial audit.	It was decided to conduct internal financial audit with office order dated 20/04/2018.
7.	Implementation of student diary system.	It was decided to implement student diary system from Academic Year 2018-19 even semester end.



**Agenda:3Review of NAAC work.**

**Resolution:**

Review of NAAC work is taken criteria wise and IQAC cell was satisfied with NAAC work progress.

**Agenda:4Restructuring faculty and staff appraisal mechanism.**

**Resolution:**

Mr.TusharMalpekar Proposed that restructuring of faculty and staff appraisal mechanism is needed as per latest trends in education system and changes in faculty and staff KRAs.

Thorough discussion was made and it was decided that restructuring of faculty and staff appraisal mechanism is to be done and Mr. Rakesh Pal, Criteria-2 coordinators of NAAC given responsibility to modify existing appraisal forms and come up with new mechanism.

**Agenda:5Planning of NSS/ Extension Activities for Academic Year 2018-19.**

**Resolution:**

Thorough discussion was made and it was decided that planning of NSS/ Extension Activities for Academic Year 2018-19 is to be done. NSS Coordinator along with criteria 3 coordinators of NAAC handed over responsibility for the same.

**Agenda:6 To implement 'Learning Management System.'**

**Resolution:**

Thorough discussion was made and it was found that 'Learning Management System.' like MOODLE, SWAYAM, MOOC is required for keeping students well versed with recent trends and technologies.

It was decided to implement and use MOODLE from Academic Year 2018-19.

**Agenda:7To use ICT facilities for Teaching and Learning.**

**Resolution:**

It was brought to the notice of all IQAC members that, ICT tool usage is important and should have mechanism for its usage at department and faculty level.



Thorough discussion was made and it was decided to prepare register to record ICT tool usage by faculty and it was also decided to put column 'Teaching Aids used' in teaching plan.

**Agenda:8To take membership of e-ShodhSinghu and Shodhganga**

**Resolution:**

It was brought to the notice of all IQAC members that membership of e-ShodhSinghu and Shodhganga is required to enable faculty and students e-resources available related to library.

Thorough discussion was made and it was decided to take membership of e-ShodhSinghu and Shodhganga. This responsibility is given to Librarian for taking membership of e-ShodhSinghu and Shodhganga and instructed to submit report to IQAC.

**Agenda:9To provide remote access to e-resources of library.**

**Resolution:**

It was brought to the notice of IQAC that, remote access to e-resources of library is to be provided to students and faculty as per NAAC new guidelines/ requirement.

It was decided to create internal server/ ftp at institute level and provide access to students and faculty.

**Agenda:10To increase bandwidth of internet connection.**

**Resolution:**

It was brought to the notice of IQAC that, bandwidth of internet connection is to be increased. It was decided to increase bandwidth of internet connection. Responsibility of same is given to HOD-Computer for follow up and works done.

**Agenda:11To prepare/ update Code of Conduct for all stakeholders (HR Manual)**

**Resolution:**

It was brought to the notice of IQAC that, to prepare/ update Code of Conduct for all stakeholders (HR Manual) is required. It was decided to prepare/ update Code of Conduct for all stakeholders (HR Manual). Responsibility of same is given to Mr. TusharMalpekar



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**Agenda:12Modification in Course file content.**

**Resolution:**

Mr.TusharMalpekar(IQAC Coordinator) Proposed that there is need of addition of some extra points in course file content and also he has suggested that this approved format of IQAC must be used by all departments to maintain similarity in teaching learning process.

Thorough discussion was made and it was decided that course file must be modified and Mr. Rakesh Pal, (Criteria-2 coordinators of NAAC) given responsibility to modify/add points in course file contents.

**Agenda:13Issue with the permission of the chair.**

**Resolution:**

As there were no issues to discuss meeting was concluded with vote of thanks to all present.



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**Action Taken Report of third IQAC Meeting held on Monday, 16/03/2018**

Sr.No.	Resolution in the Meeting	Action Taken for Implementation & Outcomes
1.	Restructuring faculty and staff appraisal mechanism.	Faculty and staff appraisal mechanism is restructured and implemented from Academic Year 2017-18.
2.	Planning of NSS/ Extension Activities for Academic Year 2018-19.	List of NSS activities is prepared and submitted to IQAC.
3.	To implement 'Learning Management System.'	MOODLE has been implemented.
4.	To use ICT facilities for Teaching and Learning.	ICT facilities used by teachers and teaching plan is modified from Academic Year 2018-19.
5.	To take membership of e-ShodhSindhu and Shodhganga	Membership of e-ShodhSindhu and Shodhganga is taken and report is submitted to IQAC.
6.	To provide remote access to e-resources of library.	Remote access to e-resources of library is provided.
7.	To increase bandwidth of internet connection.	Bandwidth of internet connection is increased from 45 Mbps to 100 Mbps.
8.	To prepare Code of Conduct for all stakeholders (HR Manual)	Code of Conduct for all stakeholders (HR Manual) is prepared.
9.	Modification in Course file content.	Modified course file format is used from Academic Year 2018-19 odd semester.



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