



SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

METROPOLITAN INSTITUTE OF TECHNOLOGY AND MANAGEMENT

**AT POST SUKALWAD, NEAR SINDHUDURG RAILWAY STATION, TAL.
MALVAN, DIST. SINDHUDURG**

416534

www.mitm.ac.in

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Metropolitan Institute Of Technology and Management (MITM), established in 2011, is run by a Jayawanti Babu Foundation. The College is approved by All India Council for Technical Education (AICTE), New Delhi, recognized by Directorate of Technical Education (DTE), Maharashtra State and affiliated to University of Mumbai.

MITM is established with the aim of imparting quality education in the field of engineering. In view of the challenging environment, a responsibility is placed on the young men & women possessing skills to manage the complex business environment. For this, the students of new era are required to be well equipped with knowledge, skills and inspiration to lead.

We invite all those who share our vision, goal and purpose and will give justice to our efforts in building a new era of engineering graduates.

Vision

To impart Engineering education in rural environment to serve the society.

Mission

1. To impart education to achieve excellence in teaching-learning.
2. To provide skill oriented training to meet the need of the industry and society.
3. To undertake collaborative projects with academia and industries.
4. To create an environment conducive to creativity, innovation, team-sprit and entrepreneurial leadership.
5. To facilitate effective interactions of students, faculty and management with industry personnel, alumni, academicians of premiere Institutions and other stake holders.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

1. Good Infrastructure
2. Supportive management
3. Pleasant and noise free environment
4. Facilities like well equipped Gym
5. Highly Committed team of faculty members and administrative staff.

Institutional Weakness

1. Faculty Qualification (Ph. D)
2. Faculty Research Publication, Funded Projects, Consultancy Work etc.
3. Institutional and Departmental MOUs.
4. Admission Percentage in few departments
5. Placement Percentage

Institutional Opportunity

1. Getting NAAC accreditation with good grade
2. Fetching the Research Funds, Funded Projects, Consultancy Work etc.
3. Improving the placement Percentage.
4. Strengthening Industry-Institute Interaction and also Collaboration with more reputed industries.
5. Alumni networking to enhance the academic and placement activities by forming alumni association.

Institutional Challenge

1. Faculty Retention
2. Present scenario of admission
3. Average quality of admitted students
4. Tie-ups with National and International Educational Institutes.
5. Funded research projects with collaboration of government and private organizations.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

Institute offers various programs where in the syllabus prescribed by Mumbai University is followed. Faculty members of the institute are actively involved in various university level activities such as, curriculum

implementation workshops and examination work.

Industry-academia gap bridging is attempted by means of add-on courses offered to students. Curriculum includes subjects integrating cross cutting issues relevant to environment and sustainability and human values and professional ethics.

Value added courses like soft skills and communication skill are also conducted in order to achieve overall development of the students and inculcate professionalism amongst them.

Institute consistently approaches the stake holders viz. alumni, employers, industry, parents and students for the inputs on curriculum through feedback and corresponding analysis is conveyed to concern authority.

Teaching-learning and Evaluation

The teaching learning process in the institute is student centric and outcome based and considers need of diverse students. Learning levels of the students are identified and are taken into consideration for designing the learning material and evaluation process. Focus is on students learning which get reflected through use of ICT based learning material and methodologies like participative learning, experiential learning, and collaborative learning. Institute incorporates various innovative teaching-learning practices, viz., adopting industrial practices like visits, study tour etc.

The institute is proud of its qualified and experienced faculty members who act as a valuable resource for training the students for the specified programs.

The evaluation process is outcome based employing various direct and indirect assessment tools. Continuous assessment system is incorporated in the institute for assessment of students ad per university norms. Transparency is maintained in the evaluation process which boosts confidence of faculty as well as students. Grievances, if any, are addressed by Grievance Redressal Cell in time bound, transparent and efficient manner.

Research, Innovations and Extension

To build research awareness among students, various research events are organized such as Technical symposium (REX), Paper presentation and Project exhibition. Skill development workshops are organized for students. Students are encouraged to participate in various workshops, symposia, seminars, conferences to inculcate research culture.

The institution is also actively involved in extension activities to address various societal issues. The college has Extension Activity Cell which renders social and community services. Besides blood donation camps the institution has organized many Social awareness programs.

Institute has MOUs with industries, NGOs and Institutes for creating and transfer of knowledge.

Infrastructure and Learning Resources

Adequate infrastructural facilities are provided for instructional, administrative and circulation areas. Institute has Language lab, central library and reading room, 24x7 water supply, power back-up, On call ambulance, common room for boys and girls, space for outdoor and indoor games.

Central library has collection of books (text books, reference books, IS standards, handbooks, rare books) as per AICTE Norms. The library has institutional membership of e-shodhsindhu and ShodhGanga. The institute has high end desktop computers available exclusively for students. The lease line bandwidth is of 50 Mbps.

To maintain and upkeep the campus, institute has maintenance cell with technical and skilled manpower, adequate budget provision for maintenance, housekeeping facilities and centralized supervision.

Student Support and Progression

The institute undertakes student focused academic, co-curricular and extracurricular activities, to provide them rich learning experience and thereby ensure students' progression to higher studies and employment.

The College extends its support to the socially and financially weak students, especially SC, ST, OBC, EBC and the differently-abled student communities adhering to Government norms for scholarships. Concession in term and tuition fees and special assistance is given to economically weak students by Management.

The Training and Placement cell motivates the departments to collaborate and form linkage with reputed agencies which provide job specific training that include technical, aptitude, group discussion and interview skills. The activities pertaining to skill development are planned which lead to placement at length.

The co-curricular and extra-curricular activities organized by Institute and Student council assure the holistic development of the students.

The grievances and requests of students and ladies faculty are addressed by the students Grievance Cell and women's Grievance cell respectively. The Anti-Ragging Committee publicizes its stand against ragging in campus to curb ragging.

Alumni meeting has been conducted every year. The alumni take active part in skill development of students and also give suggestions for curriculum up gradation through feedback forms.

Governance, Leadership and Management

MITM has effective organizational structure comprising of technocrats headed by the president of the Trust. Various cells, bodies and committees comprising of Principal, Department Heads, faculty members, staff and students assigned with various responsibilities and duties contribute towards the execution of governance in tune with the vision and mission.

The members of various committees are actively involved in the decision making process related to academic and administrative matters giving opportunities for participative management.

The perspective and strategic plan of the institution includes periodic up gradation of infrastructural resources as per stakeholders feedback, faculty development for inculcating research culture and skill based education, enhancing the teaching learning process through improved interaction with industries and collaborative learning.

E-governance is implemented in various areas of operations like administration, examination, Finance and Accounts, Student Admission and Support.

The institution provides various facilities to faculty members such as leave for pursuing higher studies, financial assistance to attend conferences, STTP and workshops, and laboratory facilities for faculty research activities.

IQAC is functional in the institute and it is helping day by day to improve quality of systems and processes implemented for betterment of all stakeholders in the institute.

Institutional Values and Best Practices

The institute has girls and boys common room as common facility and separate provision for facilities of differently abled (Divyangjan) students.

The Institute takes sufficient measures to arrange the programs related to gender equity promotion, social responsibilities, national festivals, birth/death anniversaries of great personalities.

The institute promotes use of Renewable Energy (Solar), LED bulbs. Solid, liquid and e-waste management process is well structured. Institute has rain water harvesting and harvested water is used for maintaining green initiatives of institute. Institute follows green practices such as tree plantation, plastic free campus, paperless work, bus transport to achieve an environmental consciousness and sustainability.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	METROPOLITAN INSTITUTE OF TECHNOLOGY AND MANAGEMENT
Address	At Post Sukalwad, Near Sindhudurg Railway Station, Tal. Malvan, Dist. Sindhudurg
City	At Post Sukalwad Near Sindhudurg Railway Station
State	Maharashtra
Pin	416534
Website	www.mitm.ac.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	S. L. Bhole	02362-228550	9987762946	02362-228551	nawlesc@gmail.com
IQAC / CIQA coordinator	S. C. Nawle	02362-228552	7977803587	02362-228553	nawlesc@yahoo.com

Status of the Institution	
Institution Status	Private and Self Financing

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
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Date of establishment of the college	01-06-2011			
University to which the college is affiliated/ or which governs the college (if it is a constituent college)				
State	University name		Document	
Maharashtra	University of Mumbai		View Document	
Details of UGC recognition				
Under Section	Date		View Document	
2f of UGC				
12B of UGC				
Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
AICTE	View Document	29-04-2019	12	Extended Annually

Details of autonomy	
Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	Yes
If yes, has the College applied for availing the autonomous status?	No

Recognitions	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	At Post Sukalwad, Near Sindhudurg Railway Station, Tal. Malvan, Dist. Sindhudurg	Rural	10.4	15460

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BE,Civil Engineering	48	HSC or Diploma	English	90	64
UG	BE,Mechanical Engineering	48	HSC or Diploma	English	90	28
UG	BE,Computer Engineering	48	HSC or Diploma	English	45	5
UG	BE,Electronics And Telecommunication Engineering	48	HSC or Diploma	English	45	4
UG	BE,Electronics Engineering	48	HSC or Diploma	English	45	0

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	7				13				39			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	7				13				39			
Sanctioned by the Management/Society or Other Authorized Bodies	7				13				57			
Recruited	1	0	0	1	1	0	0	1	31	26	0	57
Yet to Recruit	6				12				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				28
Recruited	19	9	0	28
Yet to Recruit				0

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				4
Recruited	0	2	0	2
Yet to Recruit				2

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	1	0	0	0	0	0	0	0	0	1
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	1	0	0	31	26	0	58

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties					
Number of Visiting/Guest Faculty engaged with the college?	Male		Female		Total
	0	0	0	0	0

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
Diploma	Male	33	0	0	0	33
	Female	3	0	0	0	3
	Others	0	0	0	0	0
UG	Male	77	2	0	0	79
	Female	22	0	0	0	22
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years

Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	5	5	11	23
	Female	2	2	0	2
	Others	0	0	0	11
ST	Male	3	4	5	2
	Female	1	1	2	0
	Others	0	0	0	0
OBC	Male	18	43	58	91
	Female	3	6	10	18
	Others	0	0	0	0
General	Male	72	87	108	124
	Female	12	10	24	10
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		116	158	218	281

3. Extended Profile

3.1 Program

Number of courses offered by the institution across all programs during the last five years

Response: 134

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of programs offered year-wise for last five years

2018-19	2017-18	2016-17	2015-16	2014-15
4	4	5	5	5

3.2 Students

Number of students year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
417	545	800	917	807

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
135	135	157	210	210

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of outgoing / final year students year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
171	206	311	286	105

File Description	Document
Institutional Data in Prescribed Format	View Document

3.3 Teachers

Number of full time teachers year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
66	98	105	111	77

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of sanctioned posts year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
66	98	105	112	80

File Description	Document
Institutional Data in Prescribed Format	View Document

3.4 Institution

Total number of classrooms and seminar halls

Response: 19

Number of computers

Response: 250

Total Expenditure excluding salary year-wise during the last five years (INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
259.12	260.93	314.39	888.95	698.49

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1 The institution ensures effective curriculum delivery through a well planned and documented process

Response:

- Metropolitan Institute of Technology & Management is affiliated to the University of Mumbai, Mumbai and hence follows the curriculum prescribed by the Mumbai University.
- Before commencement of each academic year, university gives the pathway regarding date of commencement of each semester, end of semester, tentative schedule of examination in the form of university academic calendar. The academic calendar of the institute, based on the university guidelines is then prepared and given to all the concerned.
- A faculty meeting is then conducted by the Principal to discuss the Academic Calendar, teaching load distribution, time table.
- The Time table co-coordinator follows the given Academic Calendar and load distribution, prepares the timetable for the class and various courses of the program.
- Accordingly the students are informed about the semester Academic Calendar through notice-boards. Final year projects are also decided and allotted as per interest area of students.
- Every faculty prepares the course plan and course file to deliver lectures as per the course syllabus.
- Students' attendance for individual subject is being monitored by faculty and at the end of every month, Principal takes the reviews of attendance, syllabus coverage and planned activities of month.
- Method of continuous internal evaluation/ assessment of the student with respect to assignments, tutorial, mini project and final year project etc. is adopted by the institute as per guidelines of university.
- University in its syllabus of few courses has prescribed the industrial visits for the students and hence the institute conducts the industry visits accordingly.
- University theory examinations are conducted as per university norms and after the declaration of university results, result analysis is made and documented.
- The system of feedback from the all stakeholders is also undertaken by the Institute, which is further conveyed to higher authorities for corrective measures.
- Institute mentor-mentee scheme is in place for counseling of the student and its helps to resolve their academic and personal queries if any.

1.1.2 Number of certificate/diploma program introduced during the last five years

Response: 2

1.1.2.1 Number of certificate/diploma programs introduced year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	2

File Description	Document
Details of the certificate/Diploma programs	View Document

1.1.3 Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years

Response: 160.83

1.1.3.1 Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
23	27	30	32	35

File Description	Document
Details of participation of teachers in various bodies	View Document

1.2 Academic Flexibility

1.2.1 Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years

Response: 100

1.2.1.1 How many new courses are introduced within the last five years

Response: 134

File Description	Document
Details of the new courses introduced	View Document

1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented

Response: 100

1.2.2.1 Number of programmes in which CBCS/ Elective course system implemented.

Response: 4

File Description	Document
Name of the programs in which CBCS is implemented	View Document

1.2.3 Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years

Response: 100

1.2.3.1 Number of students enrolled in subject related Certificate or Diploma or Add-on programs year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
417	545	800	917	807

File Description	Document
Details of the students enrolled in Subjects related to certificate/Diploma/Add-on programs	View Document

1.3 Curriculum Enrichment

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

Response:

The institute plans for the overall & holistic development of the students in the areas of gender, environment and sustainability, human values and professional ethics in spite of limitation imposed to design and develop the curriculum in this regard.

Institute plans extra-curricular, co-curricular activities like technical events, sports day, cultural day, festivals, REX (Exhibition & Technical Events) and Extension activity Cell to address these issues.

1. Gender

The institute undertakes all the required initiatives to ensure gender equity in various facets of classroom and extra classroom activities by equal representation of genders without any discrimination to

gender issues.

2. Environment and Sustainability

To create the awareness about environmental challenges amongst students and imparting fundamental knowledge about the environment, the subject '**Environmental Studies**' is introduced in curriculum in first year by the university. This helps in developing an attitude of the concerned for the environment and encourages them to take care of environment and its protection. Apart from this various programs related to Environment and Sustainability like: Tree Plantation, Cleanliness Drive etc. have also been conducted.

3. Human Values and Professional Ethics

For effective development of Human Values and Professional Ethics, the subject '**Business Communication and Ethics**' is already introduced in the fifth semester of course curriculum. Also it helps to inculcate the multidisciplinary approach in students for better understanding of managerial responsibilities towards society in a successful manner. However to inculcate human values among the students, student development programs by experts are conducted every year.

1.3.2 Number of value added courses imparting transferable and life skills offered during the last five years

Response: 4

1.3.2.1 Number of value-added courses imparting transferable and life skills offered during the last five years

Response: 4

File Description	Document
Details of the value-added courses imparting transferable and life skills	View Document

1.3.3 Percentage of students undertaking field projects / internships

Response: 41.01

1.3.3.1 Number of students undertaking field projects or internships

Response: 171

File Description	Document
Institutional data in prescribed format	View Document

1.4 Feedback System

1.4.1 Structured feedback received from 1) Students, 2) Teachers, 3) Employers, 4) Alumni and 5) Parents for design and review of syllabus-Semester wise/ year-wise

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: A. Any 4 of the above

1.4.2 Feedback processes of the institution may be classified as follows:

A. Feedback collected, analysed and action taken and feedback available on website

B. Feedback collected, analysed and action has been taken

C. Feedback collected and analysed

D. Feedback collected

Response: A. Feedback collected, analysed and action taken and feedback available on website

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average percentage of students from other States and Countries during the last five years

Response: 0.76

2.1.1.1 Number of students from other states and countries year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
2	3	10	7	6

File Description	Document
List of students (other states and countries)	View Document
Institutional data in prescribed format	View Document

2.1.2 Average Enrollment percentage (Average of last five years)

Response: 49.87

2.1.2.1 Number of students admitted year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
101	116	158	218	281

2.1.2.2 Number of sanctioned seats year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
270	270	315	420	420

File Description	Document
Institutional data in prescribed format	View Document

2.1.3 Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during the last five years

Response: 39.15

2.1.3.1 Number of actual students admitted from the reserved categories year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
30	32	61	86	147

File Description	Document
Institutional data in prescribed format	View Document

2.2 Catering to Student Diversity

2.2.1 The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners

Response:

The institute assesses the learning levels of student on the basis of result/ marks of student at the preceding university examination. Based on the analysis the students who scored marks below 40 are identified as slow learner and above 40 are identified as advanced learners.

Strategies adopted for Slow Learners:

The institute has been following the induction program jointly for all of the admitted students. But, during the induction program specific emphasis is laid on identifying slow learners by the way of motivating them for actively participating into the various programs.

Having clearly identified the slow learners, the institute goes ahead with remedial classes organized by subject teachers specifically for slow learners, clarifying doubts, re-explanation of crucial topics and solving previous year university question papers for improving performance.

Strategies adopted for Advanced Learners:

With a view point to boost up the already possessed talent of the advanced learners the institute takes up number of initiatives like offering leadership roles in a number of programs organized within or outside of the institute by the institute independently or in association with outside agencies. Apart from this, workshops, seminars, aptitude and communication skills improvement programs are conducted time to time at the institute.

2.2.2 Student - Full time teacher ratio

Response: 6.32	
2.2.3 Percentage of differently abled students (Divyangjan) on rolls	
Response: 0	
2.2.3.1 Number of differently abled students on rolls	
File Description	Document
Institutional data in prescribed format	View Document

2.3 Teaching- Learning Process

<p>2.3.1 Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences</p> <p>Response:</p> <p>Experiential learning:</p> <p>This experiential learning is achieved through industrial visits, real life engineering projects, activities conducted under MOUs, industry academia interaction programs and assistance from experts of various fields.</p> <p>Participative Learning</p> <p>Participative Learning is encouraged by:-</p> <ul style="list-style-type: none"> • Discussions: Wide varieties of topics are discussed in order to make the students to think broad and come up with their opinions and suggestions. • Presentations and Seminars: Students are motivated for delivering their learned skills by way of presentations. <p>Problem Solving Methodologies:</p> <ul style="list-style-type: none"> • Final Year Projects: As part of curriculum, a student is normally required to undertake a project in their final year of study. Students are encouraged and assisted to identify and solve the problems by defining scope of project clearly.
<p>2.3.2 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.</p> <p>Response: 100</p>

2.3.2.1 Number of teachers using ICT	
Response: 66	
File Description	Document
List of teachers (using ICT for teaching)	View Document

2.3.3 Ratio of students to mentor for academic and stress related issues	
Response: 10.43	
2.3.3.1 Number of mentors	
Response: 40	
2.3.4 Innovation and creativity in teaching-learning	
Response:	
<p>Innovation and creativity in teaching- learning process is maintained by faculty to create interest and motivate the learners. The faculty takes the help of following creative tools to stimulate creativity in young brains.</p> <ul style="list-style-type: none"> • Power Point Presentations: Faculty uses power point presentations including the video lectures on topics based on the syllabus and as per requirements during the sessions. • Training Program: The institute organizes internal as well as external training program for overall development of students. The internal training programs are conducted by in-house faculty members. However, programs like aptitude and communication skills improvement etc. have been conducted in the institute through external experts. • Seminars: Various seminars are conducted in which the experts from either industry or academia are invited to give latest trends about scenarios in the industry and research. 	

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years	
Response: 94.63	
File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	View Document

2.4.2 Average percentage of full time teachers with Ph.D. during the last five years	
Response: 1.44	

2.4.2.1 Number of full time teachers with Ph.D. year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
2	1	1	1	1

File Description	Document
List of number of full time teachers with PhD and number of full time teachers for 5 years	View Document

2.4.3 Teaching experience per full time teacher in number of years

Response: 4.2

2.4.3.1 Total experience of full-time teachers

Response: 277

2.4.4 Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years

Response: 0

2.4.4.1 Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	View Document

2.4.5 Average percentage of full time teachers from other States against sanctioned posts during the last five years

Response: 17.74

2.4.5.1 Number of full time teachers from other states year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
17	19	24	21	2

File Description	Document
List of full time teachers from other state and state from which qualifying degree was obtained	View Document

2.5 Evaluation Process and Reforms

2.5.1 Reforms in Continuous Internal Evaluation(CIE) system at the institutional level

Response:

Continuous Internal Evaluation system for evaluating the academic performance of the students is done by referring guidelines given by University of Mumbai. Out of the 100 Marks per course, the institute level assessment marks are awarded out of 20 Marks and end semester examination is conducted for 80 Marks by the university.

For determining the institute level 20 marks assessment, continuous internal evaluation is done in the following manner:- Two Internal Assessment tests conducted in each semester and the average of these marks are taken into consideration as Final marks for Internal Assessment (IA). Each Internal Assessment is conducted through, Unit Test (UT). Each UT paper carries marks of 20 and examination duration is of one hour. First UT is conducted after the 40% of syllabus coverage and the second UT is conducted after 80% of syllabus coverage. The schedules of both the UTs are finalized at the start of semester and displayed in the Institute Academic Calendar.

Sr.No	Particular
1	Internal Assessment Test-I
2	Internal Assessment Test-II
Average of Internal Assessment Test-I and Internal Assessment Test-II	

For determining the institute level 25 marks of term work assessment, university has given guidelines in syllabus scheme of every course. Mainly 25 marks are distributed on heads like Attendance, Timely Submission of Assignments and Journals and Oral.

2.5.2 Mechanism of internal assessment is transparent and robust in terms of frequency and variety

Response:

Institution adopts internal assessment system prescribed by University of Mumbai for the evaluation of the students as tabulated below:-

Sr.No	Particular	Marks	Frequency	Monit
1	Internal Assessment Test-I	20	After the 40% of syllabus coverage	Fac
2	Internal Assessment Test-II	20	After 80% of syllabus coverage	Fac

Transparency in internal assessment is maintained by

1. Displaying Continuous Internal Evaluation Norms.
2. Displaying attendance of the students on notice board at the end of every month.
3. Returning back evaluated answer sheets of Internal Assessment Tests.

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

Response:

At Institute level:

The faculty distributes evaluated answer scripts of internal assessment tests to students and any clarifications or grievances are addressed by the concerned faculty within a period of 1 days. The internal marks are then displayed on notice board. If any discrepancy is brought to the notice, the concerned faculty will resolve it and the necessary corrective action is initiated. If a student is not satisfied with the marks awarded even after resolved by the faculty, student may represent same to the HOD and then to Principal.

At University level:

Students can express grievances by applying for the following evaluation procedure:

Exam Form Filling: It is sometimes observed that while filling the online exam forms of the subjects offered by the students are not correctly reflected on the screen in such cases the university provides 3 Days time to the institute to submit such grievances of the students to the university and get redressed observed anomalies.

Correction in Name on Hall Ticket: In couple of cases it happens that the Hall Tickets issues to the students do not carry the correct name of student concerned. In such cases the university gives 7 Days time to get the hall ticket corrected through the institute.

Correction in Subject Offered: A similar process as in case of correction in name on hall ticket is followed in this case also.

Re-valuation & Recounting: If student are not satisfied with the marks awarded, they can apply for recounting within a week from the declaration of result through the office at the institute. The received grievances are submitted to university by the institute along with prescribed fees recovered from the students. The university declares time frame every year for submission of marks related grievances and declaration of results.

2.5.4 The institution adheres to the academic calendar for the conduct of CIE

Response:

Before commencement of each Academic Year, University gives the pathway regarding date of commencement of each semester, Schedule of Examinations, Term end, End Semester Examination in the form of academic term circular. The Academic Calendar of the institute, based on the university guidelines is then prepared. The calendar outlines the semester class work, internal examination, end semester examination schedule, curricular, co-curricular and extra curricular activities.

The Principal assigns the courses based on faculty choice and area of specialization. Then faculty member prepares course plan before the commencement of semester, indicating the topics to be covered, teaching methodologies being applied and assignments given to the students with evaluation process for each allotted subject and get approved by Principal.

A course file for each course is prepared by the faculty which includes course objectives, outcomes, study material, references and question from previous examination papers.

Time table in-charge prepares the time table as per the guidelines given by the university and load distribution. Time table is then displayed on the notice boards.

The performance of the student is assessed on continuous basis as per guidelines prescribed by university. The continuous internal assessment evaluationsheet is shared with the students to clarify their doubts about the evaluation process.

The academic schedule prescribed is strictly adhered by all the faculties and monitored by Principal.

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 on website and communicated to teachers and students

Response:

Vision and Mission statements are displayed on the college website and various places like entrance of the Institute, Corridor, Principal Cabin, Trustee Cabin, Library and Seminar Hall etc.

Programme Educational Objectives (PEOs), Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs) have been defined by Institute. PEOs, POs and PSOs are disseminated on college website, at the entrance of the department, Corridor, HOD Cabin, Course Files of Teachers.

The course outcomes are written by the respective faculty member using keywords of learning levels as per guidelines given in Bloom Taxonomy. All the faculty members were maintaining COs in their course files. COs are discussed by faculty members in the classrooms during introductory lecture of respective Subject /Course.

2.6.2 Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution

Response:

The attainment of various outcomes like COs, POs, PSOs and PEOs is carried out in four stages namely; Planning, Implementation, Evaluation and Action Taken.

1. Planning:-

- Various outcomes are defined and a correlation is established between outcomes and tools used.
- A mapping matrix is prepared in this regard for every CO,PO and PSO in the program including the elective subjects.

2. Implementation:-

- An individual faculty member use different direct tools like Class Tests, University Exam, Assignments, Seminar, Project etc., for the evaluation of Course outcomes(COs).
- Principal evaluates POs and PSOs by using evaluation of COs and Indirect Tools like Surveys/ feedback from Alumni, Employer, Parents, Teachers and Students etc. PEOs are also evaluated by

using Indirect Tools only.

3. Evaluation:-

- Attainment of all outcomes are calculated and compared with expected level of attainment decided by subject teacher for COs and Principal for POs, PSOs and PEOs.

4. Action Taken:-

- If attainment was up to the expectation then appreciation is extended to the concerned faculty member and in case of deviation from the expected attainment of outcome necessary corrective actions are initiated to improve the outcome as per expectations.

2.6.3 Average pass percentage of Students

Response: 90.64

2.6.3.1 Total number of final year students who passed the examination conducted by Institution.

Response: 155

2.6.3.2 Total number of final year students who appeared for the examination conducted by the institution

Response: 171

File Description	Document
Institutional data in prescribed format	View Document

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response: 3.79

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1 Grants for research projects sponsored by government/non government sources such as industry ,corporate houses, international bodies, endowment, chairs in the institution during the last five years (INR in Lakhs)

Response: 0

3.1.1.1 Total Grants for research projects sponsored by the non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution year-wise during the last five years(INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description

Document

List of project and grant details

[View Document](#)

3.1.2 Number of research projects per teacher funded, by government and non-government agencies, during the last five year

Response: 0

3.1.2.1 Number of research projects funded by government and non-government agencies during the last five years

3.1.2.2 Number of full time teachers worked in the institution during the last 5 years

3.2 Innovation Ecosystem

3.2.1 Institution has created an ecosystem for innovations including incubation centre and other initiatives for creation and transfer of knowledge

Response:

Entrepreneurship development being the most critical aspect of Engineering program has been given due emphasis and focus at our institute. Under this initiative, the institute organizes number of value added programs supporting to entrepreneurship skills development such as "Entrepreneurship Awareness Drive", "Entrepreneurship Development Program" in association with government agency "**Maharashtra Center for Entrepreneurship Development**".

Industry-Institute interaction is maintained on continuous basis by number of functional MOUs with industries belonging to various sectors of the Indian economy. Under these MOUs, it has been

mutually agreed to provide:-

1. Internships/ Trainings
2. Industrial Visits
3. Practical Exposure
4. Placement opportunities
5. Final year projects etc.

Above activities were conducted/ organized/ implemented for the creation and transfer of knowledge and to ascertain the gaps in the curriculum and industry.

3.2.2 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years

Response: 10

3.2.2.1 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
2	2	2	2	2

File Description	Document
List of workshops/seminars during the last 5 years	View Document

3.3 Research Publications and Awards

3.3.1 The institution has a stated Code of Ethics to check malpractices and plagiarism in Research

Response: Yes

File Description	Document
Institutional data in prescribed format	View Document

3.3.2 The institution provides incentives to teachers who receive state, national and international recognition/awards

Response: Yes

3.3.3 Number of research papers per teacher in the Journals notified on UGC website during the last five years

Response: 0.05

3.3.3.1 Number of research papers in the Journals notified on UGC website during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
6	1	1	12	2

File Description	Document
List of research papers by title, author, department, name and year of publication	View Document

3.3.4 Number of books and chapters in edited volumes/books published and papers in national/international conference proceedings per teacher during the last five years

Response: 0

3.3.4.1 Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
List books and chapters in edited volumes / books published	View Document

3.4 Extension Activities

3.4.1 Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years

Response:

Under the purview of social responsibility, the institute through its Extension Activity Cell, has made remarkable efforts to sensitize its students and faculty about their social responsibilities through their participation in several activities associated with social issues.

Major activities undertaken are like tree plantation, blood donation, cleanliness drives, health and hygiene awareness programs in nearby villages, Old age home visit, Crowd Control in Fair etc.

Highlights of the extension activities conducted:

Sr. No.	Particular	2018-19	2017-18	2016-17	2015-16
1	Number of Activities	8	7	6	5
2	Number of Awards/ Recognitions	5	5	4	3

3.4.2 Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years

Response: 19

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

2018-19	2017-18	2016-17	2015-16	2014-15
5	5	4	3	2

File Description

Document

Number of awards for extension activities in last 5 years

[View Document](#)

3.4.3 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 last five years

Response: 30

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., year-wise during the last

five years

2018-19	2017-18	2016-17	2015-16	2014-15
8	7	6	5	4

File Description	Document
Number of extension and outreach programs conducted with industry,community etc for the last five years	View Document

3.4.4 Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years

Response: 100

3.4.4.1 Total number of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
417	545	800	917	807

File Description	Document
Average percentage of students participating in extension activities with Govt. or NGO etc.	View Document

3.5 Collaboration

3.5.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc during the last five years

Response: 30

3.5.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
10	8	6	4	2

File Description	Document
Number of Collaborative activities for research, faculty etc.	View Document

3.5.2 Number of functional MoUs with institutions of National/ International importance, Other Institutions, Industries, Corporate houses etc., during the last five years (only functional MoUs with ongoing activities to be considered)

Response: 30

3.5.2.1 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years (only functional MoUs with ongoing activities to be considered)

2018-19	2017-18	2016-17	2015-16	2014-15
10	8	6	4	2

File Description	Document
Details of functional MoUs with institutions of national, international importance, other universities etc during the last five years	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 The institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment, etc.

Response:

The institute possesses a well-developed infrastructure meeting the requirements stated by AICTE and other statutory bodies to fulfill the need of all stakeholders.

Key features of the Institute:

- Spacious, ventilated and illuminated class rooms, computer laboratories, tutorial rooms and other student support facilities as per AICTE requirements.
- Institute has sufficient classrooms for efficient teaching–learning process and majority of classrooms are equipped with ICT facilities as per needs.
- Central Seminar hall is available to conduct training programs, guest lectures, workshops, seminars , conferences, FDPs and other related activities.
- Training & Placement Cell has separate arrangements for placement drives, mock interviews, training programs, group discussions.
- Computers with internet facility and centralized LAN connection for students to carry out project work, online exams and to fill examination forms.
- Language lab is available with advanced software with sufficient computers having requisite software installed to improve communication skills of the students and faculty.
- Well-developed library, automated with software, with collection of books, journals, magazines, CD's, E-books etc. as per AICTE norms.
- Library also has provision for reading room, reference and digital section for accessing E-books, E-journals and online open source books.
- Canteen facility duly maintained with proper hygienic conditions is in place for students, faculty and staff.
- Support and safety facilities like continuous power backup, diesel generator, fire extinguishers, water coolers with water purifier, CCTVs at key locations are available.
- Institute has green landscaping with lawn, trees and plants etc.
- In-house housekeeping staffs are appointed to maintain cleanliness in the campus.
- Separate girls and boys common rooms and rest rooms are available in the campus.

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

Response:

The institute organizes sports and cultural event every year to promote the extra-curricular abilities of the students during Annual Festival

Sports:

The institute has playground for various outdoor games like Volley ball, Cricket, Kabbadi etc. A centralized dedicated room is allocated for indoor games like Table Tennis, Carom & Chess etc.

Institute promotes the students to participate in Intercollegiate, Intra-collegiate, University, State and National level sports competition every year.

Well equipped Gymnasium is also available for students, faculty and staff.

Cultural:

Institute organizes various cultural activities as per dates proposed in Academic Calendar. It provides the platform for students to show their talent in on-stage activities like Dance, Singing, Fashion Show etc.

Institute promotes the students to participate in Intercollegiate, Intra-collegiate, University, State and National level cultural competition every year.

4.1.3 Percentage of classrooms and seminar halls with ICT - enabled facilities such as smart class, LMS, etc

Response: 100

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 19

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	View Document

4.1.4 Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years.

Response: 11.23

4.1.4.1 Budget allocation for infrastructure augmentation, excluding salary year-wise during the last five years (INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
20.2	67.59	24.54	29.46	49.14

File Description	Document
Details of budget allocation, excluding salary during the last five years	View Document

4.2 Library as a Learning Resource

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

Response:

ILMS are user friendly softwares developed to work under client server environment. The Software is featured with the following modules to facilitate all the essential functions of the library in a computerised environment. 1) Acquisition 2) Circulation 3) Patrons 4) Reports 5) Tools 6) Cataloguing 7) Authorities.

OPAC: Online Public Access Catalogue (OPAC) consists of Acquisition, Cataloguing, Circulation, Serials control and Web OPAC facility which allows students and faculty to browse a book by author, title, publisher or any keyword.

The Library of MITM is vary spacious with sufficient Titles and Volumes of Books, National & International print Journals, E-Books etc. and also got NPTEL Video's related to Engineering.

4.2.2 Collection of rare books, manuscripts, special reports or any other knowledge resources for library enrichment

Response:

- **Rare Books:** Various rare books are made available to the students and faculty members by downloading/ providing access from website <http://www.rarebooksocietyofindia.org/> by RBSI (Rare Book Society of India) at digital section of the Central Library.
- **Competitive/ GATE Exam Books:** The library of the institute is well fortified by books helpful for the professional and competitive exams. Students refer these books and get benefitted for the preparation of the such examinations.
- **Autobiographies and Biographies:** The Autobiographies and Biographies of great people are kept in library. Great deal of motivation is being impacted by these books to our students.

4.2.3 Does the institution have the following:

- 1.e-journals
- 2.e-ShodhSindhu

3.Shodhganga Membership**4.e-books****5.Databases****A. Any 4 of the above****B. Any 3 of the above****C. Any 2 of the above****D. Any 1 of the above****Response:** A. Any 4 of the above

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc	View Document

4.2.4 Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)**Response:** 10.3

4.2.4.1 Annual expenditure for purchase of books and journals year-wise during the last five years (INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
9.1	11.29	11.08	11.65	8.4

File Description	Document
Details of annual expenditure for purchase of books and journals during the last five years	View Document

4.2.5 Availability of remote access to e-resources of the library**Response:** Yes**4.2.6 Percentage per day usage of library by teachers and students****Response:** 15.53

4.2.6.1 Average number of teachers and students using library per day over last one year

Response: 75

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

Institute provides computing facility with required configuration for computer system. These are distributed among the various departments for academic and administrative work.

The institute has high speed internet of 50 Mbps to cater the need of academics as well as allied processes.

Key Features:

- Separate computer center, to facilitate internet access for all the students, staff and faculty members. This facility enables users to access meaningful information available online.
- Exclusive Language Laboratory having sufficient computers with software which enable the students to learn life skills by improving pronunciations with proper accent which in turn helps them in overall personality development.
- E- Governance system by use of ERPs is implemented in Administration office, Exam, Library and for Academic Processes usable by faculty as well as students.
- LCD Projectors, Printers, Scanners, CCTV, Wi-Fi, LAN and Internet facility etc. are also available for effective teaching learning process.
- Digital section in Library with high speed internet connection helps the students and faculty to browse videos, e-journals, e-magazines, e-newspapers etc.

4.3.2 Student - Computer ratio

Response: 1.67

4.3.3 Available bandwidth of internet connection in the Institution (Lease line)

>=50 MBPS

35-50 MBPS

20-35 MBPS

5-20 MBPS

Response: >=50 MBPS

4.3.4 Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)

Response: No

File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	View Document

4.4 Maintenance of Campus Infrastructure

4.4.1 Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years

Response: 4.44

4.4.1.1 Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component year-wise during the last five years (INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
9.24	8.94	6.51	56.55	24.9

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	View Document

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.

Response:

The institute has developed a standard methodology for utilization & maintenance of all physical, academic & support facilities available in the campus.

Laboratories:

- 1.The labs in the institute are administered by Laboratory In-charge (a faculty) and Laboratory Assistant.
- 2.In case of any maintenance/repairs, the Laboratory In-charge initiates the appropriate corrective action in consultation with the principal of the institute.

Utilization of support facilities:

The infrastructural and resources utilization of the institute are administered by the Principal. Faculty are allowed to put up to the principal of the institute requirement if any with regards to extension, renovation, alteration, relocation etc. of the available resources and facilities.

Sport / Ground Maintenance

1. A faculty designated as Sports Coordinator is assigned the responsibility of maintaining sports accessories and supporting accessories of indoor and outdoor games.
2. Maintenance of ground, sport kits and all consumable items are brought from outside vendor as per the requirement.

House Keeping of classrooms, laboratories and the entire institute campus

Institute has in-house house-keeping team which looks after all the cleanliness of the classrooms, laboratories and the entire institute campus.

IT Facilities

Institute has appointed Computer Technician to maintain the IT facilities in the Institute which includes maintenance of computers, LCD Projectors, Printer, Scanner and other peripherals.

Electrical Maintenance

All the electrical maintenance of the peripherals, equipments, infrastructure and power related resources available in the institute is carried out by electrician appointed in house.

Garden

Institute has employed a dedicated gardener and support staff who takes care of garden, lawn and the indoor plants placed at various locations in the institute.

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years

Response: 70.18

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
385	418	538	576	418

File Description

Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years

Document

[View Document](#)

5.1.2 Average percentage of students benefited by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years

Response: 2.39

5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution besides government schemes year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
37	11	2	3	4

5.1.3 Number of capability enhancement and development schemes –

1. For competitive examinations
2. Career counselling
3. Soft skill development
4. Remedial coaching
5. Language lab
6. Bridge courses
7. Yoga and meditation
8. Personal Counselling

A. 7 or more of the above

B. Any 6 of the above

C. Any 5 of the above

D. Any 4 of the above

Response: A. 7 or more of the above

File Description	Document
Details of capability enhancement and development schemes	View Document

5.1.4 Average percentage of student benefited by guidance for competitive examinations and career counselling offered by the institution during the last five years

Response: 64.32

5.1.4.1 Number of students benefited by guidance for competitive examinations and career counselling offered by the institution year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
291	381	553	582	398

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	View Document

5.1.5 Average percentage of students benefited by Vocational Education and Training (VET) during the last five years

Response: 0

5.1.5.1 Number of students attending VET year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Details of the students benefitted by VET	View Document

5.1.6 The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

Response: Yes

File Description	Document
Details of student grievances including sexual harassment and ragging cases	View Document

5.2 Student Progression

5.2.1 Average percentage of placement of outgoing students during the last five years

Response: 26.64

5.2.1.1 Number of outgoing students placed year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
46	53	81	66	33

File Description	Document
Details of student placement during the last five years	View Document

5.2.2 Percentage of student progression to higher education (previous graduating batch)

Response: 4.68

5.2.2.1 Number of outgoing students progressing to higher education

Response: 8

File Description	Document
Details of student progression to higher education	View Document

5.2.3 Average percentage of students qualifying in State/ National/ International level examinations during the last five years (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)

Response: 0

5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil services/ State government examinations) year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

5.2.3.2 Number of students who have appeared for the exams year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
1	1	1	1	1

File Description	Document
Number of students qualifying in state/ national/ international level examinations during the last five years	View Document

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) during the last five years.

Response: 0

5.3.1.1 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-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	View Document

5.3.2 Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution

Response:

As per the directions of the Director Student Welfare, University of Mumbai, Mumbai institute level Student Council is formed.

The Student Council consists of following members:

1. University Representative/ General Secretary
2. Cultural Representative
3. Sports Representative
4. Ladies Representative
5. Reserved Category Representative
6. Class Representatives
7. Faculty nominated by Principal

The main objective of forming the student council is to develop the leadership qualities in students and the other objective of student council is to organize sports and cultural event every year .

Students are also actively involved in various other institute level committees like Grievance Redressal and Anti Sexual Harassment Committee, Anti Ragging Committee, Library Committee, Women Internal Complaint Committee/Woman Development Cell, IQAC, SC/ST Cell, OBC Cell etc.

5.3.3 Average number of sports and cultural activities/ competitions organised at the institution level per year

Response: 2.6

5.3.3.1 Number of sports and cultural activities / competitions organised at the institution level year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
3	3	3	2	2

File Description

Document

Number of sports and cultural activities / competitions organised per year

[View Document](#)

5.4 Alumni Engagement

5.4.1 The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years

Response:

The MITM every year conducts the Alumni Meet for interaction and exchange of knowledge base acquired by passed out students working in various fields.

Alumni contribute and assist institute for-

1. Conduction of Personality Development Programs
2. Career Counseling
3. Industry Institute Interaction
4. Placement Assistance
5. Summer Internship Assistance
6. Project Assistance to final year students etc.

Apart from above non financial agenda, during the recent alumni meet it has also been decided to register alumni association and assist and help the institute by means of financial inclusion as per willingness of individuals and to form registered alumni association of the institute.

5.4.2 Alumni contribution during the last five years(INR in Lakhs)

? 5 Lakhs

4 Lakhs - 5 Lakhs

3 Lakhs - 4 Lakhs

1 Lakh - 3 Lakhs

Response: ? 5 Lakhs

File Description	Document
Alumni association audited statements	View Document

5.4.3 Number of Alumni Association / Chapters meetings held during the last five years**Response: 4****5.4.3.1 Number of Alumni Association /Chapters meetings held year-wise during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
1	1	1	1	0

File Description	Document
Number of Alumni Association / Chapters meetings conducted during the last five years.	View Document

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution

Response:

The vision and mission of the institute have been developed with the active participation of all stakeholders and guidance from experts of various fields. The institute aims at becoming renowned institute of student's choice with courses aligned with recent development and need of society. The institute follows ethical practices and encourages Indian culture and value system. The institute is also committed for rural youth development and woman empowerment.

The top management including Trustees, Governing Body, Local Managing Committee, Principal and faculty are involved in design and implementation of quality policy and plans.

The resolutions related to policies and plans, made during meetings of Governing Body and local managing committee are communicated to the Principal. These are discussed in regular meetings of Dean, Head of Departments and action plans are prepared. The minutes of these meetings are briefed to faculty by respective Head of Department in regular department meetings. Action plan for department based on Academic Calendar, Vision Mission of the institute and the departments, Co-curricular and Extra-curricular activities is prepared by Head of Departments and committee in-charges in consultation with Principal. The difficulty if any in execution is conveyed to higher authorities to fulfill the needs.

Various committees at institute as well as departmental level are formed in each academic year. The faculties constitute the member of these committees and are authorized to take appropriate decisions according to the role of committee in academics.

Interaction with stakeholders viz. alumni, parents, employers, take place and their suggestions, feedback are taken for continuous improvement in teaching and learning process.

6.1.2 The institution practices decentralization and participative management

Response:

Every year annual Sports and Cultural Event is organized by involvement of all faculty, staff and students which is best example of decentralization and participative management.

Case study regarding same is briefed below:-

Case study- Annual Sports and Cultural Events(Tarang) Organization:-

As per the academic calendar of the institute sports and cultural events namely “Tarang” is organized annually.

The institute student council formed by the institute as per the university guidelines is responsible for all the activities conducted in “Tarang” .

Various committees under the student’s council are formed which involves experience teachers, students and staff.

The student’s council in consultation with faculty prepares a budget for cultural as well as sport activities. The budget is further discussed with the principal and management for modifications and approval.

The sanctioned fund is disbursed to the student’s council through the cultural and sport in charges.

In this way by involving students, faculty and staff annual event is conducted every year.

6.2 Strategy Development and Deployment

6.2.1 Perspective/Strategic plan and Deployment documents are available in the institution

Response:

The functioning of the institute operates at four different levels such as Student, Faculty, Head of the Department and Principal. The institute provides various forums for all of them to develop and deploy the same at department, institute and society level by assigning them various responsibilities. The Head of the Department as a leader understands the strength of the faculty and assesses involvement of faculty while executing specific tasks. The Head of the Department is empowered to allocate specific faculty to handle dedicated events in best possible way.

One activity successfully implemented based on the strategic plan is as follows:

Case study: Enhancement of employability of the Students.

The quality of students taking admission at entry level is average. They also lack soft skills and shy in nature. Lot of efforts are taken by Institute to enhance soft skills, personality, English speaking and aptitude of the students by organizing training programs by internal faculty and external experts.

Technical courses, workshops and seminars are also conducted for students to improve their employability opportunities.

Academic Year	Students Successfully Completed the Training	Placement Percentage

	Number	Students Placed	
2014-15	105	33	31%
2015-16	286	66	23%
2016-17	311	81	26%
2017-18	206	53	25%
2018-19	171	46	26%

6.2.2 Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism

Response:

The Governing Councils and Local Management Committee are the apex body of the institute headed by the chair person responsible for policy making and budget approval. The institutional decisions are made by the Principal in the consultation with management. HODs and various committee/cell in-charges are directed by Principal.

The institute has constituted committees as per the norms and also additional committees for internal coordination and monitoring of the activities. All the departments of the institute have departmental committees coordinated by faculty members and monitored by Head of the Department and Principal for smooth conduction of academic and administrative activities.

Recruitment procedure and policies are followed as per AICTE/ Mumbai University/ Director of Technical Education, Government of Maharashtra rules and regulations.

Principal and Head of Departments are authorized to carry out staff selection process as per the norms and shortlisted candidates are recommended to the management. Promotion and service policies are followed as per AICTE/UGC norms. Faculties are motivated to attend training programs, seminars and workshops at other reputed institutes.

Grievance Redressal mechanism for faculty, staff and students is as given below:

- Grievance Redressal Committee is formed at the institute level to address the grievances/complaints received from students and staff members.
- The categorization of the grievances is done by the said committee and after proper analysis the committee recommends the corrective measures. These are forwarded to Principal and are implemented by administrative authority to resolve the issues.
- Any complaints arising at department level, are resolved by the respective head of departments. If needed, in some cases, the matter may also be referred to Principal for his/her guidance.

- A separate Women Development Cell and Anti-Ragging cell is also constituted to address any specific complaints.

The various institutional level committees formed for the smooth functioning are listed as follows:

1. IQAC
2. Anti-Ragging Committee
3. Committee for SC/ST
4. Women Internal Complaint Committee/Women Development Cell
5. Grievance Redressal and Anti Sexual Harassment Committee
6. Training and Placement Cell
7. Student Council
8. Cultural Committee
9. Sports Committee
10. Extension Activity Cell
11. Canteen Committee

6.2.3 Implementation of e-governance in areas of operation

1. Planning and Development
2. Administration
3. Finance and Accounts
4. Student Admission and Support
5. Examination

- A. All 5 of the above
- B. Any 4 of the above
- C. Any 3 of the above
- D. Any 2 of the above

Response: A. All 5 of the above

File Description	Document
Details of implementation of e-governance in areas of operation Planning and Development, Administration etc	View Document

6.2.4 Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions

Response:

The activity which is successfully implemented based on the Minutes of the meetings of Extension Activity Cell is **“Organization of Extension Activities Every Year”**

Major activities undertaken are like women self defense program, tree plantation, blood donation, cleanliness drives, health and hygiene awareness seminars, career guidance and awareness about higher education, visit to old age home, crowd control at fair in Angnewadi Village etc.

Highlights of the extension activities conducted:

Sr. No.	Particular	2018-19	2017-18	2016-17	2015-16
1	Number of Activities	8	7	6	5
2	Number of Awards/ Recognitions	5	5	4	3

6.3 Faculty Empowerment Strategies

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

Response:

Institute implements following welfare measure for faculty and non-teaching staff.

Faculty:

- Motivates and deputed faculty for pursuing higher education.
- Encouragement for the faculty for attending workshops, conferences, seminars, short term courses and faculty development program.
- Encourages the faculty to become members of professional bodies and to participate in the activities organized by them.
- Encourages the faculty to undergo industrial training and visit the industry of their domain.
- Encourages the faculty to receive research grants for their projects and provides support.
- Promotes and motivates the faculty to use the ICT tools in their teaching-learning process.
- Encourages the faculty for publication of research papers in reputed Journals/conferences.

Non-Teaching Staff

- Institute organizes training programs as per the need for skill development of non-teaching staff.
- They are encouraged to participate in the organization of technical events.

The other welfare provisions made for both faculty and staff as described as below:

1. Provident Fund
2. Leaves (Casual, Earned, Medical, Vacation) as per norms.
3. Maternity leaves for female faculty and staff.

6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years**Response:** 0.38

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	2	0	0

File Description**Document**

Details of teachers provided with financial support to attend conferences, workshops etc. during the last five years

[View Document](#)

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years**Response:** 2

6.3.3.1 Total number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
2	2	2	2	2

File Description	Document
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	View Document

6.3.4 Average percentage of teachers attending professional development programs viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Program during the last five years

Response: 5.44

6.3.4.1 Total number of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
7	7	3	3	3

File Description	Document
Details of teachers attending professional development programs during the last five years	View Document

6.3.5 Institution has Performance Appraisal System for teaching and non-teaching staff

Response:

Performance appraisals are done by considering the different parameters.

For teaching staff:

The performance appraisal is done in 3 steps. In first step each employee filled the self - appraisal form. In next step Principal assesses the individual performance based on his observation. It is based on self appraisal form and the overall achievement, work and behavior of the employee throughout the year. In last step the Principal and Management jointly take decision regarding the progress of employee based on performance score obtained in appraisal form for appraisal / increment is to be done or not.

For non teaching staff:

Performance of non-teaching staff is observed and evaluated on the basis of behavior, sincerity

towards work, regularity, job knowledge, attitude towards students & Co-workers etc.

For support staff:

Regarding the other supporting staff engaged on works like gardening, cleaning, repairs, maintenance etc. there is no specific form, but, the supervisor gives the oral feedback to the Principal about them and their responsible behavior on the work. Based on the feedback received, the annual increments/incentives are granted to the concerned employees.

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

Institution Internal Audit

Internal financial audit is the continuous process and accountant mainly handle it. Internal audit is carried out annually. During the internal audit, the auditors may give few suggestions related to some of the finance and stock-related records, giving opportunity to the institute to address and rectify the same.

Institution External Audit

Every year a group of external auditors comprising a team of chartered accountants perform the auditing of the institutes financial records and book as per guidelines of the income tax department. For external audit Management has appointed chartered accountant firm who takes care about external audit at the end of every financial year.

6.4.2 Funds / Grants received from non-government bodies, individuals, Philanthropists during the last five years (not covered in Criterion III) (INR in Lakhs)

Response: 0

6.4.2.1 Total Grants received from non-government bodies, individuals, philanthropists year-wise during the last five years (INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Details of Funds / Grants received from non-government bodies during the last five years	View Document

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Response:

Since the Institute is permanently Un-aided Private Institute, there is only one and one income source for the Institute, i.e. fees collected from students. The amount of fee is regulated by Fee Regulating Authority, formerly known as Shikshan Shulka Samiti. The fee amount is based on total admissible expenditure divided by number of students. The Fee Regulating Authority has formed certain norms and regulations beyond which the Institute cannot charge any more amounts. The Institute collects appropriate fees from students of categories indicated in GR. These fees are getting reimbursed by Department of Social Welfare, Director of Technical Education and Tribal Board. The major part of fees collected is utilized towards salary of Teaching Staff and part percentage is utilized for salaries of Non-teaching Staff. All other expenses are also incurred from collected fees only.

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

Response:

Two practices institutionalized as a result of IQAC initiatives:

Practice I

IQAC Meeting Dated:

Agenda:- To 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.

Evidence of Success:

ERP Software has been purchased.

Practice II

IQAC Meeting Dated:

Agenda:- To 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.

Evidence of Success:

Institute level membership of e-ShodhSinghu and Faculty level membership Shodhganga is taken.

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

Response:

Two examples of institutional reviews and implementation of teaching learning reforms facilitated by the IQAC:-

Example I

Agenda: Modification in course file contents

Resolution:

It was brought to the notice of all IQAC members that, existing course file format needs few modification as far as OBE approach is concern.

Thorough discussion was made and it was decided to change course file contents by adding CO attainment, PO attainment, Remedial Coaching Record etc.

Evidence of Success:

Updated course file structure is implemented from Academic year 2019-20 odd sem.

Example II**Agenda: Restructuring stakeholder feedback mechanism.****Resolution:**

Prof. Prapti Pednekar 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. Prof. Tushar Malpekar given responsibility to modify existing feedback forms and come up with new mechanism.

Evidence of Success:

Feedback mechanism is modified by changing existing feedback forms for all department and all stakeholders from Academic Year 2018-19 even semester end.

6.5.3 Average number of quality initiatives by IQAC for promoting quality culture per year

Response: 0

6.5.3.1 Number of quality initiatives by IQAC for promoting quality year-wise for the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description**Document**

Number of quality initiatives by IQAC per year for promoting quality culture

[View Document](#)

6.5.4 Quality assurance initiatives of the institution include:

- 1.Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements**
- 2.Academic Administrative Audit (AAA) and initiation of follow up action**
- 3.Participation in NIRF**
- 4.ISO Certification**
- 5.NBA or any other quality audit**

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: C. Any 2 of the above

File Description	Document
Details of Quality assurance initiatives of the institution	View Document

6.5.5 Incremental improvements made during the preceding five years (*in case of first cycle*) Post accreditation quality initiatives (*second and subsequent cycles*)

Response:

Criterion 1: Curricular Aspects:

- University has implemented Choice Based Credit System (CBCS) implemented from Academic Year 2016-17 with elective subject.
- Value added programs and life skills programs for students have been conducted every year.
- The faculty members are also encouraged to attend and participate in orientation programs/activities organized by University.
- Students undergone summer internship programs every year.
- The institute has restructured feedback mechanism from all stakeholders including Students, Alumni, Parents, Employer and Teachers.

Criterion 2: Teaching- Learning and Evaluation:

- The institute has admitted students from various reserved categories as per the reservation policies of competent authority.
- The institute has catered to the learning needs of students of different backgrounds and abilities.
- The institution has recruited proficient and devoted faculty members from diverse backgrounds.
- The institution utilizes student-centric methods and experimental learning approaches.
- The institution has ensured use of outcome based Education by calculating attainment levels of outcomes by direct and indirect assessment techniques.
- The institute has adopted and followed Continuous Internal Evaluation (CIE) prescribed by university to achieve academic excellence.

Criterion 3: Research, Innovation and Extension:

- The institute has put the sincere efforts to promote research culture amongst the faculty and students by motivating and encouraging them to publish their work in reputed journals and

conferences.

- To upgrade the knowledge of faculty and students institute has organized various seminars and guest lectures.
- Extension Activities Cell/ NSS has organized various activities such as Tree plantation, Blood donation, etc. are organized and received awards/appreciation from renowned agencies in surrounding.
- MoUs are signed with the industries/ corporate houses/ firms to develop industrial allied activities.

Criterion 4: Infrastructure and Learning Resources:

- The institution has infrastructure with well-equipped computer laboratory, classrooms, library, seminar hall, ICT tools, Sports and Cultural facilities as per AICTE norms.
- The institution has motivated students to participate in various extra-curricular activities.
- Institution has central library automated with software
- Institution has Computer lab, Language lab and IT Infrastructure facilities as per AICTE norms.

Criterion 5: Student Support

- The students of institute were benefitted by scholarship and free-ship scheme provided by Government as well as institute to needy students.
- Student grievances are addressed through committees such as Grievance Redressal, Anti-Ragging & Women Internal complaint or Anti sexual harassment.
- Training & placement cell have arranged various training programs and placement drives on campus as well as off-campus.
- The student actively participated in sports/cultural activities organized at inter-college and intra college competitions.
- The institute maintained strong and healthy interaction with alumni through alumni meets organized.

Criterion 6: Governance, Leadership and Management

- The strategic plan is prepared and its effective implementation is done for attainment of Vision and Mission of the institute.
- E-governance system is used for planning and development, administration, finance, student admission and examination.
- Administration takes care of key attributes such as budgetary provisions, financial support, and Infrastructure development for smooth functioning of institute as well as faculty and non-teaching staff empowerment.
- The institute has performance appraisal system to judge the performance of teaching and non teaching staff members.

Criterion 7: Institution Values and Best Practices

- The institute has girls and boys common room as common facility and separate provision for facilities of differently abled (Divyangjan) students.
- Institute follows green practices such as tree plantation, plastic free campus, paperless work, bus transport to achieve an environmental consciousness and sustainability.

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Number of gender equity promotion programs organized by the institution during the last five years

Response: 15

7.1.1.1 Number of gender equity promotion programs organized by the institution year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
4	4	3	2	2

File Description

List of gender equity promotion programs organized by the institution

Document

[View Document](#)

7.1.2

1. Institution shows gender sensitivity in providing facilities such as:

1. Safety and Security
2. Counselling
3. Common Room

Response:

• Safety and Security:-

1. On arrival of the students in the Institute's premises, till they leave, I-card is mandatory and round the clock security measures are in place.
2. The campus is fortified by fencing and the entry gates are guarded by security guards.
3. The Institute has installed CCTV cameras for 24/7 for surveillance.
4. College campus has ample lighting for safety at night.
5. The Institute maintained separate toilets for both ladies and gents in each floor.
6. The Institute has MOUs with Doctors on call based facility for girls and boys independently.
7. For attending minor medical problems, First aid box equipped with medicines has been kept in first aid room. Similarly for girls in order to take care about their health issue supplementary facilities like Sanitary Napkin Vending Machine is provided.

• Counseling:

The institute provides counseling to students of the both genders as and when required by Mentee: Mentor

Scheme.

- **Common Room:**

The Institute has separate common rooms for boys and girls.

7.1.3 Alternate Energy initiatives such as:

1. Percentage of annual power requirement of the Institution met by the renewable energy sources

Response: 0

7.1.3.1 Annual power requirement met by the renewable energy sources (in KWH)

7.1.3.2 Total annual power requirement (in KWH)

Response: 250

File Description	Document
Details of power requirement of the Institution met by renewable energy sources	View Document

7.1.4 Percentage of annual lighting power requirements met through LED bulbs

Response: 5

7.1.4.1 Annual lighting power requirement met through LED bulbs (in KWH)

Response: 0.5

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 10

File Description	Document
Details of lighting power requirements met through LED bulbs	View Document

7.1.5 Waste Management steps including:

- **Solid waste management**
- **Liquid waste management**
- **E-waste management**

Response:

The institute is very much conscious about the waste management to keep the campus clean and eco friendly. The waste management in the campus is as briefed below.

- **Solid Waste Management:**

The solid waste collected from the campus is dropped into compost pit. The manure so produced is utilized for plants and trees located in the campus.

- **Liquid Waste Management:**

The liquid waste generated from the campus goes directly to the drainage system created in the vicinity of the institute. As well as we use enzyme based bacterial treatment tablets in washrooms to keep washrooms neat and clean.

- **E-waste:**

The Institute has MOU for Collecting and Disposing-e-waste generated in campus. MOU has been made with supplier of Computers and electronics materials, in MOU it has been mutually agreed to give collected e-waste to supplier and in return he will give buy back or discount on new purchase of electronics materials.

7.1.6 Rain water harvesting structures and utilization in the campus

Response:

Understanding the importance of conservation of water, Institute has implemented Rain Water Harvesting Scheme. Under this scheme, the adequate piping is done to collect entire rainwater from terrace and which is directed to well present in the campus. The water collected in well helps in increasing the water table of the institutional area thereby increasing the water level in the surrounding premises of the institute.

The college has maintaining a garden of area, where maximum possible rain water is effectively used for maintaining green environment in the campus in most appropriate manner.

7.1.7 Green Practices

- **Students, staff using**
 - a) **Bicycles**
 - b) **Public Transport**
 - c) **Pedestrian friendly roads**
- **Plastic-free campus**
- **Paperless office**
- **Green landscaping with trees and plants**

Response:

The institute has all-weather approach road accessible for bicycles, public transport vehicles and pedestrian friendly as well.

- Parking slots are made available in the Institute.
- Institute has pedestrian friendly roads around the campus with vehicle movement within the Institute.

Plastic-free Campus: -

Institute initiates to make the campus plastic free by giving instructions to all within the campus. Use, Consumption of plastic materials in any form is totally banned within the campus.

Paperless office:-

A paperless office is a work environment in which the use of paper is greatly reduced. For this purpose, the institute uses the digital techniques such as reducing the number of printing pages by changing the printer setting to make it mandatory to print on both the sides. Used rough papers are again utilized for any printing to reduce the page consumption. Institute using whatsapp groups, text message and mail for maximum communication, thus reducing paper usage.

Green landscaping with trees and plants: -

Institute has lush green campus having trees, plants and lawn.

7.1.8 Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years

Response: 4.82

7.1.8.1 Total expenditure on green initiatives and waste management excluding salary component year-wise during the last five years(INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
12.80	25.22	25.22	13.98	13.50

File Description	Document
Details of expenditure on green initiatives and waste management during the last five years	View Document

7.1.9 Differently abled (Divyangjan) Friendliness Resources available in the institution:

1. Physical facilities
2. Provision for lift
3. Ramp / Rails
4. Braille Software/facilities
5. Rest Rooms
6. Scribes for examination
7. Special skill development for differently abled students
8. Any other similar facility (Specify)

A. 7 and more of the above

B. At least 6 of the above

C. At least 4 of the above

D. At least 2 of the above

Response: C. At least 4 of the above

File Description	Document
Resources available in the institution for Divyangjan	View Document

7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years

Response: 0

7.1.10.1 Number of specific initiatives to address locational advantages and disadvantages year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	View Document

7.1.11 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)

Response: 10

7.1.11.1 Number of initiatives taken to engage with and contribute to local community year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
2	2	2	2	2

7.1.12

Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff

Response: Yes

7.1.13 Display of core values in the institution and on its website

Response: Yes

7.1.14 The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations

Response: Yes

File Description

Details of activities organized to increase consciousness about national identities and symbols

Document

[View Document](#)

7.1.15 The institution offers a course on Human Values and professional ethics

Response: Yes

7.1.16 The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions

Response: Yes

7.1.17 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years

Response: 35

7.1.17.1 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
8	8	7	6	6

File Description	Document
List of activities conducted for promotion of universal values	View Document

7.1.18 Institution organizes national festivals and birth / death anniversaries of the great Indian personalities

Response:

Institute celebrates the birth/death anniversaries of the great Indian personalities. A few of such programs are tabulated below:-

Sr. No.	National Festivals and Birth Anniversaries	Date	Frequency
1	Dr. Sarvepalli Radhakrishnan Birth Anniversary (Teachers' Day)	05th September	Every Year
2	Gandhi Jayanti	02nd October	Every Year
3	Shiv Jayanti	19th February	Every Year
4	Dr. Babasaheb Ambedkar Birth Anniversary	14th April	Every Year

7.1.19 The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions

Response:

Institute believes in transparency in all academic, administrative as well as financial activities:

Financial Transparency

The Institution is self-financed and the fee is decided as per the guidelines of Fee Regulatory Authority (FRA), Government of Maharashtra. Institute accepts the fees from the students through various modes like cash, DD, cheques etc.

The institution conducts statutory audit from external auditor at the end of the financial year. A report of external auditor along with audited balance sheet, income and expenditure accounts are available for reference as per government rules.

Administrative Transparency

The institute has constituted committees as per the norms of AICTE, University and other regulating authorities. Faculty and Students are representing the committees related to academic and student support. Transparency is maintained by involving stakeholders in decision making through various committees.

Academic Transparency

Continuous Internal Evaluation (CIE) is done by following university guidelines and transparency is maintained by displaying/ sharing results of CIE.

Auxiliary Transparency

Feedback is sought from students and based on feedback, appropriate actions are taken and action taken report is made available on notice board and website.

7.2 Best Practices

7.2.1 Describe at least two institutional best practices (as per NAAC Format)

Response:

1. Title of the Practice: Value Added Training Programs imparted by the institute

2. Objectives of the Practice: Train the students to meet the growing demands of corporate sector. So institute has decided to start Aptitude and Communication Skills training in the institute to increase the employability of the students through campus placement.

3. The Context:

The Institute is affiliated to University of Mumbai and Institute follows its curriculum and

academic structure designed by the University. We observed that pace of updating the syllabus in response to the needs of industry is slower than required.

Institute identified where improvement was needed:

- a. Students lack in aptitude skills.
- b. Students are weak in communication skills.
- c. Student fail in Group Discussion and Personal Interviews

4. The Practice:

The policy consisted of the methodology and schedule of imparting various inputs to the students in order to improve the performance of students in recruitment drives. The inputs were subdivided into systematically design training modules catering to aptitude and communication skills and GD & PI.

Institute has MOU with Rubrics Softcon Pvt. Ltd. Pune, Which is training partner of the institute to take care of above mentioned modules. Following table shows number of students enrolled and completed training for previous five years.

Academic Year	Number of Students Appeared for Training	
2014-15	807	
2015-16	917	
2016-17	800	
2017-18	545	
2018-19	417	

5. Evidence of Success: The success rate in aptitude test / screening test was found improved in recruitment drive of various companies. Following Table shows the placement percentage increased imparting Value Added Training Programs.

Academic Year	Number of Final year students	Number of Students Placed	Placement Percentage
2014-15	105	33	31%
2015-16	286	66	23%
2016-17	311	81	26%
2017-18	206	53	25%
2018-19	171	46	26%

6. Problems Encountered and Resources Required:

- Increase in Placement Percentage is bit difficult as Institute is in rural area so many companies and training agencies are reluctant to come.

Best Practice – II

1. Title of the Practice: Community Engagement through Extension/NSS Activities

2. Objective of the Practice:

- To promote extension activities in the neighborhood community
- To develop among students a sense of responsibility towards society.
- To promote the growth of students in their abilities and interests regarding social issues.
- To make education relevant to real life situation.

3. The Context:

To provide the opportunities to inculcate the qualities among the students to understand social consciousness and problems of communities. These activities sensitizing the students to social issues and develops belongingness to the welfare activities towards the society.

4. The Practice:

Institute Conducts various activities related to environmental protection, cleanliness drive, tree plantation, education awareness, health awareness, personal hygiene, literacy, awareness related to superstitions, gender equality, self-defense, women empowerment, etc.

Academic Year	Number of Activities
2014-15	4
2015-16	5
2016-17	6
2017-18	7
2018-19	8

5. Evidence of Success: It is observed by performing various activities in the neighborhood society, Institute has got appreciation by renowned government and non-government agencies in terms of awards, appreciation letters and momentous. It is worthwhile to mention that, local media also covered many of the activities mentioned under this practice.

Academic Year	Number of Activities	Awards/ Appreciation Received
2014-15	4	2
2015-16	5	3
2016-17	6	4
2017-18	7	5
2018-19	8	5

6. Problems Encountered and Resources Required:

- Funding is the major issue for doing activities on large scale.
- Involvement of government and non-government agencies needs proper documentation and permissions.

7.3 Institutional Distinctiveness

7.3.1 Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust

Response:

- The primary objective of the institution is the pursuit of Academic Excellence and Placements.
- The institute also aims at vitalizing the learning skills with a focus on futuristic demands, vitalizing teaching learning process, ICT, Human Values, and functional relationship with all the stakeholders

for the holistic development of the individual and society.

- Institute also strives to create virtuous, meritorious personalities and to prepare professional, creative, and humane students to serve the humanity by setting a commendable tradition of initiative and imagination.
- The institution stands apart from all other colleges by placing greater emphasis on producing professional students by providing value-based education and enabling the students to face challenges in modern life.
- The institute aims at instilling a sense of self-discipline and accountability among students and developing a respect for democratic, ethical, and moral values.
- Institute provides the best amenities required for students to enhance their Managerial skills, Academics, and Extra-curricular activities and brings out the best in them.
- The placement cell is an integral part of our institution, ensures that the students are well trained and prepared to face their campus interviews effectively.
- Various conferences, guest lectures, workshops are organized throughout the year, by which the students are exposed to the outside world work ethics and all the recent developments and innovations.
- To bring out the concealed talents of the students every year the institution conducts Annual Cultural and Sports event, This event throws light on various arts and thus pushes the students to excel in Co- Scholastic areas as well.
- The institution has provided the best possible facilities in terms of infrastructure for teaching, learning and sports activities to make a student, complete in all dimensions.
- The Classrooms, Laboratories, Group discussion halls, Library and Administrative office are highly conducive to the overall academic environment.
- The institution hosts fully equipped grounds for outdoor games/ sports and indoor game room. As a result, few students have performed well in state and national level sports events.

5. CONCLUSION

Additional Information :

We are working hard to become benchmark institute in rural area in Konkan Region. We are trying to establish environment where learning is a joy and we aim to impart value based technical education to raise employability of our student in Industry, Competency in Profession and Leadership in Society.

Our aim is that students graduating from MITM has to lead the field of Engineering and helps their knowledge to the welfare of the society.

Concluding Remarks :

METROPOLITAN INSTITUTE OF TECHNOLOGY AND MANAGEMENT, SINDHUDURG believes, in its contribution to the engineering education sector, and applying for NAAC is an important step towards Quality Assurance. Hence NAAC Application is a step towards self-introspection leading to a further development of the institute focused on excellence.

We cordially invite NAAC peer team to visit the METROPOLITAN INSTITUTE OF TECHNOLOGY AND MANAGEMENT, SINDHUDURG and evaluate, asses for accreditation process.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																				
1.3.2	<p>Number of value added courses imparting transferable and life skills offered during the last five years</p> <p>1.3.2.1. Number of value-added courses imparting transferable and life skills offered during the last five years Answer before DVV Verification : 20 Answer after DVV Verification: 4</p>																				
3.3.1	<p>The institution has a stated Code of Ethics to check malpractices and plagiarism in Research</p> <p>Answer before DVV Verification : Yes Answer After DVV Verification: Yes</p>																				
3.3.2	<p>The institution provides incentives to teachers who receive state, national and international recognition/awards</p> <p>Answer before DVV Verification : Yes Answer After DVV Verification: Yes</p>																				
3.4.3	<p>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 last five years</p> <p>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., year-wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>8</td> <td>7</td> <td>6</td> <td>5</td> <td>4</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>8</td> <td>7</td> <td>6</td> <td>5</td> <td>4</td> </tr> </tbody> </table>	2018-19	2017-18	2016-17	2015-16	2014-15	8	7	6	5	4	2018-19	2017-18	2016-17	2015-16	2014-15	8	7	6	5	4
2018-19	2017-18	2016-17	2015-16	2014-15																	
8	7	6	5	4																	
2018-19	2017-18	2016-17	2015-16	2014-15																	
8	7	6	5	4																	
4.2.5	<p>Availability of remote access to e-resources of the library</p> <p>Answer before DVV Verification : Yes Answer After DVV Verification: Yes</p>																				
7.1.10	<p>Number of Specific initiatives to address locational advantages and disadvantages during the last five years 7.1.10.1. Number of specific initiatives to address locational advantages and disadvantages year-wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	2018-19	2017-18	2016-17	2015-16	2014-15															
2018-19	2017-18	2016-17	2015-16	2014-15																	

4	4	4	4	4
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Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

Remark : The ones listed by DVV are not initiatives to address locational advantages

2.Extended Profile Deviations

ID	Extended Questions																				
1.2	<p>Number of sanctioned posts year-wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>66</td> <td>98</td> <td>105</td> <td>112</td> <td>104</td> </tr> </tbody> </table> <p>Answer After DVV Verification:</p> <table border="1"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>66</td> <td>98</td> <td>105</td> <td>112</td> <td>80</td> </tr> </tbody> </table>	2018-19	2017-18	2016-17	2015-16	2014-15	66	98	105	112	104	2018-19	2017-18	2016-17	2015-16	2014-15	66	98	105	112	80
2018-19	2017-18	2016-17	2015-16	2014-15																	
66	98	105	112	104																	
2018-19	2017-18	2016-17	2015-16	2014-15																	
66	98	105	112	80																	
2.3	<p>Total Expenditure excluding salary year-wise during the last five years (INR in Lakhs)</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>259.12</td> <td>260.93</td> <td>698.49</td> <td>888.95</td> <td>314.39</td> </tr> </tbody> </table> <p>Answer After DVV Verification:</p> <table border="1"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>259.12</td> <td>260.93</td> <td>314.39</td> <td>888.95</td> <td>698.49</td> </tr> </tbody> </table>	2018-19	2017-18	2016-17	2015-16	2014-15	259.12	260.93	698.49	888.95	314.39	2018-19	2017-18	2016-17	2015-16	2014-15	259.12	260.93	314.39	888.95	698.49
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