

*Guidelines for the Creation of the*

**Internal Quality Assurance Cell (IQAC)**

**and Submission of Annual Quality Assurance Report (AQAR) in Accredited Institutions**  
(Revised in October 2013)



**राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्**

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**  
*An Autonomous Institution of the University Grants Commission*  
P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072 India

## NAAC

### VISION

*To make quality the defining element of higher education in India through a combination of self and external quality evaluation, promotion and sustenance initiatives.*

### MISSION

- ☞ To arrange for periodic assessment and accreditation of institutions of higher education or units thereof, or specific academic programmes or projects;*
- ☞ To stimulate the academic environment for promotion of quality of teaching-learning and research in higher education institutions;*
- ☞ To encourage self-evaluation, accountability, autonomy and innovations in higher education;*
- ☞ To undertake quality-related research studies, consultancy and training programmes, and*
- ☞ To collaborate with other stakeholders of higher education for quality evaluation, promotion and sustenance.*

### Value Framework

To promote the following core values among the HEIs of the country:

- Contributing to National Development*
- Fostering Global Competencies among Students*
- Inculcating a Value System among Students*
- Promoting the Use of Technology*
- Quest for Excellence*

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in Accredited Institutions***

### **Introduction**

In pursuance of its Action Plan for performance evaluation, assessment and accreditation and quality up-gradation of institutions of higher education, the National Assessment and Accreditation Council (NAAC), Bangalore proposes that every accredited institution should establish an Internal Quality Assurance Cell (IQAC) as a post-accreditation quality sustenance measure. Since quality enhancement is a continuous process, the IQAC will become a part of the institution's system and work towards realisation of the goals of quality enhancement and sustenance. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institutions. For this, during the post-accreditation period, it will channelize all efforts and measures of the institution towards promoting its holistic academic excellence.

The guidelines provided in the following pages will guide and facilitate the institution in the creation and operation of the Internal Quality Assurance Cell (IQAC). The work of the IQAC is the first step towards internalization and institutionalization of quality enhancement initiatives. Its success depends upon the sense of belongingness and participation it can inculcate in all the constituents of the institution. It will not be yet another hierarchical structure or a record-keeping exercise in the institution. It will be a facilitative and participative voluntary system/unit/organ of the institution. It has the potential to become a vehicle for ushering in quality enhancement by working out planned interventionist strategies to remove deficiencies and enhance quality like the "Quality Circles" in industries.

### **Objective**

***The primary aim of IQAC is***

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

### **Strategies**

***IQAC shall evolve mechanisms and procedures for***

- a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;
- b) The relevance and quality of academic and research programmes;
- c) Equitable access to and affordability of academic programmes for various sections of society;

- d) Optimization and integration of modern methods of teaching and learning;
- e) The credibility of evaluation procedures;
- f) Ensuring the adequacy, maintenance and proper allocation of support structure and services;
- g) Sharing of research findings and networking with other institutions in India and abroad.

## **Functions**

*Some of the functions expected of the IQAC are:*

- a) Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution;
- b) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
- c) Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes;
- d) Dissemination of information on various quality parameters of higher education;
- e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
- f) Documentation of the various programmes/activities leading to quality improvement;
- g) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;
- h) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;
- i) Development of Quality Culture in the institution;
- j) Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.

## **Benefits**

*IQAC will facilitate / contribute*

- a) Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement;
- b) Ensure internalization of the quality culture;
- b) Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices;
- c) Provide a sound basis for decision-making to improve institutional functioning;
- d) Act as a dynamic system for quality changes in HEIs;
- e) Build an organised methodology of documentation and internal communication.

## **Composition of the IQAC**

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

The composition of the IQAC may be as follows:

1. Chairperson: Head of the Institution
2. A few senior administrative officers
3. Three to eight teachers
4. One member from the Management
5. One/two nominees from local society, Students and Alumni
6. One/two nominees from Employers /Industrialists/stakeholders
7. One of the senior teachers as the coordinator/Director of the IQAC

The composition of the IQAC will depend on the size and complexity of the institution. It helps the institutions in planning and monitoring. IQAC also gives stakeholders or beneficiaries a cross-sectional participation in the institution's quality enhancement activities. The guidelines given here are only indicative and will help the institutions for quality sustenance activities.

The membership of such nominated members shall be for a period of two years. The IQAC should meet at least once in every quarter. The quorum for the meeting shall be two-third of the total number of members. The agenda, minutes and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format.

It is necessary for the members of the IQAC to shoulder the responsibilities of generating and promoting awareness in the institution and to devote time for working out the procedural details. While selecting these members several precautions need to be taken. A few of them are listed below:

- ♦ It is advisable to choose persons from various backgrounds who have earned respect for integrity and excellence in their teaching and research. Moreover, they should be aware of the ground realities of the institutional environment. They should be known for their commitment to improving the quality of teaching and learning.
- ♦ It would be appropriate to choose as senior administrators, persons in charge of institutional services such as library, computer center, estate, student welfare, administration, academic tasks, examination and planning and development.
- ♦ The management representative should be a person who is aware of the institution's objectives, limitations and strengths and is committed to its improvement. The local society representatives should be of high social standing and should have made significant contributions to society and in particular to education.

### **The role of coordinator**

The role of the coordinator of the IQAC is crucial in ensuring the effective functioning of all the members. The coordinator of the IQAC may be a senior person with expertise in quality aspects. She/he may be a full-time functionary or, to start with, she/he may be a senior academic /administrator entrusted with the IQAC as an additional responsibility. Secretarial assistance may be facilitated by the administration. It is preferable that the coordinator may have sound knowledge about the computer, its various functions and usage for effective communication.

### **Operational Features of the IQAC**

Quality assurance is a by-product of ongoing efforts to define the objectives of an institution, to have a work plan to achieve them and to specify the checks and balances to evaluate the degree to which each of the tasks is fulfilled. Hence devotion and commitment to improvement rather than mere institutional control is the basis for devising procedures and instruments for assuring quality. The right balance between the health and growth of an institution needs to be struck. The IQAC has to ensure that whatever is done in the institution for “education” is done efficiently and effectively with high standards. In order to do this, the IQAC will have to first establish procedures and modalities to collect data and information on various aspects of institutional functioning.

The coordinator of the IQAC and the secretary will have a major role in implementing these functions. The IQAC may derive major support from the already existing units and mechanisms that contribute to the functions listed above. The operational features and functions discussed so far are broad-based to facilitate institutions towards academic excellence and institutions may adapt them to their specific needs.

### **Monitoring Mechanism**

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

The Annual Quality Assurance Reports (AQAR) may be the part of the Annual Report. The AQAR shall be approved by the statutory bodies of the HEIs (such as Syndicate, Governing Council/Board) for the follow up action for necessary quality enhancement measures.

The Higher Education Institutions (HEI) shall submit the AQAR regularly to NAAC. The IQACs may create its exclusive window on its institutional website and regularly upload/ report on its activities, as well as for hosting the AQAR.

The NAAC Accredited institutions need to submit only the soft copy as word file (.doc/.docx) through e-mail ([capuaqar@gmail.com](mailto:capuaqar@gmail.com)). The file name needs to be submitted with Track ID of the institution and College Name. For example MHCOGN16601-Samudra Arts and Science College, Taliamegu-Maharashtra.doc or EC\_32\_A&A\_143 dated 3-5-2004-Samudra Arts and Science College, Taliamegu-Maharashtra.doc. The Higher Education Institutions need not submit the printed/hard copy to NAAC. The acknowledgements would be sent to the institutions through e-mail.

### **Mandatory Submission of AQAR by IQAC**

So far submission of AQARs was not a Mandatory requirement for Institutions applying to NAAC 2<sup>nd</sup> and subsequent cycles of Assessment and Accreditation (A&A). It has now been decided by the Executive committee of NAAC that **regular submission of AQARs should be made mandatory for 2<sup>nd</sup> and subsequent cycles of accreditation.**

In view of the decision of **Executive Committee of NAAC** the following will be the pre-requisites for submission of LOI for all Higher Education Institutions (HEIs) opting for 2<sup>nd</sup> and subsequent cycles of A& A **with effect from 16<sup>th</sup> September 2016:**

- Having a functional IQAC.
- The minutes of IQAC meeting and compliance to the decisions should be uploaded on the institutional website.
- Mandatory submission of AQARs on a regular basis for institutions undergoing the second and subsequent cycles of Assessment and Accreditation by NAAC.
- Upload the AQAR's on institutional website for access to all stakeholders.



## The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

### Part – A

#### 1. Details of the Institution

1.1 Name of the Institution	Maharashtra Institute of Technology
1.2 Address Line 1	Off Beed Bypass, Satara Village Road,
Address Line 2	Aurangabad-431010, Maharashtra State, India.
City/Town	Aurangabad
State	Maharashtra
Pin Code	431010
Institution e-mail address	<a href="mailto:santosh.bhosle@mit.asia">santosh.bhosle@mit.asia</a> principal.mitt@mit.asia
Contact Nos.	9822768246
Name of the Head of the Institution:	Dr. Santosh P. Bhosle
Tel. No. with STD Code:	0240-2375222

Mobile:

9822768246

Name of the IQAC Co-ordinator:

Dr. Kishor Kulkarni

Mobile:

9568453678

IQAC e-mail address:

kishor.kulkarni@mit.asia

1.3 NAAC Track ID (For ex. MHCOGN 18879)

MHCOGN27535

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.  
This EC no. is available in the right corner- bottom  
of your institution's Accreditation Certificate)

EC(SC)/28/A&A/17.1  
Dated October 30, 2017

1.5 Website address:

<https://btech.mit.asia>

Web-link of the AQAR:

<https://btech.mit.asia/files/btech/quicklinks/AQAR2017-18.pdf>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	A	3.07	October 30 ,2017	October 29,2022
2	2 <sup>nd</sup> Cycle				
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

09/01/2017

**1.8 AQAR for the year (for example 2010-11)**

2017-18

**1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011))**

- i. AQAR \_\_\_\_\_ (DD/MM/YYYY)
- ii. AQAR \_\_\_\_\_ (DD/MM/YYYY)
- iii. AQAR \_\_\_\_\_ (DD/MM/YYYY)
- iv. AQAR \_\_\_\_\_ (DD/MM/YYYY)

**1.10 Institutional Status**

University State  Central  Deemed  Private

Affiliated College Yes  No

Constituent College  Yes  No

Autonomous college of UGC Yes  No

Regulatory Agency approved Institution Yes  No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education  Men  Women

Urban  Rural  Tribal

Financial Status Grant-in-aid  UGC 2(f)  UGC 12B

Grant-in-aid + Self Financing  Totally Self-financing

**1.11 Type of Faculty/Programme**

Arts  Science  Commerce  Law  PEI (Phys Edu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify)

1.12 Name of the Affiliating University (*for the Colleges*)

Dr. Babasaheb Ambedkar  
Marathwada University, Aurangabad

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

University with Potential for Excellence

UGC-CPE

DST Star Scheme

UGC-CE

UGC-Special Assistance Programme

DST-FIST

UGC-Innovative PG programmes

Any other (*Specify*)

UGC-COP Programmes

## **2. IQAC Composition and Activities**

2.1 No. of Teachers

11

2.2 No. of Administrative/Technical staff

2

2.3 No. of students

2

2.4 No. of Management representatives

1

2.5 No. of Alumni

2

2.6 No. of any other stakeholder and  
community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held 01

2.11 No. of meetings with various stakeholders:  No.  Faculty

Non-Teaching Staff /Students  Alumni  Others

2.12 Has IQAC received any funding from UGC during the year? Yes  No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos.  International  National  State  Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

1. Academic and Administrative Audit Committee (AAAC) is formed and has conducted audits.
2. Implementation of data repository system for storage and easy retrieval of faculty data.
3. Short term training program on Outcome Based Education & NBA Process on 5<sup>th</sup> and 6<sup>th</sup> Dec. 2017.
4. Promotion of Research and consultancy.
5. Awareness programme on “Intellectual Property Rights (IPR)” on 5<sup>th</sup> & 6<sup>th</sup> Jan-2018
6. Focus on qualification upgradation of faculties.

## 2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year \*

Plan of Action	Achievements
Academic Calendar preparation and implementation	<ol style="list-style-type: none"> <li>1. All the stakeholders are timely informed about all the activities to be carried out during academic year.</li> <li>2. Effective implementation of all the activities scheduled in the academic calendar</li> </ol>
Formation of Academic and Administrative Audit Committee and Conducting the audits through this committee	<ol style="list-style-type: none"> <li>1. Audits conducted for academic year 2017-18. Based on the report faculty members were informed to take corrective action for improvement.</li> <li>2. Faculty members have taken corrective actions based on feedback given to them.</li> </ol>
Implementation of data repository system	<ol style="list-style-type: none"> <li>1. Implementation of data repository system for storage and easy retrieval of faculty data.</li> <li>2. Faculty data is readily available and can be shared for compliance of various regulating authorities thereby saving the time of faculty members as well as administrative staff.</li> </ol>
To cater the need of slow learners and identification of Fast/ active learners	<ol style="list-style-type: none"> <li>1. Weak and bright students are identified based on the performance in class test and continuous assessment.</li> <li>2. Performance of those students were improved in the consecutive class test and end term examination.</li> </ol>
To create awareness about social issues among the stakeholders.	Swachha Bharat Abhiyan, Unnat Maharashtra Abhiyan, Unnat Bharat Abhiyan.
Promotion of Research and consultancy	<ol style="list-style-type: none"> <li>1. HODs have been directed by principal to motivate the faculty for funded research and consultancy.</li> <li>2. Faculty members have started submitting projects to various funding agencies and some of them may get funding so that good research can be conducted by them in the institute and others get motivated for the same.</li> </ol>

\* Attach the Academic Calendar of the year as **Annexure-A**.

\* Sample copy of Academic and administrative audit copy as **Annexure-B**.

2.15 Whether the AQAR was placed in statutory body Yes  No

Management  Syndicate  Any other body

Provide the details of the action taken

Part – B

## Criterion – I

### 1. Curricular Aspects

#### 1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	2	NIL	2	NIL
PG	5	NIL	5	NIL
UG	7	NIL	7	NIL
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				6
Others				
<b>Total</b>	14	NIL	14	6

Interdisciplinary				
Innovative				

#### 1.2 (i) Flexibility of the Curriculum: CBCS

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	14
Trimester	NIL
Annual	NIL

1.3 Feedback from stakeholders\* Alumni  Parents  Employers  Students   
(On all aspects)

Mode of feedback : Online  Manual  Co-operating schools (for PEI)

\*Please provide an analysis of the feedback in the **Annexure-C**

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

- Syllabus has been revised for Third Year all branches for the academic year 2018-2019.
- Departmental electives have been introduced in second year for all branches.
- Audit courses and open electives are introduced in the revised structure.

1.5 Any new Department/Centre introduced during the year. If yes, give details.



## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
94	73	17	4	

2.2 No. of permanent faculty with Ph.D.

20

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
135	0	18	2	6	0				

2.4 No. of Guest and Visiting faculty and Temporary faculty

75

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	3	2	1
Presented	15	-	-
Resource Persons	-	-	6

2.6 Innovative processes adopted by the institution in Teaching and Learning:

- Soft Skill Training by professionals.
- Use of ICT in teaching learning.
- MOOC for students and faculty like NPTEL.
- Project based learning through industry project, field work etc.
- Learning through activities of Unnat Maharashtra Abhiyan and Unnat Bharat Abhiyan

2.7 Total No. of actual teaching days

180

during this academic year

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

NA
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2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

4		
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2.10 Average percentage of attendance of students

76
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2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
Computer Science and Engineering	81	66	18	9	0	93
Agricultural Engineering	25	68	32	0	0	100
Electrical Engineering	66	81.81	10	3	0	94.81
ETC	121	16.5	73.5	4.1	0	94.2
PPE	51	41.18	35.29	11.76	0	88.23
MECH	193	34.20	23.32	33.16	0	90.59
Civil	155	43.78	36.19	6.59	0	86.55
MBA	23	48	22	22	0	96

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

In our institute for improving teaching learning process two committees are formed other than Internal Quality Assurance Cell (IQAC).

- By conducting Academic and Administrative Audit twice in each semester:

Academic and Administrative Audit Committee audits course files which includes theory and practical attendance sheets, continuous assessment records, Teacher Guardian records, etc. in every semester.

- Industry based projects are evaluated at regular intervals by experts from industry and concern academic guide and necessary guidance is provided from time to time.

- Promote advance learners to undergo value added courses and certifications.
- Organises training programs like Infosys Campus connect program, Red Hat Academy.
- IQAC conducts feedback about teaching learning process.

Based on the issues raised by the students, the Principal, Program Coordinator takes corrective measures to improve teaching learning process.

### 2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	0
UGC – Faculty Improvement Programme	2
HRD programmes	6
Orientation programmes	9
Faculty exchange programme	0
Staff training conducted by the university	0
Staff training conducted by other institutions	7
Summer / Winter schools, Workshops, etc.	29
Others	7

### 2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	4			8
Technical Staff	3			15

### Criterion – III

#### 3. Research, Consultancy and Extension

##### 3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

- To encourage faculties to do Intellectual Property Rights (IPR) related activities (Patent, Technology Transfer, Copyrights) and publish Book / Book Chapter/ Monograph etc. with reputed international publishers.
- Institute encourage faculty members for paper publication in SCI journals to improve the quality of research work.
- Institute encourage faculty members to pursue Ph.D. from reputed institutes.
- Institute encourage faculty members to create profile on Google Scholar, Research Gate, ORCID, Researcher ID, etc. and improve citations by publishing quality research papers in reputed SCI journals.
- Workshop/Training programs are organised on various themes like Outcome Based Education & NBA Process, Quality Enhancement, IPR etc.
- Institute encourage faculty members to submit proposal for various funding agencies.

##### 3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	1		1	1
Outlay in Rs. Lakhs	40		40	73

##### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

##### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	37	6	-
Non-Peer Review Journals	-	-	-
e-Journals	1	-	-
Conference proceedings	21	1	-

##### 3.5 Details on Impact factor of publications:

Range  Average  h-index  Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	2017-18	Minister of Agriculture	40 Lakhs	NIL
Minor Projects				
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects ( <i>other than compulsory by the University</i> )				
Any other(Specify)				
Total				

3.7 No. of books published i) With ISBN No.  Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP  CAS  DST-FIST   
DPE  DBT Scheme/funds

3.9 For colleges Autonomy  CPE  DBT Star Scheme   
INSPIRE  CE  Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution	Level	International	National	State	University	College
	Number	1				
	Sponsoring agencies	IEEE				

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International  National  Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From funding agency  From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	4
	Granted	
International	Applied	
	Granted	
Commercialised	Applied	
	Granted	

3.17 No. of research awards/ recognitions received by faculty and research fellows  
Of the institute in the year

Total	International	National	State	University	Dist	College
		2				

3.18 No. of faculty from the Institution   
who are Ph. D. Guides

and students registered under them

3.19 No. of Ph.D. awarded by faculty from the Institution

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF  SRF  Project Fellows  Any other

3.21 No. of students Participated in NSS events:

University level  State level

National level  International level

3.22 No. of students participated in NCC events:

University level  State level

National level  International level

3.23 No. of Awards won in NSS:

University level  State level

National level  International level

3.24 No. of Awards won in NCC:

University level  State level

National level  International level

3.25 No. of Extension activities organized

University forum  College forum

NCC  NSS  Any other

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- Unnat Bharat Abhiyan
- Unnat Maharashtra Abhiyan
- Blood donation camp
- Welfare program for orphans children on 26/01/2018
- Tree plantation at Zilla Parishad high School Satata village Aurangabad on 05/08/2017
- Teacher Day and Engineers day celebration on 24/09/2017.

## Criterion – IV

### 4. Infrastructure and Learning Resources

#### 4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	10 Acre			10 Acre
Class rooms	29			29
Laboratories	76			76
Seminar Halls	7			7
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.		2		2
Value of the equipment purchased during the year (Rs. in Lakhs)		10.6	Self - Finance	10.6
Others				

#### 4.2 Computerization of administration and library

AMS system is used for administration activities as following tabs.

- Admission
- Registration
- Complete online Fee Receipt and Payments
- Biometric Attendance (Staff)
- Scholarship Management
- Certificate Generation
- Hostel Management
- Stores Management

#### **Computerization of Library:**

- Library Management System
- Online library portal (FTP Server) is made available through intranet within the Campus for access library electronic resources such as NPTEL videos, e-books and notes of faculty.
- Library provided OPAC (Online Public Access Catalogue) facility.
- All the department library are connected by LAN and also equipped with NPTEL and technical videos, notes, etc. placed on desktop computers.
- BARCODE labels
- LMS Software



#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	35239	90,99,642.00	944	2,89,965.00	36298	93,89,607.00
Reference Books			115			
e-Books	ASTM Digital Library Manuals,Standards-12823	84,317.00	ASTM Digital Library Manuals,Standards-12823	1,02,527.00	ASTM Digital Library Manuals,Standards-12823	1,02,527.00
Journals	62	2,25,430.00	23	72,068.00	62	2,97,498.00
e-Journals	Science Direct, ASME, Springer, ASTM Digital Library Remote access to Dr BAMU	8,50,941.00	Science Direct, ASME, Springer, Remote access to Dr BAMU	11,60,572.00	Science Direct, ASME, Remote access to Dr BAMU	11,60,572.00 10,000.00
Digital Database	J-Gate – 1 no	68,700.00	J-Gate – 1 no	69,000.00	J-Gate – 1 no	69,000.00
CD & Video	31	14,776.00	-	-	31	14,776.00
Others (specify)						

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	625	19	1 Gbps	1	1	1	7	-
Added								
Total	625	19	1 Gbps	1	1	1	7	-

#### 4.5 Computer, Internet access, training to teachers and students and any other programme for technology Upgradation (Networking, e-Governance etc.)

Sr. No	Date	Event/Expert lecture/ Workshop/ Test	Resource Person/Organization	Target Audience	Remark
1	19/7/2017	Workshop on SAP	Dr .Chinmay Naoti (Primus)	SY / TY Students (CSE / Civil )	
2	1/10/2017	Autonex – ATV design and manufacturing	Prof. S.R. Kukarni , Dr. A.J. Keche	SY (Mech)	
3	29/1/2018	Introduction to Tekla	Mr Sayyed Ishtiyaque	B.Tech (Civil)	

		software			
4	17/1/2018 to 18/1/2018	IonCudos	IonCudos Team Bangalore	All Faculty	

4.6 Amount spent on maintenance in lakhs :

i) ICT	7.3
ii) Campus Infrastructure and facilities	14.9
iii) Equipments	4.0
iv) Others	15.2
<b>Total:</b>	41.4

## Criterion – V

### 5. Student Support and Progression

#### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- State of art laboratories with flexible access.
- Library facility with access to e-learning resources, e-journals, magazines, subscriptions to IEEE journals and transactions, Science Direct, Springer etc.
- Digital Classrooms
- Language/soft skill laboratory
- NPTEL course material in the form of videos from IIT Professors.
- Industry sponsored and interdisciplinary projects.
- Self-learning assignments.
- Mini projects.
- Departmental clubs.
- BAJA/SUPRA vehicle designing and racing competition participation every year.
- Provision of In-Plant Training to each and every student for practical industry exposure.

#### 5.2 Efforts made by the institution for tracking the progression

- |     |   |   |
|-----|---|---|
| Rev | <ul style="list-style-type: none"> <li>• Effective Interaction between class teachers &amp; students.</li> <li>• Conducting Regular test, alumni meet, feedback from Stake holders and analysis, Learning Process and social networking.</li> </ul> | 6 |
|-----|---|---|

5.3 (a) Total Number of students	UG	PG	Ph. D.	Others
	2628	72	27	

(b) No. of students outside the state 

5
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c) No. of international students 

0
---

Men	No	%	Women	No	%
	1992	73		735	27

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1401	387	34	936	0	2727	1345	385	36	1012	0	2778

Demand ratio NA\* Dropout 8%

\* All seats are allocated through centralized admission by Admission Regulating Authority

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

**Summary of Competitive Exam Training**

Year	Expert Lectures	Workshops/ Training	Total
2017-18	4	0	4

Sr. No.	Date	Event/Expert lecture/ Workshop/ Test	Resource Person/Organization	Target Audience	Remark
1	18/7/2017	UPSC chi wari	Er. Anil Bhugare , Er. N.G. Baghate	B.Tech (All branches)	Importance of UPSC
2	24/7/2017	Career guidance and job opportunities through GATE	Er. Alexandar Bessy, (MIT Alumni)	B.Tech (All branches)	Importance of GATE
3	10/8/2017	GATE and public sector undertaking	Er. Alexandar Bessy, (MIT Alumni)	B.Tech (All branches)	Importance of GATE & UPSC
4	15/9/2017	Young Budding Engineers	Dr. J.H. Godihal	SY / TY	Role of Engineers

No. of students beneficiaries

369

5.5 No. of students qualified in these examinations

NET  SET/SLET  GATE  CAT   
 IAS/IPS  State PSC  UPSC  Others

## 5.6 Details of student counselling and career guidance

Academic, personal, psychosocial support is provided to students through Mentoring system at institute.

### Academic Support

1. Book Bank Facility to all Students.
2. Printed Laboratory Manuals to students.
3. Remedial and extra classes as per the need.
4. Advanced courses as per need on recent trends.
5. Expert lectures from the faculty having industrial experienced of more than 10 years are conducted

### Personal and psycho-social support

- Individual level counselling through teacher guardian scheme.
- Teacher Guardian Scheme is followed in the institute in which every faculty is assigned 15-20 students. This scheme helps the students to overcome psychological barrier and inferiority complex. They can communicate their personal issues to the teacher guardian and intern can get psychological support.
- Mentors offer suggestions and advice to students whenever required and continuously monitor attendance and progress of students.
- Mentors are in contact with parents on regular basis through Parents Teachers Meet and broadcast groups.
- Parent meets are organized to discuss strengths and weaknesses of their wards to discuss academic and overall performance of their ward.
- Professional counsellor (Psychologist) is appointed and counselling sessions are arranged, particularly for girl students.
- MIT running club is formed for improving fitness for this activity faculty advisor and bus facility is provided if required.

No. of students benefitted

2727
------

## 5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus(Through IPT)</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
72	468	134	100

## 5.8 Details of gender sensitization programmes

- The Institute provides equal opportunity to ladies and gents faculty with respect to appointments, promotions, administration, deputation to courses, higher studies.
- The Institute provides equal opportunity to girls and boys students with respect to participation in extracurricular activities, sports and placements.
- The Institute carefully handles the issues of ragging by forming monitoring committees for boys and girls which actively functions throughout the academic year. The monitoring committee includes gents and ladies faculty of the institute which takes care of the issues of ragging according to their scheduled time.
- The Institute has Grievance Redressal committee and Women's Grievances Redressal committee (Internal Complaint Committee) which also plays an important role in sensitizing the gender issues.

## 5.9 Students Activities

### 5.9.1 No. of students participated in Sports, Games and other events

State/ University level  National level  International level

### No. of students participated in cultural events

State/ University level  National level  International level

### 5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level  National level  International level

Cultural: State/ University level  National level  International level

### 5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	23	30685
Financial support from government	2023	94181108
Financial support from other sources		
Number of students who received International/ National recognitions		

### 5.11 Student organised / initiatives

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: \_\_\_\_\_

## Criterion – VI

### **6. Governance, Leadership and Management**

#### 6.1 State the Vision and Mission of the institution

Vision - MIT aspires to be a leader in Techno-Managerial education at national level by developing students as technologically superior and ethically strong multidimensional personalities with a global mindset.

Mission - We are committed to provide wholesome education in Technology and Management to enable aspiring students to utilize their fullest potential and become professionally competent and ethically strong by providing

- Well qualified, experienced and professionally trained faculty.
- State-of-the-art infrastructural facilities and learning environment.
- Conducive environment for research and development.
- Delight to all stakeholders

#### 6.2 Does the Institution has a management Information System

Institution has Management Information System (MIS)

#### 6.3 Quality improvement strategies adopted by the institution for each of the following:

##### 6.3.1 Curriculum Development

- Departmental advisory boards of various departments have representation of industry persons and their suggestions are incorporated in the curriculum so as to meet the needs of the industries.
- Program electives are offered from second year onward to prepare students from industry requirement point of view.
- Audit courses and Open electives are introduced in curriculum at third year level and are offered to all the students of the institute irrespective of branch of study.
- Development of skills courses are introduced in the curriculum for overall development of the students.



### 6.3.2 Teaching and Learning

- The Institute plans and execute its academic calendar in line with university academic calendar.
- Course outcome and program outcomes are disseminated to the students during class room teaching as a part of initiative for outcome based education.
- Numbers of courses are taught in each semester through different teaching methods: lectures, tutorials, lab practical, assignments, projects, seminar, industry visits, field visits etc.
- Every faculty member prepares and executes teaching plan for their respective theory and practical courses.
- IQAC ensures the improvement in the teaching learning process through regular feedback system and academic and administrative audit.

### 6.3.3 Examination and Evaluation

Institute adopts all the major reforms in curriculum, examination pattern and evaluation process prescribed by the Dr. Babasaheb Ambedkar Marathwada University, Aurangabad.

#### **University Reforms adopted by the Institute**

- Institute has accepted online/ offline tests for FY to B. Tech (UG) and PG students as prescribed by university.
- The choice based credit system is introduced by Dr. Babasaheb Ambedkar Marathwada University, Aurangabad for all courses since academic year 2016-2017.
- Redressal mechanism is adopted in order to resolve the grievances of the student in the assessment process of answer sheets of end semester examination.

#### **Reforms initiated by the Institute**

- Continuous assessment of students is done using blooms taxonomy during their practical sessions.
- In few cases external examiner is invited for assessment of project/dissertation work even if not prescribed by university.

### 6.3.4 Research and Development

- Culture of research and development is strengthened by encouraging faculty members to pursue research by providing digital library, high end equipments in laboratories, high speed internet connection and conducive atmosphere for research and development.
- Promoting production of intellectual property in terms of research output, publications, applied research and transfer of knowledge.
- Encourage students to undertake industry sponsored projects and produce technical papers and contribute for research activities.
- Encourage faculty members to submit research papers to reputed journals and also research proposals to various funding agencies.
- MOUs with industries for collaborative research work.

### 6.3.5 Library, ICT and physical infrastructure / instrumentation

- E-books facility for students and faculty members is available in the library.
- Library reading room is made available 24×7 during examination period.
- Online library portal is made available through intranet within the campus to access the library electronic resources such as NPTEL videos and e-books.
- Library is equipped with OPAC (Online Public Access Catalogue) facility within the Campus.
- A Spacious study room with ample capacity is available for the students.

### 6.3.6 Human Resource Management

- Institute has mechanism of notification of regular posts and conduct interviews. The institution recruits faculty members and staff based on the guidelines provided by the Affiliating University.
- Adequate number of qualified teaching and supporting staff are appointed through the procedure of open advertisement & interview by expert committee.
- Apart from this whenever deserving candidate approaches the institute interview is conducted by the local selection committee of the institute comprising of principal, HOD and subject experts.
- For the candidates in other states the interviews are also conducted through 'Skype', for their convenience.
- The recruited faculty are deputed to undergo faculty development program to enhance the teaching learning process.

### 6.3.7 Faculty and Staff recruitment

#### **Recruitment of faculty**

While recruiting faculty, Institute ensures faculty qualification and profile as per AICTE norms.

- Applications are invited after the approval for the advertisement by Dr. Babasaheb Ambedkar Marathwada. University, Aurangabad from eligible candidates through advertisement in the national daily newspapers.
- Scrutiny Committee is appointed for scrutiny of applications received and eligible candidates are called for interview.
- The Vice Chancellor (VC) of University appoints the selection committee consisting of VC Nominee, Reservation Nominee, subject experts and interviews are conducted by this committee.
- Selected candidates are appointed by the management.
- Proposal for approval of the teachers is submitted to the Dr. Babasaheb Ambedkar Marathwada. University, Aurangabad.
- Recruitment of faculty as per AICTE norms takes place on regular basis as per the requirement.

### 6.3.8 Industry Interaction / Collaboration

- Ready Engineers by TATA Technologies
- Indo German Tool Room Aurangabad
- GIZ (German organization) and Marathwada Association of Small Scale Industries and Agriculture (MASSIA) have given 22 live projects from various member industries of MASSIA to the students of our institute which are as follows:
- List of industries attached in *Annexure-ii*

### 6.3.9 Admission of Students

Admission process is controlled by Admission Regulating Authority and Directorate of Technical Education (DTE), Maharashtra.

### 6.4 Welfare schemes for

Teaching	<ul style="list-style-type: none"> <li>• Provident Fund as per government norms</li> <li>• Study Leave, on duty leaves for attending seminars/workshops and conferences.</li> </ul>
Non-teaching	<ul style="list-style-type: none"> <li>• Provident Fund as per government norms</li> <li>• 30% discount in fees for the wards of non-teaching staff studying in our institute</li> </ul>
Students	Earn and Learn Scheme under which our students work in library and various laboratories during off hours.

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done  Yes  No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	YES	Academic and Administrative Audit Committee	YES	Academic and Administrative Audit Committee
Administrative	YES	Academic and Administrative Audit Committee	YES	Academic and Administrative Audit Committee

6.8 Does the University/ Autonomous College declare results within 30 days?

For UG Programmes    Yes     No

For PG Programmes    Yes     No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

- Combination of Offline and Online mode of examinations are employed for conducting class test as per university curriculum.
- Results are declared in CGPA format instead of percentage.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

University supports the affiliated institutes to go for permanent affiliation and also to become an autonomous institute of Dr. Babasaheb Ambedkar Marathwada University, Aurangabad

6.11 Activities and support from the Alumni Association

Institute is having alumni association AAMIT (Alumni Association of MIT) with registration No: Maha/398/04 which was registered in year 2004.

- Annual Alumni meet is organized on 26<sup>th</sup> January every year.
- An alumnus supports placement activities as well as in-plant training activities of the students and are invited for guiding the current students.

6.12 Activities and support from the Parent – Teacher Association

- Parents Teacher Meetings are conducted every semester to communicate academic progress of the wards to their parents.
- Broadcasting WhatsApp groups are formed in each class to communicate academic progress of the wards to their parents.

6.13 Development programmes for support staff

- Time bound promotion scheme is framed for support staff.
- Up-gradation training program was conducted from Feb-April 2018 for Class – III and Class – IV GSM employees for the overall development.

#### 6.14 Initiatives taken by the institution to make the campus eco-friendly

- Appropriate displays help in creating awareness about power saving which results power saving.
- Roof top solar panels of 100 kWp are operative in the institute for generation of power.
- Tree Plantation is done every year by NSS
- Rain Water Harvesting.

### Criterion – VII

#### 7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

- In house Project competition for final year students project is introduced.
- Students clubs such as MESA, CESA, TEESA, CSI etc. are formed in departments to organized various co-curricular and extra-curricular activities for the students
- Participation in Smart India Hackathon to handle live problems of the society.
- Students participate in IMTEX - National Level Technical Exhibition organized at BIEC Bengaluru, India to showcase their industry based projects.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

Sr. No.	Resolution	Action Plan
1	Initiatives taken to reduce the efforts of all stake holders	<ul style="list-style-type: none"><li>• Data repository system has been designed</li><li>• Formation of broadcasting group of students</li><li>• Online mechanism for choosing open electives and Audit courses</li></ul>
2	Committee for Academic and Administrative Audit	Internal and External Academic and Administrative audit has been conducted.
3	Efforts to bridge the gap between Industry and Academia	<ul style="list-style-type: none"><li>• Involvement of experts from industry in Departmental Advisory Board/practical exams/IQAC members.</li><li>• Introducing Open Electives, Audit Courses and industry relevant courses in revised curriculum.</li></ul>

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

- In-plant training (IPT)

The institute has a unique feature in the university curriculum. Twenty (20 weeks) In-plant training, which is mandatory for all the students at the final year (eighth semester) enables every student to have a real time experience of the industrial scenario. Through this feature of IPT, the institute is having a rapport with almost 350 industries and also with the prominent government research institutes viz. DRDO, ISRO and premiere institutes of national importance like IIT's. For the academic year 2017-18 total 741 students have undergone for IPT with 32% of the students getting the stipend in the range of Rs. 5000 to 10000. College takes the responsibility for placing all the students for IPT through its Training and Placement cell.

- Audit Courses and Open Electives

- Involvement of experts from industry in Departmental Advisory Board/practical exams/IQAC members.
- Introducing Open Electives, Audit Courses and industry relevant courses in

***\*Provide the details in annexure (annexure need to be numbered as i, ii, iii)***

7.4 Contribution to environmental awareness / protection

- Green Audit of the institute has been conducted.
  - Various activities are conducted under Swatchatta Abhiyan by NSS
  - Displaying banners on different location for awareness of cleanliness.
  - Cleanliness drives are conducted on various occasion.
  - Ambient air monitoring lab set up is established in the institute.
  - Lab set up is established for stack monitoring which is helpful for emission analysis of different industries.

7.5 Whether environmental audit was conducted?

Yes

No

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

- **Strengths**
  - Excellent infrastructural facilities.
  - Access to advanced and modern equipment.
  - Highly qualified faculty with diverse specializations.
  - Collaborations with reputed industries and research institutes.
- **Weaknesses**
  - Students from rural background with poor communication skills.
  - Students' campus placement in core companies.
- **Opportunities**
  - Ever increasing agriculture and food sector.
  - Professional recognition to agriculture sector by government.
  - Increased demand of automation and revolution in agriculture and food.
  - Augmented focus on research in agriculture and food
  - Recent development of industrial corridor called Delhi, Mumbai industrial corridor (DMIC) is in progress which is going to generate lot of employment for engineers in near future.
- **Challenges**
  - Awareness about agricultural engineering course.
  - Awareness about employment opportunities for fresh graduates.

#### 8. Plans of institution for next year

- To attract the research grants from various agencies like UGC, DST, DBT and others.
- To strengthen the culture of R&D by promoting production of intellectual property in terms of research output, publications, applied research and transfer of knowledge.
- Collaborations with various organizations to promote innovation and incubation culture among students.
- To take up consultancy work in thrust area with industry-research institute-NGO-government organization tie ups.

Name Dr. KISHOR KULKARNI

Name Dr. SANTOSH P. BHOSLE

Signature of the ~~Coordinator~~ Coordinator, IQAC

Signature of the Chairperson, IQAC



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## Annexure I

### Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

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**Annexure - A**

**Academic Calendar for Academic Year 2018-19 Part-I**

<b>Activity</b>	<b>Dates</b>	<b>Remarks</b>
Start of Term-I	9 July, 2018	
Last date for submission of Quarterly Report	10 Oct, 2018 10 Jan, 2019 10 Apr, 2019 10 July, 2019	
AQAR report submission	31 July, 2018	
Defaulter List-I	6 Aug, 2018	
Class Test-I (Online/Offline)	16, 17 and 18 Aug, 2018	
Last date for submission of offline Class Test-I marks	25 Aug, 2018	
Parent-Teacher Meeting-I	31 Aug, 1 and 2 Sept, 2018	
Internal academic audit	5, 6, 7 and 8 Sept, 2018	
Defaulter List-II	5 Sept, 2018	
Mid-Term feedback	10 to 14 Sept, 2018	
Project Review B. Tech.-I	8 Sept, 2018	
Project Review M. Tech.-I	15 Sept, 2018	
Class Test-II (Online/Offline)	20, 21 and 22 Sept, 2018	
Student Event Week		
Last date for submission of	29 Sept, 2018	

offline Class Test-II marks		
Defaulter List-III	4 Oct, 2018	
Parent-Teacher Meeting-II	5, 6 and 7 Oct, 2018	
Project Review B. Tech.-II	13 Oct, 2018	
Project Review M. Tech.-II	20 Oct, 2018	
Provisional Detention List	13 Oct, 2018 15 Oct 2018	
Dates for submission	30, 31 Oct 2018	
End-Term feedback	15 to 20 Oct, 2018	
Course end survey	15 to 20 Oct, 2018	
Class Test-III	11, 12 and 13 Oct, 2018	
End of Term-II	20 Oct, 2018	
External academic audit	22, 23 and 24 Oct, 2018	
Ph. D. Progress Seminar	15-20 Dec, 2018	
Project Competition	20 Oct, 2018	

### Academic Calendar for Academic Year 2018-19 Part-II

Activity	Dates	Remarks
Meeting with Non-Teaching Staff	7 Jan 2019	
Meeting with Teaching Staff	8 Jan 2019	
Start of Term-II	14 January, 2019	
Last date for submission of Half Yearly Report	1 July to 31 Dec 2018- 10 Jan 2019 1 Jan to 30 Jun 2019- 10 July 2019	
Defaulter List-I	Till 31 Jan, 2019- 4 Feb, 2019	
DAB Meeting Week	4 Feb to 9 Feb 2019	
Class Test-I (Online/Offline)	21, 22 and 23 February, 2019	FY, SY, T. Y. and M. Tech. Offline
Last date for submission of offline Class Test-I marks	2 March, 2019	
Defaulter List-II	28 Feb 2019- 4 March 2019	
Internal academic audit	8, 9 March, 2019	
Parent-Teacher Meeting-I	9 March, 2019	FY, SY, TY and MBA
In-plant Training Review-I (8 weeks)	Second Week March, 2019	
Mid-Term feedback	6 to 9 March, 2019	
Project Review B. Tech.-I	15, 16 March, 2019	
Project Review M. Tech.-I	9 March, 2019	
Defaulter List-III	23 March 2019-25 March 2019	

Class Test-II (Online/Offline)	28, 29 and 30 March, 2019	FY, SY, TY and M. Tech. Offline
IQAC Meeting	29 March 2019	
Student Event Week	First Week of April, 2019	
Last date for submission of offline Class Test-II marks	6 April, 2019	All
Defaulter List-IV	Till 20 April, 2019- 22 April, 2019	
Parent-Teacher Meeting-II	13 April, 2019	FY, SY, TY and MBA
Project Review B. Tech.-II	15, 16 April, 2019	
Project Review M. Tech.-II	7 April, 2019	
In-plant Training Review-II (14 weeks)	Third Week April, 2019	
Provisional Detention List	25 April, 2019	
Dates for submission	27 to 30 April, 2019	
End-Term feedback	26 to 29 April, 2019	
Course end survey	26 to 29 April, 2019	
Class Test-III	26 to 29 April, 2019	
End of Term-II	30 April, 2019	
Meeting with Non- Teaching Staff	3 May 2019	
Meeting with Teaching Staff	4 May 2019	
Exit Survey B. Tech.	June, 2019	
Ph. D. Progress Seminar	Last Week June, 2019	

## Annexure-B

### Sample Copy of Academic and Administrative Audit Report

Date: 02/11/2018

G.S. Mandal's  
Maharashtra Institute of Technology, Aurangabad  
External Academic Audit - IIT

Name of Department: B.S.H

Sr. No	Name of Faculty	Course Taught	Discussion of learning of OBE	Time table (Individual)	Attendance sheet duly signed by HOD	Syllabus copy	Mission and Vision statements of dept.	Objective & Co of respective course	PEOs and PSOs	Teaching Plan Theory (Lateral)	CO-PO mapping of resp course	Total No of Theory Lectures Conducted out of	Total No of Internal Examinations out of	Internal Questions	Gap identified in curriculum	Teacher identified in syllabus forms	Proof of meetings with students by the teacher/ guardian/ actual dates	Use of experiments with plan & actual dates	Attain of Courses taught last sem.	Task Allowed by HOD	Task Allowed by Principal	Sign
1	Mr. A.A.	EC FY(E)	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	32/48	08/08	Yes	No Gap	Yes	Yes	Yes	Yes	Yes	NA	Prof. R.A.S.
2	Mr. N.N. Gadgil	SY-Mech (Ag)	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	45/54	05/05	Yes	No Gap	NA	NA	NA	Yes	Yes	NA	Prof. R.A.S.
3	-	EM-II SY(CSE)	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	46/49	09/10	Yes	-	NA	NA	NA	-	Yes	NA	Prof. R.A.S.
4	Dr. P.S. Dora	EM-III SY Mech(A)	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	63/48	11/12	Yes	No Gap	NA	NA	NA	EM-D P.A.C	Yes	Yes	Prof. R.A.S.
5	-	EM-III SY Mech(B)	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	58/48	09/12	Yes	-	NA	NA	NA	-	Yes	Yes	Prof. R.A.S.
6	Ms. S. S. V. Wable	EM-III SY PPE	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	53/36	6/12	Yes	-	Yes	Yes	NA	EM-IV PPE	Yes	Yes	Prof. R.A.S.
7	-	EM-I FY(C)	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	50/36	5/12	Yes	-	Yes	Yes	NA	-	Yes	Yes	Prof. R.A.S.
8	Mr. S.S. Shafiq	EM-III SY Civil	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	59/57	05/06	Yes	No Gap	NA	NA	NA	EM-IV FY(BE)	Yes	Yes	Prof. R.A.S.
9	-	EM-III SY Mech	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	89/61	05/08	Yes	-	NA	NA	NA	-	Yes	Yes	Prof. R.A.S.
10	Mr. S. S. Zaman H.	EM-I FY(D)	Yes	Yes	No	NA	Yes	Yes	Yes	No	Yes	60/36	08/10	Yes	No Gap	NA	NA	NA	SY Mech EM-III SY Mech	Yes	Yes	Prof. R.A.S.
11	-	EM-I FY(E)	Yes	Yes	No	-	Yes	Yes	Yes	No	Yes	62/36	08/10	Yes	-	NA	NA	NA	SY Mech EM-III	Yes	Yes	Prof. R.A.S.
12	-	EM-I FY(F)	Yes	Yes	No	-	Yes	Yes	Yes	No	Yes	59/36	08/10	Yes	-	NA	NA	NA	Yes	Yes	Yes	Prof. R.A.S.
13	Mr. P.D. GHODE	Eng Phy (Ex)	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	47/40	4/8	Yes	No Gap	NA	NA	NA	Yes	Yes	Yes	Prof. R.A.S.

3

G.S. Mandal's  
 Maharashtra Institute of Technology, Aurangabad  
 External Academic Audit - III

Name of Department: **B.S.H.**

Date: **2/11/2018**

Sr. No	Name of Faculty	Course Taught	Dissemination of OBE	Time table (Individual)	Attendance sheet duly signed by HOD	Syllabus copy	Mission and Vision statements of dept.	Objective & PEOs and POs of respective course	Teaching Plan Theory (Tutorial)	CO-PO mapping of resp. course	Total No. of Theory Lectures Conducted out of	Total No. of Tutorial Conducted out of	Continuous assessments	Tutorial Questions	Gap identified in curriculum	Teacher granular forms	Proof of meetings with students by the teacher/guardian actual dates	List of assignments with date & actual dates	Attain. of Courses taught last sem.	Task Allowed by HOD	Task Allowed by Principal	Sign
1	Mr. A. C. Gurusav	EC FY	✓	✓	✓	✓	NA	✓	✓	✓	35/32	6/6	✓	✓	NA	✓	✓	✓	✓	✓	NA	(Signature)
2	Mr. N. D. Gawali	DOS II SY	✓	✓	✓	✓	✓	✓	NA	✓	NA	NA	✓	NA	NA	NA	NA	✓	✓	✓	NA	(Signature)
3	Mr. A. B. Bagul	DOS II SY	✓	✓	✓	✓	✓	✓	NA	✓	NA	NA	✓	NA	NA	NA	NA	✓	✓	✓	NA	(Signature)
4	Mr. B. G. Toksha	EP FY	✓	✓	✓	✓	✓	✓	NA	✓	32/39	6/6	✓	✓	NA	NA	NA	✓	✓	✓	NA	(Signature)
5																						
6																						
7																						
8																						
9																						
10																						
11																						
12																						
13																						
14																						
15																						
16																						
17																						

Approved: 2/11/18  
 (M.A. Anwar)

Need 2/11/18  
 D.N.S. UNTWAL

Approved: 2/11/18  
 (M.A. Anwar)

Approved: 2/11/18  
 (M.P. Babbar)

## Annexure-C-1

### Feedback Analysis Copy

G. S. Mandal's						
Maharashtra Institute of Technology, Aurangabad						
Students Feedback 2017-18 (Part - I)			Sub: Strength of Material (SOM)		Dr.C.D.Kuthe	
Sr. No.	Statements	Options	Total Counts	Total Students	% Feedback	% Overall Feedback
1	Whethe the faculty is punctual?	Mostly (4)	37	43	86	51
		Quite Often (3)	7		16	
		At Times (2)	4		9	
		Hardely (1)	1		2	
		Never (0)	0		0	
2	whether the faculty was well prepared, organized and course material is well structured?	Mostly (4)	34		79	49
		Quite Often (3)	8		19	
		At Times (2)	0		0	
		Hardely (1)	1		2	
		Never (0)	0		0	
3	Was black board writing / white board content of slides clear and organized?	Mostly (4)	29	67	44	
		Quite Often (3)	9	21		
		At Times (2)	5	12		
		Hardely (1)	0	0		
		Never (0)	0	0		
4	Were lectures / practicals deliver with emphasis on fundamental concepts with illustrative example?	Mostly (4)	29	67	42	
		Quite Often (3)	7	16		
		At Times (2)	6	14		
		Hardely (1)	1	2		
		Never (0)	0	0		
5	Did the faculty povide you new knowledge and has command over the course?	Mostly (4)	28	65	43	
		Quite Often (3)	9	21		
		At Times (2)	3	7		
		Hardely (1)	2	5		
		Never (0)	0	0		
6	Was the faculty abe to deliver lectures practical with good communication skills?	Mostly (4)	33	77	45	
		Quite Often (3)	6	14		
		At Times (2)	3	7		
		Hardely (1)	1	2		
		Never (0)	0	0		
7	Were you encourage to ask questions to make lectures / practicals interactive and lively?	Mostly (4)	29	67	44	
		Quite Often (3)	9	21		
		At Times (2)	4	9		
		Hardely (1)	1	2		
		Never (0)	0	0		
8	Wheter the faculty was effective in preparing students for exams?	Mostly (4)	28	65	44	
		Quite Often (3)	10	23		
		At Times (2)	5	12		
		Hardely (1)	0	0		
		Never (0)	0	0		
9	Did faculty give additional technical / non technical inputs by refering to internet / additional books?	Mostly (4)	29	67	43	
		Quite Often (3)	8	19		
		At Times (2)	3	7		
		Hardely (1)	3	7		
		Never (0)	0	0		
10	Wheteher faculty was always accesible to the students for counselling guidance and solving quiries of class room hours?	Mostly (4)	31	72	44	
		Quite Often (3)	7	16		
		At Times (2)	4	9		
		Hardely (1)	1	2		
		Never (0)	0	0		
	What is the overall impression about the faculty? (write your choice O/E/V/G/S/N o=outstanding,E=Excellent,V=very good,G=good,S=satisfactory,N=not good	Excellent				
	Did the corse improve your understanding of concepts principles inthis field and motivated you to thiunk and learn	Yes				

**Annexure-C-2**

**Copy of Course End Survey Analysis**

**G. S. Mandal's**

**Maharashtra Institute of Technology, Aurangabad**

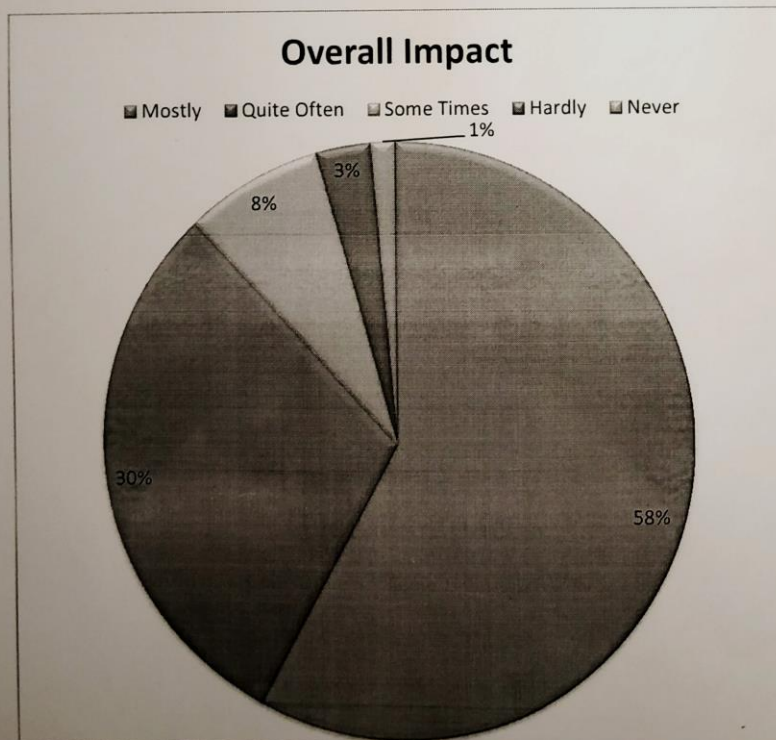
**Course End Survey Analysis**

<b>Class:</b> S. Y. B.Tech (B)	<b>Course:</b> Manufacturing Process – I
<b>Feedback Date:</b>	<b>Course Teacher:</b> Mr. T. P. Kulkarni

**Feedback Questions**

Did the faculty provide you new knowledge and has the command over the subject?	Does the teacher provide learning material and resources of course contents?	Was the black board or white board writing or content of slides clear and organized?	Was the teacher able to deliver lectures, practicals with good communication skills?	Were the assignments and tests challenging?	Were the evaluation and assessment is fair and satisfactory?	Were you encouraged to ask question, to make lectures interactively and lively?	Whether the teacher has given the additional technical or non-technical content beyond the syllabus?	Whether the teacher was always accessible to the students for counseling, guidance and solving queries off the classroom hours?	Whether the teacher were well prepared, organized and course material is well structured?
---	--	--	--	---	--	---	--	---	---

Levels	Count	%
Mostly	347	57.83
Quite Often	181	30.17
Some Times	46	7.67
Hardly	18	3.00
Never	8	1.33
<b>Total</b>	<b>600</b>	<b>100 %</b>





Annexure-C-3

Copy of Appreciation Letter



G.S. Mandal's  
**MAHARASHTRA INSTITUTE OF TECHNOLOGY  
AURANGABAD**

(Formerly Known as College of Applied Science)  
Approved by All India Council for Technical Education (AICTE), New Delhi  
Affiliated to Dr. Babasaheb Ambedkar Marathwada University, Aurangabad

Ref. No.: MIT (T) / MED / 2016-17 / 9)

Date: 04.09.2017

To,  
Dr. C. D. Kuthe,  
Assistant Professor,  
Mechanical Engineering Department,  
Maharashtra Institute of Technology, Aurangabad

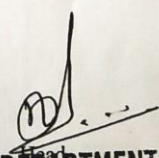
Subject: Letter of appreciation for your academic performance for the academic year: 2017-2018

Dear Sir/Madam,

I am pleased to inform you that your performance in teaching learning process for the course Design of Machine Element – I of class T.Y. (A) of Part – I for the academic year 2017-18 is **Outstanding** as per student's feedback.

I personally appreciate the efforts taken by you for the betterment of the students and in turn the institution.

I hope you will continue the same in the future too.

  
**HEAD OF DEPARTMENT**  
Mechanical Engineering Department  
MIT Aurangabad.

- Copy to,
- To the departmental personal file
  - To the concern person

NH-211, MIT Campus, Satara Village Road, Aurangabad- 431 010 (M.S.); India. Phone (Principal): 0240)2375222, (Office) 2375365, 2375317; Fax: (0240) 2376618, E-mail: principal.mitt@mit.asia; santosh.bhosle@mit.asia Website: www.mit.asia

## Annexure-C-4

### Copy of Feedback Action Taken Report

## Feedback Action Taken Report

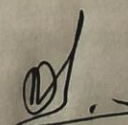
Mechanical Engineering Department conducts student's feedback twice in a semester in offline as well as online format. The student's feedback conducted from the student's those who are having attendance 50% and above. Total 10 questions were asked in the feedback form and by using item analysis information the percentage feedback calculated from the analysis form.

### Feedback Analysis

Sr. No.	Faculty Name	Students Feedback
1	Dr. C. D. Kuthe	Excellent
2	Mr. A. G. Mapari	Outstanding
3	Mr. S. V. Bhivsane	Excellent
4	Mr. Sayyed Siraj	Excellent
5	Dr. J. M. Kshirsagar	Outstanding
6	Mr. S. B. Charthankar	Outstanding
7	Mr. Zameer Shaikh	Outstanding
8	Mr. S. V. Surya	Excellent
9	Prof. S. V. Lomte	Outstanding
10	Mr. A. C. Gorte	Excellent
11	Dr. A. J. Keche	Outstanding
12	Mr. S. L. Sathe	Outstanding
13	Mr. A. S. Gore	Outstanding
14	Mr. Sayyad Irfan	Outstanding
15	Mr. P. T. Borlepwar	Excellent
16	Dr. P. M. Ambad	Excellent
17	Dr. A. T. Autee	Outstanding
18	Mr. M. N. Farooqui	Outstanding
19	Mr. S. S. Lahane	Excellent

### Action Taken

The appreciation letters has given to the above mentioned course teachers for their Outstanding / Excellent performance in teaching learning process of Part-I for the academic year 2017-18.

  
HOD

## Annexure-i

### Copy of In-plant Training Allotment Letter



## G. S. Mandal's MAHARASHTRA INSTITUTE OF TECHNOLOGY

Accredited with "Grade A" by NAAC  
Approved by All India Council for Technical Education (AICTE), New Delhi.  
Affiliated to Dr. Babasaheb Ambedkar Marathwada University, Aurangabad.

Ref No.: MIT / B.Tech. / T&P / 201813283

Training & Placement Cell

Date : 8/12/18

To,  
Mr. Shivaji Narwade,  
Director,  
Monk Automation Pvt Ltd.,  
L-19, MIDC, Ambad, Nashik.

**Subject: Training to Final Year B. Tech Students for 20 Weeks**

Respected Sir/Madam,

MIT is one of the leading educational institutions in Marathwada region of Maharashtra. MIT constantly monitors the developments in emerging technologies for enriching the quality of budding engineers through "Quest for Excellence".

In the developed countries of the world, there exists a long tradition of close partnership between academic institutions and industries in promoting technical education and research. Curriculum bridges this gap by providing practical training of engineering and technology graduates through "Sandwich Programmes", which aims to provide the students for greater exposure of actual industrial processes and projects identified with the help of practicing engineers. MIT is providing "Exposure to Practical Field" by offering B.Tech Degree courses in eight disciplines, as follows:

- |   |  |
|---|--|
| <input type="checkbox"/> Agricultural Engineering       | <input type="checkbox"/> Civil Engineering                             |
| <input type="checkbox"/> Computer Science & Engineering | <input type="checkbox"/> Electronics and Telecommunication Engineering |
| <input type="checkbox"/> Electrical Engineering         | <input type="checkbox"/> Mechanical Engineering                        |
| <input type="checkbox"/> Plastic & Polymer Engineering  |  |

The students undergo an extensive theoretical knowledge in various subjects in a span of **seven semesters**. It is mandatory as prescribed in curriculum, that a student has to undergo an **In-Plant Training** in respective branch in their eighth (final) semester commencing from **first/second week of January, 2019 to first/second week of Jun 2019** and without which they are not considered eligible for award of degree.

The evaluation process for the training needs the student to report the institute in phases of 7, 14, 20 weeks of completion of training. The student submits a project report of the work done and delivers a seminar for final award of degree.

The above training is also approved by Board of Apprenticeship Training (BOAT-WR) vide Letter No. Boat/Sandwich/2863 dated: 19<sup>th</sup> May, 2005.

This training programme will provide an opportunity to the student for being a capable engineer having sound knowledge of fundamentals and an acceptable level of professional and personal competence in the field of engineering and technology.

The student can be a helping hand in solving industrial task under your valuable guidance, like:

- |   |   |
|---|---|
| <input type="checkbox"/> Product Development      | <input type="checkbox"/> Process Improvement                  |
| <input type="checkbox"/> Cost Reduction           | <input type="checkbox"/> Enhancing Productivity               |
| <input type="checkbox"/> Research and Development | <input type="checkbox"/> Energy Conservation                  |
| <input type="checkbox"/> Quality Control          | <input type="checkbox"/> Management Information Systems, etc. |

MIT therefore requests you to provide In-Plant Training for **20 Weeks** to **few of the students from relevant branch** in your esteemed organization.

For more information please log on to : <https://btech.mit.asia>

Thanking you,

Yours truly,

(Prof. Amol V. Patil)  
In Charge - Training & Placement  
Mobile No: 07030298294



NH-211, MIT Campus, Satara Village Road, Aurangabad - 431 010. (M.S.), India.

PHONE: +91-2402375223; FAX: +91-240-2376154

E-mail: [tpo.mitt@mit.asia](mailto:tpo.mitt@mit.asia); Website: [www.btech.mit.asia](http://www.btech.mit.asia)

## Annexure-ii

### Copy of List of Companies

Sr. No.	List of Companies	Sr. No.	List of Companies
1	Jain Irrigation Systems Ltd., Jalgaon	37	DNR Auto Pvt Ltd, Aurangabad
2	Nath Bioscience Ltd., Aurangabad	38	Samson Controls Pvt Ltd
3	Motif Intelligent Outsourcing, Mumbai	39	Testoutlook, Aurangabad
4	ARY Studios, Aurangabad	40	Straits Constructions Pvt. Ltd
5	Astute Valuers & Consultants Pvt.Ltd., Pune	41	Fores Elastomech Private Limited
6	Baba Constructions, Aurangabad	42	Krishna Industries
7	Cargill India Pvt. ltd., Pune	43	Parason Machinery, Aurangabad
8	Hemay Infra. Pvt. ltd., Aurangabad	44	Accupack Pvt Ltd., Pune
9	L & T Constructions, Bidkin, Aurangabad	45	Asian Paints Ltd., Mumbai
10	Scon Pvt. Ltd., Pune	46	Axon Nobel India Pvt. Ltd. Mumbai
11	Sharda Infra, Aurangabad	47	Cosmo Films Ltd., Aurangabad
12	Infintus Innovations Pvt. Ltd., Hinjewadi, Pune	48	Darshan Plastics, Aurangabad
13	Make Mi Holidays, Bangalore	49	Faurecia Technical Centre (India), Bhosari, Pune
14	Ansys Pvt. Ltd., Nashik	50	Garware Polyester Ltd., Waluj, Aurangabad
15	Red Hat, Mumbai	51	Godrej & Boyce Mfg. Ltd. Shirwal, Pune
16	Ellicium Solutions Pvt. Ltd., Pune	52	Goodyear South Asia Tyres Ltd., Waluj, Aurangabad
17	Syntel Pune	53	IRMRA, Thane
18	Badve Industries Ltd., Aurangabad	54	Jayco Safety Products Pvt. Ltd., Mumbai
19	Sri Krishna Group of Companies, Pune	55	Kothari Agrotech Ltd., Mohol, Solapur
20	Man Energy Solutions Pvt. Ltd., Aurangabad	56	Sarvottam Polymers, Wapi, Gujrat
21	Test outlook solutions Ltd, Aurangabad	57	SCJ Group of Industries, Goregaon (E), Mumbai
22	Sanjeev Group of Industreis, Waluj, Aurangabad	58	Sudarsshan Pollyalloys, Waluj, Aurangabad
23	Tata Communications Ltd., Pune	59	VIP Industries Nashik
24	Expert Global Solutions Pvt Ltd, Aurangabad	60	Welspun Flooring Ltd., Hyderabad
25	Siemens Ltd., Aurangabad	61	Liza Plastic Mfg. Pvt. Ltd., Mumbai
26	Shivam Infocom Pvt.Ltd,New Delhi	62	Cam Tools Industries Pvt Ltd., Mumbai
27	D-VoiS SSV Broadband Pvt.Ltd., Bangalore	63	Parle Agro
28	Liebher Appliances, Aurangabad	64	BG Li-In Electricals Ltd, Aurangabad
29	Bharat Electronics Limited, Mumbai	65	Vibensol Energy Llp
30	Akruti Electronics Pvt.Ltd., Pune	66	Lonar Technologies Pvt Ltd
31	Affordable Robotic and Automation Ltd., Pune	68	Abhishek Enterprises
32	Dhoot Transmissions, Aurangabad	69	Sterlite Technologies Pvt Ltd
33	Johnson&Johnson Pvt.Ltd., Pune	70	Popup Technologies
34	Porite India Pvt Ltd	71	LAPL Automotive Pvt Ltd
35	Tata Toyo Radiator Ltd	72	NRB Bearings Ltd., MIDC, Waluj Aurangabad.

## Annexure-iii

### Copy of Up-gradation Training Program for Class-III and Class-IV

#### Important Office Circular:


#### Guide lines for Written Examination May 2018 for Class-III GSM Trainees: TBP Up-gradation Training program Feb-April 2018 for Class-III GSM Trainees

#### Guidelines:

1. The test is conducted as per the directives given by the competent authority, pass or fail is meant neither for promotion nor demotion but to judge where does one stand in the profession.
2. Though the chances of failure in the test are very low, expected to be Zero percent, the candidates who fail are allowed to have 2 more attempts to clear the test.
3. Duration of the test will be **One Hour between 4.00 PM o 5.00 PM on any working day to be notified later in due course of time.**
4. **Maximum marks: 100**
5. **Minimum marks for passing: 35**
6. **Total number of questions five, all questions are compulsory.**
7. **Each question carries 20 marks.**
8. For **Question No. 1 to 4 answer any 10 bits out 15 given**, each bit for 2 points.
9. For the answers of **Question No. 1 to 4**, 15 bits will be selected out of the bits given in the respective questions presented in Appendix "A": the Model Question Bank that also presents the answers for all bits by underscored bold letters Also refer to the question banks given by the respective Trainers from time to time. For a few topics like Communication Skill, Engineering Drawing, Laboratory Maintenance, etc., might not have been given either note or question bank by the respective Trainers. However, an attempt is made to include a few questions for such topics.
10. For **Question 5**, answer any **two bits out of 5**, each bit for 10 points. Five bits will be selected from the bits of Question No. 5 given in the Appendix "A": the Model Question Bank: Appendix "A". Please note that Question 5 has three options: (1) for Ministerial and Library Staff, (2) Instructors (Workshop) and (3) Laboratory Assistants who underwent training on special modules. Hence, while answering this Q. No. 5 attempt only the part that is applicable to you.
11. For Questions 1 to 4, write your answers only on the question paper sheets supplied to you at the time of examination. Write your Name, Designation, Department and Name of Institute, Date, Timing, etc., on the space provided on the question paper for this data. Do not write anything on the score table meant for the assessor.
12. However, for Q. 5, the last page of the Question paper is left blank. If necessary, one can attach additional supplements recording your name, designation, Department/Section and Institute.,
13. **Black Figure to the right indicates full marks** for a Question.
14. The probable period to conduct Test: 10-15 May 2018. The final test schedule will be notified on/before 5<sup>th</sup> May 2018. Meanwhile trainees can suggest some changes, if any, to meet some personal needs like marriage in family, etc. Please see Appendix "B" for List of Class-III GSM Trainees.
15. All concerned GSM Class-III trainees are hereby informed that they will collect a copy of this Circular from Mr. Ramesh Dodke, Establishment Section on/before 26<sup>th</sup> April 2018 positively.
16. Attendance for the test is compulsory. Disciplinary action will be taken against those who remain absent without a valid emergent unforeseen situation.

**Please note similar guidelines will be notified soon for the Class-IV GSM Trainees. Till then please bear with us.**

Aurangabad  
Dated: 24th April 2018.  
No.: Estt/IBS/PHW/2017-18/1

  
Adviser (HR) IBS, MIT, Aurangabad

**Enclosures: Appendix "A" and "B"**

Copy submitted to the Honorable Director General, IBS, MIT, Aurangabad for the sake of information please.  
Copy forwarded with complements to with a request to bring the contents of page 1 of this Office Circular to the notice of Trainees under their control.

1. Principal, MITE/MITT/MITPA/MITPR/MIT Hospital/MIT CIDCO/MIT Food Technology/MIT Nursing
2. Mr. Ramesh Dodke, Establishment.
3. Mr. Sunil Dandagaonkar, HR.
4. All Trainers.

\*\*\*\*\*