



YEARLY STATUS REPORT - 2022-2023

Part A

Data of the Institution

1.Name of the Institution

METAS ADVENTIST COLLEGE

- Name of the Head of the institution

DR. SRIKAKOLLI ELIAH

- Designation

PRINCIPAL

- Does the institution function from its own campus?

Yes

- Phone no./Alternate phone no.

02617160217

- Mobile no

9924448058

- Registered e-mail

principalcollege@metasofsd.in

- Alternate e-mail

iqac@metasofsd.in

- Address

PO BOX NO.24, ATHWALINES SURAT

- City/Town

SURAT

- State/UT

GUJARAT

- Pin Code

395001

2.Institutional status

- Affiliated /Constituent

AFFILIATED

- Type of Institution

Co-education

- Location

Urban

- Financial Status

Self-financing

- Name of the Affiliating University **NORTH EASTERN HILL UNIVERSITY**
- Name of the IQAC Coordinator **DR.NETHALA MOHAN RAO**
- Phone No. **02617160217**
- Alternate phone No. **9924448058**
- Mobile **9924448058**
- IQAC e-mail address **principalcollege@metasofsda.in**
- Alternate Email address **iqac@metasofsda.in**

3.Website address (Web link of the AQAR (Previous Academic Year)

https://suratcollege.metasofsda.in/affiliations_pdf/AQAR%202021-2022%20Report76996.pdf

4.Whether Academic Calendar prepared during the year?

Yes

- if yes, whether it is uploaded in the Institutional website Web link:

<https://suratcollege.metasofsda.in/affiliations-and-accreditation>

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.85	2014	10/07/2014	09/07/2019

6.Date of Establishment of IQAC

03/07/2014

7.Provide the list of funds by Central / State Government

UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NA	NA	NA	NA	00

8.Whether composition of IQAC as per latest NAAC guidelines

Yes

- Upload latest notification of formation of IQAC

[View File](#)

9.No. of IQAC meetings held during the year

2

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **Yes**

- If No, please upload the minutes of the meeting(s) and Action Taken Report **No File Uploaded**

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

- If yes, mention the amount

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

1. Preparation of academic calendar and AQAR 2. Enhancing the teaching learning methodology 3. Initiating improvements in academic and extra curricular activities. 4. Initiating improvements in evaluations to measure the performance of students

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

Plan of Action	Achievements/Outcomes
To enhance the teaching learning methodology	Faculty development program is organised to enhance the skills in faculty members. Google classroom is introduced to carry various teaching, learning and evaluation related activities for students.
To enhance the IT support	The technology support is strengthen to have uninterrupted internet connection facility in faculty room and classrooms.

13. Whether the AQAR was placed before statutory body? **Yes**

- Name of the statutory body

Name	Date of meeting(s)
ADCOM	10/05/2022

14. Whether institutional data submitted to AISHE

Part A	
Data of the Institution	
1.Name of the Institution	METAS ADVENTIST COLLEGE
• Name of the Head of the institution	DR. SRIKAKOLLI ELIAH
• Designation	PRINCIPAL
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	02617160217
• Mobile no	9924448058
• Registered e-mail	principalcollege@metasofsda.in
• Alternate e-mail	iqac@metasofsda.in
• Address	PO BOX NO.24, ATHWALINES SURAT
• City/Town	SURAT
• State/UT	GUJARAT
• Pin Code	395001
2.Institutional status	
• Affiliated /Constituent	AFFILIATED
• Type of Institution	Co-education
• Location	Urban
• Financial Status	Self-financing
• Name of the Affiliating University	NORTH EASTERN HILL UNIVERSITY
• Name of the IQAC Coordinator	DR.NETHALA MOHAN RAO
• Phone No.	02617160217

• Alternate phone No.	9924448058				
• Mobile	9924448058				
• IQAC e-mail address	principalcollege@metasofsda.in				
• Alternate Email address	iqac@metasofsda.in				
3.Website address (Web link of the AQAR (Previous Academic Year))	https://suratcollege.metasofsda.in/affiliations_pdf/AQAR%202021-2022%20Report76996.pdf				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://suratcollege.metasofsda.in/affiliations-and-accreditation				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.85	2014	10/07/2014	09/07/2019
6.Date of Establishment of IQAC			03/07/2014		
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
NA	NA	NA	NA	00	
8.Whether composition of IQAC as per latest NAAC guidelines			Yes		
• Upload latest notification of formation of IQAC			View File		
9.No. of IQAC meetings held during the year			2		
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?			Yes		

If No, please upload the minutes of the meeting(s) and Action Taken Report	No File Uploaded		
10. Whether IQAC received funding from any of the funding agency to support its activities during the year?		No	
If yes, mention the amount			
11. Significant contributions made by IQAC during the current year (maximum five bullets)			
1. Preparation of academic calendar and AQAR 2. Enhancing the teaching learning methodology 3. Initiating improvements in academic and extra curricular activities. 4. Initiating improvements in evaluations to measure the performance of students			
12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year			
Plan of Action		Achievements/Outcomes	
To enhance the teaching learning methodology		Faculty development program is organised to enhance the skills in faculty members. Google classroom is introduced to carry various teaching, learning and evaluation related activities for students.	
To enhance the IT support		The technology support is strengthen to have uninterrupted internet connection facility in faculty room and classrooms.	
13. Whether the AQAR was placed before statutory body?		Yes	
Name of the statutory body			
Name		Date of meeting(s)	
ADCOM		10/05/2022	

14. Whether institutional data submitted to AISHE	
Year	Date of Submission
2021	19/01/2023
15. Multidisciplinary / interdisciplinary	
Institution is an affiliated college to North-Eastern Hill University. The university has not yet included such curriculum in the offered course structure.	
16. Academic bank of credits (ABC):	
Institution is an affiliated college to North-Eastern Hill University. The university has not yet included such Credit system in the offered course structure.	
17. Skill development:	
Institution is an affiliated college to North-Eastern Hill University. The university has not yet included such curriculum in the offered course structure. At institutional level, we have different clubs which organises skill development events and add-on courses for the students.	
18. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)	
Institution is an affiliated college to North-Eastern Hill University. The university has not yet included such curriculum in the offered course structure.	
19. Focus on Outcome based education (OBE): Focus on Outcome based education (OBE):	
Institution is an affiliated college to North-Eastern Hill University. The university has not yet included such curriculum in the offered course structure. At institutional level, We are using outcome based education by taking students for industrial visits to allow them relate classroom teaching with industrial implementation. Different teaching tools and methodologies are used in classroom to implement OBE like role play, flipped classroom, real time market study, doing internships and case study analysis.	
20. Distance education/online education:	
Institution is an affiliated college to North-Eastern Hill University. The university has not yet included such curriculum in the offered course structure.	

Extended Profile

1.Programme

1.1

3

Number of courses offered by the institution across all programs during the year

File Description	Documents
Data Template	View File

2.Student

2.1

865

Number of students during the year

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2

23

Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year

File Description	Documents
Data Template	View File

2.3

298

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1

26

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2	26
Number of sanctioned posts during the year	

File Description	Documents
Data Template	View File

4.Institution

4.1	22
Total number of Classrooms and Seminar halls	
4.2	35274174
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	74
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The curriculum and academic calendar followed by the college is strictly in accordance with the academic calendar prescribed by the affiliated university. A well-structured teaching strategy is followed to facilitate optimum learning and it is recorded in systematic manner.

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

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The academic calendar is very useful document, which contains the tentative dates of: internal and external semester examinations, co-curricular and extra-curricular activities, end of term and vacation period, to guide the teachers and students. The students are informed well in advance about the deadline for assignment submissions, dates for class tests and presentations, as well as their final internal assessment marks. Criteria for assessment is also shared with the students. They are encouraged to seek guidance from teachers during the designated tutorial slots or the latter's free time. The mentor-ward periods are created specially to supplement this kind of academic framework with the extra academic support that the students might require. For the purpose of conducting Continuous Internal Evaluation, teachers prepare their schedule of teaching, class tests and assignments in accordance with their allotted time table keeping the academic calendar and planned co-curricular activities of the college in mind. Multiple assessments are taken, with the aim of allowing the students to incorporate suggestions offered by the teacher, thereby making learning a continuum and creating various opportunities for the students to succeed. The institution's approach is reoriented to suit the learner's pace, ensuring the mitigation of any pressure on the students. For transparency of functioning, both the University and the college academic calendars are placed on the college website.

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

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.
Academic council/BoS of Affiliating University
Setting of question papers for UG/PG programs
Design and Development of Curriculum for Add on/ certificate/ Diploma Courses
Assessment /evaluation process of the affiliating University

D. Any 1 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	No File Uploaded

1.2 - Academic Flexibility	
1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented	
1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented	
00	
File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	No File Uploaded
1.2.2 - Number of Add on /Certificate programs offered during the year	
1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)	
1	
File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	[View File](#)
1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year	
30	

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

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

The college champions an empathetic approach, endeavouring to raise the consciousness of our students about how gender-based inequalities, neglect of environmental concerns and lack of ethics hamper an individual's growth. This allows them to participate in society as mindful individuals. The University has made it compulsory to study "Environmental studies" in their regular curriculum to create awareness related to various environmental issues the world is facing. Every year the Institute is organizing woman's day celebration to respect the women force at all levels. Metas Adventist College promotes value of commitment towards development of inner self and society. The college has certain committees for the same. Several seminars in the curriculum directly focus on: Development of socially responsible and ethical behaviour, Address professional ethics and ethical issues in the respective disciplines, Gender sensitization and Gender related issues. The college building is well provisioned for students with disability.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

143

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	View File

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

143

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni

B. Any 3 of the above

File Description	Documents
URL for stakeholder feedback report	Nil
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File

1.4.2 - Feedback process of the Institution may be classified as follows		C. Feedback collected and analyzed
File Description	Documents	
Upload any additional information	View File	
URL for feedback report	Nil	
TEACHING-LEARNING AND EVALUATION		
2.1 - Student Enrollment and Profile		
2.1.1 - Enrolment Number Number of students admitted during the year		
2.1.1.1 - Number of students admitted during the year		
308		
File Description	Documents	
Any additional information	No File Uploaded	
Institutional data in prescribed format	View File	
2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)		
2.1.2.1 - Number of actual students admitted from the reserved categories during the year		
23		
File Description	Documents	
Any additional information	No File Uploaded	
Number of seats filled against seats reserved (Data Template)	View File	
2.2 - Catering to Student Diversity		
2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners		
The teaching learning methods and assessment system is modified in order to accommodate more technology based and practical based learning		

Faculty conducts class tests, collaborative learning practices, project-based assignments, tutorial classes, study hours to evaluate students' performance, Monitors the improvement in slow learners and remedial/extended classes, encouraging the fast learners by reviewing their performance.

The institution has internal clubs formed to manage and organize events of various categories like curricular activities, cultural activities, Sports activities and academic development etc. The institutions conducted various events under different club banners such as seminars, Forums by industry experts, competitions like presentation skills, quiz competition, and theme based poster making, football, basketball, sports day, chess competition Cricket tournament, subject specialized activities etc in order to ensure that students can keep pace and face the competition in the market.

The assessment focuses on holistic development of the student by focusing on various dimensions of student's performance such as class Participation, regularity in classes, participation and volunteering in club activities.

SLOW LEARNERS:

- Tutorials and remedial classes are organized, the purpose of which is to give special coaching in areas where they need support.
- E-links are also suggested to the students to help them gain an in-depth knowledge of the subject.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

Number of Students	Number of Teachers
865	26

File Description	Documents
Any additional information	No File Uploaded

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

In order to gain maximum engagement and participation of the students, mentors are appointed to pay personal care and for the holistic development to grow and develop the potentialities.

The faculty uses combination of teaching methodologies such as relating subject and topics with cases from industries and allows the students to analyze and solve the case. Small group discussion methods, role play, simulation techniques, teaching learning using online platforms etc are some of the techniques used for enhancing learning experiences.

The College makes continuous and conscious efforts to enable its students to realize their potential and evolve as leaders and transforming agents of society. Some of the methods employed by the college in this process are:

- Finance, Marketing and HR club provides students with an environment conducive to continuous intellectual development. They are also provided with a simulated stock market trading platform to gain practical knowledge of stock trading, Marketing and Human resource management trends.**
- The Entrepreneurship Cell provides the platform for innovative thinkers to take forward their entrepreneurial ideas.**
- The college employs an interactive approach through discussions, debates, oral group presentations to encourage greater participation and interactive learning.**

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

The ICT enabled learning environment of the institution is conducive to developing creative and critical thinking as well as scientific temper among the students.

The online teaching -learning facility was very much in place with the support of a renowned online platform provider since 2019.

Faculty are enriched through workshops on digital tools, online portals such as National digital library, SWAYAM, etc. and access to N-list consortia subscription, which facilitates teaching-learning. Teachers' uses modern methods of teaching learning using applications of Google sites to implement 'flipped learning', posting and receiving assignments and reference materials.

Adequate number of high end interactive projectors and computers for use in seminars and lectures. Digitization of lessons, Computer Labs, Language Lab and Audio-Visual room, personal laptops. E-resources are available through Google classrooms and national networks.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	No File Uploaded

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

26

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	No File Uploaded
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

26

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

5

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

20

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The college has a well-structured, transparent and robust mechanism for continuous internal evaluation of students.

The schedule of internal examination is conveyed through the Academic calendar.

The internal assessment and grades are communicated to students and their parents through messages in whatsapp groups and also displaying a copy in notice board.

The Process of internal assessment mechanism includes formative and summative modes. Formative assessment is done according to a graded metric based on:

- Attendance
- Class test
- Assignments
- Projects
- Class interactions
- Class participation

In summative mode, student take mid semester examination on university question paper pattern, answer scripts are evaluated and necessary feedback is given.

The students have consistently featured in the university merit list and have won gold medals.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

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

The college for fair, equal and impartial treatment of all students in all spheres of work including reassessment and evaluation has a dedicated cell for redressal of all grievances, including those related to examination. The internal marks are communicated to the students well in advance, in order to ensure that students can prepare for their subject as per the feedback and counseling given by the subject teacher.

If any student is unable to score good marks in internals and raises concerns, then examination department ensures to provide ways to improve the scores.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

The institution has prepared programme outcomes (POs) for BBA , BCOM & MBA programmes, programme specific outcomes (PSOs) under these programmes and course outcomes (Cos) under them. The POs are aligned to the learning objectives.

Following attributes are included in the POs:

1. Knowledge outcomes
2. Skills outcomes
3. Values outcomes

POs and PSOs are designed to ensure complete and comprehensive learning about the program courses as these are critical for the successful career of the student.

The COs is designed and displayed on college websites and printed into the student handbook.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://suratcollege.metasofsda.in/
Upload COs for all Programmes (exemplars from Glossary)	No File Uploaded

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

The institution follows the syllabi laid down by the affiliated university for all its subjects. It ensures the completion of the mentioned syllabi through teaching plan. The principal and Head of the department monitor the execution of the assigned syllabus and its timely completion. The final outcome of the course is evaluated through the performance of the students that is analyzed at the end of each semester examination.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://suratcollege.metasofsda.in/

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

246

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

[NIL](#)

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

00

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

2

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

00

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

Metas Adventist college is one of the most forwarding thinking and innovative educational institutions, and is proud to start an incubation centre in Surat. It enable its students to get first hand experience in entrepreneurship, promote innovation driven activities at the institute and provide comprehensive and integrated range of support including space, mentoring, training programs, networking and an array of other benefits. Metas Adventist college has two undergraduate and one post graduate departments and a diploma programme. It has started an incubator which is the nascent stage. Through the incubation centre students can gain hands-on experience in innovation and entrepreneurship while being nurtured and encouraged by faculty, management and industry experts. However the entrepreneurship club of METAS spreads and educates the students . Business Plan competitions are held to encourage new ideas. Workshop on entrepreneurship was conducted in collaboration with IIM Indore to give exposure to basics of soft skills and entrepreneurship. Students are oriented

to approach and collaborate with the Start up India programme of Government of Gujarat. Industrial visits and industry oriented forums and workshops foster entrepreneurial ideas and knowledge. METAS Adventist college has a campus full of entrepreneurs with majority of students from business background managing and starting new businesses.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

4

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

3

File Description	Documents
URL to the research page on HEI website	Nil
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	No File Uploaded

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

2

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

17

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Metas Adventist college has organized various extension activities with various organizations. The extension activities included Charity Drive, Swachh Bharat, International yoga day, Visit to Eco home visit and breast feeding week. A seminar on breast feeding was organize during breast feeding week on 4th August by renowned Dr. Keyuri shah (paediatrics) for girls to make them aware about breast feeding importance and necessity in a new born child. Session on Skill Development was organized to make students aware that any skills weather small or big are important in ones life. One of the most important seminar was on Awareness of E-FIR by Umra police on 5th Aug, 2022 was organized to make students aware about technologies being adopted by government and the work can be done just by an app no physical appearance is needed for E-FIR.

One of the most active club Vivacity club of Metas Adventist college organized various charity drive to old age home/HIV aid patients/ orphanage and various other places to help the people who actually needed some kind of things/food or cash.

The college organized 'Swachh Bharat activity with the objective to promote cleanliness and hygiene holistically and create awareness and

encourages cost-effective sanitation efforts. The International Day of Yoga aims to raise awareness worldwide of the many benefits of practicing yoga.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

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

1

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	No File Uploaded

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

00

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

4

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

1

File Description	Documents
e-copies of related Document	No File Uploaded
Any additional information	View File
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

3

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The Infrastructure of the college plays a vital role in the development of the college. The Infrastructure consists of spacious classrooms, Computer labs, Library , seminar hall.

- Institute has well-equipped 22 class rooms, computer lab, library and two seminar halls. All the class-rooms, seminar halls, library are ICT enabled with internet facility for providing modern teaching and learning to the students.
- Optimal deployment of infrastructure is ensured through conducting workshops/ training programs for faculty on the use of new technology.
- The Wi-Fi and CCTV camera facility has been installed in the classrooms, seminar halls, library, laboratory and offices. The entire campus is Wi-Fi enabled and under the CCTV surveillance.
- It has a well established library with all required books, journals, magazines etc.
- It has well equipped Computer laboratory with latest computing tools.
- The administrative offices are well-equipped with latest technological tools like computer, printer, scanner, etc.

- Auditorium is equipped with projector, speakers, mikes, audio system facility etc.
- A fully equipped gymnasium is open for students and staffs.
- The RO water purifying water system is available at all the floor of the college.
- The college student centre serves hygienic delicacies, where students can socialize among themselves.
- The college is having fire safety system, to be useful in case of emergency.
- The college is having a facility of lift, ramp and wash-rooms for the differently-abled students.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://suratcollege.metasofsd.in/infrast ructure/computer-lab

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

Sport is an integral part of the curriculum. The Institution is well equipped with various facilities in sports and games. A sophisticated gymnasium is also facilitated by the college for the student to develop their physical strength and fitness.

Sr. no

Name of the game

Area in Sq meter

Year of establishment

1

Playground -- Badminton, Basketball, Football, Volleyball, Cricket

3996.38

1998

2

College Auditorium -- Fresher's fiesta, Talentia, farewell day,
Graduation Day, Ad-mad show

527

1998

3

Chess - Student Center

212.94

2016

4

Yoga day - Student Center

212.94

2016

5

Unity Day - College Auditorium

527

2018

6

Gymnasium

75

2018

7

Conference Hall/ Multipurpose Hall

210

2002

8

Computer Lab

150

2002

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://suratcollege.metasofsa.in/infrast ructure/library

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

22

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

35274174

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

- The college library is having SOUL (Software for University Libraries), an integrated user-friendly library management software works with client-server environment, designed by INFLIBNET centre.
- All the book are barcoded and issues and return of books are handled via SOUL systems. It generates different type of reports in different format for users.
- SOUL circulation module provides major functions such as membership management, transactions, over-due charges, etc.

- **Library Software Details:**

Name of ILMS Software : SOUL

Nature of automation : Fully

Version : 2.0

Year of Automation : Purchased in 2014 and automated in 2016

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	Nil

4.2.2 - The institution has subscription for the following e-resources e-journals e-

C. Any 2 of the above

ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	
File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File
4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)	
4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)	
3, 32, 192	
File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File
4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)	
4.2.4.1 - Number of teachers and students using library per day over last one year	
1411	
File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	No File Uploaded
4.3 - IT Infrastructure	
4.3.1 - Institution frequently updates its IT facilities including Wi-Fi	
Educational institutional are providing highly accessing internet and other IT infrastructure facilities. The	

institute always tries to provide the best services and facilities to the students, faculty members, administrators, staff and others.

- Routers are kept on each floor and in every classroom for the fast transmission of network.
- AVER high definition video conferencing camera has been installed in committee room.
- Institute has purchased zoom corporate account with 100 participants with unlimited time-period duration.
- Laptops with the Wi-Fi connection are provided to the faculty members for the modern innovative teaching and learning to the students.
- The college computer lab is equipped with latest computers, printer, LAN connection, Wi-Fi, etc. All the necessary packages as per the curriculum need are installed in the lab, like ms- windows, ms office, tally, antivirus kit etc.
- The college administration regularly maintains and upgrades IT infrastructure to meet the demand of modern teaching-learning method as and when required.

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

4.3.2 - Number of Computers

74

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	No File Uploaded

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	No File Uploaded

4.4 - Maintenance of Campus Infrastructure	
4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)	
4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)	
15374124	
File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File
4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.	
The institute ensures regular monitoring, maintenance and keeps up-to-date all the infrastructure facilities. Different committee and its members, supervisors, technical assistant are looking after the regular maintenance of the infrastructure and its resources. Annual budget is prepared and proposed for maintenance and utilization of physical, academics and support facilities. Entire campus including halls, offices, staffrooms, classrooms, laboratories, washrooms, toilets, sports ground, gymnasium is regularly cleaned by the housekeeping staff of campus. IT infrastructure like hardware, software, networking facility etc. are regularly upgraded to meet the demand of modern world. Unauthorized use or misuse of any computer system, communication network, etc. is prohibited and can be taken care by IT support team. IT complaint register has been also kept to record the maintenance details about the IT equipments. Maintenance of classroom like white screen, projector etc. is taken care by the college on regular basis.	

Sports facilities and gymnasium equipments are maintained regularly.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefitted by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefitted by scholarships and free ships provided by the Government during the year

7

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	No File Uploaded
Number of students benefitted by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year

7

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File
5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	A. All of the above
File Description	Documents
Link to Institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	View File
5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
00	
5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
00	
File Description	Documents
Any additional information	No File Uploaded
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	No File Uploaded
5.1.5 - The Institution has a transparent mechanism for timely redressal of student	A. All of the above

grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	
File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded
5.2 - Student Progression	
5.2.1 - Number of placement of outgoing students during the year	
5.2.1.1 - Number of outgoing students placed during the year	
9	
File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	View File
5.2.2 - Number of students progressing to higher education during the year	
5.2.2.1 - Number of outgoing student progression to higher education	
41	

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

00

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	No File Uploaded

5.3 - Student Participation and Activities

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

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

00

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	No File Uploaded

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

Metas Adventist College offers various opportunities for student volunteers, class sponsors, and club officers to get involved in different activities.

They work under the guidance of professors and help with the following tasks:

- Achieving academic excellence in their respective courses.**
- Facilitating communication between the faculty and the students.**
- Organizing special events, such as awareness campaigns and guest lectures.**
- Managing cultural programs and celebrations.**
- Conducting sports and contests for the students with the support of the faculty.**
- Arranging student visits to businesses and industries.**
- Overseeing webcast and workshop arrangements, and inviting external speakers.**

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

6

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The Alumni Association strives to build strong relationships among alumni and current students by providing mentorship and career development programs, events and reunions and various volunteer opportunities.

The alumni meetings are a forum for exchanging ideas and recommendations for the college's development in terms of industry institution collaboration and job opportunities. These recommendations are conveyed to the college council through the Principal and appropriate actions will be taken. The Alumni Association also hosts successful entrepreneurs from different fields to motivate the students with their success stories.

The alumni also help the students of the college to gain exposure to the industry through industrial visits or internships in their organizations or through their references. They also support the students in getting placements in their organizations and alumni connect meetings enable the successful placements of the students.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The governance of the institution is reflective of effective leadership and is in tune with the vision and mission of the Institution. The Vision and Mission statement defines the Institution's distinctive characteristics in terms of addressing the needs of students and society it seeks to serve by:

Mission Statement

To touch the lives and to transform people by teaching, by healing and by creating a better community for man and God.

Vision statement

To become a dynamic global institution and a create of excellence.

Core Values

Compassionate in all dealings.

Loyal to organizational goals

Hard work with passion and productivity

Continuous self- renewal

Honesty and integrity in all aspects.

Leadership functions of the Head of the Institution:

1. To provide directions and perspective plans for the growth of the institution
2. Financial planning in the form of budget
3. To ensure end results by periodical monitoring
4. Coordinates all the policy matters in consultation with the college team and present it to the Board for final approval.
5. To motivate faculty for pursuing the research and provide excellent R&D environment
6. To counsel students regularly and motivate them for conceptual learning

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

For implementing the various policies and regulations of our college, decentralisation is practised through delegation of authority and responsibility.

1. Strategic level: For achieving the vision and mission of the college, the principal and HODs formulate the policies/procedures, guidelines, rules and regulations relating to admission, placement, discipline, grievance, counselling, training & development, library services, etc.

Principal of the college is responsible interacting and corresponding with AICTE, UGC, Affiliating University (NEHU), etc.

2. Faculty Level: Various committees and clubs have been established and are headed by faculty members to conduct various programs, academic and co-curricular activities to showcase their abilities and aptitude. They conduct industrial visits, have tie-ups with industry experts, organise seminars/workshops/conferences/FDPs. Faculty meetings are regularly conducted wherein they share their knowledge by discussing on latest information on current affairs and technology.

3. Student Level: Student representatives participate in the management as volunteers and coordinators while conducting various programs of clubs like management clubs, anti-ragging cell, grievance cell, placement cell, etc. Our college gives them a platform where they can give suggestions for improvement and enrichment thereby promoting quality culture.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The college has strategic plans chalked out after taking the suggestions and inputs from all stake holders. These strategic plans are in lines with vision and mission of the college which facilitate its development and growth. The responsibilities and tasks to be undertaken for implementing the strategic plan are divided, facilities and resources required to execute those tasks are laid down. A SWOT analysis is done for every proposal. Steps are taken to overcome the weaknesses and threats. The plans are then approved by higher authority and individuals or departments are made responsible for implementing the various activities in the strategic plan within pre-defined time period. The college has well qualified and experienced faculty members, State-of-the art library and good infrastructure facilities. Accordingly, the following major deployments have been made in the recent past:

- Separate, full- fledged and up-gradation of Human Resource Department
- Bar coding, computerization and digitalization of library through 'SOL' software

- Creation of ICT based administration and business office through 'Escuela' software
- Separate, full- fledged and up-gradation of Human Resource Department
- Creation and Standardization of the ICT based infrastructure in teaching-learning processes through ICT based smart class rooms
- Subscribing towards E- journals 'JGATE'
- Organisation of FDPs and State level and National level conferences, seminars and workshops.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	https://suratcollege.metasofsdas.in/iqac-reports
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

Governing Body consists of president &CEO, two University representative, Principal, officer in charge-Academic affairs, office in charge-Finance, senior faculty, member Nominated by mgt board. The body meets once in a semester in general and few more times on the basis of any need. Decisions are taken regarding introduction of new course, construction of new building, enhancement of physical facilities and other initiatives for improvement of the institution are taken in the form of society resolutions in the governing body. Governing body is the ultimate authority for any decision in the institution.

Recruitment policies:

The immediate supervisor/HOD will identify the vacancy (new/additional/replacement). Than HOD along with unit HR/central HR will evaluate and assess the need to fill the vacant position in terms of criticality, position specifications and on the secondary options. If no secondary option, HOD will fill up the Manpower requisition form (MRF) form with all the required details. HOD will forward the MRF to the respective departments/unit head for an approval. Once approved, HOD will

forward the approved MRF to the unit HR. Then it will be forwarded to central HR for further approval once approved central HR will work with HOD to develop the JD for the vacant position. Along with JD and MRF, central HR will develop a recruitment plan and strategies.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	Nil
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	No File Uploaded
Screen shots of user inter faces	No File Uploaded
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

The college has welfare policy for its teaching and non-teaching staff covering the following areas:

- 1. Provident fund, gratuity and pension are paid by the institution as per the statutory rules.**
- 2. Leave travel allowance, Petrol allowance, Laundry allowance are also paid.**
- 3. Education loans, marriage loans are given.**
- 4. Mobile facility is provided.**
- 5. Family health care insurance- 100% mediclaim is extended by**

the college.

6. Concession in tuition fees at school and college is given for children of staff
7. Fully paid maternity leave is provided.
8. Staff quarters /Residential accommodation is given at concessional rent
9. Medical leave is given as per HR policy
10. Family get-togethers/staff socials/staff picnics are organised.
11. Dedicated cabins are provided for teachers with wi-fi facility.
12. 24-hour power back-up is at hand.
13. Uniform is provided for all teaching and non-teaching staff.
14. Professional Development Programs and activities are organized by the institution and the faculties are facilitated to attend these throughout the academic year.
15. Training as well as study Leave is approved for the faculty who go for doctoral programs or any other advanced academic course. As financial support to faculty members pursuing higher education, the college provides library facility, computers, printers and stationery (ICT) and similar other resources.
16. Paid leave of two weeks is given to the entire staff who have completed a minimum of nine months service in the institution

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

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

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

00

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

1

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

22

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The management evaluates the performance of the faculty based on teaching, research, participation in teamwork, arranging co-curricular and extracurricular activities, publication works and any other innovative method, activity or system introduced in the college. The process of Performance appraisal system for teaching staff involves three categories- appraisal done by students, appraisal done by principal and self- evaluation. Students give their feedback about the teachers/faculties by filling up Feedback form. The Principal of the college evaluates the performance of the teachers based on criteria like experience, research papers and books published, conferences and FDPs attended, etc. The faculties carry out self evaluation by filling up a self-evaluation form giving details about the work load, innovations introduced, researches done, publication works, etc. Appraisal system of the teaching staff generally comprises of the following criteria:

1. Experience
2. Research activities
3. Skill up-gradation through participation in Conferences, Workshops, Faculty Development Programs and short or long term courses done by the faculty.
4. Innovative teaching practices, work load and quality of the lesson plans
5. Pursuing higher studies (Ph.D)
6. Result percentage of the students in the University Examination
7. Publication works in books and the Scopus indexed / impact factor / e - journals & conference proceedings - national as

well as international
8. Feedback from HOD, Principal and students

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

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

Internal financial Audit of the college accounts is undertaken by the audit staff appointed for the purpose audit. Internal audit is carried out under the supervision of Vice president (Finance). During Internal Audit, credit balances are confirmed, documentary evidences are obtained wherever required, and confirmation is obtained for payment of statutory dues with respect to TDS. Necessary vouching and verification is also performed to determine the authenticity of financial transactions. The Internal Audit report is prepared and submitted to the Governing body before conduct of the external audit. External Audit is done by the Statutory Auditors after 30th June of the subsequent year. The final audit report with audit findings is submitted to the Management. There were no major objections raised by the auditors. Annual return of Income is filed with the Income tax Authorities before the due date of filing the return.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

NA

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	No File Uploaded

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

College is receiving funds from students' fees. In order to meet expenses, college is using these funds to pay salary to staff, expenses regarding academic activities, payment of bank interest, for organising conferences, seminars, workshops and FDPs, for construction, repair and renovation of the college building and premises according to the need. Funds are also used for extra-curricular activities like sports and other club activities. Fund is judiciously utilised towards maintain cleanliness in the college premises.

File Description	Documents
Paste link for additional information	NIL
Upload any additional information	No File Uploaded

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

: Internal Quality Assurance Cell (IQAC) of the college comprises of team of faculty representatives from all the departments. The college has been trying to enhance the quality of faculty recruitment and evaluation system, academic and administrative system as well as teaching and learning system. The college website is regularly updated on all the notifications and development activities related to the administrative and academic matters. At the commencement of the new academic session, an orientation program for the newly admitted students is organized by the college wherein the Principal introduces the students to the rules, regulations, and facilities at the college, and the quality assurance policy.

Faculty Training and development programs are conducted periodically for faculties so that their teaching skills are improved for higher education. The scope of such training programmes extend beyond the health professions discipline, to include social skills necessary for collaboration, professional growth as well as management, and leadership abilities.

Curriculum development, organisation of guest lectures by experts and prominent speakers in different areas, conducting case studies in classes, publication of articles in fortnight newsletter "COMMUNIQUE", extension activities for the community development, organisation of remedial classes and student counselling sessions, collaboration with industry and placement meet, organising seminars whereby experts are invited to share real life experiences

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

Example 1: IQAC takes continuous review of teaching learning process. At the start of the semester, academic calendar is prepared and all the club and committee coordinators ensure that the activities are conducted as planned. Each subject teacher prepares a lesson plan, and course outcome in the beginning of the year and schedules a 50 to 60 hours plan to deliver it. The subject teacher is also required to submit the case studies to be discussed in respective classes. Personal supervision, monitoring through CCTV and checking lesson plans are done to ensure improvement of quality.

Example 2: Faculty Meeting for various departments of Commerce, Management and nursing is conducted once in every month wherein the faculties discuss their course planning and syllabus completion status, teaching methodology and any academic or extra-curricular activities to be conducted for the students as well as faculties. They also collect necessary feedback from the students regarding various events and activities and measure the extent of

the implementation of the lesson plan so as to complete the syllabus within specified time limit.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

A. All of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://suratcollege.metasofsd.in/iqac-reports
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Metas Adventist College is focused to support high-quality, advanced education and to guarantee gender equality for women's empowerment.

Through extracurricular events including street plays, poster displays, guest lectures, workshops, seminars, and counselling, among other things, the institution encourages gender sensitization. Periodically, awareness campaigns about topics such as the value of human rights, the role of women in domestic issues, and cyber security issues pertaining to the safety and security of female employees and students are held. The college offers staff and students safety and security features such security arrangements and campus-wide CCTV surveillance. All strangers are screened by security personnel before being issued visitor IDs, and students are required to wear ID cards at all times.

To support students' academic, emotional, social, and cognitive growth, the school offers a dedicated counselling centre and an effective mentorship programme. There are various levels of personal counselling offered to students. Boys' and girls' restrooms are located in different areas. For the safe and hygienic disposal of sanitary napkins, restrooms are equipped with vending machines and disposal machines.

To ensure the safety and well-being of both students and staff, the institution established the following committees in accordance with University/UGC regulations: the Institution Grievance Redressal Committee, Anti-Ragging, Sexual Harassment Prevention Cell, Students' Disciplinary Committee, Women Welfare & SC / ST Students Welfare Committee, Safety & Disaster Management Committee, and Mentoring Programme.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	D. Any 1 of the above
---	-----------------------

File Description	Documents
Geo tagged Photographs	No File Uploaded
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Waste management and recycling are prioritised at Metas Adventist College, and both academic and extracurricular programmes are designed to support this philosophy.

Solid Waste Management

Paper, plastic, and canteen garbage are the three categories of solid waste generated on campus.

The garbage is managed through the following methods:

- a) Using one-sided printed paper for internal communication;**
- b) There are two different kinds of rubbish bins available on campus for bio-degradable and non-biodegradable waste.**

Liquid Waste Management

The liquid waste generated in the college includes effluents from washrooms and Academic blocks. This liquid waste is discharged through a sewage system.

E-Waste Management

- As an inventive way to highlight waste management practises, students use discarded compact discs and other disposable, non-hazardous materials as decorations during college festivals.**
- When appropriate, it is also sold, donated, or reused.**

Waste Recycling

The college as per now does not recycle any form of waste specifically. But it is committed to institute recycling practices for waste management.

- **Producing fewer wastes:** Students use their supplies, such as paper, pencils, and pens, to the fullest extent possible and generate the fewest wastes possible

Hazardous Chemicals And Radioactive Waste Management

There is no hazardous chemical or radioactive waste produce in the institution.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	No File Uploaded

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

E. None of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

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

B. Any 3 of the above

File Description	Documents
Geo tagged photos / videos of the facilities	No File Uploaded
Various policy documents / decisions circulated for implementation	No File Uploaded
Any other relevant documents	No File Uploaded

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	E. None of the above
---	----------------------

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	B. Any 3 of the above
--	-----------------------

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

As a learning environment, we have a diverse population of students from various socioeconomic backgrounds. These pupils have a variety of linguistic origins and are from different parts of the nation. The college provides them with the opportunity and space to improve, acquire, explore, and engage in every activity to the best of their abilities while showing the utmost respect for their diverse histories and backgrounds. The college treats all of its students equally while interacting with them. Although English is the primary language of instruction, if a student has trouble grasping a concept, the instructor will go above and beyond to help them understand it in a comparable more understandable language. To help students realise their responsibilities to society, the institution organised two contribution drives and two charity drives this year.

Metas Adventist College believes in unity in diversity. Towards this, the college has pro-actively made efforts to promote diversity. Inclusive spaces are created across the campuses for the students to meet and greet each other. The college also promotes and supports students from different linguistic background by associating a suitable mentor to each student. This helps majority of the students from underprivileged backgrounds and alien culture to take the advantage and participate with other students in various activities.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	No File Uploaded

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

The college conducts an orientation program at the beginning of the first year to introduce the students to their right and responsibilities. The college expects responsible behavior and ethical practices from the students and the staff. The Masters course syllabus includes the subjects like Labor Laws and Business Ethics as compulsory subject. The under graduate courses includes business law and Environmental Science as compulsory subjects to familiarize the students with their social responsibilities.

To introduce the feeling of social responsibility, the college takes initiatives such as charity drives and donation drives.

In keeping with the Constitutional Responsibilities of preserving and caring for the Environment, the college celebrated Environmental Day, under which tree plantation was done in the college premises.

All the mandatory committees like Anti Ragging Cell, Women Harassment Cell are activated and functional.

Week of Ethics, a value creating initiative is incorporated in the academic schedule.

Dress code and Code of Conduct for students and teachers are implemented to maintain uniformity and equality.

To protect the violation of rights, the college follows an Open Door Policy where the students can directly connect with the Vice President Student Affairs and share their grievance.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	Nil
Any other relevant information	Nil

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

B. Any 3 of the above

File Description	Documents
Code of ethics policy document	No File Uploaded
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

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

The aim of celebrating the national festivals is to create an environment where the students come together with similar sentiments of national unity and humanism.

In a given academic year the college commemorates as many days of significance as possible. The series of activities to commemorate includes the meaningful celebration of the birth and death anniversaries of the prominent figures as well as the great leaders of the country to inculcate various values.

Another outcome of marking days of national and international importance is the awareness that is created by the commemoration of those days.

With a view of raising awareness that is created among the students and the staff members celebrated different days like Gandhi Jayanti , World Environmental Day, International Yoga Day, International day on Eradication of Poverty. National Days like Independence Day and Republic Day are marked by mandatory hoisting of the flag.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

State at least two institutional best practices

METAS believes that its purpose is not just to help its students secure a degree but to also prepare the students to become global citizens with inclination to face any challenge in his life at any time. The college constantly endeavors to shape their attitude and holistic personality to help them emerge as remarkable individuals when they move out of the portals of this institution.

With a deep understanding of students and faculty mindsets gleaned over a decade, the college has devised a set of practices to promote a culture of continuous learning both amongst its students and staff. These measures help them immensely in facing the future challenges in their lives.

File Description	Documents
Best practices in the Institutional website	Nil
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Center of Excellence

Metas Adventist College has a unique vision - 'To become a Dynamic Global Institution and a Centre for Excellence.'

Metas Adventist college provides leadership, best practices, research, support, training of trainers and skill training for a specific sector. It is actively engaged in research and development activities in the skilling domain and allied fields to work on key emerging areas where there is knowledge deficit or skill gap.

The college has a two-fold focus on the pursuit of attaining the status as a 'Centre for Excellence'. Its main stakeholders i.e. the students and faculty are taken into special consideration in transforming their lives through their association with the college.

Centre of Excellence for Students

Some of the best practices and methods that are used to teach the young entrepreneurs of tomorrow are:

- **Experienced & Trained Faculty**
- **Case Study Analysis**
- **Presentations**
- **Business Games**
- **Forums & Seminars**
- **Guest Speakers**
- **Entrepreneurial Ideas & Business Start-ups.**

Centre of Excellence for Faculty

Encouragement to participate in Research & Development activities

is promoted. This accomplishment is awarded through recognition and monetary rewards to keep them motivated. We have a clear focus on a particular area of research.

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

- 1.To be able to enhance the brand equity of the college, which it has created for itself, in its local jurisdiction.
2. To achieve the title "college with potential for excellence" which is granted as per the norms laid down by UGC.
3. To create an enabling environment for holistic development of students, faculty and support staff.
4. To facilitate continuous upgradation and updation of knowledge and use of technology by faculty and students.
5. To fulfill its social obligation, in the manner of providing formal & informal education, dissemination of knowledge, organizing programmes and activities for the benefit of the community and other stakeholders.