



## YEARLY STATUS REPORT - 2020-2021

<b>Part A</b>	
<b>Data of the Institution</b>	
<b>1.Name of the Institution</b>	<b>METAS ADVENTIST COLLEGE</b>
• Name of the Head of the institution	<b>DR SRIKAKOLLI ELIAH</b>
• Designation	<b>PRINCIPAL</b>
• Does the institution function from its own campus?	<b>Yes</b>
• Phone no./Alternate phone no.	<b>02617160217</b>
• Mobile no	<b>9924448058</b>
• Registered e-mail	<b>principalcollege@metasofsd.a.in</b>
• Alternate e-mail	<b>iqac@metasofsd.a.in</b>
• Address	<b>PO BOX NO 24, ATHWALINES SURAT</b>
• City/Town	<b>SURAT</b>
• State/UT	<b>Gujarat</b>
• Pin Code	<b>395001</b>
<b>2.Institutional status</b>	
• Affiliated /Constituent	<b>Affiliated</b>
• Type of Institution	<b>Co-education</b>
• Location	<b>Urban</b>
• Financial Status	<b>Self-financing</b>

• 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				
<b>3. Website address (Web link of the AQAR (Previous Academic Year))</b>	<a href="https://suratcollege.metasofsda.in/affiliations_pdf/aqar%202019-2082403.pdf">https://suratcollege.metasofsda.in/affiliations_pdf/aqar%202019-2082403.pdf</a>				
<b>4. Whether Academic Calendar prepared during the year?</b>	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="https://suratcollege.metasofsda.in/affiliations_pdf/ACADEMIC%20CALENDAR%202020-2192390.pdf">https://suratcollege.metasofsda.in/affiliations_pdf/ACADEMIC%20CALENDAR%202020-2192390.pdf</a>				
<b>5. Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.85	2014	10/07/2014	09/07/2019
<b>6. Date of Establishment of IQAC</b>			03/07/2014		
<b>7. Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b>					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
-	-	-	-	-	
<b>8. Whether composition of IQAC as per latest NAAC guidelines</b>			Yes		
• Upload latest notification of formation of IQAC			<a href="#">View File</a>		

<b>9.No. of IQAC meetings held during the year</b>	<b>2</b>	
<ul style="list-style-type: none"> <li>Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	<b>No</b>	
<ul style="list-style-type: none"> <li>If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	No File Uploaded	
<b>10.Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	<b>No</b>	
<ul style="list-style-type: none"> <li>If yes, mention the amount</li> </ul>		
<b>11.Significant contributions made by IQAC during the current year (maximum five bullets)</b>		
1.Preparation of academic calendar and AQAR		
2.Enhancing the teaching learning skill during the pandemic		
3.Initiated improvements in academic and extra curricular activities		
4.Adaptation to online activities and extra curricular events		
5.Enhancing knowledge through webinars		
<b>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</b>		
Plan of Action	Achievements/Outcomes	
To adapt to the online education and improving the speed of wifi connectivity in classrooms	Individual routers were fixed in each class room to improve the speed.Twenty five routers were newly installed in the classes.	
To enhance and spread knowledge among students and staff.	with a view to learn the latest developments and to keep updated during the pandemic the college organized international and national webinars.	
<b>13.Whether the AQAR was placed before statutory body?</b>	<b>Yes</b>	
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>		

Name	Date of meeting(s)
ADCOM	07/01/2021

**14. Whether institutional data submitted to AISHE**

Year	Date of Submission
2020	24/02/2022

**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	<a href="#">View File</a>

**2. Student**

2.1	881
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>

2.2	0
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	No File Uploaded

2.3	260
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	<a href="#">View File</a>
<b>3.Academic</b>	
3.1 Number of full time teachers during the year	<b>24</b>
File Description	Documents
Data Template	<a href="#">View File</a>
3.2 Number of sanctioned posts during the year	<b>24</b>
File Description	Documents
Data Template	No File Uploaded
<b>4.Institution</b>	
4.1 Total number of Classrooms and Seminar halls	<b>22</b>
4.2 Total expenditure excluding salary during the year (INR in lakhs)	<b>3,35,83,418</b>
4.3 Total number of computers on campus for academic purposes	<b>74</b>

## 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

Metas Adventist College is one of the colleges which provide opportunities to the students to bring up their skills and showcase their talents in different fields. College establishes academic structures for development of its students. Since its establishment, the college has played a vital role in contributing sound graduates

and efficient post graduates in their respective areas and brought glory to the institution. Upgradation of syllabus is done at university level the college has an effective mechanism for delivery of the same. At the commencement of each academic year, every faculty member provides students course plans and reading content for each course which are being displayed in the classrooms and are being discussed in detail. Class wise time table is drafted and finalized well ahead of the commencement of the semester. The papers/options are allotted after careful consideration of the qualifications, subject specializations, experience and performance of teachers. Faculty is encouraged to prepare an active plan for their classroom teaching of each semester even before the academic year commences. Continuous assessment and academic progress of the students through in internal test is followed.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	Nil

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

Being an Integral College of the University of Nehru, Metas Adventist College prepares the Academic Calendar based on the outline of the university at the beginning of the academic year. It clearly describes the schedule for teaching, examination, semester break and vacations that is strictly followed by college to ensure smooth functioning of its teaching and administrative processes. Within the same framework, the college also prepare its own calendar events and activities before the commencement of academic sessions and the same is communicated to all with the help of handbook. For transparency of functioning, both the university and the college academic calendars are placed on the college website and also printed in the student's handbook. The calendar also includes different types of test for internal assessment. For the purpose of conducting internal evaluations, 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 college in mind. Mid semester exams are conducted based on the calendar. They are encouraged to seek guidance from teachers during some specific slots planned for the students.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	Nil

**1.1.3 - Teachers of the Institution participate in D. Any 1 of the above 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**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
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**

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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)**

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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 )	No File Uploaded

**1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year**

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

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

Metas Adventist College promotes values of commitment towards development of inner self and society. The college has certain cells and committees for the same. Due to the pandemic situation many events were conducted online to link the students with their external environment and to promote the awareness about the same. There were certain events organized like webinar on Culture in international business, awareness talk on International day for eradication of poverty, personality development session, Environment day celebration, career guidance webinar for government jobs, workshop on resume building, changing dynamics of Business and HR. All this events were conducted via online platform through webinar. This webinar includes many participants from various universities and all this contributes towards improving professional ethics and human values. Apart from this we had charity drive, donation drive and numbers of social activities are done through religious and social organisation which contributed towards social development among the students. The building is well provisioned for students



with disability.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	No File Uploaded

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

2

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
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	No File Uploaded

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

90

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	No File Uploaded

## 1.4 - Feedback System

### 1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution

A. All of the above

from the following stakeholders Students  
Teachers Employers Alumni

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	No File Uploaded
Any additional information	No File Uploaded

**1.4.2 - Feedback process of the Institution may be classified as follows**

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

File Description	Documents
Upload any additional information	<a href="#">View File</a>
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

309

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	No File Uploaded

**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**

9

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	No File Uploaded

## 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 this academic year due to National lockdown and restrictions implemented due to COVID-19 Pandemic.

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 conducted various events such as online seminars, competitions like presentation skills, quiz competition, and online theme based poster making etc in order to ensure that students can keep pace and face the competition in the market.

### 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.

### ADVANCED LEARNERS

- During lectures, tutorials, class tests, assignments and interaction outside the class, the teachers are able to assess the Caliber of the students and identify the advanced learners.
- Students are encouraged to participate in combination of academic and co-curricular activities such as inter-college competitions, creative writing, critical problem solving

skills etc.

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
881	24

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. The platform has been put to extensive use during the pandemic times when distant teaching-learning became the only mode of communication between the teachers and the students. Regular classes are taken through this on-line platform according to a fixed routine set by the institution.

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

17

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

### 2.4 - Teacher Profile and Quality

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

24

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
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

4

File Description	Documents
Any additional information	<a href="#">View File</a>
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)	No File Uploaded

### 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

262.4

File Description	Documents
Any additional information	<a href="#">View File</a>
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	No File Uploaded

## 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	Nil
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	Nil

### 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

260

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
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)

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

### 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)

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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	<a href="#">View File</a>
Institutional data in prescribed format	No File Uploaded

**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**

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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. It enables students to get firsthand experience in entrepreneurship, promotes innovation-driven activities at the institute, and provides comprehensive and integrated range of support including space, mentoring, training programs, networking, and an array of other benefits nurtured and encouraged by faculty, management, and industry experts. Just as one cannot imagine a college without a library or a place for physical activity, we believe that an incubation centre is equally essential in today's competitive and fast-changing world.

METAS Adventist Incubator facilitates Entrepreneurial Innovation and initiatives which are socially relevant and beneficial to larger

strata of society. It impacts the community's welfare by increasing the success of start-ups and emerging businesses. The Incubator nurtures technology ventures through their start-up phase by providing all the support necessary to help entrepreneurs establish themselves before they scale up their ventures. The Incubator seeks to support entrepreneurs in translating innovations into products and services that are commercially viable. The incubator consists of four different cells (Accelerator Cell, Entrepreneur Centre, Program office & Research Centre & Investor Centre).

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

7

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	No File Uploaded

### 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

1

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)	<a href="#">View File</a>
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

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File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

### 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

2

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 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 like Donation Drive, Poster Making Competition on Swachh Bharat, Charity Drive, and International Yoga Day. A Donation Drive was

organized on January 10th, 2021, by the VIVACITY Club; this event has helped students to develop a sense of moral values and social responsibility. The event was conducted at Mother Teresa Missionaries of Charity- Shaanti Vaan. A Charity Drive was conducted to acknowledge the contribution of the social workers during the times of COVID- 19. The purpose of this Charity Drive was to felicitate the people who had stood with us in challenging times and blankets were donated to D grade staff of METAS Adventist Hospital. The SPECTRUM Club has organized a Poster Making Competition on 'Swachh Bharat' the objective of the event was 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. Yoga postures, Pranayama, and meditation are effective techniques to release stress. With this aim in mind, The College organized Yoga sessions for students and teachers on 21st June 2021, through a virtual platform.

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

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File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	No File Uploaded
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

3

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)	<a href="#">View File</a>

### 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

90

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### 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

90

File Description	Documents
e-copies of related Document	No File Uploaded
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	<a href="#">View File</a>

### 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

5

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

## 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.

Institute has well-equipped 20 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. ? 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. ? The campus has a play-ground for conducting sports activities. ? 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	No File Uploaded
Paste link for additional information	Nil

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

The institute is dedicated to provide well-established, resourceful infrastructure for the holistic development of the students. The institute is having adequate facilities for sports, indoor games, outdoor games, gymnasium etc and for cultural activities .

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

1998

6

Gymnasium

75

2018

7

Conference Hall/ Multipurpose Hall

210

2002

8

Computer Lab

150

2002

(Due to covid-19 pandemic sports, games, cultural etc. activities had been not conducted in campus during the academic year 2020-21. Certain games and cultural activities are conducted via online mode. )

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

#### 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	<a href="#">View File</a>
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

#### 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)

17,03,183

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

## 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 books 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-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

C. Any 2 of the above

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	No File Uploaded

### 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)

71994

File Description	Documents
Any additional information	<a href="#">View File</a>
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)	No File Uploaded

### 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

-----

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

Due to Covid-19 pandemic 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	<a href="#">View File</a>
Paste link for additional information	Nil

#### 4.3.2 - Number of Computers

54

File Description	Documents
Upload any additional information	<a href="#">View File</a>
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)

1,36,35,828

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Audited statements of accounts	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	No File Uploaded

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. ? Institute follows all covid-19 pandemic rules and protocols given by the local government and other government authorities. ? 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 benefited by scholarships and free ships provided by the Government during the year

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

4

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	No File Uploaded

### 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 benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

30

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	No File Uploaded

**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**

C. 2 of the above

File Description	Documents
Link to Institutional website	<a href="https://suratcollege.metasofsda.in/affiliations_pdf/511188.pdf">https://suratcollege.metasofsda.in/affiliations_pdf/511188.pdf</a>
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

#### 5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

268

##### 5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

268

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefitted 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 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**

**A. All of the above**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
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

17

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	No File Uploaded

### 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

11

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of student progression to higher education	No File Uploaded

### 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**

10

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
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.**

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 )

A variety of events are taken part in by Metas Adventist College's student volunteers, class sponsors, and club officers.

They assist in organising all academic events as well as other co-curricular and extracurricular activities in accordance with the rules set forth by the teaching staff. They serve as a liaison between educators and learners.

Student volunteers in academic administration under the guidance of faculty:

1. To successfully carry out regular academic tasks at their level.
2. Coordination of information sharing between students and the teaching staff.
3. Coordination of special events, such as awareness campaigns and guest lectures.
4. Organization of cultural activities with coordination.
5. To plan sports and competitions for the students under the faculty members' supervision.
6. Coordinating the planning of student industry trips.
7. Coordination of external speaker invitations and Webinar and Workshop planning.

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**

1



File Description	Documents
Report of the event	<a href="#">View File</a>
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)	No File Uploaded

## 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 college has an alumni association in the name of "Metas Alumni Connect" whose meeting is mostly organized in the college campus. The alumni meetings are discussing steps to be taken for the development of the college with regard to industry institution collaboration and job opportunities. These suggestions are conveyed to the college council through the Principal and necessary steps will be taken. The Alumni Association seeks to unite graduates with each other and current students through mentoring and career development programs, events and reunions and a range of volunteer opportunities.

Successful entrepreneurs from are invited to talk about their success stories with the budding Students. The alumni also help the students of the college to get opportunities to undergo industrial visit or internship in their organizations or to assist them to get it through their references. They also help the students for getting placement in their organization and alumni connect meetings pave the way for the successful placements of the students.

During the academic year - 2020-21, due to the pandemic effect (Covid - 19) the "Metas Alumni Connect" was unable to meet.

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

Our mission is to connect with the students as alongwith the teaching aspect we can also heal them by providing proper solutions to their problems, giving them guidance on ethical values thereby making them good person as if personally, professionally and ethically.

#### Vision statement

As a vision of our organisation we are in the path to create the hub of excellence, intelligence and innovation developing domestically and globally.

#### Core Values

Apart from mission and vision statement we also include our core values such as Compassionate in all dealings, Loyal to organizational goals, Hard work with passion and productivity, Continuous self-renewal and Honesty and integrity in all aspects. This values adds profeciency to our faculties and other staff members, and even to our students.

The college is in tune with its mission, vision and core values and continuous view on that they are followed.

File Description	Documents
Paste link for additional information	<a href="https://suratcollege.metasofsda.in/">https://suratcollege.metasofsda.in/</a>
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.

The effective leadership is visible in implementing various institutional practices of our college via decentralization and the participative management by all the stakeholders' of the organisation such as by the HODs, Faculty and other staff members and students are involved. This is explained by case study given below.

#### A Case Study of Clubs formation:

1. The clubs are formed in consultation with the management.  
Steps in forming the clubs:
2. All the stakeholders' are involved.
3. Various activities related with sports, management games, ethics, cultural programmes, creativity, charity, etc. are considered which will augment the skills and knowledge of the students.
4. Suggestions and proposals are also invited from various persons in-charge and discussed in department meetings, reviewed and forwarded to the management.
5. After receiving the approval from the management, the activities are grouped into various clubs like Management, Spectrum, Warrior, Eureka, Mindskraft and Vivacity Club.
6. Every club has an objective to achieve, consisting of 3-4 faculty members with 1 club in-charge. This goes on for every year on rotational basis.

7. Volunteers are selected and invited to give innovative ideas to achieve the objectives.
8. As stuck with the limitations of Covid-19 pandemic all the events in respective clubs were conducted online.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

## 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.

Perspective Plan for the development of college:

The Institution formulated some activities to implement the College's vision statement into reality like the incubator cell/center. The Incubator cell endeavors to provide infrastructure and support systems required for business incubation activities so that the incubate companies are able to benefit from professionals like mentors, experts, consultants and advisors thereby promoting innovation and enterprise. The college has also initiated the process of on line publication of research journals. For effective interface between college and industry, MOUs with industries have been made.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	Nil
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, Finance, senior faculty, member nominated by management board. The body meets in AGMs and requirement based meetings. Governing body is the ultimate authority for any decision in the institution.

The immediate supervisor/HOD will identify the vacancy (new/additional/replacement).

Then 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. The recruitment will be done either internal or external.

#### File Description

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	Nil
Upload any additional information	No File Uploaded

**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	<a href="#">View File</a>
Screen shots of user inter faces	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	No File Uploaded

### 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. Family health care insurance- 100% mediclaim is extended by the college.
5. Concession in tuition fees at school and college is given for children of staff.
6. Fully paid maternity leave is provided. Paid leave of two weeks is given to the entire staff who have completed a minimum of nine months service in the institution.
7. Staff quarters /Residential accommodation is given at concessional rent.
8. Medical leave is given as per HR policy.
9. Dedicated cabins are provided for teachers with Wi-Fi facility.
10. 24-hour power back-up is at hand.
11. Financial support to faculty members pursuing higher education, the college provides library facility, computers, printers and stationery (ICT) and similar other resources.
12. Research incentive for publication of Research paper, article and case study in reputed journals is provided. Financial support for attending /presenting paper at national & international seminars & Conferences is given.

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

### 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

2

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	No File Uploaded

### 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

24

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	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>



### 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

10

File Description	Documents
IQAC report summary	No File Uploaded
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)	<a href="#">View File</a>

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

For teaching staff college takes evaluation framework for performance appraisal given by the UGC and the framework are been executed by college with determination committee as well as API score of teachers are been considered while analyzing performance. Report on teaching and non-teaching staff is been prepared by to check the activities and work done by them. Through this evaluation the college energizes proficient development of teachers and staff. The method is planned to investigate the person's proficient abilities and their cooperation in Curricular and Co-curricular exercises which in turn lead to the general improvement of the Organization.

The Evaluation Framework for execution survey is conducted by the Examination Committee and human resource management.

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



## 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 - external reviews are conducted frequently. Internal inspector of the college is designated by the parent society. The internal inspector checks:

1. All receipts and vouchers
2. Utilization of resources

To ensure financial discipline college has created separate mechanism. Payment vouchers are signed by principal of college and accounts office before it is cleared. Internal auditors check all the funds utilized in college are as per the guidelines given by the agencies. Every six months the report is been prepared and sent to the concerned authority.

External audit is basically done annually after completion of financial year.

External auditor checks

1. Purchase register and
2. dead stock register
3. Library records and
4. Accession register.
5. Receipts and payments

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)

-----

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

Capital equipments are been purchased and the decision related to purchase are been taken by purchasing department. Purchase department follows a proper procedure for purchasing. Quotations are taken from different vendors and the decision is taken on the basis of comparative analysis.

College is also having building committee under which authorizes infrastructure development are done in the campus. Every year requirement of the department are taken from office, teaching faculty and accordingly budget are been prepared. Budget of the same are presented in front of concerned authority and approval are taken from them.

Special permission is required for non-budgeted expenditure.

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

IQAC of the institution is constantly working on the quality improvement in required area. A detailed academic plan is made every year and they ensure optimum utilization of the infrastructure. For the benefit of students all the academic plan are uploaded in the college website and the details are been given.

IQAC has adopted quality improvement strategies in areas like curriculum development, teaching-learning, examination and evaluation, research and development.

1. The College has also adopted paperless documentation system. This ensures timely submission of information related to academic, co-curricular and extra-curricular activities conducted by various departments. Fully equipped computerized methods are followed and advanced software is used to keep track and records of all finances of the College.
1. Admission process is fully online, wherein students' data is saved and used by the college for further correspondence in all official and administrative work. Besides that online messages and short messaging services are also used to inform and notify students about different academic and official activities.

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

Describe any two examples of institutional reviews and implementation of teaching learning reforms facilitated by the IQAC within a maximum of 200 words each

The college has a functional IQAC setup as per norms that include Teacher

Representatives, Members from Management, a representative of Administrative Staff, Students, Alumni, Employers, Industry and Parent. IQAC has constituted a feedback committee which seeks feedback regularly from each department. Based on the feedback an action is taken in the form of a communication to the concerned teachers and the teachers are suggested to conduct bridge courses, add-on courses and remedial and to use ICT based teaching methods to

improve the teaching learning process.

Online teaching method is introduced due to Covid-19 situation. All the classes are were conducted in zoom application and Google meet. Various new method was adopted by teachers to engage students online.

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)**

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	<a href="https://suratcollege.metasofsda.in/affiliations-and-accreditation">https://suratcollege.metasofsda.in/affiliations-and-accreditation</a>
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	No File Uploaded

## 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

The College has its norms and policies that respect the fundamental right of the Citizens of India i.e. right to equality. Under this, there is no differentiation. Safety and Security Precautions have been taken during transport, in the campus, canteen, library, sports area to monitor the movement of students and ensure safety of the students. Closed circuit cameras are installed at various points to record the activities of the people moving in the campus. The College ensures the participation of women students in intra and inter-institutional competitions and cultural activities and committees. The College has established a Women Cell to address the issues related to sexual harassment and other problems. Counseling A counselling system facilitates quick response to queries and solutions of problems faced by any student or faculty. Our organization provides counselling to the students on regular basis to make them aware of: 1. Safety parameters for riding two wheelers. 2. Following Formal and decent dress code for boys & girls to avoid conflicts. 3. Good Academic performance. 4. Attaining 100% Attendance. 5. Proper Body language. Common rooms

The institute provides common rooms for girls & boys, which is under security surveillance.

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	<a href="#">View File</a>
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

#### Solid Waste Management:

The waste is generated by all sorts of routine activities carried out in the college. The administrative supervisor in each block ensures that the waste in each floor is collected at designated time intervals. The block cleaners in each floor collect, clean, segregate and compile the waste in the dustbins (Green and Blue) provided at each floor.

All departments and classrooms are provided with dustbins for dry wastage which are emptied every evening. Practices like e- documents and electronic communication are followed by all departments and offices etc. The minimum waste which is generated is collected and given to the vendor on a regular basis.

#### E-waste management:

E- Waste from labs is properly collected and is given to the licensed recycler, reused wherever possible, donated and sold if possible. Non-working computers, monitors, and printers are discarded and scrapped on a systematic basis. Some parts useful for other systems are kept aside for future use. Students are also imparted awareness and education about E-Waste.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	<a href="#">View File</a>
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** D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
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:

C. Any 2 of the above

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

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
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 Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen**

**B. Any 3 of the above**

**5.**

**reading**

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
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 an educational institution we have demographically diversified students who are from different socio economics background. These students come from diverse regions of the country having their own language backgrounds. With all due respect to their backgrounds and diversities the college gives space and chance to enhance, attain,**



explore and participate in every activity with their best potential. The college makes no discrimination in the dealing and tackling its students. The prime mode of teaching is English but if the student finds difficult to understand, the faculty will go a step forward to make them understand the concept in a comparative more understandable language. This year in the back drop of COVID-19 situation, the college has organized two charity drives and two donation drives to understand the student's duties towards society. To create communal awareness, the college organizes various programs like birth/death anniversary of eminent personalities who contributed in the development of the country and of the national leaders of India to inculcate different values of integrity, patriotism, right to education, national unity, communal harmony and respect to diversity etc.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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 master 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 like two charity drives and two donation drives were conducted. 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. The college conducted A talk on the International Day on the eradication of Poverty, on zoom platform. All the mandatory committees like Anti Ragging Cell, Women Harassment Cell are activated and functional. 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	<a href="https://suratcollege.metasofsda.in/affiliations_pdf/0%20765379.pdf">https://suratcollege.metasofsda.in/affiliations_pdf/0%20765379.pdf</a>
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** C. Any 2 of the above

**4. Annual awareness programmes on Code of Conduct are organized**

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
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)	<a href="#">View File</a>
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.

### BEST PRACTICE-1-

ESCUA-\_PROCESS AND PROGRESSIVE MANAGEMENT SYSTEM

### BEST PRACTICE -2

STUDENT MENTORING SYSTEM

(LINK GIVEN)

File Description	Documents
Best practices in the Institutional website	<a href="https://suratcollege.metasofsda.in/affiliations_pdf/711847.pdf">https://suratcollege.metasofsda.in/affiliations_pdf/711847.pdf</a>
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. The college has a two-fold focus on the pursuit of attaining the

status of 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 to 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 to Faculty Encouragement to participate in Research & Development activities is promoted. This accomplishment is awarded through recognition and monetary rewards to keep them motivated. Experts are called to share the changing trends in the businesses and industries to keep the faculty abreast on the dynamic business environment. National & International Workshops are conducted within the premises, while faculty is also encouraged to attend other workshops held domestically or internationally. Certificates are awarded to those who participate in such events and present papers.

## 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

Metas Adventist College is one of the colleges which provide opportunities to the students to bring up their skills and showcase their talents in different fields. College establishes academic structures for development of its students. Since its establishment, the college has played a vital role in contributing sound graduates and efficient post graduates in their respective areas and brought glory to the institution. Upgradation of syllabus is done at university level the college has an effective mechanism for delivery of the same. At the commencement of each academic year, every faculty member provides students course plans and reading content for each course which are being displayed in the classrooms and are being discussed in detail. Class wise time table is drafted and finalized well ahead of the commencement of the semester. The papers/options are allotted after careful consideration of the qualifications, subject specializations, experience and performance of teachers. Faculty is encouraged to prepare an active plan for their classroom teaching of each semester even before the academic year commences. Continuous assessment and academic progress of the students through in internal test is followed.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	Nil

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

Being an Integral College of the University of Nehu, Metas Adventist College prepares the Academic Calendar based on the outline of the university at the beginning of the academic year. It clearly describes the schedule for teaching, examination, semester break and vacations that is strictly followed by college to ensure smooth functioning of its teaching and administrative processes. Within the same framework, the college also prepare

its own calendar events and activities before the commencement of academic sessions and the same is communicated to all with the help of handbook. For transparency of functioning, both the university and the college academic calendars are placed on the college website and also printed in the student's handbook. The calendar also includes different types of test for internal assessment. For the purpose of conducting internal evaluations, 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 college in mind. Mid semester exams are conducted based on the calendar. They are encouraged to seek guidance from teachers during some specific slots planned for the students.

File Description	Documents
Upload relevant supporting document	No File Uploaded
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	<a href="#">View File</a>
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**



-----

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)

-----

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 )	No File Uploaded

### 1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

-----

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

### 1.3 - Curriculum Enrichment

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

Metas Adventist College promotes values of commitment towards development of inner self and society. The college has certain cells and committees for the same. Due to the pandemic situation many events were conducted online to link the students with their

external environment and to promote the awareness about the same. There were certain events organized like webinar on Culture in international business, awareness talk on International day for eradication of poverty, personality development session, Environment day celebration, career guidance webinar for government jobs, workshop on resume building, changing dynamics of Business and HR. All this events were conducted via online platform through webinar. This webinar includes many participants from various universities and all this contributes towards improving professional ethics and human values. Apart from this we had charity drive, donation drive and numbers of social activities are done through religious and social organisation which contributed towards social development among the students. The building is well provisioned for students with disability.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	No File Uploaded

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

2

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
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	No File Uploaded



<b>1.3.3 - Number of students undertaking project work/field work/ internships</b>	
90	
File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	No File Uploaded
<b>1.4 - Feedback System</b>	
<b>1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni</b>	A. All 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	No File Uploaded
Any additional information	No File Uploaded
<b>1.4.2 - Feedback process of the Institution may be classified as follows</b>	A. Feedback collected, analyzed and action taken and feedback available on website
File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	Nil
<b>TEACHING-LEARNING AND EVALUATION</b>	
<b>2.1 - Student Enrollment and Profile</b>	
<b>2.1.1 - Enrolment Number Number of students admitted during the year</b>	

**2.1.1.1 - Number of students admitted during the year**

309

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	No File Uploaded

**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**

9

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	No File Uploaded

**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 this academic year due to National lockdown and restrictions implemented due to COVID-19 Pandemic.

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 conducted various events such as online seminars, competitions like presentation skills, quiz competition, and online theme based poster making etc in order to ensure that students can keep pace and face the competition in the market.

**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.

#### ADVANCED LEARNERS

- During lectures, tutorials, class tests, assignments and interaction outside the class, the teachers are able to assess the Caliber of the students and identify the advanced learners.
- Students are encouraged to participate in combination of academic and co-curricular activities such as inter-college competitions, creative writing, critical problem solving skills etc.

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
881	24

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. The platform has been put to extensive use during the pandemic times when distant teaching-learning became the only mode of communication between the teachers and the students. Regular classes are taken through this on-line platform according to a fixed routine set by the institution.

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

17

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

## 2.4 - Teacher Profile and Quality

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

24

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
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

4

File Description	Documents
Any additional information	<a href="#">View File</a>
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)	No File Uploaded

### 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

262.4	
File Description	Documents
Any additional information	<a href="#">View File</a>
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	No File Uploaded
<b>2.5 - Evaluation Process and Reforms</b>	
2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.	
<p>The college has a well-structured, transparent and robust mechanism for continuous internal evaluation of students.</p> <p>The schedule of internal examination is conveyed through the Academic calendar.</p> <p>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.</p> <p>The Process of internal assessment mechanism includes formative and summative modes. Formative assessment is done according to a graded metric based on:</p> <ul style="list-style-type: none"> <li>• Attendance</li> <li>• Class test</li> <li>• Assignments</li> <li>• Projects</li>   <li>• Class interactions</li> <li>• Class participation</li> </ul> <p>In summative mode, student take mid semester examination on university question paper pattern, answer scripts are evaluated and necessary feedback is given.</p> <p>The students have consistently featured in the university merit list and have won gold medals.</p>	

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	Nil
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	Nil

**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**

260

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
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)**

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

## 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)**

-----

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	<a href="#">View File</a>
Institutional data in prescribed format	No File Uploaded

### 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

-----

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. It enables students to get firsthand experience in entrepreneurship, promotes innovation-driven activities at the institute, and provides comprehensive and integrated range of support including space, mentoring, training programs, networking, and an array of other benefits nurtured and encouraged by faculty, management, and industry experts. Just as one cannot imagine a college without a library or a place for physical activity, we believe that an incubation centre is equally essential in today's competitive and fast-changing world.

METAS Adventist Incubator facilitates Entrepreneurial Innovation and initiatives which are socially relevant and beneficial to larger strata of society. It impacts the community's welfare by increasing the success of start-ups and emerging businesses. The Incubator nurtures technology ventures through their start-up

phase by providing all the support necessary to help entrepreneurs establish themselves before they scale up their ventures. The Incubator seeks to support entrepreneurs in translating innovations into products and services that are commercially viable. The incubator consists of four different cells (Accelerator Cell, Entrepreneur Centre, Program office & Research Centre & Investor Centre).

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

7

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	No File Uploaded

### 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

1

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)	<a href="#">View File</a>
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

-----

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

### 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

2

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 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 like Donation Drive, Poster Making Competition on

Swachh Bharat, Charity Drive, and International Yoga Day. A Donation Drive was organized on January 10th, 2021, by the VIVACITY Club; this event has helped students to develop a sense of moral values and social responsibility. The event was conducted at Mother Teresa Missionaries of Charity- Shaanti Vaan. A Charity Drive was conducted to acknowledge the contribution of the social workers during the times of COVID- 19. The purpose of this Charity Drive was to felicitate the people who had stood with us in challenging times and blankets were donated to D grade staff of METAS Adventist Hospital. The SPECTRUM Club has organized a Poster Making Competition on 'Swachh Bharat' the objective of the event was 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. Yoga postures, Pranayama, and meditation are effective techniques to release stress. With this aim in mind, The College organized Yoga sessions for students and teachers on 21st June 2021, through a virtual platform.

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

-----

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	No File Uploaded
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**

3

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)	<a href="#">View File</a>

**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**

90

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

**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**

90



File Description	Documents
e-copies of related Document	No File Uploaded
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	<a href="#">View File</a>

### 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

5

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

## 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.

Institute has well-equipped 20 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. ? 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. ? The campus has a play-ground for conducting sports activities. ? 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	No File Uploaded
Paste link for additional information	Nil

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

The institute is dedicated to provide well-established, resourceful infrastructure for the holistic development of the students. The institute is having adequate facilities for sports, indoor games, outdoor games, gymnasium etc and for cultural activities .

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

1998

6

Gymnasium

75

2018

7

Conference Hall/ Multipurpose Hall

210

2002

8

**Computer Lab**

150

2002

(Due to covid-19 pandemic sports, games, cultural etc. activities had been not conducted in campus during the academic year 2020-21. Certain games and cultural activities are conducted via online mode. )

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

**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	<a href="#">View File</a>
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

**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)**

17,03,183

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template	<a href="#">View File</a>

## 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 vie 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-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources**

**C. Any 2 of the above**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	No File Uploaded

#### 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)

71994

File Description	Documents
Any additional information	<a href="#">View File</a>
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)	No File Uploaded

#### 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

-----

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

Due to Covid-19 pandemic 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	<a href="#">View File</a>
Paste link for additional information	Nil

#### 4.3.2 - Number of Computers

54

File Description	Documents
Upload any additional information	<a href="#">View File</a>
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)****1,36,35,828**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Audited statements of accounts	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	No File Uploaded

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. ? Institute follows all covid-19 pandemic rules and protocols given by the local government and other government authorities. ? 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	
<b>5.1 - Student Support</b>	
<b>5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year</b>	
<b>5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year</b>	
4	
File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	No File Uploaded
<b>5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year</b>	
<b>5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year</b>	
30	
File Description	Documents
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	No File Uploaded
<b>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</b>	<b>C. 2 of the above</b>

File Description	Documents
Link to Institutional website	<a href="https://suratcollege.metasofsdain/affiliations_pdf/511188.pdf">https://suratcollege.metasofsdain/affiliations_pdf/511188.pdf</a>
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

**5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

268

**5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

268

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefitted 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 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**

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
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

17

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	No File Uploaded

### 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

11

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of student progression to higher education	No File Uploaded

### 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**

10

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
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.**

-----

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 )

A variety of events are taken part in by Metas Adventist College's student volunteers, class sponsors, and club officers.

They assist in organising all academic events as well as other co-curricular and extracurricular activities in accordance with the rules set forth by the teaching staff. They serve as a liaison between educators and learners.

Student volunteers in academic administration under the guidance of faculty:

1. To successfully carry out regular academic tasks at their level.
2. Coordination of information sharing between students and the teaching staff.
3. Coordination of special events, such as awareness campaigns and guest lectures.
4. Organization of cultural activities with coordination.
5. To plan sports and competitions for the students under the faculty members' supervision.
6. Coordinating the planning of student industry trips.
7. Coordination of external speaker invitations and Webinar and Workshop planning.

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**

1

File Description	Documents
Report of the event	<a href="#">View File</a>
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)	No File Uploaded

#### 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 college has an alumni association in the name of "Metas Alumni Connect" whose meeting is mostly organized in the college campus. The alumni meetings are discussing steps to be taken for the development of the college with regard to industry institution collaboration and job opportunities. These suggestions are conveyed to the college council through the Principal and necessary steps will be taken. The Alumni Association seeks to unite graduates with each other and current students through mentoring and career development programs, events and reunions and a range of volunteer opportunities.

Successful entrepreneurs from are invited to talk about their success stories with the budding Students. The alumni also help the students of the college to get opportunities to undergo industrial visit or internship in their organizations or to assist them to get it through their references. They also help the students for getting placement in their organization and alumni connect meetings pave the way for the successful placements of the students.

During the academic year - 2020-21, due to the pandemic effect (Covid - 19) the "Metas Alumni Connect" was unable to meet.

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**

Our mission is to connect with the students as alongwith the teaching aspect we can also heal them by providing proper solutions to their problems, giving them guidance on ethical values thereby making them good person as if personally, professionally and ethically.

#### **Vision statement**

As a vision of our organisation we are in the path to create the hub of excellence, intelligence and innovation developing domestically and globally.

#### **Core Values**



Apart from mission and vision statement we also include our core values such as Compassionate in all dealings, Loyal to organizational goals, Hard work with passion and productivity, Continuous self-renewal and Honesty and integrity in all aspects. This values adds profeciency to our faculties and other staff members, and even to our students.

The college is in tune with its mission, vision and core values and continuous view on that they are followed.

File Description	Documents
Paste link for additional information	<a href="https://suratcollege.metasofsda.in/">https://suratcollege.metasofsda.in/</a>
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.

The effective leadership is visible in implementing various institutional practices of our college via decentralization and the participative management by all the stakeholders' of the organisation such as by the HODs, Faculty and other staff members and students are involved. This is explained by case study given below.

**A Case Study of Clubs formation:**

1. The clubs are formed in consultation with the management.  
Steps in forming the clubs:
2. All the stakeholders' are involved.
3. Various activities related with sports, management games, ethics, cultural programmes, creativity, charity, etc. are considered which will augment the skills and knowledge of the students.
4. Suggestions and proposals are also invited from various persons in-charge and discussed in department meetings, reviewed and forwarded to the management.
5. After receiving the approval from the management, the activities are grouped into various clubs like Management, Spectrum, Warrior, Eureka, Mindskraft and Vivacity Club.
6. Every club has an objective to achieve, consisting of 3-4 faculty members with 1 club in-charge. This goes on for every year on rotational basis.

7. Volunteers are selected and invited to give innovative ideas to achieve the objectives.
8. As stuck with the limitations of Covid-19 pandemic all the events in respective clubs were conducted online.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

## 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.

Perspective Plan for the development of college:

The Institution formulated some activities to implement the College's vision statement into reality like the incubator cell/center. The Incubator cell endeavors to provide infrastructure and support systems required for business incubation activities so that the incubate companies are able to benefit from professionals like mentors, experts, consultants and advisors thereby promoting innovation and enterprise. The college has also initiated the process of on line publication of research journals. For effective interface between college and industry, MOUs with industries have been made.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	Nil
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, Finance, senior faculty, member nominated by management board. The body meets in AGMs and requirement based meetings. Governing body is the ultimate authority for any decision in the institution.

The immediate supervisor/HOD will identify the vacancy (new/additional/replacement).

Then 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. The recruitment will be done either internal or external.

#### File Description

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	Nil
Upload any additional information	No File Uploaded

**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	<a href="#">View File</a>
Screen shots of user inter faces	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	No File Uploaded

### 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. Family health care insurance- 100% mediclaim is extended by the college.
5. Concession in tuition fees at school and college is given for children of staff.
6. Fully paid maternity leave is provided. Paid leave of two weeks is given to the entire staff who have completed a minimum of nine months service in the institution.
7. Staff quarters /Residential accommodation is given at concessional rent.
8. Medical leave is given as per HR policy.
9. Dedicated cabins are provided for teachers with Wi-Fi facility.
10. 24-hour power back-up is at hand.
11. Financial support to faculty members pursuing higher education, the college provides library facility, computers, printers and stationery (ICT) and similar other resources.
12. Research incentive for publication of Research paper, article and case study in reputed journals is provided. Financial support for attending /presenting paper at national & international seminars & Conferences is given.

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

**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**

2

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	No File Uploaded

**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**

24

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	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

### 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

10

File Description	Documents
IQAC report summary	No File Uploaded
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)	<a href="#">View File</a>

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

For teaching staff college takes evaluation framework for performance appraisal given by the UGC and the framework are been executed by college with determination committee as well as API score of teachers are been considered while analyzing

performance. Report on teaching and non-teaching staff is been prepared by to check the activities and work done by them. Through this evaluation the college energizes proficient development of teachers and staff. The method planned to investigate the person proficient abilities and their cooperation in Curricular and Co-curricular exercises which in turn lead to the generally improvement of the Organization. The Evaluation Framework for execution survey is conducted by the Examination Committee and human resource management.

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

#### 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 - external reviews are conducted frequently. Internal inspector of the college is designated by the parent society. The internal inspector checks:

1. All receipts and vouchers
2. Utilization of resources

To ensure financial discipline college has created separate mechanism. Payment vouchers are signed by principal of college and accounts office before it is cleared. Internal auditors check all the funds utilized in college are as per the guidelines given by the agencies. Every six months the report is been prepared and sent to the concerned authority.

External audit is basically done annually after completion of financial year.

External auditor checks

1. Purchase register and
2. dead stock register



3. Library records and
4. Accession register.
5. Receipts and payments

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)

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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

Capital equipments are been purchased and the decision related to purchase are been taken by purchasing department. Purchase department follows a proper procedure for purchasing. Quotations are taken from different vendors and the decision is taken on the basis of comparative analysis.

College is also having building committee under which authorizes infrastructure development are done in the campus. Every year requirement of the department are taken from office, teaching faculty and accordingly budget are been prepared. Budget of the same are presented in front of concerned authority and approval are taken from them.

Special permission is required for non-budgeted expenditure.

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

IQAC of the institution is constantly working on the quality improvement in required area. A detailed academic plan is made every year and they ensure optimum utilization of the infrastructure. For the benefit of students all the academic plan are uploaded in the college website and the details are been given.

IQAC has adopted quality improvement strategies in areas like curriculum development, teaching-learning, examination and evaluation, research and development.

1. The College has also adopted paperless documentation system. This ensures timely submission of information related to academic, co-curricular and extra-curricular activities conducted by various departments. Fully equipped computerized methods are followed and advanced software is used to keep track and records of all finances of the College.
1. Admission process is fully online, wherein students' data is saved and used by the college for further correspondence in all official and administrative work. Besides that online messages and short messaging services are also used to inform and notify students about different academic and official activities.

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

Describe any two examples of institutional reviews and implementation of teaching learning reforms facilitated by the IQAC within a maximum of 200 words each

The college has a functional IQAC setup as per norms that include Teacher

Representatives, Members from Management, a representative of Administrative Staff, Students, Alumni, Employers, Industry and Parent. IQAC has constituted a feedback committee which seeks feedback regularly from each department. Based on the feedback an action is taken in the form of a communication to the concerned teachers and the teachers are suggested to conduct bridge courses, add-on courses and remedial and to use ICT based teaching methods to improve the teaching learning process.

Online teaching method is introduced due to Covid-19 situation. All the classes are were conducted in zoom application and Google meet. Various new method was adopted by teachers to engage students online.

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);**

**C. Any 2 of the above**

**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)**

File Description	Documents
Paste web link of Annual reports of Institution	<a href="https://suratcollege.metasofsdain/affiliations-and-accreditation">https://suratcollege.metasofsdain/affiliations-and-accreditation</a>
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	No File Uploaded

## **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**

The College has its norms and policies that respect the fundamental right of the Citizens of India i.e. right to equality. Under this, there is no differentiation. Safety and Security Precautions have been taken during transport, in the campus, canteen, library, sports area to monitor the movement of students and ensure safety of the students. Closed circuit cameras are installed at various points to record the activities of the people moving in the campus. The College ensures the participation of women students in intra and inter-institutional competitions and cultural activities and committees. The College has established a Women Cell to address the issues related to sexual harassment and other problems. Counseling A counselling system facilitates quick response to queries and solutions of problems faced by any student or faculty. Our organization provides counselling to the students on regular basis to make them aware of: 1. Safety parameters for riding two wheelers. 2. Following Formal and decent dress code for boys & girls to avoid conflicts. 3. Good Academic performance. 4. Attaining 100% Attendance. 5. Proper Body language. Common rooms

The institute provides common rooms for girls & boys, which is under security surveillance.

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	<a href="#">View File</a>
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

**Solid Waste Management:**

The waste is generated by all sorts of routine activities carried out in the college. The administrative supervisor in each block ensures that the waste in each floor is collected at designated time intervals. The block cleaners in each floor collect, clean, segregate and compile the waste in the dustbins (Green and Blue) provided at each floor.

All departments and classrooms are provided with dustbins for dry wastage which are emptied every evening. Practices like e-documents and electronic communication are followed by all departments and offices etc. The minimum waste which is generated is collected and given to the vendor on a regular basis.

**E-waste management:**

E- Waste from labs is properly collected and is given to the licensed recycler, reused wherever possible, donated and sold if possible. Non-working computers, monitors, and printers are discarded and scrapped on a systematic basis. Some parts useful for other systems are kept aside for future use. Students are also imparted awareness and education about E-Waste.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	<a href="#">View File</a>
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**

**D. Any 1 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
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**

**C. Any 2 of the above**

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
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	<a href="#">View File</a>
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 an educational institution we have demographically diversified students who are from different socio economics background. These students come from diverse regions of the country having their own language backgrounds. With all due respect to their backgrounds and diversities the college gives space and chance to enhance, attain, explore and participate in every activity with their best potential. The college makes no discrimination in the dealing and tackling its students. The prime mode of teaching is English but if the student finds difficult to understand, the faculty will go a step forward to make them understand the concept in a comparative more understandable language. This year in the back drop of COVID-19 situation, the college has organized two charity drives and two donation drives to understand the student's duties towards society. To create communal awareness, the college organizes various programs like birth/death anniversary of eminent personalities who contributed in the development of the country and of the national leaders of India to inculcate different values of integrity, patriotism, right to education, national unity, communal harmony and respect to diversity etc.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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 master 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 like two charity drives and two donation drives were conducted. 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. The college conducted A talk on the International Day on the eradication of Poverty, on zoom platform. All the mandatory committees like Anti Ragging Cell, Women Harassment Cell are activated and functional. 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	<a href="https://suratcollege.metasofsdain/affiliations_pdf/Q%20765379.pdf">https://suratcollege.metasofsdain/affiliations_pdf/Q%20765379.pdf</a>
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**

**C. Any 2 of the above**

organized	
File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
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	
<p>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.</p>	
File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded
<b>7.2 - Best Practices</b>	

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

**BEST PRACTICE-1-**

**ESCUA- \_PROCESS AND PROGRESSIVE MANAGEMENT SYSTEM**

**BEST PRACTICE -2**

**STUDENT MENTORING SYSTEM**

**(LINK GIVEN)**

File Description	Documents
Best practices in the Institutional website	<a href="https://suratcollege.metasofsd.in/affiliations_pdf/711847.pdf">https://suratcollege.metasofsd.in/affiliations_pdf/711847.pdf</a>
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. The college has a two-fold focus on the pursuit of attaining the status of 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 to 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 to Faculty Encouragement to participate in Research & Development activities is promoted. This accomplishment is awarded through recognition and monetary rewards to keep them motivated. Experts are called to share the changing trends in the businesses and industries to keep the faculty abreast on the dynamic business environment. National & International Workshops

are conducted within the premises, while faculty is also encouraged to attend other workshops held domestically or internationally. Certificates are awarded to those who participate in such events and present papers.

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

- To create an atmosphere for the holistic development of students, faculty members and support staff.
- To further strengthen the ICT.
- To enhance the teaching learning process by adopting various pedagogies and blended teaching learning techniques.
- To introduce and familiar the students with E- platforms to maximize the benefits of the E- content uploaded by the teachers.
- Conducting student focused academic and skill development activities.
- To enhance the institute infrastructure and other facilities for supporting increased intake.
- To introduce new student's value added and skill based courses.
- To encourage the faculty members to register for Ph.D. program.
- To create awareness and initiate measures for protecting and promoting environment.
- To conduct a covid-19 vaccination drive for the students of the college.
- To give additional thrust to campus placement initiatives.