YEARLY STATUS REPORT - 2021-2022

Part A

Data of the Institution

1.Name of the Institution METAS ADVENTIST COLLEGE

- Name of the Head of the institution: DR. SRIKAKOLLI ELIAH
- Designation: PRINCIPAL
- Does the institution function from its own campus?: Yes
- Phone no./Alternate phone no.: 02617160217
- Mobile no: 9924448058
- Registered e-mail: principalcollege@metasofsda.in
- Alternate e-mail: iqac@metasofsda.in
- Address: PO BOX NO.24, ATHWALINES SURAT
- City/Town: SURAT
- State/UT: GUJARAT
- Pin Code: 395001

2.Institutional status

- Affiliated /Constituent: AFFILIATED
- Type of Institution: Co-education
- Location: Urban
- Financial Status: Self-financing

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

3.Website address (Web link of the AQAR (Previous Academic Year) — https://suratcollege.metasofsda.in/iqac_report_pdf/AQAR%202020-202140734.pdf

4.Whether Academic Calendar prepared during the year? — Yes

- if yes, whether it is uploaded in the Institutional website Web link: — https://suratcollege.metasofsda.in/affiliations_pdf/ACADEMIC%20CALENDER%202020-2192390.pdf

5.Accreditation Details

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

6.Date of Establishment of IQAC — 03/07/2014

7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

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

8.Whether composition of IQAC as per latest NAAC guidelines — Yes

- Upload latest notification of formation of IQAC — View File

9.No. of IQAC meetings held during the year **2**

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **No**

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

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

- If yes, mention the amount

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

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

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

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

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

- Name of the statutory body

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

14.Whether institutional data submitted to AISHE

Part A	
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• Name of the Head of the institution	**DR. SRIKAKOLLI ELIAH**
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• Alternate phone No.	**9924448058**
• Mobile	**9924448058**
• IQAC e-mail address	**principalcollege@metasofsda.in**
• Alternate Email address	**iqac@metasofsda.in**
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• if yes, whether it is uploaded in the Institutional website Web link:	https://suratcollege.metasofsda.i n/affiliations_pdf/ACADEMIC%20CAL_ENDER%202020-2192390.pdf

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Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
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6.Date of Establishment of IQAC	**03/07/2014**

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

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10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**	
• If yes, mention the amount		

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

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

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2021	19/01/2023

15.Multidisciplinary / interdisciplinary

Instution is an affiliated college to North east Hills University. The university has not yet included such curriculum in the offered course structure.

16.Academic bank of credits (ABC):

Instution is an affiliated college to North east Hills University. The university has not yet included suchCredit system in the offered course structure.

17.Skill development:

Instution is an affiliated college to North east Hills University. The university has not yet included such curriculum in the offered course structure. At institutional level, we have different clubs which organises skill development events and add-on courses for the students.

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

Instution is an affiliated college to North east Hills University. The university has not yet included such curriculum in the offered course structure.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

Instution is an affiliated college to North east Hills University. The university has not yet included such curriculum in the offered course structure. At institutional level, We are using outcome based education by taking students for industrial visits to allow them relate classroom teaching with industrial implementation. Different teaching tools and methodologies are used in classroom to implement OBE like role play, flipped classroom, real time market study, doing internships and case study analysis.

20.Distance education/online education:

Instution is an affiliated college to North east Hills University. The university has not yet included such curriculum in the offered course structure.

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**3**

File Description	Documents
Data Template	No File Uploaded

2.Student

2.1 Number of students during the year	**994**

File Description	Documents
Institutional Data in Prescribed Format	No File Uploaded

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**20**

File Description	Documents
Data Template	View File

2.3 Number of outgoing/ final year students during the year	**308**

File Description	Documents
Data Template	View File

3.Academic

3.1 Number of full time teachers during the year	**27**

File Description	Documents
Data Template	View File

3.2 Number of sanctioned posts during the year	**27**

File Description	Documents
Data Template	View File

4.Institution	
4.1 Total number of Classrooms and Seminar halls	**22**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**38597359.49**
4.3 Total number of computers on campus for academic purposes	**74**

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 a prominent college and follows a pre determined syllabus set up by the university. The college innovates established academic structures which are committed to providing holistic development for the students. Academic progress is given importance with timetables and other supporting administrative tasks which are prepared well in advance of teaching session. Lesson plans are prepared to promote timely completion of syllabus. Reports are collected at the end of each academic session, documenting the work done by each department in that year. For continuous growth, our teachers regularly update their knowledge through active involvement in Research and Faculty Development Programmes. They are also members of various bodies of the University contributing to curriculum reviews, assessment and evaluation. Metas Adventist College focuses on Student Projects, Field works, Internships and collaborative surveys .Compulsory Social Service mandated for degree students facilitates community development. These courses impart life skills and are transacted by practitioners, thus providing opportunity to students for hands

on experience and building bridges with the world of work. College administration also keeps an eye on the results, departmental proceedings and student needs and also keeps record of the different activities of college regarding teaching learning, development and improvements of effective curriculum delivery. PTM’s are conducted on regular basis. Faculty is encouraged to attend various FDP programs which help them upgrade their knowledge and skills.

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

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

Being a prominent college, Metas Adventist College follows the Academic Calendar issued by the University at the beginning of the academic year. It clearly delegates a schedule for teaching, examination, semester break and vacations, that is strictly followed by the college to ensure smooth and efficient functioning of its teaching and administrative processes. Within the same framework, the college also prepares its own calendar of events and activities before the commencement of the Academic Session and the same is communicated to all. For transparency of functioning, both the University and the college academic calendars are placed on the college website. The Principal also conducts meetings with the Teacher-in charge(s), faculty from individual Departments, and entire Staff including non-teaching to ensure smooth implementation of the activities as scheduled. The students are informed well in advance about the deadline for assignment submissions, dates for class tests and presentations, as well as their final internal assessment marks. Criteria for assessment is also shared with the students. Project work, field work and presentation components of the syllabus and assessment are arranged keeping in mind the preplanned academic calendars.

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

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

C. Any 2 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

00

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	No File Uploaded

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data

requirement for year: (As per Data Template)

1

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

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

29

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

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

Metas Adventist College envisions the transformation of youth towards an enlightened society made possible through the conscious efforts of integrating cross cutting issues relevant to Gender,Environment and Sustainability, Human Values and Professional Ethics into the curriculum.Metas Adventist College promotes value of commitment towards development of inner self and society. The college has certain committees for the same. Several seminars in the curriculum directly focus on: Development of socially responsible and ethical behaviour, Address professional ethics and ethical issues in the respective disciplines, Gender sensitization and Gender related issues. The college building is well provisioned for students with disability. Apart from this we had charity drive, donation drive and number of social activities are done through religious and social organisation which contribute towards social development among the students. The building is well provisioned for students with disability.

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

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

1

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

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

28

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

1.4 - Feedback System

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

B. Any 3 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	View File
Any additional information	View File

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	View File
URL for feedback report	NA

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

366

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

20

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The teaching learning methods and assessment system is modified in order to accommodate more technology based and practical based learning. Faculty conducts class tests, collaborative learning practices, project-based assignments, tutorial classes, study hours to evaluate students' performance, Monitors the improvement in slow learners and remedial/extended classes, encouraging the fast learners by reviewing their performance.

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

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

SLOW LEARNERS:

· Tutorials and remedial classes are organized, the purpose of which is to give special coaching in areas where they need support.

· E-links are also suggested to the students to help them gain an in-depth knowledge of the subject.

File Description	Documents
Paste link for additional information	NA
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
994	27

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	NA

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

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

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

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

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

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

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

2.3.3.1 - Number of mentors

17

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	No File Uploaded
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

27

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

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

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

5

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

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

2.4.3.1 - Total experience of full-time teachers

23

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

2.5 - Evaluation Process and Reforms

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

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

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

The internal assessment and grades are communicated to students and their parents through messages in whtsapp 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	NA

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	NA

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	NA
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	NA

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

303

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

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)

00

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)

0

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	View File
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	No File Uploaded
Institutional data in prescribed format	View File

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

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

0

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	NA

3.2 - Innovation Ecosystem

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

• Metas Adventist college is one of the most forwarding thinking and innovative educational institutions, and is proud to start an

incubation centre in Surat. It enable its students to get first hand experience in entrepreneurship, promote innovation driven activities at the institute and provide comprehensive and integrated range of support including space, mentoring, training programs, networking and an array of other benefits. Metas Adventist college has only two undergraduate and one post graduate departments and a diploma programme. It has started an incubator which is the nascent stage. Through the incubation centre students can gain hands-on experience in innovation and entrepreneurship while being nurtured and encouraged by faculty, management and industry experts. The incubator will enable exchange information and idea exchange between the different units of METAS situated in Nuzwid and Ranchi and between other Adventist institutions across the world

However the entrepreneurship club of METAS spreads and educatesthe students . Business Plan competitions are held toencourage new ideas. Workshop on entrepreneurship was conducted in collaboration with IIM Indore to give exposure to basics of soft skills and entrepreneurship. Students are oriented to approach and collaborate with the Start up India programme of Government of Gujarat. Industrial visits and industry oriented forums and workshops foster entrepreneurial ideas and knowledge. METAS Adventist college has a campus full of entrepreneurs with majority of students from business background managing and starting new businesses

File Description	Documents
Upload any additional information	View File
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

5

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

3.3 - Research Publications and Awards

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

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

2

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

4

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

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

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

16

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

3.4 - Extension Activities

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

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

One of the most active club Vivacity club of Metas Adventist college organized various charity drive to old age home/HIV aid patients/ orphanage and various other places to help the people who actually needed some kind of things/food or cash. Eco home visit was also one of the major task adopted by vivacity club.

The college organized ‘Swachh Bharat activity with the objective to promote cleanliness and hygiene holistically and create awareness and encourages cost-effective sanitation efforts.

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

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

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

1

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

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

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

0

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

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

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

4

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

3.5 - Collaboration

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

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

1

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

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

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

7

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

- **Institute has well-equipped 22 class rooms, computer lab, library and two seminar halls. All the class-rooms, seminar halls, library are ICT enabled with internet facility for providing modern teaching and learning to the students.**
- **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	View File
Paste link for additional information	NA

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

A sport is an Integral part of the curriculum. The college is committed to create a balanced atmosphere of academic, cultural

and sports activities for overall personality developments of its students. 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 as: playground, auditorium, student center, gymnasium, conference hall etc.

Sr. no

Name of the game

Area in Sq meter

Year of establishment

1

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

3996.38

1998

2

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

527

1998

3

Chess – Student Center

212.94

2016

4

Yoga day – Student Center

212.94

2016

5

Unity Day – College Auditorium

527

2018

6

Gymnasium

75

2018

7

Conference Hall/ Multipurpose Hall

210

2002

8

Computer Lab

150

2002

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

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

22

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://suratcollege.metasofsda.in/infrastructure/computer-lab
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

22,89,609

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

4.2 - Library as a Learning Resource

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

- The college library is having SOUL (Software for University Libraries), an integrated user-friendly library management software works with client-server environment, designed by INFLIBNET centre.
- All the book are barcoded and issues and return of books are handled 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	https://suratcollege.metasofsda.in/infrastructure/library

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	**No File Uploaded**
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

22,89,609

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

17

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

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

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

4.3.2 - Number of Computers

62

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

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

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

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

1,36,35,828

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

- **The institute ensures regular monitoring, maintenance and keeps up-to-date all the infrastructure facilities. Different committee and its members, supervisors, technical assistant are looking after the regular maintenance of the infrastructure and its resources.**

- **Annual budget is prepared and proposed for maintenance and utilization of physical, academics and support facilities.**
- **Entire campus including halls, offices, staffrooms, classrooms, laboratories, washrooms, toilets, sports ground, gymnasium is regularly cleaned by the housekeeping staff of campus.**

- **IT infrastructure like hardware, software, networking facility etc. are regularly upgraded to meet the demand of modern world.**
- **Unauthorized use or misuse of any computer system, communication network, etc. is prohibited and can be taken care by IT support team.**
- **IT complaint register has been also kept to record the maintenance details about the IT equipments.**

- **Maintenance of classroom like white screen, projector etc. is taken care by the college on regular basis.**
- **Sports facilities and gymnasium equipments are maintained regularly.**
- **Maintaining the student and faculty records related to issuing of the books and their visits to library.**

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

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

8

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

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

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

6

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

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

A. All of the above

File Description	Documents
Link to Institutional website	NA
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

0

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

0

File Description	Documents
Any additional information	No File Uploaded
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

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	No File Uploaded
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

15

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

102

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

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

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

0

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

5.3 - Student Participation and Activities

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

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

0

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)

Student volunteers, class sponsors, and club officers at Metas Adventist College participate in a range of events.

Under professor supervision, student administrators assist in the following ways:

1. To perform ordinary academic work at their level successfully.

2. Coordinating the exchange of information between the teaching staff and the students.

3. Planning unique events, such awareness drives and special lectures.

4. Coordinated organization of cultural events.

5. To organize sports and competitions for the students under the direction of the faculty.

6. Organizing student field trips to businesses.

7. Coordination of webcast and workshop planning, as well as invites to other speakers.

File Description	Documents
Paste link for additional information	NA
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

10

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

5.4 - Alumni Engagement

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

The Alumni Association aims to foster strong connections among graduates and current students by offering mentoring and career development programs, events and reunions and various volunteer opportunities.

The alumni meetings are a platform for sharing ideas and suggestions for the college's growth in terms of industry institution collaboration and job opportunities. These suggestions are communicated to the college council through the Principal and appropriate actions will be taken. The Alumni Association also invites successful entrepreneurs from different fields to inspire the students with their success stories.

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

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

5.4.2 - Alumni contribution during the year (INR in Lakhs) E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

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

Mission Statement

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

Vision statement

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

Core Values

Compassionate in all dealings.

Loyal to organizational goals

Hard work with passion and productivity

Continuous self- renewal

Honesty and integrity in all aspects.

Leadership functions of the Head of the Institution:

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

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

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

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

1. Strategic level: For achieving the vision and mission of the college, the principal and HODs formulate the policies/procedures, guidelines, rules and regulations relating to admission, placement, discipline, grievance, counselling, training & development, library services, etc. The Academic council takes all the academic and operational decisions based on these policies.

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

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

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The college has strategic plans chalked out after taking the suggestions and inputs from all stake holders. These strategic plans are in lines with vision and mission of the college which facilitate its development and growth. The responsibilities and tasks to be undertaken for implementing the strategic plan are divided, facilities and resources required to execute those tasks are laid down. A SWOT analysis is done for every proposal. Steps are taken to overcome the weaknesses and threats. Accordingly, the following major deployments have been made in the recent past:

- **Separate, full- fledged and up-gradation of Human Resource Department**
- **Bar coding, computerization and digitalization of library through ‘SOL’ software**
- **Creation of ICT based administration and business office through ‘Escuela’ software**
- **Establishment and regular interactions with alumni including networking and leverage for guest lecturers/internships and placements.**
- **Renovation and up-gradation of ICT enabled Faculty Rooms**

Perspective Plan for the development of college:

1. **The college has introduced some skill oriented programmes for the college students like the Tally Programme/course.**
2. **Community Engagement: Service to humanity is service to God is a slogan which METAS Adventist college strictlyadheres to. Keeping this at the forefront, therehas been a constant effort towardscatering to the needs of the community.**

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

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

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

Recruitment policies:

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

The Organogram of the Institution is attached in the additional information.

File Description	Documents
Paste link for additional information	https://suratcollege.metasofsda.in/iqac-reports
Link to Organogram of the institution webpage	NA
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	No File Uploaded
Screen shots of user inter faces	View File
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

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

1. **Provident fund, gratuity and pension are paid by the institution as per the statutory rules.**
2. **Leave travel allowance, Petrol allowance, Laundry allowance are also paid.**
3. **Education loans, marriage loans are given.**
4. **Mobile facility is provided.**
5. **Family health care insurance– 100% mediclaim is extended by the college.**
6. **Concession in tuition fees at school and college is given for children of staff**
7. **Fully paid maternity leave is provided.**
8. **Staff quarters /Residential accommodation is given at**

concessional rent
9. Medical leave is given as per HR policy
10. Family get-togethers/staff socials/staff picnics are organised.
11. Dedicated cabins are provided for teachers with wi-fi facility.
12. 24-hour power back-up is at hand.
13. Uniform is provided for all teaching and non-teaching staff.
14. Professional Development Programs and activities are organized by the institution and the faculties are facilitated to attend these throughout the academic year.
15. Paid leave of two weeks is given to the entire staff who have completed a minimum of nine months service in the institution.
16. Research incentive for publication of Research paper, article and case study in reputed journals is provided.

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

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

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

0

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

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

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

1

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

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

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

20

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

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

The management evaluates the performance of the faculty based on teaching, research, participation in teamwork, arranging co-curricular and extracurricular activities, publication works and any other innovative method, activity or system introduced in the

college.

Appraisal system of the teaching staff generally comprises of the following criteria:

1. **Experience**
2. **Research activities**
3. **Pursuing higher studies (Ph.D)**
4. **Result percentage of the students in the University Examination**
5. **Publication works in books and the Scopus indexed / impact factor / e - journals & conference proceedings – national as well as international**
6. **Feedback from HOD, Principal and students**
7. **Establishing rapport with peers and active participation in team work as well as in conducting extracurricular activities**
8. **Regularity, punctuality, relation with other faculties and students and team work**

The non-teaching staff is evaluated on the basis of following factors:

1. **Experience, knowledge, Communication and Soft skills, Organization skills and ability.**
2. **Skill up-gradation through participation in Orientation Programs, Workshops, courses, seminars and Faculty Development Programs**
3. **Higher Studies and Professional achievements.**
4. **Feedback from HOD and Principal**
5. **Participation in team work**
6. **Work Discipline and Quality of work**
7. **Outstanding participation in Community services**
8. **Regularity & punctuality.**

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

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling

audit objections within a maximum of 200 words

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

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

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)

0

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

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

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

File Description	Documents
Paste link for additional information	NA
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

Response: Internal Quality Assurance Cell (IQAC) of the college comprises of team of faculty representatives from all the departments. The college has been trying to enhance the quality of faculty recruitment and evaluation system, academic and administrative system as well as teaching and learning system.

Following are the major contributions of IQAC:

Example 1: Faculty Training and development programs are conducted periodically for faculties so that their teaching skills are improved for higher education. The scope of such training programmes extend beyond the health professions discipline, to include social skills necessary for collaboration, professional growth as well as management, and leadership abilities. These programmes are designed to train and develop faculties in their area so that they can act as 'Resource Persons' in guiding and motivating young students.

Example 2: Curriculum development, organisation of guest lectures by experts and prominent speakers in different areas, conducting case studies in classes, publication of articles in yearly

magazine of the college' CRESCENT", extension activities for the community development, organisation of remedial classes and student counselling sessions, collaboration with industry and placement meet, organising seminars whereby experts are invited to share real life experiences with students thereby having a good blend of theory and practice, are a few activities undertaken to improve quality.

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

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

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

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

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

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Metas Adventist College possesses a privileged right to promote advanced technical education, and to ensure women empowerment through gender equality.

The Institute has taken several measures to enhance safety & security on campuse by constituting Internal Complaints Committee (ICC) and installing CCTV cameras. Women security guards are also available on the premises of the Institute to ensure the safety of women.

The College has rules that uphold the fundamental right to equality of Indian citizens. There is no differentiation in this situation.

Protection and Safety

- **To monitor student movement and guarantee student safety, precautions have been implemented during transportation and in the campus canteen, library and sports area.**

- **To address issues relating to sexual harassment and other difficulties, the college formed a Women Cell.**

Counselling

A counselling system enables prompt responses to questions and provides assistance with any concerns that students may be experiencing. Our organization offers counselling to the students to inform them of:

1. Requirements for riding two-wheelers safely.

2. Male and female should adhere to a formal and appropriate clothing code.

3. Strong academic achievements.

4. Achieving 100 percent attendance.

5. Correct Body Language.

Public Spaces

Both the boys' and girls' common areas are monitored by security.

File Description	Documents
Annual gender sensitization action plan	NA
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	NA

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

D. Any 1 of the above

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

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

Metas Adventist College supports "Clean and Green Initiative". It has played a significant part though organizing a various awareness campaigns and engaging students in a number of activities;

Solid Waste Management

The waste is collected, cleaned, divided, and compiled by the block cleaners on each floor in the dustbins (Green and Blue) that are available on each floor. Paper and plastic are the solid waste generated on campus.

Waste Recycling

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

• Discussions and debates: The college organizes discussions and debates in colleges and communities to raise awareness of waste disposal and its effects. Competitions for creating and drawing waste management-related posters are held.

E-Waste Management

- **The waste compact discs and other disposable non-hazardous items are used by students for decoration during college fests as creative means of showcasing the waste management practice.**

- E-waste generated in the campus is collected through the maintenance team and is safely disposed of through vendors.
- It is also donated, sold, or reused when appropriate. For later usage, some components that are valuable for other systems are set away

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

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

E. None of the above

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

7.1.5 - Green campus initiatives include

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

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	No File Uploaded
Various policy documents / decisions circulated for implementation	No File Uploaded
Any other relevant documents	No File Uploaded

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

E. None of the above

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

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

C. Any 2 of the above

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

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

As a learning environment, we have a diverse population of students from various socioeconomic backgrounds. These pupils have a variety of linguistic origins and are from different parts of the nation. The college provides them with the opportunity and space to improve, acquire, explore, and engage in every activity to the best of their abilities while showing the utmost respect for their diverse histories and backgrounds. The college treats all of its students equally while interacting with them. Although English is the primary language of instruction, if a student has trouble grasping a concept, the instructor will go above and beyond to help them understand it in a comparable more understandable language. To help students realise their responsibilities to society, the institution organised two contribution drives and two charity drives this year. Metas Adventist College believes in unity in diversity. Towards this, the college has pro-actively made efforts to promote diversity. Inclusive spaces are created across the campuses for the students to meet and greet each other. The college also promotes and supports students from different linguistic background by associating a suitable mentor to each student. This helps majority of the students from underprivileged backgrounds and alien culture to take the advantage and participate with other students in various activities.

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

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

The college conducts an orientation program at the beginning of the first year to introduce the students to their right and responsibilities. The college expects responsible behavior and ethical practices from the students and the staff. The 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 socialresponsibility 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	NA
Any other relevant information	Nil

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, C. Any 2 of the above

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

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

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

The aim of celebrating the national festivals is to create an environment where the students come together with similar sentiments of national unity and humanism. In a given academic year the college commemorates as many days of significance as possible. The series of activities to commemorate includes the meaningful celebration of the birth and death anniversaries of the prominent figures as well as the great leaders of the country to inculcate various values. Another outcome of marking days of national and international importance is the awareness that is created by the commemoration of those days. With a view of raising awareness that is created among the students and the staff members celebrated different days like Gandhi Jayanti , World Environmental Day, International Yoga Day, International day on Eradication of Poverty. National Days like Independence Day and Republic Day are marked by mandatory hoisting of the flag.

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

7.2 - Best Practices

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

State at least two institutional best practices

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

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

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

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

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 a prominent college and follows a pre determined syllabus set up by the university. The college innovates established academic structures which are committed to providing holistic development for the students. Academic progress is given importance with timetables and other supporting administrative tasks which are prepared well in advance of teaching session. Lesson plans are prepared to promote timely completion of syllabus. Reports are collected at the end of each academic session, documenting the work done by each department in that year. For continuous growth, our teachers regularly update their knowledge through active involvement in Research and Faculty Development Programmes. They are also members of various bodies of the University contributing to curriculum reviews, assessment and evaluation. Metas Adventist College focuses on Student Projects, Field works, Internships and collaborative surveys .Compulsory Social Service mandated for degree students facilitates community development. These courses impart life skills and are transacted by practitioners, thus providing opportunity to students for hands on experience and building bridges with the world of work. College administration also keeps an eye on the results, departmental proceedings and student needs and also keeps record of the different activities of college regarding teaching learning, development and improvements of effective curriculum delivery. PTM’s are conducted on regular basis. Faculty is encouraged to attend various FDP programs which help them upgrade their knowledge and skills.

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

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

Being a prominent college, Metas Adventist College follows the Academic Calendar issued by the University at the beginning of the academic year. It clearly delegates a schedule for teaching, examination, semester break and vacations, that is strictly followed by the college to ensure smooth and efficient functioning of its teaching and administrative processes. Within the same framework, the college also prepares its own calendar of events and activities before the commencement of the Academic Session and the same is communicated to all. For transparency of functioning, both the University and the college academic calendars are placed on the college website. The Principal also conducts meetings with the Teacher-in charge(s), faculty from individual Departments, and entire Staff including non-teaching to ensure smooth implementation of the activities as scheduled. The students are informed well in advance about the deadline for assignment submissions, dates for class tests and presentations, as well as their final internal assessment marks. Criteria for assessment is also shared with the students. Project work, field work and presentation components of the syllabus and assessment are arranged keeping in mind the preplanned academic calendars.

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

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	**C. Any 2 of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

00

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	No File Uploaded

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

1

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

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

29

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

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

Metas Adventist College envisions the transformation of youth towards an enlightened society made possible through the conscious efforts of integrating cross cutting issues relevant to Gender,Environment and Sustainability, Human Values and Professional Ethics into the curriculum.Metas Adventist College promotes value of commitment towards development of inner self and society. The college has certain committees for the same. Several seminars in the curriculum directly focus on: Development of socially responsible and ethical behaviour, Address professional ethics and ethical issues in the respective disciplines, Gender sensitization and Gender related issues. The college building is well provisioned for students with disability. Apart from this we had charity drive, donation drive and number of social activities are done through religious and social organisation which contribute towards social development among the students. The building is well provisioned for students with disability.

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

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

1

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

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

28

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

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	**B. Any 3 of the above**

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

1.4.2 - Feedback process of the Institution may be classified as follows	A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	NA

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

366

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

20

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The teaching learning methods and assessment system is modified in order to accommodate more technology based and practical based learning. Faculty conducts class tests, collaborative

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

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

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

SLOW LEARNERS:

· Tutorials and remedial classes are organized, the purpose of which is to give special coaching in areas where they need support.

· E-links are also suggested to the students to help them gain an in-depth knowledge of the subject.

File Description	Documents
Paste link for additional information	NA
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
994	27

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	NA

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

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

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

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

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

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

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

2.3.3.1 - Number of mentors

17

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	No File Uploaded
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

27

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

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

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

5

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

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

2.4.3.1 - Total experience of full-time teachers

23

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

2.5 - Evaluation Process and Reforms

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

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

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

The internal assessment and grades are communicated to students and their parents through messages in whtsapp 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	NA

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	NA

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	NA
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	NA

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

303

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

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)

00

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)

0

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	View File
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	No File Uploaded
Institutional data in prescribed format	View File

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

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

0

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	NA

3.2 - Innovation Ecosystem

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

• Metas Adventist college is one of the most forwarding thinking and innovative educational institutions, and is proud to start an incubation centre in Surat. It enable its students to get first hand experience in entrepreneurship, promote innovation driven activities at the institute and provide comprehensive and integrated range of support including space, mentoring, training programs, networking and an array of other benefits. Metas Adventist college has only two undergraduate and one post graduate departments and a diploma programme. It has started an incubator which is the nascent stage. Through the incubation centre students can gain hands-on experience in innovation and entrepreneurship while being nurtured and encouraged by faculty, management and industry experts. The incubator will enable exchange information and idea exchange

between the different units of METAS situated in Nuzwid and Ranchi and between other Adventist institutions across the world

However the entrepreneurship club of METAS spreads and educatesthe students . Business Plan competitions are held toencourage new ideas. Workshop on entrepreneurship was conducted in collaboration with IIM Indore to give exposure to basics of soft skills and entrepreneurship. Students are oriented to approach and collaborate with the Start up India programme of Government of Gujarat. Industrial visits and industry oriented forums and workshops foster entrepreneurial ideas and knowledge. METAS Adventist college has a campus full of entrepreneurs with majority of students from business background managing and starting new businesses

File Description	Documents
Upload any additional information	View File
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

5

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

3.3 - Research Publications and Awards

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

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

2

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

4

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

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

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

16

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

3.4 - Extension Activities

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

Metas Adventist college has organized various extension activities with various organizations. The extension activities

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

One of the most active club Vivacity club of Metas Adventist college organized various charity drive to old age home/HIV aid patients/ orphanage and various other places to help the people who actually needed some kind of things/food or cash. Eco home visit was also one of the major task adopted by vivacity club.

The college organized 'Swachh Bharat activity with the objective to promote cleanliness and hygiene holistically and create awareness and encourages cost-effective sanitation efforts.

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

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

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

1

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

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

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

0

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

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

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

4

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

3.5 - Collaboration

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

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

1

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

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

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

7

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

- **Institute has well-equipped 22 class rooms, computer lab, library and two seminar halls. All the class-rooms, seminar halls, library are ICT enabled with internet facility for providing modern teaching and learning to the students.**
- **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	View File
Paste link for additional information	NA

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

A sport is an Integral part of the curriculum. The college is committed to create a balanced atmosphere of academic, cultural and sports activities for overall personality developments of its students. 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 as: playground, auditorium, student center, gymnasium, conference hall etc.

Sr. no

Name of the game

Area in Sq meter

Year of establishment

1

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

3996.38

1998

2

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

527

1998

3

Chess – Student Center

212.94

2016

4

Yoga day – Student Center

212.94

2016

5

Unity Day – College Auditorium

527

2018

6

Gymnasium

75

2018

7

Conference Hall/ Multipurpose Hall

210

2002

8

Computer Lab

150

2002

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

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

22

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://suratcollege.metasofsda.in/infrastructure/computer-lab
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year

(INR in Lakhs)

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

22,89,609

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

4.2 - Library as a Learning Resource

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

- **The college library is having SOUL (Software for University Libraries), an integrated user-friendly library management software works with client-server environment, designed by INFLIBNET centre.**
- **All the book are barcoded and issues and return of books are handled 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	https://suratcollege.metasofsda.in/infrastructure/library

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	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

22,89,609

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

17

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

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

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

4.3.2 - Number of Computers

62

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

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

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

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

1,36,35,828

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

- The institute ensures regular monitoring, maintenance and keeps up-to-date all the infrastructure facilities. Different committee and its members, supervisors, technical assistant are looking after the regular maintenance of the infrastructure and its resources.

- Annual budget is prepared and proposed for maintenance and utilization of physical, academics and support facilities.
- Entire campus including halls, offices, staffrooms, classrooms, laboratories, washrooms, toilets, sports ground, gymnasium is regularly cleaned by the housekeeping staff of campus.

- IT infrastructure like hardware, software, networking facility etc. are regularly upgraded to meet the demand of modern world.
- Unauthorized use or misuse of any computer system, communication network, etc. is prohibited and can be taken care by IT support team.
- IT complaint register has been also kept to record the maintenance details about the IT equipments.

- Maintenance of classroom like white screen, projector etc. is taken care by the college on regular basis.
- Sports facilities and gymnasium equipments are maintained regularly.
- Maintaining the student and faculty records related to issuing of the books and their visits to library.

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

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

8

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

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

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

6

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

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	**A. All of the above**

File Description	Documents
Link to Institutional website	NA
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

0

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

0

File Description	Documents
Any additional information	No File Uploaded
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

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	No File Uploaded
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

15

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

102

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

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

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

0

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

5.3 - Student Participation and Activities

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

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

0

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)

Student volunteers, class sponsors, and club officers at Metas Adventist College participate in a range of events.

Under professor supervision, student administrators assist in the following ways:

1. To perform ordinary academic work at their level successfully.

2. Coordinating the exchange of information between the teaching staff and the students.

3. Planning unique events, such awareness drives and special

lectures.

4. Coordinated organization of cultural events.

5. To organize sports and competitions for the students under the direction of the faculty.

6. Organizing student field trips to businesses.

7. Coordination of webcast and workshop planning, as well as invites to other speakers.

File Description	Documents
Paste link for additional information	NA
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

10

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

5.4 - Alumni Engagement

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

The Alumni Association aims to foster strong connections among graduates and current students by offering mentoring and career development programs, events and reunions and various volunteer opportunities.

The alumni meetings are a platform for sharing ideas and suggestions for the college's growth in terms of industry institution collaboration and job opportunities. These suggestions are communicated to the college council through the Principal and appropriate actions will be taken. The Alumni Association also invites successful entrepreneurs from different fields to inspire the students with their success stories.

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

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

5.4.2 - Alumni contribution during the year (INR in Lakhs)	E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

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

Mission Statement

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

Vision statement

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

Core Values

Compassionate in all dealings.

Loyal to organizational goals

Hard work with passion and productivity

Continuous self- renewal

Honesty and integrity in all aspects.

Leadership functions of the Head of the Institution:

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

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

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

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

1. Strategic level: For achieving the vision and mission of the college, the principal and HODs formulate the policies/procedures, guidelines, rules and regulations relating to admission, placement, discipline, grievance, counselling, training & development, library services, etc. The Academic council takes all the academic and operational decisions based on these policies.

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

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

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The college has strategic plans chalked out after taking the suggestions and inputs from all stake holders. These strategic plans are in lines with vision and mission of the college which facilitate its development and growth. The responsibilities and tasks to be undertaken for implementing the strategic plan are divided, facilities and resources required to execute those tasks are laid down. A SWOT analysis is done for every proposal. Steps are taken to overcome the weaknesses and threats. Accordingly, the following major deployments have been made in the recent past:

- **Separate, full- fledged and up-gradation of Human Resource Department**
- **Bar coding, computerization and digitalization of library through 'SOL' software**
- **Creation of ICT based administration and business office through 'Escuela' software**
- **Establishment and regular interactions with alumni including networking and leverage for guest lecturers/internships and placements.**
- **Renovation and up-gradation of ICT enabled Faculty Rooms**

Perspective Plan for the development of college:

1. **The college has introduced some skill oriented programmes for the college students like the Tally Programme/course.**
2. **Community Engagement: Service to humanity is service to God is a slogan which METAS Adventist college strictlyadheres to. Keeping this at the forefront, therehas been a constant effort towardscatering to the needs of the community.**

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

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

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

Recruitment policies:

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

The Organogram of the Institution is attached in the additional information.

File Description	Documents
Paste link for additional information	https://suratcollege.metasofsda.in/iqac-reports
Link to Organogram of the institution webpage	NA
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	No File Uploaded
Screen shots of user inter faces	View File
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

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

1. **Provident fund, gratuity and pension are paid by the institution as per the statutory rules.**
2. **Leave travel allowance, Petrol allowance, Laundry allowance are also paid.**
3. **Education loans, marriage loans are given.**
4. **Mobile facility is provided.**
5. **Family health care insurance– 100% mediclaim is extended by the college.**
6. **Concession in tuition fees at school and college is given for children of staff**
7. **Fully paid maternity leave is provided.**
8. **Staff quarters /Residential accommodation is given at**

concessional rent
9. Medical leave is given as per HR policy
10. Family get-togethers/staff socials/staff picnics are organised.
11. Dedicated cabins are provided for teachers with wi-fi facility.
12. 24-hour power back-up is at hand.
13. Uniform is provided for all teaching and non-teaching staff.
14. Professional Development Programs and activities are organized by the institution and the faculties are facilitated to attend these throughout the academic year.
15. Paid leave of two weeks is given to the entire staff who have completed a minimum of nine months service in the institution.
16. Research incentive for publication of Research paper, article and case study in reputed journals is provided.

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

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

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

0

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

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

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

1

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

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

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

20

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

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

The management evaluates the performance of the faculty based on teaching, research, participation in teamwork, arranging co-curricular and extracurricular activities, publication works and any other innovative method, activity or system introduced in the college.

Appraisal system of the teaching staff generally comprises of the following criteria:

1. **Experience**
2. **Research activities**
3. **Pursuing higher studies (Ph.D)**
4. **Result percentage of the students in the University Examination**
5. **Publication works in books and the Scopus indexed / impact factor / e - journals & conference proceedings – national as well as international**
6. **Feedback from HOD, Principal and students**
7. **Establishing rapport with peers and active participation in team work as well as in conducting extracurricular activities**
8. **Regularity, punctuality, relation with other faculties and students and team work**

The non-teaching staff is evaluated on the basis of following factors:

1. **Experience, knowledge, Communication and Soft skills, Organization skills and ability.**
2. **Skill up-gradation through participation in Orientation Programs, Workshops, courses, seminars and Faculty Development Programs**
3. **Higher Studies and Professional achievements.**
4. **Feedback from HOD and Principal**
5. **Participation in team work**
6. **Work Discipline and Quality of work**
7. **Outstanding participation in Community services**
8. **Regularity & punctuality.**

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

6.4 - Financial Management and Resource Mobilization

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

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

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

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)

0

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

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

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

File Description	Documents
Paste link for additional information	NA
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

Response: Internal Quality Assurance Cell (IQAC) of the college comprises of team of faculty representatives from all the departments. The college has been trying to enhance the quality of faculty recruitment and evaluation system, academic and administrative system as well as teaching and learning system.

Following are the major contributions of IQAC:

Example 1: Faculty Training and development programs are

conducted periodically for faculties so that their teaching skills are improved for higher education. The scope of such training programmes extend beyond the health professions discipline, to include social skills necessary for collaboration, professional growth as well as management, and leadership abilities. These programmes are designed to train and develop faculties in their area so that they can act as 'Resource Persons' in guiding and motivating young students.

Example 2: Curriculum development, organisation of guest lectures by experts and prominent speakers in different areas, conducting case studies in classes, publication of articles in yearly magazine of the college' CRESCENT", extension activities for the community development, organisation of remedial classes and student counselling sessions, collaboration with industry and placement meet, organising seminars whereby experts are invited to share real life experiences with students thereby having a good blend of theory and practice, are a few activities undertaken to improve quality.

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

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

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

Example 2: Faculty Meeting for various departments of Commerce, Management and nursing is conducted once in every month wherein the faculties discuss their course planning and syllabus

completion status, teaching methodology and any academic or extra-curricular activities to be conducted for the students as well as faculties. They also collect necessary feedback from the students regarding various events and activities and measure the extent of the implementation of the lesson plan so as to complete the syllabus within specified time limit.

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

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Metas Adventist College possesses a privileged right to promote

advanced technical education, and to ensure women empowerment through gender equality.

The Institute has taken several measures to enhance safety & security on campuse by constituting Internal Complaints Committee (ICC) and installing CCTV cameras. Women security guards are also available on the premises of the Institute to ensure the safety of women.

The College has rules that uphold the fundamental right to equality of Indian citizens. There is no differentiation in this situation.

Protection and Safety

- To monitor student movement and guarantee student safety, precautions have been implemented during transportation and in the campus canteen, library and sports area.

- To address issues relating to sexual harassment and other difficulties, the college formed a Women Cell.

Counselling

A counselling system enables prompt responses to questions and provides assistance with any concerns that students may be experiencing. Our organization offers counselling to the students to inform them of:

1. Requirements for riding two-wheelers safely.

2. Male and female should adhere to a formal and appropriate clothing code.

3. Strong academic achievements.

4. Achieving 100 percent attendance.

5. Correct Body Language.

Public Spaces

Both the boys' and girls' common areas are monitored by security.

File Description	Documents
Annual gender sensitization action plan	NA
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	NA

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

D. Any 1 of the above

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

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

Metas Adventist College supports "Clean and Green Initiative". It has played a significant part though organizing a various awareness campaigns and engaging students in a number of activities;

Solid Waste Management

The waste is collected, cleaned, divided, and compiled by the block cleaners on each floor in the dustbins (Green and Blue) that are available on each floor. Paper and plastic are the solid waste generated on campus.

Waste Recycling

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

• Discussions and debates: The college organizes discussions and debates in colleges and communities to raise awareness of waste disposal and its effects. Competitions for creating and drawing waste management-related posters are held.

E-Waste Management

- **The waste compact discs and other disposable non-hazardous items are used by students for decoration during college fests as creative means of showcasing the waste management practice.**
- **E-waste generated in the campus is collected through the maintenance team and is safely disposed of through vendors.**
- **It is also donated, sold, or reused when appropriate. For later usage, some components that are valuable for other systems are set away**

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

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	**E. None of the above**

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

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: 1. **Restricted entry of automobiles** 2. **Use of bicycles/ Battery-powered vehicles** 3. **Pedestrian-friendly pathways** 4. **Ban on use of plastic** 5. **Landscaping**	**C. Any 2 of the above**

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

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

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

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

7.1.7 - The Institution has disabled-friendly, barrier free environment Built	**C. Any 2 of the above**

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

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

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

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

other. The college also promotes and supports students from different linguistic background by associating a suitable mentor to each student. This helps majority of the students from underprivileged backgrounds and alien culture to take the advantage and participate with other students in various activities.

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

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

The college conducts an orientation program at the beginning of the first year to introduce the students to their right and responsibilities. The college expects responsible behavior and ethical practices from the students and the staff. The 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 socialresponsibility 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	NA
Any other relevant information	Nil

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized	C. Any 2 of the above

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

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

The aim of celebrating the national festivals is to create an environment where the students come together with similar sentiments of national unity and humanism. In a given academic year the college commemorates as many days of significance as possible. The series of activities to commemorate includes the meaningful celebration of the birth and death anniversaries of the prominent figures as well as the great leaders of the country to inculcate various values. Another outcome of marking

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

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

7.2 - Best Practices

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

State at least two institutional best practices

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

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

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

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

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

Nil