

The Annual Quality Assurance Report (AQAR) of the IQAC

June 2015-May 2016



Name of the college: METAS Adventist College

Track ID: WRJPPTV11479

**METAS ADVENTIST COLLEGE
ATHWALINES OPPOSITE TO CHOPATI
SURAT – 395001
GUJARAT**

The Annual Quality Assurance Report (AQAR) of the IQAC

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

Part – A

AQAR for the year (for example 2013-14)

JUNE 2015 to MAY 2016

I. Details of the Institution

1.1 Name of the Institution

METAS ADVENTIST COLLEGE

1.2 Address Line 1

ATHWALINES

Address Line 2

OPPOSITE - CHOWPATI

City/Town

SURAT

State

GUJARAT

Pin Code

395001

Institution e-mail address

principalcollege@metasofsda.in

Contact No.

0261-3047209

Name of the Head of the Institution:

Dr. SRIKAKOLLI ELIAH

Tel. No. with STD Code:

0261-3047224

Mobile:

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHCOGN 18879)

OR

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

1.5 Website address:

Web-link of the AQAR:

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B	2.85	2014	5Years up to 9/7/2019
2	2 nd Cycle	--	--	--	--
3	3 rd Cycle	--	--	--	--
4	4 th Cycle	--	--	--	--

1.7 Date of Establishment of IQAC: DD/MM/YYYY

1.8 AQAR for the year

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

- i. AQAR 2014-2015 submitted to NAAC on 01/08/2015
- ii. AQAR _____ (DD/MM/YYYY)
- iii. AQAR _____ (DD/MM/YYYY)
- iv. AQAR _____ (DD/MM/YYYY)

1.10 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

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

Type of Institution Co-education Men Women

Urban Rural Tribal

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

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

1.10 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

1.11 Name of the Affiliating University (for the Colleges)

North Eastern Hill University (NEHU)

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

Autonomy by State/Central Govt. / University	---		
University with Potential for Excellence	---	UGC-CPE	---
DST Star Scheme	---	UGC-CE	----
UGC-Special Assistance Programme	---	DST-FIST	---
UGC-Innovative PG programmes	---	Any other (<i>Specify</i>)	Minority C-274of2006
UGC-COP Programmes	---		

2. IQAC Composition and Activities

2.1 No. of Teachers	2
2.2 No. of Administrative/Technical staff	4
2.3 No. of students	2
2.4 No. of Management representatives	1
2.5 No. of Alumni	2
2.6 No. of any other stakeholder and community representatives	1
2.7 No. of Employers/ Industrialists	2
2.8 No. of other External Experts	1
2.9 Total No. of members	15
2.10 No. of IQAC meetings held	4

2.11 No. of meetings with various stakeholders: No. Faculty
 Non-Teaching Staff Students Alumni Others

2.12 Has IQAC received any funding from UGC during the year? Yes No
 If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

Teaching in digital age
 To conduct orientation for teachers and students

2.14 Significant Activities and contributions made by IQAC

Academic audit was conducted to suggest improvements and academic sub committees were constituted.
 A national conference was organized and the proceedings were published.
 Student and teacher feedback was conducted.

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
To streamline and introduce semester system as per university guidelines	Semester system was introduced in first year classes of commerce and management
To create a culture for research and development	Lectures, seminars were held for students and national conference was organized and the proceedings were published with ISBN Number.

To give a boost to sports and co curricular activities	<p>Inter class tournaments for various sports like chess, badminton, football etc were organized.</p> <p>Metas premier league – inter class cricket tournament was organized on a mega scale.</p> <p>Rangoli, best out of waste, debates elocution competition, freshers’ fiesta, talent day and fare well programmes were held.</p>
To increase the community reach programmes in order to have a holistic growth	<p>The management encourages all the departments to organize, conduct and participate in social projects and communities out-reach programmes.</p> <p>Several Programmes were held like, Environment Day, Blood Donation camp, Pulse polio, Tribal education, say no to drugs, visit to orphanage and deaf and dumb school etc.</p>
To buy a new bus for the nursing department	The institution purchased a new bus to enable the nursing department to pursue their hospital visits and community outreach programmes.

* Attach the Academic Calendar of the year as Annexure.

2.16 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

The report was approved by the statutory body and management and the necessary changes were made as per their recommendation.

Criterion – I

1. Curricular Aspects

1.1 Details about the Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	--	--	--	--
PG	1	--	1	--
UG	2	--	2	--
PG Diploma	--	--	--	--
Advanced Diploma	--	--	--	--
Diploma	1	--	1	--
Certificate	--	--	--	--
Others	--	--	--	--
Total	4	--	4	--

Interdisciplinary	--	--	--	--
Innovative	--	--	--	--

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	1
Trimester	--
Annual	3

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

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

***Please provide an analysis of the feedback in the Annexure**

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

Revision of Syllabus for implementation of Semester system in 2015-16 which has introduced new honours courses, new system of grading and evaluation
--

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

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	23	17	4	2	-

2.2 No. of permanent faculty with Ph.D. 3

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year	Asst. Professors		Associate Professors		Professors		Others		Total	
	R	V	R	V	R	V	R	V	R	V
	14	-	2	-	-	-	-	-	16	-

2.4 No. of Guest and Visiting faculty and Temporary faculty --- 7 ---

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	--	14	--
Presented papers	--	19	--
Resource Persons	--	--	

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

Student centric teaching and learning methods were used. Power point presentations, poster making, educational videos, industrial visits, case studies, group discussions were used.

2.7 Total No. of actual teaching days during this academic year 200

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

2.9 No. of faculty members involved in curriculum Restructuring /revision/ syllabus development as member of Board of Study/Faculty/Curriculum Development workshop 2 --- ---

2.10 Average percentage of attendance of students

75%

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
BBA	94	4.2%-	21.28	61.70	1.06	97.87%
B.COM	27	-	-	14.8%	62.97	81.48%
MBA	25	-	76%	12%	-	88%
Nursing	21	28.57%	38.09%	33.33	-	100%

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

IQAC stimulates the academic environment for promotion of quality of teaching-learning and research in higher education by adopting and monitoring methods including weekly preparation of lesson Plans, visiting classes, checking the class notes and PPTs of faculties, observation through CCTV cameras fitted in classrooms and by monitoring the issue/ return register of library books and through direct contact and feedback from students. IQAC Monitor student's performance in examination and remedial classes are organised for weak students.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	
Faculty exchange programme	
Staff training conducted by the university	2
Staff training conducted by other institutions	1
Summer / Winter schools, Workshops, etc.	
Others	

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	9	-	-	-
Technical Staff	6	-	-	-

Criterion – III

3. Research, Consultancy and Extension

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

Faculties and students are encouraged to write research papers, articles and publish their research work and pursue M, Phil and PhD. Information is circulated and duty leave and financial incentives are also provided for research activities.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	--	--	--	--
Outlay in Rs. Lakhs	--	--	--	--

3.4 Details on research publications

	International	National	Others
Peer Review Journals	2	4	--
Non-Peer Review Journals	--	--	--
e-Journals	--	--	--
Conference proceedings		18	--

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

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

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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

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

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	--	1	--	--	--
Sponsoring agencies	--	College Management	--	--	--

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From funding agency From Management of University/College

Total

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College
-	-	-	-	-	-	-

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them

3

8

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

2

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level

National level International level

3.22 No. of students participated in NCC events:

University level State level

National level International level

3.23 No. of Awards won in NSS:

University level State level

National level International level

3.24 No. Of Awards won in NCC:

University level State level

National level International level

3.25 No. of Extension activities organized

University forum College forum

NCC NSS Any other

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

Blood donation and polio camps were organized.

Drug awareness Rally.

Visit to charitable and social organizations.

Pulse polio and immunization drives

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	9 acres	--	Self	9 acres
Class rooms	22	--	Self	22
Laboratories	6	--	--	6
Seminar Halls	3	--	--	3
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	--	4	--	4
Value of the equipment purchased during the year (Rs. in Lakhs)	--	11,02,894	--	--
Others(< 1-0 lakhs)	--	4	--	--

4.2 Computerization of administration and library

Administrative offices are fully computerised. Soul software has installed in the library and data entry is completed.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	9505	4752500	2494	1247000	11999	5999500
Reference Books	346	276800	-	-	346	276800
e-Books	--	--				
Journals	29	11600	9	3600	38	15200
e-Journals	13	5600				
Digital Database	1	67419			1	67419
CD & Video	35	--			35	
Others (specify)Desk copies of text books for faculty	140	70000			140	70000

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others Library
Existing	123	55	123			40	19	9
Added	-	-	-	-	-	-	-	-
Total	123	55	123			40	19	9

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

Faculty are trained to operate online attendance and internal marks entry in Escuela software system. Training is provided when required and when technology is upgraded.

4.6 Amount spent on maintenance in lakhs:

i) ICT	210000
ii) Campus Infrastructure and facilities	392590
iii) Equipments	192497
iv) Others	---
Total	795087

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

The institution prepares its updated prospectus and hand book annually. The Information content is disseminated to the students through orientation programme. Students are also counselled through class sponsors and department of student affairs along with faculties.

5.2 Efforts made by the institution for tracking the progression

The Placement Cell conducts training programmes for students and collaborates with employers for providing internships and final placements. Placement brochures are distributed to prospective employers and faculty advisors provide counseling in choice of careers.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others(Nursing)
724	47	-	156

(b) No. of students outside the state

37

(c) No. of international students

-

Men

No	%
458	49.4

Women

No	%
469	50.60

Last Year						This Year					
General	SC	ST	OB C	Physically Challenged	Total	General	SC	ST	OB C	Physically Challenged	Total
527	24	72	41	-	664					-	927

Demand ratio 1:1.45

Dropout % - 6.17%

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

Books and material for coaching for ACA, ICWA, ACS, GMAT, and CAT and other professional and entrance examinations are made available in the library. Internet facilities are available in the library for use by the students.

No. of students beneficiaries

120

5.5 No. of students qualified in these examinations

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

5.6 Details of student counselling and career guidance

Counselling on personal and academic matters is done by faculty members, class sponsors and student affairs department. Career guidance is provided through seminars, display on notice boards, personal counselling and through library resources.

No. of students benefitted

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
26	50	8	1

5.8 Details of gender sensitization programmes

Gender equality is practised in all college activities. Health check up for girls and talks and seminars are held. Anti ragging cell ensures that there is zero ragging in and out of the campus.

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports: State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	35	Rs. 24,08,000
Financial support from government (scholarship)	2	Rs .15600
Financial support from other sources		
Number of students who received International/ National recognitions	-	-

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed:

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision: To become a dynamic global institution and centre of excellence

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

6.2 Does the Institution has a management Information System

The college has management information system by which the students, and faculty attendances, salaries, fees, accounts, results, admissions, library and documentations are integrated.

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

6.3.1 Curriculum Development

It is the purview of the affiliating university but the college principal and HOD are the part of the BUGS (Board of Under graduate studies) committee regarding the curriculum development.

6.3.2 Teaching and Learning

Academic excellence is a part of teaching learning process. New text books and reference books are purchased every year. Innovative teaching methods are used in class room teaching.

6.3.3 Examination and Evaluation

For most courses semester system is followed and continuous internal assessment is done. The students are evaluated on basis of class tests, assignments, projects, presentations, quizzes and mid semester examinations. The Head of departments and teachers analyse the student's performance and take steps for improvement.

6.3.4 Research and Development

Resources like digital data base, e journals are available in library for staff and students. Faculties are granted leave for higher education, for attending conferences and seminars and permission is given to the departments to organize various research activities from time to time. Financial incentives and awards are given to faculty to encourage research publications.

6.3.5 Library, ICT and physical infrastructure / instrumentation

The college library is well equipped with books and computers. New books and journals are purchased in the library. Library system SOL upgradation is in progress. All the class rooms are equipped with LCD projectors and the campus is Wi-Fi enabled. The faculty members are provided with individual laptops with internet facilities.

6.3.6 Human Resource Management

IQAC monitors the utilisation of human resources. Faculty retreats, staff social and get together are organized throughout the year. Training and faculty development programmes are conducted for faculty and staff.

6.3.7 Faculty and Staff recruitment

The faculty selection process includes Advertisements in National, Local newspapers. Walk-in interviews also conducted .Demonstrative lectures before students and panel of subject experts, personal Interviews are the part of the final selection.

6.3.8 Industry Interaction / Collaboration

Experts are invited from industry for guest lectures and seminars. Summer internships are compulsory and industrial visits are arranged for Students at regular intervals. Thirty five companies visited the campus for placements and they help in conducting workshops and guest lecturers for students.

6.3.9 Admission of Students

Students are selected by the admission committee for various courses on the basis of academic performance, entrance tests, group discussions and interviews or a combination of the above depending on the course

6.4 Welfare schemes for

Teaching	Educational allowance for wards of faculties for higher studies, medical allowances, uniforms, travel and insurance, are paid by the institution. Maternity leave, advances and loan facilities are also provided.
Non teaching	Educational allowance for wards of staff for higher studies, medical allowances, travel and insurance are paid by the institution.
Students	Scholarships are given for the deserving students. Gold and silver medals are awarded to outstanding performers in academics co-curricular activities.

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done

Yes No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	yes	AICTE, Government of Gujarat , Gujarat nursing council, Indian Nursing council and Education department of Southern Asia division (Hosur)/General conference of SDA,USA	yes	Academic policy committee
Administrative	yes	AICTE, Government of Gujarat , Gujarat nursing council, Indian Nursing council Fee Regulatory committee and Education department of Southern Asia division (Hosur)/ General conference of SDA,USA	yes	Academic policy committee

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

For UG Programmes Yes No

For PG Programmes Yes No

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

The university has made it compulsory for the institution to send the attendance of students in university exams online immediately within two hours of start of exams for MBA Programme. Semester system has been in place since last academic year for all undergraduate programmes

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

6.11 Activities and support from the Alumni Association

Alumni Association helps in arranging field trips, deliver special lectures, provide placements and gives feedback for improvement of the institution and its activities. Alumni support and motivate student activities.

6.12 Activities and support from the Parent – Teacher Association

PTA provides constructive suggestions to improve quality of education and maintain good relation with student, parent and faculty. Parent teacher meetings are held in every semester to provide fed back and to obtain support.

6.13 Development programmes for support staff

The institution conducts orientation programmes and training sessions for support staff.

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

Eco friendliness in the campus is the policy of the college. Lawns and gardens are maintained with utmost care. Approach roads are lined with trees and shrubs and utmost emphasis is placed on cleanliness.

Criterion – VII

7. Innovations and Best Practices

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

Holistic education was inculcated and students took part in cultural social and sports activities. National conference was organized and journal of the proceedings was published. Online class room attendance system was introduced.

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

Plan of Action	Achievements
To streamline and introduce semester system as per university guidelines	Semester system was introduced in first year classes of commerce and management.
To create a culture for research and development	Lectures, seminars as held for students and national conference was organized and the proceedings were published with ISBN Number.
To give a boost to sports and co curricular activities	Inter class tournaments for various sports like chess badminton football etc was organized. Metas premier league – inter class cricket tournament was organized on a grand scale. Rangoli, Best out of waste, debates elocution competition, fresher’s fiesta, talent day and fare well programmes were held.
To increase the community reach programmes in order to have a holistic growth	The management encourages all the departments to organize, conduct and participate in social projects and communities out-reach programmes. Several Programmes were held like Environment Day, Blood Donation camp, Pulse polio, Tribal education, say no to drugs, visit to orphanage and deaf and dumb school etc.
To buy a new bus for the nursing department	The institution purchased a new bus to enable the nursing department to pursue their hospital visits and community outreach programmes.

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

On line attendance system in class room
Holistic development of students with community concern

7.4 Contribution to environmental awareness / protection

Final Year students attend classes in environmental studies which make them aware of the environmental issues and also participate in various environmental campaigns, assignments and projects that are given to the students based on environmental awareness and protection.

7.5 Whether environmental audit was conducted? Yes No

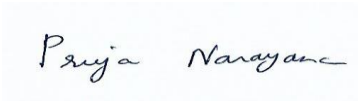
7.6 Any other relevant information the institution wishes to add. (For example SWOT Analysis)

Annexure-2

8. Plans of institution for next year

- Proposal to start a new e- journal.
- To implement measure for quality improvement in academic and other activities.
- To encourage participation of students in sports, cultural and community reach programmes in order to enable holistic development of students.
- To fully computerise the system for the issue of books in the library to students and staff.
- To continue to improve the infrastructure like purchase of computers, upgrade the Wi Fi networks, upgrade the fire hydrating system.
- To conduct faculty development programmes and training programmes for faculty

Name: Dr. Priya Narayanan



Signature of the Coordinator, IQAC

Name: Dr. Srikakolli Eliah



Signature of the Chairperson, IQAC

Annexure-1

ACADEMIC CALENDER 2015-16 SY & TY BBA/B.COM (YEARLY SYSTEM) (FIRST TERM-2015-2016)

General Meeting with Teaching & Non-Teaching Staff	Sunday June 15, 2015
IQAC Meeting	Monday 22 June , 2015
Registration	Wednesday 24 July , 2015
Instruction Begins	Wednesday 01 July , 2015
Project planning/Debate	Friday 24 July, 2015
Case study/ Lecture on Emerging Issues	Tuesday 28 July, 2015
Guest Lecture on Entrepreneurship Development	Tuesday 4 August, 2015
Volley ball	Sunday 9 August, 2015
Field trip(TY)	August 10-14, 2015
Independence Day	Saturday 15 August , 2015
Test-1	Monday 17-25 August, 2015
Fresher's fiesta	Friday 28 August, 2015
Best out of waste	Wednesday 26 August, 2015
Raksha Bandhan	Saturday 29 August, 2015
Blood donation camp	Sunday 30 August, 2015
Elocution/ Extempore	Wednesday 2 September, 2015
Janmasthmi	Saturday 5 September, 2015
Know Your Budget	Monday 7 September, 2015
Cricket/Badminton	Sunday 13 September, 2015
Women's Development	Tuesday 15 September, 2015
Ganesh Chaturuthi	Thursday 17 September, 2015
Antakshari	Wednesday 23 Sept., 2015
Bakri Idd	Thursday Sept. 24, 2015
Poster/Collage Making	Wednesday 30 Sept., 2015
Gandhi Jayanti & Cleanliness Drive	Friday 02 October , 2015
TERM EXAM	Wednesday 7-15 October, 2015

SY& TY BBA/B.COM (YEARLY SYSTEM)**SECOND TERM (2015-16)**

Registration	Friday 16 October, 2015
Navratri Celebration	Saturday 17 October, 2015
Instruction begin	Monday 19 October, 2015
Photo Contest	Tuesday 20 October, 2015
Dussehra/ Durga Pooja	Thursday 22 October, 2015
Visit to any social/charitable organization	Sunday 25 October, 2015
Essay Writing	Thursday 5 November, 2015
Diwali holidays	Saturday Nov. 8- 18, 2015
Diwali	Wednesday Nov. 11, 2015
Seminar on use of Technology in Business	Friday December 11 , 2015
Test -3	December 15-23 , 2015
Christmas Program	Wednesday Dec. 23 , 2015
Christmas Holidays	Thursday Dec. 24-27 , 2015
Christmas	Friday Dec. 25 , 2015
New Year	Friday January 01 , 2016
Best Manager	Thursday 7 January , 2016
Picnic	Sunday 10 January , 2016
Makar Sankranti	Friday 15 January , 20156
President's week	January 19-22 , 2016
Republic Day	Tuesday 26 January , 2016
Sports Day	Thursday 28 January , 2016
Anti- Tobacco campaign	Wednesday 3 February , 2016
OISTOS- Inter college fest	Sunday 7-8 February , 2016
Final examination	To be announced

FY BBA /B.Com (Semester system)**(FIRST SEMESTER-2015-2016)**

General Meeting with Teaching & Non-Teaching Staff	Sunday 15 June , 2015
IQAC Meeting	Monday 22 June , 2015
Registration	Tues – Thurs 07-09 July , 2015
Instruction Begins	Friday 10 July , 2015
Orientation	Thursday 16 July , 2015
Project planning/Debate	Friday 24 July , , 2015
Case study/Lecture on Emerging Issues	Tuesday 28 July , 2015
Guest Lecture on Entrepreneurship Development	Tuesday 4 August , 2015
Volley ball	Sunday 9 August , 2015
Soft skill training	Friday 14 August , 2015
Independence Day	Saturday 15 August , 2015
Session on Career Counseling	Monday 17 August , 2015
Mid semester examination	Monday 17-25 August , 2015
Fresher's fiesta	Friday 28 August , 2015
Best out of waste	Wednesday 26 August , 2015
Raksha Bandhan	Saturday 29 August , 2015
Blood donation camp	Sunday 30 August , 2015
Elocution/ Extempore	2 Wednesday September , 2015
Janmasthmi	Saturday 5 September , 2015
Know Your Budget	Monday 7 September , 2015
Cricket/Badminton	Sunday 13 September , 2015
Women's Development	Tuesday 15 September , 2015
Ganesh Chaturuthi	Thursday 17 September , 2015
Antakshari	Wednesday 23 Sept. , 2015
Bakri Idd	Thursday Sept. 24 , 2015
Poster/Collage Making	Wednesday 30 Sept. , 2015
1 SEMESTER FINAL EXAMINATIONS	Thursday Oct. 1- Nov. 7 , 2015
Diwali holidays	Saturday Nov. 8- 18 , 2015

FY BBA /B.Com (Semester system)

SECOND SEMESTER (2015-16)

Registration	Thursday Nov. 19-20 , , 2015
Diwali	Wednesday Nov. 11, 2015
Instruction Begins	Monday November 23, 2015
Christmas Program	Wednesday Dec. 23, 2015
Christmas Holidays	Thursday Dec. 24-27, 2015
Christmas	Friday December 25 , 2015
New Year	Friday January 01 , 2016
Best Manager	Thursday 7 January , 2016
Picnic	Sunday 10 January, 2016
Makar Sankranti	Friday 15 January , 2016
President's week	January 19-22, 2016
Republic Day	Tuesday 26 January, 2016
Sports Day	Thursday 28 January , 2016
Anti- Tobacco campaign	Wednesday 3 February, 2016
II mid Semester examinations	Tuesday 9-16 February, 2016
OISTOS- Inter college fest	Sunday 7-8 February, 2016
Maha shivaratri	Monday 07 March , 2016
Presentation	Tuesday 08 March, 2016
Workshop on Stress Management	Wednesday 16 March, 2016
Holi	Thursday 24 March, 2016
Good Friday	Friday 25 March , 2016
II SEMESTER FINAL EXAMINATIONS	Thursday 21 April-30 May

METAS ADVENTIST COLLEGE
ATHWALINES SURAT
ACADEMIC CALENDER 2015-2016
NEHU-MBA (FIRST & THIRD SEMESTER)

Admission/Registration	Friday 07 August , 2015
Instruction Begins	Monday 10 August , 2015
Orientation	Thursday 13 August , 2015
Independence Day	Saturday 15 August , 2015
Best out of waste	Wednesday 26 August , 2015
Fresher's fiesta	Friday 28 August , 2015
Raksha Bandhan	Saturday 29 August , 2015
Blood donation camp	Sunday 30 August, 2015
Elocution/ Extempore	Wednesday 2 September, 2015
Janmasthmi	Saturday 5September, 2015
Know Your Budget	Monday 7 September, 2015
Cricket/Badminton	Sunday 13 September, 2015
Women's Development	Tuesday 15 September, 2015
Ganesh Chaturuthi	Thursday 17 September, 2015
Field Trip	Monday 21-25 September, 2015
Bakri Idd	Thursday 24 September, 2015
Gandhi Jayanti & Cleanliness Drive	Friday 02 October , 2015
Mid-Semester Examination	Wednesday 07-15 October, 2015
Rangoli	Friday 16 October, 2015
Navratri Celebration	Saturday 17 October, 2015
Photo Contest	Tuesday 20 October, 2015
Dussehra/ Durga Pooja	Thursday 22October , 2015
Visit to any social/charitable organization	Sunday 25October, 2015
Essay Writing	Thursday 5 November, 2015
Diwali holidays	Saturday 8- 18 November , 2015
Diwali	Wednesday 11 November, 2015
Semester Final Examination	Tuesday 01-18 December , 2015
Semester Break	December 19 to January 01,2016

NEHU-MBA
SECOND & FOURTH SEMESTER-2015-2016

Registration	Monday 04 January , 2016
Instruction Begins	Monday 05 January , 2016
Best Manager	Thursday 7 January, 2016
Picnic	Sunday 10 January , 2016
Field trip	Monday 11-15 January , 2016
Makar Sankranti	Friday 15 January , 2016
President's week	January 19-22 , 2016
Republic Day	Tuesday 26 January , 2016
Sports Day	Thursday 28 January , 2016
Anti- Tobacco campaign	Wednesday 03 Feb , 2016
OISTOS- Inter college fest	Sunday 07-8 Feb, 2016
Maha shivaratri	Monday 07 March , 2016
Presentation	Tuesday 08 March, 2016
Mid Semester Examination	Monday-March 14 -23, 2016
Holi	Thursday 24 March, 2016
Good Friday	Friday 25 March , 2016
Project and Field Work	Monday May 09 –June 10 , 2016
Last Date of submission of Project/Thesis	Monday 13 June , 2016
VIVA/VOCE	Sunday 19 June , 2016
Recommencement of Classes	Monday June 20-24 , 2016
Semester Final Examination	Friday July 01- 18 , 2016
Semester Break	Tuesday July 19-31 , 2016

ACADEMIC CALENDAR 2015-2016

DEPARTMENT OF NURSING

Commencement of Classes for 3rd year	Monday, 03 August, 2015
Independence day	Saturday, 15 August, 2015
Raksha Bandhan	Saturday, 29 August, 2015
Commencement of Classes for 2nd & 4th year	Tuesday, 01 September, 2015
Janmastami	Saturday, 05 September, 2015
Poem writing	Sunday, 06 & 13 September, 2015
Civil Hospital Posting	Monday, 14 September, 2015
Ganesh Chaturthi	Thursday, 17 September, 2015
First Unit Test	Monday, 21-25 September, 2015
Bakri Idd	Thursday, 24 September, 2015
Commencement of Classes for 1st year	Thursday, 01 October, 2015
Gandhi Jayanti	Friday, 02 October, 2015
Dussehra / Durga Pooja	Thursday, 22 October, 2015
Fresher's Welcome	Thursday, 24 October, 2015
Second Unit Test	Monday, 02-06 November, 2015
Diwali Holidays	Sunday, 08-19 November, 2015
Diwali	Wednesday, 11 November, 2015
First Term Test	Monday, 30 November to 04 December, 2015
Urban Community Posting	December, 2015
Quiz Competition	Monday, 07 December, 2015
Christmas Holidays	Thursday, 24 to 27 December, 2015
Christmas	Friday, 25 December, 2015
Rural Community Posting	January 2016
Makar Sankranti	Friday, 15 January, 2016
Republic Day	Tuesday, 26 January, 2016
Sports Day	Thursday, 28 January, 2016
Picnic	To be announced
Lamp Lighting	To be announced
Rangoli competition	Monday, 01 February, 2016
Commencement of clinical posting for 1st year	Monday, 08 February, 2016
Fourth year final exam	Monday, 15-17 February, 2016
Completion date for 4th year	Sunday, 28 February, 2016
Maha Shivratri	Monday, 07 March, 2016
Second term examination	Tuesday, 08-11 March, 2016
Composing songs on health care	Friday, 18 March, 2016
Holi	Thursday, 24 March, 2016
Good Friday	Friday, 25 March, 2016
Graduation	To be announced
Third Unit Test	Monday, 11-15 April, 2016
Ad mad show	Monday, 18 April, 2016
Fourth Unit Test	Monday, 9-13 May, 2016

ANNEXIURE 2

SWOT ANALYSIS

STRENGTHS:

1. One of the pioneer & renowned academic institutions with a strong brand image.
2. Affiliated to the central university NEHU: Which is ranked among top ten universities in India.
3. Centrally located campus with school, College and hospital
4. Superb educational facilities and infrastructure.
5. Team of well qualified and experienced faculty.
6. Regular student counselling and parent teacher meetings.
7. Good exposure to the corporate environment.
8. Discipline and formal dress code

WEAKNESSES:

1. Less emphasis on marketing of the institution.
2. Slow growth of the research activities
3. Lack of extension activities NSS/ NCC

OPPORTUNITIES:

1. Increase in the number of CBSE & IB schools in Surat.
2. Short term certification and soft skill training courses can be offered in the same premises.
3. The school which is operated by the same trust can be utilised to increase student enrolment.
4. Industry linkages are available.

THREATS:

1. Short term customized certification programmes offered by the other local institutions.
2. Increase in the intake of students by other institutions.
3. Decline in the demand for management courses in India.

Annexure –3

Best practices

1. Holistic Education

Holistic education is “a philosophy of education based on the premise that each person will find identity, meaning, and purpose in life through connections to the community, to the natural world, and to humanitarian values such as compassion and peace. Holistic education aims to call forth from people an intrinsic reverence for life and a passionate love of learning.” (Ron Miller)

Holistic education is concerned with the development of a person’s intellectual, emotional, social, physical, artistic, creative and spiritual potentials. METAS aims to create “whole” individuals who are well balanced in their outlook on life and their personal understanding of themselves in relation to the world.

The institution emphasizes self-knowing and honouring who you are, learning to set realistic and achievable goals, and in retrospect, regularly examining the path you have taken to achieve your goals. Holistic learning honours life experience, both achievements and road blocks, with a focus on both what went well and what didn’t go as planned.

Advantages of holistic education

- Emphasize learning by doing and provide hands-on projects and opportunities
- Help our students learn to develop problem-solving and critical-thinking skills
- Provide regular opportunities for group work and the development of social skills
- Facilitate understanding and action as the goals of learning as opposed to rote knowledge
- Emphasize collaboration and cooperation rather than competition
- Educate for social responsibility and democracy
- Integrate community service and service learning projects in the daily curriculum
- Create life-long learners
- Assess by evaluation of children’s projects, goals and learning experiences
- Help students to understand and respect their learning styles

2. Online attendance system

Why online attendance: Latest education system is not only limited to lecture delivery but in this era of increased accountability for statutes, districts, college the connection between students attendance and learning is being studied more than ever before, As a result professional institute as well as traditional academic institutions are very focus to increasing frequency to report attendance data in a standard manner to allow comparisons across institution.

The primary objective of online attendance is to maintain high quality attendance data to measure the accurate student attendance and correlate with student achievement. Research shows that attendance is an important factor in student achievement. Poor attendance has serious implications for later outcomes as well. Attendance is a key indicator significantly correlated with faculty as well as student's performance and concern with class positively. On line attendance process is an excellent way to manage very transparent and accurate attendance and generate report automatically whenever it required, through this process students as well as their parents also may aware about their status in the respective class & course. Apart from this it is Economically Feasible It is cost effective in the sense that has eliminated the paper work completely.

The system is also time effective because the calculations are automated which are made at the end of the month or as per the user requirement. The result obtained contains minimum errors and are highly accurate as the The technical requirement for the system is economic and it does not use any other additional Hardware and software. Behavioural Feasibility: The system working is quite easy to use and learn due to its simple but attractive interface data is required. Technical feasibility:

Advantages of online attendance

1. Reduce paperwork and save time and money with mobile and cloud-based attendance management system
2. Eliminate duplicate data entry and errors in time and attendance entries
3. Improve visibility to track and manage student attendance & absenteeism across multiple campuses
4. Real-time status tracking of leave requests
5. Automatic calculation of leave and reward points accrued
6. Easy attendance recording using RFID & Biometric based attendance system
7. Track the attendance of teachers and staff, assign work and manage allocation
8. Keep the parents informed about the student's performance via Email & SMS alerts
9. Auto-generate various types of reports of class or student attendance
10. Increased security and confidentiality with role-based permissions to users.