

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 2018- 2019

I. Details of the Institution

1.1 Name of the Institution

METAS ADVENTIST COLLEGE

1.2 Address Line 1

ATHWALINES

Address Line 2

CHOWPATI

City/Town

SURAT

State

GUJARAT

Pin Code

395001

Institution e-mail address

principalcollege@metasofsda.in

Contact Nos.

0261-7160209

Name of the Head of the Institution:

Dr. SRIKAKOLLI ELIAH

Tel. No. with STD Code:

0261-7160224

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 ___2014-15 submitted on 1/08/2015 (DD/MM/YYYY)
- ii. AQAR___2015-2016 submitted on 17/10/2017_ (DD/MM/YYYY)
- iii. AQAR_____2016-2017 submitted on 20/11/2017 (DD/MM/YYYY) ✓
- iv. AQAR_____2017-2018 submitted on 14/08/2018__ (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)

General Nursing

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	<input type="text"/>		
University with Potential for Excellence	<input type="text"/>	UGC-CPE	<input type="text"/>
DST Star Scheme	<input type="text"/>	UGC-CE	<input type="text"/>
UGC-Special Assistance Programme	<input type="text"/>	DST-FIST	<input type="text"/>
UGC-Innovative PG programmes	<input type="text"/>	Any other (<i>Specify</i>)	Minority C-274/2006
UGC-COP Programmes	<input type="text"/>		

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="4"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="4"/>
2.3 No. of students	<input type="text" value="4"/>
2.4 No. of Management representatives	<input type="text" value="1"/>
2.5 No. of Alumni	<input type="text" value="2"/>
2. 6 No. of any other stakeholder and community representatives	<input type="text" value="2"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="3"/>
2.8 No. of other External Experts	<input type="text" value="1"/>
2.9 Total No. of members	<input type="text" value="21"/>
2.10 No. of IQAC meetings held	<input type="text" value="3"/>

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

Faculty development through R
 Unravelling excel for statistical analysis

2.14 Significant Activities and contributions made by IQAC

Academic Planning and conduct of various co curricular and extracurricular activities was supervised. Developing creativity, social and environmental ethics among the students through exhibitions, group discussions, Industrial Visits and Project presentations (oral/ poster) in seminars and conferences. Motivating the faculty and students for their active participation in: Conferences, seminars
 Symposiums, Workshops, Webinars, Faculty Development Programmes, training, research and extension activities were held to enhance the quality of teaching and learning.
 Automation of library services was completed.
 Nourishment of eco-aesthetic concerns through the activities of Blood Donation, Awareness programs, Charity Visits, raising funds from students for social cause and Cleanliness drives were conducted.
 Student redressal, Prevention of sexual harassment and Anti-ragging committees are operational. Reduction in the rate of environmental degradation through maintenance of campus discipline. Organization of on/ off campus recruitment drives through placement cell

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	ATR
To implement personality development programs, value added certificate and to develop accounting skills	Digital Marketing, Marketing Communication, Resume Building, Facing Interview, Stress Management, Presentation Skills, Soft Skills Training, Tally Certificate Programme.	Certificate programme with practical and theory classes and valid certification was introduced to improve practical accounting skills ,digital marketing, stress building ,etc were conducted.
Infrastructure Development	Provision for Well-Spacious Faculty Room World-Class Toilets for Faculty & Students ICT Classrooms	The college improved facilities as it is an important predictor of teacher retention and student learning. The physical and emotional health of students and teachers depend on the quality of the physical location, which makes establishing safe, healthy buildings essential.
To promote research activities	Metas national conference was organized.	A national conference with the theme of “INNOVATION AND ENTREPRENEURSHIP IN COMMERCE AND MANAGEMENT” including commerce and management both was held to platform and promotes research related activities for the faculties.
Shift-wise Classes	The College has successfully implemented the shift system for the students.	The commerce and management department started conducting their classes in different shifts so as to help the students appearing for CA, CS and other professional courses.
To inculcate practical experience and promote	Metas mega fest and student of the year contest were held .	Student of the year contest includes IQ Test, Extempore, GD, Stress Interview and Physical round. All together it

overall growth of students		<p>evaluates the students from different perspectives.</p> <p>On the other hand Metas mega carnival included activities like food carnival, treasure hunt, Farewell and Ad mad show .</p>
To provide a platform to the researcher for the ease of publications	Metas E journal was launched	To help improve writing and research skills to the researchers, a peer reviewed e-journal was launched by Metas Adventist College.
To promote awareness on the social issues	Introduction of the street play event and unity day was celebrated in the college.	Students participated into street play event to bring awareness for social cause. Also they learnt to perform on a public platform.
Conducted FDP's	Faculty development program on "R Programming" was held	It motivated the faculty members to learn the new concepts under the programming languages and inculcate those for the benefits of the students.
To increase the impact and effectiveness of faculty development program in fostering the faculty's knowledge, skills, and professional competence	Three days faculty development program was conducted on the topic excelling the "excel"	The purpose of the three -Day Faculty Development Programme was to update the faculty with the use of MS Excel in solving the problems in business mathematics and such the program is of immediate relevance to those who are likely to use it in research writing.
To motivate and train faculties for clearing NET exam.	Different training classes were organized for the teaching faculty	The aim of these training classes was to motivate the teaching faculty to clear the NET exam. Experts were called to take these classes and to give some tricks to crack the exam.

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

After the approval of AQAR by the Internal Quality Assurance Cell and subsequently by the Academic Council of the College the Report was submitted to NAAC, Bengaluru and uploaded in the college website.

Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

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

Interdisciplinary				
Innovative				

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	3
Trimester	
Annual	1

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

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

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

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

All Academic Departments revise syllabi on regular basis after an interval of three years. As and when new UGC Regulation are notified in gazette, University immediately takes up it in Academic Council and Executive Council for its adoption and make necessary amendment in the relevant Ordinance and Regulation of the University.

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

NO

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	24	7	3	1	13

2.2 No. of permanent faculty with Ph.D.

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
	02	-	11	-	-	-	-	-	13	-

2.4 No. of Guest and Visiting faculty and Temporary faculty

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	0	21	0
Presented papers	0	21	0
Resource Persons	0	0	0

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

Following innovation were introduced during current academic year.

- Conducted debate sessions purely for students to understand their knowledge on core concepts of various subjects and organized remedial classes if necessary.
- Organized industrial visit in manufacturing sector to inculcate the practical knowledge on operational management, costing and management accounting and distribution and services departments
- Conducted a workshop on entrepreneurship and soft skill development for the students
- Conducted a seminar on financial planning
- Conducted an essay writing competition
- Conducted a work shop on sock simulation game
- Organized a competition on Business plan preparation
- Organized a session on Internet Safety for girl child
- Organized a session on startup procedure and obstacles
- Organized a competition on logo making
- Conducted project presentation competition

2.7 Total No. of actual teaching days

during this academic year

185

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

Semester System of Examination, CBCS

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

2

20

2.10 Average percentage of attendance of students

Above 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	36	-	31	5	-	-
B.COM	149	-	18	87	-	14
MBA	74	-	6	29		25
Nursing	Pending					

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

- IQAC Evaluated the faculty teaching techniques by frequent surprise visits during regular classes.
- Procured feedback from students orally and written taking necessary steps to improve the quality of teaching or teaching methodology.
- Conducted research classes on excel functionality to the faculty members for upgrading their knowledge and help faculty while doing the research.
- Conducted work shop on educating generation -Z by external consultant to upgrade the capacity of faculty to grab the student's attention and create stimuli for self motivation
- Conducted FDP on Data Analytics Using R
- Conducted classes for the NET aspirants
- Conduction classes on live production management models to enable students to understand business process.
- Teaching through live models and practical knowledge.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	NIL
UGC – Faculty Improvement Programme	NIL
HRD programmes	NIL
Orientation programmes	NIL
Faculty exchange programme	NIL
Staff training conducted by the university	NIL
Staff training conducted by other institutions	34
Summer / Winter schools, Workshops, etc.	(Z, R, Excel,) 34
Others	22

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	14	NIL	NIL	NIL
Technical Staff	04	NIL	NIL	NIL

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
24	7	3	1	13

2.2 No. of permanent faculty with Ph.D.

4

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
02	-	11	-	-	-	-	-	13	-

2.4 No. of Guest and Visiting faculty and Temporary faculty

2	3	13
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	0	21	0
Presented papers	0	21	0
Resource Persons	0	0	0

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

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- Organized industrial visit in manufacturing sector to inculcate the practical knowledge on operational management, costing and management accounting and distribution and services departments
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- Conducted an essay writing competition

- Conducted a work shop on sock simulation game
- Organized a competition on Business plan preparation
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- Organized a competition on logo making
- Conducted project presentation competition

2.7 Total No. of actual teaching days

during this academic year

185

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

2

restructuring/ revision/ syllabus development

as member of Board of Study/Faculty/Curriculum Development workshop

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 %
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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	0
Staff training conducted by the university	
Staff training conducted by other institutions	34
Summer / Winter schools, Workshops, etc.	Z, R, Excel, 34 number
Others	22

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	14	-	-	-
Technical Staff	04	-	-	-

Criterion – III

3. Research, Consultancy and Extension

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

Research in the institution is promoted by the IQAC and R&D cell. Institution is giving financial assistance for publishing papers in national and international Journal. National conference was been conducted on 17th March 2019. Various orientation, Faculty Development Program, Faculty Training Program were conducted for encouraging research and in depth knowledge of the same. The registration of online Metas Journal is ongoing. Training programs and classes were arranged for NET/JRF for faculties. Three faculties have completed their PhD with the help and support of the institution.

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		27	
Non-Peer Review Journals			
e-Journals			
Conference proceedings		1	

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	-			
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					

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
		2				

3.18 No. of faculty from the Institution

who are Ph. D. Guides

and students registered under them

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

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level

3.22 No. of students participated in NCC events:

National level International level

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

Various activities were organized by institution for supporting social responsibility. Activities like blood donation cam, week of ethics, swachh bharat, unity day, visit to charitable trust, forum for women empowerment, women self defence training session, pulse polio and filariasis.

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	7.7 acres	-	Self	7.7 acres
Class rooms	22	-	Self	22
Laboratories	6	-	Self	6
Seminar Halls	3	-	Self	3

No. of important equipments purchased (≥ 1-0 lakh) during the current year.	5	3	Self	8
Value of the equipment purchased during the year (Rs. in Lakhs)	--	525,625	Self	-
Others(< 1-0 lakhs)	38	60	Self	98

- 4
- Institute has introduced a mobile based application METASSTAFF for viewing attendance of staff and faculty by Escuela Pro+
 - Institute accounting department is having a Tally ERP 9.0 package.
 - SOLE software facility has been upgraded in library with latest version for the students of all the courses.
 - Institute has introduced swiping machine for cashless payment in college.
 - CCTV camera has been upgraded from DVR to NVR technology having better picture quality, speed & clarity.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	8687	47,85,942	27	25,742	8714	48,11,684
Reference Books	--	--	--	--	--	--
e-Books	--	--	119	--	119	--
Journals	22	--	02	--	24	--
e-Journals	01 (J gate)	--	--	--	01	--
Digital Database	10,375	67,419	--	--	10,375	69,000
CD & Video	35	--	08	--	43	--
Others (specify)Desk copies of text books for faculty	140	70,000	--	--	140	70,000

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Other's Library
Existing	124	55	124	-	-	40	19	11

Added	13	-	13	-	-	9	4	-
Total	137	55	137	-	-	49	23	11

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

- Organized three days' workshop on "Unravelling Excel For Statistical Analysis" for faculty and staff members. Workshop session was taken by experts from outside.
- Provide training to the students on Fundamentals of IT, Database Management System, Microsoft Office, Internet etc., which help them in future for their professional growth.
- Training was provided to the staff and faculty members for the use of newly introduced mobile based application METASSTAFF.

.6 Amount spent on maintenance in lakhs:

i) ICT	7,73,768
ii) Campus Infrastructure and facilities	51,42,273
iii) Equipments	1,65,624
iv) Others	7,46,989
Total:	68,28,654

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Orientation programme conducted for fresher's.
- Student handbook distributed to students detailing all the guidelines, rules, policies functioning about college activities and curriculum for the year.
- The facility of 'Student support service' is made aware to college students through letter, circular and suggestion box.

5.2 Efforts made by the institution for tracking the progression

- Progress of Academic and extracurricular activities are monitored on regular basis.
- Parents-Teachers Meeting is held to discuss and help in developing student's potential.
- Remedial classes for weak students are conducted.
- Students who have performed excellent in academic as well as inter college events are honoured in the wall of fame created in the campus.
- Students are motivated by nominating as student of the week.
- 'Student of the year' event is conducted.
- Reward and Recognition are given to best performing volunteers of various club.
- Class sponsors (faculty) are responsible to focus for student's holistic growth & development.
- Daily report on student's attendance is communicated to parents via SMS facility.

5.3 (a) Total Number of students -825

(b) No. of students outside the state

49

(c) No. of international students

-

	No	%		No	%
Men	490	49.60	Women	499	50.40

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
8	3	35	12	-	58	20	2	25	8	-	55

Demand ratio - 100 % Dropout % - 8 %

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

- College has tied up an MOU with 'TIMES ACADEMY', 'AISEEC' and 'ENDEAVOR' for training for competitive exams and providing career guidance.
- The focused above institutes conducted forums in college; two forums by 'TIMES ACADEMY' and one forum by 'ENDEAVOR' to realise students about the importance of competitive exams like CAT, GRE, CMAT and enrol for the same.
- International career development program on competitive exam GATE, GRE was conducted.

No. of student's beneficiaries

267

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

- Placement Cell in the college conducts forums & seminars for career guidance.
- Field trips are organised for students to provide practical knowledge.
- Seminars and forums are conducted by expert professionals from the industry background.
- Students are motivated to participate for student exchange programme and foreign internship thru ASIEC

No. of students benefitted

267

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
32	20	-	

5.8 Details of gender sensitization programmes

- Forums and seminars on women empowerment are conducted on regular basis.
- Women safety on use of social media was organized in collaboration with IVIPANAN
- Anti-Ragging Cell monitors the students and prevents ragging and harassment in the campus.
- College conducts seminars to train girl students on personal safety and security.

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	39	25,53,475
Financial support from government	119	5712000
Financial support from other sources	1	20000
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:

No.

6.1 State the Vision and Mission of the institution

Vision - To become a dynamic global institution and a centre of excellence.

Mission - To touch the lives and to transform the people by teaching, healing and by creating a better

6.2 Does the Institution has a management Information System

Yes, the Institution has a management Information System –

MSI has Integrated Library Management System –Soul Software.

All Systems are networked and linked.

Biometrics for Attendance Management system.

Daily Report Management System.

networked CCTV camera are installed in each class rooms and surrounding areas, to provide a secure arena.

The Recruitment system is through online process.

The college has integrated MIS system software 'ESCUELA' through which the students and

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

6.3.1 Curriculum Development

The subject teachers prepare detailed syllabus based on the University Syllabus. Accordingly, the lesson plan for the semester is made. The schedule includes case studies, guest lectures, seminars and class presentations. Latest industry practices and new concepts are also included in the courses.

There is creation and Standardization of the ICT based infrastructure in teaching-learning processes through ICT based smart class rooms. The various ways in which the teaching and learning environment is stimulated are guest lectures, seminars, workshops, industrial visits, case studies, assignments, projects, group discussions and debates. These activities enhance the knowledge of the students and give them insight of the practical world. 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. An FDP was conducted titled 'Educating Generation Z' which gave an insight of the ways in which the young generation can be educated in the dynamic environment.

6.3.3 Examination and Evaluation

The college follows the semester system. Internal assessment of the students is done on the basis of certain parameters like mid semester examinations, class test, assignments, project work, class participation. The internal examination results are communicated to the parents. Accordingly, the class sponsors and other subject teachers provide counselling sessions to the students and their parents.

6.3.4 Research and Development

The college has launched E- journal titled, 'Metas International Journal of Management and Health Sciences'. All the faculties contribute their research papers to this e- journal. Financial Support is provided to faculties for writing and publishing research papers in UGC approved Journals. On Duty (OD) leave is granted to faculties for attending conferences and seminars. The college has also subscribed towards E journals like 'J Gate' thereby stimulating the research environment. Seminars and FDPs have been organized for faculties to guide them for their research activities like 'Data Analytics using R' and 'Research using Excel'.

6.3.5 Library, ICT and physical infrastructure / instrumentation

The college campus is Wi-Fi enabled. Laptops are provided to faculties. There is separate, full-fledged and up-gradation of Human Resource Department. Bar coding, computerization and digitalization of library has been done through 'SOL' software-an automated system. ICT based administration and business office through 'Escuela' software has been implemented which automates the activities of examination, student registration, attendance system (for both staff and students). There is renovation and up-gradation of ICT enabled Faculty Rooms. There is increase in infrastructure facilities like smart class rooms, Wi-Fi-enabled faculty rooms, auditorium, laboratories, play grounds, equipments and machineries, number of books and journals in the library and number of computers in laboratories.

6.3.6 Human Resource Management

Development and training programmes are organized for skill enhancement and holistic development of teaching and non-teaching staff. Faculty picnic, staff retreats, staff socials as well as get-togethers are organized to rejuvenate the team.

6.3.7 Faculty and Staff recruitment

Advertisement requiring filling up vacant positions is given in leading newspapers. Interviews are conducted by the Selection Committee. In case of recruitment of faculties, the aspirant is required to give demonstration lectures in the classrooms.

6.3.8 Industry Interaction / Collaboration

Experts are invited from industry for guest lectures, workshops and seminars. Industrial visits are organised for students. MOUs with various industries have been initiated for internship and placement. 'Metas Incubation centre is in nascent stage to provide assistance and guidance to students for start-ups so as to inculcate and improve the spirit of entrepreneurship amongst them. This required continuous interaction with the industry to analyse the gaps and needs of the industry.

6.3.9 Admission of Students

The college has an 'Admission committee' comprising of various stakeholders like the management, admissions office, faculties and non-technical staff. Personal interviews, group discussions and entrance exams are conducted for UG programs. For PG program, admission is conducted by ACPC (Admission Committee for Professional Courses) of Gujarat through online process. For rejected applications of students, there is second round of counselling.

6.4 Welfare schemes for

Teaching	<ul style="list-style-type: none">➤ Media-claim Policy is given to employees, their parents and children.➤ Duty Leaves are given for faculty members for paper setting, external examiner, paper assessment, seminars and workshops.➤ Duty leaves are given to faculty members for attending orientation and refresher programmes.➤ Special leaves are given for M.Phil./Ph.D. aspirants.➤ Maternity Leaves are given for pregnant lady faculty members.➤ Financial Support for publishing research materials.➤ Advance Salary Facility➤ Provident Funds➤ Fee concession➤ Picnic for relief of stress➤ Water Facility
Non teaching	<p>Medi-claim Policy is given to employees, their parents and children.</p> <p>Advance Salary Facility</p>

	Fee concession Picnic for relief of stress Water Facility
Students	Fee concessions, work programmes for deserving students

6.5 Total corpus fund generated

-

6.6 Whether annual financial audit has been done Yes No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	yes	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 Does the University/ Autonomous College declares 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?

Centralized evaluation system is followed by NEHU. For university exams college does seating arrangement which is transmitted online, during exams college enters online attendance to university examination system, third year final results are declared early and even published on the website. NEHU has come up with an idea of an integrated software solutions for easy processing of examination system which efforts for improved reliability, transparency and more accuracy in examination system. Faculty verified internal evaluation allows the university not only to redress the grievance of students but also to ensure more careful valuation of the scripts by the teachers.

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

NONE

6.11 Activities and support from the Alumni Association

A committee has been formed for the coordination of alumni. College is conducting meeting with alumni at a regular interval of time. Few alumni extended their help to college for long term development of college. Necessary changes are made according to feedback received from alumni's and corporate personnel. They are helping college in placement services, sponsoring for different activities, planning and arranging workshops, programmes for life - skills development and communication.

Institution is not having any formal parent-teacher association but institution is conducting number of meetings with parents where they are giving suggestions for the improvement of ambiance of the college for students' performance in education and for more transparency in attendance, institution is providing the details of attendance record to the parents on daily basis.

The institution is conducting training program in their respective area of work. The institution is providing opportunities for perusing higher education for the development of 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.

An initiative by college team to make a plastic free environment in and around college campus.

Plants, trees and lawns are maintained regularly.

Use of energy efficient LED tube fittings to consume less power.

RO plants has been placed in every floor for drinking water.

Segregation of waste is divided into wet waste and dry waste- Plastic Free Zone

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.

<p>Infrastructure development: The college improved facilities as it is an important predictor of teacher retention and student learning. The physical and emotional health of students and teachers depend on the quality of the physical location, which makes establishing safe, healthy buildings essential.</p> <p>Shift Wise Classes: The College has successfully implemented the shift system for the students. The commerce and management department started conducting their classes in different shifts so as to help the students appearing for CA, CS and other professional courses.</p>

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	ATR
To implement personality development programs, value added certificate and to develop accounting skills	Digital Marketing, Marketing Communication, Resume Building, Facing Interview, Stress Management, Presentation Skills, Soft Skills Training, Tally Certificate Programme.	Certificate programme with practical and theory classes and valid certification was introduced to improve practical accounting skills ,digital marketing, stress building ,etc were conducted.
Infrastructure Development	Provision for Well-Spacious Faculty Room World-Class Toilets for Faculty & Students ICT Classrooms	The college improved facilities as it is an important predictor of teacher retention and student learning. The physical and emotional health of students and teachers depend on the quality of the physical location, which makes establishing safe, healthy buildings essential.
To promote research activities	Metas national conference was organized.	A national conference with the theme of “INNOVATION AND ENTREPRENEURSHIP IN COMMERCE AND MANAGEMENT” including

		commerce and management both was held to platform and promotes research related activities for the faculties.
Shift-wise Classes	The College has successfully implemented the shift system for the students.	The commerce and management department started conducting their classes in different shifts so as to help the students appearing for CA, CS and other professional courses.
To inculcate practical experience and promote overall growth of students	Metas mega fest and student of the year contest were held .	Student of the year contest includes IQ Test, Extempore, GD, Stress Interview and Physical round. All together it evaluates the students from different perspectives. On the other hand Metas mega carnival included activities like food carnival, treasure hunt, Farewell and Ad mad show .
To provide a platform to the researcher for the ease of publications	Metas E journal was launched	To help improve writing and research skills to the researchers, a peer reviewed e-journal was launched by Metas Adventist College.
To promote awareness on the social issues	Introduction of the street play event and unity day was celebrated in the college.	Students participated into street play event to bring awareness for social cause. Also they learnt to perform on a public platform.
Conducted FDP's	Faculty development program on "R Programming" was held	It motivated the faculty members to learn the new concepts under the programming languages and inculcate those for the benefits of the students.

<p>To increase the impact and effectiveness of faculty development program in fostering the faculty's knowledge, skills, and professional competence</p>	<p>Three days faculty development program was conducted on the topic excelling the "excel"</p>	<p>The purpose of the three -Day Faculty Development Programme was to update the faculty with the use of MS Excel in solving the problems in business mathematics and such the program is of immediate relevance to those who are likely to use it in research writing.</p>
<p>To motivate and train faculties for clearing NET exam.</p>	<p>Different training classes were organized for the teaching faculty</p>	<p>The aim of these training classes was to motivate the teaching faculty to clear the NET exam. Experts were called to take these classes and to give some tricks to crack the exam.</p>

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

- 1) The college has been encouraging the students' participation in Inter College Activities. As a result, the students were able to make a mark in different inter college activities.
- 2) To help improve writing and research skills to the researchers, a peer reviewed e-journal was launched by Metas Adventist College. Also a national conference was organized in the college.

7.4 Contribution to environmental awareness / protections

A cleanliness drive was organized to promote awareness about the maintenance of the clean premises and surrounding. Also to maintain the lush green environment a tree plantation programme was done in the campus.

7.5 Whether environmental audit was conducted?

Yes

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

SWOT ANALYSIS OF METAS ADVENTIST COLLEGE

STRENGTHS

1. Providing technical, theoretical and practical knowledge to students.
2. Religious activities and Chapel services are organized for Adventist staff and students on regular basis that helps in their spiritual enrichment and development.
3. Infrastructure facilities which includes smart classrooms, computer lab, conference room, auditorium facility, air conditioned staff rooms, clean washrooms, drinking facilities.
4. Well qualified faculties and other non academic staff.
5. English is used as a medium of instruction.
6. Variety of courses offered to students
7. Involvement of students in community programmes.
8. Development programmes organized for teachers on regular basis.
9. Employees are provided with perks like personal cabin, laptops etc
10. College has a chain of institutions spread across the country that helps to share knowledge about experiences, research work, and other resources within the organizations.
11. Hostel facility is also provided for the students who come from different states to pursue their higher studies and sports facilities are provided for them.

THREATS

1. Availability of online courses.
2. Increased requirement of credit.
3. Rising tuition costs for conducting classes.
4. Competition – other institutions that are present in the city.
5. Government policies – recent budget cuts and strict norms introduced by the government.

BBA/BCOM

I, III&V semester 2018-19

1	Registration	6– 8 June 2018, Wednesday – Friday	
2	Instructions begin	11 June, 2018, Monday	
3	Orientation	11 June, 2018	Monday
4	Ramzan Id	16 June, 2018	Saturday
5	International yoga Day	21 June, 2018	Thursday
6	Assignment	16 - 20 July, 2018	Monday to Friday
7	Box Cricket	22 July, 2018	Monday
8	Extempore/ Voice of survival	27 July, 2018	Friday
9	Best out of waste	10 August, 2018	Friday
10	Independence Day	15 August, 2018	Wednesday
11	Class test	13 -16 August, 2018	Monday- Thursday
12	Pateti	17 August, 2018	Friday
13	Blood Donation camp	19 August, 2018	Sunday
14	Project	20-24 August, 2018	Monday- Friday
15	Bakri Id	22 August, 2018	Wednesday
16	Rakshbandhan	26 August, 2018	Sunday
17	Fresher's Fiesta	30 August, 2018	Thursday
18	Janmastami	3September, 2018	Monday
19	Mid Semester Examination	4-6 September, 2018	Tuesday – Thursday
20	Stock Stimulation	11 September, 2018	Tuesday
21	Ganesh Chaturthi	13 September, 2018	Thursday
22	Week of ethics	17-20 September, 2018	Monday-Thursday
23	Moharram	21 September, 2018	Friday
24	Essay Writing	27September, 2018	Thursday
25	Gandhi Jayanti	2 October, 2018	Tuesday
26	University Semester Examination	1-30 October, 2018	Monday- Tuesday

MBA

I& III Semester 2018-19

1	Registration	To be announced	
2	Instructions begin	To be announced	
3	Orientation	To be announced	
4	Ramzan Id	16 June, 2018	Saturday
5	International yoga Day	21 June, 2018	Thursday
6	Assignment	16 July to 20 July, 2018	Monday to Friday
7	Box Cricket	22 July, 2018	Monday
8	Extempore/ Voice of survival	27 July, 2018	Friday
9	Best out of waste	10 August, 2018	Friday
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21	Ganesh Chaturthi	13 September, 2018	Thursday
22	Week of ethics	17-20 September, 2018	Monday-Thursday
23	Moharram	21 September, 2018	Friday
24	Essay Writing	27September, 2018	Thursday
25	Gandhi Jayanti	2 October, 2018	Tuesday
26	Dashehra	19 October, 2018	Friday
27	Diwali	7 November, 2018	Wednesday
28	Diwali Holidays (for students)	4 – 18 November, 2018	Sunday- Sunday
29	Semester Final Exams	26 Nov.-10 Dec.2018	Monday-Monday

GENERAL NURSING AND MIDWIFERY

ADMISSION TERMS AND CONDITIONS

1. Minimum education eligibility criteria for admission to GNM:

- 10+2 with English and must have obtained a minimum of 40% at the qualifying examination and English from any recognized board. Candidates are also eligible from State Open School recognized by State Government and National Institute of Open School (NIOS) recognized by Central Government. However Science is preferable.
- 10+2 with English having 40% of marks in vocational ANM course from the school recognized by Indian Nursing Council
- 10+2 with English having 40% of marks Vocational stream -Health care Science from a recognized CBSEboard/State/Centre
- Registered ANM

For Foreign Nationals

- The entry qualification equivalency i.e., 12th standard will be obtained by Association of Indian Universities, New Delhi. Institution, State Nursing Council will be responsible to ensure that the qualification and eligibility will be equivalent to what has been prescribed as above.

2. Reservation

a) For disabled candidates: 3% Disability reservation to be considered with a disability of locomotor to the tune of 40% to 50% of the lower extremity and other eligibility criteria with regards to age and qualification will be same as prescribed for each nursing programme.

Note: A committee is to be formed consisting of medical officer authorized by medical board of State Government and a nursing expert in the panel which may decide whether the candidates have the disability of locomotor of 40% to 50%.

b) 5% is relaxed for SC/ST candidates.

c) Any other quotas as per the State Govt.

Note: Reservation shall be applicable within the sanctioned number of the seats Sanctioned and not above it.

3. Admission of students shall be once in a year.

4. Students shall be medically fit.

5. Minimum age for admission will be 17 years. (as on 31st December of that year) The upper age limit is 35 yrs. For ANM/ for LHV, there is no age bar.