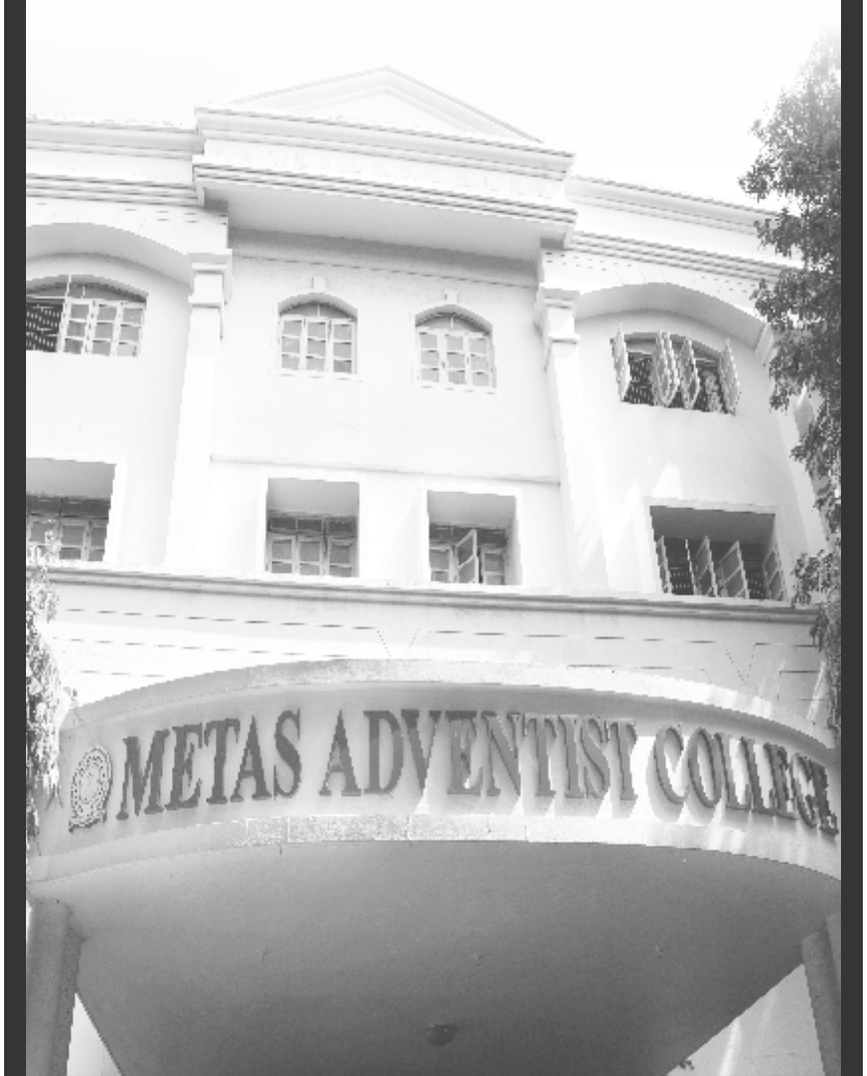
METAS ADVENTIST COLLEGE

Accrediated by NAAC
A Minority Institution; Approved by AICTE
Affiliated To a Central University, NEHU - North Eastern Hill University, Shillong (Approved by UGC)

P. O. Box 24, Athwalines, Surat - 395001.

STUDENT HAND BOOK

2022-23



ODE TO METAS

On Hallowed ground in Surat City

Like Beacon shining bright

The stately walls of old Metas

Rise glorious to the sight.

So here's to you dear Metas,

Our Alma Mater true

We pledge in love and harmony

Our loyalty to you.

What torches kindled at that flame

Have passed from hand to hand

What hearts cemented in that name

Bind land to stranger land.

O, ever as we strive to rise

On life's unresting stream

Dear Alma Mater, may our eyes

Be lifted to that gleam.

METAS Consists of

- Metas Adventist Hospital, Surat (Gujarat)
- Metas Adventist College , Surat (Gujarat)
- Metas Adventist School of Nursing, Surat (Gujarat)
- Metas Adventist School, Surat (Gujarat)
- Metas Adventist International School, Vyara (Gujarat)
- Metas Giffard Memorial Hospital, Nuzvid (Andhra Pradesh)
- Metas Adventist College of Nursing, Nuzvid (Andhra Pradesh)
- Metas Adventist School of Nursing, Nuzvid (Andhra Pradesh)
- Metas Adventist School, Nuzvid (Andhra Pradesh)
- Metas Adventist Hospital, Ranchi (Jharkhand)
- Metas Adventist College of Nursing, Ranchi (Jharkhand)
- Metas Adventist School of Nursing, Ranchi (Jharkhand)
- Metas Adventist School, Ranchi (Jharkhand)
- North East Adventist University, Khliehtyrshi (Meghalaya)
- Adventist Higher Secondary School, Khliehtyrshi (Meghalaya)

Postal Address :

Post Box 24,
Athwalines, Surat 395001.
Gujarat, India.

Telephones :

0261-7160215/7160217
Email : principalcollege@metasofsda.in
Website : suratcollege.metasofsda.in

PLEASE READ CAREFULLY

Student's Responsibility :

As a student of the Metas Adventist College, you are responsible for knowing all the codes and conduct you are required to follow. Each student is responsible for reviewing, understanding, and abiding by the College's regulations, procedures, requirements, and deadlines as prescribed in this handbook. It is the responsibility of the students to familiarise themselves with the academic policies, general policies and practices of the College.

Importance of Hand Book :

Although this bulletin is not a text book, you will refer to it often during your college career. It suggests the academic programme you have opted and the requirements that you must fulfil to graduate. It also tells you about the expected norms of conduct and behaviour in keeping with the image of our institution and humankind in general.

Handbook Disclaimer :

All statements herein are true and correct as of the time of publication. However, the handbook is not to be considered a binding contract between the Metas Adventist College and any student or any other institution. The college reserves the right to change its regulations or courses offered as required during the period of any student's attendance. At the time of printing this Handbook, the Metas Adventist College intends to give the courses listed herein, but reserves the right to eliminate or discontinue any of them or to add new courses.

Disclaimer of Liability :

The Metas Adventist College disclaims liability for any injuries, including death, damages, or loss, regardless of severity or cause, suffered by a student. This liability disclaimer applies to, but is not limited to, the following: - Any injuries, including death, damages, or loss, regardless of severity, sustained on property owned by or under the control of the College. This includes classrooms, residential units, structures, buildings, public areas and grounds, vehicles, etc.

Student's Liability Towards Loss or Damage :

Any damage done to the college property must be compensated by the student(s) concerned with the actual cost to be decided by the principal.

Acceptance & Acknowledgement :

Students accept the foregoing disclaimer and agree to be bound thereby upon admission, readmission, or continued enrollment with the Metas Adventist College. Any student enrolled to attending classes at the Metas Adventist College is bound to follow all of the College rules and regulations and is subject to the jurisdiction of the College with regard to the violations of such rules and regulations. The Metas Adventist College will not be responsible for student's ignorance about the rules and regulations made available in this Hand Book.

The ignorance of rules is of no excuse. Students are expected to read this Bulletin thoroughly, carefully and acquaint themselves with all the rules and regulations of the Institution.

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My desire is to see
every student becoming a
Change Agent and
a Progenitor of
Communal Harmony,
engaging in
Nation-Building and
Man-Making.

WHAT ADVENTIST COLLEGE STANDS FOR

MISSION STATEMENT

TO TOUCH THE LIVES AND TO TRANSFORM PEOPLE BY TEACHING, BY HEALING AND BY CREATING A BETTER COMMUNITY FOR MAN AND GOD.

VISION STATEMENT

TO BECOME A DYNAMIC GLOBAL INSTITUTION AND A CENTRE OF EXCELLENCE.

CORE VALUES

- COMPASSIONATE IN ALL DEALINGS.
- LOYAL TO ORGANIZATIONAL GOALS.
- HARD WORK WITH PASSION AND PRODUCTIVITY.
- CONTINUOUS SELF-RENEWAL.
- HONESTY AND INTEGRITY IN ALL ASPECTS.

GOALS

1. To prepare students for superior academic scholarship.
2. To instill the values and doctrines of moral standards among students.
3. To prepare students to be successors of traditional and modern business firms as well as educational and medical ministries.
4. To make students responsible thinkers.
5. To provide a clear vision and power to become creative and responsible citizens.
6. To prepare students for intellectual, civic and moral life of the country.
7. To prepare students to serve God and man.
8. To offer ethical values through instructions and to tell them who we are, why we are here and where we are going.

Metas Adventist College Guiding Principles

- We believe that all students have the potential to learn and to succeed.
- We believe that learning is a three-way commitment between the student, parent and the College; but the ultimate responsibility for the student's success rests on the student himself.
- We believe that all the students, parents, alumni, faculty, staff, and educational facilitators should be treated with dignity, respect and honesty.
- We believe and embrace education as a total living & learning experience.
- We believe in providing professional studies, training, and continuing education programmes which contribute to the development of a quality and trained workforce.
- We believe that physical environment is central to the learning environment.
- We believe that strategic partnerships and collaborative relationships are the driving force to achieve mutual success.

BOARD OF MANAGEMENT

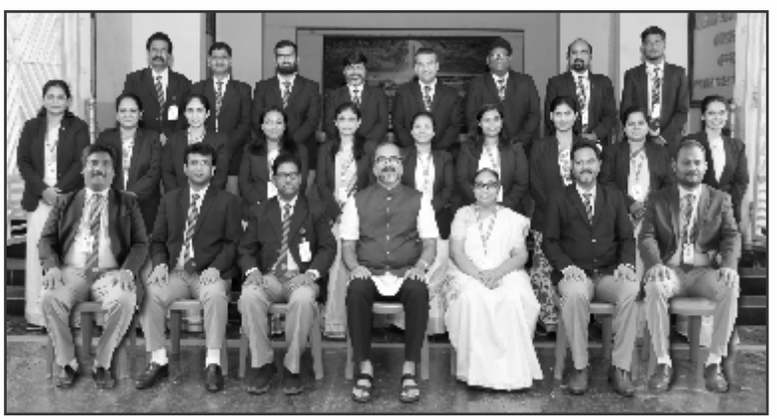
• **Ezras Lakra**	Chairman (President, SUD)
• **Srikakolli Eliah**	Director (President & CEO)
• **Ch John Victor**	Director (Secretary, SUD)
• **Richard**	Director (CFO, SUD)
• **Agnew H. Jacob**	Director (VPFA, METAS)
• **Sam Narumanan**	Director (Legal Services, SUD)
• **Edison Samraj**	Member (Education Director)
• **Ujwal Kandane**	Member (President, WIU)
• **Johnson Jacob**	Member (President, ECIU)
• **Tawkthanga C**	Member (President, NEIU)
• **Benoy Daniel Tirkey**	Member (President, NIU)
• **Peter Halemane**	Member (President, SCIU)
• **Daniel Devadhas**	Member (President, SEIU)
• **P A Varghese**	Member (President, SWIU)
• **Sanjeevan Arsud**	Member (Vice Chancellor, SAU)
• **Sajjan Rao M**	Member (President, Gujarat Conference
• **Paul Baggien**	Member (VC, NEAU)
• **Anil Kumar**	Member (Exec. VPHA)
• **Mohan Rao N**	Member (Exec. VPAA)
• **Sam Moses**	Member (Executive Vice President)
• **Cornelius Murmu**	Member (Executive Vice President)
• **Manoj Kumar**	Member (Director, Legal & Corporate)
• **Krupal Singh**	Principal, Adams School

PRESIDENT'S COUNCIL

President & Principal	: **PROF. ELIAH SRIKAKOLLI** MA (Eco), B.Ed., MBA (HRM), M.Phil (Management), Ph.D.
Executive Vice President Finance	: **MR. AGNEW H. JACOB** M.Com
Executive Vice President Academic Affairs/ HOD, Commerce	: **DR. N. MOHAN RAO** M.Com., MBA (USA), M.Phil, Ph.D
Executive Vice President/ HOD Management	: **DR. ANIL KUMAR CH.** M.A., MBA (USA), M.Phil, FAGE, Ph.D.
Vice President, AA, Metas Schools	: **MS. JAYA ELIAH** M.A., M.A., M.Ed., M.Phil.
Director - Corporate, Legal & HR	: **MR. MANOJ KUMAR P.** M.A., LL.B

COLLEGE ADMINISTRATIVE STRUCTURE

Dr. Srikakolli Eliah	: President & Principal
Mr. Agnew H. Jacob	: Exe. V P, Financial Affairs
Dr. Anil Kumar Ch.	: Exe. VPHA, Head of the Department, Mgmt.
Dr. N. Mohan Rao	: Exe. VPAA, Head of the Department, Commerce
Mr. Manoj Kumar P.	: Director - Corporate, Legal & HR
Mrs. Ananda Nimmy	: Principal/Head of the Department, School of Nursing
Mr. Subhakar Prasad N.	: Asso. Vice-President, Student Affairs
Mr. Shyam Prasad	: Asso. Vice-President, Academic Affairs
Mr. John Daniel	: Asso. Vice-President, P.R.O.
Mr. Khirod Dalpati	: Asso. Vice-President, Placements
Mr. Kishore Kalapala	: Registrar
Mrs. Namrata Dave	: Librarian
Mrs. Shyamala Naveen	: Women's Warden
Mr. V. S. Wungmakhok	: Men's Warden
Mr. Lynnel C. Kisku	: Manager, Human Resource Dept.
Mrs. Jhancy Kalapala	: Medical Emergency



ADVENTIST EDUCATION - AN OVERVIEW

The Seventh Day Adventist Organization is a world wide organisation having its head office at ***12501, Old Columbia Pike, Silver Spring, Maryland 20904, in the United States of America***. The top administrative body is called the General Conference of Seventh-day Adventists. For the sake of administration, it is divided into Divisions, Unions and Local Conferences or Mission Fields. The Sub-continent of India falls under the Southern Asia Division of Seventh-day Adventists and its Headquarters is situated at ***Jeevan Jyothi P.O. Box 2, H.C.F. HOSUR 635110, Tamilnadu, India***. The Board of Trustees of the Seventh-day Adventist Trust of Southern Asia Division, at Hosur, manages the Metas Adventist College at Surat.

In addition to pure academics, this organisation also operates nursing schools, technical institutions to fulfill the Metas goals. The Metas Adventist College, Surat is one of the participating educational institutions of the world system.

In India we have 2 University, 8 colleges and 538 schools.

FACILITIES ON THE CAMPUS

1. Abundantly equipped and well-maintained college buildings.
2. Superb educational infrastructure.
3. Well-furnished administrative blocks.
4. Fully air - conditioned conference hall.
5. Well equipped classrooms with LCD Projector.
6. Air conditioned MBA Classrooms.
7. Clean and hygienic gents and ladies rest rooms.
8. Well equipped and spacious student canteen.
9. Well-stocked Laboratories with all the facilities for practical training.
10. Spacious and comfortable College Library with a wide variety of books, magazines, journals, reference books, periodicals and other relevant reading material.
11. A fully air-conditioned College Computer Laboratory with the latest hardware, software, and state-of-the-art technology.
12. Separate Hostels for Girls and Boys.
13. Spacious auditorium.
14. Parking lot for students' vehicles (Two Wheeler).
15. Hygienic Vegetarian Cafeteria.
16. Fully air-conditioned audio-visual centre.
17. 300-bed NABH Accredited multi-speciality hospital for clinical practices in the campus.
18. Eight Guest Houses.
19. Furnished residential quarters for staff accommodation
20. Well equipped Fitness Centre.
21. Fully Air conditioned Faculty Rooms.

KEY TO SUCCESS

Set Goals

Most of the students enter the Metas Adventist College with a goal in mind to graduate and become successful in their career or graduate study. To begin with, set a few realistic goals for yourself; first consider what you want to gain from your college experience. These goals should range from short term to long-term, and should be based upon what matters most to you.

Use Campus Resources

The Metas Adventist College students have the access to many resources to help them succeed. This includes a very expansive library, sporting facilities, fitness room and extra-curricular activities etc. During your studies, make sure you take time to use these resources. The individual departments offer study tours, industrial visits, special get-togethers, and lectures. Visit your Academic Dean at least once a month to ensure you are on the right track with graduation requirements.

Use Technology Wisely

As a Metas Adventist College student, it is important that you learn to use all the technological resources available at our campus. Every college student, faculty and staff member is asked to use all campus resources judiciously and in compliance with the college rules and regulations. Please remember that ***cell phones are banned inside the classrooms.***

Prepare for Your Classes

Success in a course does not come merely with attending lectures and reading the assigned textbooks/chapters. You must learn to

KEY TO SUCCESS

note important ideas from the reference books, lectures, and class discussions. To be successful you should review those ideas with other students and your professors.

Plan and Prioritize

The most successful Metas Adventist College students are those who are able to balance between their classes, assignments, and activities, and manage their time effectively. To better manage your time, identify a time-management system that is best for you and then use that system to plan your class assignments, activities, and tasks that need to be accomplished.

Get Involved in Campus Activities

The Metas Adventist College students have the access to a diverse range of clubs, organizations, and campus activities. There is literally something for everyone. So please participate.

Don't Procrastinate

Procrastination can be a downfall for students and faculty members alike. With the increase in academic work, students may become overwhelmed. It becomes very easy to find excuses to put off the work you know you can accomplish. Make the most of your time.

Interact with Faculty

The faculty members are some of the greatest resources available to you at Metas Adventist College. Developing relationships with the faculty can help you realize your own academic pursuits and goals. Even if you aren't having difficulty in classes, consulting with the faculty can help you understand better.

ACADEMIC CALENDAR 2022-2023

NEHU - MBA

(Aproved by AICTE F. No. 37/3/AICTE/2011)

I & III SEMESTER - 2022-23

Registration	28th -29th July, 2022	Thur-Fri
Instruction Begins	3rd August, 2022	Wednesday
Event- Poster /Collage Making Competition	8th Aug, 2022	Monday
Muharram	9th Aug, 2022	Tuesday
Raksha Bandhan	11th Aug, 2022	Thursday
Event- Content Writing Competition	12th Aug, 2022	Friday
Event- Blood Donation	14th Aug, 2022	Sunday
Independence Day	15th Aug, 2022	Monday
Parsi New Year –Pateti	16th Aug, 2022	Tuesday
Janmastami	19th Aug, 2022	Friday
Event- Stock Simulation	22nd Aug, 2022	Monday
ASSIGNMENTS	22nd – 26th Aug, 22	Mon-Fri
Event- Best Manager	25th Aug, 2022	Thursday
Event- Nature Club	28th Aug,2022	Sunday
Event- Charity Drive	30th Aug, 2022	Tuesday
Ganesh Chaturti	31st Aug, 2022	Wednesday
Event- Fresher's Fiesta	To be announced	
Event – Green Planet 'Tree Plantation'	4th Sep, 2022	Sunday
Event- Box Cricket	11th Sep, 2022	Sunday
Event- A Session on Current Trends	13th Sep, 2022	Tuesday
PROJECTS	12th – 16th Sep,22	Mon-Fri
Event- Basket Ball	25th Sep, 2022	Sunday
Event- 'Campus to Corporate'	27th Sep, 2022	Tuesday
MID SEMESTER EXAMS	29thSep- 14th Oct, 22	Mon-Thus
Gandhi Jayanti	2nd Oct, 2022	Sunday
Event- Session on Women Empowerment	3rd Oct, 2022	Monday
Dussera	5th Oct, 2022	Wednesday
Eid- E – Milad	9th Oct, 2022	Sunday
Event- Know your budget	10th -14th Oct, 22	Mon-Fri
Event- Football	16th Oct, 2022	Sunday
Diwali Holidays	20th Oct -2nd Nov, 22	Thus-Wed
University Exams	To be announced	

1. The information given on this page is for the academic year 2022-2023.
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4. Management reserves the right to change or make amendments in the above schedule.

PRINCIPAL

ACADEMIC CALENDAR 2022-2023

NEHU - MBA
II & IV SEMESTER - 2022-23

Registration	22nd - 23rd December, 2022	Thu-Fri
Winter Break	23rd December – 01st January, 2023	Fri-Sun
Instruction Begins	02nd January, 2023	Mon
MPL	08th - 9th January, 2023	Sun-Mon
Power Point Presentation	17th January, 2023	Tue
Field Trip/CLASS PICNIC	19th January, 2023	Thu
Republic Day	26th January, 2023	Thu
Annual Sports Day	29th January, 2023	Sun
Assignment	30th January - 03rd February, 2023	Mon-Fri
Student Of The Year (1st round)	02nd February, 2023	Thu
World Cancer Day	03rd February, 2023	Fri
Class Test	06th - 10th February, 2023	Mon-Fri
Business on Campus (B-Plan)	08th February, 2023	Wed
A Session on Interview skills	16th February, 2023	Thu
Student of The Year (Final round)	26th February, 2023	Sun
Badminton	05th March, 2023	Sun
International Women Day	07th March, 2023	Tue
Holi/Dhuleti	08th March, 2023	Wed
Mid Semester/Mid Term Test	09th - 23rd March, 2023	Thu-Thu
A Session on Overview of Business Analytics	15th March, 2023	Wed
Charity Trust Visit	21st March, 2023	Tue
Cheti Chand/ Gudi Padwa	22nd March, 2023	Wed
Ramnavami	30th March, 2023	Thu
Activity- A Session on Family business & Entrepreneurship	03rd April, 2023	Mon
Mahavir Jayanti	04th April, 2023	Tue
Good Friday	07th April, 2023	Fri
Project	10th -13th April, 2023	Mon-Thu
Ad-Mad Show	13th , April, 2023	Thu
Ambedkar Jayanti	14th April, 2023	Fri
Eid-Ul-Fitr	21st April, 2023	Fri
Lecture on Constitution of India	25th April, 2023	Tue
Summer Project (II Semester ONLY)	1st-30th May, 2023	Mon-Tue
Career Advancement Session	02nd May, 2023	Tue
Viva-Voce of Thesis (IV Semester ONLY)	To be announced	
University Semester Examination	Tentatively June, 2023	

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PRINCIPAL

ACADEMIC CALENDAR 2022-2023

BBA/B.COM
I, III & V SEMESTER - 2022-23

Registration – III & V	4th -8th July , 2022	Mon-Fri
Instruction Begins III & V	11th July, 2022	Monday
Orientation	To be announced	
Event- World Youth Skill Day	15th July, 2022	Friday
Event- Week of Ethics	18th – 22nd July, 2022	Mon-Fri
ASSIGNMENTS	18th – 22nd July, 2022	Mon-Fri
Event- Best of Waste	25th July, 2022	Mon
Event- Extempore/Elocution /Voice of Survival	28th July, 2022	Thursday
Class Tests	3rd -5th Aug, 2022	Wed-Fri
Event- Poster /Collage Making Competition	8th Aug, 2022	Monday
Muharram	9th Aug, 2022	Tuesday
Raksha Bandhan	11th Aug, 2022	Thursday
Event- Content Writing Competition	12th Aug, 2022	Friday
Event- Blood Donation	14th Aug, 2022	Sunday
Independence Day	15th Aug, 2022	Monday
Parsi New Year –Pateti	16th Aug, 2022	Tuesday
Janmashtami	19th Aug, 2022	Friday
Event- Stock Stimulation	22nd Aug, 2022	Monday
Event- Best Manager	25th Aug, 2022	Thursday
Event- Nature Club	28th Aug,2022	Sunday
Event- Charity Drive	30th Aug, 2022	Tuesday
Ganesh Chaturti	31st Aug, 2022	Wednesday
Event- Fresher's Fiesta	To be announced	
Event – Green Planet: 'Tree Plantation'	4th Sep, 2022	Sunday
PROJECTS	5th -7th Sep,2022	Mon-Wed
Event- Box Cricket	11th Sep, 2022	Sunday
Event- A Session on Current Trends	13th Sep, 2022	Tuesday
Event- Basket Ball	25th Sep, 2022	Sunday
Event- 'Campus to Corporate'	27th Sep, 2022	Tuesday
Gandhi Jayanti	2nd Oct, 2022	Sunday
Event- Session on Women Empowerment	3rd Oct, 2022	Monday
Dussera	5th Oct, 2022	Wednesday
Eid- E – Milad	9th Oct , 2022	Sunday
MID SEMESTER EXAMS	10th -12th Oct, 2022	Mon-Wed
Event- Know your budget	10th -14th Oct, 2022	Mon-Fri
Event- Football	16th Oct, 2022	Sunday
Diwali Holidays (Only For Students)	20th Oct -2nd Nov 2022	Thus-Wed
UNIVERSITY EXAMINATIONS	18th Nov-15th Dec,2022	Fri-Thur

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PRINCIPAL

ACADEMIC CALENDAR 2022-2023

BBA/B.COM II, IV, VI SEMESTER -2022-23

Registration	12th -14th December, 2022	
Instruction Begins	15th December, 2022	Thu
A session on digital accounting	20th December, 2022	Tue
Winter Project	23rd December 2022 –	
(ONLY FOR TY STUDENTS)	22nd January 2023	
Winter Break	23rd December – 1st January 2023	Fri-Sun
MPL	8th -9th January, 2023	Sun-Mon
Power Point Presentation	17th January, 2023	Tue
Field Trip/CLASS PICNIC	19th January, 2023	Thu
Republic Day	26th January, 2023	Thu
Annual Sports Day	29th January, 2023	Sun
Assignment	30th January - 3rd February 2023	Mon-Fri
Student of the Year (1st round)	2nd February 2023	Thu
World Cancer Day	3rd February 2023	Fri
Business on Campus (B-Plan)	8th February 2023	Wed
Classtest – I	6th -10th February 2023	Mon-Fri
A Session On Interview Skills	16th February 2023	Thu
Student of the year(Final round)	26th February 2023	Sun
Badminton	05th March 2023	Sun
International Women Day	07th March 2023	Tue
Holi/Dhuleti	08th March 2023	Wed
Project Work	13th -17th March, 2023	Mon - Fri
A Session On Overview Of Business Analytics	15th March 2023	Wed
A Visit to Charitable Trust	21st March 2023	Tue
Cheti Chand/ Gudi Padwa	22nd March 2023	Wed
Mid Semester Examination	27th -29th March 2023	Mon-Wed
Ramnavami	30th March 2023	Thu
A Session on Family business & Entrepreneurship	03rd April 2023	Mon
Mahavir Jayanti	04th April 2023	Tue
Good Friday	07th April 2023	Fri
Ad-Mad Show	13th , April 2023	Thu
Ambedkar Jayanti	14th April 2023	Fri
Class Test – II	17th -20th April 2023	Mon
Eid-Ul-Fitr	21st April 2023, Friday	
Lecture on Constitution of India	25th April 2023, Tuesday	
Career Advancement Session	02nd May 2023, Tuesday	
University Semester Examination	22nd May - 15th June, 2023	Mon- Thu

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PRINCIPAL

EUPHORIA

ACADEMIC CALENDAR 2022-2023

SCHOOL OF NURSING
Affiliated to GNC & INC

Bakri Eid	July 10, 2022	Sun
Term Examination For FY, SY & TY GNM	July 11-15, 2022	
World Hepatitis Day	July 28, 2022	Thur
ORS Day	July 29, 2022	Fri
Freshers' Welcome	July 31, 2022	Sun
World Breast Feeding Week	August 1-7, 2022	
Rakshabandhan	August 11, 2022	Thur
Independence Day	August 15, 2022	Mon
Janmashtami	August 19, 2022	Fri
Ganesh Chaturthi	August 31, 2022	Wed
National Nutrition Week	September 1-7, 2022	
World First Aid Day	September 08, 2022	Thur
GNC Final Examination For SY & TY GNM	September 12-15, 2022	
Second Term Examination For FY GNM		
(Batch of 2021-2022)	September19-23, 2022	Mon-Fri
World Alzheimer's Day	September 21, 2022	Wed
Nursing Annual Sports for 2021-2022	September 25, 2022	Sun
Farewell Party for TY GNM	September 26, 2022	Mon
World Heart Day	September 29, 2022	Thur
Gandhi Jayanti	October 2, 2022	Sun
Commencement of Classes for FY GNM		
(Batch of 2022-2023) and for TY GNM	October 3, 2022	Mon
Dussehra	October 5, 2022	Wed
Ed-E-Milad	October 09, 2022	Sun
World Mental Health Day	October 10, 2022	Mon
International Day For Girl Child	October 11, 2022	Tue
World Arthritis Day	October 12, 2022	Wed
World Hand Washing Day	October 15, 2022	Sat
World Trauma Day	October 17, 2022	Mon
Poster Competition	October 23, 2022	Sun
Diwali Holidays	Oct 20 - Nov 02, 2022	
World Diabetes Day	November 14, 2022	Mon

ACADEMIC CALENDAR 2022-2023

Second Term Examination for FY GNM	November 21-25, 2022	Mon-Fri
(Batch of 2021-2022)		
World AIDS Day	December 01, 2022	Thur
Best Out Of Waste Competition	December 04, 2022	Sun
Visit To Old Age & Leprosy Missionary Home	December 08, 2022	Thur
First Term Examination for FY GNM		
(Batch of 2022-2023) and for TY GNM	December 12-16, 2022	Mon-Fri
Christmas	December 25, 2022	Sun
New Year	January 1, 2023	Sun
Makar Sankratri	January 14, 2023	Sat
Fruit Decoration	January 22, 2023	Sun
Republic Day	January 26, 2023	Thur
Nursing Annual Sports	February 05, 2023	Sun
Model Examination For FY GNM	February 06-10, 2023	Mon–Fri
(Batch of 2021-2022)		
Maha Shivaratri	February 18, 2023	Sat
Holi	March 7, 2023	Tue
Second Term Examination For FY GNM		
(Batch of 2022-2023) and For TY GNM	March 13-17, 2023	Mon-Fri
GNC Final Examination For FY GNM	Dates to be announced	
(Batch of 2021-2022)		
Ram Navami	March 30, 2023	Thur
Good Friday	April 07, 2023	Fri
Nutritional Exhibition	April 16, 2023	Sun
Summer Vacation	May 17-30, 2023	
Bakri Eid	June 30, 2023	Fri
Term Examination	July 10-14, 2023	
World Hepatitis Day	July 28, 2023	Thur
ORS Day	July 29, 2023	Fri

1. The information given on this page is for the academic year 2022-2023.
2. Dates are subject to change.
3. New dates will be announced and displayed on the bulletin board.
4. Management reserves the right to change or make amendments in the above schedule.

PRINCIPAL

METAS EVENT CLUB CALANEDER 2022-2023

MANAGEMENT CLUB

S.No.	Name of Event	Date	In charges
1	National / International Webinars / Conference / FDP	To be announced	
2	NAAC / AICTE		Dr. Mohan
3	Forums	To be announced	Mr. Khirod
4	Field Trips / Industrial Trips	To be announced	Mr. Subhakar
5	Picnics	19th, January, 2023	Dr. Priya
6	Student of the Year	To be announced	Mrs. Ranjita
7	All Events	To be announced	

WARRIOR CLUB

S.No.	Name of Event	Date	In charges
1	Box Cricket	11th September, 2022	Ms. Tusti
2	Basket Ball	25th September, 2022	Ms. Miti
3	Football	16th October, 2022	Ms. Unnati
4	MPL	8th & 9th January, 2023	Mr. Dipanshu
5	Annual Sports Day	29th January, 2023	Mr. Sudhir
6	Badminton/Volleyball	5th March, 2023	

SPECTRUM CLUB

S.No.	Name of Event	Date	In charges
1	Best of Waste	25th July, 2022	Ms. Surabhi
2	Poster/Collage Making Competition	8th August, 2022	Ms. Rajul
3	Fresher's Fiesta	To be announced	Ms. Vishwa
4	Student of the Year Round 1 Student of the Year Final Round	2nd February, 2023 26th February, 2023	Ms. Tanvi Mr. Dipanshu
5	Lecture on the Constitution of India	25th April, 2023	Mr. Sudhir

MINDSKRAFT CLUB

S.No.	Name of Event	Date	In charges
1	World Youth Skill Day	15th July, 2022	Ms. Rajul
2	Extempore / Elocution / Voice of Survival	28th July, 2022	Ms. Tushti Ms. Vishwa
3	Content Writing Competition	12th August, 2022	Ms. Unnati
4	Campus to Corporate	27th September, 2022	Ms. Vinita
5	Powerpoint Presentation Competition	17th January, 2023	
6	A Session on Interview Skills	16th February, 2023	
7	A Session on Overview of Business Analytics	15th March, 2023	
8	A Session of Career Development	2nd May, 2023	

VIVACITY CLUB

S.No.	Name of Event	Date	In charges
1	Week of Ethics	18th-22nd July, 2022	Ms. Miti
2	Blood Donation Camp	14th August, 2022	Ms. Surabh
3	Nature Club	28th August, 2022	Ms. Tanvi
4	Charity Drive	30th August, 2022	Ms. Tushti
5	Green Planet - Tree Plantation	4th September, 2022	Ms. Vinita
6	Session on Women Empowerment	3rd October, 2022	
7	World Cancer Day	3rd February, 2023	
8	Women's Day Celebrations	7th March, 2023	
9	A Visit to Charitable Trust	21st March, 2023	

EUREKA CLUB

S.No.	Name of Event	Date	In charges
1	Stock Stimulation	22nd August, 2022	Dr. Priya (FM)
2	Best manager	25th August, 2022	Ms. Ranjita (MM)
3	A Session on Current Trends	13th September, 2022	Mr. Dipanshu(FM)
4	Know your Budget	10th - 14th October, 2022	Ms. Surabhi (HR)
5	A Session on Digital Accounting	20th December, 2022	Ms. Tusti (MM)
6	Business on Campus Day (B-Plan Competition)	8th February, 2023	Mr. Sudhir (HR)
7	A Session on Family Business & Entrepreneurship	3rd April, 2023	
8	AD-MAD Show	13th April, 2023	

NEHU- North-Eastern Hill University, Shillong

(A University with Potential for Excellence)

NAAC Accreditated

- North Eastern Hill University was setup by an Act of Parliament and notified on 19th July, 1973.
- It is situated at a picturesque, gently undulating and thickly wooded land measuring 1225 acres.
- The NEHU has established itself as an institution of higher learning and research of par excellence.
- It has attracted people of proven academic excellence from almost all parts of the country to serve on its faculty.
- The NEHU has 28 academic departments and 5 centres of studies under 7 schools.
- The NEHU was chosen for the prestigious Rajiv Gandhi Chair.
- Several members of the faculty have been honoured with the highest academic awards in the country.
- Many of the NEHU faculties are involved in collaborative research projects with universities in Europe and Asia.
- At present, there are 57 undergraduate colleges affiliated to the university including 8 professional colleges.
- Library has close to 2, 40,000 books & 38,000 periodicals.
- It is listed as the nine best universities of the country.
- NEHU has been accorded a 4 star status by the National Assesment & Accreditation Council (NAAC) of India.

GENERAL RULES & REGULATIONS OF THE COLLEGE

GENERAL POLICIES OF THE COLLEGE

A Word About the College :

The College is operated by a Trust called METAS which stands for Medical Education Trust Association, Surat of Seventh-day Adventists. It is a Minority Institution, recognized by the National Commission for Minority Educational Institutions of the Government of India under, Article 30 of the Constitution of India. Special scholarships are available for students of minority community from the Government of India.

Organization and Development :

The organizational structure has the flexibility to change, to accommodate and to support the programme goals. The programme development, assessment and revision are the part of a continual process that includes the students, faculty and other members of the Adventist family. Innovation is encouraged and supported.

Intolerance :

The Adventist College is committed to catering an educational environment which is free from intolerance and directed towards individuals or groups who strive to create and maintain an environment that fosters respect for others. As an educational institution, the College has a mandate to address problems of a society deeply ingrained with bias and prejudice. Toward that end, the College provides educational programmes and activities to create an environment in which diversity and understanding of other cultures are valued. Actions motivated by intolerance violate the principles upon which Adventist society is built and serve to destroy the fabric of the society we share.

Shared Responsibility for Student's Success :

All persons in the Metas Adventist College community contribute to the success of the program by working together as a team, by participating in the educational process and by assuming responsibility for results.

Members of the college fraternity are unified and have a sense of ownership and pride in their institution. The management understands that all students are unique in their background, abilities, interests, goals and educational needs. They thrive on encouragement, individual attention and a variety of learning experiences.

Admissions :

The admission is subject to the fulfillment of eligibility criteria.

The applicants for admission must show good moral character and must comply with the aims and philosophy of the Metas Adventist College.

Admission to the college is a PRIVILEGE AND NOT A RIGHT. The Principal reserves the right to refuse any application without assigning any reason for the decision. The admission to the college is restricted by its management on conditions of intellectual ability, percentage of marks and conduct, etc.

Dress Code :

A student's style of dress and/or grooming may reflect individual preference; however, such preferences must be selected within the constraints of reasonable rules and appropriate standards that are consistent with the maintenance of an effective learning atmosphere and good personal hygiene. The Management expects each student's attire and grooming to promote a positive, safe, dignified and healthy environment within the college.

- The students are expected to dress in a formal manner that is neat and appropriate for the college.
- Shirts/blouses must be appropriately buttoned.
- Pants should be of appropriate size and worn at the waist. Pants must not be "frayed" at the bottom. Jeans or double-stitched pants are not allowed to be worn by the students.
- Hats, caps, scarves, curlers, bandanas, sweat-bands, or other similar head coverings or adornments must not be worn to class or within College building.

- All clothings shall be free from writing or pictures.
- No see-through shirts, blouses, no halter tops, tank tops/tube tops, undershirts, muscle shirts or other tops that expose the midriff.
- Shoes must always be worn with socks; no inappropriate footwear is allowed. House slippers, flip flops, and shower shoes are examples of unacceptable footwear.
- No sunglasses may be worn inside College buildings or classrooms.
- Fancy jewellery, body art, piercing or styles deemed by the College is considered a distraction to learning and should be avoided.
- Ear rings, ear studs or any other form of ear ornament is strictly prohibited for boys.
- Hair should be neatly combed and trimmed. Boys are not permitted to keep long hair. Distracting, unconventional, extreme, bizarre hair styles are not permitted.
- If any unusual situation relative to dress, accessories, or grooming arises which is not specifically covered in this policy, the management shall have the authority to rule on the appropriateness of the attire.
- On the days of examination, students are requested to follow formal dress code.
- STUDENTS WHO DO NOT CONFORM TO THE DRESS AND GROOMING RULES SET FORTH BY THIS POLICY WILL BE SENT BACK HOME AND WILL BE SUBJECTED TO DISCIPLINARY ACTIONS.

Student's Identification :

- The enrolled students shall be issued a Photo Identity Card displaying necessary details.
- The students' Identity Cards remain the property of the college and are not transferable.

- A student who remains absent / ceases to attend or withdraws from the course is obliged to return his/her Student Identity Card to the College.
- A student is required **to carry his/her Student Identity Card at all times while on College premises** and at such other locations as may be prescribed in the requirements of his or her course.
- A student is required to produce his/her Student Identity Card whenever asked for, including but not limited to when :

(a) gaining entry into the College campus

(b) gaining entry to an examination room;

(c) gaining entry to and borrowing books from the College Library;

(d) gaining entry into auditorium during cultural and other programmes

(e) proving his or her identity as a student of the College with current entitlement that allows access to, and use of the College's facilities, equipment and amenities.

- A student who has lost or otherwise misplaced his or her Student Identity Card must arrange for a replacement card at the earliest practicable opportunity. A fee will be charged for applying for replacement of a lost Student Identity Card.

Relation Between Young Men And Women :

The Metas Adventist College believes in the wholesome and decent association between the opposite sexes. Young men are expected to treat the lady students with respect and courtesy. Any attempt to malign the name of a girl, to humiliate, or ridicule or to harass a girl/female student in any manner, will invite serious disciplinary measures. Similarly, lady students are expected to behave with decorum and dignity. They should be attired gracefully and modestly and at no time should their behaviour and conduct invite for uncalled attention.

Ragging :

Ragging of juniors is strictly forbidden. Apart from it being an abhorrent practice, it is also banned by law and could lead to criminal proceedings. In case of any student facing ragging, they can contact the Anti-Ragging Cell of the college or the Class Sponsor.

Graduation :

In order to encourage and felicitate the outgoing students, graduation exercises are introduced. It is compulsory for all Graduating students to participate and contribute to this Programme. Prescribed Fees for the ceremony must be paid on time, to ensure its success.

Responsibility of the Faculty:

The teacher is responsible and empowered for maintaining a safe and nurturing environment in the classroom.

When in the classroom, if a student's conduct disrupts the classroom or invades the rights of others, the teacher may;

1. Remove the student from the classroom.
2. If the need arises, the student would be sent to the Asso./Vice-President (Students Affairs) office for appropriate disposition.
3. The Asso./Vice-President (Students Affairs) may hold a conference with the unruly student, his/her parents & the teacher, to establish reasonable conditions for the student's re-admission to the class.
4. Students who do not control their behaviour will be liable for expulsion from the college.

Attendance Rules :

1 Regular and punctual attendance in all classes and sessions such as Laboratories, Seminars/Forums and Field Trips is compulsory.

2 Students are required to have minimum 75% attendance (i.e. max. absence limits to 25%) in each subject during their respective semester.

3 Subject-wise attendance will be calculated monthly and attendance status is provided to every student at the end of every month.

4 Students entering the class after 5 min from the commencement of a class will be marked absent to that class.

5 Attendance will be counted **from the date of the commencement of instructions** for each academic semester.

6 Leave due to sickness, social commitments and similar reasons/ circumstances are included in the 25% absent limit mentioned in the Rule number 2 on page number 32.

7 All absences are recorded daily by the course lecturer and are reported to the attendance's office on day-to-day basis to be recorded in Master Roll of each student and it is this record that constitutes the official record of the student's class attendance.

8 **There is no penalty or fine system in cases of non-compliance with the above stated attendance.**

9 In any instance of non-compliance with the stated attendance requirements (as mentioned above) in any subject, a student will not be allowed or permitted to appear for his/her university semester exams for that particular subject.

Examinations :

- The year is divided into two semesters. The Mid-Semester Examinations will be conducted during the semester. It is compulsory for all the students to appear for Mid-Semester Examinations.
- There will be Mid-Semester Examinations conducted during the academic year for all Bachelor and Masters programs. Students not appearing in these examinations will be penalized through internal marks.

Library :

The Library is not simply a place where books of various discipline are accumulated or displayed, but a center of knowledge. The college library is spacious and can accommodate more than 200 students at a time. It is well equipped and has more than 10,000 books with new books added every semester. In addition to this, the library also subscribes to various journals, including online journals, magazines and daily newspapers both in English and vernacular language.

Issuing Procedure :

1. Students have to produce a valid College ID at the time of borrowing books from the library.
2. In general, books are issued for **seven days** only.
3. **Overdue books will be liable for a fine of Rs. 5/- per day till the end of the respective semester.**
4. Library material which is available for borrowing may be taken from the Library only on completion of the proper issuing procedure.
5. Books from the Special Collection, Reference Books/Journals, Thesis and Dissertation, can not be taken outside the Library.
6. It is forbidden to mark, underline or write in books or journals, or in any other way to damage or deface the Library's collections. Students shall be responsible for the safe custody and return of the books in an undamaged manner.
7. The cost of the book shall be calculated at the current price and exchange rates in case of foreign books.
8. The librarian is free to recall books and other reading material from the borrower at any time.
9. No immediate reissue of the same book is permitted.
10. If the book is not return after the completion of their respective semester, a penalty of Rs. 1,000/- along with overdue fine will be collected from the student.

12. Library Timings :

7.30 a.m. to 5.30 p.m. (Monday to Thursday)

7.30 a.m. to 5.00 p.m. (Friday)

8.30 a.m. to 1.00 p.m (Sundays & Holidays)

1:00 p.m. to 3:00 p.m. - Lunch hours

Saturday Closed

General Discipline :

1. Access to the college library is restricted and confined to bonafide students, teachers, and staff.
2. **Students will not bring bags, briefcases, coats, or other personal belongings into the library.**
3. **Books taken from the shelves for reading are to be left on the reading desk only and not to be put back in the shelves.**
4. The library must not be used for any purpose other than reading or referring books and periodicals.

Computer Lab :

All students, faculty and staff have access to many shared computing and networking resources. The College strives to provide an atmosphere that encourages access and sharing of information on local, national, and international levels. The users in the College must bear the responsibility to use these resources in keeping with the professional and ethical standards of conduct, which the College promotes. Use of these resources should be considered a privilege, and be treated as such. Users must be sensitive to the public nature of shared facilities.

All users must refrain themselves from the following :

(1) Unauthorized use or misuse of any Computer System or Communication Networks.

(2) Use of facilities to interfere with the normal operation of the College Computing System.

(3) Destruction or unauthorized removal of data or software or any damage done to any equipments belonging to METAS Adventist College and unauthorised usage of above said equipment or property is strictly restricted.

(4) Tampering, modification, or any additions done to the network software, hardware or wiring.

The College Canteen :

1. The canteen is the only appropriate place for food and drinks to be consumed.
2. No eating or drinking is permitted inside the College building.
3. Students are expected to maintain decent behavior in the canteen.
4. There must be no littering on the canteen tables or floor.
5. Students are not allowed to have boisterous birthday celebrations or any other celebrations in the canteen. No music is allowed to be played at any give time.
6. Students must not bring friends or students from other colleges to the canteen. If so, the students responsible for bringing the outsiders will be penalised.
7. Students must present their College ID upon demand when entering the canteen.

Forums & Field Trips :

1. Industrial visits are organized in order to impart an exposure to students to the industrial environment, working atmosphere and systems as well.
2. All students are expected to attend the Forums and Field Trips, as and when organized and conducted during the academic year. They are an integral part of the academic program.
3. Students remaining absent from such Forums and Field Trips will be marked absent.

4. Expenses incurred during the field trips have to be borne by the students.

Counselling :

1. Students are provided with adequate guidance in deciding their specializations and other academic issues related to summer training, project topics etc.
2. Students are urged to take advantage of the counselling services, which may benefit them in their educational activities and assist them in their career planning.

Placement Cell :

The Placement Cell consists of Students and Senior Faculty Members and is responsible for guiding and aiding the students in selecting and finding suitable employment positions.

Essential Functions of the Placement Cell :

- To facilitate students' internship and final placement with various organizations;
- To arrange Workshops/Forums/Expert Seminars/Mock Inteviews to enhance and develop the skills of students;
- To help in the designing of the College Placement brochure;
- To organize Campus Interviews for students seeking placement;
- To monitor the internship of graduating students;
- To follow-up with organizations to obtained feed back on the students' post-placement with them;

Academic Excellence :

The College also recognizes the students who exhibit extraordinary excellence in academics, creativity, personality, regularity and team work. At the end of the year, the college felicitates extraordinary students with Gold, Silver Medals, Special prizes and Certificates.

BASKETBALL TOURNAMENT

STRICT CODE OF CONDUCT

The following acts are defined by the college to be unacceptable. The list may not be all-inclusive. A student found to have engaged in any of the following violations will be subjected to strict disciplinary measures:

1. Mobile phones are strictly not permitted in the classrooms.
2. Disruption or obstruction of the college functions or activities.
3. Destruction of property.
4. Forcible or unauthorized entry to the restricted areas within the college campus.
5. Any type of demonstration or strike in-campus or off-campus.
6. Causing mental or physical harm to others.
7. Hooliganism and Vandalism.
8. The consumption of Drugs, Alcohol and Tobacco products in any form.
9. Theft or attempted theft of property or services.
10. Possession and use of weapons, fireworks, colour powder and other materials which disturb the college functioning are strictly prohibited.
11. Any type of sexual assault or harassment.
12. Unauthorized use of electronic devices.
13. Falsification of records.
14. Eve teasing.
15. Ragging.
16. No personal celebrations are allowed in the College or classrooms.

Course Details & Regulations of the Master's & Bachelor's Programmes

MBA

1. Title of The Programme

The programme shall be called **Master of Business Administration** which is abbreviated as MBA.

2. Duration of the Programme

2.1 The MBA Programme shall be of two-year duration extended over four semesters.

2.2 Each year has two semesters. The odd semester examinations will be conducted on November and even semester on June of every year.

2.3 **The Student shall be allowed a maximum 3 years of duration (from the date of registration of the first semester) to become eligible for the award of MBA Degree, failing which he/she shall have to register once again as a fresh candidate in the first semester.**

3. Eligibility For Admission

The Government of Gujarat, Education Department by way of a notification had constituted Committee called "Admission Committee for Professional Courses (ACPC)" for MBA to regulate the admission of candidates to the professional degree through online counselling process which is adopted by our College.

(1) For the purpose of admission, a candidate shall have appeared in the Common Management Aptitude Test (CMAT) as prescribed and conducted by AICTE, for the corresponding year.

(2) A candidate shall have passed the qualifying Bachelor Degree examination with minimum of 50% marks from-

- (a) a University situated in the Gujarat State; or
- (b) a University situated outside the Gujarat State provided that the candidate shall have passed the Higher Secondary School Certificate Examination (Standard XII, 10+2 pattern) or its equivalent examination from:
  - (i) The Gujarat Board; or
  - (ii) The Central Board of Secondary Education: Provided that,-
    - (a) The school in which the candidate has studied, shall have been located in the State of Gujarat; or
    - (b) The school in which the candidate has studied, shall have been located in the Union Territories of Daman and Diu or Dadra and Nagar Haveli; or

(iii) The Council of Indian School Certificate Examination, New Delhi: Provided that,-

(a) The school in which the candidate has studied, shall have been located in the State of Gujarat; or

(b) The school, in which the candidate has studied, shall have been located in the Union Territories of Daman and Diu or Dadra and Nagar Haveli.

(3) Subject to the provisions of sub-rules (1) and (2), a candidate who has appeared in the final year of Bachelor's Degree examination shall also be eligible to apply provided that he shall have passed the qualifying examination with 50% marks at the time of admission.

4. Pedagogy

4.1 Pedagogy - The pedagogy of the MBA Programme includes classroom lectures, case discussions and students' participation, and PowerPoint presentations by students.

4.2 All the students shall undergo a Project Study/Thesis for about 4 to 8 weeks during the Second and Fourth Semesters.

4.3 A project report must be submitted to the placement officer or the respective assigned faculty-in-charge.

4.4 A viva-voce shall be conducted, based on the project report. The University shall appoint the examiners to conduct the VIVA-VOCE. One examiner shall be from outside the region or outside the university.

4.5 Project Study/Thesis will be equivalent to 2 courses in the Fourth Semester.

4.6 The evaluation of the Project Study will be divided into 50 percent for the quality of the project report and the remaining 50 percent for VIVA-VOCE.

5. Attendance Requirements

5.1 A student shall be considered to have satisfied the attendance requirements if he/she has attended not less than 75% of the classes in each subject of each semester.

5.2 A student who does not satisfy the attendance requirements, mentioned above, shall not be eligible to appear for the final semester university examination of that particular subject.

5.3 The Attendance In-charge shall provide the attendance status every month to the students.

5.4 The students having excess absences and the list will also be sent to the parents who may be called for counselling if necessary.

6. Internal Assessment (Sessional Examination)

6.1 Internal marks shall be based on Assignments / Class Tests / Projects / Mid Term Exam / Presentation / Forums and Field Trips/Attendance in the respective subjects. The weightage of Internal marks is 40%.

6.2 A student must secure 40% of 40 Internal Assesment Marks (i.e. 16 marks) in order to be eligible for External University Exam.

6.3 The Internal Assessment Mark list shall be displayed on the notice board. If any corrections are to be made, the changes shall be incorporated before sending the marks to the University.

Note : No corrections of the Internal Assessment Marks will be made after submission of marks to the University.

7. University Exams (MBA) :

7.1 No candidate will be allowed to appear in any course more than twice and no candidate shall be allowed to appear in any course beyond three years calculated from the date of his/her registration to the programme

i.e. a candidate must qualify for the award of the degree within three years (6 Semesters).

The semester-wise break up of 32 papers shall be as follows:

Semester I	:	8 Compulsory papers
Semester II	:	8 Compulsory papers
Semester III	:	2 Compulsory papers + 6 Special papers of opted dual specialization. (Three from each specialization).
Semester IV	:	2 Compulsory papers + 4 Special papers of opted dual specialization. (Two from each specialization).
		A Project Study/Thesis is equivalent to 2 papers
		(200 marks)
		Each paper will have minimum of 40 credit hours.

7.2 Eligibility For Passing:

Student will have to secure a minimum of 40% marks in a paper for passing that paper and a minimum of 50% in aggregate for successful completion of the degree (all 2 years combined).

7.3 Award of Degree/Classes:

A candidate shall have to clear all the courses of the programme and secure a minimum of 50% of aggregate marks to qualify for the degree.

A candidate securing 50% or above and below 65% shall be awarded Second Class. A candidate securing 65% or above shall be awarded First Class.

7.4 Repeater Examination:

The student failing in any subject of any semester will be considered to be a **Repeater** and can rewrite the exam of that respective subject of the respective Semester Examination conducted by the University in consecutive years **(within 3 years).**

7.5 The Student can repeat the failed subject/paper only once.

For example:

First Semester Repeater Examination will be held along with regular examinations of III Semester.

Second Semester Repeater Examinations will be held along with regular examinations of IV Semester.

8 COURSE STRUCTURE

FIRST YEAR (New Syllabus)

Semester - I (8 Compulsory Papers)

1. MBA-C-101 - Principal and Processes of Management
2. MBA-C-102 - Managerial Economics
3. MBA-C-103 - Business Environment
4. MBA-C-104 - Statistics and Quantitative Techniques
5. MBA-C-105 - Accounting for Managers
6. MBA-C-106 - Computer Applications in Management
7. MBA-C-107 - Managerial Skill Development
8. MBA-C-108 - Organizational Behavior

Semester - II (8 Compulsory Papers)

1. MBA-C-201 - Research Methodology
2. MBA-C-202 - Project Management
3. MBA-C-203 - Operations Management
4. MBA-C-204 - Human Resource Management
5. MBA-C-205 - Financial Management
6. MBA-C-206 - Marketing Management
7. MBA-C-207 - Management Information System (MIS)
8. MBA-C-208 - Fundamentals of Agri-Business Management

SECOND YEAR

Semester - III (2 Compulsory Papers)

1. MBA-C-301 - Strategic Management
2. MBA-C-302 - Business Ethics

Specialization Paper : *(A student will have to undergo all the six papers of opted dual specialization, three from each specialization)*

Specialization:

(a) Financial Management (Code-MBA-F)

1. MBA-F-303 - Financial Institutions and Markets
2. MBA-F-304 - Security Analysis
3. MBA-F-305 - International Financial Management

(b) Human Resources Management (Code-MBA-H)

1. MBA-H-303 - International Human Resource Management
2. MBA-H-304 - Human Resource Development
3. MBA-H-305 - Management of Industrial Relations

(c) Marketing Management (Code-MBA-M)

1. MBA-M-303 - Consumer Behaviour
2. MBA-M-304 - Product and Brand Management
3. MBA-M-305 - International Marketing

Semester - IV (2 Compulsory Papers)

1. MBA-C-401 - Entrepreneurship Development & Small Business Management
2. MBA-C-402 - Business Legislation

Specialization : *(A student will have to undergo four paper of dual specializations opted in the semester III, two from each specialization.)*

Specialization:

(a) Financial Management (Code - MBA-F)

1. MBA-F-403 - Management of Financial Services
2. MBA-F-404 - Portfolio Management

(b) Human Resource Management (Code - MBA-H)

1. MBA-H-403 - Human Resource Accounting & Compensation Management
2. MBA-H-404 - Legal Framework Governing Human Relations

(c) Marketing Management (Code - MBA-M)

1. MBA-M-403 - Advertising and Sales Promotion Management
2. MBA-M-404 - Marketing of Service

(d) Agri-Business Management (Code - MBA-A)

1. MBA-A-403 - Supply Change Management in Agri Business
2. MBA-A-404 - ICT in Agri Business

Project Study/Thesis are equal to 2 subjects.

Project Work :

A student is required to undertake a project work in any one of the areas of specialization at the end of third semester (during winter vacation). Submission of project report and conducting viva-voce are held during 4th Semester.

Project Study/Thesis :

The students will be required to undertake a Project Study/Thesis in II & IV Semesters. The credit equivalent of the project work/thesis will be equivalent to two courses (200 marks). Project Work is to be done from any one of the area of dual specialization. Out of 200 marks meant for the Thesis/Project work, 100 marks is alloted for project report and 100 marks for Thesis (50 marks for project viva-voce and 50 marks for comprehensive viva-voce).

EARTH DAY

BBA (Semester System)

1. Title of the Programme

The programme shall be called Bachelor of Business administration (Honours) which is abbreviated as BBA.

2. Duration of the Program

2.1 The BBA programme shall be of three-years extended over six semesters.

2.2 Each year consists of two semesters.

2.3 **The Student shall be allowed a maximum 5 years of duration (from the date of registration of the first semester) to become eligible for the award of BBA Degree, failing which he/she shall have to register once again as a fresh candidate in the first semester.**

3. Eligibility For Admission

3.1 Students who have passed plus 2 (10+2) from Arts and Commerce or an equivalent examination from a recognized Board in India which is considered as equivalent by the University shall be eligible for admission into the First Semester of Honours Degree Course.

3.2 Those who secure 60% aggregate marks in the plus 2 (10+2) through English medium schools only, are eligible to apply for the programme.

3.3 The Admission final list is prepared on the basis of candidate's percentage of marks in the qualifying exam and performance in the Personal Interview.

4. Attendance Requirements

4.1 A student shall be considered to have satisfied the attendance requirements if he/she has attended not less than 75% of the classes in each subject of each semester.

4.2 A student who does not satisfy the attendance requirements, mentioned above, shall not be eligible to appear for the end semester University Examination of that particular subject.

4.3 The attendance status of students having excess absences will be sent to their parents who may be called for counselling, if necessary.

5. Internal Assessment

5.1 The internal assessment shall be based on class tests, assignments, class participation, projects, attendance, mid semester examination and oral presentations conducted by the faculty in each subject.

5.2 Evaluation in each course shall be on the basis of performance through continuous assessment and the end semester examinations.

5.3 The weightage of Internal Assessment Marks is 25%.

5.4 No corrections of internal marks assessment shall be entertained after submission of the marks to the university.

5.5 **Internal Grading System**

Mid Semester	50
Two Class Tests (Best one)	20
Assignment	20
Project/presentation	20
Participation in Activities	20
Attendance	20
TOTAL	**150**

6. Eligibility for Passing

6.1 To pass the programme, a student will have to secure at least 40% in the aggregate for all the subjects in BBA.

6.2 Students shall be allowed to proceed to the next semester irrespective of failed papers/arrear papers subject to payment of fees and fulfillment of other prescribed conditions laid down by the University.

7. Program Administration

7.1 Medium of instructions: English shall be the medium of instructions and examinations.

7.2 Pedagogy: The pedagogy of BBA semester programme includes classroom lectures, case study discussions field trips, presentations and students participation in team work and class discussions.

7.3 Project Study: The students will be required to undertake a Project Study between V and VI Semester.

8 Improvement Facility

8.1 The improvement facility in an Examination will be given by the University to a desirous student after successful completion of the Honours Degree of Six Semesters on the recommendation of the College.

8.2 The facility for improvement will be extended to a student securing less than 45% marks in any of the papers.

8.3 Student availing improvement facility shall not be eligible for Ranking.

8.4 In case of improvement in the marks, students will be required to surrender their Original Mark Sheet and in return the improved Original Mark Sheet shall be issued to the student.

9 Re-evaluation Facility

9.1 A student who scores less than 15% (11 marks) in a paper shall not be eligible for re-evaluation facility.

9.2 The higher marks awarded after re-evaluation shall be considered.

9.3 A student who was declared passed initially shall not be declared unsuccessful as a result of re-evaluation and downward revision of marks shall be limited to pass level.

9.4 A student may apply for re-evaluation within 15 days of declaration of the concerned results on payment of the prescribed fee to the Controller of Examinations.

10. Computation of Results

10.1 A candidate shall be declared to have qualified for the Honours Degree if she/he passes (i.e. obtains at least 30% marks) in all compulsory and elective papers as specified for the programme concerned, securing at least 45% marks in the Elective Honours papers taken together (from 1st to 6th semester).

10.2 A candidate shall be declared to have qualified for the Simple Pass if she/he passes (i.e., obtains at least 30% marks) in all compulsory and elective papers as specified for the programme concerned, securing at least 33% marks in the Elective Honours papers taken together (from 1st to 6th semesters).

10.3 A candidate shall be declared as FAILED if she/he fails to secure minimum 30% marks in any of the compulsory, Elective or Elective Honours papers or fails to secure a minimum of 33% marks in aggregated.

10.4 Examination and evaluation shall be conducted as per the relevant Ordinances/Regulations of the University. Regardless of whether the candidates pass or fail in any one or more papers of the first five end semester examination(s), they shall be eligible to proceed to the next semester course without having to wait for the declaration of the concerned results. However, a candidate failing in one or more papers shall be required to appear and pass the papers (failed earlier) by availing only two subsequent chances per paper, provided further that candidates failing in the first, second, third and fourth semester can avail the second chance to clear a paper only after the sixth semester. A

student shall have to clear the Degree within 5 academic years (10 semesters) from the date of registration to the Degree Course, beyond which a candidate shall be required to seek admission into the first semester as a fresh candidate.

Course Features

1. Each paper consist of 5 units.
2. The marks in each paper will be divided between internal assessment and end semester examination in the ratio of 1:3, except paper "Entrepreneurship and Project Analysis" where 50 marks will be for final semester examination and 50 marks for project work including the internal assessment.
3. The semester examination shall be of 3 hours duration.

Structure of the Programme:

There will be a total of six semester in the programme spread over three years. The course structure shall be as follows:

Honours : Nine papers (of 100 marks each)	900
English for Business Purpose (of 100 marks)	100
Environmental Studies (of 100 marks)	100
Other Compulsory Papers (of 100 marks each)	700
TOTAL	**1800**

There shall be three specialization groups-Financial Management, Human Resource Management and Marketing Management comprising of three papers each. A student has to opt any one of the three specialization groups.

Course Structure

FY - BBA (Semester-I) (New Syllabus-2019)

	Code	Subject	Marks	
			External	Internal
1.	BBA-C-101	English for Business Purpose	75	25
2.	BBA-C-102	Quantitative Analysis	75	25
3.	**BBA-H-103**	**Business Management & Organizational Behaviour**	**75**	**25**

FY - BBA (Semester-II) (New Syllabus-2019)

	Code	Subject	Marks	
			External	Internal
1.	BBA-C-201	Principles of Economics	75	25
2.	BBA-C-202	Financial Accounting	75	25
3.	**BBA-H-203**	**Principles of Marketing**	75	25

SY - BBA (Semester-III) (New Syllabus-2019)

	Code	Subject	Marks	
			External	Internal
1.	BBA-C-301	Cost & Management Accounting	75	25
2.	**BBA-H-302**	**Financial Management**	**75**	**25**
3.	**BBA-H-303**	**Human Resource Management**	**75**	**25**

SY - BBA (Semester-IV) (New Syllabus-2019)

	Code	Subject	Marks	
			External	Internal
1.	BBA-C-401	Business Environment	75	25
2.	BBA-C-402	Production & Operation Management	75	25
Specialization Paper: (A student has to undergo any one from his/her opted specialization)				
3.	**BBA-H-403 (FM)**	**Risk Management & Insurance**	**75**	**25**
4.	**BBA-H-403 (HR)**	**Human Resource Development**	**75**	**25**
5.	**BBA-H-403 (MM)**	**Consumer Behaviour & Marketing Research**	**75**	**25**

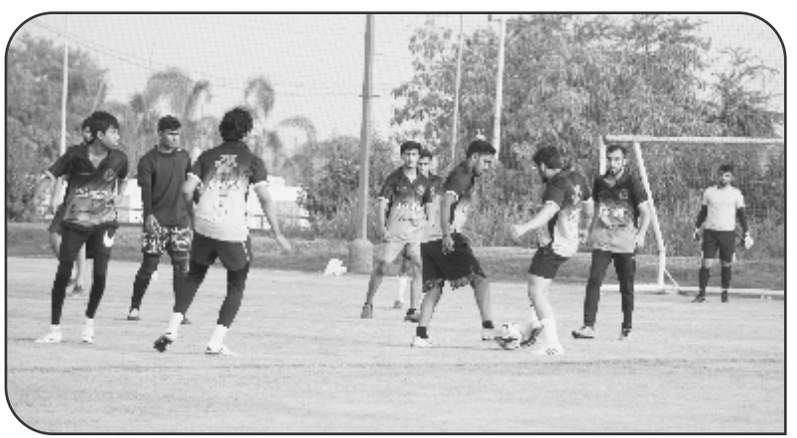
TY - BBA (Semester-V) (New Syllabus-2015)

	Code	Subject	Marks	
			External	Internal
1.	BBA-C-501	Business Law	75	25
2.	**BBA-H-502**	**Strategic Management**	**75**	**25**
Specialization Paper: (A student has to undergo any one from his/her opted specialization)				
3.	**BBA-H-503 (FM)**	**Financial Services & Derivatives**	**75**	**25**
4.	**BBA-H-503 (HR)**	**Compensation Management**	**75**	**25**
5.	**BBA-H-503 (MM)**	**Sales & Advertising Management**	**75**	**25**

TY - BBA (Semester-VI) (New Syllabus-2019)

	Code	Subject	Marks	
			External	Internal
1.	**BBA-H-601**	**Entrepreneurship & Project Analysis**	**50**	**50**
2.	Common	Environmental Studies	75	25
Specialization Paper: (A student has to undergo any one from his/her opted specialization)				
3.	**BBA-H-602 (FM)**	**Project Planning & Control**	**75**	**25**
4.	**BBA-H-602 (HR)**	**Industrial Relations & Labour Law**	**75**	**25**
5.	**BBA-H-602 (MM)**	**Services Marketing**	**75**	**25**

FOOTBALL TOURNAMENT



B.Com (Semester System)

1. Title of The Programme

The programme shall be called Bachelor of Commerce (Honours) which is abbreviated as B.Com.

2. Duration of The Program

2.1. The B.Com programme shall be 'three-year duration' extended over six semesters.

2.2. Each year consists of two semesters.

2.3. **The Student shall be allowed a maximum 5 years of duration (from the date of registration of the first semester) to become eligible for the award of B.Com. Degree, failing which he/she shall have to register once again as a fresh candidate in the first semester.**

3. Eligibility For Admission

3.1. Admissions to the Bachelor of Commerce course is open to all candidates who have cleared or passed a pre-university education (10+2) or equivalent level of education in the 'first attempt'.

3.2. Those who secure 50% aggregate marks in pre-university education (10+2) through English medium schools only, are eligible to apply for the programme.

3.3. The Admission final list is prepared on the basis of candidate's percentage of marks in the qualifying exam and performance in the Personal Interview.

4. Attendance Requirements

4.1. A student shall be considered to have satisfied the attendance requirements if he/she has attended not less than 75% of the classes in each subject of each semester.

4.2. A student who does not satisfy the attendance requirements, mentioned above, shall not be eligible to appear for final semester university examination of that particular subject.

4.3. The attendance In-charge shall provide attendance status every month to the students.

4.4 The attendance status of students having excess absences will be sent to their parents who may be called for counselling, if necessary.

5. Internal Assessment

5.1. Internal assessment shall be based on class tests, assignments, class participation, projects, attendance, mid semester examination & oral presentations conducted by the faculty in each subject.

5.2 The weightage of internal assessment is 25%.

5.3 No corrections of internal marks assessment shall be entertained after submission of the marks to the University.

6. Eligibility For Passing

6.1. To pass the programme, a student will have to secure at least 40% in the aggregate for all subjects in B.Com.

6.2 Students shall be allowed to proceed to the next semester irrespective of failed papers/arrear papers subject to payment of fees and fulfillment of other prescribed conditions laid down by the University.

7. Programme Administration

7.1. Medium of instructions- English shall be the medium of instructions and examinations.

7.2. Pedagogy- The pedagogy of B.Com. semester programme includes classroom lectures, case study discussions, field trips, presentations and students participation in team work and class discussions.

7.3 Students will have to do a project in specialisation subject in VI semester as partial fullfillment of course requirements.

B.Com (Semester System) Syllabus

FY - B.COM. (HONOURS) (First Semester)

	Code	Subject	Marks	
			External	Internal
1	BC 101	Business Environment	75	25
2	BC 102	Principles & Practices of Management	75	25
3	**BC 103**	**Financial Accounting**	**75**	**25**

FY - B.COM. (HONOURS) (Second Semester)

	Code	Subject	Marks	
			External	Internal
1	BC 201	Business Economics	75	25
2	BC 203	Information Technology in Business	75	25
3	**BC 204**	**Indian Financial System**	**75**	**25**

SY - B.COM. (HONOURS) (Third Semester)

	Code	Subject	Marks	
			External	Internal
1	BC 301	Business Statistics	75	25
2	BC 302	Business Laws	75	25
3	**BC 303 (A)**	**Corporate Accounting**	**75**	**25**
		OR		
	BC 304 (B)	**Marketing Management**		

SY - B.COM. (HONOURS) (Fourth Semester)

	Code	Subject	Marks	
			External	Internal
1	BC 401	Alternative English	75	25
2	BC 402	Financial Management	75	25
3	**BC 403 (A)**	**Auditing**	**75**	**25**
		OR		
	BC 404 (B)	**Human Resource Management**	**75**	**25**

TY - B.COM. (HONOURS) (Fifth Semester)

	Code	Subject	Marks	
			External	Internal
1	BC 501	Compulsory English	75	25
2	BC 502	Cost Accounting	75	25
3	**BC 503 (A)**	**Financial Services**	**75**	**25**
		OR		
	BC 504 (B)	**Service Management**		

TY - B.COM. (HONOURS) (Sixth Semester)

	Code	Subject	Marks	
			External	Internal
1	BC 601	Environmental Studies	75	25
2	**BC 602**	**Entrepreneurship Development**	**75**	**25**
3	**BC 603 (A)**	**Direct & Indirect Taxes**	**75**	**25**
		OR		
	BC 604 (B)	**Small Enterprise Management**		

The papers mentioned in bold letters are honors papers. The students shall be required to choose the subjects from group A in the Third Semester and they would continue with the same group in the rest of the semesters.

GNM - General Nursing & Midwifery

Eligibility Criteria :

Minimum and Maximum age for admission will be 17 and 35 years. There is no age bar for ANM/LHV.

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 individually 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 CBSE board/State/Centre
- Registered ANM

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.

Admission Procedure :

For the GNM course there are three types of admission process.

1. Admission through management quota.
2. Admission through ACPC.
3. Admission through Rule No. 17.

- An advertisement will be given in the leading newspaper, (by the Admission Committee for Professional Medical Educational course (ACPC), Gujarat State) regarding the date of online form filling and other significant dates.
- After the notification is issued in newspaper the applicants need to purchase the pin from Axis Bank allotted by the ACPC.
- Applicant with the help of the pin needs to register and update their details on **www.medadmgujarat.com** website.
- Applicant's eligibility will be declared on the above website.
- Once the applicant is eligible, a date will be declared to fill in the choice filling details on the above website.
- Interested applicants can join in the interested institution under the management quota after the declaration of their eligibility.
- In the **Management Admission scheme** the applicant can be a science, arts, commerce students but its mandatory for them to pass in the 1st attempt in that particular year of admission.
- Minimum aggreagate percentage for the management quota is 40% (with English marks of minimum 40), irrepsective of their caste.

- Management quota applicant must produce all the original documents at the time of admisson (10th and 12th Mark Sheet, 12th Pass certificate or Credit certificate, School Leaving certificate or Transfer certificate. First attempt certificate and Photo copy of Aadhar Card (Caste certificate if they belong to ST/SC).

- Admission through management quota is verified and confirmed by the All Gujarat Self Finance Nursing Consortium.

- **Applicant applying through ACPs:** The merit list of 1st round will be declared in the above mentioned website through which the applicant can check their admission institution wise, if the applicant's name is allotted in the institute then the particular applicant need to pay half of the tutions fees thereafter in the Axis Bank. The applicant along with the bank payment receipt has to approach the nearby help centre along with the original documents, submit the bank receipt and original documents and confirm their admission.

- Once the admission is confirmed an admission order will be given to the applicant by the help centre. Applicant along with the admission order and the bank payment receipt need to report to the institution and confirm their admission.

- Similar process for the applicants who are alloted seats in 2nd, 3rd round of admission.

- Applicants who are not satisfied with the alloted institution are eligible to reshuffle in the subsequent rounds.

- **Rule No. - 17** If the seats of the institution are not filled within the date that is declared by the Admission committee then the Principal has the right to admit any candidate (who fulfils the eligibility criteria), directly into the GNM course.

- In Rule No. 17: Anyone can apply who has passed 12th Std. in that particular year in the 1st attempt or in the previous years.

- Out of state students are also eligible for Rule No. 17 with 40% marks (and compulsory English subject with minimum 40 marks), and it's mandatory to produce MIGRATION CERTIFICATE.

- All Rule 17 admissions will be verified by Gujarat Nursing Counil and then their admission will be confirmed.

- Hostel is provided only for female students who are from out of the city.

GENERAL NURSING AND MIDWIFERY

Duration:

- The Diploma Course in General nursing and Midwifery shall be the duration of the three years.
- Year-Wise distribution of weeks, days and hours of the course:
- Total hours per week per student shall be 46 including class room instructions and clinical field practice.

1st Year		46 (Weeks) x 40 (Hours)	3680 Hours
2nd Year		46 (Weeks) x 40 (Hours)	3680 Hours
3rd Year	Part-I (1st Six month)	24 (Weeks)*x 40 (Hours)	960 Hours
	Part-II (Internship)	26 (Weeks)*x 48 (Hours)	1248 Hours
		TOTAL	**5888 Hours**

Our of 52 weeks in one calendar year 6 weeks are deducted in:

First Year & Second Year.

- 4 Weeks Vacation
- 2 Week of Examination (Including preparatory)

Third Year:

- 2 Weeks Vacation
- 2 Week Examination

COURSE OF INSTRUCTION

FIRST YEAR

Subject	Theory (hours)	Practical (Hours)
Bio Science	**120**	-
• Anatomy & Physiology	90	
• Microbiology	30	
Behavioral Sciences	**60**	
• Psychology	40	
• Sociology	20	
Nursing Foundation	**210**	200 (Lab) 680 (Clinic)
• Fundamentals of Nursing	190	(22 Weeks)
• First Aid	20	
Community Health Nursing	**180**	**320**
• CHN-I	80	(8 weeks)
• Environmental Hygiene	30	
• Health Education & Communication Skills	40 30	
• Nurtition		
English	**30**	**-**
Computer Education	15	15
Co-curricular Activities	10	-
TOTAL	**625 (16 WKS)**	**1215 (30 Weeks) 1840**

SECOND YEAR

Subject	Theory (hours)	Practical (Hours)
Medical Surgical Nursing - I	120	800
Medical Surgical Nursing-I	120	(20 Weeks)
Mental Health Nursing	70	320 (8 Weeks)
Child Health Nursing	70	320 (8 Weeks)
Co-Curricular activities	20	-
TOTAL	**400 (10 Weeks)**	**1440 (36 Weeks)**
	1840	

THIRD YEAR

Subject	Theory (hours)	Practice (Hours)
Midwifery & Gynaecological Nursing	140	560 (14 Weeks)
Community Health Nursing-II	90	160 (4 Weeks)
Co-Curricular	10	-
TOTAL	**240 (6 Weeks)**	**720 (18 Weeks)**
	960	

THIRD YEAR PART - II (Integrated supervised Internship)

Theory Subject	Theory (Hours)
Nursing Education	20
Introduction to Research and Statistics	30
Professional Trends & Adjustments	30
Nursing Administration & Ward Management	40
TOTAL	**120 (2 Weeks)**

Clinical Areas	Clinical Hours/ Weeks
Medical Surgical Nursing - I	288 (6 Weeks)
Community Health Nursing - II	288 (6 Weeks)
Child Health Nursing	96 (2 Weeks)
Midwifery and Gynaecological Nursing	384 (8 Weeks)
Mental Health Nursing	96 (2 Weeks)
TOTAL	**1152 (24 Weeks)**

Registration with NEHU

Registration :

A student shall be required to register his/her name with the university within the first year of admission.

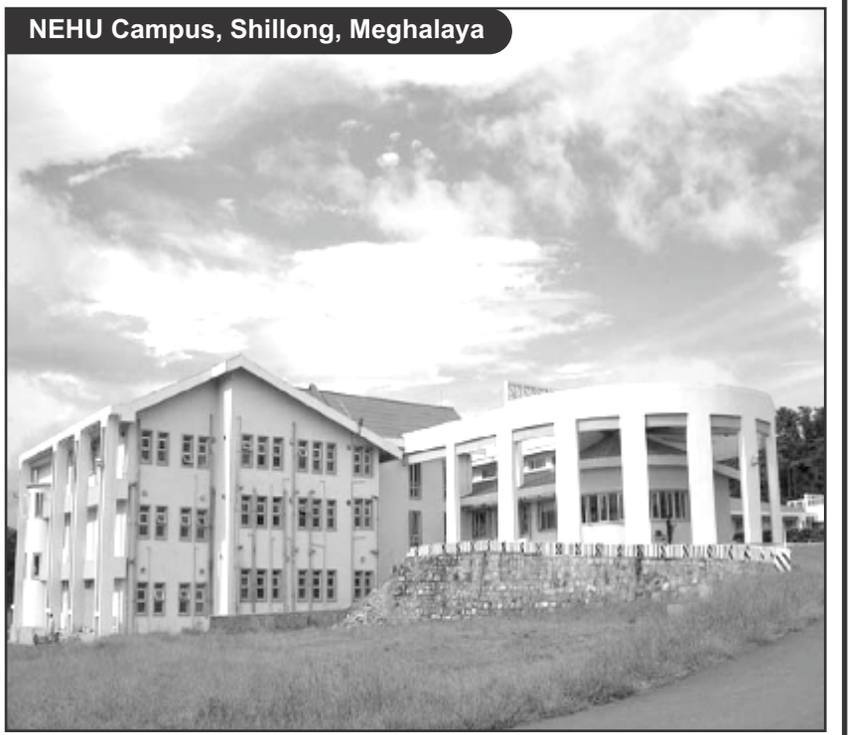
Migration :

For the purpose of admission to this University, the students migrating from other Universities/Boards/Institutes must submit the **Original** Migration Certificate.

Transfer of College :

Ordinarily, a student shall not be permitted to avail of transfer to the colleges affiliated to other universities except to NEHU.

NEHU Campus, Shillong, Meghalaya



Examination System of NEHU

Examinations :

There will be Mid-semester examinations conducted during the academic year for all Bachelor and Masters programs. Students not appearing in these examinations will be penalized through internal marks.

Repeaters' Examinations :

If a student is unable to clear any subject in the Final Semester Exam (Bachelor Programs) / Semester Exam (Masters Program) in an academic year, he / she is considered to be Repeater as per the University norms.

Results / Grade Reports :

For Masters' Programme, the results are declared as under:

- For the 1st Semester exams, mark sheets are issued at the end of the 2nd semester.
- For the 2nd semester exams, mark sheets are issued at the end of 3rd semester.
- For the 3rd Semester Exams, mark sheets are issued at the end of 4th semester.
- For the 4th Semester Exams, mark sheets are issued approximately within 5 months after the completion of the examinations.

With holding Grades:

In cases involving disciplinary action, unpaid fees, or fines, the college reserves the right to withhold grades or mark sheets until such payments have been made and requisite disciplinary consequences has been obliged.

Students Repeating The Subjects (Bachelor Programme) :

(1) They can continue as Regular students in the same class and appear for all the papers

or

They can write a backlog while attending the regular classes.

RE-EVALUATION/SCRUTINY:

RE-EVALUATION FACILITY IS PROVIDED ONLY FOR BACHELORS PROGRAM AND NOT FOR MASTERS PROGRAM.

ONLY SCRUTINY IS FACILITATED FOR MASTERS PROGRAMME.

Re-Evaluation:

1. The application requesting for re-evaluation must reach the University within 15 days after the declaration of results along with the prescribed fee.
2. A candidate shall be eligible for re-evaluation only in two papers in a particular semester examinations (as per existing provisions).
3. **A candidate scoring less than 15% (11 Marks) in a particular paper in the University Examination is not eligible to seek re-evaluation.**
4. If the improvement in the re-evaluation is equal to or less than 5% over the original marks, the difference will be ignored and shown as NO IMPROVEMENT over the original and the original marks shall be retained.
5. **Scrutiny:**

   This process is meant for checking errors, if any, in the counting of marks only.

Improvement Facility:

Improvement facility shall be available under this system of examination for under graduates only, on completion of the degree. Such facility shall however be permissible only after the successful completion of **final year examination (VI Semester Examination).** A student can appear for improvement in any two honors papers, irrespective of the marks obtained therein. Such facility shall, however, be permissible only after passing the final year examination (for Bachelor programmes). This facility shall in no case be available beyond the fifth year. Under this facility, the student shall be given the benefit of class/division. However, the benefit of Ranking shall not be extended to him.

FEE DETAILS - 2022-23

BBA (Per Semester)	
Details	**Per Term**
Enrollment	950.00
Tuition Fee	19,900.00
Library Fee	800.00
Sports Fee	500.00
Examination Fee	4,200.00
Identity Card	50.00
Magazine Fee	—
Activity Fees	600.00
Total	**27,000.00**

MBA (Per Semester)*#	
Details	**Per Term**
Enrollment	4,300.00
Tuition Fee	28,000.00
Library Fee	1,000.00
Computer Fees	500.00
Sports Fee	750.00
Examination Fee	4,750.00
Identity Card	100.00
Magazine Fee	100.00
Placement	2,000.00
Forum	1,500.00
Total	**43,000.00**

B.Com. (Per Semester)	
Details	**Per Term**
Enrollment	950.00
Tuition Fee	18,150.00
Library Fee	800.00
Sports Fee	500.00
Examination Fee	4,200.00
Identity Card	50.00
Magazine Fee	---
Activity Fees	600.00
Total	**25,250.00**

GNM Hostellers (Per Year)*#	
Details	**Per Year**
Tuition Fee	50,000.00
Transportation	5,000.00
Miscellaneous	5,000.00
Hostel	16,500.00
Cafeteria	27,500.00
Total	**1,04,000.00**

GNM Day Scholars (Per Year)*#	
Details	**Per Year**
Tuition Fee	50,000.00
Transportation	5,000.00
Miscellaneous	5,000.00
Total	**60,000.00**

* As per FRC Gujarat
# Fees regulated by the Government will supercede the existing fee details as mentioned above.

FACULTY MEMBERS 2022-23

Department of Management

MBA

Prof. Eliah Srikakolli	Principal	MBA, M.A. (Eco), M. Phil (Mgmt.), Ph.D.
Dr. Anil kumar Ch.	Professor/HOD	MBA, M.A.(Eco), M.Phil, Ph.D.
Dr. N. Mohan Rao	Associate Professor	MBA, M.Com., M.Phil, Ph.D.
Dr. Priya Narayanan	Associate Professor	M.Com., M.Phil., Ph.D.
Mr. Naveen Rao	Assistant Professor	MBA, M.Phil
Mr. Manoj Kumar	Assistant Professor	MBA., BBA, LL.B
Mrs. Rajula Shah	Assistant Professor	MCA, B.Sc.

ADJUNCT FACULTY

Dr. M. S. Jeremiah		MBA, PGDHA, Ph.D.
Mr. Jani Dhiren		MBA, BE, (Ph.D.)
Mrs. Nikita		MBA

BBA

Dr. Anilkumar Ch.	Professor/HOD	M.A.(Eco),MBA, M.Phil, Ph.D.
Mr. Subhakar Prasad	Assistant Professor	BLS, M.A
Mr. Kishore Kalapala	Assistant Professor	B.E., M.Sc.(IT)
Mr. Khirod Dalpati	Assistant Professor	BAA, M.A(Pol.Sci.) M.A (Soc.)
Ms. Rajul Shah	Assistant Professor	B.Sc., MCA
Ms. Ranjita Bhowmik	Assistant Professor	B.Sc., M.Sc.(IT), MBA, M.Phil
Mr. Sanjith Prakash	Assistant Professor	B.Sc., MHA
Ms. Surabhi Sugunthan	Assistant Professor	MBA, B.Com
Ms. Tushti Bakrania	Assistant Professor	MBA (Mkt.), BBA, (Ph.D.)
Ms. Vishwa Kikaganesh	Assistant Professor	B.com., MMM
Mr. Ankush Nethala	Assistant Professor	MBA (HRM), BBA
Mr. Lynnel Kisku	Assistant Professor	MBA (HRM), BBA
Mr. Kiran Eliah	Assistant Professor	MBA (HRM), BBA
Mr. Sudhir Krupal	Assistant Professor	MBA (HRM), BBA
Mr. Franklin Narayan	Assistant Professor	MBA (HRM), BBA
Mrs. Victoria Samuel	Assistant Professor	MBA (Mkt.) BBA

FACULTY MEMBERS 2022-23

Department of Commerce

Dr. N. Mohan Rao	Assoc. Professor/HOD	MBA, M.Com., M.Phil, Ph.D.
Dr. Priya Narayanan	Assoc. Professor	M.Com., M.Phil Ph.D.
Dr. Kumudini T.	Assoc. Professor	M.Com., Ph.D.
Mrs. Miti Dhupia	Assistant Professor	MA (Eng.)
Ms. Vineeta Chopra	Assistant Professor	M.Com, B.Com.
Mrs. Unnati Doshi	Assistant Professor	M.Com, B.Com.
Mr. Dipanshu Taluja	Assistant Professor	B.Com., C.A.
Mrs. Tanvi Agarwal	Assistant Professor	M.Com., B.Com.

Department of Nursing

Ms. Ananda Nimmy	Principal	M.Sc. Nursing
Ms. Purnima Jasmin	Vice Principal	B.Sc. Nursing
Mr. Sam Jaisheel M.	Lecturer	M.Sc. Nursing
Ms. Suhana Job D.	Lecturer	M.Sc. Nursing
Ms. Monica Sridhar B.	Tutor	B.Sc. Nursing
Ms. Spandana Reddy	Tutor	B.Sc. Nursing
Mr. Koteshwar Badula	Tutor	B.Sc. Nursing
Ms. Sunitha Puli	Tutor	B.Sc. Nursing
Ms. Milita R. Marak	Tutor	P.B. B.Sc. Nursing
Ms. Payalben Patel	Tutor	P.B. B.Sc. Nursing
Mr. Bijo E Victor	Tutor	P.B. B.Sc. Nursing
Ms. Deepika Baburam Kasare	Tutor	P.B. B.Sc. Nursing
Ms. Geetha Thommandru	Tutor	P.B. B.Sc. Nursing
Ms. Arogya Narkani Christian	Tutor	P.B. B.Sc. Nursing
Mr. Chittibabu Thananki	Tutor	P.B. B.Sc. Nursing

DECLARATION BY STUDENT

I, the undersigned, _____

_____

Son/Daughter of Mr. & Mrs. _____

_____ Studying in

_____, willingly subscribe to be governed by the rules and regulations (as mentioned in Students' Hand Book 2022-23) and acknowledge the rights of the Metas Adventist College to take such disciplinary action against me as may be appropriate in accordance with the established procedures for the failure to abide by this rules and regulation or for other conduct deemed unsatisfactory or detrimental to the Metas Adventist College.

College Copy

Date : _____ _____

Place : _____ Student's Signature

DECLARATION BY PARENT

As a guardian, I _____ do hereby undertake the responsibilities to provide every parental support to assist my ward _____ _____, student of _____ for his / her success.

I shall take care of his / her regularity and punctuality in attendance. I shall also be careful about his / her conduct and progress in the college through contacting the respective faculty members from time to time.

I understand that in the case when the Rules and Regulations (as mentioned in the Student's Hand Book 2022-23) are not followed by my ward, he / she will be liable to diciplinary measures as Metas Adventist college authority may deem fit.

College Copy

Date : _____ _____

Place : _____ Parent's Signature

Contact No. (Off.) _____ (Resi.) _____

Address (Resi.) : _____

_____

(Off.) : _____

_____

DECLARATION BY STUDENT

I, the undersigned, _____

_____

Son/Daughter of Mr. & Mrs. _____

_____ Studying in _____, willingly subscribe to be governed by the rules and regulations (as mentioned in Students' Hand Book 2022-23) and acknowledge the rights of the Metas Adventist College to take such disciplinary action against me as may be appropriate in accordance with the established procedures for the failure to abide by this rules and regulation or for other conduct deemed unsatisfactory or detrimental to the Metas Adventist College.

Date : _____ _____

Place : _____ Student's Signature

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Date :_____ _____

Place : _____ Parent's Signature

Contact No. (Off.) _____ (Resi.) _____

Address (Resi.) : _____

_____

(Off.) : _____

_____