



Yearly Status Report - 2019-2020

Part A

Data of the Institution

1. Name of the Institution		METAS ADVENTIST COLLEGE
Name of the head of the Institution		Dr. Srikakolli Eliah
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		02617160217
Mobile no.		9924448058
Registered Email		principalcollege@metasofsda.in
Alternate Email		iqac@metasofsda.in
Address		PO BOX NO 24, ATHWALINES SURAT
City/Town		SURAT
State/UT		Gujarat
Pincode		395001
2. Institutional Status		

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Urban
Financial Status	Self financed
Name of the IQAC co-ordinator/Director	Dr. Nethala Mohan Rao
Phone no/Alternate Phone no.	02617160217
Mobile no.	9924448058
Registered Email	principalcollege@metasofsda.in
Alternate Email	iqac@metasofsda.in

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://metasofsda.in/college/wp-content/uploads/sites/5/2018/09/AQAR-REPORT-2018-19.pdf
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	http://metasofsda.in/college/wp-content/uploads/sites/5/2018/09/Academic-Calendar-2019-20.pdf

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	B	2.85	2014	10-Jul-2014	09-Jul-2019

6. Date of Establishment of IQAC

03-Jul-2014

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Orientation for first	05-Jul-2019	405

year students	1	
Faculty development programme series	10-Jun-2019 26	32
Workshop on business analytics and communication	17-Oct-2019 2	32
View File		

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

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
No Data Entered/Not Applicable!!!				
No Files Uploaded !!!				

9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

2

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

No

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

1. Establishment of language lab 2. Organize inter and intra college activities
3. Introduce value added and skill based programmes 4. Organize student outreach programmes 5. Industry interaction through seminars and forums

[View File](#)

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

Plan of Action	Achievements/Outcomes
Orientation programme for all first	All first year students were oriented

year students	about the rules and regulations of the college, academic and extracurricular activities, infrastructure and administrative aspects
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14. Whether AQAR was placed before statutory body ?	Yes				
<table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 50%;">Name of Statutory Body</th> <th style="width: 50%;">Meeting Date</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Adcom</td> <td style="text-align: center;">08-Apr-2021</td> </tr> </tbody> </table>		Name of Statutory Body	Meeting Date	Adcom	08-Apr-2021
Name of Statutory Body	Meeting Date				
Adcom	08-Apr-2021				
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	Yes				
Date of Visit	15-Nov-2019				
16. Whether institutional data submitted to AISHE:	Yes				
Year of Submission	2020				
Date of Submission	08-Jan-2020				
17. Does the Institution have Management Information System ?	Yes				
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	The college uses the following management information system for various functions: 1) Human resources Attendance of teaching and nonteaching staff is maintained through Escuela software. 2) Student attendance Attendance for student on an hourly basis entered by the faculty and weekly and monthly attendance reports generated and distributed to students through Escuela. 3) Admissions applications and records are made online through Escuela software. 4) Online admissions into the postgraduate programme. 5) Library issue and returns of books are done through Soul Software. 6) Accounting records and compilation through Tally software. 7) Fees collection and deposit online system through Escuela software.				

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

Metas Adventist College is one of the colleges which provide opportunities to the students to bring up their skills and showcase their talents in different fields. Since its inception, the college has played a vital role in contributing sound graduates and efficient post graduates in their respective field and brought glory to the institution. Revision and up gradation of syllabus is done at university level the college has an effective mechanism for the delivery of the same. At the commencement of each academic year, every faculty member provides students course plans and reading content for each course which are being displayed in the classrooms and are being discussed in detail. This plan is discussed with the students so that students get a proper clarity about the subject and content included in it. Besides using of the old method of delivering lectures there are different methods used for teaching like power-point presentations, group discussion, and audio-visual support. Faculty makes efforts to monitor academic performance of students through tests, presentations and assignments in addition to the university exams. The IQAC conducts interactive sessions with experienced persons on latest developments in curriculum. Staff meetings are frequently conducted and change in curriculum, curriculum planning and delivery, teaching plan, teaching methods are discussed. Basing on the performance of the student remedial classes are also conducted. Departments maintain the detailed record of the classes and assessments. IQAC and Heads of departments also keeps an eye on the results, departmental proceedings and student needs and also keeps record of the different activities of college regarding teaching learning, development and improvements of effective curriculum delivery. PTM's are conducted on regular basis. The meeting between the parents and teachers is aimed to discuss child's progress in the college and address if there are any academic or behavioural issues. Faculty is encouraged to attend various FDP programs which help them upgrade their knowledge and skills.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene urship	Skill Development
No Data Entered/Not Applicable !!!					

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
No file uploaded.		

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
No Data Entered/Not Applicable !!!		

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
No Data Entered/Not Applicable !!!		

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Tally	26/08/2019	18
swayam	06/01/2020	347
View File		

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BBA	summer internship	129
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained

In order to ensure constant growth of the institution and progress of students the institute has put an effective feedback mechanism in place that collects, analyses and implements suggestions from the students to make academic, infrastructural and policy improvements in the college. The feedback is collected from the students through a questionnaire created in standardized format. The form is distributed among the students. The feedback is solicited in academic and non-academic areas. Oral as well as written feedback is taken from the students. Academic feedback is generally taken from the students once in a semester through questionnaires and personal discussions. Based on their feedback faculties also focus on developing reading attitudes of students by discussing on various articles and books on the courses taught in the framing of curriculum. Interactive sessions of experienced academicians and professionals working in different field also give the faculty an insight into areas of study which could enrich student's learning. Workshops and seminars in which the faculty participate are source of new idea which if thought relevant, are suggested in framing of the curriculum. Students are also enriched in their learning through the different committees departments which have been formed in the college course wise. These cells organize programs such as competitions, field visits, guest lectures, study tours, industrial visits, presentations, quizzes, debates and workshops thereby creating for the students an opportunity to participate in interactive and fun methods of learning. If students enjoy studying any specific topic, faculty guide them to read further by, giving references of latest literature on the subject, E- references (eBooks, URL sharing newspapers articles on the same. The college conducts annual Alumni Meet, in which suggestions and feedback are received from Alumni students. Feedback from companies visiting campus on recruitment drives too is recorded and Action taken report is granted for the same. Student's feedback on

Institutional Performance is evaluated based on the following parameters. Overall impact of college on student life college office support security alert and approach overall ambience/ cleanliness of the campus canteen facility. Internet (Wi-Fi) and class scheduling Assessment, Evaluation and feedback co-curricular and extracurricular activities parents feedback on Institutional performance is evaluated based on following parameters. Overall ambience/ infrastructure of the college/ Administrative office support and response/ Value added programmes offered/ Field trips and other trips/ Exposure to extra cocurricular/ Inter College activities/ SMS updates/ periodicity of PTM's/ class tests and examination conducted/ overall/ class discipline/ timely updates/ notifications given.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BCom	Commerce	100	123	84
BBA	Management	300	500	281
MBA	Management	60	28	28

[View File](#)

2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	744	65	24	8	32

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
32	32	3	22	Nil	4

[View File of ICT Tools and resources](#)

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2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Supervising and Counselling is a support service available to all students in the college. Our students are grouped and assigned to the care of class teachers(class sponsors) and senior faculty for counselling. A mentor is an adviser, role model and friend who maintains a personal developmental relationship with the students. Supervising and counselling involves personal talking and provides cognitive and intellective support relevant to work, career and professional development. With the engagement with the students in a caring way, taking part in the learning process and by taking the path with learner, the mentor helps the mentee for the holistic development to grow and develop the potentialities. For the strong professional network and to identify the skills in students for them to explore their best potentials, counselling and supervising the students is the firm

foundation, the college have realised. Proper and useful guiding prepares students to gain crucial insight in addition to their own education and experience and gives them the edge with support and confidence. Having gained an understanding of the students perspective and their career options, the teachers acts as a mentor and introduces the students to diverse perspectives, experience and resources. Though initially mentoring, supervising, counselling began in an informal way in order to be a watchdog for students classwork, attendance, assignments, career prospects and career objectives, now the same is conducted on a streamlined regular and ongoing process: inspiring encouraging and supporting mentees, thus contributing to their professional and personal development. For counselling to be truly supportive, the mentor maintains the complete portfolio of their students. The academic career graph of the students reflects the improvement in the student and fields that needs to be focused more, Parents teacher meetings every semester to discuss the academic progress of the students and invite suggestions from parents and suggest ways in which parents and college can be more supportive for the betterment of the student.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
809	32	1:25

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
32	32	0	0	6

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
No Data Entered/Not Applicable !!!			
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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
MBA	Nill	I III 2019	30/09/2020	11/11/2020
BCom	Nill	I, III V Semester/ 2019	07/10/2020	02/12/2020
BBA	Nill	I, III V / 2019	07/10/2020	02/12/2020
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

For undergraduate programs, the institute conducts mid-exams of 50 marks, adding to it 20 marks for class test, 20 marks for assignment, 20 marks for class participation, 20 marks for attendance and 20 marks for project/ viva. The average marks of the examinations are considered as final mid-marks. End semester examination is for 75 marks which is conducted by the university. For post-graduate programs, the institute conducts mid-exams of 100 marks, adding to it 20 marks for class test, 20 marks for assignment, 20 marks for class

participation, 20 marks for attendance and 20 marks for project/ viva. The average marks of the examinations are considered as final mid-marks. End semester examination is for 75 marks which is conducted by the university. There is a continuous evaluation process for all the students of the college.

Reforms in the Evaluation process: 1. Awareness of evaluation and assessment system in orientation program. 2. Conducting tutorial classes to clarify doubts and re-explaining the critical topics. 3. Regular unit tests, Surprise test Quiz are conducted prior to mid examinations. 4. Regular conduct of group discussions, seminars and guest lectures. 5. Monitoring the improvement in slow learner and encouraging the fast learners by reviewing their performance. 6. Industrial visits are arranged for the students and students submit the visit report which is also evaluated. Faculty conducts unit-test/surprise-test, collaborative learning practices, project-based assignments, tutorial classes, remedial/extended classes, and study hours to evaluate students' performance to get better results. Additional Procedures of Evaluation and Guidelines for Faculty evaluates students growth by identifying assignment topics and creating question papers Self Study Report of mathematical problems, quizzes, presentations, team-work activities and solving previous year's question papers. Students' performance is also evaluated based on the following parameters: communication skills, use of modern tools (NPTEL, M-Tutor, V-labs), critical thinking skills, problem-solving skills, ability to work in teams, and leadership qualities.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The college adheres to academic calendar provided by the University for the Conduct of continuous internal evaluation system. The academic calendar specifies the dates of term end examination, syllabus commencement and completion dates, internal exams. Tentative dates of practical exams, viva-voce and theory examinations are laid down in the academic calendar. The time tables are prepared and implemented accordingly. The schedule of external examination is fixed by the University and the same is displayed on notice board for students. Any changes in University schedule are communicated to the students well in advance.

1. Internal Exams are conducted every year before university exams. 2. Every teacher conducts regular class tests on the related topic. After assessment of answer scripts are distributed among the students, The Principal conducts curricular and extracurricular review meetings on regular basis to check the implementation and progress of all the activities in the academic calendar. If needed, changes in the activities are done on the bases of these review meetings. The Various tests like unit test, Term test, practical examination, Viva-voce exam, assignment project, seminar, group discussion to be conducted by the teachers, are indicated in the academic calendar along with Extra-curricular activities: The academic calendar plans conduct of extracurricular and social activity such as: Celebration of birth and date anniversaries of the national icons and celebration of various national and international days. Tree plantation to keep campus areas green and to make the students aware about various environment related issues, blood donation camp and various other social activities conducted by various Clubs in the College.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<http://metasofsda.in/college/wp-content/uploads/sites/5/2018/09/Programme-Outcomes.pdf>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
Nill	MBA	Management	37	33	89.19
Nill	BBA	Management	127	104	81.10
Nill	BCom	Commerce	46	33	71.11
View File					

2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<http://metasofsda.in/college/wp-content/uploads/sites/5/2018/09/Student-Satisfaction-Survey-2019-20.pdf>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
No Data Entered/Not Applicable !!!				
No file uploaded.				

3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Building Career after MBA	Management	08/08/2019
Improve your logical reasoning and GDPI skills	Management	09/09/2019

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
IPR Olympiad Exam	Tushti P Bakrania	ISERD India	19/10/2019	Nill
Certified Microsoft innovative educator	Mr Ranjith prakash	Microsoft	07/05/2020	Nill
Certified Microsoft innovative educator	Mr Sanjith prakash	Microsoft	07/05/2020	Nill
No file uploaded.				

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
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No Data Entered/Not Applicable !!!

No file uploaded.

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
No Data Entered/Not Applicable !!!		

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
No Data Entered/Not Applicable !!!	

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Management	2	6.04
International	Management	1	6.2
International	Management	1	7.95
No file uploaded.			

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Commerce	1
No file uploaded.	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
No Data Entered/Not Applicable !!!						
No file uploaded.						

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
A propose way of quality control in hospitals by application of cause and effect analysis.A	Sonali Mishra	Compliance Engineering Journal- ISSN 898-3577	2019	5	Nil	Nil

study conducted in bharat cancer hospital and research institute

No file uploaded.

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	30	97	0	0

[View File](#)

3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Blood Donation	Red Cross	4	124
Red Cross Training Program	Red Cross	4	13

[View File](#)

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
No Data Entered/Not Applicable !!!			

No file uploaded.

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Swachh Bharat Abhiyan	Surat Municipal Corporation	Plastic Free India- Swachh Bharat Abhiyan	5	25
Charity	Balashram-Vishwa Jarati Mission Surat	Donation/ Charity	5	30

No file uploaded.

3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
No Data Entered/Not Applicable !!!			

No file uploaded.

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Academic	internship	attached file	24/12/2019	23/01/2020	129
View File					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Erp Software solutions pvt ltd	14/08/2020	Training for Tally ACE 6.0 Tally ERP 9 course of 60 hours	20
Makeintern	24/09/2019	Training and internship	32
No file uploaded.			

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
7340000	7340000

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Seminar halls with ICT facilities	Existing
Classrooms with LCD facilities	Existing
Seminar Halls	Existing
Laboratories	Existing
Class rooms	Existing
Campus Area	Existing
Others	Newly Added
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
Classrooms with Wi-Fi OR LAN	Existing

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4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
soul	Fully	2.0	2016

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	8714	4811684	475	81862	9189	4893546
e-Books	119	Nil	Nil	Nil	119	Nil
Journals	24	51495	Nil	Nil	24	51495
e-Journals	1	Nil	Nil	Nil	1	Nil
Digital Database	10375	69000	Nil	Nil	10375	69000
CD & Video	43	Nil	Nil	Nil	43	Nil
Others (specify)	140	70000	Nil	Nil	140	70000

[View File](#)

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
No Data Entered/Not Applicable !!!			
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	137	55	137	0	0	49	23	85	11
Added	6	0	6	0	0	0	6	0	0
Total	143	55	143	0	0	49	29	85	11

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

85 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and
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recording facility

No Data Entered/Not Applicable !!!

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
6733238	8745548	7340000	11599578

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

General: • Annual budget is prepared and proposed for maintenance and utilization of physical, academics and support facilities. • Entire campus including halls, offices, staffrooms, classrooms, laboratories, sports ground, gymnasium is regularly cleaned by the in housekeeping staff of campus. • Washrooms and toilets are cleaned and maintained regularly by outsourced agency. Library: • College library has restricted access and confined to bonafide students, teachers and staff. • Students are not allowed to bring bags, briefcases, coats or other personal belonging to library. • Library books and shelves are dusted and cleaned regularly. • Old mutilated and damaged books are given for binding on regular basis and maintained. Computer Laboratory: • College maintains the working status of the computers regularly. Minor maintenance can be done by lab assistant in the college itself • The users in the college are responsible to use computer and other resources keeping with the professional and ethical rules and standards of conduct which the college promotes. • Unauthorized use or misuse of any computer system, communication network, or interference with the normal operation of college computing system is prohibited and can be taken care by IT support team. • Inventory register has been kept for recording the details about computers and other equipment. • IT complaint register is maintained to record the maintenance details about the IT equipment. Classroom: • Students are expected to maintain the decorum of class. No mobile phones, destruction of property, hooliganism and vandalism, ragging, unauthorized of electronics device, consumption of drugs, alcohol or tobacco product, eve teasing, sexual assault or harassment, on or off campus strike, etc. • Maintenance of classroom like white screen, projector etc. is taken care by the college on regular basis. Gymnasium and Sport Ground: • Gymnasium equipments are maintained regularly by outsource agency. • The Sports facilities maintain proactively inspecting on a routine basis. • The main purpose of maintenance is to ensure safe operation and reduce the risk of injury to the players.

<http://metasofsda.in/college/wp-content/uploads/sites/5/2018/09/Procedure-for-Maintenance.pdf>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	METAS Scholarship	50	2762160
Financial Support from Other Sources			

a) National	National scholarship-Direct to student	3	450000
b) International	-----	Nil	Nil
No file uploaded.			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Tally Erp	14/08/2019	18	tally
International YOGA Day	21/06/2020	82	private Yoga Trainer and health coach Mrs Falguni Krupesh Shah
Students Counselling Through PTM	20/10/2019	525	Metas college team
Students Counselling Through PTM	15/03/2020	400	Metas college team
India Red cross society counselling	08/07/2019	175	Indian red cross society Surat
India Red cross society workshop	17/08/2019	13	Indian Red cross Society SurAT
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2019	Seminar on Study Abroad	12	20	9	Nil
2019	Seminar on career counselling	Nil	12	Nil	9
2020	WEBINAR ON SOFT SKILLS	Nil	9	Nil	Nil
No file uploaded.					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
1	1	2

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
File attached	37	11	Nil	Nil	Nil
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2020	2	BCom	Commerce	PUNE UNIVERSITY FOR LLB	LLB
2020	4	BCom	Commerce	GYAN VIHAR UNIVERSITY - JAIPUR	MBA
2020	10	BBA	Management	Metas Adventist college Surat	MBA
2020	10	BBA	Management	GYAN VIHAR UNIVERSITY- JAIPUR	MBA
2020	2	BBA	Management	SYMBIOSIS UNIVERSITY- PUNE	PGDM
2020	2	BBA	Management	Luthra Institute of management - Surat	MBA
2020	2	BBA	Management	ADANI INSTITUTE OF INFRASTRUCTURE MANAGEMENT	PGDM
2020	2	BBA	Management	BHAGWAN MAHAVIR UNIVERSITY MBA DEPT- SURAT	MBA
2020	2	BBA	Management	Auro University Surat	PGDM
2020	3	BBA	management	NMIMS UNIVERSITY- MUMBAI	PGDM
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year
(eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
CAT	20
Any Other	85
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Metas euphoria 2020	state level inter college	233
college picnic	college	156
Annual sports day	Inter class	300
Metas Football league	Inter class	104
MPL cricket league	Inter class	195
Metas badminton league	Inter class	58
Chess competition	Inter class	20
Best out of waste	Inter class	88
yoga Day celebrations	Inter class	82
Navratri Celebrations	Inter class	509
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5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	All India Cycling National Championship at Bikaner 10th position in Critum and 7th position in Mass Start	National	2	Nil	B1900280	Manav Chandwani
2019	All India Cycling National Championship at Bijapur	National	2	Nil	B1900402	Sriya Mistry

9th position in Critum and 11th position in Mass Start					
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

With the objective of inculcating leadership, organizational managerial and accountability in the behaviour of students, there exist an active and strong representation of students in the academic and administrative bodies and committees students to learn and implement the leadership skills taught in theory. The Institutional Quality Assurance Cell is constituted in our institution under the CEO/ President of the institution with head of the important academic and administration units, a few faculty members and some few distinguished educationists/representative of local committee. Students are the members of the Institutional IQAC through the Quality Assurance and Enhancement for driving effectiveness and monitoring the functioning of the class representative system. Students are actively involved in decision making process and also members of the different important academic and administrative bodies and committees in the institution like placement cell, student affairs, Anti ragging cell, Academic counsel, Grievances', women cell and also other activity clubs like warriors club, vivacity, spectrum ,management clubs , Indian Red cross society, brainwaves club, minds craft club etc. Functional / Technical / Institutional clubs/ committees elect President, Vice President Members, Secretary and treasurer positions, where students organize specific events, extracurricular events, competitions, conferences, seminars, symposiums, forums, subject matter expert panel discussions which nurtures their skills of leadership and execution there by making the student performance oriented and ready to take challenges of their future well in advance. The team of governing body of students along with their student volunteers also takes active part in all inter and intra college activities within the college and thereby it brings out the leadership skills and also builds confidence in team building, It gives students opportunity to learn and a practical implementation of the class room learning. The office of the Students Affairs monitors the effectiveness and outcome of the Club/ Committee activities. The Best practices of eminent institutions are benchmarked and implemented so as to build the strength of the students and give them a platform for holistic growth and development of each student within the institution.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

44

5.4.3 – Alumni contribution during the year (in Rupees) :

150000

5.4.4 – Meetings/activities organized by Alumni Association :

Personal meeting one to one meetings were conducted from 05-12-2019 till 02-01-2020 with alumni at their end to collect sponsorships for various events like sports, cultural , social and also inter college events of the college Online zoom meeting was conducted on 23-03- 2020 with the Alumni Association and also their governing body membe.rs Due to COVID19 could not conduct face to face meetings inside the campus for the Alumni from march 2020 onwards.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The policies, systems and organization structure are well defined and consistent with University policies and with the vision and mission of the college. The principal and HODs plan academic and administrative activities for the smooth conduct and continuous progress of the college for teaching as well as non teaching aspects of college functioning. It formulates common working procedures which are required to be implemented by the departments. In - charges of Departments conduct department meetings regularly to plan, finalize and implement various curricular and co-curricular activities after taking into consideration available resources. Staff Meetings are conducted thereby promoting collective thinking and decision making. Regular inputs are taken faculty and staff through regular meetings for continues improvements in the system. The teaching as well as non-teaching staff is responsible for implementing the policies, systems and procedures framed by the top management. Various committees are formulated like anti-ragging cell, women harassment cell, placement cell, IQAC committee, etc. which meet regularly to prepare participatory action plans and their implementation. Different clubs like with faculty-in charge and student volunteers are formulated who are responsible for conducting industrial visits, having tie-ups with industry experts, organizing seminars/workshops/conferences/FDPs, etc. The faculties interact with parents and also carry out necessary follow ups with them for their child's development. Various inputs are taken from Alumni so that activities such as Industrial visits, Internships and placement can be planned.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Teaching and Learning	Teaching and Learning: Activities like Group Discussions, Field Visits, Debates, Quiz, Case Studies, Surveys, Industrial Visits and students' Paper presentations are organised by the teaching faculties, co-curricular committees and clubs for students' academic development. Some teachers prepare and upload educational YouTube videos. Guest lectures by experts from various fields are conducted for value addition. Regular feedback is obtained from students for improving teaching learning method. Peer learning is promoted within and outside the class

	hours.
Admission of Students	Admission of Students: The Principal of the College along with the admission committee carry out the admission process. Financial help is offered through the flexibility in payment of fees in easy instalments for the needy students. The students are guided to opt for right choice of subject combination at the time of admission.
Industry Interaction / Collaboration	Industry Interaction / Collaboration: The dedicated team of faculty members is formed along with Placement cell of college to obtain collaborative interactions with the industries working in the field of the courses that are offered by the college. The students are regularly sent for internship. The industry experts are invited to conduct guest lectures, seminars and workshops.
Human Resource Management	Human Resource Management: The College has recruited adequate number of faculty members, administrative and technical staff. All human resources available within the College is deployed and engaged according to one's aptitude and abilities. The college believes in encouraging and development of teaching and non teaching staff. Training programmers, knowledge enhancement and self development facilities, Faculty retreats, staff social and get together are organized throughout year. Subsidised education for children of staff and faculty, concessional medical and accommodation facilities are provided. Grievance Redressal Cell, Anti-Ragging Committee, Women Harassment Committee are formed.
Library, ICT and Physical Infrastructure / Instrumentation	Library, ICT and Physical Infrastructure / Instrumentation: The college library is providing well equipped with books and computers with internet facility. New books and journals are purchased in the library. Circulations are maintained through SOL Software. All the classrooms are equipped with projectors and the campus is Wi-Fi enabled. The teaching faculties are provided with individual lap top and new computers are installed in administrative offices. Up gradation of computer systems and network is continuously done to improve efficiency
Research and Development	Research and Development: To enhance

the teaching quality, the teaching faculty is constantly motivated to take up research work. College provides necessary financial support for the same. Faculties are encouraged to do Ph.D. The IQAC motivates faculty members for research publications in peer reviewed journals with high impact factor and also encourages them to present papers in International/National/State Level Seminars and workshops.

Examination and Evaluation

Examination and Evaluation: The rules and regulations concerning the evaluation process, distribution of marks of internal assessment are announced and explained to the students on orientation day. The college follows the semester system. The departments hold regular meetings to ensure that the teachers take regular class tests, assignments, presentations and guide project work of the students. There is continuous assessment of student's performance through internal test, assignments, project works, attendance, seminars, and semester end exam. The faculties upload marks of class participation, assignments, tests and projects in college software. The internal marks are then displayed on college notice boards.

Curriculum Development

Curriculum Development: Being affiliated to University and being a non-autonomous college, the college is not authorized to frame syllabus by its own. An academic annual calendar is prepared in the beginning of the academic year for all curricular and extracurricular activities. To ensure smooth running of the academic sessions teachers submit their lesson plan for every semester so that the syllabus is completed on time. There are regular meetings of the teaching staff to discuss academic affairs. Feedback and reviews from various stakeholders are taken to maintain quality. Guest lectures, seminars, and workshops are arranged and industrial visits are organized for students so that they get an exposure to the outside world and with actual working conditions in industries

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area

Details

<p>Planning and Development</p>	<p>Planning and Development: Timetable and academic calendar is planned. Attendance of students is monitored using Escuela software</p>
<p>Administration</p>	<p>Administration: Student data is maintained on a digital platform. Escuela software is used for recording, monitoring and maintaining the student data. Service record of teaching and non teaching staff is maintained. Employee data with PRN is maintained in digital format. Important communications and policy decisions are conveyed to concerned stakeholders through emails, whatsapp and by display on the college website.</p>
<p>Finance and Accounts</p>	<p>Finance and Accounts: The college is fully computerized with high speed internet facility for office and account section. Fees are collected and entered in the accounting software which maintain records of students' receipts and profile account. Daily cash collection and payment reports are generated from the software and recorded in the cash book. These transactions are then posted to various ledgers. Class wise fees receivable and the actual fees received are reconciled after every semester with the help of the software. Staff salary along with their profile is maintained in the system. The statutory dues are paid online in timely manner. Annual statements and budgets are generated using Tally software.</p>
<p>Student Admission and Support</p>	<p>Student Admission and Support: Admission process for MBA course is online and centralised. ACPC Gujarat holds authority to conduct admission process where students need to score minimum 50 in any UG course for taking admission for the MBA course. For undergraduate courses like BBA and B Com, students have to fill admission form online. Students desirous to take admission for BBA and B Com course need to score minimum 55 and 50 respectively in XII grade (English medium). On this basis, merit list prepared. Thereafter there is second round of admission process i.e. student interview. Second and final merit list of students is prepared based on performance in interview.</p>
<p>Examination</p>	<p>Examination : Admission process for</p>

MBA course is online and centralised. ACPC Gujarat holds authority to conduct admission process where students need to score minimum 50 in any UG course for taking admission for the MBA course. For undergraduate courses like BBA and B Com, students have to fill admission form online. Students desirous to take admission for BBA and B Com course need to score minimum 55 and 50 respectively in XII grade (English medium). On this basis, merit list prepared. Thereafter there is second round of admission process i.e. student interview. Second and final merit list of students is prepared based on performance in interview.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
Nil	--	----	----	Nil
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	Green Marketing	ICT	10/06/2019	10/06/2019	32	20
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Short term course on Research Ethics for Beginners	1	02/06/2020	04/06/2020	3
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching	Non-teaching

Permanent	Full Time	Permanent	Full Time
Nil	12	1	Nil

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
<p>Medical leave is given as per HR policy, Family get-togethers/staff socials/staff picnics are organised, Dedicated cabins are provided for teachers with wi-fi facility, Uniform is provided for all teaching staff, Professional Development Programs and activities are organized by the institution and the faculties are facilitated to attend these throughout the academic year, Training as well as study Leave is approved for the faculty who go for doctoral programs or any other advanced academic course. As financial support to faculty members pursuing higher education, the college provides library facility, computers, printers and stationery (ICT) and similar other resources, Summer vacation of two weeks is given to the entire faculty who have completed a minimum of nine months service in the institution, Research incentive for publication of Research paper, article and case study in reputed journals is provided</p>	<p>Uniform is provided, Provident fund, gratuity and pension are paid by the institution as per the statutory rules, Leave travel allowance, Petrol allowance, Laundry allowance are also paid, Education loans, marriage loans are given, Mobile facility is provided, Family health care insurance- 100 medi-claim is extended by the college, Concession in tuition fees at school and college is given for children of staff, Fully paid maternity leave is provided, Staff quarters /Residential accommodation is given at concessional rent</p>	<p>In campus, hostel facility with quality housing and meal is provided to students. There is fee waiver for economically challenged students. There is free health check up for students. Student of the Year award is given to encourage students who excel in academics as well as extra/ co-curricular activities. Gold medals and certificates are awarded to merit holders in sports and academics. Industrial trips are organised and several workshops, training sessions are conducted for their overall development. The college regularly interact with parents so that there is coordinated effort for the welfare of the students.</p>

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

There is continuous monitoring of financial aspects of the college. The audit staff undertakes internal financial Audit of the college accounts under the supervision of Vice president (Finance). The internal auditor assesses the operating effectiveness of the policies and procedures established by the management to identify, capture and communicate relevant information to the concerned persons in the entity to enable them to make timely and effective decisions and discharge their responsibilities efficiently. Internal audit

report is prepared and submitted to the Governing body. Statutory auditors carry out external audit after 30th June of the subsequent year. Annual return of Income is filed with the Income tax Authorities before the due date of filing the return. -----

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
-----	Nil	Nil
No file uploaded.		

6.4.3 – Total corpus fund generated

No Data Entered/Not Applicable !!!

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Adventist Accreditation association (AAA)	Yes	vice president academic affairs
Administrative	Yes	Adventist Accreditation a ssociation(AAA)	Yes	Principal

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

There is no formal registered parent-teacher association in the college. Parents are free to contact college authorities and the teachers for any clarification. However, for healthy interaction with the parents, the college conducts a formal parent - teachers counselling session once in a semester. Student's academic performance, university results, attendance and other related issues are discussed. Feedback is taken from parents so that any shortcomings can be improved upon for similar counselling sessions in future. Parents are also invited for appreciation ceremony of meritorious students on college annual day.

6.5.3 – Development programmes for support staff (at least three)

Regular medical check-up, free medical advice and medical benefits are provided since college has attached hospital managed by same trust. Computer literacy programme and training is conducted on periodic basis. On the job training as per the job requirements.

6.5.4 – Post Accreditation initiative(s) (mention at least three)

The college has entered into MOUs with reputed corporate institutions for benefit of students for summer placements, internships, knowledge sharing sessions, final placements, field trips (Industrial Visits). The college started Indian Youth Red cross society wing under Indian Red cross Surat Branch leadership with 175 student volunteers. It also promoted research culture by organising webinars. It started up-gradation programme on TALLY accounting software. Training and efficient use of zoom and google classroom to conduct classes, webinars student counselling during the covid pandemic.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	No
c) ISO certification	No
d) NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	Orientation for freshers	05/07/2019	05/07/2019	05/07/2019	405
2019	Indian red cross wing induction	08/07/2019	08/07/2019	12/07/2019	179
2019	Forum on bursting digital marketing misbelief	18/07/2019	18/07/2019	18/07/2019	95
2019	IIM workshop on Business analytics and communication	17/10/2019	17/10/2019	18/10/2019	58
2019	workshop on women sexual harassment at workplace	19/12/2019	19/12/2019	19/12/2019	120
2019	Faculty industrial visit	30/12/2019	30/12/2019	30/12/2019	25

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
International Yoga Day	21/06/2019	21/06/2019	32	50
Women Empowerment	09/07/2019	09/07/2019	80	0
Women Sexual Harassment	19/12/2019	19/12/2019	120	0

Self-defence session for women	12/03/2020	12/03/2020	150	0
Student of the year	07/02/2020	16/02/2020	32	80
Metas Premier League	06/01/2020	07/01/2020	68	127
Annual Sports Day	27/01/2020	27/01/2020	113	187
All India University Cycling for Women (NEHU Event)	08/02/2020	11/02/2020	1	0
Games and Sports for Metas Faculty	23/02/2020	23/02/2020	172	228

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
<p>There are separate bins maintained for both dry and wet waste. The garbage collection van takes away the dry waste on regular basis. The college has arranged an adequate number of bins to collect the waste. For the disposal of the paper waste, the college tries to reuse the paper, once not in use. For the disposal of e-waste, it is delivered to an e-waste recycling agency. The discarded e-waste is replaced to buy new products which help in saving money to extend and provides with the safe disposal process. Green practices the college organizes tree plantation program at intervals to inculcate the value of plantation among the students and faculty. The college also arranged for Swachh Bharat Abhiyan. All the classrooms in the college are well lit with natural light and are very well ventilated.</p>

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	Nil
Provision for lift	Yes	Nil
Ramp/Rails	Yes	Nil
Braille Software/facilities	No	Nil
Rest Rooms	Yes	Nil
Scribes for examination	Yes	Nil
Special skill development for differently abled students	Yes	Nil
Any other similar facility	Yes	Nil

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to	Number of initiatives	Date	Duration	Name of initiative	Issues addressed	Number of participating
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	address locational advantages and disadvantages	taken to engage with and contribute to local community					students and staff
2019	1	1	18/10/2019	2	Blood Donation Camp	Collected blood for the blood bank	78
2019	1	1	02/10/2019	2	Cleanliness Drive	Visited and Cleaned a nearby beach Dumas	24
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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Student Handbook 2020-21	09/05/2019	The code of conduct for students is drafted and published in the student handbook. Principal of the college informs the code of conduct, highlighting discipline in the Orientation Program for the first year students. The college also has discipline committee consisting of vice president of student affairs and senior professor and his/her team of teachers who supervises and looks after the overall conduct of the students. As a mechanism to follow the code of conduct effectively, the defaulters are asked to submit (subject) assignments or fines and or counselled with their parents by the class sponsors.
Workers Manual	02/05/2019	Workers manual -This manual is drafted and published by the institution and it contains the rules and regulations regarding

appointment, salary, leave and duties and obligations and code of conduct for the teachers and administrators of the college. The principal and vice president academic affairs orients the new recruits about the policies and code of conduct. Necessary action is taken by the principal and concerned head of the departments concerned against those who do not follow the code of conducts

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Week of Ethics	22/07/2019	26/07/2019	56
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. The college campus is declared as a 'Plastic Free Zone.' 2. Tree plantation was done by the students on Gandhi Jayanti. 3. Sessions and seminars conducted by the 'Nature Club Surat' to create awareness. 4. Students have registered themselves as members of Nature's Club. 5. The campus has been declared a "No Tobacco Zone." 6. Students and faculties are sensitized to save electricity by turning off the lights, fans, and ACs when not required. 7. The students residing near to college are encouraged to come on bicycles to college. 8. The college has shifted to an energy-saving electrical appliance like five-star rating bulbs and ACs. 9. The burning of litter and other waste material is banned on the college campus. 10. The staff, faculty, and students are motivated to use public transportation and carpooling as a fuel-saving strategy by the college.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

A. Student Monitoring System 1. Title of the practice Students Monitoring System 2. Objectives of the Practice a) To provide better guidance and support to students' needs. b) To provide a mentoring system to build the overall personality of the student, who can contribute to nation-building activities. c) To create an informal association between mentor and mentee d) To work in coordination with the parents towards the development of the students. 3. The context The mentor system is an initiative wherein Teachers are designated as Class Sponsors for a smaller group of students to get quantitative data about the students, to help them know the college and activities of the college, and to receive feedback from mentees to make more meaningful decisions in future for students. Also, some students require special counseling, they get a platform to discuss their problems with the coordinator and sponsor, accordingly, they are directed and given guidance. 4. The Practice This practice has been an integrated part of the college activities since its inception. Student receives proper guidance and directives as soon as they join the college by their respective Class Sponsor. Usually, two formal meetings (after the completion of the mid-semester exam) in a year are arranged by the

Class Sponsor wherein the student's performance, academic and nonacademic performance, their attendance, and general behavior in the college has been discussed with the parents. Also, the parents are being given complete detail about the conduct of the college. In the next semester, another meeting with the students is planned to know their problems, evaluate their performance, and ask suggestions for improving college facilities and functioning. The mentor looks at the attendance and performance of the individual student and suitable measures are taken. Parents are intimated about their wards performance and separate parent meetings are held in chronic cases to report. At the same time, advanced learners are advised to take up projects/ internships, while weak academic performers are instructed to participate in remedial classes conducted for them. Students are also encouraged to participate in different co-curricular activities like inter-college and intra-college events, by the Class sponsors. In short, the Class Sponsors thrive towards the holistic development of each student.

5. Evidence of Success This is an ongoing process for the student in his/her three years (six semesters) duration in the college. The outcomes of this process can be evaluated both objectively and subjectively. For most students, the academic progression has seen an upward trajectory suggesting better performance every year. Examples of students can be cited wherein the progress has been phenomenal. Students grow in their values and a better understanding of the subjects.

6. Problems Encountered and Resources Required Time to undertake this activity is an important factor for both the mentor and mentee to make the best of this process. With fixed meeting schedules every semester this factor is taken care but the number of students (approx 50-60) in large classes becomes a difficult task for a mentor to have a stronghold over the students' performance per se.

B. ICT Enabled Classrooms

1. Title of the practice ICT Enabled Classrooms

2. Objectives of the Practice

a) To provide a good IT infrastructure to the college.

b) To provide seamless internet connectivity in the classrooms, Library, Faculty Room, and Offices.

c) To facilitate teaching-learning experience amidst the lockdown due to the COVID-19 Pandemic.

d) To prepare the possibility of hybrid-classes (online and offline).

e) Use of online platforms such as Zoom Meetings and Google Meet.

3. The context Every classroom in the college is fitted with a Projector and a screen for enhancing the teaching experience through presentations and other electronic methods. Faculty can use their laptops as a powerful tool in the classrooms. With the sudden outbreak of the COVID-19 pandemic, the pedagogy shifted towards online classes. With most of the students opting to study from home, it was necessary to strengthen and upgrade the IT infrastructure as the online classes do consume a lot of bandwidth for streaming and sharing files and notes to the students. The attendance is also marked online through the student management software (Escuela). For this purpose, there is a need for a good IT infrastructure.

4. The Practice The college has a dedicated internet line for online classes. Each classroom has its router, thereby ensuring healthy and strong Wi-Fi connectivity. Faculty use their laptops in the classrooms while taking the classes. Internet facility is available at the Library for students to browse and read more on the subject matter. The Wi-Fi is not for the students.

5. Evidence of Success The response to the online classes was encouraging. Students were able to attend the classes in the safety of their homes. The online platform has also opened venues for webinars. Faculty, Students, and the teaching community had the opportunity to listen to professionals and experts in topics of Management, Commerce, and Nursing. Professional enrichment and development surged due to the online access to these resource personnel. Though initially the college faced challenges due to the 'new normal' mode of teaching, there was an overwhelming response towards online classes.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<http://metasofsda.in/college/wp-content/uploads/sites/5/2018/09/BEST-PRACTICES.pdf>

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Transformation of Students The objective and aim of Metas Adventist College are to transform students into leaders of tomorrow, who would engage themselves in activities of man-making and nation-building. Every student who enters the portals of the college should undergo a process of intellectual growth and increased reasoning skills. The molding of their character, temperament, and perspective to life should be forged with a lasting impression for decades to follow. The academics are integrated with value-based subjects and morals to ensure that they become vital in decision-making and business operations. When a student graduates and leaves college to pursue his career, he should look back and be proud of his achievement and growth in character, knowledge, and skill. Transformation of Teachers Metas Adventist College not only nurtures the growth of students but is also equally engaged in the career enrichment and development of its faculty. Regular Faculty Development Programs are organized by the college. Such activities are a part of the Academic Calendar, making it an academic culture of the institution. Faculty are encouraged to participate in seminars, conferences, and webinars, present papers, and even publish them in national and international journals. Centre of Excellence Metas Adventist College has the vision to become a 'Centre of Excellence. It is a perennial pursuit to strive for excellence and be at par with the global standards in academics as well as pedagogical activities. For this purpose, the college is pursuing accreditation from NAAC and NBA. The standard and norms laid by these external accrediting agencies will ensure that the practices are current and effective. It also assures its stakeholders (students, faculty, and public) that the quality of the curriculum and syllabi of the study programs offered are at par with national and international standards. Such accreditations will also render the students an edge in their employability by them completing their degree from an educational institution that is known for its excellence.

Provide the weblink of the institution

<http://metasofsda.in/college/wp-content/uploads/sites/5/2018/09/Institutional-Distintiveness.pdf>

8.Future Plans of Actions for Next Academic Year

To create an excellent academic atmosphere and to gradually expand into a multidisciplinary institution in light with the new educational policy. To conduct a series of educative webinars and discussion forums for the academic and intellectual development of students and faculty members all over the country. To start new value added and life skill- based courses and to supplement the curriculum and make students better prepared to meet industry demands as well as develop their interests and aptitudes of the students. To improve and strengthen the internet and digital infrastructure to meet the demands of online and hybrid education.