

The Annual Quality Assurance Report (AQAR) of the IQAC

June 2016-May 2017



Name of the college: METAS Adventist College

Track ID: WRJPPTVI1479

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

The Annual Quality Assurance Report (AQAR) of the IQAC

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

Part – A

AQAR for the year (for example 2013-14)

JUNE 2016-June 2017

I. Details of the Institution

1.1 Name of the Institution

METAS ADVENTIST COLLEGE

1.2 Address Line 1

ATHWALINES

Address Line 2

CHOWPATI

City/Town

SURAT

State

GUJARAT

Pin Code

395001

Institution e-mail address

principalcollege@metasofsd

Contact Nos.

0261-7159209

Name of the Head of the Institution:

Dr. SRIKAKOLLI ELIAH

Tel. No. with STD Code:

0261-7159224

Mobile:

9924448028

Name of the IQAC Co-ordinator:

DR.PRIYANARAYANAN

Mobile:

9998962570

IQAC e-mail address:

iqac@metasofsda.in

1.3 NAAC Track ID (For ex. MHCOGN 18879)

WRJPPTV11479

OR

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.

This EC no. is available in the right corner- bottom of your institution's Accreditation Certificate)

NAAC/WH/CERT-A&A/EC(2nd SC)/116/2014

1.5 Website address:

www.metasofsda.in

Web-link of the AQAR:

www.suratcollege.metasofsda.in/aqar2016-17.doc

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

1.6 Accreditation Details

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

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

21/05/2014

1.8 AQAR for the year

June 2016-May 2017

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

- i. AQAR 2014-2015 submitted to NAAC on 01/08/2015
- ii. AQAR 2015-2016 submitted to NAAC on 07/10/2016
- iii. AQAR 2016-2017 submitted to NAAC on 20/11/2017

1.10 Institutional Status

University State ☐ Central ☐ Deemed ☐ Private ☐

Affiliated College Yes ☒ No ☐

Constituent College Yes ☐ No ☒

Autonomous college of UGC Yes ☐ No ☒

Regulatory Agency approved Institution Yes ☒ No ☐

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

Type of Institution Co-education ☒ Men ☐ Women ☐

Urban ☒ Rural ☐ Tribal ☐

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

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

1.10 Type of Faculty/Programme

Arts ☐ Science ☐ Commerce ☒ Law ☐ PEI (Phys Edu) ☐

TEI (Edu) ☐ Engineering ☐ Health Science ☐ Management ☒

Others (Specify)

. General Nursing

1.11 Name of the Affiliating University (for the Colleges)

North Eastern Hill University
(NEHU)

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence UGC-CPE

DST Star Scheme UGC-CE

UGC-Special Assistance Programme DST-FIST

UGC-Innovative PG programmes Any other (*Specify*)

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2. 6 No. of any other stakeholder and
community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders:

No.	<input type="text"/>	Faculty	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Non-Teaching Staff Students

Students

Alumni

Others

2.12 Has IQAC received any funding from UGC during the year? Yes ☐ No ☒

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

Activity Based Learning with support of IT Infrastructure

2.14 Significant Activities and contributions made by IQAC

- Student Feedback on Teachers was conducted
- IQAC motivated research publications in National and International Journals and there was an increase in the number of publications
- Has initiated improvements in academic and extra -curricular activities and encouraged inter college participation and new activities.
- Encouraged students to participate in local, state and national academics events
- Encouraged inter college participation and new academics activities

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
To cater to the needs of slow learners through remedial classes	Extra classes and remedial classes were conducted to help slow learners
Strengthening the placement activities and Industry interaction	Experts are invited from industry for guest lectures and seminars. Summer internships are compulsory and industrial visits are arranged for Students
	Campus and off campus placement

	interviews were organised
To conduct an academic audit of the departments.	IQAC held meeting to interact and monitor the activities of all the departments
To improve student attendance in the classes and provide constant monitoring and support of progress.	Student counseling on academic activities, Daily SMS of student attendance to parents, warning letters and monthly updates of attendance status helped to increase the student engagement in classroom.
To reorganise and enlarge the number and variety of student activities	Clubs were reorganized and new activities like preparation of mock budget, video shoot of student budget session, entrepreneurship fair etc was organized.
Arranging Industrial visits, trips and excursions for students and staff	<p>The institution believes in providing practical and industry oriented education. Eminent personalities were invited to deliver guest lectures. Students visited several industries and hospitals to sharpen their skills.</p> <p>Recreation trips for students and staff were organized.</p>

** Attach the Academic Calendar of the year as Annexure.*

2.15 Whether the AQAR was placed in statutory body Yes ☒ No ☐

Management ☒ Syndicate ☐ any other body ☐

Provide the details of the action take

Action was taken to approve the activities of the IQAC

Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

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

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

Semester ~~First~~ 3

Num

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

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

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

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

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

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
24	18	4	2	-

2.2 No. of permanent faculty with Ph.D.

3

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
14	-	3						17	

2.4 No. of Guest and Visiting faculty and Temporary faculty

6

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended			
Presented papers	7	5	
Resource Persons			

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

Wifi enabled campus, PowerPoint and Video presentations, practical learning through industrial visits and field trips.

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

210

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

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

2

2.10 Average percentage of attendance of students

82%

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
BBA	149	-	26	78	14	79.19%
B.COM	67	-	1	14	13	41.79%
MBA	24	-	7	15	-	91.66%
Nursing	20	5	3	7	5	100%

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

- ICT-enabled teaching-learning process is followed by the Institution.
- Student-centric teaching strategies like presentations, class debates were introduced for all classes.
- Faculty are monitored continuous monitoring on daily basis-Some of the monitoring methods include checking the weekly Lesson Plans, classes visits, checking the class notes and PPT of faculty observing through cameras fitted in classrooms etc

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	-----
UGC – Faculty Improvement Programme	-----
HRD programmes	-----
Orientation programmes	-----
Faculty exchange programme	-----
Staff training conducted by the university	2
Staff training conducted by other institutions	-----
Summer / Winter schools, Workshops, etc.	-----
Others/FDP	40

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	13	-	-	-
Technical Staff	3	-	-	-

Criterion – III

3. Research, Consultancy and Extension

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

Research in the institution is promoted through the R&D cell. Students and faculty are encouraged to publish and participate in conferences and seminars. Faculty are encouraged to pursue M.PHIL, PHD and qualify for NET and SLET exams.

3.2 Details regarding major projects

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

3.3 Details regarding minor projects

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

3.4 Details on research publications

	International	National	Others
Peer Review Journals	-	-	-
Non-Peer Review Journals	7	5	-
e-Journals	-	-	-
Conference proceedings	-	-	-

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

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

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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

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

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number					
Sponsoring agencies					

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From funding agency From Management of University/College

Total

3.16 No. of patents received this year

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

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

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

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

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

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
National level International level

3.22 No. of students participated in NCC events:

University level State level
National level International level

3.23 No. of Awards won in NSS:

University level State level
National level International level

3.24 No. of Awards won in NCC:

University level State level
National level International level

3.25 No. of Extension activities organized

University forum College forum
NCC NSS Any other

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

The institution has organized blood donation camp, Swacch Bharat campaign, tree plantation, tribal education, pulse polio and Filariasis camps Week of ethics, visit to old age home, blind schools, mentally retarded schools in order to inculcate social responsibility amongst the students.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	9 acres	-	Self	9 acres
Class rooms	18	4	Self	22
Laboratories	6	-	-	6
Seminar Halls	3	-	-	3
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	-	4	-	4
Value of the equipment purchased during the year (Rs. in Lakhs)	-	11.72	-	-
Others(< 1-0 lakhs)	-	4	-	-

4.2 Computerization of administration and library

- Administrative offices are fully computerised and Soul software is installed in the library and has been completed. A system engineer is appointed for the maintenance of the computers and its accessories. The library provides open access to staff and students.
- At the beginning of every semester, the Librarian addresses the students, explaining the methods of using the library resources.
- SOL software facilitates the borrowing and issue of books quickly.
- Journals and magazines are kept in open racks.
- The librarian and library assistants ensure the use and security of resources in the library.
- CC TV has been established in the library for security purpose.
- E journals and digital data base are subscribed.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	8596	4302500	375	450000	8971	4752500
Reference Books	390	280000	28	-	-	-
e-Books	-	-	-	-	-	-
Journals	29	-	-	-	29	-
e-Journals	13	5600	-	-	13	5600
Digital Database	10375	67419	1(J Gate)	67419	1	67419
CD & Video	35	-	-	-	35	-
Others (specify)Desk copies of text books for faculty	120	60000	20	10000	140	70000

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others Librar y
Existing	112	55	112	-	-	29	17	11
Added	12	-	12	-	-	11	2	-
Total	124	55	124	-	-	40	19	11

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

The institution has a state of art computer lab with 24Hour broad band and Internet and fully computerized administrative offices. Students are encourages to prepare and use Power point presentations in the class rooms. Training in computers to the students in use of Microsoft office, internet, web designing and training to faculty and students in SPSS and fundamentals of IT for use in classroom teaching.

4.6 Amount spent on maintenance in lakhs :

i) ICT	2,10,800
ii) Campus Infrastructure and facilities	7,21,199
iii) Equipments	----
iv) Others	---
Total :	9,31,999

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Creates awareness through web site and notice board, conducts orientations sends circulars and distributes student hand book.

5.2 Efforts made by the institution for tracking the progression

The institution publishes its updated prospectus and handbooks annually. The information content is disseminated to students at the beginning of every academic year. The Institution monitors progress in every sphere of life. Tracking of student attendance, performance in class tests, term exams, projects are done on a regular basis. Slow learners are identified and provided extra coaching. Financial assistance extended to economically weaker students and personal counseling is given by Counsellors and class sponsors. In addition to that students can participate in social and cultural events.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others(Nursing)
839	66	-	194

(b) No. of students outside the state

52

(c) No. of international students

-

No	%
516	46.95%

Men

Women

No	%
583	53.04%

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527 24 72 41

664 997 18 55 29 - 1099

Demand ratio 2:1

Dropout % - 9.54%

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

The library provides books and material on competitive examinations. Students are counselled on pursuing professional courses like CFA, ACA, ICWA, CA etc

No. of students beneficiaries

400

5.5 No. of students qualified in these examinations

NET	-	SET/SLET	-	GATE	-	CAT	1
IAS/IPS etc	-	State PSC	-	UPSC	-	Others	6

5.6 Details of student counselling and career guidance

Counselling on personal and academic matters is done by faculty members, class sponsor and student affairs department. The Placement Cell is continuing its activities to guide the students towards meaningful jobs as the logical corollary to their educational pursuits. Improvement of Presentation skills, communication skills, training on how to face interviews, mock interviews are the key activities of placement cell. Career guidance is provided through seminars, personal counselling and through library resources. Counselling and guidance is also provided for slow learners.

No. of students benefitted

114

5.7 Details of campus placement

	<i>On campus</i>		<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
61	300	14	286

5.8 Details of gender sensitization programmes

Value education is a part of Curriculum. Anti ragging cell conducts orientation to new students and women's empowerment programmes are conducted for students and faculty.

5.9 Students Activities

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

State/ University level	-	National level	-	International level	-
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No. of students participated in cultural events

State/ University level	200	National level	135	International level	-
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5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports: State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	26	8,48,500
Financial support from government	-	-
Financial support from other sources	-	-
Number of students who received International/ National recognitions	-	-

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed:

- Students had requested for state of art gym with advanced training equipments. The same has been redressed.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

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

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

6.2 Does the Institution has a management Information System

The college has management information system by which the students, and faculty attendances, salaries, fees, accounts, results, admissions, issuing books in library and documentation are integrated using ESCUELA, Tally and Soul software program.

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

6.3.1 Curriculum Development

Preview of affiliating university

6.3.2 Teaching and Learning

ICT-enabled teaching-learning process has made students active participants in the classroom.

Apart from classroom interaction, the following methods are used.

- Meaningful learning is initiated through guided teaching and guided library assignments, group discussion, seminars, debates, quiz, viva, etc.
- Inquiry-based learning is provided through community survey, opinion polls, case study, industrial visit and fieldwork.
- Co-operative learning is facilitated through project work, on-the-spot study, and educational forums.
- Peer learning is promoted within and outside the class hours.

6.3.3 Examination and Evaluation

Semester system with Continuous Internal Assessment (CIA) is followed.

- The Principal and the Heads of Department monitor the performance of the students by making an analysis after every internal test and external examination.
- Results of internal examinations are posted to parents and counseling is provided to students along with their parents on their performance by class sponsors and other faculty members and student affairs department.

6.3.4 Research and Development

Resources like digital data base e journals are provided in library for staff and students. Faculty are granted on Duty leave (OD) for attending conferences and seminars and permission is given to the departments to organize research activities from time to time. Monetary incentives are also provided to those who publish papers, author books or pursue higher research degrees.

6.3.5 Library, ICT and physical infrastructure / instrumentation

The college library is well equipped with books and computers with internet facility. New books and journals are purchased in the library. All the classes equipped with projectors and the campus is Wi-Fi enabled. The faculty members are provided with individual lap tops and new computers were installed in administrative offices. Upgradation of computer systems and networks is continuously done to improve efficiency.

6.3.6 Human Resource Management

The college believes in motivating and development of teaching and non teaching staff. Training programmes, knowledge enhancement and self development facilities, recreational activities and holistic development of faculty is provided. Subsidised education for children of staff, free medical facilities, staff quarters and other facilities are provided

6.3.7 Faculty and Staff recruitment

Vacancies are advertised in leading newspapers. Walk in interviews are held whenever necessary. The selection process includes Demonstration lectures before students, interview with selection committee as per affiliating university norms.

6.3.8 Industry Interaction / Collaboration

Experts are invited from industry for guest lectures, forums, workshops and seminars. Summer internships are compulsory and industrial visits are arranged for Students.

6.3.9 Admission of Students

Process of admitting students to different departments is aided by admission committee comprising of management, faculty, and non technical staff. Personal interviews and group discussions and entrance exams are conducted for UG programs. For PG program, admission is conducted by ACPC (Admission Committee for Professional Courses) of Gujarat through online process.

6.4 Welfare schemes for

Teaching	Sponsorships for higher studies, children education medical expenses and insurance on campus residence and amenities are provided to staffs.
Non teaching	Sponsorships for higher studies, children education medical expenses and insurance on campus residence and amenities are provided to staffs.
Students	Fee waiver for deserving students

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done Yes ☒ No ☐

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	yes	Education department of Southern Asia division of SDA Hosur & AAA(Adventist Accreditation Association)	yes	Academic policy committee
Administrative	yes	Education department of Southern Asia division of SDA Hosur	yes	Academic policy committee and Administrative Committee

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

For UG Programmes Yes ☐ No ☒

For PG Programmes Yes ☐ No ☒

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

NEHU is following centralized evaluation and speeding up of publication of results in the web site, online feeding of student's attendance and seating arrangements.

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

NONE

6.11 Activities and support from the Alumni Association

Alumni Association helps in arranging field trips, industrial visits, deliver special lectures, Provide placements and feedback for improvement of the institution

6.12 Activities and support from the Parent – Teacher Association

PTA provides feedback and support to improve quality of education and provides support for the all round development of students.

6.13 Development programmes for support staff

The institution provides opportunities for pursuing higher education and provides training in their area of work

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

The college has set high standards in maintaining cleanliness in the campus and surrounding areas. Lawns and trees and well maintained and campus is cleaned often during the day. Waste is disposed in bins provided by municipality and college. Students are made aware of maintaining cleanliness and environmentally friendly practices. Restriction on the use of plastics bags and tree plantations were initiated in campus.

Criterion – VII

7. Innovations and Best Practices

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

- Communication of daily attendance report of students to their parent's mobile via SMS has improved the student's participation in college activities and helps in building healthy relationship with Parents and Students.
- Change in the internal evaluation pattern boost student involvement in academic and extracurricular activities.

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

Plan of Action	Achievements	ATR
To cater to the needs of slow learners through remedial classes	Extra classes and remedial classes were conducted to help slow learners	Slow learners were identified , counselled and provided extra classes and study material and personal guidance by faculties
Strengthening the placement activities and Industry interaction	Experts are invited from industry for guest lectures and seminars. Summer internships are compulsory and industrial visits are arranged for Students Campus and off campus placement interviews were organised	The institution has strengthened its placement department .The department organizes placement interviews in the college and provides information about job vacancies through social media and bulletin boards.
To conduct an academic audit of the departments.	IQAC held meeting to interact and monitor the activities of all the departments	IQAC has taken several steps which have helped in improving the quality of teaching, learning and research climate in the institution
To improve student attendance in the classes and provide constant	Student counseling on academic activities, Daily SMS of student attendance to parents, warning	Attendance department activities and systems strengthened and stream

monitoring and support of progress.	letters and monthly updates of attendance status helped to increase the student engagement in classroom.	lined. Communication system with students improved and regular reports provided that has helped in improving attendance of students.
To reorganise and enlarge the number and variety of student activities	Clubs were reorganized and new activities like preparation of mock budget, video shoot of student budget session, entrepreneurship fair etc was organized.	Fresher's fiesta, Best of waste, presentation competition, elocution and debates, young India budget and other events were organized for students on regular basis throughout the academic year
Arranging Industrial visits, trips and excursions for students and staff	The institution believes in providing practical and industry oriented education. Eminent personalities were invited to deliver guest lectures. Students visited several industries and hospitals to sharpen practical their skills. Recreation trips for students and staff were organized.	Visits to industries and seminars workshops and forums were organized throughout the year.

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

- ICT enabled and value based quality education
- Industry interaction

****Provide the details in annexure (annexure need to be numbered as i, ii,iii)***

7.4 Contribution to environmental awareness / protection

Final Year students attend classes in environmental studies which make them aware of environmental issues and also participate in various environmental campaigns

7.5 Whether environmental audit was conducted? Yes ☐ No ☒

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

NONE

8. Plans of institution for next year

- The institution plans to start new programme M.Com
- Proposal to start a new peer review journal
- To improve the performance of students in university exams
- To give a boost to extra- curricular and sports activities and to build on the all round strength of the students
- To improve the community outreach programmes in order to have a holistic growth
- Guest lectures and faculty development programmes will be conducted on regular basis

Name Dr. Priya Narayanan



Signature of the Coordinator, IQAC

Name Dr. Srikakolli Eliah



Signature of the Chairperson, IQAC

METAS ADVENTIST COLLEGE

ATHWALINES SURAT

ACADEMIC CALENDAR 2016-2017

NEHU - MBA

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

FIRST & THIRD SEMESTER: 2016-17

Admission/Registration	Thursday, 4 August, 2016 to Friday 5 August, 2016
Instruction Begins	Monday, 8 August, 2016
Independence Day	Monday, 15 August, 2016
Raksha Bandhan	Thursday, 18 August, 2016
Orientation	Monday, 22 August, 2016
Janmasthtami	Thursday, 25 August, 2016
Assignment	Thursday, 1 September to Thursday, 8 September, 2016
Ganesh Chaturuthi	Monday, 5 September, 2016
Best out of waste	Wednesday, 7 September, 2016
Bakri Idd	Monday, 12 September, 2016
Ganesh Visarjan	Thursday, 15 September, 2016
Class Test	Friday, 16 September, 2016 to Tuesday, 27 September, 2016
Talk Show	Tuesday, 20 September, 2016
Foot Ball	Sunday, 25 September, 2016
Entrepreneurial Idea	Sunday, 27 September, 2016
Gandhi Jayanti	Sunday, 2 October, 2016
Dushera	Tuesday, 11 October, 2016
Moharam	Wednesday, 12 October, 2016
Mid Semester Examination	Thursday, 13 October, 2016 to Friday, 21 October, 2016
Diwali Break	Friday, 28 October, 2016 to Wednesday, 16 November, 2016

ACADEMIC CALENDAR 2016-2017

NEHU - MBA

SECOND & FOURTH SEMESTER 2016-17

Registration	Tue., 3 & Wed., 4 January, 2017
Instruction Begins	Thur., 5 January, 2017
OISTOIS	Thur., 12 January, 2017 to Fri., 13 January, 2017
Makar Sankranti	Sat., 14 January, 2017
Republic Day	Thur., 26 January, 2017
Sports Day	Fri., 27 January, 2017
Presidents Week	Mon., 30 January, 2017 to Fri., 3 February, 2017
College Day/Farewell	Fri., 3 February, 2017
Assignment Submission	Mon., 6 to Wed., 15 February, 2017
Maha Shivaratri	Fri., 24 February, 2017
Basket Ball	Sun., 5 March, 2017
Exhibition cum Fare	Fri., 10 March, 2017
Holi	Mon., 13 March, 2017
Soft Skills	Thur., 16 March, 2017
Mid Semester Examination	Mon., 20 to Wed., 29 March, 2017
Awareness Campaign	Sun., 26 March, 2017
Power Point Presentation	Tues., 4 April, 2017
Ram Navmi	Wed., 5 April, 2017
Project / Presentation Submission	Thur., 6 to Tues., 18 April, 2017
Mahavir Jayanti	Sun., 9 April, 2017
Good Friday	Fri., 14 April, 2017
Class Test	Mon., 24 to Wed., 3 May, 2017
Project & Field Work	Mon., 8 to Tue., 9 June, 2017
Final Submission on Thesis	Tues., 20 June, 2017
Recommencement of Classes	Tues., 22 to Fri., 23 June, 2017
VIVA/Voice of Thesis	Mon., 26 to Tue. 27 June, 2017
Semester Final Examination	Mon., 3 to Tues. 18 July, 2017

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PRINCIPAL

ACADEMIC CALENDAR 2016-2017

FY & BBA/B.COM FIRST SEMESTER 2016-17

Registration	Monday, 4 July, 2016
Ramzan Id	Wednesday, 6 July, 2016
Chess Titans	Friday, 15 July, 2016
Orientation	Monday, 18 July, 2016
Assignment	Monday, 1 to 5, August, 2016
Extempore	Thursday, 4 August, 2016
Independence Day	Monday, 15 August, 2016
Raksha Bandhan	Thursday, 18 August, 2016
Fresher's fiesta	Wednesday, 24 August, 2016
Janmashtami	Thursday, 25 August, 2016
Mid Semester	Monday 29 August to Wednesday, 31 August, 2016
Project	Monday, 29 August to 2, September, 2016
Ganesh Chaturthi	Monday, 5 September, 2016
Best Out of Waste	Wednesday, 7 September, 2016
Bakri Idd	Monday, 12 September, 2016
Class Test	Tuesday, 13 September to Tuesday, 20 September, 2016
Ganesh Visharjan	Thursday, 15 September, 2016
Week of Ethics	Monday, 19 to Friday, 23 September, 2016
Talk Show	Tuesday, 20 September, 2016
Football	Sunday, 25 September, 2016
Entrepreneurial Idea	Tuesday, 27 September, 2016
Gandhi Jayanti	Sunday, 2 October, 2016
Semester Examination	Monday, 3 to Tuesday 18 October, 2016

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PRINCIPAL

ACADEMIC CALENDAR 2016-2017

FY BBA/B.COM

SECOND SEMESTER 2016-17

Registration	Thursday, 20 October 2016
Diwali Holidays	Fri., 28 to Mon. Wed., 16 November, 2016
Blood Donation Camp	Sun., 20 November, 2016
Field Trip	Mon., 21 to 30 November, 2016
Visit to Charitable Trust	Mon., 28 November to Wed. 30 November, 2016
Picnic	Sat., 10 November to Mon., 12 December, 2016
Metas Premier League	Sun., 4 December, 2016
Eid-E-Milad	Tues., 13 December, 2016
Assignment	Frid., 18 December to Thur. 22 December 2016
Volley Ball / Badminton	Sun., 18 December, 2016
Poster Making	Wed., 21 December, 2016
Winter Break/Christmas Holidays	Thur., 22 December to Sun., 1 January, 2017
OISTOS	Mon., 12 January to Tue., 13 January, 2017
Makar Sankranti	Sat., 14 January, 2017
Mid Semester Examination	Mon., 23 January to Wed. 25 January, 2017
Republic Day	Thu., 26 January, 2017
Sports Day	Fri., 27 January, 2017
Presidents Week	Mon., 30 January to Fri., 2 February, 2017
College Day/Farewell	Frid., 3 February, 2017
Project Work	Fri., 10 February to Thu., 23 February, 2017
Maha Shivratri	Fri., 24 February, 2017
Basket Ball	Sun., 5 March, 2017
Exhibition cum Fair	Fri., 10 March, 2017
Holi	Mon., 13 March, 2017
Soft Skill	Thu., 16 March, 2017
Class Test	Mon., 20 to Mon., 27 March, 2017
Awareness Campaign	Sun., 26 March, 2017
Week of Ethics	Mon., 3 to Fri. 7 April, 2017
Powerpoint Presentation	Tue., 4 April, 2017
Ram Navami	Wed., 5 April, 2017
Mahaveer Jayanti	Sun., 9 April, 2017
Good Friday	Fri., 14 April, 2017
Semester Examination	Mon., 24 April to 30 May, 2017

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PRINCIPAL

ACADEMIC CALENDAR 2016-2017

SY-BBA /B.Com

THIRD SEMESTER 2016-2017

Registration	Tuesday, 14 & Wednesday 15 June, 2016
Instruction Begins	Thursday, 16 June, 2016
Orientation	Thursday, 23 June, 2016
Ramzan Id	Wednesday, 6 July, 2016
Chess Titans	Friday, 15 July, 2016
Assignment	Monday, 18 to Monday, 25 July, 2016
Extempore	Thursday, 4 August, 2016
Independence Day	Monday, 15 August, 2016
Project	Tuesday, 16 August to Wednesday 31 August, 2016
Raksha Bandhan	Thursday, 18 August, 2016
Fresher's fiesta	Wednesday, 24 August, 2016
Janmasthmi	Thursday, 25 August, 2016
Mid Semester Examination	Monday, 29 August to Wednesday, 31 August, 2016
Ganesh Chaturthi	Monday, 5 September, 2016
Best Out of Waste	Wednesday, 7 September, 2016
Bakri Idd	Monday, 12 September, 2016
Class Test	Tuesday, 13 September to Tuesday, 20 September, 2016
Ganesh Visharjan	Thursday, 15 September, 2016
Talk Show	Tuesday, 20 September, 2016
Football Tournament	Sunday, 25 September, 2016
Entrepreneurial Idea	Tuesday, 27 September, 2016
Semester Examination	Monday, 3 October to Monday, 17 October, 2016
Gandhi Jayanti	Sunday, 2 October, 2016
Navratri Night	Saturday, 8 October, 2016
Dashehra	Tuesday, 11 October, 2016
Mohrram	Wednesday, 12 October, 2016

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PRINCIPAL

ACADEMIC CALENDAR 2016-2017

SY-BBA /B.Com

FOURTH SEMESTER 2016-2017

Registration	Tuesday 18 October, 2016
Diwali Holidays	Fri., 28 October to Wed., 16 November, 2016
Metas Premier League	Sun., 13 Nov., 2016
Blood Donation Camp	Sun., 20 November, 2016
Field Trip	Mon., 21 to 30 November, 2016
Visit to Charitable Trust	Mon., 28 November to Wed. 30 November, 2016
Picnic	Sat., 10 November to Mon., 12 December, 2016
Eid-E-Milad	Tues., 13 December, 2016
Assignment	Frid., 16 December to Thur. 22 December 2016
Volley Ball / Badminton	Sun., 18 December, 2016
Poster Making	Wed., 21 December, 2016
Winter Break	Thur., 22 December to Sun., 1 January, 2017
OISTOS	Mon., 12 January to Tue., 13 January, 2017
Makar Sankranti	Sat., 14 January, 2017
Mid Semester Examination	Mon., 23 January to Wed. 25 January, 2017
Republic Day	Thu., 26 January, 2017
Sports Day	Fri., 27 January, 2017
Presidents Week	Mon., 30 January to Fri., 2 February, 2017
College Day/Farewell	Frid., 3 February, 2017
Project Work	Fri., 10 February to Thu., 23 February, 2017
Maha Shivratri	Fri., 24 February, 2017
Basket Ball	Sun., 5 March, 2017
Exhibition cum Fair	Fri., 10 March, 2017
Holi	Mon., 13 March, 2017
Soft Skill	Thu., 16 March, 2017
Class Test	Mon., 20 to Mon., 27 March, 2017
Awareness Campaign	Sun., 26 March, 2017
Powerpoint Presentation	Tue., 4 April, 2017
Ram Navami	Wed., 5 April, 2017
Mahaveer Jayanti	Sun., 9 April, 2017
Good Friday	Fri., 14 April, 2017
Semester Examination	Mon., 24 April to Fri., 30 May, 2017

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PRINCIPAL

ACADEMIC CALENDAR 2016-2017

TY-BBA /B.Com YEARLY SYSTEM 2016-2017

Registration	Tuesday, 14 & Wed 15 June, 2016
Instruction begin	Thursday, 16 June, 2016
Orientation	Thursday, 23 June, 2016
Ramzan Idd	Wednesday, 6 July, 2016
Viva Voice	Sunday, 10 July to Sunday, 17 July, 2016
Assignment	Tuesday, 11 July to Friday, 22 July, 2016
Chess Titans	Friday, 15 July, 2016
Assignement	Monday, 18 July to Monday, 25 July, 2016
Extempore	Thursday, 4 August, 2016
Class Test	Friday, 5 August to Friday 12 August, 2016
Independence Day	Monday, 15 August, 2016
Raksha Bandhan	Thursday, 18 August, 2016
Fresher's fiesta	Wednesday, 24 August, 2016
Janmasthtami	Thursday, 25 August, 2016
Ganesh Chaturthi	Monday, 5 September, 2016
Best Out of Waste	Wednesday, 7 September, 2016
Bakri Idd	Monday, 12 September, 2016
Ganesh Visharjan	Thursday, 15 September, 2016
Talk Show	Tuesday, 20 September, 2016
Football Tournament	Sunday, 25 September, 2016
Entrepreneurial Idea	Tuesday, 27 September, 2016
Gandhi Jayanti	Sunday, 2 October, 2016
Navratri Night	Saturday, 8 October, 2016
Dashehra	Tuesday, 11 October, 2016
Mohrram	Wednesday, 12 October, 2016
First Term Examination	Thursday, 13 October to Thursday, 20 October, 2016

ACADEMIC CALENDAR 2016-2017

Registration	Monday, 24 October to Tuesday, 25 October, 2016
Instructions Begins	Wednesday, 26 October, 2016
Diwali Break	Fri., 28 October to Monday, 14 November, 2016
Metas Premier League	Sunday, 13 November, 2016
Blood Donation Camp	Sunday, 20 November, 2016
Field Trip	Monday, 21 November to Friday, 25 November, 2016
Visit to Charitable Trust	Monday, 28 November to Wednesday, 30 November, 2016
Picnic	Saturday, 10 December to Monday, 12 December, 2016
Eid-E-Milad	Tuesday, 13 December, 2016
Assignment	Monday, 5 December to Wednesday, 14 December, 2016
Volley ball/Badminton	Sunday, 18 December, 2016
Project Work	Tuesday, 20 December, 2016 to Wednesday, 4 January, 2017
Poster Making	Wednesday, 21 December, 2016
Winter Break	Thursday, 22 December, 2016 to Sunday, 1 January, 2017
Class Test	Wednesday, 4 January to Wednesday, 11 January, 2017
OISTOS	Thursday, 12 January to Friday, 1 January, 2017
Makar Sankranti	Saturday, 14 January, 2017
Republic Day	Thursday, 26 January, 2017
Sports Day	Friday, 27 January, 2017
Talent Day/Farewell	Friday, 3 February, 2017
University Examination	To be announced

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PRINCIPAL

ACADEMIC CALENDAR 2016-2017

DEPARTMENT OF NURSING

Affiliated to GNC & INC

Independence day	Monday, 15 August, 2016
Raksha Bandhan	Thursday, 18 August, 2016
Janmasthtami	Thursday, 25 August, 2016
Commencement of classes for 2nd, 3rd and 4th year	Thursday, 1 September, 2016
Ganesh Chaturthi	Monday, 5 September, 2016
Best out of waste competition	Sunday, 11 September, 2016
Bakri Eid	Monday, 12 September, 2016
Ganesh visarjan	Thursday, 15 September, 2016
Visit to old age home and leprosy home	Friday, 16 September, 2016
Gandhi Jayanti	Sunday, 2 October, 2016
Navaratri night	Saturday, 8 October, 2016
Dussehra	Tuesday, 11 October, 2016
Rangoli competition/ Moharram	Wednesday, 12 October, 2016
Visit t water purification/ sewage disposal /milk pasteurization	Tuesday, 25 October, 2016
Freshers night	Saturday, 29 October, 2016
Diwali holidays	Fri., 28 October to Monday, 14 November, 2016
I term examination	Monday, 21 November to Friday 25 November, 2016
Fruit decoration	Sunday, 27 November, 2016
AIDS rally	Thursday, 1 December, 2016
Industrial visit	Sunday, 4 December, 2016
Eid- E- Milad	Tuesday, 13 December, 2016
Talent night	Saturday, 17 December, 2016
Visit to mentally retarded home and blind school	Wednesday, 21 December, 2016
Christmas	Sunday, 25 December, 2016

ACADEMIC CALENDAR 2016-2017

New year	Sunday, 1 January, 2017
Temperance day	Sunday, 8 January, 2017
Makar Sankranti	Saturday, 14 January, 2017
Lamp lighting	Friday, 20 January, 2017
Republic day	Thursday, 28 January, 2017
Annual sports	Friday, 27 January, 2017
Presidents week	Monday, 30 January to Friday, 3 February, 2017
Picnic	Sunday, 5 February, 2017
Farewell	Saturday, 12 February, 2017
Visit to DPHNO/ ICDS	Tuesday, 14 February, 2017
Maha Shivaratri	Friday, 24 February, 2017
II Term Examination	Monday, 6 March, 2017 to Friday, 10 March, 2017
Holi	Monday, 13 March, 2017
Seminar	Friday, 24 March, 2017
Ram Navami	Wednesday, 5 April, 2017
Mahavir Jayanti	Sunday, 9 April, 2017
Good Friday	Friday, 14 April, 2017
Nutritional Exhibition	Sunday, 23 April, 2017
Model Practical Examination	Monday, 15 May, 2017 to Friday, 19 May, 2017
Model Examination	Monday, 22 May, 2017 to Friday, 26 May, 2017
GNC Examination	June and August
Holidays for 3rd Year	July
Holidays for 1st and 2nd Year	August

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