

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 2014-MAY 2015

I. Details of the Institution

1.1 Name of the Institution

METAS ADVENTIST COLLEGE

1.2 Address Line 1

ATHWALINES

Address Line 2

OPPOSITE - CHOWPATI

City/Town

SURAT

State

GUJARAT

Pin Code

395001

Institution e-mail address

principalcollege@metasofsda.in

Contact No.

0261-3047209

Name of the Head of the Institution:

Dr. SRIKAKOLLI ELIAH

0261-3047224

Tel. No. with STD Code:

Mobile:

9924448027

Name of the IQAC Co-ordinator:

DR. PRIY NARAYANAN

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)

EC (SC)/02/A&A/116 dated 10-07-2014

1.5 Website address:

www.suratcollege.metasofsda.in

Web-link of the AQAR:

www.suratcollege.metasofsda.in/AQAR2014-15.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 2014-May 2015

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 _____ (DD/MM/YYYY)⁴
ii. AQAR _____ (DD/MM/YYYY)
iii. AQAR _____ (DD/MM/YYYY)[✓]
iv. AQAR _____ (DD/MM/YYYY)

1.10 Institutional Status

University State ☐ Central ☐ Deemed ☐ Private ☐

Affiliated College Yes ☒ No ☐

Constituent College Yes ☐ No ☒

Autonomous college of UGC Yes ☐ No ☒

Regulatory Agency approved Institution Yes ☒ No ☐

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

Type of Institution Co-education ☒ Men ☐ Women ☐

Urban ☒ Rural ☐ Tribal ☐

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

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

1.10 Type of Faculty/Programme

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

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

Others (Specify)

1.11 Name of the Affiliating University (*for the Colleges*)

North Eastern Hill University
(NEHU)

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

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

2. IQAC Composition and Activities

2.1 No. of Teachers	2
2.2 No. of Administrative/Technical staff	4
2.3 No. of students	2
2.4 No. of Management representatives	1
2.5 No. of Alumni	2
2. 6 No. of any other stakeholder and community representatives	1
2.7 No. of Employers/ Industrialists	2
2.8 No. of other External Experts	1
2.9 Total No. of members	15

2.10 No. of IQAC meetings held

4

2.11 No. of meetings with various stakeholders:

No.

9

Faculty

5

Non-Teaching Staff Students

2

Alumni

1

Others

1

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.

2

International

--

National

--

State

--

Institution Level

2

(ii) Themes

Orientation on API for the faculty

Orientation for non teaching staff

2.14 Significant Activities and contributions made by IQAC

IQAC encourages staff to pursue M. Phil and PhD degrees.

Has initiated improvements in academic and extra -curricular activities

IQAC takes initiatives to develop infrastructure, learning resources and industry interaction.

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
Maintaining good results in university	College has achieved 95% results in university/council examinations
Industry interaction and guest lectures	Experts are invited from industry for guest lectures and seminars. Summer internships are compulsory and industrial visits are arranged for Students

Enhancing infrastructure/ Technology upgradation	<p>Four New class rooms were constructed with multi-media.</p> <p>A Students centre (canteen) was constructed having seating capacity for 180 students.</p> <p>Ion exchange/RO water cooler to supply purified drinking water to students in the college and hostels was installed.</p> <p>Wi fi devices were installed to improve the speed of internet in the campus.</p> <p>Computers, laptops and Projectors were purchased for use in class rooms and offices.</p> <p>New CCTV cameras were installed in class rooms</p> <p>Digital camera was purchased to be used in various college activities.</p>
Extension Programme	<p>The management encourages all the departments to organize, conduct and participate in social projects and communities out-reach programmes.</p> <p>Several Programmes were held like Environment Day, Blood Donation camp, Pulse polio, Tribal education, Swine flu awareness camp etc</p>
Arranging Industrial visits, trips and excursions for students and staff	<p>The institution believes in providing practical and industry oriented education. Students visited several industries and hospitals to sharpen practical knowledge.</p> <p>Excursions for students and staff recreation was organized</p>

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

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

Management ☒ Syndicate ☐ Any other body ☐

Provide the details of the action taken

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

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

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

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

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	1
Trimester	--
Annual	3

1.3 Feedback from stakeholders* Alum ☒ Parents ☒ Employee ☒ 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.

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

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

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
18	13	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
13	-	2	-	-	-	-	-	15	-

2.4 No. of Guest and Visiting faculty and Temporary faculty

4

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	--	--	--
Presented papers	--	7	--
Resource Persons	--	--	2

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

The institution adopts ICT in classrooms, debates, case studies, home assignments, presentation of project work, visits and field trips as a part of the teaching and learning process.

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

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

5

2.10 Average percentage of attendance of students

75%

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
BBA	102	-	10.41	51.04	48.96	94%
B.COM	24	-	-	54.55	45.45	92%
MBA	10	30	70	-	-	100%
Nursing	20	25	15	35	25	100%

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

IQAC adopts the monitoring methods including weekly preparation of Lesson Plans, visiting classes, checking the class notes and PPT of faculties, observation through CCTV cameras fitted in classrooms and by monitoring the issue/ return register of library books.

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	1
Staff training conducted by the university	2
Staff training conducted by other institutions	15
Summer / Winter schools, Workshops, etc.	33
Others	-

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	9	-	-	-
Technical Staff	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 campus is promoted through the research cell which encourages the students / faculty in research work. Paid leave, sponsoring candidates for conferences, incentives

3.2 Details regarding major projects

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

3.3 Details regarding minor projects

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

3.4 Details on research publications

	International	National	Others
Peer Review Journals	2	--	--
Non-Peer Review Journals	--	--	--
e-Journals	--	--	--
Conference proceedings	2	11	--

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	Level	International	National	State	University	College
organized by the Institution	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

8

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

2

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

JRF

-

SRF

-

Project Fellows

-

Any other

-

3.21 No. of students Participated in NSS events:

University level

-

State level

-

National level

-

International level

-

3.22 No. of students participated in NCC events:

University level

-

State level

-

National level

-

International level

-

3.23 No. of Awards won in NSS:

University level

-

State level

-

National level

-

International level

-

3.24 No. Of Awards won in NCC:

University level

-

State level

-

National level

-

International level

-

3.25 No. of Extension activities organized

University forum

-

College forum

7

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, Swach Bharat campaign, tree plantation, tribal education, pulse polio and Filariasis camps 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)	--	11,02,894	--	--
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 data entry is in progress.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	11629	4302500	900	450000	12529	4752500
Reference Books	400	280000	162	113400	908	393400
e-Books	--	---	--	--	--	--
Journals	29	2900	--	--	29	2900
e-Journals	13	5600	--	--	13	5600
Digital Database	--	--	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 Library
Existing	97	54	97			34	2	9
Added	13	-	13			11	-	
Total	110	54	110			45	2	9

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 Internet and fully computerized administrative offices. Training in computers to the students in use of Microsoft office, internet, web designing and training to faculty in SPSS and fundamentals of IT for use in classroom teaching is provided

4.6 Amount spent on maintenance in lakhs:

i) ICT	1, 22,024
ii) Campus Infrastructure and facilities	1, 42,153
iii) Equipments	37,395
iv) Others	---
Total	3, 01,572

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

IQAC 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 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 .Personal counselling is provided to students and parents on student progress.

493	50	-	121
-----	----	---	-----

5.3 (a) Total Number of students

(b) No. of students outside the state 52

(c) No. of international students -

Men	No	%	Women	No	%
	315	47.44		349	52.56

Last Year						This Year					
General	SC	ST	OB C	Physically Challenged	Total	General	SC	ST	OB C	Physically Challenged	Total
428	2	21	34		485	527	24	72	41	-	664

Demand ratio 1:1 Dropout % - 4.54%

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

Computer proficiency courses not a part of syllabi and is made compulsory for students. Books/Study material for competitive exams made available in the library. Guidance is given by the faculty for competitive exams

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	5

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. Career guidance is provided through seminars, personal counselling and through library resources.

No. of students benefitted 110

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
10	50	16	1

5.8 Details of gender sensitization programmes

The college provides value based education. 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

No. of students participated in cultural events

State/ University level National level International level

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

Sports: State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	29	11,12,000
Financial support from government (scholarship)	30	10,70,050
Financial support from other sources	11	3,50,000
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:

The first grievance was regarding size of the canteen and it was resolved by constructing a new student's centre (canteen) with 180 seating capacity.
The second grievance was about pure drinking water facilities and this grievance was solved by installing Ion Exchange /RO for providing clean water in the college, hostel and cafeteria.
The menu in the canteen was also changed as per the request of the students

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

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

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

6.2 Does the Institution has a management Information System

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

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

6.3.1 Curriculum Development

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

6.3.2 Teaching and Learning

All departments follow a pattern of teaching and learning which is best suited for the curriculum. Preparing of academic calendar, teaching plans, timetable is done in advance before the commencement of academic session. Continuous evaluation of students performance, industry and hospital internships, visits, seminars, projects and Presentations are an integral part of teaching process.

6.3.3 Examination and Evaluation

The college conducts two types of exams Internal and university exams. Continuous evaluation of performance through class tests, assignments, presentations and project work.

The examination department is equipped with computers, Xerox machines and copiers. Internal squad, CCTV surveillance is employed. Marks are entered using ESCULA software and computerized results are provided to the students and parents.

6.3.4 Research and Development

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

6.3.5 Library, ICT and physical infrastructure / instrumentation

The college library is well equipped with books and computers. New books and journals are purchased in the library. All the class rooms are equipped with LCD 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.

New class rooms, canteen (student centre) was built and ion exchange equipment was purchased for pure drinking water.

6.3.6 Human Resource Management

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

6.3.7 Faculty and Staff recruitment

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

6.3.8 Industry Interaction / Collaboration

Experts are invited from industry for guest lectures and seminars. Summer internships are compulsory and industrial visits are arranged for Students at regular intervals.

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. Entrance exams, Personal interviews and group discussions are conducted before the final selection of eligible students.

6.4 Welfare schemes for

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

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done

Yes

☒

No

☐

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

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

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

For UG Programmes Yes ☐ No ☒

For PG Programmes Yes ☐ No ☒

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

University is following centralized evaluation system and speeding up the declaration and publishing of results on the web site.

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

6.11 Activities and support from the Alumni Association

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

6.12 Activities and support from the Parent – Teacher Association

PTA provides constructive suggestions to improve quality of education, and maintain good relation with student, parent and faculty.

6.13 Development programmes for support staff

The institution provides opportunities for pursuing higher education in the field of their work and also provides regular training sessions throughout the year.

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

The college encourages the students to be environmentally friendly by organising activities like tree plantations; cleanliness drives (Swach Bharat), debates and seminars.

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.

ICT enabled Learning.
Students and Parents counselling.

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
Maintaining good results in university	College has achieved 95% results in university/council examinations	Concerned department continuously monitors the performance of the students throughout the year by using numerous methods like term exams, class tests, work assignments, projects, seminars, presentations question bank etc.
Industry interaction and	Experts are invited from industry for guest	The college organised the following guest lecturers-

guest lectures	lectures and seminars. Summer internships are compulsory and regular industrial visits are arranged for Students	<p>Seminar on portfolio management on 23-3-2015 by Dr Aditya Srinivas Chief Operating officer BSE Brokers Forum Mumbai</p> <p>Lecture on Employee Engagement on 13-1-2015 by Mr Arun Choudhary senior manager (HR Resources) Essar Steel India Surat</p> <p>Forum on New HRM Practices on 26-9-2014 By Mr N.K Sahoo DGM (HR) Kribhco Hazira Surat</p> <p>Forum on 16-4-2014 on 'Women's Empowerment' by Dr. Geeta Chandan Dietician Metas Adventist Hospital surat.</p> <p>Seminar on Wealth management on 12-1-2015 by Mr Bhautik Shah senior Relationship manager Way2Wealth-A cafe coffee Day venture</p> <p>Lecture on " Know Your Taxes" on 11-7-2014 By Mrs Anita Dharewal Chatered Accountant</p> <p>Seminar on "personality development "conducted by Sweta Merchant of Happy Mind India was held on 24-9-2014</p>
Enhancing infrastructure/Technology upgradation	<p>Four New class rooms were constructed</p> <p>A Students centre (canteen) was constructed with seating capacity of 180</p>	<p>Ion exchange(Ro Plant) to supply purified water to students in the college and hostels was installed</p> <p>Wi fi devices were installed to improve the speed of internet in the campus</p>

		<p>Computers, laptops and LCD Projectors were installed for use in class rooms and offices.</p> <p>New CCTV cameras were installed in every class rooms</p> <p>Digital camera was purchased and used in various college activities</p>
Extension Programme	<p>The management encourages all departments to organize, conduct and participate in social projects and communities out-reach programmes.</p> <p>Several Programmes like Environment Day, Blood Donation camp, Pulse polio, Tribal education, Swine flu awareness camp were held.</p>	<p>Some of the social activities included Blood donation camp held on 15-7-2014 Pulse polio camp held between 18-1-2015 and 21-1-2015. Fileriasis camp was conducted between 20 - 22 February 2015.</p> <p>Students enrolled and participated in social activities of Yuva-Unstoppable on 18-11-2014 and on Dec-3 -2014. AISEC India collaborated to organize social activities on 25-9-2015</p>
Arranging Industrial visits, trips and excursions for students and staff	<p>Students visited several industries and hospitals to translate theoretical education into practical education</p> <p>Educational trips for students and staff was organized</p>	<p>Visit to BSE Mumbai 22-9-2014. Visit to Alok Industries silvassa on 12-8-2014. Visit to Larzen and Tubro L&T on 19-11-2014. Visit to Sanghavi exports 12-2-2015 .Visit to Aqua Imagica Water park Mumbai on 13-12-2014.</p>

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

<p>ICT enabled and value based quality education</p> <p>Student and parent counselling</p>
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****Provide the details in annexure (annexure need to be numbered as i, ii,iii)***

7.4 Contribution to environmental awareness / protection

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

7.5 Whether environmental audit was conducted?

Yes

☐

No

☒

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

Annexure-2

8. **Plans of institution for next year**

Semester system will be introduced as per the university requirement

Proposal to introduce M.Com degree Programme

Proposal to start a new e- 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 development of the students.

To improve the community outreach programmes in order to have a holistic growth.

To continue to improve the infrastructure like new cameras, computers upgrade the Wi Fi networks. The college plans to acquire a new bus for the Institution

Name _____

Name _____

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

Annexure-1

METAS ADVENTIST COLLEGE ATHWALINES SURAT

ACADEMIC CALENDER 2014-2015

BBA /B.Com

FIRST TERM-2014-2015

General meeting with teaching and Non teaching staff	Friday June 13, 2014
IQAC meeting	Sunday June 15, 2014
Registration	Mon – Thurs, July 15-16, 2014
Instruction Begins	Friday, July 18, 2014
Orientation	Thursday, July 24, 2014
Session for Teenagers Life Style	Friday 25, July, 2014
Best from waste- Cascade Club	Friday 08, August 2014
Raksha Bandhan	Sunday August 10, 2014
Field Trip -Placement Cell	Monday 11, August 2014
Fresher's Fiesta- Cultural Club	Thursday 14, August 2014
Janmasthtami	Sunday, August 17, 2014
Independence Day	Friday August 15, 2014
IQAC meeting	Tuesday August 19, 2014
MID-SEMESTER EXAMINATIONS	Thursday, August 21-28, 2014
Ganesh Chaturuthi	Friday, August 29, 2014
Presentation Comp.-Management Club	Thursday Sept. 04, 2014
Chess Comp.- Sports Club	Wednesday Sept. 10, 2014
Elocution- Language Club	Friday Sept. 12, 2014
Personality Development- Rotract Club	Thursday Sept. 18, 2014
Navratri Celebration- Cultural Club	Saturday Sept. 27, 2014
Gandhi Jayanti	Thursday, October 02, 2014
Dussehra/ Durga Pooja	Friday October 03, 2014
Bakri Idd	Monday, October 06, 2014
1 ST TERM FINAL EXAMINATIONS	Tuesday, October 07-14, 2014

SECOND TERM -2014-2015

Registration	Wednesday October 15, 2014
Poster Making- Cascade Club	Friday October 17, 2014
Instruction Begins	Thursday October 16, 2014
Tree Plantation- Rotract Club	Sunday October 19, 2014
Diwali holidays	Thursday, October 21-Nov. 06, 2014 (only for students)
Diwali	Thursday, October 23, 2014
Movie Show/Management Game	Tuesday November 11, 2014
Quiz- Commerce Club	Tuesday November 18, 2014
IQAC meeting	Wednesday November 19, 2014
Cricket/ Badminton- Sports Club	Sunday November 23, 2014
Laughter session- Rotract Club	Wednesday November 26, 2014
Blood Donation Camp- Rotract Club	Sunday November 30, 2014
Class Picnics	Thursday December 04, 2014
Tech in Business	Wednesday December 10, 2014
Cycle Rally- (Swasth Barth) Rotract Club	Sunday December 14, 2014
Christmas Celebration- Cultural Club	Monday December 22, 2014
Christmas	Thursday December 25, 2014

Christmas Holidays	Wednesday December 24-26, 2014
II MID TERM EXAMINATIONS	Monday December 28-Jan. 5, 2015
Rangoli Making- Cascade Club	Monday January 12, 2015
Makar Sankranti	Wednesday January 14, 2015
Debate-Intra Class- Language Club	Monday January 19, 2015
Talent Day- Cultural Club	Tuesday January 20, 2015
Ad Show- Management Club	Wednesday January 21, 2015
Farewell Day- Cultural Club	Thursday January 22, 2015
Republic Day	Monday, January 26, 2015
Sports Day- Sports Club	Wednesday, January 28, 2015
IQAC Meeting	Sunday, February 09, 2015
OISTOS-Inter College Festival	Mon-Tue. February 9&10, 2015
Maha shivaratri	Tuesday February 19, 2015
FINAL EXAMINATIONS	TO BE ANNOUNCED

ACADEMIC CALENDER 2014-2015
NEHU-MBA
FIRST & THIRD SEMESTER-2014-2015

Registration	Friday, August 09, 2014
Best from waste- Cascade Club	Friday 08, August 2014
Instruction Begin	Monday, August 11, 2014
Fresher's Fiesta- Cultural Club	Thursday 14, August 2014
Orientation	Thursday, August 14, 2014
Raksha Bandhan	Sunday August 10, 2014
Independence Day	Friday August 15, 2014
Janmasthtami	Sunday August 17, 2014
Presentation Comp.-Management Club	Thursday Sept. 04, 2014
Chess Comp.- Sports Club	Wednesday Sept.10,2014
Elocution- Language Club	Friday Sept. 12, 2014
Personality Development- Rotract Club	Thursday Sept. 18 2014
Navratri Celebration- Cultural Club	Saturday Sept. 27, 2014
Gandhi Jayanti	Thursday, October 02, 2014
Dussehra / Durga Pooja	Sunday October 13, 2014
Ramzan Idd/ Bakri Idd	Monday, October 06, 2014
Mid-Semester Examination	Tuesday October 07-15, 2014
Poster Making- Cascade Club	Friday October 17, 2014
Tree Plantation- Rotract Club	Sunday October 19 ,2014
Diwali	Tuesday October 23, 2014
Diwali Vacation	Tuesday October 21-Nov.06, 2014(only for students)
Movie Show/Management Game	Tuesday November 11, 2014
First Semester Final Examination	Monday December 01-18, 2014
Cricket/ Badminton- Sports Club	Sunday November 23, 2014
Laughter session- Rotract Club	Wednesday November 26, 2014
Blood Donation Camp- Rotract Club	Sunday November 30, 2014
Class Picnics	Thursday December 04, 2014
Tech in Business	Wednesday December 10, 2014
Cycle Rally- (Swasth Barth) Rotract Club	Sunday December 14, 2014
	(First Working day of December)
Semester Break	December 19 to January 01, 2015

ACADEMIC CALENDER 2014-2015
NEHU-MBA
SECOND & FOURTH SEMESTER-2014-2015

Registration	Friday, January 02, 2015
Instruction Begins	Monday, January 05, 2015
Rangoli Making- Cascade Club	Monday January 12, 2015
Makar Sankranti	Wednesday January 14, 2015
Debate-Intra Class- Language Club	Monday January 19, 2015
Talent Day- Cultural Club	Tuesday January 20, 2015
Ad Show- Management Club	Wednesday January 21, 2015
Farewell Day- Cultural Club	Thursday January 22, 2015
Makarsankranti/Utran	Wednesday, January 14, 2015
Republic Day	Monday, January 26, 2015
Sports Day	Wednesday, January 28, 2015
OISTOS-Inter College Festival	Mon-Tue. February 9&10, 2015
Mahashivratri	Tuesday February 17, 2015
Holi	Monday, March 06, 2015
Mid Semester Examination	Monday-March 09 -18, 2015
Good Friday	Friday, April 03, 2015
Project and Field Work	Sunday May 10 –June 09, 2015
Last Date of submission of Project/Thesis	Friday, June 12, 2015
VIVA/VOCE	Sunday June 21, 2015
Recommencement of Classes	Monday June 22-26, 2015
Semester Final Examination	Wednesday July 01- 17, 2015 (First Working day of July)
Semester Break	Friday July 18-30, 2015
Graduation	To be Announced

1. The Information given on this page is current as of July 2014
2. Dates are subject to last minute change.
3. Changed Dates will be announced in class or displayed on the notice board.
4. Management reserve the right to change or make amendments in the above schedule
5. Diwali Vacation for all Metas workers are from Tuesday October 21-Nov.06, 2014.
Please note that November 07, 2014(Friday) is a regular working day.

ACADEMIC CALENDER 2014-2015

Department of Nursing

Date	Calendar event
Aug 04,2014	Commencement of class for 2 nd & 3 rd year
Sept 01 ,2014	Commencement of class for 1 st & 4 th year
Sept 15, 2014	Civil Hospital posting
Sept 22 -26, 2014	First Unit Test
Nov 3-7, 2014	Second unit test
Nov 24-28, 2014	First Term test
Dec 2014	Urban Community Posting
Jan 2015	Rural Community Posting
Feb 05, 2015	Lamp Lighting
Feb 09, 2015	Commencement of clinical posting for 1 st year
Feb 16-18 2015	Fourth year final exam
Feb 28, 2015	Completion date for 4 th year
March 02- 5 , 2015	Second term examination
April 5-9, 2015	Third Unit test
May 4-8, 2015	Fourth Unit test
May 24 -29 ,2014	Model practical
June 1-5, 2015	Model examination
June 2015	GNC final Examination
July 2015	Holidays for 1 st and 2 nd year
Aug 2015	Holiday for 3 rd years

1. The information given on this page is current as of September 2014-2015.
2. Dates are subjected to last minute changes.
3. Changed dates will be announced in the class and displayed on the bulletin board.

ANNEXIURE 2

SWOT ANALYSIS

STRENGTHS:

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

WEAKNESSES:

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

OPPORTUNITIES:

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

THREATS:

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

Annexure –3

Best practices

BEST Practice-1

Title- ICT enabled and value based quality education

Objective ICT is a program which is installed in METAS Adventist College to impart quality and accessible education through information technology since ICT is increasing steadily in education sector. It provides benefits to stakeholders, students as well as faculties in numerous ways. ICT helps to improve the quality of learning and teaching. The college believes in providing value based education and imparting quality education.

Context:-ICT offers several benefits to the stakeholders, students and faculties-

Benefits to the stakeholders:

- a) Increased access to all the classrooms to know the functioning.
- b) Helps to reduce the cost of operations.
- c) Helps to develop of a new learning culture among the students and faculties
- d) Upgrading the skills of faculties and increased in productivity.
- e) Centralized storage system for attendance, Internal Marks and Course material
- f) Sharing of information to all classrooms via ICT Gateway.
- g) Attendance of students is directly linked to the mobile number of Parents/Guardians.

Benefits to Faculty:

- a) It motivates the faculty team to promote group learning and individual development.
- b) It provides a vital tool towards parents' teacher counselling.
- c) It helps to enhance the quality & relevance of existing educational structure.
- d) It helps faculty to build sound knowledge base and have integration between theory and technology.

Benefits to Students

- a) Better quality of education and new ways of interaction.
- b) Cost effective professional development in the workplace.
- c) Helps students to use technology to bring their ideas in practice,
- d) Able to present data in pictorial and graphical way to gain advantage in competitive market
- e) Develops the global prospective to enhance spirit of learning.

Practice: LCD Projectors were installed in all the class rooms. Wi Fi signal in class rooms strengthened Faculties are provided with individual laptops to enhance their teaching skills and provide quality education. Student attendance and examination marks are computerized. All the administrative offices are inter connected through MIS system.

Evidence of Success – The quality of teaching and student satisfaction has increased.

Resources:-Financial and technical support.

BEST PRACTICE-2

Title – *Student and parent counselling*

Objective –To discuss and understand student's problems and improve performance

Context –The College undertakes regular counselling of the students and their parents. Counselling is done by the class sponsor and student's affairs department .The benefits of counselling are:

- **Solve complex problems**

Periods of life change like being in college may bring new stress and problems that have many sides and are not easily solved. Counselling helps students discuss and understand their problems to help create different strategies.

- **Develop a more positive, hopeful outlook:**

When difficult life events come up or when a lot of little things go wrong for someone over time, it may become difficult to feel hopeful or have a positive outlook. Counselling can help students understand the impact tough situations have had on their feelings and develop strategies to develop a more hopeful perspective.

- **Learn more about habits that lead to problems:**

Most people struggle to overcome bad habits (behaviors that we seem to repeat over and over even though they may lead to problems for example: procrastination, angry outbursts, drinking, smoking etc). Counselling provides a safe space to learn more about overcoming these habits by using strategies that have been shown to help others in similar situations.

- **Discover personal strengths:**

Counselling can help you learn more about oneself by helping to understand strengths and learning how to use those strengths to grow in other areas.

- **Succeed in college:**

Counselling can help students to set goals for the future. It can also help to understand how stress and emotional difficulties interferes with ability to focus on studies and help them to develop better ways of coping.

Practice – The College has taken a number of steps for timely Student and Parent counselling such as

1. Communicate and maintain personal contact with each student through class sponsors and student affairs department of the college
2. Communication through student hand books and messages through bulk email and bulk Sms
3. Monthly attendance status reports are given to students and parents.
4. Communicate the academic performance to parents by mailing report cards

Evidence of Success – It was observed that counselling has improved the academic performance and attendance of students. Improved behaviour of the students in the class room was noticed.

Resources Required – Mentoring and parents involvement. The college should strengthen this activity by making it compulsory twice in a semester

ANNEXURE 4

Analysis of Student Feedback

IQAC conducted a survey among students to evaluate the college, programmes of study and performance of teachers. Printed questionnaires were distributed to students and responses were collected. The feedback form to evaluate the college was designed to measure parameters such as academic atmosphere of the college, infrastructure and library facilities and extra-curricular activities. The programme evaluation process analyzed the relevance, learning value, applicability, employability, syllabus etc. of the programmes offered. The teacher evaluation process was intended to measure parameters such as planning, preparation and time management, good command over the subject, communication skills, and feedback classroom management, use of innovative teaching methods including technology tools, mentoring and guidance and laboratory interaction. Ten questions were included in the questionnaire. The survey provided a 4 point scale of Very good, Good, satisfactory, unsatisfactory on a four point scale. The responses collected from various departments were analyzed by a team constituted by the IQAC. A report was prepared based on the findings of the analysis of the college, programmes offered and the performance of teachers.

Findings

The main findings of the feedback analysis are summarized below. Majority of the students are of the opinion that the academic atmosphere of the college is good. The teachers have good subject knowledge and are able to communicate very well. All of them use PPTs and other latest teaching methodologies. Teachers are accessible to the student's subject teachers and sponsors provide feedback.

Feedback about the infrastructure suggests that students are very satisfied with the infrastructure and cleanliness of the campus and the Students are of the impression that the library facilities of the college can be further improved. The programmes offered were rated as relevant and of high learning value and applicability. The curricula and syllabi were rated as very good. The subject knowledge, preparation for teaching and classroom management of teachers were found to be very good. The helping mentality of teachers and teacher student relationships were highly appreciated by the students.

Feedback from Stakeholders

S No	Stakeholder	Parameter	Excellent (%)	Satisfactory (%)	To be improved (%)
1	Alumni	Curriculum	80	15	5
		Library	70	15	15
		Canteen	80	10	10
		Infrastructure	90	5	5
2	Parents	Curriculum	80	10	10
		Teaching/learning	75	15	10
		Extracurricular activities	80	10	10
		Examination	80	10	10
		Infrastructure	85	5	10
		Support and counselling	75	15	10
		Management	80	10	10
		Discipline	80	10	10
3	Employer	Curriculum	80	10	10
		infrastructure	90	5	5
		Knowledge/Skill of students	80	10	10