

## **The Annual Quality Assurance Report (AQAR) of the IQAC**

All accredited institutions shall submit the AQAR to the NAAC by the end of every academic year with emphasis on the following key result areas:

**Name of the Institution:** St. Mary's College, Shillong – 793 003    **Year of Report:** 2005

### **PART A:**

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.

- (a) Improvement of library facilities:
  - i. Computerisation
  - ii. Librarians to be trained in the use of the software for the library
  - iii. Addition of new volumes and subscription to new journals
- (b) Update and change of the College domain from smcshillong.org to smcs.ac.in to better reflect the location and nature of the College
- (c) Workout the formalities to open Commerce Stream in the College and get it affiliated to NEHU.
- (d) Enhancement of the computer lab facilities.
- (e) Setting up a gymnasium with proper equipments in the College.
- (f) Appointment of additional faculty members for the departments of Computer Science and CND.
- (g) Conduct seminars of National and Regional levels on interdisciplinary subjects for faculty improvement.
- (h) Prepare proposals for credit or non-credit Certificate Courses

### **PART B:**

#### **1. Activities reflecting the goals and objectives of the institution:**

##### **(a) Discipline:**

- St. Mary's College sets high standards through the following activities reflecting the goals and objectives of the institution:
- i. The teaching and non-teaching staff maintain good values in their functioning for the smooth conduct of administration and improving the academic and all-round performance of the students.
  - ii. There is a general order in the College throughout the day in the behaviour and movement of students within the campus.
  - iii. Activities like Morning Assembly, Value Education Classes, Prayer Day, Code of Conduct, Dress Code, etc. assist in projecting the College as a quality centre for female education.

- iv. The orientation programmes conducted for the various batches of students to inculcate in them the vision of the College and to motivate them to become creative and imaginative in all their endeavours.
- v. Being an Institution for girls, the College authorities put efforts to offer support and guidance for their emotional problems and counselling to their parents and guardians as and when required.
- vi. The College provides hostel facility to the tribal students of poor economic background from the State.

**(b) Admissions:**

(i.) The College has a balanced Admission Policy providing admissions to the students belonging to different social and economic groups, which is in conformity with the State Policy of Admission in the Institutions of Higher Education.

**2.New academic programmes initiated (UG and PG):**

(i.) Under-Graduate: B.Sc. Computer Science has been introduced in the College in the academic year 2005.

(ii) Post-Graduate: M.Sc. Dietetics and Food Service Management has been introduced in the newly opened Study Centre of IGNOU at the College. The course is being co-ordinated by the Department of Home Science of the College.

**3.Innovations in curricular design and transaction:**

Many of the faculty members of the College are members of the Board of Under Graduate Studies (BUGS) of North Eastern Hill University (NEHU). They are continuously involved in syllabus framing for the various courses, paper setting and evaluation.

A number of faculty members attended and took part in a workshop organized by NEHU on May 6, 2005 on “Examination and other Related Matters – Curriculum Development, Examination System – Problems and Prospects”.

A number of faculty members attended a meeting of the School Board of Social Sciences of the North Eastern Hill University (NEHU) on November 11, 2005.

**4.Inter-disciplinary programmes started:**

At present there is no interdisciplinary course in its true sense offered by the College. However, there are provisions for students to offer Honours or Pass course in certain disciplines from across the streams such as Mathematics, Geography and Nutrition. Besides, admissions are granted to students from any streams who wish to take admission in B.C.A. or in B.SC. Home Science provided they obtain 50% marks on the aggregate in Class XII Examinations.

**5.Examination reforms implemented:**

The present examination system is satisfactory and that we do not feel the need for any reforms in the academic year 2005.

## 6. Candidates qualified: NET/SLET/GATE, etc.

The senior lecturers, appointed prior to the mandatory order for NET by the UGC, have been exempted from the Eligibility Test. The College, in its new appointments, strictly recruits candidates with NET qualification. The following is a list of teachers qualified NET till date:

Sl. No.	Name of the Lecturer	Qualification	Year of Passing Net	Department
1	A.R. Sawian	M.A., B.Ed.	2001	History
2	B. Dey	M.Sc., Ph.D.	1985	Physics
3	C.G. Synrem	M.Sc.	2004	Physics
4	C.L. Nongpluh	M.A., M.Phil.	2001	Geography
5	C.M. Pyngrope	M.Sc., M.Phil.	1989	Home Sc.
6	F.T. Marbaniang	M.Sc.	2002	Mathematics
7	I. Choudhury	M.A., Ph.D.	1996	Philosophy
8	I. Kharumnuid	M.A.	1997	Political Sc.
9	I. Nongkynrih	M.Sc., M.Phil.	1997	Chemistry
10	L. Pariat	M.Sc., M.Phil.	2005	CND
11	M. Syiemlieh	M.A.	1999	History
12	N.C. Nonglait	M.A.	2004	English
13	P. Dey	M.Sc.	1992	Chemistry
14	P.K. Nongkynrih	M.A., M.Phil.	2000	Political Sc.
15	R. Biswa	M.A.	2000	Political Sc.
16	R. Thabor	M.A. Ph.D.	2000	Education
17	S. Lyngdoh	M.A.	2001	Economics
18	S. Purkayastha	M.A., M.Phil.	1994	Geography
19	S.K. Mawiong	M.Sc., PGDCA	2004	Mathematics
20	S.W. Blah	M.A.	2005	Philosophy

## 7. Initiative towards faculty development programme:

(i.) Faculty members are encouraged and allowed to take leave for higher studies such as M. Phil, Ph. D., B. Ed., Project Works, Refresher Courses, Orientation Courses, attending conferences and seminars, etc.

(ii.) The College Management organises seminars and workshops for the teaching faculty on various topics and issues related to their academic development.

## 8. Total number of seminars/workshops conducted:

(i.) A workshop on “**Strength in Diverse Personalities**” was held on February 19, 2005. The Resource Person was Sr. Vigil Wahlang

(ii.) A workshop of on “**Cooperative Learning**” was held on May 16 – 18, 2005. The resource person for the same was Br. John Stein Mayer and Br. C.D’Abreu of Education Office, Christian Brothers Educational Institutions, India.

## 9. Research projects

(i.) Newly implemented:

Dr. (Ms.) K.R.Sinha, Ms. Subrata Purkayastha and Ms. Wanri B. Rani from the Department of Geography are continuing with a Minor Research Project funded by ICSSR, New Delhi, entitled **“Geo-Environmental Appraisal of Greater Shillong with Special Reference to Solid Waste Disposal and Management”** which is to be completed by December 2005.

(ii.) Completed: NIL

## 10. Patents generated, if any:

NIL

## 11. New collaborative research programmes:

NIL

## 12. Research grants received from various agencies:

Rs. 1,20,000.00 (One lakh and twenty thousand) has been received from UGC for the payment of salary of the substitute lecturer for Ms Sarbani Das Gupta who is pursuing her Research in JNU, New Delhi, under Faculty Improvement Programme (FIP) sponsored by the UGC.

The College has also received Rs. 1,00,000 (One lakh only) from ICSSR, New Delhi for the Minor Research Project entitled **“Geo-Environmental Appraisal of Greater Shillong with Special Reference to Solid Waste Disposal and Management”**. The instalment of the grant received during the year 2004-2005 was Rs.30, 000(Thirty thousand only).

**13.Details of research scholars:**

<b>Serial No.</b>	<b>Name of the Research Scholar</b>	<b>Topic</b>	<b>Year of Commencement</b>
1	Mrs. W.J. Shylla, Department of Education	Ph.D. Research in “Test Construction on Group Verbal Intelligence Test among students of age group 14 to 16 years in the Khasi language”.	October 2005
2	Ms. T. Marbaniang (Khasi)	Ph.D. Research On:“Women as Depicted in Khasi Drama until 1983”	- Ongoing
3	Ms. S. Purkayastha (Geography)	Ph.D. Research On: “Geo- environmental Concerns of Greater Shillong with Special Reference to Water Supply and Solid Waste Disposal”	March,2005
4	Ms. N. James (Home Science)	Ph.D. Research “Effectiveness of Selected Audiovisual Aids in Imparting Nutrition Education among Women of West Khasi Hills,	Ongoing
5	Ms. C. Pyngrope (Home Science)	Ph.D. Research On: “Biochemical Investigation on the Incidence of Rickets in Meghalaya: A Case Study”	Ongoing

**14. Citation index of faculty members and impact factor:**

The Principal issues citations to the outstanding performance of duty of the lecturers. The lecturers do value them and work efficiently to obtain more citations.

**15. Honours/Awards to the faculty:**

During the year 2005, no award has been conferred to any of the faculty members of the College. However, teachers of many departments are in various stages of active research in their respective study areas; on completion and submission of which degree (Ph.D.) will be conferred to them.

**16. Internal resources generated:**

(i.) The Departments of English, Mathematics and Home Science had jointly organized a Food Fest on August 6, 2005 in order to generate additional fund for the College Week Celebrations.

(ii.) The Departments of Physics and Chemistry have successfully brought out their maiden issues of Departmental journals called “SEDNA” and “ENSEMBLE 2005” respectively. The proceeding of the sale of the same is set aside to be utilised for the development of the department.

(iii.) The College generates funds out of the fees collected from the students.

**17. Details of departments getting SAP, COSIST (ASSIST)/DST.FIST, etc. assistance/ recognition:**

Being an undergraduate college, individual departments are not entitled to any such assistance from SAP, COSIST, etc. However, the College is making efforts to submit proposals to UGC to launch inter-disciplinary Diploma Courses with initial financial assistance from UGC

**18. Community services:**

The College has been involved in the following community services organised during the academic year 2005:

(i.) As part of the Extension programme, the final year students of the Department of Education had organized a voluntary service to help the needy children in the Society for Welfare of the Disabled and Bethany Society in the months of November and December 2005. The students were assigned various duties like teaching the hearing impaired, the blind and the mentally challenged. A few students helped the children with their lunch at the Mary Rice Centre. The students assisted the Children in the hostel with their studies. It was a very enriching experience for all the III year students.

(ii.) The Department of Education has launched an Adult Literacy Programme under the concept “Learn With Me”. This is being done in collaboration with the State Resource Centre, NEHU. The students have identified illiterate adult women in their own localities

and have started helping them to learn. This is taken up by the Department as an on-going process.

(iii.) The Department of Mathematics visited *Shanti Bhavan*, the old age and children's home run by the Missionaries of Charity on December 11, 2006 and distributed horlicks, fruits and cornflakes to them and had spent almost the entire day in the company of the inmates.

(iv.) The Department of Home Science, in collaboration with the Indian Council of Social Works (ICSW) adopted the village of Manai in East Khasi Hills District to enlighten the villagers about women and children's health, sanitation, water supply, etc. They also distributed food and clothes to the villagers during their visit.

(v.) The College organizes annually a children's party during Christmas time for the underprivileged children whereby food, clothes and toys are distributed to them.

#### 19. Teachers and officers newly recruited:

Sl. No.	Name	Qualification	Designation	Department	Date of appointment
1	Ms N.C. Nonglait	M.A., NET	Junior Grade Lecturer	English	May 05
2	Mr S.K. Mawiong	M.Sc., PGDCA	Junior Grade Lecturer	Mathematics	June 05
3	Mr C.G. Synrem	M.Sc., NET	Junior Grade Lecturer	Physics	June 05
4	Ms S.W. Blah	M.A., NET	Junior Grade Lecturer	Philosophy	Sept 05
5	Mr B. Mukhim	M.C.A.	Part Time Lecturer	Computer Science	June 05
6	Dr.(Ms) S. Dasgupta	M.Sc., Ph.D.	Part Time Lecturer	Chemistry	Nov 05
7	Ms R. Rymbai	M.Sc.	Part Time Lecturer	Chemistry	15.7.05 to 7.10.05
8	Ms P. Gatphoh	M.A.	Part Time Lecturer	Philosophy	3.10.05 to 15.12.05
9	Ms I.L. Nongpiur	M.Sc.	Part Time Lecturer	CN & D	May 05
10	Ms Y. Nongrum	M.Sc.	Part Time Lecturer	Zoology	1.8.05 to 31.12.05
11	Mr Kh. T. Vaiphei	M.Sc.	Part Time Lecturer	Zoology	16.7.05 to 15.11.05
12	Ms N. Parwin	M.Sc.(H.Sc.)	Part Time Lecturer	Home Sc.	19.5.05 to 15.12.05
13	Ms S. Bhattacharjee	M.A.	Part Time Lecturer	Geography	1.6.05 to 6.7.05

#### 20. Teaching – Non-teaching staff ratio:

The ratio of teaching – non-teaching staff is 14: 1

**21.Improvements in the library services:**

- (i.) Classification: Classification of documents is done by the most widely used classification scheme called Dewey Decimal Classification Scheme (DDC 21<sup>st</sup> Edition). 3653 books have been classified until Sept 05 and the process is continuing
- (ii.) Browsing facility: The staff and students can locate books or any document with the help of the computer.
- (iii.) Collection: The total collection of books till Sept 05 is 18305. The total number of prescribed periodicals is 39.
- (iv.) Internet: Through Internet facility provided by the library, students and staff can receive and disseminate information on a wide variety of topics.
- (v.) Reprography: The library has the facility of a Xerox machine, which helps in copying the information obtained.
- (vi.) A separate reading room is provided for the students with a reference section.

**22.New books/journals subscribed and their value:**

There are 342 volumes of new books that have been added to the library in the academic year 2005. Further, 5 new periodicals have been subscribed to. The value of the additions is Rs. 1,33,851.00 (Rupees one lakh, thirty three thousand and eight hundred fifty one only).

**23.Courses in which student assessment of teachers is introduced and the action taken on student feedback:**

The students' assessment of teachers has already been practiced in all the courses/streams offered by the College. The feedback is analysed and made into a document. The Principal intimates the same and hands over a graphically scaled data individually to the lecturers and motivates them for better and effective performance.

**24.Unit cost of education:**

The Unit cost of education for the academic year 2005 is 18,852/-

**25.Computerization of administration and the process of admissions and examination results, issue of certificates:**

The following areas of administration have been computerised:

- (i.) The entire correspondence for the College.
- (ii.) Printing of question papers for term tests, etc.
- (iii.) The preparation of the salary statement of the staff to be submitted to the Education Department, Government of Meghalaya for sanction.

- (iv.) The preparation of documents for filing of Annual returns of TDS to the IT department.
- (v.) The data in the preliminary forms for admission for the 1<sup>st</sup> year students are fed in the computer to ascertain their merit list.

## **26. Increase in the infrastructural facilities:**

The college has a firm belief that quality infrastructure is needed to provide quality education. With this in mind the computer laboratory was shifted from a one-room facility that housed a maximum of 20 computers in the Main campus to the Oakville campus where it now occupies the entire first floor of a four-storey building. The college was fortunate to be listed for assistance for up gradation of IT infrastructure by the North Eastern Council (NEC) and as part of the project the NEC offered a grant of 30 computers with a high end server. The college has therefore two fully networked and well-equipped labs, which provide the students with access to latest hardware. Realizing that quality hardware is only half the battle, the College has also installed latest software for use of both faculty and students. All the computers run latest operating systems like Windows XP and Linux so students are exposed the best of both platforms. The Internet can be accessed from all the machines in the two labs.

The authority of the College accepted the suggestion of the NAAC Peer Team to set up a Gymnasium in the College. A gymnasium has been set up for the use of the students and staff.

## **27. Technology up gradation:**

The computers in the Computer laboratory have been up graded by installing the following software:

- (i.) Windows 2003 Server
- (ii.) Oracle 9i
- (iii.) Visual Studio Net

## **28. Computer and Internet access and training to teachers and students:**

Internet access is provided to both faculty and students. Students have access to two Internet rooms, one located in the main campus in the same building that houses the Library and the other in the Oakville campus. The main campus Internet room has a total of 22 computers while there are seven computers in the Oakville campus.

All departments of the college have been allotted a computer each. All of these departmental computers are equipped with Internet facility. Apart from this, teachers are allowed to use the college's computer laboratory for Internet access where the department of computer science lecturers provide assistance to the members of the faculty who are not as well versed in Computers as some other members.

The department of Computer Science conducted a month long short-term course in "Microsoft PowerPoint" and "Microsoft Word" in the month of August. The course was for both faculty and students. In the next session i.e. 2006-2007 the Department of Computer Science plans to have a tie-up with IGNOU to offer the Computer Literacy Programme which is a month long course in Windows OS, MS Office and Internet. This course too would be open to all.

Apart from the courses the department has plans for organizing a two-day workshop on Open Source Software.

### **29.Financial aid to students:**

- (i.) The meritorious students avail the Merit Scholarship of the Government of India and the Government of Meghalaya.
- (ii.) The students who belong to the Scheduled Tribe and Scheduled Caste avail the Post Matric Scholarship and Free Studentship of the Government of India through the state government.
- (iii.) The students who belong to the International Border Area avail the Border Area Subsidy of the Government of Meghalaya.
- (iv.) The very poor students are identified as per the recommendation of the heads of their villages and the Sisters of the Management who work in the various rural areas and the College provides them with free studentship and free hostel facilities.

### **30.Activities and support from the Alumni Association:**

The Alumni Association of St. Mary's College (AASMC) is a registered body.

The AASMC held its fourth Annual Meet on May 27, 2005. Mr. Manas Choudhury, M.L.A., Meghalaya Legislative Assembly graced the occasion as the Chief Guest. Dr. A.S. Guha, Regional Director, IGNOU was the Guest Speaker.

The number of members registered by May 2005 is 431.

The AASMC held a Raffle Draw on December 13, 2005 as part of their fund raising activity.

### **31.Activities and support from the Parent-Teacher Association:**

The Principal and the Faculty meet the Parents of all the students on the very first day of the classes for each batch. Matters relating to the academic and all-round growth of the students in general are discussed and debated upon and adequate resolutions taken.

The lecturers do not hesitate to meet the parents throughout the year to give feedback about their wards.

The principal and the lecturers meet the parents of the weak students after the terminal test, selection test, etc. to inform them of the performance of the students and their general behaviour in the College.

### **32.Health services:**

The College has a small infirmary with First Aid facilities. Further, Nazareth Hospital, which is located about 300 metres away from the College, is always willing to come to the assistance of the College in case of emergency and need.

**33. Performance in sports activities:**

The College has participated in the Inter-College Sports Meet 2005 organised by NEHU and the following are the students who brought laurels to the College:

Event	Honour	Name of the Sports Person
Badminton – Singles	Runners Up	Linda Mary Syiemiong (B.A. I)
Badminton – Doubles	Runners Up	Daisily Thangkhiew (B.A. III)
		Dapbiang Warjri (B.A. III)
Table Tennis – Singles	Winner	Binita Shabong (B.Sc. III)
	Winner	Lucy (B.A. I)
	Winner	Larisa (B.A. III)
Table Tennis – Doubles	Winners	Binita Shabong (B.Sc. III)
		Lucy (B.A. I)
Football	Second Runners Up	

**34. Incentives to outstanding sportspersons:**

The outstanding sportspersons from the College are honoured with citations. Further, all the expenses for preparation and participation in the various sports meets are met entirely by the College.

**35. Student achievements and awards:**

The College has instituted Euphrasie Barbier Award for the students of the College who are placed in the merit list of the University Final Year Examinations. It consists of a citation and a monetary award of Rs. 500.00. This is awarded during the Graduation Ceremony held after the University results are declared. It was held on September 10, 2005.

The college annually organising a felicitation function whereby they are given certificates of appreciation to the successful graduates.

**36. Activities of the Guidance and Counselling unit:**

The Guidance and Counselling Unit of the College have held the following activities:

- (i.) A talk on Career Guidance for Final Year Degree students was held by ICFAI University, Guwahati at the College on July 29, 2005. The resource persons were Mr. Mrinal Baruah and Mr. Ankur Kar.
- (ii.) A talk was held on Career Prospects by Don Bosco Institute, Karguli, Guwahati at the College for the Final Year Degree students on September 7, 2005.
- (iii.) Fr. James T. Antony, CMI, faculty member of Rajagiri School of Management, Cochin, Kerala conducted a Session on Management for the Final Year Degree students on November 11, 2005.
- (iv.) A Counselling Programme for Second and Final Year Degree students was conducted by ICFAI University, Guwahati at the College on November 12, 2005. The Programme Coordinator was Ms Sweta Banerjee.

(v.) A Counselling Session was held for Final Year Degree students were conducted on November 17, 2005 by Mr. Koushik Chakraborty of Advanced Information and Management Studies (AIMS), Durgapur.

### **37.Placement services provided to students:**

The College welcomes any organisation/agency or company that is willing to conduct campus recruitment at the College.

The following organisations have conducted recruitment during 2005:

(i.) A campus interview for the Final Year Degree students was held on November 18, 2005 by Mr. Arindom Kukherjee of GE Capitals, now known as Genpact, Kolkata.

### **38.Development programmes for non- teaching staff:**

(i.) The non-teaching staffs of the College are encouraged to get them acquainted with IT usage. Two non-teaching staff has been trained in the use of MS Office and they are handling the major portion of the correspondence of the College.

(ii.) The librarian of the College has been trained in the use of the software being used at the Library.

### **39. Best practices of the institution:**

(a) The college allots one class a week for Value Education for each batch to be attended compulsorily by all the students. Value Education is considered one of the special features of St. Mary's College in which the students are guided and presented the various aspects of life. Being a college for women, a lot of stress is given for better living realising the rights and duties of women. Adequate importance is given to family life. Examination is held along with other subjects for value education as well.

(b) The College organises Orientation Programmes for individual batches of students on personality development, social development, etc.

(c) The College has a Dress code, which is to be strictly adhered to by all the students. It has been a practice through the years. This is also one of the reasons for the Parents'/guardians' preference to admit their wards to our College.

### **40.Linkages developed with National/International, academic/Research bodies:**

The College is run by the Sisters of Our Lady of the Missions with its headquarters at Rome, Italy. The College is thus in touch with the other educational institutions run by the Society nationally and internationally. There is a continuous assessment of the College in place from the headquarters and from the administrators of the Society from the North Eastern Region.

### **41.Any other relevant information the institution wishes to add:**

The Internal Quality Assurance Cell has been constituted this year in the month of January.

**PART C: Detail of the plans of the Institution for the next year**

- (i.) The College has been working on the opening of Commerce Stream from the Academic year 2006. The affiliation for the same has been obtained from NEHU and the Commerce stream shall be started in 2006.
- (ii.) The College has submitted a proposal for the development of Oakville Campus of the College for construction of a new College Building to the Ministry for Development of North Eastern Region, Government of India.
- (iii.) Documentation of the detailed activities of the College – department-wise, stream-wise, etc.
- (iv.) All departments to take up extension activities
- (v.) All departments to conduct workshops/seminars on relevant and related subjects.
- (vi.) To modify the attendance rules of the students by dividing every 100 marks paper into credits and to make 80 % attendance mandatory for each credit.
- (vii.) Identify ways and means to improve the academic performance of students.

Name & Signature of the  
Coordinator, IQAC

Name & Signature of the  
Chairperson, IQAC