

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: Saint Mary's College, Shillong–793003 **Year of Report:** 2006

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) 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.
- (b) 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.
- (c) Documentation of the detailed activities of the College – department-wise, stream-wise, etc.
- (d) All departments to take up extension activities.
- (e) All departments to conduct workshops/seminars on relevant and related subjects.
- (f) 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.
- (g) Identify ways and means to improve the academic performance of students.

PART B:

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

(a) Discipline:

Saint 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 of the College carry out with their duties and responsibilities in a harmonious and co-operational manner ensuring quality and sustainability in all the endeavours of the Institution.
- (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) The College being an institution for girls the authorities put efforts to offer guidance and counselling to the students as well as to their parents and guardians at the times of stress and crises.

(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.

(ii.) Admission notices are given on the day of the declaration of results of the qualifying examinations. The entire process of admission is completed within a week after the receipt of the mark sheets.

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

(i.) Bachelor of Commerce (B.Com) has been started in the academic session 2006-07.

(ii.) IGNOU Certificate Course in Nutrition for the Community (CNCC)

(iii.) IGNOU Certificate Course in Food and Nutrition (CFN)

(iv.) IGNOU Diploma in Nutrition and Health Education (DNHE)

(v.) IGNOU Diploma in Early Childhood Care and Education (DECE)

(vi.) IGNOU Masters' Programme in Dietetics and Food Service Management (DFSM)

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.

4. Inter-disciplinary programmes started:

The College conducts the following inter-disciplinary programmes:

The College has 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 a minimum of 50% marks in 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 2006.

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

There has been no lecturer who has qualified in NET in 2006. However, there is no SLET and GATE held in the State.

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.

(iii.) A Two-Day Workshop on “**Personality Development**” was held for the Teaching Staff of the College on May 17 & 18, 2006. The Resource Person was Sr. Cyril, IBVM, Loreto Kolkata.

8. Total number of seminars/workshops conducted:

(i.) A Two-Day Workshop on “**Personality Development**” was held for the Teaching Staff of the College on May 17 & 18, 2006. The Resource Person was Sr. Cyril, Loreto, Kolkata.

(ii.) A Two-Day State Level Workshop On “**Legal Awareness for Girls and Women in Meghalaya**” was held on November 10 & 11, 2006 for members of various NGOs working for the welfare of women in the state, some members of the faculty and senior students. The Resource Persons were Advocates, Police Officials and NGO Members from the state. There was an encouraging participation from the state.

(iii.) Besides the above, the faculty members attended/participated in seminars and workshops organised by academic institutions, government agencies and non-governmental organisations.

9. Research projects

(a) Newly implemented:

Ms Geetishree Saikia, Department of Home Science has taken up a minor research project from July 2006, sponsored by UGC-NERO, entitled “**Effect of Traditionally Used Banana plant Extract on the Degumming of Eri Silk**”.

(b) Completed:

- A minor research Project, sponsored by ICSSR-NEP, New Delhi on “**Geo-Environmental Appraisal of Shillong Urban Agglomeration with Special Reference to Solid Waste Management**” – a two-year Research is being conducted by Dr. K. Sinha, Ms S. Purkayastha and Ms W.B. Rani of the Department of Geography.

- The study area covered included Shillong Municipality (Lachumiere and Rilbong, the Cantonment (Jhalupara) and the township of Nongthymmai – all part of Shillong Urban Agglomeration. The study focussed on the increasing amount of solid waste generated which is from sources such as household waste, bazaar waste, bio-medical waste, etc., consequent of an increasing urban population. Management of the waste, i.e., collection and disposal methods examined reveals inadequacies in infrastructure, inefficiencies on the part of concerned agencies, and lack of awareness amongst the masses, besides others. An attempt has been made to suggest solutions to the problems identified.
- Ms Sarbani Das Gupta who has pursued her Research under Faculty Improvement Programme (FIP) sponsored by the UGC at JNU, has submitted her thesis on ***“The Position of Women in Meghalaya, 1981 – 2001 : A Study of some Demographic, health and socio-economic indicators”*** in December 2006.

10. Patents generated, if any:

NIL

11. New collaborative research programmes:

NIL

12. Research grants received from various agencies:

(i.) Rs. 57,500/- has been released out of the total sanction of Rs. 90,000/- for a minor research project, sponsored by UGC-NERO titled ***“Effect of Traditionally Used Banana plant Extract on the Degumming of Eri Silk”*** taken up by Ms Geetishree Saikia, Home Science Department in July 2006.

13. Details of research scholars:

Sl. No.	Name of the Research Scholar	Topic	Year of Commencement
1	Ms Kobita Deka Department of Home Science	Ph.D. Research in “Health Profile and Attitudes towards Family Welfare Programmes of Adolescents in Shillong City”	May 2006
2	Ms Juban Sutnga Department of English	Ph.D. Research in “A Study of the Transcription of Identities in the Novels of Michael Ondaatje”	October 2006

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:

Dr. (Sr.) Philomena Kharakor, Principal of the College has been conferred an Award on June 24, 2006 by the Khasi Authors Society for her contribution to Khasi Literature.

16.Internal resources generated:

(i.) The Department of Chemistry have successfully brought out its issue of Departmental journal called “ENSEMBLE 2006”. The proceeding of the sale of the same is set aside to be utilised for the development of the department.

(ii.) 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.

18.Community services:

(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 September-October 2006. 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 Locality and have started helping them to learn. This is an ongoing activity of the Department.

(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	Molvareen Langstieh	MA, NET	Lecturer	Geography	17.03.2006 (against lien)
2	Micky L. Sawkmie	MSc, NET	Lecturer	Chemistry	01.04.2006
3	Barikor C. Warjri	MSc, NET	Lecturer	Home Sc.	01.04.2006
4	Deisaki P. Warbah	MSc, NET	Lecturer	Zoology	01.05.2006 (against leave vacancy)
5	Yvonne B. Nongrum	MSc, NET	Lecturer	Zoology	01.09.2006 (against lien)

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 21st Edition). 5914 books have been classified until the year 2006 and the process is still on.

(ii.) Browsing facility: The staff and students can locate books or any document with the help of the computer.

(iii.) Internet: Through Internet facility provided by the library, students and staff can receive and disseminate information on a wide variety of topics.

(iv.) Reprography: The library has the facility of a Xerox machine, which helps students and teachers to copying relevant pages of books and journals.

(v.) A separate reading room is provided for the students, which also has a Reference Section.

22. New books/journals subscribed and their value:

There are 807 numbers of new books that have been added to the library in the academic year 2006. Further, 3 new periodicals have been subscribed to.

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 2006 is 19,757/-

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 1st year students are fed in the computer to ascertain their merit list.

26. Increase in the infrastructural facilities:

The College has made available new infrastructural facilities for the newly opened Commerce Stream.

27. Technology up gradation:

The College has upgraded all the old computers and has replaced some of the computers in the Administration Section for better speed and result.

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

With the rapid growth and proliferation of Information Technology it has become imperative for students to acquire basic IT skills. Saint Mary's College has introduced a compulsory Computer Awareness Programme (CAP) for capacity building in ICT for its students. The month long programme focuses on the Microsoft Office productivity suite, comprising MS Word, MS Excel and MS PowerPoint software packages. Students are also given exposure to the Internet and basic computer fundamentals. Five classes of one-hour duration per week are conducted for each batch of 30 students. These are evenly divided between theory and practical classes providing the student with adequate hands-on experience in using the computer. Currently there are 6 batches running with classes being held in the Computer laboratories of the main and the Oakville campuses. Grades are awarded based on attendance and class performance and on successful completion of the course certificates of participation are also given.

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 Annual Meet of the Alumni Association of Saint Mary's College was held on June 7, 2006 in the College premises. Rev. Fr. C. Khongwir graced the occasion as Chief Guest. A special fund raising event was organised with a Food Festival. It was a memorable day for all the alumni and the present students of the College. Delicious culinary items catered by different food joints of the city were the main attractions of the event. Local artists of Shillong performed at this Fest. Various schools and colleges were also invited to take part in the same. Aircel supported the Food Festival with mobile communication and media publicity.

The Alumni was always involved in the various functions and events of the College providing organisational support and assisting in the procurement of sponsorships. They had adopted the Christmas (Party) Programme for less privileged students in December.

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

- (i.) 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.
- (ii.) The parents can meet the teachers throughout the year to enquire about the progress of their wards.
- (iii.) The principal and the lecturers meet the parents of the weak students after the unit test, selection test, etc. to inform them of the performance of the students and their general behaviour at 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. Further, there are two Nursing Homes – Woodland and Bethany, which are few metres away from the College. In case of an emergency, their services are also always available.

33. Performance in sports activities:

The following students have brought laurels to the College in Sports events:

Event	Honour	Name of the Sports Person
Table Tennis - Inter College Sports Meet, NEHU	Champion	Sinita Shabong Lucy M. Kharkongor Sujita Shallam
University Basket Ball Team	Selection in the Team	Dahunlang Sumer Hiralyne M. Nongkynrih Hiamsida Lawai

Besides representing the College, the students are actively engaged in representing their areas and local clubs in different sporting events, thereby bringing laurels for themselves and for the state as well.

Daphisha Shullai, a student of B.A. I year, representing the Shillong Golf Club, did us and the state proud by becoming the winner in one of the categories in the East Zone Golf Tournament Final at Royal Calcutta Golf Course, Kolkata on November 20, 2006.

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 following students have been listed in the Merit List of the University Final Year Examinations:

Sl. No.	Name of the Student	Department/ Honours	Position in Merit List
1	Daiarisa Rumnong	English	1 st class 1 st
2	Piyali Raha	Economics	1 st class 1 st
3	Smita Saha	Geography	1 st class 1 st
4	Indrani Sen	Geography	1 st class 2 nd
5	Tanushree Choudhury	Geography	1 st class 3 rd
6	Ibabet Hynniewta	Geography	1 st class 6 th
7	Trocylin Chyne	Khasi	1 st class 3 rd
8	Maialang Biam	Khasi	1 st class 5 th
9	Wanphai Mary Japang	Philosophy	1 st class 4 th
10	Irinaphi H. Hynniewta	Sociology	1 st class 3 rd
11	Grace L. Sailo	Sociology	1 st class 4 th

12	Laldinpuii Ralte	Sociology	1 st class 6 th
13	Moupali Deb	Sociology	1 st class 6 th
14	Usha Mishra	CN & D	1 st class 1 st
15	Badarisha Ryntathiang	CN & D	1 st class 2 nd
16	J. Jijinu	CN & D	1 st class 3 rd
17	Lakynshew Marbaniang	CN & D	1 st class 4 th
18	Rila Akorlin Kharlyngdoh	CN & D	1 st class 5 th
19	Ibanjanaishisha M.K. Budon	CN & D	1 st class 6 th
20	Rita Sharma	CN & D	1 st class 7 th
21	Abigail Nongrum	CN & D	1 st class 8 th
22	Anjali Scott	CN & D	1 st class 9 th
23	Zeba Aadri	Chemistry	1 st class 1 st
24	Badaker M. Laloo	Chemistry	1 st class 10 th
25	Karen Rowena R. Mihsill	Zoology	1 st class 5 th
26	Balasara Shisha Lyngdoh	Home Sc.	1 st class 1 st
27	Angelyne Rynjah	Home Sc.	1 st class 2 nd
28	Richa Prakash	Home Sc.	1 st class 3 rd
29	Amrita Gurung	Home Sc.	1 st class 4 th
30	Thingmichon Kasomhung	Home Sc.	1 st class 5 th
31	Kristy N. Shangpliang	Home Sc.	1 st class 6 th
32	Sophia M. Sangma	Home Sc.	1 st class 7 th
33	Jessica Bai Biam	Home Sc.	1 st class 8 th
34	Hosilanda Sun	Home Sc.	1 st class 9 th
35	Iarilyne Lyngwa	H. Sc. (Pass)	1 st class 1 st

Balawansuk A. Lynrah of BA II had been selected to represent the Eastern Region in the Tenth Asian Session and Council, International Young Christian Students (IYCS) held in Colombo from August 19 – 28, 2006.

36. Activities of the Guidance and Counselling unit:

The Guidance and Counselling Cell of the College has held the following programmes for the benefit of the students in the College:

(i.) The II year Under-Graduate students were exposed to a career guidance programme conducted by Dr. Anup and Dr. Ajay from Srinivas Group of Colleges, Mangalore on June 10, 2006.

(ii.) The III year Under-Graduate students attended a career guidance lecturer and counselling on “Careers in Management” coordinated by Mr. Jacob D. Vakkayil, Xavier Institute of Management, Bhubaneswar.

(iii.) In this year, there were experts who came from the Institute of Computer Accountants, Shillong (A unit of ICA Infotech (P) Ltd.), Derby Group from Campus Abroad (an overseas educational counsellors and promoters), Kolkata, Training and Information for Employment Seekers (TAIES), Shillong, SREI Foundation (Surya Defence Career Academy, Kolkata) to deliver career guidance courses.

(iv.) Frankfinn Institute of Air Hostess Training conducted a weeklong Career Guidance Programme at the College in the month of September 2006.

37.Placement services provided to students:

The College welcomes any organisation/agency or company that is interested tapping the enormous capability in the students of Saint Mary's College and conduct campus recruitment at the College:

The following organisations have conducted recruitment drives during 2006:

- (i.) Google Inc., Hyderabad, held a campus interview on November 1, 2006.
- (ii.) A campus interview was held on November 6, 2006 by ACCENTURE, IT Consultancy Giant.
- (iii.) Winter having set in, we could not provide time for 24 x 7 Customer from Bangalore; we hope to provide them the facility in the year 2007.

38.Development programmes for non-teaching staff:

The non-teaching staffs of the College are encouraged to get them acquainted with IT usage. One non-teaching staff has been trained in the use of MS Office and she is handling the major portion of MS-Excel related activities.

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

39.Best practices of the institution:

- (i.) 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 Saint Mary's College in which the students are guided and presented the various aspects of life. Being a college for women, a lot of emphasis 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.
- (ii.) The College organises Orientation Programmes for individual batches of students on personality development, social development, etc.
- (iii.) 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.

The College was the venue for the International Symposium on Education of the Congregation of Our Lady of the Missions in January – February 2006.

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

The students and staff, under the initiative of IQAC, are preparing to hold a National Seminar on: “Tradition, Continuity and Change: An Assessment of Gender Disparity in the Context of Northeast India”, in May-June, 2007.

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

- (a) The College desires to upgrade the B.Com Pass Course to Honours Course.
- (b) To introduce Certificate Courses in Mathematics and Physiology.
- (c) To explore the possibility of introduction of Courses in (i) Journalism and (ii) Tourism and Hospitality Management.
- (d) To set up a Botanical Garden allotting area for growth and exploration of herbal plants.

Dr. (Ms) Enid R. Basaiawmoit
Coordinator, IQAC

Dr. (Sr.) Philomena Kharakor
Chairperson, IQAC