

## **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:** 2007

### **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 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.

### **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 work together in order to ensure quality of academic and administrative functions of the College.
- (ii.) To maintain discipline and to orient the students according to the requirement of the modern learning they are given a general guidance through activities such as Morning Assembly, Value Education Classes, Prayer Day, etc. The college also has a Code of Conduct printed in the Students' Handbook and College Prospectus as well as prescribes a Dress Code to its students.
- (iii.) The orientation programmes are 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 endeavour
- (iv.) Being an Institution for girls, the College Authorities emphasise on providing support and guidance to the emotional problems of the students and counselling to the parents and guardians as and when required.

**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 very 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): There are a number of non-credit certificate courses run by the College as follows:**

- (i.) Certificate Course on Fundamentals of Mathematics for 1<sup>st</sup> year students (3months bridge course for student not offering Mathematics in Class XII). This course is compulsory for the students offering Honours in B.C.A. and Economics.
- (ii.) Certificate course in Chemistry (3months bridge course for students offering B.Sc. Home Science). This is again a compulsory course for the students offering Honours in Home Science coming from Arts Stream of Class XII.

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

The College being an affiliated one, designing and innovation of the curriculum is done by the concerned committees of NEHU. However, 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:**

As it is mentioned in AQARs of previous years, the College is yet to start any interdisciplinary courses in their true senses. While the attempt to explore the possibilities to introduce such courses is on, provisions are there for the students to offer honours or pass in certain disciplines from across the streams, namely, Nutrition, Mathematics and Geography.

The College also admits students in BCA and in B.Sc. Home Science from any stream, who passed their Class XII examinations with a minimum of 50% aggregate marks.

**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 2007.

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

There has been no serving lecturer who has qualified in NET in 2007. However, there is no SLET and GATE held in the State. Further, all the new recruitments in the College are made after fulfilment of the UGC Norms.

**7. Initiative towards faculty development programme:**

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.

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 Two-day National Seminar on “Tradition, Continuity, Change: An Assessment of Gender Disparity in the Context of North East India” was organised by the IQAC of the College on May 15 & 16, 2007. Prominent academicians and experts presented papers in the Seminar. We had a good number of national participation in the seminar. The seminar was sponsored by UGC – NERO, Guwahati; Ministry of Social Welfare, Government of Meghalaya; Anthropological Survey of India, Kolkatta; ICSSR, New Delhi; State Bank of India Malki Branch Shillong and NEEPCO, Shillong.

(ii.) A Two-day State Level Workshop on “Khasi Studies in the Context of Khasi Culture, Folklore, Literature and Linguistics” was organised by the Khasi Department on August 23 and 24, 2007. It was well attended by Khasi scholars of the state. The workshop was a big success and it became a unique workshop since besides the academic deliberations, there was also display of indigenous Khasi musical instruments used to welcome the delegates at the beginning of the sessions. The workshop was well attended by Khasi scholars and those pursuing their research in the language of the state.

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

### **9.Research projects**

(i.) Newly implemented:

World Bank assisted Capacity Building Project on Street Food Safety, sponsored by Ministry of Health and Family Welfare, Government of India, organised by

National Coordination Unit, G.B. Pant University of Agriculture and Technology,  
Pantnagar, Uttaranchal.

The project is being held in 18 cities in India including Shillong. The Home Science Department of Saint Mary's College has been offered the project. It is for duration of 6 months. The objective of this project is to train the street food vendors in five major thrust areas of Food Hygiene, Nutrition and Health, Personal Hygiene, Unit Hygiene and Environmental Hygiene. There are 15 interventions to be made in the five thrust areas. The programme in the College began in June 2007 and the same was completed in December 2007. At the end of the training programme, the trained vendors have been provided with a certificate, an identity card and a first aid kit. Two sets of Aprons and head covers sponsored by the Rotary Club of Orchid City, Shillong to the 39 street vendors who completed the programme. The programme has been under the care of Mrs. Nirupama James and Mrs. Bobita Goldsmith of the Home Science Department.

The next phase of the capacity building programme under project for new group of vendors will begin in the month of April 2008.

(ii.) Completed:

The first phase of training of 39 street vendors under World Bank assisted Capacity Building Project on Street Food Safety, sponsored by Ministry of Health and Family Welfare, Government of India, organised by National Coordination Unit, G.B. Pant University of Agriculture and Technology, Pantnagar, Uttaranchal was completed in December 2008. The implementation of the project by the College has received accolade from the public of Shillong based on the transformation that has been seen on the ground.

**10. Patents generated, if any:**

NIL

**11. New collaborative research programmes:**

NIL

**12. Research grants received from various agencies:**

NIL

**13. Details of research scholars:**

Serial No.	Name of the Research Scholar	Topic	Year of Commencement
1.	Ms. S. Subhalakshmi	Ph.D. Research in “Adolescence Risk Factors Leading to Cardio-Vascular Diseases” (College of Home Science, Department of Food and Nutrition, Assam Agricultural University, Jorhat, Assam)	August 2007

**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:**

Ms. Sarbani Dasgupta, Department of Economics was awarded Ph.D. for her thesis entitled:

***“Position of Women in Meghalaya, 1981-2001: A Study of some Demographic, Health and Socio-Economic Indicators”*** by JNU, New Delhi on 18<sup>th</sup> September, 2007.

**16. Internal resources generated:**

(i.) The Department of Chemistry have successfully brought out its issue of Departmental journal called “ENSEMBLE 2007”. 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 Department of Science and Technology (DST), Government of India has selected the College for a grant-in-aid of Rs. 20,00,000.00 (Rupees two lakhs only) in the first phase for upgrading the infrastructure and the equipment facilities in all the Science Departments and the Library.

**18.Community services:**

(i.) The Department of Education is continuing with the two extension programmes through its Honours students to offer services to the students and inmates of the Bethany Society and to the adult illiterate women of the respective localities of the students.

(ii.) The Department of Home Science is continuing for the third year with the community service of adopting the village of Manai (East Khasi Hills District), which is run in collaboration with the Indian Council of Social Works (ICSW). Enlightening the villagers about women and children's health, sanitation, water supply, etc. are the objectives of such activity. They also distributed food and clothes to the villagers.

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

Sl. No.	Name	Qualification	Designation	Department	Date of appointment
1	Sr. Isabella Kyrasian,RNDM	M.A, B.Ed. (Registered for Ph.D. in NEHU)	Principal	-	01.10.2007
1	Ms Y. B. Nongrum	M.Sc. (Zoo)	Junior Grade Lecturer	Zoology	01.03.2007(against leave vacancy)
2	Mr. H.O.	M.Com.	Lecturer	Commerce	03.04.2007

	Kharpuri				
3	Ms L. Diengdoh	MCA	Lecturer	Computer Science	16.04.2007
4	Mr. K.H. Singh	M.Sc. (Maths)	Lecturer	Mathematics	16.04.2007
5	Ms C. Ms Anna I. Mitri	M.Com.	Junior Grade Lecturer	Commerce	01.05.2007
6	Ms. C. Kharsyntiew	M.Com.	Lecturer	Commerce	10.05.2007
7	Mr. Colin W.R. Sohkhlet	M.Com.	Lecturer	Commerce	16.05.2007
8	Ms I.M. Marbaniang	MCA	Lecturer	Computer Science	16.05.2007
9	Mr. Sarat Kr. Chetri	MCA	Lecturer	Computer Science	16.05.2007
10	Ms Wansuk Lapasam	M.Sc. (Zoo)	Junior Grade Lecturer	Zoology	16.06.2007(Against Leave Vacancy)
11	Ms Mandari Blah	M.Sc. (H.Sc.)	Junior Grade Lecturer	Home Science	20.08.2007

Mr. Rexil Nongdhar has been appointed as the Peon of the College from 1<sup>st</sup> July, 2007.

#### **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). 6742 books have been classified until the year 2007 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 could receive and disseminate information on a wide variety of topics.

(iv.) Reprography: The library has the facility of a Xerox machine, which helps the students and teachers to copy from books and journals inside the Library. A separate reading room is

provided for the students, which also has a well-classified Reference section of Encyclopaedias and other valuable and rare volumes. Reading materials in the Reading Room are kept in the shelves as per user's convenience.

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

There are 403 Nos. of new books worth of Rs. 1,71,641.00 have been procured for the library in the academic year 2007. Further, the College Library has subscribed to 1 new periodical worth of Rs. 1,500.00.

**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 written document with graphical representations. The principal intimates the same and hands over the 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 2007 is 20,568/-

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

The following areas of administration have been computerised:

- a. The entire correspondence for the College.
- b. Printing of question papers for term tests, etc.
- c. The preparation of the salary statement of the staff to be submitted to the Education Department, Government of Meghalaya for sanction.
- d. The preparation of documents for filing of Annual returns of TDS to the IT department.

e. 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 made available new infrastructural facilities for all the Arts Departments of the College. Each department has been provided with a staff room with adequate furniture for storing of personal reference books and documents by the faculty members. Computers with broadband Internet connectivity have been provided to all the Department offices.

A separate and completely furnished office cum working room has been provided for the IQAC of the College. The NAAC had provided the financial assistance for the purchase of computer and furniture for the purpose, which has already been completed.

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

The computers in the Computer Laboratory have been up graded with installation of Microsoft Office 2007.

All the departmental rooms/offices have been provided with computers and Broadband Internet facility.

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

(i.) The Computer Department is continuing with the annual Computer Awareness Programme (CAP) for capacity building in ICT for its students. The 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.

Currently there are 6 batches of students being trained in the course. Grades are awarded based on attendance and class performance and on successful completion of the course certificates of participation are also given.

(ii.) The faculty members too underwent one-month intensive computer literacy

programme organised by the College with the help of the Computer Science Department.

The teachers have acquainted themselves with the basic usage of computer and Internet.

**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 has always involved in the various functions and events of the College providing organisational support and assisting in the procurement of sponsorships. They had adopted from this year the Christmas (Party) Programme for less privileged and street children organised by the College every year in the month of December.

**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 are willing and available to meet the parents throughout the year to evaluate the progress of their wards.

The Principal and the lecturers meet the parents of the weak students after the unit tests, 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. 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:**

There had been no inter-college competitions that had been held this year to fit into the academic calendar of the College and hence, the students of the College could not participate.

However, 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.

#### 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 who have attained ranks in final year examination conducted by NEHU, Shillong have been listed below:

Sl. No.	Name of the Student	Department/ Honours	Position in Merit List
1	Laribha Dohtdong	B.Sc. (CN & D)	1
2	Mamta Lama	- do -	2
3	Emma Chongme D. Sangma	- do -	3
4	Suman Chauhan	do	4
5	Zorinpuii	do	4
6	Mamta Sunar	- do -	5
7	Themy Aola Jajo	- do -	6
8	A.S. Leiyami	- do -	7
9	Doreen M.H. Pyngrope	- do -	8
10	Chong Helen Sitlhou	- do -	9
11	Jane Wanry Shangpliang	B.Sc. (Zoology)	1
12	Chingrishon Kathing	B.Sc. (Chemistry)	1
13	L.S. Mashunrin	- do -	2
14	S. Sunila Chanu	B.Sc. (Physics)	7
15	M. Marsoki Hek	B.Sc. (H. Sc.)	1
16	Ibanylla Dkhar	- do -	2
17	Dariskhem Shylla	- do -	3
18	B. Lalhmdngmawii	- do -	4
19	Narola Anichari	- do -	5
20	Skillda Mery H. Lyngdoh	- do -	6
21	Tiasenla Longchar	- do -	7
22	Sarita Kumari	- do -	8
23	S. Welheimina Lalsiemthar	- do -	9
24	Hunphylla War	B.A. (Education)	1
25	Alice Vakhoihlam Neihzial	B.A. (Sociology)	3

**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.) Talks on career guidance were held on May 12 & 14, 2007 for the students of the Science Stream on Nursing Career. The resource person was Mr. Subhash Jose from Sofia College of Nursing, Bangalore.

(ii.) Dr. Surit Mullick of Fulbright School of Fellowship delivered a talk on “Studying Opportunities in the USA” for the students of Degree II and III on May 23, 2007. He is the regional officer and educational advisor of United States Educational Foundation in India.

(iii.) Representatives of the following institutes came to our College but because of time constraint could not deliver the speech and handed over their prospectus, pamphlets, etc. to distribute to the students and to put up in the College Notice Board:

- a. Bangalore College of Engineering and Technology, Bangalore;
- b. College for Women, Chennai;
- c. East West Group of Institutions, Bangalore.

(iv.) Sister B.K. Uma from Brahma Kumari's delivered a talk on “How to increase Memory Power” to the Science Students on July 5, 2007.

(v.) Sister B.K. Uma also delivered a talk for the students of Degree III on “Stress Management and Memory Power” on July 9, 2007.

(vi.) The Air Hostess Academy (AHA), Guwahati organised a programme for the Degree I year students on July 5, 2007. The Resource Person was Mr. Ankur Sarde, Director of the Academy at Guwahati.

(vii.) Webel Animation Academy, Kolkata organised a talk show on Career in the field of animation industry. The resource persons were Ms Pronoma Ray and Mr. Rosauero B. Adroable, who is the Head of Academics. He has also been the director of the Animation Film “Tom & Jerry”.

(viii.) Hughes Communications India Ltd. organised a talk for the students on Retailing. Mr. Vidyallal T.V., Area Manager – East, Kolkata was the resource person.

(ix.) Mr. Analava Mazumdar, Asstt. Manager – Development, Institute of Hotel and Restaurant Management, Kolkata delivered a talk to the students on December 9, 2007.

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

The College welcomes any organisation/agency or company that is interested in tapping the enormous capability in the students of Saint Mary's College and conduct campus recruitment at the College. The College provides all the necessary infrastructure and equipments for the agencies to have smooth recruitment procedure. There are many agencies which invite students from other Colleges /Institutions as well in such placement activities.

The following organisations have conducted recruitment drives during 2007:

(i.) WIPRO, Kolkata organised a campus recruitment on April 10, 2007 and 6 students of our College have been selected for appointment

(ii.) INFOSYS, Bangalore represented by Mr. Richard Wen, Executive H.R.D. and his team conducted their Brand Ambassador Programme at the College on September 12, 2007. Balawansuk Lynrah was selected to be the Brand Ambassador of INFOSYS at the College. She had attended their training programmes at Bangalore/ Mysore and organised regular programmes at the College for other students.

(iii.) WIPRO organised a JOB FAIR at our College Campus for the youth and students of entire Shillong on September 20 & 21, 2007 and 9 students of our College have been selected for appointment.

(iv.) WIPRO, Kolkata organised a campus drive on November 1, 2007 to enlighten the students of the progressive and lucrative jobs that are available in today's booming economic world.

Besides the above, the College has been following 'tie-up' policy with other Colleges like St. Edmund's and St. Anthony's and our students are asked to attend the placement programmes organised in such Colleges.

The department of Computer Science has received a shot in the arm since both their departmental students were placed with Satyam and Tata Consultancy Services making a record of 100 % placement.

### **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 this year in the use of MS Office.

The librarians of the College have been trained in the use of the software being used at the Library.

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

(i.) The Students' Council of the College, which was constituted formally in the year 2003, is constantly been strengthened by allotting to the council responsibilities of organising various co-curricular activities. Empowerment of the students in organisational matters is targeted through such a practice.

(ii.) A number of inter-class competitions have been introduced such as composition of poetry, singing competition for selection in College Choir etc. enabling the students to develop an attitude of healthy competition.

(iii.) 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.

#### **40. Linkages Developed with National/International, academic/research bodies:**

Being an RNDM Institution the College maintains its linkages with its parent organisation, which is an International one. Besides, through the organisation of the National Seminar and the Research Project (World Bank assisted) there have been opportunities to establish linkages and build up communication with individuals and institutions of National and International stature.

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

(i.) Under the able leadership of the English Department of the College, the College has conducted an intensive Certificate Course for two months in **Functional English** which was attended by B.A. 1<sup>st</sup> year students.

(ii.) **Saint Mary's College Academic Society** has been formed in September 2007 to evaluate the existing academic activities and to suggest ways and means for quality improvement.

(iii.) The land for **Botanical Garden** with an approximate area of an acre has been allotted to the College by the Board of Management (Sisters of Our Lady of the Missions) at Umran, Ri Bhoi District and the same has been put under the supervision of the Department of Botany. The Department has assured that the activities at the site will begin at the earliest in the next academic year.

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

(i.) A special emphasis is to be given to the quality enhancement of the academic performance of the staff and students of the College. It is in this connection IQAC has planned to meet teachers of each Department separately to discuss the strategy for enhancement of quality of students' performance, strengths and liabilities of the faculty and the infrastructure base of the Departments

- (i.) The College intends to begin a Certificate Course in Traditional Music.
- (ii.) The College desires to complete the Wi-Fi facility and avail the same in the twin campuses in the academic year 2008.
- (iii.) An advanced computer course for the teachers is to be conducted by the Computer Department of the College.
- (iv.) As the computerisation of the entire administration of the College is in progress, it has been desired to organise a Certificate Course in Computer Literacy to all the non-teaching staff of the College.

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

Sr. Isabella Kyrstan  
Chairperson, IQAC