

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:** 2008

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) 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

(b) The College intends to begin a Certificate Course in Traditional Music.

(c) The College desires to complete the Wi-Fi facility and avail the same in the twin campuses in the academic year 2008.

(d) An advanced computer course for the teachers is to be conducted by the Computer Department of the College.

(e) As the Authorities of the College intends to implement complete computerisation of the entire administration, it has been desired to organise a Certificate Course in Computer Literacy to all the non-teaching staff of the College.

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 maintains 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.

(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 students receive their mark sheets of qualifying examinations.

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

(i.) The College has upgraded the B.Com Pass Course to Honours Course in 2008.

(ii.) Besides, the two non-credit Certificate (bridge) courses run by the Departments of Mathematics and Home Science are also continuing.

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 interdisciplinary undergraduate courses offered by the College are limited to the availability of a few disciplines in which students can offer honours or pass either from science or arts stream (Geography, Mathematics and Nutrition).

The interested students from any stream are admitted to BCA and B.Sc. Home Science provided they fulfil the criteria set by the College.

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 2008.

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

There has been no serving lecturer who has qualified NET in 2008. 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:

(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 Two-day National Seminar on “Nuclear Science and its Applications in Various Fields” on May 15 & 16, 2008 organised by IQAC of the College. Prominent academicians and experts presented papers in the Seminar. We had a good number of national participation in the seminar. The seminar was sponsored together by Department of Atomic Energy, Government of India, UGC – NERO, NDMA, Government of India, NEC Shillong, Government of Meghalaya, NEEPCO Shillong and State Bank of India, Malki Branch Shillong. Prominent academicians and experts presented papers in the seminar.

(ii.) Fr. Celia of Don Bosco Youth Centre conducted an Orientation Programme for Teachers on 30th June 2008 on “Challenges to Education”.

(iii.) A Two-day Workshop on “Counselling and Stress Management” was organised for teachers in collaboration with the department of Counselling Psychology of Martin Luther Christian University on 25th October 2008 and 3rd November 2008. The object of the workshop was to sensitise the teaching staff on the importance of developing counselling skills in order to be able to help the students with their various problems in life.

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

9. Research projects:

(i.) Newly implemented:

The second phase of the World Bank assisted Capacity Building Project on Street Food Safety, assisted by World Bank and 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, has begun in April 2008. A new group of vendors and small and medium catering service providers were trained for capacity building in this phase.

10. Patents generated, if any:

NIL

11. New collaborative research programmes:

NIL

12. Research grants received from various agencies:

In the financial years 2007-2008 the College received an amount of Rs. 30,000/- as research grant for the Minor Research Project of the teachers.

13. Details of research scholars:

Serial No.	Name of Teacher	Topic	Year of Commencement / Year of Completion
1	Ms. E. Diengdoh English	“The Songwriter as Poet: The Aural Poetry of Van Morrison”	August 2008
2	Mr. Kh. H. Singh Mathematics	“Some Problems in Ring and Module Theory: Study of	August 2008

		Reduced Modules, Zero – Insertive Modules, Symmetric Modules and other related classes of Modules and Rings”	
3	Ms. H. Shangpliang (Geography)	“Changing Spatial Arrangement of Settlement in Upper Kynshi Basin, Central Meghalaya Plateau”	April 2008

14.Citation index of faculty members and impact factor:

NIL

15.Honours/Awards to the faculty:

NIL

16.Internal resources generated:

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

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

The DST has sanctioned an amount of Rs. 50 lakhs to be given in instalments for 5 years. The first instalment of Rs. 5 lakhs has been released for computer laboratory and other equipments.

18.Community services:

(i.) The Departments of Education and Home Science are continuing with their extension programmes and community services, all of which are part of ongoing extension activities.

(ii.) The College organized an eye screening cum awareness camp with support from its NSS units and in collaboration with the Bansara Eye Care Centre for the students and teachers of the College and those who are interested on 26th and 27th November.

19. Teachers and officers newly recruited:

Sl. No.	Name	Qualification	Designation	Department	Date of appointment
1	Ms O. M Syiemiong	M.A	Lecturer	Khasi	01.04.2008
2	Ms J.S Rynjah	M.A	Lecturer	English	01.04.2008
3	Ms C.Z Myliemngap	M.A	Lecturer	History	01.07.2008
4	Ms Bonani Paul	MCA	Lecturer	Computer Science	01.05.2008
5	Mr Saurav Das	M.COM	Lecturer	Commerce	01.07.2008
6	Ms Lily Marbaniang	M.A	Lecturer	Education (Lien Vacancy)	01.04.2008
7	Ms Shanosha Lyngdoh	M.A	Lecturer	Home Sc. (Lien Vacancy)	01.04.2008
8	Ms Deisaki Pyrbot Warbah	M.A	Lecturer	Zoology (Lien Vacancy)	01.04.2008
9	Ms. Serila Khonglah		Laboratory Assistant (Chemistry)		01.03.2008
10	Ms. Magrita Chyne		Cleaner		01.04.2008

20. Teaching – Non-teaching staff ratio:

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

21.Improvements in the library services:

- (i.) Classification: 9000 books have been classified till the year 2008.
- (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 reprographic facility to enable the students and staff for making rational use of rare references.
- (v.) A separate reading room is provided for the students where there are Reference Volumes kept and displayed.

22.New books/journals subscribed and their value:

770 new books at the value of Rs. 1, 99,802 have been added to the library in the academic year 2008 along with 2 new periodicals, which 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 confidential 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 2008 is:

- (i.) With Salary
 - a. Total Expenditure= Rs.65933063.67
 - b. Unit Cost Per Student= Rs. 25486.00
- (ii.) Without Salary
 - a. Total Expenditure= Rs. 27766391.00
 - b. Unit Cost Per Student= Rs. 10733.00

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 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:

- (i.) A new computer laboratory has been constructed in the campus.
- (ii.) A new Electronics laboratory for conducting practical classes for the BCA students has been installed.
- (iii.) An additional staff room has been allotted for the teaching staff in the Oakville Campus.

27. Technology upgradation:

The College has set up a Wi-Fi facility within the building housing the computer department in the academic year 2008. The feasibility of setting up Wi-Fi facility for the entire campus

is being explored in order to bring a higher degree of networking between the Departments as well as between the Departments and Administrative sections.

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

(i.) The compulsory Computer Awareness Programme (CAP) for capacity building in ICT for its students, which was started in 2007, is still being conducted. In the year 2008, 16 batches of students were awarded certificates of participation on successful completion of the course.

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 Saint Mary's College organised a Carnival of food, games and music on 6th Aug. 2008 in the college premises. The Carnival was inaugurated by Shri Conrad Sangma, Finance Minister, Government of Meghalaya, in which invitations were sent to all schools, colleges and the general public of the town. The Carnival was held with the objective in aid of the under privileged children's Christmas Party held annually in the college and also to raise funds for other activities of the association. The Carnival was a grand success.

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 open 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:

(i.)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.

(ii.) The NSS unit of the college in collaboration with Bansara Eye Care conducted a Free Eye Camp for the students and staff of the college on 26th and 27th Nov. 2008.

There was a very good response and they expressed the need for conducting a similar camp in 2009.

33.Performance in sports activities:

(i.) The teachers participated in the inter college Basketball competition organised by the Meghalaya College Teachers' Association where they bagged the First Runners Up Trophy.

(ii.) The teachers also participated in the inter college Cricket competition organised by the Meghalaya College Teachers' Association.

(iii.) 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 meet are met entirely by the College.

35.Student achievements and awards:

The following students who have attained Ranks in Final year examinations conducted by NEHU in 2008 have been listed below:

Sl. No.	Name of the Student	Department/ Honours	Position in Merit List
1	Chingriyo Raihing	B.Sc. (CN & D) Hons	1
2	Gracedalyne Rose Shylla Passah	- do -	2
3	Pratima Pokhrel	- do -	3
4	A.S. Wungreichon	- do -	4
5	L. Chithuni Chalai	- do -	5
6	Joplin Mary Green Kharjana	- do -	6
7	Arkilarisa Nongrum	- do -	7
8	Pallaqeen F. Kharbithai	- do -	7
9	K.R Knah	- do -	8
10	Brinda Thapa	B.Sc. Hons (Maths)	8
11	Poonam Pradhan	B.CA Hons	1
12	Irom Sarju Devi	B.CA Hons	3

13	Amrita Roy	B.A Hons (History)	3
14	Sanjukta Choudhury	B.A Hons (Geography)	1
15	Risa Bakordor Sten	B.A Hons (Geography)	3
16	Sumitra Barua	B.Sc Hons (Home Sc.)	1
17	Daiphi Pyngrope	B.Sc Hons (Home Sc.)	2
18	Lajoplin Nongsiej	- do -	3
19	Rejoice Lyndalyn Rynjah	- do -	4
20	Dalina Pyngrope	- do -	5
21	Banylla Lyngdoh Ryntathiang	- do -	6
22	Abida Passah	- do -	7
23	Ruthilalremaruati	- do -	8
24	Nidhi Sharma	- do -	9
25	Ibansiewdor Nongbet	- do -	10

The students passing out both with or without ranks were felicitated and the rank holders were given Certificates of Appreciation.

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 representative from All-Saints' Academy Kolkata, Indian Institute of Banking and Finance, Kolkata visited the college in October 2008. Due to time constraint, the college could not allow them to give talk to the plus two students. However the leaflets were distributed among the students.

(ii.) Asian Institute of Gaming and Animation (AIGA) – Exploring the Art of Making Games from Bangalore visited the college in September 2008. They provide Professional Diploma in Game Arts and Programming.

(iii.) Degree (Sc.) students attended a lecture on “The Big-Bang, Stephen Hawking and God”, on 18th October 2008 at St. Anthony's College, Shillong. The Speaker was Prof Henry F. Schaefer III, from USA.

(iv.) National Institute of Fashion Technology, Shillong Centre, organised a career counselling on the admission at NIFT in December 2008 at Polo for the students of different colleges. Our students were invited to attend the same.

(v.) The Directorate of Sports and Youth Affairs, Meghalaya Shillong, organised a workshop on career counselling and personality development and leadership training at state central library on 2nd and 3rd June'08. The programme was for plus2 and undergraduate students of the colleges.

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

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.

38.Development programmes for non-teaching staff:

(i.)The non-teaching staff underwent one-month intensive computer literacy programme organised by the College with the help of the Computer Science Department.

39.Best practices of the institution:

(i.) Under the initiative of the IQAC in this year the Principal and members of IQAC met with the teachers of all the Departments in order to bring further enhancement in quality of teaching, performance of students and to improve the infrastructure base of the Departments. The Head of each Department was requested to submit a plan for further development including the list of books, equipments and renovations required in the laboratories of their respective Departments.

(ii.) The regular Orientation Programmes for individual batches of students on personality development, social development, etc were organised which also provides a scope for free interaction among the students and teachers.

(iii.) The representatives of the Students' Council have been involved more in the organisation of all kinds of extra-curricular activities and they have been even entrusted to look into the maintenance of discipline within the campus

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.) The IQAC took initiatives to meet with the Departments (see No. 39);organised a national Seminar in collaboration with all the Science Departments; and initiated the talks regarding complete computerisation and physical extension of the College Library.

(ii.) Under the initiative of the Authorities of the College and the IQAC the academic and administrative staff of the College geared up for preparing for the Re-Accreditation process

and have decided to start writing the Re-Accreditation Report (RAR) from the beginning of 2009.

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

- (i.) An Advanced Computer Course for the teachers and non-teaching staff is to be conducted by the Computer Department of the college in April-May 2009.
- (ii.) The college is applying for a UGC grant under the XI plan College Development & merged Schemes for the following:
 - a. Remedial Coaching for SC/ST/OBC and minority students (for a minimum of 100 students).
 - b. Establishment of UGC-Network Resource Centre (UGC.NRC)
 - c. Establishment of a full fledged Career and Counselling Cell.
- (vi.) The College is collaborating with IGNOU for starting Non Credit Certificate Course of 3 months in the following in face-to-face mode:
 - a. Tourism Studies with special reference to Meghalaya.
 - b. Disaster Management and Emergency Services.
 - c. Certificate Course in Laboratory Techniques.
- (vii.) The NSS unit of the college in collaboration with the Department of Botany is planning to organise a tree plantation and herbal medicinal plants in the acquired Botanical garden in Umroi on 5th June 2009. A Follow up programme will be subsequently organised in a phased manner.
- (viii.) Amend the terms and functions of the Cells and Committees of the College and reselection of their co-ordinators and members as well as to bring in operation a number of new Cells and Clubs.
- (ix.) Initiate the process of Re Accreditation and send RAR to NAAC by end of 2009.

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

Sr. Isabella Kyrlian
Chairperson, IQAC