

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:** 2009

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) 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

(b) The College has applied for a UGC grant under the 11th plan College Development and merged Schemes and got sanctions for the following programmes:

- i. Remedial Coaching for SC/ST/OBC and minority students (minimum number of students should be 100).
- ii. Establishment of UGC-Network Resource Centre (UGC-NRC) (second time assistance).
- iii. Career and Counselling Cell
- iv. Initiative for Capacity-Building in Colleges (special grant)

(c) The proposed Collaboration programme with IGNOU for starting Non Credit Certificate Course of 3 months did not materialise. However, the College submitted plans for Certificate courses through CDC to UGC for the following:

- i. Tourism Studies with special reference to Northeast India (Arts)
- ii. Basic Accountancy Practices including Tally (Commerce and Computer Science)
- iii. Food, Nutrition and Food Management (Home science and Nutrition)
- iv. Indian Snacks and Confectionary (Science-CN&D)

(d) The terms and functions of the Cells and Committees of the College have amended and the co-ordinators and members were reselected as well as a number of new Cells and Clubs have been constituted.

(e) IQAC has initiated the process of Re Accreditation and RAR will be sent to NAAC by end of 2009.

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 under the banner of various Cells and Committees undertake the responsibility of various academic, co-curricular and administrative functions and thereby help in a smooth and transparent transaction of the affairs of the College.

(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 of education for women.

(iv.) The annual Orientation programmes organised for the different batches of students ensures a kind of motivation for the students and encourage them to come forward to shoulder responsibilities in college activities which further create an atmosphere of free interaction among them.

(v.) The College takes initiative to provide with necessary advice and counselling to its Students as well as to their parents or guardians in the cases of emotional or other crises. The Counselling and Career Guidance Cell play an important role in this regard.

(b) Admissions:

The College has revised its Admission Policy for all streams of students whereby students are admitted both through Spot Admission and through Merit List Admission according to the criteria decided by the Admission Committee of the College which also takes care of the terms and conditions notified by the State Government.

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

The College has started a few non-credit Certificate courses of duration varying from 1 month to 3 months:

(i.) Functional English compulsory for B.A. 1st year (3 months)

(ii.) Career and Personality Development for B.A. 3rd year students (1 month)

(iii.) Computer Awareness Programme for all Degree 1st year students (3weeks)

Besides these the Departments of Mathematics and Home Science are continuing with their Certificate Courses (bridge courses) as mentioned in AQARs of 2007 and 2008.

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). The Syllabus of almost all the subjects has been revised in 2009 by the concerned committees (BUGS) of NEHU following the guidelines of UGC. It is in this connection teachers from all Departments were consulted and feedback were obtained from them

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 internal examination pattern has been modified this year by introducing unit tests to be conducted twice a year and it was decided by the concerned committee that 20% of marks from the unit tests performance would be added to the marks obtained by students in respective subjects in the selection test.

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/lectures conducted:

(i.) IQAC, Saint Mary's College, Shillong organized a two- day Workshop on “dynamics of Quality in Higher Education and Preparation for Re- accreditation” on June 25th and 26th. The resource persons of this workshop were Prof. M.A. Varghese and Dr. R.C. Reddy from Educational Management Services (EMS), Bangalore

The workshop consisted of sessions on ‘Higher Education Scenario and Quality Issues’; ‘Quality in Education’; ‘Management of Change’ and ‘Quality gap Analysis’. The teachers were also assigned a number of activities to be performed in groups.

One session of the workshop was specifically held for IQAC members of the colleges of Shillong and there were representations from a number of Colleges in this session.

(ii.) Under the initiative of the IQAC, A Memorial Lecture Series has been instituted this year to commemorate (L) Ms. Mavis Dunn Lyngdoh Mawlong who was the first known Khasi woman minister in the Ministry headed by Syed Saddulah. The first lecture in the series was held on 25th of November 2009 and was inaugurated by His Excellency, Shri R.S.Mooshahary, Governor of Meghalaya. The function focussed on the life and works of (L) Ms. Mavis Dunn Lyngdoh Mawlong, a noted social and political activist.

(iii.) Lectures will be held every year on subject matters of social and political importance of the State with a focus on women related issues.

(iv.) Besides the above, the faculty members have attended/participated in number of seminars and workshops organised by academic institutions, government agencies and non-governmental organisations in both Regional and National levels.

9. Research projects

(a) Newly implemented and (b) Completed:

NIL

10. Patents generated, if any:

NIL

11. New collaborative research programmes:

NIL

12. Research grants received from various agencies:

In the financial year 2008-2009 the College received an amount of Rs. 35,000/- as research grant for the Minor Research Project of the teachers.

13. Details of research scholars:

No teacher has registered for research in the year 2009.

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. The morning section of the Degree Arts pass course being a self financed course of the College, it enables the institution to generate a moderate amount of revenue each year.

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

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 respective extension programme and routine community services.

(ii.) The Annual Christmas party for the underprivileged children of the locality took place in the month December to distribute food, clothes and toys to them.

19.Teachers and officers newly recruited:

Following is the list of newly recruited teachers and officers in the year 2009.

Serial. No.	Name and Qualification	Designation	Department	Date of Appointment
1	Dr. (Ms.) J.G. Choudhury, * HoD Mathematics	Vice-Principal, i/c Administration		27.11.2009
2	Dr. (Ms.) E.R. Basaiawmoit,* HoD Education	Vice-Principal, i/c Academic		27.11.2009
3	Ms. M. Badwar, * HoD Economics	Vice-Principal, i/c Oakville Campus		27.11.2009
4	Ms. Evangeline Lamare M.A., NET	Junior Grade lecturer	History	01.05.2009
5	Ms. Happiline Shangpliang M.A., M.Phil., NET, B.Ed.	Junior Grade lecturer	Geography	01.05.2009
6	Mr. Teibor S. Warjri M.Sc. (CS)	Lecturer**	Computer Science	01.08.2009
7	Mr. Wallamkumar Dkhar M.Com., NET	Lecturer**	Commerce	01.04.2009

* The appointment of Vice-Principals are on Honorary basis.

**Lecturers appointed against college post created by the Management

20. Teaching – Non-teaching staff ratio:

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

21. Improvements in the library services:

(i.) The library services in the college have been fully computerized with the installation of the software KOHA which has got the following features:

With the completion of Data entry, it is expected that the users can search for books through the OPAC across the network of the college. Even the Saint Mary's College Library OPAC can be accessible globally.

KOHA is a Full Featured Integrated Library System with all modules that are expected in an ILS namely acquisition., OPAC, circulation, reporting, cataloguing, serials and tools.

It is Completely Web Based offering easy access and is easy to administer.

(ii.) Classification: Approximately 1200 books have been classified this year.

(iii.) Browsing facility: With the complete networking of the College through Wi-Fi connection browsing of availability of books and journals have become even easier.

(iv.) Reprography: The library provides with reprographic facilities.

(v.) A reading room is provided for the students, which also displays the reference volumes.

22. New books/journals subscribed and their costs:

A total number of 681 books have been added to the library in the year 2009 incurring a cost of Rs. 2,58,068.50 (rupees two lakhs, fifty eight thousands and sixty eight, paise fifty only)

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

The feedback from the students for assessment of teaching and services provided by the College are being obtained from this year in two levels.

(i.) One is the general feedback obtained from all students of all courses/streams against the questionnaire prepared under the guidelines of NAAC.

(ii.) The second is the feedback obtained regarding quality of teaching and resources offered in the Departments from the students offering honours in different disciplines.

24. Unit Cost of Education.

The unit cost of education is calculated as:

- (i.) With Salary a. Total Expenditure= Rs. 74452682.19
 b. Unit Cost Per Student= Rs. 28592.00

- (ii.) Without Salary a. Total Expenditure= Rs. 3105435.00
 b. Unit Cost Per Student= Rs. 11926.00

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

- (i.) The Accounts section has been computerised using the software Tally to carry out majority of its functions.

- (ii.) The administration has not been computerised however the office is well equipped with computers and the following works are carried out by the use of computers:
 - 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 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:

Re-allocating the classrooms, dividing students in groups for practical and demonstration classes, has optimally used the existing space and built-up area of the College.

27. Technology upgradation:

- (i.) The College has set up a Wi-Fi facility for networking of the entire campus including both the main and the new campus.

- (ii.) The Computers in the laboratories have been up graded by installing Windows 2008 server.

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

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 2009 17 batches of students consisting of 30 students in each batch were enrolled in CAP and 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:

- (i.) The Alumni Association of Saint Mary's College organised a Carnival of food, games and music on 16th September 2009 in the college premises. The Carnival was inaugurated by Smti. Ampareen Lyngdoh, Education Minister, Government of Meghalaya. The students of other schools, colleges and general public from the town were invited to the carnival. The Carnival was 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.
- (ii.) The Alumni Association also organised for the first time an inter-college debate competition in the College premises wherein the winners and best speakers were awarded with cash prizes, certificates and mementos. All the participants were given certificates of participation and appreciation

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

- (i.) The Principal and Heads of the Departments meet the parents and guardians every year at the beginning of the academic session and discuss the college activities.
- (ii.) The parents are apprised of the teaching methods and learning expectations from their respective wards and suggestions are also invited from them regarding an all-round improvement of the College. The parents are also encouraged to contact and interact with the faculty to get feedback of the performance of their children.
- (iii.) 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 provides with the basic services of first aid and health check-ups. There is a trained nurse available for the students and staff of the College.

33. Performance in sports activities:

(i.) The Basketball team of the College participated in an Inter College Event organized by Platinum Jubilee Celebration Committee of St. Anthony's College under the banner 'St. Anthony's College Platinum Jubilee Basketball Invitation'. The College played in several rounds and was qualified upto the final round.

(ii.) 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 First Class have been listed in the Merit List of the University Final Year Examinations 2008:

Sl. No.	Name	Subject	Position
1	Rinsophy Ragui	Botany	1 st class 10 th
2	Darihunlang Mawiong	B.C.A.	1 st class 1 st
3	Domitila Suting	Chemistry	1 st class 4 th
4	Elizebeth Jane Jala	-do-	1 st class 10 th
5	Martina Devi	-do-	1 st class 5 th
6	Balarity Sokhlet	CN&D	1 st class 5 th
7	Caryline Lyngkhoi	-do-	1 st class 4 th
8	Doreen Soanes	-do-	1 st class 1 st
9	Iairyntih Phanbuh	-do-	1 st class 3 rd
61	Markynti M. Sohlang	-do-	1 st class 2 nd
11	Baiada Mawlong	-do-	1 st class 6 th
12	Farida Monley Shullai	Education	1 st class 1 st
13	Intibah Murtafi	English	1 st class 2 nd
14	Darity Mary Bamon	Geography	1 st class 3 rd
15	Aurilia C. Tariang	Home Science	1 st class 1 st
16	Banirishisha Basaiamoit	-do-	1 st class 7 th
17	Batriti Marwein	-do-	1 st class 6 th
18	Catherine D. Nongrum	-do-	1 st class 9 th
19	Livity Nongsiej	-do-	1 st class 10 th
20	Magrina Marboh	-do-	1 st class 5 th
21	Phindakyntiew M. Cajee	-do-	1 st class 3 rd
22	Riburomsuk Nongkynrih	-do-	1 st class 4 th
23	Tiewlyngksiar Lyngdoh	-do-	1 st class 2 nd
24	Wisbansbuntilynelang Marwein	-do-	1 st class 8 th

25	Ibamedari P. Kharbuli	Political Sc.	1 st class 4 th
26	Chingri Zimik	Sociology	1 st class 5 th
27	Olivia J. Kikon	-do-	1 st class 7 th
28	Thejanguno Kin	-do-	1 st class 5 th
39	Shameen Moris Dkhar	-do-	1 st class 7 th

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.) A programme on career guidance for Degree 2nd and 3rd year students was held on 13th May which was coordinated by Mr. Sanjeeb Raj of Assam Institute of Management, Guwahati and it was sponsored by The Telegraph.
- (ii.) J.D. Institute of Fashion Designing, Guwahati Branch, held a programme on Fashion and Interior Designing on 23rd May for Degree 3rd year students. The course coordinator was Ms. Sumita Dey Deka, Centre Director, Guwahati.
- (iii.) Dr. Bruce Keele, Head, School of Arts and Sciences and Mr. Samrat Raychoudhuri from Webster University, Thailand delivered a talk on M.A. in International Relations (MAIR) for the students of all streams of Degree 3rd year.
- (iv.) A counselling session was held for Degree 3rd year students organized by Rajagiri College of Management, Kochi on 12th August.
- (v.) Officials from Resourcing and Marketing Business (RnMB) of Delhi gave talk on various management and professional courses available in the country and abroad. They specifically mentioned about the courses available for being eligible for airhostess and pilots. The talk was held on 3rd September and Ms. Bhavna Datta from Delhi coordinated it.

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.

(ii.) A one-day workshop was held for all non-teaching staff on “Dynamics of Quality in Higher Education and Preparation for Re-Accreditation”, organized by the IQAC, Saint Mary's College on 26th of June.

The lectures delivered in this workshop were on three major topics,

- a. Motivation for Change
- b. Quality Assurance System
- c. Accreditation Process.

The group works were assigned to the participants on

- a. Institutional Gap Identification and Analysis
- b. College Preparedness for Accreditation – Action Plan

39. Best practices of the institution:

(i.) 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.

(ii.) The members of the Students' Council have been incorporated in a number of Cells, Committees and Clubs in order to empower them in decision-making in the matters pertaining to students' welfare and students' services.

(iii.) The Library Awareness and Development Cell have taken the initiative to give an awareness campaign to the students of different classes for a healthy and effective use of the College Library.

(iv.) The College has signed a MOU with Nescafe Franchise to offer the service of the later inside the campus.

(iv.) 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.

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 National Seminars and Research Projects 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 has held meetings with all the different Departments, Cells, Committees and Clubs in order to appraise about the processes of Re- Accreditation.
- (ii.) The process for Re- Accreditation has started and a sub-committee has been constituted to compile the data collected from different Departments, Cells, Committees, Clubs and from all the sections of Administration and prepare the RAR.
- (iii.) The Letter of Intention has been sent on 23rd of December 2009.
- (iv.) The memorial lecture series has been instituted.

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

- (i.) College will be preparing for the visit of the Peer Team of NAAC tentatively in July 2010.
- (ii.) The Principal and Heads of Departments will work out the nature of functioning for the College Development and Merged Schemes granted by UGC during the XIth plan period. The schemes granted are:
 - a. Remedial Coaching for SC/ST/OBC and minority students (for a minimum number of 100 students.).
 - b. Establishment of UGC-Network Resource Centre (UGC-NRC)
 - c. A Career and Counselling Cell.
 - d. Initiative for Capacity-Building in Colleges (special grant)
- (iii.) The College will undertake the documentation and publication of the proceedings of National Seminars and State-Level Workshops held in the earlier years.

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