

The Format for Annual Quality Assurance Report (AQAR) of the IQAC

Name of the Institution: Saint Mary's College, Shillong.

Year of Report: 2011

Section A: Plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement (attach separate sheet if required).

It may be mentioned here that the college achieved an A Grade in the Reccreditation process conducted by NAAC during November 2010 with 3.01 CGA.

In the beginning of the year 2011, due to the retirement of the IQAC coordinator, Dr (Mrs.) E.Basaiawmoit, the College constituted a new IQAC. The new IQAC office bearers included:

Chairperson: Dr Sister Isabella Kyrasian, Principal of Saint Mary's College

Coordinator: Mrs. Aiom P. Shabong, HOD, Department of Zoology

Members: Dr. (Mrs.) Bharati Bhattacharjee, HOD, Department of Chemistry

Mrs. Theresia Marbaniang, HOD, Department of Khasi

Ms. Belio Nongrum HOD, Department of Political Science

Mrs. Iuvinis Kharsyntiew HOD, Department of Botany

Dr.(Mrs.) Saifun Nessa HOD, Department of Sociology

Mr. Sharad Chetri, Department of Computer Applications

Perspective Institutional plan at the beginning of 2011:

- To consider improvement procedures as per the Recommendations submitted by the NAAC Peer team during its visit to the College on November 2010.
- To continue conducting the add-on courses and certificate courses for quality enhancement and all round development of the students.
- To improve upon Library infrastructure.
- Modernization and upgradation of science laboratories
- To set up ICT enabled classrooms for effective learning experiences of its students.
- To encourage the faculty to be involved in research projects and participate in programmes for quality enhancement.
- To organize lectures/ workshops/ seminars on relevant topics for the benefit of the students and faculty.
- To monitor student attendance and progression closely.
- To hold Remedial Classes for slow learners.
- To consider introducing new UG courses such as Journalism in the next academic session.
- To hold regular meetings to ensure collective participation by the faculty of the college towards quality enhancement.

Section B: Details in respect of the following (attach separate sheet):

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

(i) **Admissions:** The College practices a fair admission process. As far as enrolment of students is concerned the College provides equal opportunities to students of different social and economic groups irrespective of their caste, creed and religion. The Admission Policy is in conformity with the Government Policy while at the same time adhering to the norms set by the University (NEHU) to which it is affiliated. The College also gives preference to

- First generation learners
- Students from economically backward areas
- Students with special needs
- Students from RNDM institutions

The admission process is under the supervision of the Admission Committee which is comprised of teachers from different academic streams.

(ii) **Add-on Courses:** : In its efforts to improve and enrich the learning experiences of the students, the following add-on courses were continued:

Serial No.	Title	Duration	Organizing Department
1.	Computer Awareness Programme	3 weeks	Computer Application
2.	Fundamental Mathematics	3 months	Mathematics
3.	Functional English	3 months	English
4.	Career and Personality Development	1 month	Education
5.	Corporate Accounting	1 month	Commerce
6.	Foods, Nutrition & Food Management	6 months	Home Science

(iii) **Student Service Centre:** A student service centre is especially created by the College to attend to the needs of the students. This centre serves as a link between the students and the college administration.

(iv) **Student's Handbook:** The student's handbook is issued out to each student at the start of each academic session. All details about the vision and mission of the college, its history, policies, programmes, names of teaching faculty and non-teaching staff, student charter, college anthem, academic calendar planned for the year are emphasized in the handbook.

(v) **Discipline:** Discipline has been a consistent theme of the college and is viewed as an essential part of the learning process.

- The teaching and the 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 endeavours of the institution.
- There is a general order in the college throughout the day in the behavior and conduct of the students within the campus.
- The Discipline Committee constituted by the college looks after and maintains discipline, punctuality, regularity, cleanliness, self-respect and respect for others, dress code etc. The Committee strictly prohibits using/chewing/selling of tobacco, kwai in the campus.

- (vi) **Daily Assembly:** The Daily Assembly is held in the College common room at the start of the day. This serves as a forum for bringing students together into one Marian family. A prayer and inspirational thoughts for peaceful co-existence are shared during the Morning Assembly. The students are also apprised of the current and forthcoming events of the college during the assembly.
- (vii) **Value Education:** Value Education is at the heart of the philosophy of education in St. Mary's College. Classes are conducted on a weekly basis to ensure that the Marians grow as rational citizens and women of good character with compassion in their heart and with the mission in their life to carry out their responsibilities while always upholding their integrity.
- (viii) **Student Attendance and Progression:** The attendance of the students is strictly supervised. A student is required to have 75% attendance to be eligible to appear for the final examinations run by the university to which the college is affiliated. The College conducts two term tests before the students are permitted to sit for the Final Examinations. Remedial classes are advised for the slow learners.
- (ix) **Orientation Programmes:** Orientation Programmes are organized for the students to make them aware about the spirit and values of the college. The programme includes fun and games which is aimed to instill unity and cooperation among the students.
- (x) **Celebration of National Festivals and other important days:** To inculcate love and pride of the country, functions are organized to commemorate the Independence Day, World AIDS Day and other days of significance. The Nature Club and the NSS organized tree plantation programmes and other competitions on World Environment Day (5th June) and urge the students to contribute positively towards protecting the environment.
- (xi) **Clubs, Committees and Cells:** St. Mary's College boasts of a unified and committed community of teachers serving the needs of the students both in the curricular and co-curricular activities with a view to enhance the quality of education in the institution. Various Clubs, Committees and Cells have been constituted to enhance student learning experiences in the college.

- (xii) **Gymnasium and Health facility:** In order to achieve a sound mind in a sound body, the college offers a well-equipped gymnasium and health clinic for the students.
- (xiii) **IQAC Meetings:** The IQAC held regular meetings to chalk out plans to ensure a holistic growth of the institution.
- (xiv) **College Week:** The College Week is an annual event in which the college gives an opportunity to the students to showcase their inherent talents and aspirations. Various competitions and cultural programmes are organized by the students during this fun-filled week.

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

3. Innovations in curricular design and transaction:

Some teachers of the College are members of the Board of Under Graduate Studies (BUGS) of the affiliating University. They have been playing an active role in designing the present curriculum implemented by the University.

4. Inter-disciplinary programmes started:

The inter-disciplinary Undergraduate programmes offered by the College for students from different streams are Honours and Pass course in Mathematics, Geography, Nutrition, Computer Applications and Environmental Studies.

5. Examination reforms implemented:

As far the External or Final Examinations are concerned the College conducts the Examinations as per the guidelines set by the North Eastern Hill University, Shillong to which the College is affiliated. The faculty are involved in the different responsibilities such as Paper Setters, Examiners, Scrutinizers and as Moderators in the Final Examinations conducted by the University.

The College also conducts two internal examinations or tests for the students before they sit for the final examinations.

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

NET Qualified: Ms Kerri Tiewsoh, Department of Mathematics

7. Initiative towards faculty development programme:

The teachers of the College are encouraged to pursue further studies such as M.Phil, Ph.D., B.Ed. and to participate in Refresher Courses and orientation Courses organized by the different universities in the country. The College also grants leave to the teachers to attend and participate in Seminars, Conferences and Workshops etc.

8. Total number of seminars/workshops conducted:

(i) A two-day workshop on 'Leveraging Information and Communication Technology in Education' on 20th -21st June,2011 organized by the IQAC of the College.

9. Research projects a) Ongoing; b) Completed:

The Research committee was constituted in 2011. The Committee played a pivotal role in promoting a research culture among the faculty of the college. The various proposed/ongoing research projects are:

Sl. No.	Department/ Club	Title	Funding Agency	Status
1.	Education	A study of special educational programmes in Shillong City.	NERO, UGC. Guwahati	Ongoing
2.	Home Science	A study on the effectiveness of selected non-formal communication strategies for improving nutritional education among rural women of West Khasi Hills, Meghalaya	NERO, UGC, Guwahati	Ongoing
3.	Khasi	Khasi women and Forest Resources: A case study in Lawbyrwa village of Meghalaya	NERO, UGC, Guwahati	Ongoing
4.	Computer Applications	A comparative study of microaggregation methods for micro data protection	NERO	Ongoing
5.	Clinical		NERO	Ongoing

	Nutrition & Dietetics			
6.	Geography	Changing Agricultural patterns and food security	NERO	Ongoing
7.	Science Venture Club	Investigation and assessment of water quality in the major rivers and streams in and around Shillong.	Proposal Submitted to DST	Approval Awaited
8.	Zoology	Study of Palaeo-biota in parts of Khasi, Garo & Jaintia Hills Districts of Meghalaya	Proposal Submitted to NEC	Approval Awaited
9.	Geography	The Agricultural patterns and food security	Proposal Submitted to NEC	Approval Awaited
10.	Ms. Happiline Shangpliang in collaboration with Deptt. Of Geography, Synod College, Shillong	Impact of Tea Cultivation on the environment of Meghalaya (A case study of Ri Bhoi District, Meghalaya'.	UGC	Completed

10. Patents generated, if any: Nil

11. New collaborative research programmes: Nil

12. Research grants received from various agencies:

The College received funds from UGC, NERO office, Guwahati to undertake the different research projects.

13. Details of research scholars:

Sl. No.	Name	Department	Degree	Ongoing/Submitted/Awarded
1.	Sister Isabella Kyrstian	Principal	Ph.D.	Awarded
2.	Mrs. Winnie Shylla	Education	Ph.D.	Awarded
3.	Mrs. Barikor Warjri	Home Science	Ph.D.	Awarded
4.	Mrs. Kabita Deka	Home Science	Ph.D.	Submitted
5.	Mrs. Jubanlak Sutnga	English	Ph.D.	Submitted
6.	Mrs. Ellerrine Diengdoh	English	Ph.D.	Ongoing
7.	Mr. Sameer Gurung	Computer Applications	Ph.D.	Ongoing
8.	Mr. Dipankar Debnath	Computer Applications	Ph.D.	Ongoing
9.	Mr. Sarat Chetri	Computer Applications	Ph.D.	Ongoing
10.	Mr. Kh. Hera Singh	Mathematics	Ph.D.	Ongoing
11.	Mrs. Naomi Nonglait	English	Ph.D.	Ongoing
12.	Ms. Shailynti Lyngdoh	Economics	Ph.D.	Ongoing
13.	Mrs. Iasuk Kharumnuid	Political Science	Ph.D.	Ongoing
14.	Ms. Happiline Shangpliang	Geography	Ph.D.	Ongoing
15.	Ms. Daiarisa Rumnong	English	Ph.D.	Ongoing

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

15. Honors/Awards to the faculty: National and International: Nil

16. Internal resources generated:

The College earns 40% of the Tuition Fees, Admission Fees and Transfer Fees paid by the students. The remaining 60% is paid to the Government of Meghalaya.

Amount generated from Certificate Courses: Rs 3, 66,440/-

17. Details of departments getting assistance/recognition under SAP, COSIST

(ASSIST)/DST, FIST, and other programmes:

The department of Mathematics, Computer Applications, Chemistry, Physics, Home Science, Botany and Zoology receive assistance from DST which tremendously enrich science laboratories with instruments enabling students to get a hands on experience with modern tools.

18. Community services:

Sl. No	Organizing Department/Club/Cell/Committee	Particulars	Date/Place
1.	Home Science in collaboration with Food and Nutrition Board, Govt. of India	Nutritional and Educational Health Programme for 30 women of Umpling Village	10 th June, 2011
2.	Home Science	Theme: Breast Feeding at Demseiniong Village	5 th August, 2011
3.	Home Science in collaboration with the Rotary Club of Orchid City, Shillong	Nutritional Awareness Programme for the women of Jongksha Village	5 th -7 th December, 2011
4.	NCC unit of the College	Rally on, ' Save the Earth, My Earth, My Duty'	30 th June , 2011
5.	Nature Club in collaboration with NSS, Saint Mary's College	Cleaning Campaign and Flower Plantation	5 th June, 2011
6.	NCC unit	Participation in a rally on World AIDS Day	1 st December, 2011
7.	Zoology	Distribution of Clothes to the Orphans at the orphanage run by RNDM	15 th December, 2011

19. Teachers and officers newly recruited:

The following teachers were recruited under self-financed scheme of the College:

Name	Department
Mr. Ajoy Dutta	Computer Applications
Ms. Joplin Kharjana	Clinical Nutrition & Dietetics
Ms. Edith Lawriniang	Computer Applications

20. Teaching – Non-teaching staff ratio: 14:1

21. Improvements in the library services:

The College has a Central library as well as departmental libraries. Efforts are undertaken to ensure easy access of books to students. The library is equipped with computers for efficient document cataloguing system. The OPAC (Online Public Access Catalogue) is installed in the main library for smooth and quick location of books. Lockers are installed and staffs are employed for safeguarding the belongings of the students.

The College has registered with INFLIBNET which is an initiative by UGC to enable sharing of library resources between the different institutions in the country.

22. New books/journals subscribed and their value:

No. of Books procured: 673

No. of Journals subscribed: 1

Total Cost: Rs. 1,78,929/-

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

Since its inception, the Students' Feedback Committee comprising a group of faculty members headed by a coordinator has been annually submitting report on the feedback provided by the students by filling the questionnaires prescribed by NAAC formats.

The feedback covers assessment of the courses, of the teachers and teaching, teaching methods, evaluation methods, infrastructural facilities, library facilities etc.

The methodology followed in the collection, analysis and interpretation of the Students' Feedback data has been as follows:

(a) NAAC formats are circulated to the Degree (Honours and General) students belonging to all the three years of all the streams, that is, Arts, Science, Commerce, Bachelor of Computer Applications and Home Science.

(b) Then a sample is selected by random sampling method.

(c) The data are then fed into the computer and analyzed using NAAC grade points.

(d) The grade points thus obtained reflects the status of the college with respect to the areas mentioned above.

(e) The report is then handed over to the Principal, to the departments (the portions relevant to the particular departments) to improve their functioning and to the library for perusal, necessary action, consultation and reference.

24. Feedback from stakeholders:

Questionnaires were issued out to the students, parents, alumni and employers to gather information and knowledge about the quality of education imparted by the college to its stakeholders. The Principal and the Head of departments accordingly act upon the feedbacks to ensure improvement.

25. 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

Day Shift = Rs. 13,000/-

Morning Shift = Rs. 10,000/-

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

All administrative sections of the College are provided with computers and printers. The data of the accounts and administration services are stored in the computers. The process of admissions is also entered in the computer and the screening is done on Merit basis.

27. Increase in the infrastructural facilities:

- An open air canteen was constructed and completed during the year 2011 at the Oakville campus of the College.
- The construction and modernization of the extension of the Library is in progress and its completion is expected by the end of 2011.
- Two Generators were purchased

28. Technology upgradation:

The following equipments were procured during the year 2011:

1. A cannon Xerox cum printer machine was installed in the library.

2. A Cannon Xeros machine was installed in the Office of the Oakville Campus of the College.
3. An LCD projector for the Department of Zoology was procured.
4. New Computers were purchased for the Library and Department Computer Applications

29. Computer and internet access and training to teachers, non-teaching staff and students:

The reading room of the College is equipped with computers with internet access for students use. Each department in the college has a computer with internet facilities. The department of Computer Applications provides short term courses for the teachers and non-teaching staff.

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30. Financial aid to students:

The financial assistance provided by the respective state governments to the students in 2011 are:

Name of State	Financial Aid	Amount
1. Meghalaya	Post-Matric Scholarship	Rs 1,08,03,020/-
	Book Grant	Rs 2,34,900/-
	Free Studentship	Rs 42,020/-
2. Manipur	Post -Matric Scholarship	Rs 4,14,792/-
	State Merit Scholarship	Rs 12,000/-
3. Arunachal Pradesh	Stipend	Rs. 1,06,880/-
Total		Rs. 1,16,13,612/-

The UGC financial assistance to the following category of students received by the college is:

- a) For Physically Challenged -
- b) For Financially disadvantaged -
- c) For conveyance allowance -

(iii) The economically challenged students are identified as per the recommendations of the heads of their villages and the college takes necessary steps to provide such students with free studentships and free hostel facilities.

31. Activities and support from the Alumni Association:

The Alumni Association participated in the Christmas Party organized for the underprivileged children.

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

The college does not have any organized official body in the name of Parent-Teacher association.

1 The Principal along with the HODs meets the parents of the first year students at the start of the academic session and apprises the parents about the rules and regulations of the college. Suggestions made by the parents are given a serious thought and actions are considered to enhance the learning experiences of the students.

2. Signing of Undertaking is also a process of keeping parent closer to the Institute.

3. One parent is a member of the Governing Body.

4. One member of Anti-ragging cell is also a parent.

5. The Principal and the teachers seeks meeting with the parents of students whose performance in internal examinations held have not been satisfactory so as to keep the parents informed about the welfare of their wards.

33. Health services:

A well- trained nurse is available from 9.30 am. -3.30 pm in the First Aid room provided by the College and Dr. Nivedita (Sen) Dutta Choudhury is available on call .Besides the Nazareth hospital and Woodland hospital are located close to the College.

The college has a gym with facilities of Yoga and aerobics. Yoga classes are held on Monday, Wednesday and Friday morning 7-8 am. Aerobics on Tuesday, Thursday and Saturday at 3-4pm.

34. Performance in sports activities:

- The college participated in the inter-college basketball conducted by (Meghalaya Basketball Association) from 24th till 31st May 2011 and emerged as Champions beating Shillong College by 52-40.

- The committee has taken charge and monitored on all sport activities during the college week 2011. The Sports Committee of the College purchased sport items like basket balls, balls, carom board, etc.

35. Incentives to outstanding sportspersons:

The outstanding sportspersons' of the college are honoured with citations during the college week celebrations. Further, all the expenses for preparation and participation in the various sports meet are met entirely by the College.

36. Student achievements and awards:

The performance of the students of the College in the Final Year Bachelor Degree Examinations 2011 conducted by North Eastern Hill University may be cited as follows:

(i) B.A. (Honours) Third Year 2011 Results

Honours Subject	Appeared	Cleared	Failed	Rank Holder	First Division	Second Division	Simple Pass	Percentage of Pass
English	25	24	01	Nil	Nil	19	05	96.00%
Economics	26	24	02	Nil	Nil	03	21	92.30%
Education	21	21	Nil	Nil	Nil	18	03	100%
Geography	26	23	03	03	03	18	02	88.46%
History	08	08	Nil	Nil	Nil	02	06	100%
Khasi	49	46	03	02	02	39	05	93.87%
Philosophy	04	04	Nil	01	02	02	Nil	100%
Political Science	19	19	Nil	Nil	Nil	13	06	100%
Sociology	39	39	Nil	02	02	30	07	100%

(ii) B.A. (Pass) Third Year Results

Appeared	Cleared	Failed	Rank Holder	First Division	Second	Simple Pass	Percentage of
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			r	on	Divisi on		Pass
162	118	44	Nil	Nil	24	94	72.83%

(iii) BCA Third Year Results 2011

Appear ed	Clear ed	Failed	Rank Holde r	First Divisi on	Secon d Divisi on	Simpl e Pass	Percenta ge Pass
10	10	Nil	01	02	08	Nil	100%

(iv) B.Com Third Year Results 2011

Honour s/ Pass	Appear ed	Cleare d	Failed	Rank Holder	First Divisio n	Secon d Divisio n	Simple Pass	Percenta ge of Pass
Honour s	05	05	Nil	Nil	Nil	02	03	100%
Pass	11	10	01	Nil	Nil	01	09	90.90%

(v) B.Sc. Home Science Third Year Results 2011

Honours/P ass	Appear ed	Cleare d	Failed	Rank Holder s	First Divisi on	Secon d Divisi on	Simpl e Pass	Percenta ge of Pass
Honours	16	15	01	11	11	04	Nil	92.85%
Pass	02	02	Nil	Nil	Nil	01	01	100%

(vi) B.Sc. (Honours) Third Year Results 2011

Honours Subject	Appear ed	Cleare d	Failed	Rank Holder s	First Divisio n	Secon d Divisio	Simpl e Pass	Percenta ge of Pass
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Botany	04	04	Nil	01	03	01	Nil	100%
Clinical Nutrition & Dietetics	10	09	01	08	08	01	Nil	90%
Chemistry	03	03	Nil	Nil	01	02	Nil	100%
Mathematics	02	01	01	Nil	01	Nil	Nil	50%
Zoology	07	07	Nil	03	04	03	Nil	100%
Pass Course	08	08	Nil	Nil	Nil	07	01	100%

The names of the meritorious students in the results of the University Examinations 2011 are given below:

Name	Stream	Honours Subject	Rank in the University
Habalawanphai J.Syiemlieh	B.A. Honours	Geography	1 st
Risalinda Nongkseh	B.A. Honours	Geography	3 rd
Pooja Kumari	B.A. Honours	Geography	7 th
Roiparbha Khongkliam	B.A. Honours	Khasi	2 nd
Phibanylla Wahlang	B.A. Honours	Khasi	5 th
Imsurenla T. Jamir	B.A. Honours	Philosophy	9 th
Mercy D Infimate	B.A. Honours	Sociology	5 th
Wanmihkaru Lytan	B.A. Honours	Sociology	7 th
Venicia Lyngdoh	BCA	BCA	7 th
Santoshi	B.Sc. H.Sc	Home Science	1 st
Bansuklang Basaiawmoit	B.Sc. H.Sc	Home Science	2 nd
Eifelene Kathleen Nongkynrih	B.Sc. H.Sc	Home Science	3 rd
Wandahunlin Marwein	B.Sc. H.Sc	Home Science	4 th
Anisha	B.Sc. H.Sc	Home Science	5 th

Bernadette Shylla			
Geraldine I.L. Bang	B.Sc. H.Sc	Home Science	6 th
Lemina mary Pyngrope	B.Sc. H.Sc	Home Science	7 th
C. Lalmangaihzuali	B.Sc. H.Sc	Home Science	8 th
Siltera Momin	B.Sc. H.Sc	Home Science	8 th
Synterilum Kharbhih	B.Sc. H.Sc	Home Science	9 th
Daphishai Syiem	B.Sc. H.Sc	Home Science	10 th
Vims Tungshang	B.Sc. Honours	Botany	2 nd
Doreen Cassandra Shylla	B.Sc. Honours	CND	1 st
Elizabeth Lalramneihlun	B.Sc. Honours	CND	2 nd
Iapynsuklang Syiemlieh	B.Sc. Honours	CND	3 rd
Yvette Wilda Jyrwa	B.Sc. Honours	CND	4 th
Jessica Kharmalki	B.Sc. Honours	CND	5 th
Soling.M	B.Sc. Honours	CND	6 th
Lalmuankimi	B.Sc. Honours	CND	7 th
Rihokmica	B.Sc. Honours	CND	8 th
Lakmenhunshisha Lyngkhai	B.Sc. Honours	Zoology	3 rd
Lalawmpuii	B.Sc. Honours	Zoology	4 th
Bankyrmenhuan Lyngkhai	B.Sc. Honours	Zoology	9 th

2011 Results of Higher Secondary Level conducted by Meghalaya Board of School Education

Stream	Appeared	Passed	Failed	Rank Holder	First Division	Second Division	Third Division	Pass percentage
Arts	325	274	51	Nil	53	146	75	84.30%
Comme	49	41	08	Nil	04	25	12	83.7%

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Science	96	77	19	Nil	28	49	Nil	80.2%

The Felicitation Committee of the College organizes two Felicitation Ceremonies each year to felicitate the successful students at Higher Secondary Level and Degree Level. Certificates are given out to all the successful students and mementoes of appreciation were also presented to meritorious students for their excellent performance in the Final Examinations conducted by the University to which the College is affiliated.

Grace Maureen Sohliya of B.A.Third Year, Honours in Education was crowned Karaoke Queen of India, Season 6 held at Bangalore on 10th September, 2011. For this achievement, she was awarded a special prize during the College Week Grand Finale Celebrations.

37. Activities of the Guidance and Counselling unit:

The academic year 2010-2011 has witnessed an extension in the activities of counseling cell. Some of the significant activities of the cell are as follows:

- As in the yester years the Cell was actively involved in the Personal counseling of the students. Nearly 1-4 sessions were conducted with each student depending on the requirement.
- Orientation classes were conducted for degree students of science and commerce stream in the month of June, 2011. These classes helped to assess and understand the need and problems faced by these teenagers and appropriate efforts were made to address the problems.
- Students of Class XII Science, Arts and Commerce stream attended two classes a week on "Personality Development" programme conducted by college counselor for duration of two months i.e. July - September, 2011, three days a week. By attending these interactive sessions students get an avenue to express themselves freely and values are imparted alongside. The programme mainly focused on topics like self-awareness, self-esteem, communication skills, motivation, leadership, interpersonal skills, relationship management, anger management, personal grooming and assertiveness training.
- The Cell also provides career counseling to needy and aspiring students.

- Besides, Sister Mary Harriet also offered a helping hand to students in need of extra attention by way of providing counseling sessions on every Wednesday from 1-4 p.m. during the month of August-September, 2011.

38. Placement services provided to students:

- The Career Placement Cell in collaboration with Indian Institute of Technology, Guwahati organized a presentation on the various aspects of Alcheringa(the annual [cultural festival](#) conducted by IIT, Guwahati) on 27th November 2011. The presentation was attended by the Class XI, Class XII and Degree students of the college.
- On the 7th December 2011, the Career Placement Cell in collaboration with Commits, an Institute of Journalism and Mass Communication, organized a presentation on Career options for English honours students in the field of Journalism and Mass Communication.
- On the 8th December 2011, the Career Placement Cell in collaboration with the Sri Aurobindo Centre for Arts and Communication, an autonomous non-profit institution for creative learning in arts and communication, organized a presentation on career options for English honours students in the fields of Journalism, Advertising, Public Relations, Television Production, Film Production, and Creative Photography.

39. Development programmes for non-teaching staff:

The non-teaching staffs of the college are encouraged to participate in programmes to ensure positive contributions to the college.

The non-teaching staff participated in the following programmes:

Sl. No.	Name	Programme	Venue	Date
1.	Ms. B. Kharsyntiew, Librarian	Refresher Course in Library Information Science	Academic Staff College, North Eastern Hill University, Shillong	27 th April to 17 th May, 2011
2.	Ms. P. Majaw, Ms. C. Lyngdoh, Ms. T. Syiemlieh	Short term Course	Academic Staff College, NEHU	20 th -25 th June, 2011
3.	Mr. G. Fancon, Ms. B. Kharsyntiew, Ms. P. Majaw, Ms. M. Thawbroi, Ms. L. Nonglang, Mr. T.	3 month Computer Course	Don Bosco Technical School, Shillong.	26 th June- 16 th September, 2011

Lyngshiang, Ms. P.Kharkongor, Ms. J Nongkhlaw, Mr. R.S.Nongdhar, Ms. M. Synrem, Ms. B.Mawlong, Ms. W. Lyngdoh, Ms. D. Kyrasian, Ms. C. Thangkhiew			
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40. Good practices of the institution:

Quality education, good and healthy practices have practically widened the vision and dimension of the college. The following are some of the good practices of the institution:

- The greatest success of the College is not only its ability to provide a milieu where both the elite and the under privileged, rich and poor, high and low grow together, but also to transmit to the students community ‘preferential love for the poor’.
- The daily Morning Assembly serves as a secular forum for bringing together students into one family. Inspirational thoughts merge with announcements of national and international events are shared during the assembly.
- The weekly Value Education/ Catechism / Scriptures / are organized with teachers playing the role of guide, friend and counselor. The Value Education Classes serves to inculcate a spirit of secularism, an atmosphere of cooperation, understanding, democracy and professional ethical behavior among the students to enable them to become good inspiring citizens of the country.
- The dress code of the college advises the students to dress respectably and decently befitting a ‘Marian’.
- Teachers play a committed role in helping and advising erring students to reform and contribute positively to the society.
- Students are reminded to imbibe and cultivate the habit of thriftiness such as switching off lights when classes are over, using their free periods as time to enrich themselves in the library or browsing the internet, love for cleanliness such as picking on papers or any other rubbish that may be found in the campus etc.
- The Students’ Council of the college serves the following functions:
 - a) To represent the students as a direct liaison between them, the administration and the teachers
 - b) To inform the students in any matter concerning their welfare
 - c) To provide an open forum for all students’ views
 - d) To protect students’ rights

- e) To provide orderly direction of student council sponsored activities and to learn leadership skill
- f) To partake a major role in the meticulous organization of the various extra curricular activities held in the college.
- g) To participate actively during the Admission process.

41. Linkages developed with National/ International, academic/research bodies: Nil

42. Action Taken Report on the **AQAR** of the previous year:

- A Research Committee was constituted to motivate the teachers to imbibe a research culture. Through the initiative of this committee a number of UGC sponsored minor research projects were undertaken by the faculty of different departments of the College during 2011.

43. Any other relevant information the institution wishes to add.

Participation of faculty in Seminars/Workshops/Conferences:

Name	Department	Title of Paper	Seminar/Conference/ Workshop	Date
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Dr. (Mrs.) S. Sengupta	Geography	“Women And Rural Work Re-Examining The State Of Marginalisation: A Case of Meghalaya, India” in Sub-theme 10: ‘Women, Labour and Question of Marginalisation’	Indian Association of Women Studies XIII National Conference on: “Resisting Marginalisation, Challenging Hegemonies: Revisioning Gender Politics”, held at Wardha	20 th -24 th January 2011.
Dr. (Mrs.) S. Sengupta	Geography	Resource Person	Training the Teacher Educators of SCERT and DIET of North East India on “Continuous and Comprehensive Evaluation and Preparation of Question Paper for Secondary Level Teaching”	
Dr. (Mrs.) S. Sengupta	Geography	Convener	National Seminar on, “Environment And Social Issues Challenges Of Development and Management Of Environment in North East India”, held at Raitong Building, Shillong.	5 th -6 th June,2011
Ms.	Geography	Presented	Workshop organized by	16 th -17 th

Sushmita Das	hy	2 papers: (i)State of women in India's North East - A factual Representation (ii)Positioning Women in Matriliney - Observatio n on Khasi Society.	North Bengal University, Siliguri, West Bengal.	August, 2011
Ms. Carvy Nongpluh and Ms. Happiline Shangpliang	Geograp hy	"The Interface between Forests and Agricultural Land use in Meghalaya".	UGC sponsored National Seminar at Tezpur College on Management and Utilization of Resources for Sustainable Development and Prospects Eco -friendly Industrialization in NE India.	21 st -22 nd January, 2011
Dr. K. Sinha and Ms. C. Nongpluh	Geograp hy	"Degradati on of Sacred Groves with reference to Nonglang Sacred Grove".	National Seminar organized by the North East India Council of Social Science Research, Shillong on, 'Environment And Social Issues Challenges of Development and Management of Environment'.	
Dr. (Mrs.) S.	Sociolog	Attended	A five day UGC sponsored	7 th – 11 th March, 2011)

Nessa	y		workshop at Sankardev College on "Capacity building of women managers in higher education : sensitivity, awareness and motivation"	
Mrs.A.P. Shabong, Dr. (Mrs.) N. Mishra, Mrs. M.R.Jyrwa, Mrs.Y.B.Nongrum, Mr.L. Marbaniang	Zoology	Attended	National Conference on 'Human Development in North East India: Special Focus on Youth' on the 2 nd and 3 rd May 2011 organized by Synod College, Shillong.	2 nd -3 rd May 2011
Dr. Ms . J Gupta Choudhury	Mathematic	Attended as a Vice Principal	A 3-day All India Principals Conference held at UCC college Barapani.	3 rd - 5 th February 2011
Ms. Rilana Lamar	Mathematics	Attended	A 5-day UGC sponsored workshop on "Women Empowerment" organized by Sankardev College, Shillong on month of March 2011.	March 2011.
Mr.Hera Singh and Ms. Kerri Tiewsoh,	Mathematics	Attended	National Statistics Day, conducted by National Sample Survey, where Ms. Kerri gave a talk on "Gender Statistics".	29 th June,2011
Mr Wallam Dkhar	Commerce	Participated	Three- day training on Disaster Management conducted by The Government Of Meghalaya	
Mr Wallam Dkhar	Commerce	Participated	A three weeks Adventure Camp in	

			Manali conducted by the Atabihari Vaipayee Mountaineering and rock Climbing Himachal Pradesh.	
Mrs. N. Nonglait, Mr J. Rynjah & Ms D. Rumnong	English	Attended	a three day National Seminar on “Role and Problems of Ethnicity, Identity and Language in the Educational Scenario in the North East” held at UCC, Shillong organized by Union Christian College, Shillong in collaboration with the Indian Council of Philosophical Research, New Delhi. N. Nonglait and J. Rynjah presented papers at the Seminar.	26 th -28 th May 2011
Mrs. I. S. Warjri, N. Nonglait, D. Rumnong and J. Rynjah	English	Attended	A two day training-cum-refresher programme on Rhetoric, Prosody and Linguistics organized by the Department of English, NEHU, the Shillong Forum for English Studies and Indian Council for Social Science Research, North Eastern Region Centre.	6 th - 7 th December 2011
J.Rynjah	English	Attended	A two day National Conference on “ Career and Livelihood Planning” organized by Martin Luther Christian University, Shillong	4 th -5 th November, 2011

Activities of Committees/Cells/Clubs:

Committee/Club/ Cell	Activity
NCC	<ul style="list-style-type: none"> (i) 10 cadets attended a rally on Social services Community Development Activities , “ SAVE THE EARTH, MY EARTH MY DUTY “, on 30th June,2011 (ii) 2 cadets attended N.I.C conducted by NCC Gp HQ Gujarat held at Ahmedabad from 11th -22nd July. (iii) 26 cadets along with the C.T.O attended the CATC 2011 from 2-11 August held at Umroi Cantt Shillong (iv) 1 cadet attended a Pre- TSC 2011 Jorhat conducted by NCC GP HQ at Jorhat, Assam from 1st -30th August. (v) 2 cadets attended CATC - I for NER RDC Contingent 2011 conducted by NCC GP, HQ Guwahati from 28th October to 6th November. (vi) 20 cadets participated in a rally in 1st December on Worlds AIDS day from Don Bosco Square to S.B.I. Police Bazar conducted by Meghalaya AIDS Control Society
Health Club	Gym classes and Yoga sessions were conducted for the college students by the Health Club of the College under the supervision of Mrs. L.M. Shangpliang from the first week of June, 2011 till the end of November, 2011.

NSS and Nature Club	Organized a Cleaning Campaign and Flower Plantation to commemorate World Environment Day on 5 th June, 2011
The Reader's Circle Book Club	Invited noted novelist and poet Ms. Anjum Hasan for an interactive programme with the students of the department on the 11 th May 2011. She read excerpts from her new novel <i>Neti Neti</i> and also interacted with students.
The Career and Placement Cell	Interacted with the representatives of Jobsdeal.com on the 22 nd August 2011 and reached an agreement to share information regarding available placements, career opportunities and other career related information. The Cell also organized various presentations in collaboration with Sambodhi Research and Management Institute, Institute of Technology, Guwahati and Sri Aurobindo Centre for Arts and Communication to enlighten students about career related information.
Felicitation Committee	Organized Felicitation Ceremonies and presented certificates to all successful outgoing students and mementoes to meritorious students
College Week Committee	Organized a week long programme for the students on the theme, "We are the Future", from 26 th September - 1 st October, 2011.
Cybertech Club	Organized Friday Faculty Talks and maintains a blogsite where members post their blogs on IT and non-related IT themes.
Sports Committee	Encouraged the Basketball team of the College to participate in Tournaments. The College basketball team emerged as Champions in the Inter-College Basketball Tournament, 2011 organized by Sankar Dev College, Shillong
NSS	<ul style="list-style-type: none"> (i) Organized a Training Programme on Search, Rescue and First Aid in the College in collaboration with the Department of Civil Defence and Home Guards on 5th - 8th August, 2011. (ii) Organized a Poster Competition on Anti-Terrorism Day on 21st May, 2011. (iii) The NSS also participated in various programmes such as Observation of International Day against Drug Abuse

	and Illicit Trafficking, World Population Day, World Blood Donor's Day etc.
Rangers	Attended training camps in Haryana and Shillong Headquarters. Organized an Investure Ceremony for the 37 aspirants on 18 th July, 2011.
Scientific Venture Club	(i) Organized a "Mass Awareness Programme" on Environmental Issues in collaboration with the Central Pollution Control Board, Shillong on 22 nd September, 2011. (ii) Took the student members to 'Jakrem' for a field trip on 3 rd December ,2011
Examination Committee	Monitored and supervised the smooth functioning of Internal and Final examinations in the College.

Activities of Departments:

Department	Activity
History	Organized a guest lecture on the topic "Nuclear Politics" on the 5 th July 2011 with Dr Teiborlang Kharsyntiew as the resource person.
Political Science	Organized a Mock Parliament cum Get Together on the 29th July, 2011. The theme of the discussion was "Uranium Mining in Meghalaya". The programme saw the active involvement of the Degree Second and Third year (Political Science Honours) students. The Mock Parliament, the first of its kind, organized by the Department, gave the students an insight into the proceedings that takes place in a legislature and also gave them knowledge about the benefits and hazards that the people of Meghalaya are going to face if uranium mining takes place in the state.
Political Science	Organized the Second Mavis Dunn Lyngdoh

	<p>Mawlong Memorial Lecture for the Degree Third Year students on the 3rd August, 2011. Dr. (Sr.) Mary Harriet, the Resource Person spoke on the "Role and Impact of Counseling in the Modern Age".</p>
Geography	<p>A yearlong programme to celebrate the centenary year of the Theory of Continental Drift propounded by Alfred Wagener in the year 1912. The department started this occasion by organizing a small inaugural function, presided over by the Officiating Principal, Dr. (Ms.) J. G. Choudhury and Professor D. K. Nayak, NEHU, Shillong was the Chief Guest of the function, and delivered the inaugural address on the topic "Development and Progress of Geography Through Ages." The Department also organized the second lecture on "Relevance of Maps in Geography." The lecture was delivered by Shri Prasant Kumar, Assistant Superintendent of Survey, Survey of India, Shillong.</p>
English and Reader's Circle Book Club	<p>Celebrated the 150th Birth Anniversary of Rabindranath Tagore on 7th May 2011. Poems by Tagore were read by students and a short play based on his poems was also staged. A Memento was also gifted to the College Library to mark the occasion.</p>
Mathematics	<p>Organized a popular talk on, "Development on Some Mathematical Concepts", on 13th September, 2011. The speaker was Dr. N. J. Dev, Retd HOD, Department of Mathematics Lady Keane College Shillong.</p>
Commerce	<p>Organized a Lecture on, "Leading the future with Hope, Enterprise and Direction". The Resource person for</p>

	the Programme was Dr V.K.Shotriya, Head of Department of Commerce, North Eastern Hill University on 30th July, 2011.
Home Science	On the occasion of World Breast Feeding Week, the Final Year Home Science students in collaboration with the Social Welfare Department, Govt. of Meghalaya, organized a talk and skit on 5 th August, 2011 at the Anganwadi Training Centre, Meghalaya.

Section C: Outcomes achieved at the end of the year(attach separate sheet):

- (i) The college achieved an A Grade in the Reaccreditation process conducted by NAAC during November 2010 with 3.01 CGA.
- (ii) Workshops/ Lectures were conducted by the different departments.
- (iii) Remedial Classes for the slow learners were conducted.
- (iv) The research culture was promoted among the faculty.
- (v) The performance of the students at the Final Examinations conducted by the university to which the college is affiliated proved to be satisfactory.

Section D: Plans of the HEI for the next year

1. To act upon the recommendations submitted by the NAAC peer team during its visit of the College.
2. To organize seminars and workshops for skill development on relevant themes.
3. To consider introduction of new courses such as Journalism and Psychology.
4. To increase the number of computers in the library and computer application department.
5. To develop the ICT learning resources.

6. To further upgrade the science laboratories.

*Name & Signature of the
Name & Signature of the
Director/Coordinator, IQAC
Chairperson, IQAC*