

AQAR 2012

1. Kindly provide the details of the institution

Name of Institution: SAINT MARY'S COLLEGE

Year of Establishment of the Institution: 1937

Address Line 1: LAITUMKHRAH

Address Line 2: UPLAND ROAD

City/Town: SHILLONG

State: MEGHALAYA

Postal Code: 793003

Email Address: principal@smcs.ac.in/smcshillor

2. NAAC Accreditation/ Reaccreditation Details

Year of Accreditation/ Reaccreditation: 2005/2011

Current Grade: A

CGPA: 3.01

3. Institutional Status

Institutional Status

4. Contact Person Details

Name of Head of Institution: Dr. Sister Mary Harriet

Contact Phone: 0364 2224716/2228226/2501053

Email: principal@smcs.ac.in

Website URL: smcs.ac.in

Name of IQAC Co-ordinator: Dr. Ms Bharati B

Email:

SECTION I

This section is related to institutional goals, vision and mission, academic programmes and activities, strategies and action plans for institution building.

5. Number of academic programmes existing (Enter a number; 0 for nil)

Undergraduate (BA/B.Sc./B.Com etc.)	5
Post Graduate (MA/M.Sc./M.Com etc.)	1
Research Programmes (M.Phil/P.hD)	0
Certificate Programmes	6
Professional Programmes (B.Tech/M.Tech/B.Ed/M.Ed/Medicine/Pharmacy/ Paramedical/Nursing etc)	0
Other value added programmes	6
Any other programme offered (Specify)	1

6. Details on Programme Development (Enter a number; 0 for nil)

New programmes added during the year	0
New programmes designed	6
Programmes under revision	0
Interdepartmental collaborative programmes	1
Inter institutional collaborative programmes	2
Number of review committee recommendations implemented (Total)	9
Number of NAAC peer team recommendations implemented	3
Number of UGC/any other expert committee recommendations implemented	0
Number of review committee recommendation under implementation	2
Number of NAAC peer team recommendations under implementation	2
Number of UGC/ any other expert committee recommendations under implementation	0

7. Faculty Details (Enter a number; 0 for nil)

Total faculty strength required as per norms for all programmes	75
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Total faculty on rolls	93
Faculty added during the year	0
Faculty positions vacant	0
Faculty left during the year	0
Total number of visiting faculty	16
Total number of guest faculty	8

8. Qualification of Faculty

Qualification of Faculty PhD and Above	23
MPhil	18
Masters	34
Any other (Specify)	31

9. Faculty qualification improvement

PhD awarded to existing faculty	2
MPhil awarded to existing faculty	0
Any other degree awarded to existing faculty	0

10. Administrative Staff Details (Enter a number; 0 for nil)

Administrative staff (total sanctioned)	8
Administrative staff (Actual strength)	8
Added during the year of reporting	0
Left during the year	0
Number of posts vacant	0

11. Technical Support Staff Details (Enter a number; 0 for nil)

Technical Support Staff (Total sanctioned strength)	8
Technical Support Staff (Actual strength)	18
Added during the year	0
Left during the year	0

Number of posts vacant 0

SECTION II

This section surveys the quality sustenance and development activities during the year taken up by IQAC.

It reflects quality management structure, strategies, and processes which would enhance academic quality of the institution as perceived by faculty, students, alumni, and other stakeholders (social perception of the institution) inline with the vision, mission and goals of the institution.

12. Establishment details

	DD	MM	YYYY
	<input type="text" value="05"/>	<input type="text" value="01"/>	<input type="text" value="2005"/>
Year of establishment of IQAC	Establishment details of establishment of IQAC	Year of establishment of IQAC	Day of establishment of IQAC

13. Composition of IQAC (Enter a number; 0 for nil)

Number of IQAC members	<input type="text" value="14"/>
Number of Alumni in IQAC	<input type="text" value="0"/>
Number of Students in IQAC	<input type="text" value="0"/>
Number of Faculty in IQAC	<input type="text" value="6"/>
Number of Administrative Staff in IQAC	<input type="text" value="3"/>
Number of Technical Staff in IQAC	<input type="text" value="2"/>
Number of Management Representatives	<input type="text" value="1"/>
Number of External experts in IQAC	<input type="text" value="2"/>
Number of any other stakeholder and community representatives	<input type="text" value="0"/>

14. IQAC Meetings

IQAC Meetings Number of IQAC meetings held during the year	<input type="text" value="3"/>
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15. Whether Calendar of activities of IQAC formulated for the academic year

Whether Calendar of activities of IQAC formulated for the academic year

16. IQAC Plans for Development (Enter a number; 0 for nil)

Number of academic programmes proposed	<input type="text" value="2"/>
Number of value added programmes proposed	<input type="text" value="6"/>
Number of skill oriented programmes proposed	<input type="text" value="6"/>
Number of faculty competency and development programmes proposed	<input type="text" value="2"/>
Number of other staff development programmes proposed	<input type="text" value="1"/>
Number of student mentoring programmes proposed	<input type="text" value="0"/>
Number of co-curricular activities proposed	<input type="text" value="15"/>
Number of inter departmental cooperative schemes proposed	<input type="text" value="0"/>
Number of community extension programmes proposed	<input type="text" value="6"/>
Any other programmes proposed (Specify)	<input type="text" value="25"/>

17. IQAC Plans for development & Implementation (Enter a number; 0 for nil)

IQAC Plans for development & Implementation	<input type="text" value="0"/>
Number of academic programmes implemented	
Number of value added programmes implemented	<input type="text" value="6"/>
Number of skill oriented programmes implemented	<input type="text" value="6"/>
Number of faculty competency and development programmes implemented	<input type="text" value="2"/>
Number of other staff development programmes implemented	<input type="text" value="1"/>
Number of student mentoring	<input type="text" value="0"/>

programmes implemented

Number of co-curricular activities implemented

10

Number of inter departmental cooperative programs implemented

1

Number of community extension programmes implemented

3

Any other programmes suggested that are implemented (Specify)

17

18. IQAC Seminars and Conferences (Enter a number; 0 for nil)

Number of seminars/ conferences/ workshops organized by IQAC within the institution

0

Number of participants from the institution

0

Number of participants from outside

0

Number of external experts invited

0

Number of external conferences/seminars/ workshops on institutional quality attended

0

Number of events conducted with IQACs of other institutions as collaborative programmes

0

19. Did IQAC receive any funding from UGC during the year ?

- Did IQAC receive any funding from UGC during the year ? Yes
- No

20. If the response to Qn. 18 is Yes, please provide the amount received from UGC - (Input 0 - if NA/NIL-) Any other source including internal financial support from the management (Specify amount)

If the response to Qn. 18 is Yes, please provide the amount received from UGC - (Input 0 - if NA/NIL-) Any other source including internal financial support from the management (Specify amount)

0

Amount Received from UGC

Amount Received from any other source including the college management

0

21. Any significant contribution made by IQAC on quality enhancement during current year (Please provide details in bullet format)

Refer to annexure

SECTION III

In this section the events, activities, and outputs in the field of research and academic areas are being surveyed.

22. Academic Programmes

Number of new academic programmes developed or designed by faculty

6

Number of faculty members involved in curriculum restructuring/revision/syllabus development

27

Number of programmes in which evaluation process reformation taken up and implemented

1

Number of active teaching days during the current academic year

180

Average percentage of attendance of students

80

Percentage of classes engaged by guest faculty and temporary teachers

19

Number of self financed programmes offered

6

Number of aided programmes offered

5

Number of programmes discontinued during the year

0

23. Whether any systematic student feedback mechanism is in place ?

Whether any systematic student feedback mechanism is in place ?

24. Feedback Details (If answer to Question 20 is Yes)

Percentage of courses where student feedback is taken

100

25. Is feedback for improvement provided to the faculty?

Is feedback for improvement provided to the faculty?

26. Faculty Research, Projects, and Publication details for the year

Number of major research projects undertaken during the year	<input type="text" value="0"/>
Number of minor research projects undertaken during the year	<input type="text" value="6"/>
Number of major ongoing projects	<input type="text" value="0"/>
Number of minor ongoing projects	<input type="text" value="6"/>
Number of major projects completed	<input type="text" value="0"/>
Number of minor projects completed	<input type="text" value="0"/>
Number of major project proposals submitted for external funding	<input type="text" value="2"/>
Number of minor project proposals submitted for external funding	<input type="text" value="3"/>
Number of research publications in peer reviewed journals	<input type="text" value="3"/>
Number of research publications in international peer reviewed journals	<input type="text" value="1"/>
Number of research publications in national peer reviewed journals	<input type="text" value="0"/>
Number of research papers accepted for publication in international peer reviewed journals	<input type="text" value="1"/>
Number of research papers accepted for publication in national peer reviewed journals	<input type="text" value="1"/>
Average of impact factor of publications reported	<input type="text" value="0"/>
Number of books published	<input type="text" value="1"/>
Number of edited books published	<input type="text" value="0"/>
Number of books (single authored) published	<input type="text" value="1"/>
Number of books (coauthored) published	<input type="text" value="0"/>

Numbers of conferences attended by faculty	55
Number of international conferences attended	19
Number of national conferences attended	36
Number of papers presented in conferences	18
Number of papers presented in international conferences	4
Number of papers presented in national conferences	14
Number of conferences organized by the institution	2
Number of faculty acted as experts resource persons	11
Number of faculty acted as experts resource persons - international	0
Number of faculty acted as experts resource persons- national	2
Number of collaborations with international institutions	0
Number of collaborations with national institutions	0
Number of linkages created during the year	6
Total budget for research for current year as a percentage of total institution budget	0
Amount of external research funding received in the year	0
Number of patents received in the year	0
Number of patents applied for in the year	0
Number of research awards/ recognitions received by faculty and research fellows of the institute in the year	0
Number of PhDs awarded during the year	1

Percentage of faculty members invited as external experts/resource persons/reviewers/referees or any other significant research activities 11

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SECTION IV

This section deals with Student Mentoring and Support System existing in the institution. This includes student activities, mentoring, and opportunities for development and inclusive practices.

27. Student Details and Support Mechanisms

The total intake of students for various courses (Sanctioned)	2000
Actual enrollment during the year	1909
Student dropout percentage during the year	3
Success percentage in the final examination across the courses	90
Number of academic distinctions in the final examination and percentage	39
Number of students who got admitted to institutions of national importance	0
Number of students admitted to institutions abroad	0
Number of students qualified in UGC NET/ SET	0
Number of students qualified GATE/ CAT/ other examination (Specify)	0

28. Does student support mechanism exist for coaching for competitive examinations?

Does student support mechanism exist for coaching for competitive examinations?

29. Student participation, if response is yes to Qn. 27

Number of students participated	0
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30. Does student counselling and guidance service exist ?

Does student counselling and guidance service exist ?

31. Student participation, if answer to Qn. 29 is yes

Number of students participated

32. Career Guidance

Number of career guidance programmes organized

Percentage of students participated in career guidance programmes

33. Is there provision for campus placement?

Is there provision for campus placement?

34. If yes to Qn. 32

Number of students participated in campus selection programmes

Number of students selected for placement during the year

35. Does gender sensitization program exist ?

Does gender sensitization program exist ?

36. If Answer is Yes to Qn 34

Number of programmes organized

37. Student activities

Number of students participated in external cultural events

Number of prizes won by students in external cultural events

Number of cultural events conducted by the institute for the students

Number of students participated in international sports and games events

Number of students participated in

national level sports and games events

Number of students participated in state level sports and games events

12

Number of students participated in university level sports and games events

12

Number of prizes won by students in international sports and games events

0

Number of prizes won by students in national level sports and games events

0

Number of prizes won by students in state level sports and games events

6

Number of prizes won by students in university level sports and games events

6

Number of sports and games events conducted by the institute for the students

5

38. Composition of students

Percentage of Scheduled Caste

1

Percentage of Scheduled Tribe

87

Percentage of other backward communities

1

Percentage of women students

100

Percentage of physically challenged

05

Percentage of rural students

52

Percentage of urban students

48

39. Scholarships and Financial Support

Number of students availing financial support from the institution

258

Amount disbursed as financial support from the institution

317155

Number of students awarded scholarship from the institution

0

Number of students received notable national/international achievements/recognition

0

40. Student initiatives

Number of community upliftment programmes initiated by students

3

Number of literary programmes initiated by students

2

Number of social action initiatives based on science / environment initiated by students

2

Number of student research initiatives 0

SECTION V

This section surveys the Governance and Innovation at the institution related to quality management. The educational management strategies adopted and in practice for achieving the objectives are focussed.

41. Whether perspective plan for overall developmental activities is created ?

- Yes
- No

42. If the answer for Qn. 40 is Yes, is the plan implemented and monitored ?

- Yes
- No

43. Whether benchmarking is created for institutional quality management efforts ?

- Yes
- No

44. If the answer to Question 42 is Yes, please list the benchmarking in various areas of development in bullet format

If the answer to Question 42 is Yes, please list the benchmarking in various areas of development in bullet format

Refer to annexure

45. Is a Management Information System (MIS) in place ?

- Yes
- No

46. If answer to question 44 is Yes, please provide details of MIS applied to

- 1. Administrative procedures including finance**
- 2. Student admission**
- 3. Student records**
- 4. Evaluation and examination procedures**
- 5. Research administration**
- 6. Others**

(enter the respective details corresponding to the serial numbers)

If answer to question 44 is Yes, please provide details of MIS applied to 1. Administrative procedures including finance 2. Student admission 3. Student records 4. Evaluation and examination procedures 5. Research administration 6. Others (enter the respective details corresponding to the serial numbers)

Refer to annexure

47. Existence of learning resource management

	Yes
e-database in library	<input checked="" type="radio"/>
ICT and smartclass room	<input checked="" type="radio"/>
e-learning sources (e-Books, e-Journals)	<input checked="" type="radio"/>
Production of teaching modules	<input checked="" type="radio"/>
Interactive learning facilities	<input checked="" type="radio"/>

48. Internal resource mobilization : Kindly provide the amount contributed

Research	<input type="text" value="0"/>
Consultancy and training	<input type="text" value="0"/>
Student contribution	<input type="text" value="Rs 3,94,710"/>
Alumni contribution	<input type="text" value="Rs 47,514"/>
Wellwishers	<input type="text" value="0"/>

49. Infrastructure and welfare spending: Please specify the amount

Amount spent for infrastructure development	<input type="text" value="Rs 104,56,121"/>
Amount spent for student welfare	<input type="text" value="Rs 1,15,886"/>
Amount spent for staff welfare	<input type="text" value="Rs 73,305"/>

50. Is delegation of authority practiced

- Yes
- No

51. Does grievance redressal cell exist

	Yes
Faculty	<input checked="" type="radio"/>
Students	<input checked="" type="radio"/>
Staff	<input checked="" type="radio"/>

52. Grievances received from faculty and resolved (Enter a number; 0 for nil)

Number of grievances received	<input type="text" value="2"/>
Number of grievances resolved	<input type="text" value="1"/>

53. Number of grievances received from students and resolved (Enter a number; 0 for nil)

Number of grievances received	<input type="text" value="9"/>
Number of grievances resolved	<input type="text" value="9"/>

54. Number of grievances received from other staff members and resolved (Enter a number; 0 for nil)

Number of grievances received	<input type="text" value="0"/>
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Number of grievances resolved

0

55. Has the institution conducted any SWOT analysis during the year

- Yes
- No

56. The SWOT analysis was done by internal or by external agency

- Internal
- External

57. Kindly provide three identified strengths from SWOT Analysis (in bullet format)

Refer to annexure

58. Kindly provide three identified weaknesses from the SWOT analysis (in bullet format)

Refer to annexure

59. Kindly provide two opportunities identified from the SWOT analysis (in bullet format)

Refer to annexure

60. Kindly provide two identified challenges/threats from SWOT analysis (in bullet format)

Refer to annexure

61. Identify any significant progress made by the institution towards acheiving the goals and objectives during the year (list below in bullet format)

Refer to annexure

62. How do you perceive the role of NAAC in the quality development of your institution (Suggestions in bullet format to be given below)

Refer to annexure

CONCLUDING REMARKS

This exercise is intended to make a self analysis of the quality development of the institution during the year. The perspective plan and implementation for every year is to be documented and analysed to get a cumulative index for the period of accreditation and reaccreditation. Any substantial changes / initiative in this direction is to be separately listed. The best practices in various areas can be listed as a separate annexure. The data will be used to create a quality profile based on the total score index arrived at and this would help to map the institutions' strengths and areas of improvement.

NAAC will provide feedback and a quality profile based on analysis of your inputs if you desire so.

Thank you for your participation.

Annexure

21. Any significant contribution made by IQAC on Quality Enhancement during current year

- Preparation of academic calendar of activities and publication of Student Handbook for the current year.
- Preparation of a new College Prospectus.
- Supervision of Admission Process to ensure equal opportunities to aspiring applicants irrespective of caste, creed and religion.
- Emphasized on the importance of student participation in the certificate programmes offered by the institution which is aimed to ensure a holistic growth of the students.
- Strengthened the academic structure of the college by forming different Committees/Clubs/Cells to address the needs of the students in curricular as well co-curricular aspects.

- Documented the activities and achievements of departments/Committees/Clubs/Cells from reports submitted to IQAC at the end of each year.
- Constituted a Research Committee to promote faculty research, projects and publications.
- Improvement of library services by adding more books, journals and e-facility. The automation of the library was completed during the current year.
- Emphasized on student participation in the various value added programmes offered by the college to enrich the students' learning experiences.
- Student progression and attendance are reviewed and appropriate measures are taken to improve student performance. Remedial Classes are conducted for the slow learners.
- Setting up of audio-visual room and ICT enabled infrastructure in 2 science laboratories.
- Improvement in faculty strength under self-financed scheme of the college.
- Engaged in seeking financial assistance from various funding agencies in order to strengthen the physical infrastructure and to organize Seminars/Workshops/Conferences.
- Ensured better canteen services.
- Involved in monitoring announcements and details of content on the college website.

44. Please list the benchmarking in various areas of development.

- To establish collaborations with other institutions and industries.
- To improve upon faculty research, projects and publications.
- To organize more Seminars/Workshops/Conferences/Lectures.
- To maximize the use of ICT in teaching and learning.
- To establish linkages with organizations for career placements.
- To encourage student-initiated activities for community upliftment.
- To offer skill-based add-on programmes for student benefit.
- To apply MIS in evaluation and examination procedures.

45. Is a Management Information System (MIS) in place?

Yes

46. If answer to 45 is Yes please provide details

1. Administration procedures including finance: Computers are installed in all administrative sections of the college. Data entry is performed by trained staff. The library is fully automated. All details concerned with finances are computerized.

2. Student Admission: Data of applicants are entered in computer and selection for admission is done according to merit.
3. Student records: Details such as student biodata, academic performance, contact numbers, categories (SC/ST/OBC/General), course opted, subject combinations etc. are stored in the computer.
4. Evaluation and examination procedures: Computer technology is used to prepare student roll numbers and in preparation of question papers.
5. Research administration: To be considered for implementation.

57. Kindly provide three identified strengths from SWOT analysis

- An institution with easy accessibility to tribal girl students imparting value based education to all the students and with committed and qualified staff.
- Good academic performance of students with excellent results at the university examinations.
- Adequate ICT enabled infrastructure in teaching and learning.

58. Kindly provide three identified weaknesses from SWOT analysis

- Acute space constraint for development of academic and sports activities.
- Lack of wide range of professional/academic programmes offered by the institution leading to less enrollment of students.
- Lack of sufficient number of girls hostel for outstationed students

59. Kindly provide two opportunities identified from SWOT analysis

- Opportunity in tapping the enlightened and experienced alumni and parents for students' placement and higher studies.
- Special coaching and infrastructure for sports and games to promote latent talent among tribal students.

60. Kindly provide two identified challenges/threats from SWOT analysis

- To acquire additional land and strengthen infrastructure
- To nourish institute- industry alliances and collaborations.

61. Identify any significant progress made by the institution towards achieving the goals and objectives during the year.

- The college achieved grade 'A' in the Reaccreditation process conducted by NAAC Peer Team on 18th-20th, November, 2010 with 3.01 GPA.
- Workshops and lectures were organized by different departments to enlighten and enrich the students on relevant fields.
- The Admission process was transparent and merit-based conforming to the norms set by North Eastern Hill University to which the college is affiliated.
- Remedial Classes were conducted by different departments to improve the academic performance of students.
- College sponsored certificate courses were conducted to enrich and supplement the regular courses.
- Orientation programmes were conducted for new entrants to assess their needs and to inculcate the students into the spirit and philosophy of the college.
- The Daily Assembly was held at the start of the day. This served as a forum for bringing students together and to imbibe values and principles.
- Value Education that is aimed at character formation among the students was conducted.
- The college week under the theme 'Give Wings To Your Dreams ' was held. This event provided a platform for the students to showcase their talents and skills.
- Cells, Committees and Clubs were constituted to serve the needs of the students both in curricular and co-curricular activities with the view to enhance the quality of education in the institution.
- A research committee was constituted to promote faculty involvement in research projects and publications.
- The performance of the students at the University Examinations was excellent. The pass percentage recorded is 90% and 39 students achieved distinction.
- The departments of Botany, Chemistry, Physics and Zoology were awarded financial assistance under the Star College Scheme by the Department of Biotechnology, New Delhi.

62. How do you perceive the role of NAAC in the quality development of your institution.

- To notify institutions located in North East India on call for proposals and advertisements for conducting NAAC sponsored seminars and workshops.
- To assist the institution with funds and experts to enable it to hold a workshop in 2013 on interpretation of the details as per the new online AQAR format launched by NAAC for the benefit of the institutions located in this region.

- That guidelines and expectations of the performance of HEIs in the country may be provided by NAAC to the State Government so that the government may formulate appropriate measures to improve the education scenario of the state.
- To set up an online forum in its website to promote interaction among the educators in the country for discussions on aspects such as innovations in education, academic developments, opportunities, challenges and strategies to overcome challenges, developing institutional collaborative programmes etc. to enrich teaching and learning of the institution.