Yearly Status Report - 2019-2020

Part A	
Data of the Institution	
1. Name of the Institution	**ST. MARY'S COLLEGE**
Name of the head of the Institution	**Dr.(Sr). Mary Harriet**
Designation	**Principal**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**03642224716**
Mobile no.	**9862105493**
Registered Email	**principal@smcs.ac.in**
Alternate Email	**iqacsmcs@gmail.com**
Address	**Laitumkhrah, Upland Road,**
City/Town	**Shillong**
State/UT	**Meghalaya**
Pincode	**793003**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Women**
Location	**Urban**
Financial Status	**state**
Name of the IQAC co-ordinator/Director	**Dr. (Mrs) Kobita Deka**
Phone no/Alternate Phone no.	**03642228226**
Mobile no.	**9436104526**
Registered Email	**iqacsmcs@gmail.com**
Alternate Email	**dekakobita13@gmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://smcs.ac.in/sites/default/files/calender2019-20.pdf

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	http://smcs.ac.in/sites/default/files/calender2019-20.pdf

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
2	**A**	**3.05**	**2011**	**08-Jan-2011**	**07-Jan-2016**
3	**A**	**3.01**	**2016**	**16-Sep-2016**	**15-Sep-2021**

6. Date of Establishment of IQAC	**05-Jan-2005**

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
A Motivational talk on The Life of an	**06-Sep-2019** **1**	**55**

Entrepreneur and Crossroads		
A Popular talk on Role and Activities of Botanical Survey of India in Plant Science	16-Sep-2019 1	35
A popular talk on Ethnicity and Development	06-Mar-2020 1	90
Basic financial planning and traits of an intelligent investor/Gajraj Financial Services	16-Jul-2019 1	150
Awareness Program on Protecting Mother Earth and Its Eco Systems	25-Jul-2019 6	350
Workshop on Inclusive Education	04-Sep-2019 1	100
Inter Department Phawar Competition	24-Sep-2019 1	250
A Program on Human Rights and Issues Relating to Rights of Women	30-Sep-2019 1	200
A Popular talk on Soft Skills	09-Mar-2020 1	350
Online Commemoration of Thomas Jones Day	22-Jun-2020 1	50
No Files Uploaded !!!		

8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
No Data Entered/Not Applicable!!!				
No Files Uploaded !!!				

9. Whether composition of IQAC as per latest NAAC guidelines:	**Yes**
Upload latest notification of formation of IQAC	View File
10. Number of IQAC meetings held during the year :	**6**
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**No**

Upload the minutes of meeting and action taken report	**No Files Uploaded !!!**
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**

12. Significant contributions made by IQAC during the current year(maximum five bullets)

 • **Preparation of AQAR • Preparing for NAAC visit • Collecting the annual reports from all the departments, committees, cells etc • Organizing orientation programme for all the students • Collecting departmental activity report in the first week of every month**

[View File](#)

13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
• **Encourage the teachers to make use of various ways of online teaching**	Implemented
• **Plan for labeling the institution as green campus**	Process initiated
• **Online admission and examination**	Implemented
• **Making the institution plastic free zone**	Process started
• **Encourage student-initiated activities**	students organize various college activities
No Files Uploaded !!!	

14. Whether AQAR was placed before statutory body ?	**No**
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	**No**
16. Whether institutional data submitted to AISHE:	**Yes**
Year of Submission	**2020**
Date of Submission	**27-May-2020**
17. Does the Institution have Management Information System ?	**No**

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

A general staff meeting is held at the beginning of the year where a detailed discussion on the academic schedule takes place. For implementation of this, a meeting of Heads of Departments is held, where views and suggestions of the departments are considered. The academic calendar is then prepared for the year, with specific schedule for teaching, internal examinations and other curricular and extra-curricular activities, and this is included in the student's handbook. Departments are given autonomy in allotment of portion of the syllabus to faculty members, which is done in accordance with the requirements of the curriculum and in planning their respective activities for the year which includes seminars, workshops, popular talks, exposure programs, study tours, field visits etc. The plan of action for a new academic session is submitted to the Head of the Institution at the end of the previous year, so that it can be included in the new academic calendar. The college allocates funds to each department for conducting their programs and activities. Internal tests and assignments based on university pattern are held to assess the progress of students during the semester. Mentoring is done department wise to know the status of all the students and special help is offered to academically weak students. At the end of the year, another general staff meeting is held to review the implementation of the curriculum.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene urship	Skill Development
No Data Entered/Not Applicable !!!					

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
No file uploaded.		

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
No Data Entered/Not Applicable !!!		

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
No Data Entered/Not Applicable !!!		

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled

1.3.2 – Field Projects / Internships under taken during the year		
Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
No Data Entered/Not Applicable !!!		
No file uploaded.		

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	No
Employers	No
Alumni	No
Parents	No

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained
The Students Feedback 2019-20 consisting of a set of three questionnaires has been prepared as per the NAAC guidelines with certain modifications adopted so as to suit the needs and requirements of the College. Students belonging to the different streams of Arts, Science, Commerce, Home Science, BCA and B.Com were required to fill the questionnaires as per the allotted time and date. Data that was collected was then analysed. As per the NAAC format implemented in 2007, the performance on each attribute is to be graded on a four point scale. For a particular subject on every attribute, at each point of scale, the responses of the students were summed up. Then these responses were converted into percentages to have uniformity across subjects with varying student strength. These percentage figures were then multiplied by respective points on the scale. "Very Good" was multiplied by 4, "Good" by 3, " Satisfactory" by 2 and " Unsatisfactory" by 1. The average of the above four products so obtained is the score secured on a specific attribute for every subject. The overall rating has been derived analytically on the basis of the points scored on the attributes collectively by a particular subject/department. The overall analysis is then rated using the following score: Very Good (4.00 - 3.00), Good (3.00 - 2.00), Satisfactory (2.00-1.50) and unsatisfactory (1.50-0.00)

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BSc	UG	40	34	32
BSc	UG	270	190	172
BCom	UG	100	103	78
BCA	UG	40	21	14
BA	UG	800	689	644
No file uploaded.				

2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	940	Nill	105	Nill	Nill

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
Nill	Nill	Nill	Nill	Nill	Nill
No file uploaded.					
No file uploaded.					

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Yes, Students mentoring system was available in the institution. Till the 17th March 2020 mentoring services were provided to students regularly in the college campus by all streams and departments. The mentor-mentees ratio were different from department to department, depending on the number of students. The average ratio were 1:12 in Arts stream, 1:7 in science streams and 1:14 in commerce . The mentoring services were found to be helpful and useful especially to those students coming from the poor socio-economic status. In the mentoring process, Individual attention was given to the students according to the needs, problems and interests. Extra efforts by the teachers were also made to help the weaker students. Student- teacher relationship was very cordial that students made telephonic conversation with the teacher/mentor whenever they need counselling. Time slot was also arranged according to the convenience of the teachers and students . But during the pandemic the system was followed via online mode like WhatsApp, messages/ telephonic/google meet to continue the process of mentoring.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
940	105	1:9

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
75	70	5	2	24

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2019	Ms. Daiarisa Rumnong	Assistant Professor	Ph D

2019	Ms. Deehun Khonglah	Assistant Professor	PhD
2020	Mr. Micky Sawkmie	Assistant Professor	PhD
No file uploaded.			

2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BSc	Nill	2016	20/05/2019	25/07/2019
BCA	Nill	2016	16/05/2019	15/07/2019
BCom	Nill	2016	19/05/2019	19/07/2019
BA	Nill	2016	20/05/2019	02/08/2019
No file uploaded.				

2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The college has a committee who looks after the smooth functioning of the examination. The introduction of semester system has brought a change in the system which require to have a continuous internal evaluation. Assignments and internal tests were compulsory which have been followed by all streams and departments. Besides, open books assignments and test have also been practiced. But the pandemic has brought some challenges to both the students and teachers to carry on the smooth and fair examinations . Still, the internal Tests and assignments were conducted by all streams and departments periodically via online modes by using Google classroom, WhatsApp, PDF, camp scanner and so on according to the type of tests and convenience of the department and students.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The college , under the committee of Academic calendar, prepared the academic calendar at the beginning of the session and distributed to the students at the time of their admission in the college. The academic calendar was also distributed among all the teaching and non teaching staff of the college. The academic calendar contained the yearly schedule of the college ranging from the lists of holidays, prayers hymns, lists of different committees, orientation dates and courses, names of students council members, and also the names of all the faculties members. The tentative dates of different activities of all the departments, college week, cultural programmes, certificates courses and so on were highlighted in the academic calendar.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

No Data Entered/Not Applicable !!!

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the	Number of students passed in final year	Pass Percentage

			final year examination	examination	
Nil	BSc	UG	127	111	87.40
Nil	BCom	UG	68	56	82.35
Nil	BA	UG	559	469	83.90
NIL	BCA	UG	26	12	46.15
Nil	BSc	UG	26	25	96.15
No file uploaded.					

2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

No Data Entered/Not Applicable !!!

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Total	0	Nil	0	0
No file uploaded.				

3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Nil	Nil	

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Nil	Nil	Nil	Nill	Nil
No file uploaded.				

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
0	Nil	Nil	Nil	Nil	Nill
No file uploaded.					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
Nil	Nill

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Computer Science	1	0
International	Mathematics	2	1

<div align="center">No file uploaded.</div>

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Philosophy	1
English	4
Computer Science	2

<div align="center">No file uploaded.</div>

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Nil	Nil	Nil	2020	0	0	Nill

<div align="center">No file uploaded.</div>

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Nil	Nil	Nil	2020	Nill	Nill	Nil

<div align="center">No file uploaded.</div>

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	6	11	17	8
Presented papers	2	5	Nill	Nill

<div align="center">No file uploaded.</div>

3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Youth Red Cross Programme	Youth Red Cross programme on Investiture	8	28

	Ceremony Cum Awareness Programme on understanding Health		
Competition organised bythe IRCS of Annual Day Celebration	IRCS, Meghalaya branch	2	10
International Day Against Drug Abuse and illicit Trafficking26th june 2020	Dpt of Education, St. marys college in collaboration with SylladMedia House, Youtube channel	6	60
World Day Against Child Labour on 12th june 2020	Dpt of Education, St. marys college in collaboration with SylladMedia House, Youtube channel	6	60
Popular talk on Soft Skills	Dpt of Education, St.Marys college, Shillong	6	60
Interactive and Career Counselling Session on 24th Feb.,2020	Meghalaya Skill Development Society, Govt. of Meghalaya in collaboration with dpt of Education, St. Marys College, Shillong	6	50
International Day of the Deaf on 28th Sept2019 in Savio Hall, Dhankheti	Meghalaya Deaf Association	6	60
Extension Programme in inclusive Education from 9th Sept 2019 to 27thSept2019	Jyoti Sroat School, Bethany Society,Shillong in collaboration with dpt of Education, St.Marys College,Shillong	6	50
Workshop on Inclusive Education on 4th Sept.2019	Jyoti Sroat School, Bethany Society,Shillong in collaboration with dpt of Education, St.Marys College,Shillong	6	50
Awareness programme on "Protecting Mother Earth and Its Ecosystem".	NSS Unit, St. Marys college, Shillong	2	150

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Nil	Nil	Nil	Nill

No file uploaded.

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
Annual college festival Euphoria of North Eastern Indira Gandhi Regional Institute of Health and Medical Sciences, Shillong, held from16th Sept2019 to21st Sept2019	North Eastern Indira Gandhi Regional Institute of Health and Medical Sciences	External Cultural Programme,Dancing Competition	2	5
150th Birth Anniversary of Mahatma Gandhi on 1st Oct.,2019	Synod college, shillong and the Office of the Deputy Commissioner, East Khasi Hills District, Shillong	Documentary Show to Commemorate the 150th Birth Anniversary of Mahatma Gandhi	2	10
Ka Jingiakob Rwai Phawar on 24th Sept.,2019	Literary Initiatives organised by Dept of Khasi, St. marys college, Shillongnised	Ka jingiakob Rwai Phawar, interdepartmental competition	2	5
Walk for Health Programme from 15th Sept.2019 to 2nd Oct.2019	Social initiatives by Ayushman Bharat Fortnight	Walk for Health programme	2	1
Green Campaign known as Shillong My Passion on 7th Sept 2019in	Social action initiative launched by chief minister Conrad Sangma	Shillong My Passion	4	7

Cleve Colony, Shillong				
Awareness Programme on Human Rights and issues relating to Rights of womenon 30th Sept.,2019	Organised by the Political Science Dpt, St. Marys college, Shillong	Human Rights and issues Relating to Rights of Woments	3	2
International Day of the Deaf on 23rd in Sept2019 in Savio Hall Dhankheti	Community Upliftment Programme activities organised by the Meghalaya Deaf Association	Poster competition in relation to the celebration of the international Day of the Deaf	2	4

No file uploaded.

3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
Nil	0	Nil	0

No file uploaded.

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Nil	Nil	Nil	Nill	Nill	0

No file uploaded.

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Nil	Nill	Nil	Nill

No file uploaded.

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
0	11965555

4.1.2 – Details of augmentation in infrastructure facilities during the year	
Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Others	Existing
[View File](#)	

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
KOHA	Partially	3.04.05.000	2010

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	22390	Nill	22	9660	22412	9660
Reference Books	1685	Nill	26	Nill	1711	Nill
Journals	35	Nill	Nill	Nill	35	Nill
CD & Video	224	Nill	17	Nill	241	Nill
[View File](#)						

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
Nil	Nil	Nil	Nill
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	181	3	1	1	1	0	0	0	0
Added	0	1	1	0	0	0	0	0	0
Total	181	4	2	1	1	0	0	0	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

100 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Nil	Nill

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
0	4196899	0	18925803

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

The procedure and policy for maintaining and utilizing physical, academic and support facilities are framed by the management of the college as per requirements and availability of funds, which is approved by the governing body and building committee. There are 37 classrooms of various sizes (25 in main campus and 12 in Oakville campus). Big rooms are provided with microphones and LCD projectors. The college has one auditorium with the seating capacity of 275. The administration with the help of support staff inspects the classrooms before starting of the academic session for any repairs, painting etc. All the science laboratories are maintained by lab assistant with the support of teaching staff. All the equipment are recorded in a stock register and each department required maintaining an inventory listing laboratory requirement for the next academic session. The college has a library with the seating capacity of 200. A library committee has been set up for assisting the librarian and other staff for effective running of the library. Every year departments are required to provide lists of books to be procured for the forthcoming session. With regard to sports, the college has fairly good facilities for outdoor and indoor games there is a store room to keep sports articles and uniforms of the students. The college sports committee is looking after all the sports related activities.

https://smcs.ac.in/sites/default/files/policynprod.pdf

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Nill	Nill	Nill
Financial Support from Other Sources			
a) National	Nill	Nill	Nill
b)International	Nill	Nill	Nill
No file uploaded.			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial

coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Mentoring Classes	16/07/2019	2670	All the departments of the college at the department level24
personal Councelling	02/09/2019	378	college Councelling cell
Career Orientation Course(3months)	30/07/2019	51	H.Sc. Deptt,UGC
Bridge Course(3 months duration)	24/06/2019	29	H.Sc. Deptt.St,Marys college
No file uploaded.			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
Nill	Nil	Nill	Nill	Nill	Nill
View File					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
5	2	60

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
see file	365	44	N.A.	Nill	Nill
View File					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
No Data Entered/Not Applicable !!!					
View File					

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Nill	Nill
No file uploaded.	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
2. cultural activities	institutional	1009
1.Sports	Institutional	936
View File		

5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
Nill	Nil	Nill	Nill	Nill	Nill	Nil
No file uploaded.						

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The students council comprises of degree final year students selected from each department for their academic and co curricular achievement and leadership skills. Students council acts as a direct liaison between students ,teachers and administration. It also provides an open forum for students views, for protecting students rights and also informs the students on matters concerning them. The students council also provides assistance to the principal and the teachers whenever required. The council assist the students in welfare committee. Most importantly the council partakes a major role in the meticulous organization of the various co curricular and extra curricular activities held in the college during the year.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

100

5.4.3 – Alumni contribution during the year (in Rupees) :

101895

5.4.4 – Meetings/activities organized by Alumni Association :

1. food fest on 12th September,2019 2. Christmas party for the poor children on December2019 . total expenditure in this party was Rs.20,000

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

> **1.A vice-principal who is in charge of Oakville campus. 2.Formation of different committees comprising of teachers of the college for coordinating important administrative and academic activities of the college.**

6.1.2 – Does the institution have a Management Information System (MIS)?

> **No**

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Industry Interaction / Collaboration	**1.No Industrial visits were made**
Admission of Students	**1.Strict adherence to Govt. rules for Reserved Categories. 2.Special provision is given to the differently abled students**
Research and Development	**1.The college published 4 peer reviewed UGC enlisted journals. 2.Motivates faculty members for research publications in peer reviewed journals with high impact factor. 3.Encourages teachers to present papers in International/National/State Level Seminars,workshops and to act as resource persons. 4.College explores various funding agencies for sponsoring major/minor projects such as DBT,DST,ICSSR,UGC etc. 5.Exhibits the publication of research work of the faculty members in the college library to inspire further research.**
Examination and Evaluation	**1.The college has complemented traditional written examination with project work assignments, debates, group discussion, viva, presentation and internal test.**
Curriculum Development	**1.Inclusion of field work,industrial visits,educational excursion and extention activities such as outreach programme. 2.Complementing traditional and written examination project work,seminar- based presentation and internal test- based evaluation**
Teaching and Learning	**1.Wide access to internet facility to inculcate online learning including e-book, e-journal facility. 2.Learning through Field Work, Industrial visits. 3.Enhancement of learning skills of the students through participation in different departmental seminars and inter- departmental programme.**
Library, ICT and Physical	**1.Fibre Optic Internet facility**

Infrastructure / Instrumentation	available in the college. 2.Provision for Wi-Fi facility in both the campuses. 3.Provision for e-facility. 4.Internet connection in the library to access the e-resources. 5.Procurement of more equipment and books.
Human Resource Management	1.Motivating the faculty members to participate in Refresher and orientation Courses. 2.Organizing Orientation Programme for both teaching and non-teaching staffs. 3.Maintenance of Grievance Redressal Cell, Sexual Harassment Committee. 4.Appointment of a fulltime nurse for facilitating health check up of the faculty members and students.

6.2.2 – Implementation of e-governance in areas of operations:

E-governace area	Details
Finance and Accounts	Fully computerised office and accounts section
Student Admission and Support	Initiatives taken towards development of online admission.
Examination	Online communication with the University for examination related matters
Planning and Development	College website is in place for dissemination of information including regular notice to all stakeholders
Administration	College website is in place for notice display system for students and other stakeholder

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
Nill	Nil	Nil	Nil	Nill
No file uploaded.				

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019		Nill			61	Nill

Awareness Programme on "Protecting Mother Earth and its Eco System",organised by St. Mary's College in collaboration with Taru Mitra, NGO, Bihar.		25/07/2019	31/07/2019		
[View File](#)					

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Refresher Course	2	21/10/2019	03/11/2019	14
Refresher Course	1	11/11/2019	24/11/2019	14
Refresher Course	1	14/11/2019	27/11/2019	14
Refresher Course	1	12/02/2020	25/02/2020	14
Faculty Development Programme	1	27/04/2020	02/05/2020	7
Faculty Development Programme	1	18/05/2020	03/06/2020	14
Faculty Development Programme	2	02/06/2020	08/06/2020	7
[View File](#)				

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
Nill	Nill	Nill	Nill

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
State Welfare Fund	Welfare Fund	Free Studentship for

			EWS	

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

Internal Financial Auditor Kiron Joshi and Associates External Financial Auditor Directorate of Local Audit

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Nil	0	00
No file uploaded.		

6.4.3 – Total corpus fund generated

0

6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Nill	Yes	IQAC
Administrative	No	Nill	Yes	Governing Body

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

1.Providing valuable suggestions for development of the institution. 2.Pointing out the weaknesses of the college and suggestion rectification. 3.Frequent parent teacher meeting is held by the departments to discuss about the different issues of the concerned students.

6.5.3 – Development programmes for support staff (at least three)

1.Computer training for office staff so that they are able to handle online registration of students and online submission of marks. 2. Orientation programme at the beginning of the year. 3. The college librarian attends Workshop and Training Programme to upgrade their knowledge in their field.

6.5.4 – Post Accreditation initiative(s) (mention at least three)

1.Institution is preparing self study report to submit to NAAC for Cycle - IV 2. Institution has acquired additional land for strengthening the infrastructure. 3. Motivating the teachers to do research activities

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	Yes
c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants

2019	One Day Programme organized by the Commerce Department on the topic "Basic of Financial Planning and Traits of an Intelligent Investor" by Mr. Gajendra Roy of Gujral Financial Services	16/07/2019	16/07/2019	16/07/2019	80
2019	One Day Workshop organized by the Education Department on the topic Inclusive Education by Mr. Carmo Noronha, the Executive Director of Bethany Society.	04/09/2019	04/09/2019	04/09/2019	90
2019	One Day Programme organized by the Department of Political Science in c ollaboration with Meghalaya Human Rights Commission Programme on the theme "Human Rights and Issues Relating to Rights Women"	30/09/2019	30/09/2019	30/09/2019	200
2019	Guest Lecture organized by History Department	30/09/2019	30/09/2019	30/09/2019	70

	on the topic "British Colonialism and the creation of Knowledge with special reference to North East India" by . Professor A.K.Thakur of History Department, North Eastern Hill University				
2020	Popular talk organized by the Physics Department "Women in Science", National Science Day 2020 Theme by Dr Ayon Bhattacharjee , Professor in Physics and Dean (Research and Consultancy), NIIT, Shillong	14/02/2020	14/02/2020	14/02/2020	200
2020	Popular Talk organized by Education Department on the topic 'Soft Skills' by Dr. (Mrs.) Rihun Rymbai, Assistant Professor, Department of Education, NEHU, Shillong	09/03/2020	09/03/2020	09/03/2020	68
		[View File](#)			

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Awareness Program on Human Rights and Issues Relating to Women	30/09/2019	30/09/2019	180	20

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
00

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	2

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	1	1	12/08/2019	6	NSS Village Camp	promotion and upliftment of the village	35
2019	1	1	09/09/2019	5	Extension Program	services by helping the physically and mentally challenged children of Bethany Society	100
2019	1	1	18/10/2019	5	Visit to the Missionaries of	Charity	100

					Charity	

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Students Handbook	19/07/2019	ST MARY'S COLLEGE STUDENTS HANDBOOK The student handbook of St Mary's college is an annual publication which is published by the student handbook committee of the college. The handbook is an official document, and it is compulsory for each student to have the handbook. It contains important information which regards to various aspects of the academics in the college such as list of scholarships and how to apply for the same, list of various add on courses and short-term courses and how to apply for the same, the academic calendar, payment of fees and so on. The handbook also contains an exam routine, names of faculty and staff and also the list of various committees that are in charge of student welfare such as sports, co-curricular activities, career guidance and so on. Apart from this the handbook is also contains the official leave record of the student which enables the teachers to easily keep track of students who are missing classes for various reasons. The handbook is one of the most necessary documents that newly enrolled students must have to quickly navigate and access the various opportunities that the college offers them during their academic

progress in the college. However, the student handbook is more than just an official document. It also contains the rules and guidelines of the college, the vision of the college and what the college expects from its students. The handbook also attempts to nurture the individual growth of each student and thus it contains the national anthem which is sung once a week, it contains prayers and hymns for the spiritual growth of the students and a list of various students' council members and departments which are in charge of conducting the morning assembly. The handbook also contains the contact information of the counsellors and teachers in charge of counselling this enables the students to be aware of whom to approach in terms of their emotional wellbeing. Official government notifications regarding bullying and anti-ragging laws are also printed in the handbook. The college handbook is a particularly important document that is issued every year to every batch of students, from those who are newly enrolled to the seniors in various semesters.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Independence Day Program Unity in Diversity	13/08/2019	13/08/2019	250
International Day of the Deaf	23/09/2019	23/09/2019	250
Annual Social Service for orphans	29/10/2019	29/10/2019	40

| Program for Orphans, Pre Christmas Party | 10/12/2019 | 10/12/2019 | 250 |

<div align="center">

[View File](#)

</div>

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. All old bulbs and tubes are being replaced with LED bulbs 2. The campus has preserved its greenery by maintaining the age old Cedar and Pine trees and seasonal ornamental flowers. 3.The college has initiated activities to make the college a green college by 2022 4. The campus has rain water harvesting facilities 5. The campus has restricted vehicle entry hence making the campus pollution free.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

- Apart from the curriculum special weekly value education and moral ethics classes are dedicated to cultivate and inculcate values to form its students into women of character. • Inclusive education reaching out to students from low socio-economic backgrounds and other diverse backgrounds. • Empowering young women by providing a conducive environment for their overall growth and train them to be responsible citizens of the world.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

https://smcs.ac.in/sites/default/files/2021/Institutional_Best_Practices.pdf

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

- The college caters only to young women of the region. It is Run by the Sisters of the RNDM congregation. - The aim of the college is to empower and prepare young women of the region and the country to fulfil their dreams to be productive members of their community, society and country and to prepare them to meet the challenges of the modern world. - Inclusive education reaching out to the students from indigenous tribal communities of the North East who come from diverse backgrounds and also from geographically isolated areas.

Provide the weblink of the institution

https://smcs.ac.in/sites/default/files/2021/Institutional_distinctiveness.pdf

8.Future Plans of Actions for Next Academic Year

Due to the global shift of offline mode to online mode, all the strategies followed so far became useless and so there is need to bring changes in execution of different activities of the institution. In view of this, the following Plan is proposed for the next academic session. 1. Introduce Online/Offline Add-on Certificate Courses. 2.Introduce Online/Offline Skill-based/Value-Added Courses. 3. Organize Online/Offline Faculty development Programs. 4.To label the institution as green campus and Conducting Energy and Green Audit by taking more initiatives to make the campus ecofriendly. 5. Construction of building for UG/PG in St. Marys extended campus Umroi. 6. Construction of auditorium and classrooms in Oakville campus. 7. Opening of multimedia center and upgrading the existing ICT infrastructure. 8. Upgrade the knowledge of students with skill development courses of Design Innovation Centre. 9. Planning for extension activities for community development. 10. Conducting programs of Institution innovation council as per the calendar . 11. Helping students for placement by inviting companies.

12. Supporting the teachers for doing research. 13. Planning to Collect feedback from all the stake holders. 14.MoUs to be signed for enabling the students in skill development . 15.Keeping the importance of online teaching in future in view, IQAC has decided to encourage the faculty members to develop e-Content .