



YEARLY STATUS REPORT - 2021-2022

Part A

Data of the Institution

| | | |
|--|--|--|
| 1.Name of the Institution | | Saint Mary's College |
| • Name of the Head of the institution | | Dr(Sr) Mary Harriet |
| • Designation | | Principal |
| • Does the institution function from its own campus? | | Yes |
| • Phone no./Alternate phone no. | | 0364-2224716 |
| • Mobile No: | | 9862105493 |
| • Registered e-mail | | principal@smcs.ac.in |
| • Alternate e-mail | | iqacsmcs@gmail.com |
| • Address | | St Mary's College, Laitumkhrah, Upland Road |
| • City/Town | | Shillong |
| • State/UT | | Meghalaya |
| • Pin Code | | 793003 |
| 2.Institutional status | | |
| • Affiliated / Constitution Colleges | | Affiliated |
| • Type of Institution | | Women |
| • Location | | Urban |

| | | | | | |
|--|---|----------------|-----------------------------|---------------|-------------|
| • Financial Status | Grants-in aid | | | | |
| • Name of the Affiliating University | North Eastern Hill University | | | | |
| • Name of the IQAC Coordinator | Dr. Winnie Joice Shylla | | | | |
| • Phone No. | 03642591007 | | | | |
| • Alternate phone No. | 9856030410 | | | | |
| • Mobile | 8837276103 | | | | |
| • IQAC e-mail address | iqac2127@gmail.com | | | | |
| • Alternate e-mail address | principal@smcs.ac.in | | | | |
| 3.Website address (Web link of the AQAR (Previous Academic Year) | https://smcs.ac.in/sites/default/files/aqar-2020-21.pdf | | | | |
| 4.Whether Academic Calendar prepared during the year? | Yes | | | | |
| • if yes, whether it is uploaded in the Institutional website Web link: | No | | | | |
| 5.Accreditation Details | | | | | |
| Cycle | Grade | CGPA | Year of Accreditation | Validity from | Validity to |
| Cycle 3 | A | 3.01 | 2016 | 16/09/2016 | 15/09/2021 |
| Cycle 4 | B+ | 2.54 | 2022 | 10/12/2022 | 09/12/2027 |
| 6.Date of Establishment of IQAC | | | 05/01/2005 | | |
| 7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc., | | | | | |
| Institutional/Department /Faculty | Scheme | Funding Agency | Year of award with duration | Amount | |
| Nil | Nil | Nil | Nil | Nil | |
| 8.Whether composition of IQAC as per latest NAAC guidelines | | | Yes | | |
| • Upload latest notification of formation of IQAC | | | View File | | |

| | | |
|---|---------------------------|--|
| 9.No. of IQAC meetings held during the year | 1 | |
| <ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? | No | |
| <ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report | View File | |
| 10.Whether IQAC received funding from any of the funding agency to support its activities during the year? | No | |
| <ul style="list-style-type: none"> If yes, mention the amount | | |
| 11.Significant contributions made by IQAC during the current year (maximum five bullets) | | |
| <p>- IQAC encourages faculty members to participate in various conferences and seminars and publish articles in indexed journals. - Webinars, Popular Talks , Cultural Activities and Extra-curricular Activities were organized for students by different departments in collaboration with IQAC. - Looked into timely and proper sending of important notifications and information to all teaching , non-teaching and students through College notice board/ College Website. -IQAC monitored the employability of the students through Placement Cell. -Implemented online Feedback system involving collection of online feedback from students.</p> | | |
| 12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year | | |
| | | |

| | |
|--|--|
| Plan of Action | Achievements/Outcomes |
| 1) IQAC has decided to organize Webinars/Popular talks and other activities both online and offline. | 1) Various Webinars and Popular talks were held. |
| 2) Life skill enhancement programmes must be organized to address the issues of stress management. | 2) Various Life skill enhancement programmes were organized. |
| 3) IQAC proposed to switch over to the e-certificates for various events of the college. | 3) Implemented |
| 13.Whether the AQAR was placed before statutory body? | No |
| <ul style="list-style-type: none"> Name of the statutory body | |
| Name | Date of meeting(s) |
| Nil | Nil |
| 14.Whether institutional data submitted to AISHE | |
| Year | Date of Submission |
| 2022 | 15/05/2022 |
| 15.Multidisciplinary / interdisciplinary | |
| | |
| 16.Academic bank of credits (ABC): | |
| | |
| 17.Skill development: | |
| | |
| 18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course) | |
| | |
| 19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE): | |

20.Distance education/online education:

During the Covid-19 pandemic, the college implemented various online teaching methods to ensure the continuity of education. Google Classroom, Zoom, YouTube, and WhatsApp were utilized as essential platforms for delivering courses and facilitating student engagement. These digital tools played a significant role in enabling remote learning and providing a virtual classroom experience.

Assignments and evaluations were conducted online, allowing students to submit their work electronically and receive feedback from their instructors. This approach not only ensured the seamless assessment of students' progress but also maintained the academic standards of the institution.

All meetings, including faculty discussions, administrative sessions, and student consultations, were held virtually through platforms like Zoom. This approach allowed for effective communication and collaboration among faculty members, staff, and students, despite the physical distancing measures in place.

Furthermore, the college organized numerous webinars and student activity programs online. These virtual events served as platforms for knowledge sharing, guest lectures, and interactive sessions, enabling students to enhance their learning experience and stay connected with the academic community.

To support students' learning, study materials were shared through WhatsApp and Google classroom. This ensured that students had access to course materials, lecture notes, and supplementary resources from their mobile devices. By leveraging the widespread use of WhatsApp and google class room, the college aimed to facilitate convenient and timely access to study materials, enhancing students' engagement and learning outcomes.

Through the effective integration of Google Classroom, Zoom, YouTube, and WhatsApp, the college successfully transitioned to online teaching and learning during the Covid-19 pandemic. These digital platforms provided avenues for instruction, interaction, and academic support, enabling students to continue their education remotely while ensuring their safety and well-being.

Extended Profile

| | |
|--|---------------------------|
| 1.Programme | |
| 1.1 | 18 |
| Number of courses offered by the institution across all programs during the year | |
| File Description | Documents |
| Data Template | View File |
| 2.Student | |
| 2.1 | 2118 |
| Number of students during the year | |
| File Description | Documents |
| Data Template | View File |
| 2.2 | 0 |
| Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year | |
| File Description | Documents |
| Data Template | View File |
| 2.3 | 793 |
| Number of outgoing/ final year students during the year | |
| File Description | Documents |
| Data Template | View File |
| 3.Academic | |
| 3.1 | 85 |
| Number of full time teachers during the year | |
| File Description | Documents |
| Data Template | View File |
| 3.2 | 71 |

| | |
|---|---------------------------|
| Number of Sanctioned posts during the year | |
| File Description | Documents |
| Data Template | View File |
| 4.Institution | |
| 4.1 Total number of Classrooms and Seminar halls | 40 |
| 4.2 Total expenditure excluding salary during the year (INR in lakhs) | RS 693,6102867 |
| 4.3 Total number of computers on campus for academic purposes | 152 |
| Part B | |
| CURRICULAR ASPECTS | |
| 1.1 - Curricular Planning and Implementation | |
| 1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process | |
| <p>St. Mary's College follows the curriculum of its affiliated university, but the action plan is created and implemented by the institution. At the start of each academic year, the Principal, in collaboration with the Time-Table Committee, develops a college calendar for the year followed by a meeting with all the Professors and Staff to review the planned calendar and other pertinent matters.</p> <p>A meeting with the Heads of the Departments is scheduled to address the steps that need to be taken to ensure that the University's curriculum is implemented effectively. The Heads of Department are urged to develop teaching schedules based on the number of teaching days available for the academic year. The Principal has meetings with the Head of Departments and faculty members, during which the yearly plan of the Departments are presented and challenges or difficulties if any, are discussed and resolved. The Heads of the Departments then arrange meetings with the instructors in their respective departments for syllabus distribution and also for the members to develop teaching schedules/lesson plans based on the semester's teaching days available. At regular periods, the Heads of</p> | |

Departments assess the curriculum coverage. In the event that the syllabus has not been completed within the allotted time, the professors will schedule supplementary lessons after the scheduled class hours.

| File Description | Documents |
|-------------------------------------|------------------|
| Upload relevant supporting document | No File Uploaded |
| Link for Additional information | Nil |

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

St. Mary's College, Shillong being a constituent college of the University of NEHU, follows the Academic Calendar published by the University at the start of each academic year in which the teaching days, examination dates, semester break, and holiday calendar have been clearly outlined. The institution adheres to the Academic Calendar of the University in order to maintain the smooth and efficient operation of its teaching and administrative activities.

Within the same framework, the college creates its own schedule of events and activities prior to the start of the Academic Session, which is shared with the students, teaching and non-teaching staff. The University and the College Academic Calendars are posted on the college website and also published on the Students' College Handbook for dissemination of this necessary information. The same information is again reiterated to newly admitted students during Departmental Orientation Programmes held at the start of the academic session. The Principal also holds meetings with the teaching and non-teaching staff of the College to ensure that the activities are carried out as planned. Teachers organise their teaching schedules, class assessments, and assignments in accordance with their allowed time-tables for Continuous Internal Evaluation, keeping the academic calendar and planned co-curricular events of the college in mind.

| File Description | Documents |
|--------------------------------------|------------------|
| Upload relevant supporting documents | No File Uploaded |
| Link for Additional information | Nil |

1.1.3 - Teachers of the Institution participate in A. All of the above

following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.
 Academic council/BoS of Affiliating University
 Setting of question papers for UG/PG programs
 Design and Development of Curriculum for Add on/ certificate/ Diploma Courses
 Assessment /evaluation process of the affiliating University

| File Description | Documents |
|--|---------------------------|
| Details of participation of teachers in various bodies/activities provided as a response to the metric | View File |
| Any additional information | No File Uploaded |

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

18

| File Description | Documents |
|---|------------------|
| Any additional information | No File Uploaded |
| Minutes of relevant Academic Council/ BOS meetings | No File Uploaded |
| Institutional data in prescribed format (Data Template) | No File Uploaded |

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

2

| File Description | Documents |
|---|---------------------------|
| Any additional information | No File Uploaded |
| Brochure or any other document relating to Add on /Certificate programs | No File Uploaded |
| List of Add on /Certificate programs (Data Template) | View File |

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

49

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

49

| File Description | Documents |
|---|---------------------------|
| Any additional information | No File Uploaded |
| Details of the students enrolled in Subjects related to certificate/Add-on programs | View File |

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

St.Mary's College by virtue of being the region's foremost institute for women, is dedicated to empowering young women by reducing gender inequities and discrimination. The institution maintains a 'Women's Cell' that provides support and advice. The Cell commemorates 'International Women's Day' every year and hosts Talks to raise awareness among students about various gender issues. It has also established a Prevention of Sexual Harassment Cell to deal with sexual harassment concerns.

'Environmental Studies' paper has been made a compulsory subject for undergraduate students in the Sixth Semester. The curriculum of the Fifth Semester B.Sc. (Botany) includes "Ecology and Conservation Biology," and the Sixth Semester of the B.Sc. (Botany) curriculum includes "Development Biology, Ecology, and Economic Zoology" (Zoology).

'World Environment Day' is commemorated by planting seedlings on campus and holding lectures on various environmental topics. Students are educated about environmental contamination through lectures given by the Institution's NCC and NSS units. During Special Camps, NSS volunteers and NCC Cadets raise awareness in the adopted villages.

The College pays special attention the challenges that students experience and to instil moral and ethical principles in them. In this respect, three compulsory papers namely (a) "Moral Ethics", (b) "Catechism" and (c) "Scripture" is taught to the students during their degree programme. The college has a designated counsellor, who looks after if any child needs special care, moral support and advise.

| File Description | Documents |
|--|------------------|
| Any additional information | No File Uploaded |
| Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum | No File Uploaded |

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

Nil

| File Description | Documents |
|---|------------------|
| Any additional information | No File Uploaded |
| Programme / Curriculum/ Syllabus of the courses | No File Uploaded |
| Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses | No File Uploaded |
| MoU's with relevant organizations for these courses, if any | No File Uploaded |
| Number of courses that include experiential learning through project work/field work/internship (Data Template) | No File Uploaded |

1.3.3 - Number of students undertaking project work/field work/ internships**Nil**

| File Description | Documents |
|---|------------------|
| Any additional information | No File Uploaded |
| List of programmes and number of students undertaking project work/field work/ /internships (Data Template) | No File Uploaded |

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders
Students
Teachers
Employers
Alumni

D. Any 1 of the above

| File Description | Documents |
|--|------------------|
| URL for stakeholder feedback report | No File Uploaded |
| Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload) | No File Uploaded |
| Any additional information(Upload) | No File Uploaded |

1.4.2 - Feedback process of the Institution may be classified as follows

C. Feedback collected and analyzed

| File Description | Documents |
|-----------------------------------|---|
| Upload any additional information | No File Uploaded |
| URL for feedback report | https://drive.google.com/file/d/1wVU0anJubt66DOuLhjP-z31okGJDIEF2/view?usp=drivesdk |

TEACHING-LEARNING AND EVALUATION**2.1 - Student Enrollment and Profile****2.1.1 - Enrolment Number Number of students admitted during the year**

2.1.1.1 - Number of sanctioned seats during the year**1200**

| File Description | Documents |
|---|---------------------------|
| Any additional information | No File Uploaded |
| Institutional data in prescribed format | View File |

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats))**2.1.2.1 - Number of actual students admitted from the reserved categories during the year****0**

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| Number of seats filled against seats reserved (Data Template) | View File |

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

Initial assessment of students' learning levels was based on Class XII results and performance in the college entrance tests. Assessment was then observed through performance and participation in the class room activities such as question, answers, discussions, presentations, seminars, group work, class work, assignments, class and internal tests. Finally assessment was based on performance in the Internal tests plus the End semester examination i.e 25+75=100, according to the pattern and Academic Calendar of the North Eastern Hill University. The mentoring method was adopted by the colleges' depts to help advanced and slow learners. Teachers interacted with the students in small groups to understand their background, problems and challenges in learning. Extra and remedial classes were arranged, simplified learning materials were provided and individual attention was also given by the teachers. Extra tests were arranged to allow them to improve their performance. Counselling services catered to students emotional and psychological needs. This was done to build confidence and help them cope with their studies. Teachers contact the parents of chronic absentees to enquire about their absence. Advanced learners

were given opportunities in academic competitions, responsibilities in college activities and membership in Students' Council. During the pandemic teaching learning activity shifted to the online mode. Mentoring and assessment were based on situational needs and there was constant communication between teachers and students through mobile communication. The college observed that despite the pandemic, the students were able to complete the examinations successfully.

| File Description | Documents |
|-----------------------------------|------------------|
| Link for additional Information | Nil |
| Upload any additional information | No File Uploaded |

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

| Number of Students | Number of Teachers |
|--------------------|--------------------|
| 2118 | 89 |

| File Description | Documents |
|----------------------------|------------------|
| Any additional information | No File Uploaded |

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Regarding student centric methods, departments adopted different methods according to the number of students, courses and convenient timing. Experiential learning was not feasible because of the pandemic. Participative learning was adopted by most departments. Dept of Education, English, Khasi, Home Science organised online activities like creative week, debate, webinar, essay, poster competitions and so on related to the courses. The aim of these activities was to provide a platform for students to display their talents, build their self confidence, leadership qualities, improve learning experiences and destress them from the online classes. Problem solving method was used in the forms of online debate, quiz and group discussion. It was difficult to hold many online activities since most of the students are from rural areas and from different states which face network issues, students do not have android phones, computer and also faced financial problems. Despite the challenges, the teachers and students continued to carry out the duties as usual. Learning Outcomes: Though all

learning and extra-activities were provided to the students via online mode, the college observed that the students were not left out or unattended. There was active participation of students in extra activities, besides their studies. Thus, there was improvement in the students' learning experiences, morale and self-confidence.

| File Description | Documents |
|-----------------------------------|------------------|
| Upload any additional information | No File Uploaded |
| Link for additional information | Nil |

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

Response: The year 2021-2022 followed up on the lockdown of 2020 and teaching-learning activities were again carried out via online mode. Prior to that, teachers are not so familiar with the ICT. It is the pandemic that has compelled and encouraged both the teachers and students to self-learn the use of ICT as an effective tool for teaching learning process. During the process of teaching learning, all types and features of ICT are explored by the teachers, like Whatsapp, platforms like Google Meet, Google Classroom, Zoom, Google Form and YouTube. All the learning materials in the forms of recorded audio-video are sent to the students, Lectures are rendered live via Google Meet and Zoom, Internal and End semester Examination are conducted via Google Classroom and Google Form. Some teachers found it to be a creative tool while others find it difficult because of the lack of knowhow. But the reality is that online teaching-learning cannot substitute the real classroom. How effective can it be, it all depends on the skills of teachers, topic, time and availability of infrastructure. In spite of all the challenges faced by the teachers and students, many activities have been conducted by different departments of the college smoothly and successfully.

| File Description | Documents |
|---|------------------|
| Upload any additional information | No File Uploaded |
| Provide link for webpage describing the ICT enabled tools for effective teaching-learning process | Nil |

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)**2.3.3.1 - Number of mentors****89**

| File Description | Documents |
|---|---------------------------|
| Upload, number of students enrolled and full time teachers on roll. | View File |
| Circulars pertaining to assigning mentors to mentees | View File |
| mentor/mentee ratio | View File |

2.4 - Teacher Profile and Quality**2.4.1 - Number of full time teachers against sanctioned posts during the year****68**

| File Description | Documents |
|--|---------------------------|
| Full time teachers and sanctioned posts for year (Data Template) | View File |
| Any additional information | No File Uploaded |
| List of the faculty members authenticated by the Head of HEI | No File Uploaded |

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)**2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year****28**

| File Description | Documents |
|---|---------------------------|
| Any additional information | No File Uploaded |
| List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template) | View File |

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)**2.4.3.1 - Total experience of full-time teachers****37**

| File Description | Documents |
|--|---------------------------|
| Any additional information | No File Uploaded |
| List of Teachers including their PAN, designation, dept. and experience details(Data Template) | View File |

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

Response: To make the internal assessment transparent and robust in terms of frequency and mode, the college adopted the following methods: One Day Orientation is conducted for the 1st semester to enlighten about the matter related to the Examination via Online mode. The college followed strictly the Academic Calendar and patterns of the North Eastern Hill University i.e 25 for the Internal assessment and 75 marks for the End Semester Examination (25+75=100) Sub Committee is in place to look into the scheduling of the timetable for internal tests, collection, compilation, circulating the compiled marks (Pdf) to the HODs for verification before circulating to the students. Marks lists are circulated to the students during the pandemic via online mode. Students are given the opportunity to clarify their doubts from any concerned teacher. Retests are conducted for the low achievers and for those who have a genuine reason for absent the scheduled tests. Information related to the Internal and End semester Examination links are circulated to them. During the pandemic, the HODs and teachers play a major role in reaching out to every student by all ways and means possible to ensure that students attend all classes and internal tests as scheduled. .

| File Description | Documents |
|---------------------------------|------------------|
| Any additional information | No File Uploaded |
| Link for additional information | Nil |

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

Response: During this period of pandemic and lockdown, the college adopted the following methods to deal with the internal examination related grievances, time bound and efficient; The Examination Committee, Sub Committee of Examination and non-teaching staff are available for clarifying any matter related to the internal examination grievances. * The HODs and teachers of the college are given the responsibility to make the internal examination transparent and time-bound, since they can access with their respective students and students, too, have their confidence with their respective teachers. * The Sub committee of examination is represented by one teacher from each department, to report to the coordinator in case of any issue related with the internal examination.. * All departments provide the links and announce to the respective students ahead of times about the dates, topics, rules/instructions/marks according to the university guidelines. * Marks lists of the students are circulated well in time, to allow the students to clarify doubts if any. Low achievers are allowed to appear for re-test. The Internal marks of the students are then verified by the teachers before sending to the University.

| File Description | Documents |
|---------------------------------|------------------|
| Any additional information | No File Uploaded |
| Link for additional information | Nil |

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

Every year the college used to organise One Day orientation programme for the first semester students, before the beginning of the session to create awareness about all the programmes, course outcomes. But this particular year it is done in a different manner, where it is organised via online mode by the HODs and teachers with their respective 1st semester honours students. * Students are asked to read the college prospectus which is accessible in the college website, to know and understand better about the POs and COs offered by the college and the subjects combination. The Programme: Bachelor of Arts offers the Honours and Electives: Economics, Education, English, Geography, Khasi, History, Philosophy, Political Science and Sociology. Bachelor of Computer, Bachelor of Commerce, Bachelor of Home Science, Bachelor of Science: offers Elective and Honours in

Botany, Chemistry, Clinical Nutrition & Dietetics, Mathematics, Physics and Zoology

| File Description | Documents |
|--|------------------|
| Upload any additional information | No File Uploaded |
| Paste link for Additional information | Nil |
| Upload COs for all courses (exemplars from Glossary) | No File Uploaded |

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

It would be difficult to describe the methods of attainment of programme and course outcomes as evaluated by the institution during 2021-22, since all activities were carried out via online mode. Thus the college explored all possibilities and at the same time attempted to adopt a simplistic approach for the benefit of students and teachers. This was done so as to enable the evaluation to take into consideration the digital divide that exists in the online mode of teaching. *The only possible method was by using the internal assessment marks of the students i.e 25 marks. This is the first step that helped the teachers to understand about the attainment level and the course outcomes. * Secondly by evaluating the end semester results i.e the external 75 + the internal 25 = 100. The total marks of the students indicated the level of attainment of the programme and course outcomes. * Since outdoor activities were not feasible during this particular period because of the covid-19, some departments like Education, English, Philosophy, Khasi, Botany, History organised extra activities via online mode to evaluate the attainment levels of the courses and programme outcomes. Thus, not much could be done in this particular period.

| File Description | Documents |
|---------------------------------------|------------------|
| Upload any additional information | No File Uploaded |
| Paste link for Additional information | Nil |

2.6.3 - Pass percentage of Students during the year
2.6.3.1 - Total number of final year students who passed the university examination during the year

778

| File Description | Documents |
|--|---------------------------|
| Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template) | View File |
| Upload any additional information | No File Uploaded |
| Paste link for the annual report | Nil |

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<https://drive.google.com/drive/folders/1E6OUmUGRqgosOOLibGr2dRxqz3X2kpOb?usp=sharing>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0

| File Description | Documents |
|---|---------------------------|
| Any additional information | No File Uploaded |
| e-copies of the grant award letters for sponsored research projects /endowments | No File Uploaded |
| List of endowments / projects with details of grants(Data Template) | View File |

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

| File Description | Documents |
|---|---------------------------|
| List of research projects and funding details (Data Template) | View File |
| Any additional information | No File Uploaded |
| Supporting document from Funding Agency | No File Uploaded |
| Paste link to funding agency website | Nil |

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year**3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year**

1

| File Description | Documents |
|--|---------------------------|
| Report of the event | View File |
| Any additional information | No File Uploaded |
| List of workshops/seminars during last 5 years (Data Template) | View File |

3.2 - Research Publications and Awards**3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year****3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year**

4

| File Description | Documents |
|--|---------------------------|
| Any additional information | View File |
| List of research papers by title, author, department, name and year of publication (Data Template) | View File |

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year**3**

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| List books and chapters edited volumes/ books published (Data Template) | View File |

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Extension Activities:**NSS**

- has been actively organized and took part in various activities such as Azad ka Amrit Mahotsav.
- NSS volunteers attended the Pre Republic Day Parade Camp held at Central Institute of Technology, Kokrajhar, Assam
- NSS in collaboration with Saint Mary's Health Club has organized a Yoga Program to commemorate the "International Yoga Day"

Rangers

- has organized various activities like recruitment of group members, training programs
- has launch "The Own A Plant" in order to honour and protect the Mother Earth and the Environment.
- organizes the Online Pledge for the environment on 5th June, 2022 on World Environment Day entitled "Only One Earth"

NCC

- Conducted an awareness campaign on occasion of Children's Day on Diabetes-symptoms, causes and preventive measures on 15th November, 2021
- Three cadets attended Sikkim Trek from 15th-25th November, 2021
- Conducted Rank Test for selection of SUO, JUO, CORP, LN CORPORAL, SEARGENT on 11th September, 2021
- Organized a Cleanliness Drive on occasion of good governance

day in collaboration with Shillong College, Shillong on 16th December, 2021 (Good Governance day launched by PM Modi)

- The NCC Cadets has been an active participants and had achieved many National and State awards.

The different departments of Saint Mary's besides academic activities they organized various Extension and Outreach programs in helping the underprivileged children and the disable individuals.

| File Description | Documents |
|---------------------------------------|---------------------------|
| Paste link for additional information | Nil |
| Upload any additional information | View File |

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

10

| File Description | Documents |
|--|---------------------------|
| Any additional information | View File |
| Number of awards for extension activities in last 5 year (Data Template) | View File |
| e-copy of the award letters | No File Uploaded |

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

7

| File Description | Documents |
|--|---------------------------|
| Reports of the event organized | View File |
| Any additional information | No File Uploaded |
| Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template) | View File |

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

212

| File Description | Documents |
|--|---------------------------|
| Report of the event | View File |
| Any additional information | View File |
| Number of students participating in extension activities with Govt. or NGO etc (Data Template) | View File |

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

0

| File Description | Documents |
|---|---------------------------|
| e-copies of linkage related Document | No File Uploaded |
| Details of linkages with institutions/industries for internship (Data Template) | View File |
| Any additional information | No File Uploaded |

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

0

| File Description | Documents |
|--|---------------------------|
| e-Copies of the MoUs with institution./ industry/corporate houses | No File Uploaded |
| Any additional information | No File Uploaded |
| Details of functional MoUs with institutions of national, international importance, other universities etc during the year | View File |

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

St. Mary's College has two campuses i.e Main and Oakville Campus which envisage an area of 15.99 acres/64709sq.mtrs for teaching-learning purposes .

The Main Campus comprise of the majority of the infrastructure for academics and administrative purposes. It consist of Twenty five common spacious classrooms, where LCD projectors are being installed in some of these classrooms besides fifteen additional classrooms which are being attached to various departments. It also has fourteen well equiped laboratories with essential instruments for conducting various practicals prescribed in the curriculum. There is a central library which is ICT enable and also an audio visual room attached to it. Some departments have additional department libraries. Besides a common staff room there are eighteen individual department staff rooms. The college has a conference and a seminar cum auditorium for various activities.

To augment its physical infrastructure there is the Oakville campus which has a four storeyed building. In this campus there are nine classrooms ,five laboratories and one refab laboratory for DIC.

The college has adequate numbers of IT equipments including computers, printers, laptops, photocopy machines, LCD projectors, sound syntems etc. and five power generators in case of power failure to support the teaching learning process.

| File Description | Documents |
|---------------------------------------|---------------------------|
| Upload any additional information | View File |
| Paste link for additional information | Nil |

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The college strives to achieve a holistic development for the students and faculties. To achieved this objectives, various cultural, sports and games activities are being organised. The college has a well established infrastructure for such activities.

A seminar hall equipped with good sound system, lighting system of the stage is used for hosting various cultural functions organised by the college. The college has an indoor sports facility in the Oakville campus which consist of a basketball court, table tennnis and badminton court. This facility is also used for hosting various programmes of the college especially during college week.

There is also a semi-imdoor facility which accomodate two badminton court, it is also utilised by the students as a hangout place during break or off periods. The college also has two open spaces, the Barbier park in the main campus and one openspace in the oakville campus where students relax, share ideas during their conversations.

The college is equipped with various sports items which are being monitored by the sports committee. The college hall is used for yoga sessions especially during the celebrations of International Yoga day. When required the school auditorium and basketball court adjacent to the college is being used by the college. The college is in the process of constructing and auditorium cum classroom facility for which the foundation stone was laid, which can accomodate most students for augmenting the existing indoor facilities for hosting various programme.

| File Description | Documents |
|---------------------------------------|---------------------------|
| Upload any additional information | View File |
| Paste link for additional information | Nil |

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class,

LMS, etc.

0

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

25

| File Description | Documents |
|---|---------------------------|
| Upload any additional information | No File Uploaded |
| Paste link for additional information | Nil |
| Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template) | View File |

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)**4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)**

693,6102867

| File Description | Documents |
|---|---------------------------|
| Upload any additional information | View File |
| Upload audited utilization statements | View File |
| Upload Details of budget allocation, excluding salary during the year (Data Template) | No File Uploaded |

4.2 - Library as a Learning Resource**4.2.1 - Library is automated using Integrated Library Management System (ILMS)**

The college is endowed with one main library with a good amount of space (approximately 580sq.metres). The library caters to all departments. The library is using the KOHA Software version 3.04.05. It is fully automated. Year of Automation- 2010 The library is spacious hall allowing for easy browsing.

Books /journals/periodicals are displayed for easy access There is a

separate teachers' corner for reading books, journals, periodicals etc. It has desktop computers and internet facility (strictly for academic purposes only) where students can browse e-contents, e-book, journals etc. The library is also equipped with a xerox facility. Most departments their own department library where certain books specific to the discipline are kept, these books are meant for both students of the department and the faculty members. There is a Library Awareness and Development Committee composed of selected teachers and the librarian, the role of the committee is to assist the improvement and enhance the functioning of the library. There is one audio-visual room attached to the library which is equipped with desktops and LCD projector. The College has a subscription membership to DELNET and INFLIBNET for accessing e-books and e-journals. Faculties used the department library and online resources, WiFi college facility.

| File Description | Documents |
|---------------------------------------|---------------------------|
| Upload any additional information | View File |
| Paste link for Additional Information | Nil |

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

B. Any 3 of the above

| File Description | Documents |
|--|---------------------------|
| Upload any additional information | View File |
| Details of subscriptions like e-journals, e-ShodhSindhu, Shodhganga Membership etc (Data Template) | No File Uploaded |

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

1,21,147

| File Description | Documents |
|--|---------------------------|
| Any additional information | View File |
| Audited statements of accounts | View File |
| Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template) | No File Uploaded |

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

128

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| Details of library usage by teachers and students | View File |

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

- The available bandwidth is 100 MBPS.
- The college have both LAN and WiFi Facility All faculty members have access to college WiFi, Students can access the internet only in the library for academic purpose
- The institution has 180 computers and 17 LCD Projectors.
- Licensed Software Each department is equipped with one Desktop, for departmental work.
- Each department have access to internet.
- There is one audio-visual room attached to the library.

| File Description | Documents |
|---------------------------------------|---------------------------|
| Upload any additional information | View File |
| Paste link for additional information | Nil |

4.3.2 - Number of Computers

152

| File Description | Documents |
|-----------------------------------|---------------------------|
| Upload any additional information | View File |
| Student – computer ratio | No File Uploaded |

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

| File Description | Documents |
|--|---------------------------|
| Upload any additional Information | No File Uploaded |
| Details of available bandwidth of internet connection in the Institution | View File |

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

6936102867

| File Description | Documents |
|---|---------------------------|
| Upload any additional information | View File |
| Audited statements of accounts. | View File |
| Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates) | No File Uploaded |

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The procedure and policy for maintaining and utilizing physical, academic and support facilities are regulated by the management of the college, the governing body and building committee. Lab assistant assist the faculties to look after the logistics of the lab. Each department prepares their own budget which is shared with the Principal on a regular basis and also meets to assess and discuss academic issues, students welfare, needs, requirements.

etc. The feedback committee prepares questionnaires to be filled by the students on the overall performances of the teachers, college facility etc. There are non-teaching staff; and other support staff who are responsible for the daily maintenance of the campus infrastructures. The duty of the support staff is to maintain cleanliness, beauty, and greenery of the campus. There are CCTV cameras installed in strategic locations in the campus. Apart from the library staff who look after the daily functioning of the library, the college have set up a Library Awareness and Development Committee, comprised of selected faculty members and the librarian. The focus of the committee is to assist and advice on the improvement and functioning of the library. There is a sports committee which comprised of selected faculty members to look after the sports and games of the college.

| File Description | Documents |
|---------------------------------------|------------------|
| Upload any additional information | No File Uploaded |
| Paste link for additional information | Nil |

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefitted by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefitted by scholarships and free ships provided by the Government during the year

1376

| File Description | Documents |
|---|---------------------------|
| Upload self attested letter with the list of students sanctioned scholarship | View File |
| Upload any additional information | View File |
| Number of students benefitted by scholarships and free ships provided by the Government during the year (Data Template) | View File |

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year**1**

| File Description | Documents |
|--|---------------------------|
| Upload any additional information | View File |
| Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template) | View File |

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

C. 2 of the above

| File Description | Documents |
|---|---------------------------|
| Link to institutional website | Nil |
| Any additional information | View File |
| Details of capability building and skills enhancement initiatives (Data Template) | View File |

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**583****5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year****583**

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template) | View File |

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

B. Any 3 of the above

| File Description | Documents |
|--|---------------------------|
| Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee | No File Uploaded |
| Upload any additional information | View File |
| Details of student grievances including sexual harassment and ragging cases | View File |

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

10

| File Description | Documents |
|---------------------------------------|---------------------------|
| Self-attested list of students placed | View File |
| Upload any additional information | View File |

5.2.2 - Number of students progressing to higher education during the year**5.2.2.1 - Number of outgoing student progression to higher education****204**

| File Description | Documents |
|--|---------------------------|
| Upload supporting data for student/alumni | View File |
| Any additional information | No File Uploaded |
| Details of student progression to higher education | View File |

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)**5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year****4**

| File Description | Documents |
|-------------------------------------|---------------------------|
| Upload supporting data for the same | View File |
| Any additional information | View File |

5.3 - Student Participation and Activities**5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year****5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.****9**

| File Description | Documents |
|--|---------------------------|
| e-copies of award letters and certificates | View File |
| Any additional information | No File Uploaded |
| Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template) | View File |

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

The College has an active Student Council body representing students from the 18 departments of the College. Every Department selects two representatives to represent their Department in the Students Council. Selection is made by the teachers of the Department wherein students who excel in academics, curricular and extra curricular activities having leadership qualities and a sense of responsibility are chosen as Department representatives. Members of the Students Council assist in carrying out various responsibilities that are assigned to them. Student Council assists during the admission process by setting up Helpdesks and providing necessary information to students seeking admission. They assist the teachers during programmes organised in the College like the Farewell, Felicitation, College Week, Seminars, Workshops etc. As members of the NSS, NCC or Rangers, they carry on additional responsibility. Further, in order to assist the faculty and management to carry out their responsibilities, students have been included as members in a number of Committees like the anti Ragging Committee, Students Welfare Committee, Discipline and Vigilance Committee. As members of these Committees they look into the overall welfare of the student committee; maintain the standards of the College by acting as watchdog and reporting any incident of indiscipline to the concerned authority. .

| File Description | Documents |
|---------------------------------------|---------------------------|
| Paste link for additional information | Nil |
| Upload any additional information | View File |

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)**5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year**

9

| File Description | Documents |
|--|---------------------------|
| Report of the event | View File |
| Upload any additional information | No File Uploaded |
| Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template) | View File |

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The Alumni Association of St. Mary's College (AASMC) was formed on September 5th September 2002, however it was registered only on the 15th January 2021 under the Meghalaya Societies Registration Act XII of 1983. The Constitution provides for the post of President, Vice President, General Secretary, Asst. General Secretary, Treasurer, 3 Executive Members, two Co-opted members; the tenure of the office bearers being three years. An Internal Alumni Committee was formed on 16th December 2004, with the Principal as the Chairperson; seven faculty members and two student representatives. The AASMC has been actively involved reaching out to the community through its extension activities. Pre-Christmas parties for the underprivileged children have been organised over the years. The working of the Association has however been handicapped due to the lack of funds. It intends to work on generating more funds to the Association and carry out more extension activities and reach out to the underprivileged section of society.

| File Description | Documents |
|---------------------------------------|---------------------------|
| Paste link for additional information | Nil |
| Upload any additional information | View File |

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

| File Description | Documents |
|-----------------------------------|------------------|
| Upload any additional information | No File Uploaded |

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The objectives of St. Mary's College are guided by the logo and motto of the college that are forged with the virtues of zeal, quality and integrity in the hearts of the learning young women on the one hand and the signification of continuity, growth and an openness to change with appropriate poise, strength and clarity of mind on the other hand.

The institutional distinctiveness is reflected in the governance of the college as follows:

- 1) The college caters only to young women of the region with priority to the educational needs of women belonging to the Scheduled Tribe category at large and those of the state in particular.
- 2) The college runs interdisciplinary and need based conventional academic programs with the aim to render inclusive education to its students.
- 3) The college practices both traditional/conventional and non-conventional methods/innovative methods of teaching and evaluation as it aspires to establish a system of teaching - learning evaluation so as to ensure maximum possible benefits to its students.

4) The college ensures that training is imparted to the students through value education classes with the objective that students grow as rationale person and woman of good character with compassion in their heart and with mission in their life to carry out their responsibilities.

| File Description | Documents |
|---------------------------------------|---------------------------|
| Paste link for additional information | Nil |
| Upload any additional information | View File |

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The college has always ensured the practice of decentralization and participative management in all spheres. The functioning of the institution at various levels of operation is highlighted below:

- 1) The Board of Management is the highest body of the college that is responsible for all round monitoring of the college. The Governing Body (GB) is the most important decision making body regarding all academic and administrative functioning of the college.
- 2) The college has also divided its educational administration to the Main Campus and the Oakville Campus. While at the highest level of administration is the Principal who is also the overall in charge of the Main Campus. Additionally, the Principal is assisted by the Vice Principal who is in charge of Oakville Campus.
- 3) The college comprises of 18 academic departments and the Head of Department (HOD) is responsible for all the academic matters of the Department.
- 4) Various committees are formed in the college, each committee comprises of teachers of the college, for coordinating important administrative, academic and co-curricular activities of the college. These include the Grievance Redressal Cell, Admission Committee, Examination Committee, Building Committee, etc
- 5) The Students Council comprises of some degree final year students selected from each department for their academic and co curricular achievement and leadership skills.

| File Description | Documents |
|---------------------------------------|---------------------------|
| Paste link for additional information | Nil |
| Upload any additional information | View File |

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The College has always emphasized on long term planning for growth and development. The framework of the plan is aimed at development of the college with reference to quality sustenance and quality enhancement. It intends to cover social, economic and spatial development. Key areas include improvement and augmentation of infrastructure, enhancing competency of students, development of faculty members, etc. as shown below:

Human Resource Management

1. Motivating the teachers to participate in Faculty Induction Program, Refresher's Course and Development Programs.
2. Encouraging the teachers to pursue research and undertake project works.
3. Organizing training programs for teaching and non - teaching staffs.

Infrastructure Development and Augmentation

1. Preparing a plan for construction of auditorium and building for classrooms and laboratories.
2. Construction of sports training centre.
3. Improvement of e - facility in the college.
4. Procurement of more equipment for laboratories and books for the library.

Teaching - learning and Evaluation

1. To identify shortcomings or gaps in the teaching - learning

process and address those problems through remedial teaching.

2. Inclusion of field work, industrial visits, educational excursions and extension activities such as outreach programs.

3. To improve the continuous evaluation process through sessional tests, assignments, seminar presentations, group discussions, project works etc.

| File Description | Documents |
|--|------------------|
| Strategic Plan and deployment documents on the website | No File Uploaded |
| Paste link for additional information | Nil |
| Upload any additional information | No File Uploaded |

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

Administrative Set Up: At the highest level of the administration is the Governing Body. It is headed by its President and is composed of representatives from North Eastern Hill University Shillong, Government of Meghalaya and teachers and parents' representatives. The Governing Body is totally responsible for the smooth functioning of both the academic and administrative sections. Each department is headed by the Head of Department who looks after the daily functions of the department.

Policies: Most of the policies related to academic matters like admission, internal assessments and examinations, co-curricular activities etc. are decided in the HODs meetings as well as in General Staff meetings. Meetings of the Governing Body are held regularly wherein decisions are taken on administrative matters and overall functioning of the college. IQAC meetings are held regularly to ensure quality enhancement.

Appointments: Recruitment of Government sanctioned post teachers is being done as per UGC guidelines as well as the state government rules and regulations for Deficit colleges. Appointments and service rules of the institution for the College - sanctioned post teaching and non - teaching staff is done by the College Management. Appointment of the Government sanctioned non - teaching staff is done by the college authority as per the state government rules for Deficit colleges.

| File Description | Documents |
|---|---------------------------|
| Paste link for additional information | Nil |
| Link to Organogram of the Institution webpage | Nil |
| Upload any additional information | View File |

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

| File Description | Documents |
|---|---------------------------|
| ERP (Enterprise Resource Planning) Document | View File |
| Screen shots of user interfaces | View File |
| Any additional information | View File |
| Details of implementation of e-governance in areas of operation, Administration etc (Data Template) | View File |

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

Teaching staff

Non Teaching Staff

- Staff Welfare Fund
- Contributory Provident Fund (CPF)
- Death cum retirement gratuity scheme
- Maternity Leave as per government rules
- Paternity leave as per government rules
- Other leaves as per service rules
- Admission Preference given to children of the staff for admission in the college.
- Separate facilities at the canteen are provided for the staff members.
- Availability of a full - time nurse and a sick room.

- Staff Welfare Fund
- Contributory Provident Fund (CPF)
- Death cum retirement gratuity scheme
- Maternity Leave as per government rules
- Paternity leave as per government rules
- Other leaves as per service rules
- Admission Preference given to children of the staff for admission in the college.
- Separate facilities at the canteen are provided for the staff members.
- Availability of a full - time nurse and a sick room.

| File Description | Documents |
|---------------------------------------|---------------------------|
| Paste link for additional information | Nil |
| Upload any additional information | View File |

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

0

| File Description | Documents |
|---|------------------|
| Upload any additional information | No File Uploaded |
| Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template) | No File Uploaded |

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

0

| File Description | Documents |
|--|------------------|
| Reports of the Human Resource Development Centres (UGCASC or other relevant centres). | No File Uploaded |
| Reports of Academic Staff College or similar centers | No File Uploaded |
| Upload any additional information | No File Uploaded |
| Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template) | No File Uploaded |

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

4

| File Description | Documents |
|---|------------------|
| IQAC report summary | No File Uploaded |
| Reports of the Human Resource Development Centres (UGCASC or other relevant centers) | No File Uploaded |
| Upload any additional information | No File Uploaded |
| Details of teachers attending professional development programmes during the year (Data Template) | No File Uploaded |

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

Each department provides updated profile of individual teacher to the IQAC at the end of the year. A standard questionnaire of Student's feedback is also conducted every year to collect information on teachers and other related components. This ensures the teacher's appraisal and evaluation from students' perspective. The institution also sets in place the Performance Appraisal System

by following the UGC regulation 2010 and subsequent amendments, through the submission of the PBAS of the teaching staff. The PBAS reflects the details of academic and research activities performed by the teacher during the year. The faculty provides information on participation in faculty development programs, workshops, seminars, etc. and involvement in curricular, co-curricular and extra-curricular activities. The appraisal for non teaching staff is done by the Head of the institution through review meetings held regularly

| File Description | Documents |
|---------------------------------------|---------------------------|
| Paste link for additional information | Nil |
| Upload any additional information | View File |

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The institution gives utmost importance to financial accountability and financial audit of the accounts is strictly done at regular intervals. Proper care is taken in the manner and procedure for maintaining all of its financial transactions throughout the year. Financial audit of the college is done at two levels i.e. Internal Audit and External Audit. Internal audit is done the Chartered Accountancy firm, Kiran Joshi Associates. External audit is carried out by the Auditor from the Director of Local Fund Audit, Government of Meghalaya. On completion of the audit, the reports are submitted to the Head of the Institution. The Head of the institution and the accountant made a follow up on the reports and took all necessary steps to act on any objection and recommendation.

| File Description | Documents |
|---------------------------------------|---------------------------|
| Paste link for additional information | Nil |
| Upload any additional information | View File |

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during

the year (INR in Lakhs)

| File Description | Documents |
|---|------------------|
| Annual statements of accounts | No File Uploaded |
| Any additional information | No File Uploaded |
| Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template) | No File Uploaded |

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The major sources of the institutional receipts/funding are Deficit Grant-in-Aid from the Government of Meghalaya and students fee. The college uses the finance according to the allotment of funds for various purposes. The deficit, if any, is managed from the balance of the previous years. Additional funds are obtained through Rashtriya Uchchatar Shiksha Abhiyan (RUSA) for Infrastructures and Equity Initiatives. The College mobilizes additional funding in the form of rentals from the support facilities like Canteen, Hostel etc. Revenue is also generated in the form of Central Fee collected from the State and Central Government and from various agencies for the use of classrooms for competitive examinations. The teachers are encouraged to apply for external funding from government and non-government agencies for research and conduct of seminars, workshops and students activities.

The college is transparent and accountable. Each department is allotted fund for conducting workshops, seminars, educational trips and other co-curricular activities. The Head of Department prepares the budget proposal for laboratory equipments and other requirements of the department concerned and procurement is carried out after approval from the Head of the Institution.

On optimal utilization of resources, fees collected from students is utilized for salary, building maintenance, college week activities, library books, internet, exposure programs field trips, etc.

| File Description | Documents |
|---------------------------------------|------------------|
| Paste link for additional information | Nil |
| Upload any additional information | No File Uploaded |

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

. The IQAC was formed in January 2005 as per of the requirements of the National Assessment and Accreditation Council (NAAC) as a post accreditation quality sustenance activity. The IQAC comprising of members from both the Teaching and Non-teaching Staff as well as representatives from University and society has taken up various activities for the upliftment of the college:

- Initiated meetings with all the Departments to promote quality in the teaching-learning process.
- Constituted different Committees, cells and clubs for promoting a healthy and conducive environment for both the staff and students.
- Regular meetings of the IQAC are conducted under the chairmanship of the Principal with the fixed agenda and suggestions are taken from all the members of the IQAC for the improvement and better implementation of curriculum.
- The faculty members have been encouraged to participate in Faculty Induction Program, Refresher Courses, Workshops, Seminars and Conferences related to teaching-learning process and research.
- The Departments have been encouraged to organize Seminars, Popular Talks, etc. for the students.
- Provides platform for the students to participate in Intra-college and inter-college level co-curricular and extra-curricular activities and competitions.
- Taken up the task to process the placement and promotion of teachers under the Career Advancement Scheme.

| File Description | Documents |
|---------------------------------------|------------------|
| Paste link for additional information | Nil |
| Upload any additional information | No File Uploaded |

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The IQAC, with the Principal as the Chairperson, reviews the institution's teaching-learning process, structures and methodologies of operations and learning outcomes at periodic intervals by implementing the following:

- **Students's feedback:** Through the Students Feedback Committee, the IQAC obtain feedback from all the students on faculty, teaching learning process and evaluation. The students' feedback is thoroughly evaluated and analyzed so that it significantly depicts the actual quality of teaching learning process.
- **Syllabus Monitoring:** The Principal (Chairperson IQAC) acquires information on the academic progress of each department and provides necessary suggestions and directions as required.
- **Remedial Classes:** The teachers conduct remedial classes and revision for the students wherever needed. These classes provide re-enforcement of learning especially for those areas which are not used often or which were not understood completely by the students. They also provide necessary correct foundation to rectify past mistakes and improve future learning.
- **Mentoring Classes:** Mentoring sessions are conducted for students in order to guide and motivate them towards their future career development, improve their learning skills, strengthen their capabilities and improving their personality development. Each teacher in the department is assigned with the task of mentoring a group of students and is required to conduct at least two meetings with their mentees in an academic session.

| File Description | Documents |
|---------------------------------------|------------------|
| Paste link for additional information | Nil |
| Upload any additional information | No File Uploaded |

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives

C. Any 2 of the above

**with other institution(s) Participation in NIRF
any other quality audit recognized by state,
national or international agencies (ISO
Certification, NBA)**

| File Description | Documents |
|--|------------------|
| Paste web link of Annual reports of Institution | Nil |
| Upload e-copies of the accreditations and certifications | No File Uploaded |
| Upload any additional information | No File Uploaded |
| Upload details of Quality assurance initiatives of the institution (Data Template) | No File Uploaded |

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

During the year 2021-2022, the following departments have conducted programmes to sensitize on gender related issues:

Department of Botany

Poster making on the theme "Women's power" on account of International Women's Day by the 6th semester Botany Honours Students on 3rd March 2022.

Department of Khasi

"Short speech" on the theme "Ki Kynthei ha ka Imlang Sahlang" on the occasion of International Women's Day on 8th March 2022.

Counselling - Full time counsellor is present at all times for the students in campus.

Common Room and Parks are available for the students to spend their free periods.

| File Description | Documents |
|--|---|
| Annual gender sensitization action plan | Nil |
| Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information | https://drive.google.com/file/d/1pEHB1I9Y6nujReMlVjdOVcCRI7h0WmX9/view?usp=share_link |

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

D. Any 1 of the above

| File Description | Documents |
|--------------------------------|---------------------------|
| Geo tagged Photographs | View File |
| Any other relevant information | No File Uploaded |

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

The College has installed facilities for separation of dry and wet waste.

The College has arrangements with the local municipalities for disposal of all waste that is generated in campus.

There are properly constructed pipelines and drains for disposal of liquid waste.

| File Description | Documents |
|---|---|
| Relevant documents like agreements/MoUs with Government and other approved agencies | No File Uploaded |
| Geo tagged photographs of the facilities | https://drive.google.com/file/d/1_qyJ9PtHiv5SfU5wHyExudF1_QEicJM7/view?usp=share_link |
| Any other relevant information | No File Uploaded |

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

B. Any 3 of the above

| File Description | Documents |
|---|---------------------------|
| Geo tagged photographs / videos of the facilities | View File |
| Any other relevant information | No File Uploaded |

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

- 1.Restricted entry of automobiles**
- 2.Use of Bicycles/ Battery powered vehicles**
- 3.Pedestrian Friendly pathways**
- 4.Ban on use of Plastic**
- 5.landscaping with trees and plants**

B. Any 3 of the above

| File Description | Documents |
|--|---------------------------|
| Geo tagged photos / videos of the facilities | View File |
| Any other relevant documents | View File |

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the

E. None of the above

**following 1.Green audit 2. Energy audit
3.Environment audit 4.Clean and green
campus recognitions/awards 5. Beyond the
campus environmental promotional activities**

| File Description | Documents |
|---|------------------|
| Reports on environment and energy audits submitted by the auditing agency | No File Uploaded |
| Certification by the auditing agency | No File Uploaded |
| Certificates of the awards received | No File Uploaded |
| Any other relevant information | No File Uploaded |

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

C. Any 2 of the above

| File Description | Documents |
|--|---------------------------|
| Geo tagged photographs / videos of the facilities | View File |
| Policy documents and information brochures on the support to be provided | No File Uploaded |
| Details of the Software procured for providing the assistance | No File Uploaded |
| Any other relevant information | No File Uploaded |

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The various departments are actively involved in

organizing, conducting and disseminating awareness on various topics relevant to culture, region, language and communal diversities the reports of which have been uploaded in the files below. Due to the pandemic most of these programmes were conducted on the virtual platform.

| File Description | Documents |
|--|---------------------------|
| Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution) | View File |
| Any other relevant information | No File Uploaded |

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The staff and students were involved in several programmes that are relevant to the rights, duties and responsibilities as good citizens directly and indirectly. The files are uploaded in the table below.

| File Description | Documents |
|--|---------------------------|
| Details of activities that inculcate values; necessary to render students in to responsible citizens | View File |
| Any other relevant information | No File Uploaded |

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

A. All of the above

| File Description | Documents |
|--|---------------------------|
| Code of ethics policy document | View File |
| Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims | No File Uploaded |
| Any other relevant information | No File Uploaded |

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

Several programmes were organized and conducted on the virtual platform. Celebrations of National and International Commemorative days are a part and parcel of the extra curricular activities of various departments of the college. Students have actively participated in various programme conducted in the college as well as those conducted in other colleges.

| File Description | Documents |
|---|---------------------------|
| Annual report of the celebrations and commemorative events for the last (During the year) | View File |
| Geo tagged photographs of some of the events | View File |
| Any other relevant information | No File Uploaded |

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

1. Administrative and Community Oriented Best Practices The research cell provides information and aids in promoting research. The College is committed in providing quality and inclusive education to students from socially challenged areas and diverse backgrounds. Discipline committee maintains discipline. Library is an institutional member of INFLIBNET and DELNET. Both campuses have CCTV cameras for safety purposes.

2. All-Round Development, Learning and Placement of Students The student's placement cell organises programmes with TCS, Anudip Foundation, S10, etc. Online platforms are used for delivery of lectures and materials. Every department has a

personal department ID and all staff are provided with college email ID. Mentoring programmes are carried on in order to address academic and personal issues of students. Specially designed value education classes are held every week. Several programs on environmental awareness, tree plantation and waste management are organised with the students and in the communities. Students are exposed to field based activities to reach out to the under-privileged, differently abled, elderly of the society. NSS, NCC, RANGERS and health clubs, alumni and sports are actively involved in tree plantation, blood donation, cleaning drives, etc. Responsibilities and Awareness of students as dutiful citizens is encouraged through celebrations of Independence Day, Birth and Death Anniversaries of great leaders. The alumni association of the college is widespread and many hold important positions in society.

| File Description | Documents |
|--|---------------------------|
| Best practices in the Institutional web site | View File |
| Any other relevant information | No File Uploaded |

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

The College is run by the congregation of Our Lady of the Missions whose work was education of women and children. The sisters are committed working with women because educating women means educating families and building a better world. The objectives of the College are guided by the motto and the coat of arms, the inculcation of zeal, integrity. The Curriculum has been designed to include Value Education, Moral Ethics and Scriptures classes aimed at nurturing the positive values, coping with stress and inculcating spiritual values. Compulsory Environmental Studies are aimed at promoting necessary knowledge and sensitivity towards the environment. The College has taken the initiative to go green and making efforts to be plastic free. All students are encouraged to join the NSS/NCC/Youth Red Cross/Rangers to nurture National Responsibilities. Alumni are in eminent positions and support the institute whenever needed. The College conducts national and international commemorative days every year. The College conducts various co-curricular activities through its various associations, clubs and units along with the students' affairs committees like Health club, cyber tech club, NCC, NSS, Rangers and Youth Red Cross. The College has linked up with Indira Gandhi National Open University (IGNOU) in opening a centre in the College campus which offers

certificate, diploma courses and a Master's programme in Dietetics, food service management.

| File Description | Documents |
|--|---------------------------|
| Appropriate web in the Institutional website | View File |
| Any other relevant information | No File Uploaded |

7.3.2 - Plan of action for the next academic year

1. Green Audit

2. Solar panels for sources of energy

3. Waste Management Records and Composting dry within campus

4. Organizing programmes on sensitizing Constitutional Rights, obligations and duties etc for employees and students

5. Additional Certificate and Add on courses