Saint Mary's College

(Affiliated to North Eastern Hill University - NEHU)

Annual Quality Assurance Report (AQAR)

January 2013-June 2014

Submitted by,

Internal Quality Assurance Cell (IQAC)

Saint Mary's College, Shillong

Laitumkhrah, Shillong-793003, India

The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

1. Details of the Institution

1.1 Name of the Institution

> SAINT MARY'S COLLEGE

1.2 Address Line 1

> LAITUMKHRAH

Address Line 2

> UPLAND ROAD

City/Town

> SHILLONG

State

> MEGHALAYA

Pin Code

> 793003

Institution e-mail address

> principal@smcs.ac.in

Contact Nos.

> 0364-2224716/2501820/2501053

Name of the Head of the Institution:

> DR. (Sister) MARY HARRIET, RNDM

Tel. No. with STD Code:

> 0364-2224716

Mobile:

> +91-9862105493

Name of the IQAC Co-ordinator:

> DR. (MRS) KOBITA DEKA

Mobile:

> **+91-9436104526**

IQAC e-mail address:

> **iqacsmcs@gmail.com;**
> **iqac@smcs.ac.in**

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)*

> EC/54/RAR/037

1.4 **NAAC Executive Committee No. & Date:**
  (For Example EC/32/A&A/143 dated 3-5-2004.
  This EC no. is available in the right corner- bottom
  of your institution's Accreditation Certificate)

> EC/54/RAR/037

1.5 Website address:

> **www.smcs.ac.in**

Web-link of the AQAR:

> **www.smcs.ac.in/sites/default/files/AQAR2013.pdf**

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	A	-	2004	5
2	2nd Cycle	A	3.05	2011	5
3	3rd Cycle				
4	4th Cycle				

1.7 Date of Establishment of IQAC:

> 05/01/2005

1.8 **AQAR for the year** *(for example 2010-11)*

> January 2013-June 2014

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((*for example AQAR 2010-11submitted to NAAC on 12-10-2011*)

S. No.	AQAR Report	Submitted on
1.	AQAR 2010 – 11	20/07/2011
2.	AQAR 2011-12	12/12/2012
3.	AQAR 2012	23/10/2013
4.	AQAR 2013-14	19/11/2014

1.10 Institutional Status

University   State ☐ Central ☐ Deemed ☐ Private ☐

Affiliated College   Yes ✓   No ☐

Constituent College   Yes ☐   No ✓

Autonomous college of UGC   Yes ☐   No ✓

Regulatory Agency approved Institution   Yes ☐   No ✓

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution   Co-education ☐   Men ☐   Women ✓

Urban ✓   Rural ☐   Tribal ☐

Financial Status   Grant-in-aid ✓   UGC 2(f) ✓   UGC 12B ✓

Grant-in-aid + Self Financing ☐   Totally Self-financing ☐

1.11 Type of Faculty/Programme

Arts ✓   Science ✓ Commerce ✓ Law ☐   PEI (Phys Edu) ☐

TEI (Edu) ☐ Engineering ☐   Health Science ☐   Management ☐

Others   (Specify)   . Home science, BCA

1.12 Name of the Affiliating University:

NORTH EASTERN HILL UNIVERSITY (NEHU)

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

University with Potential for Excellence | UGC-CPE

DST Star Scheme ✓ UGC-CE

UGC-Special Assistance Programme | DST-FIST ✓

UGC-Innovative PG programmes | Any other (*Specify*) | UGC, IGNOU

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers | 10

2.2 No. of Administrative/Technical staff | -

2.3 No. of students | -

2.4 No. of Management representatives | 1

2.5 No. of Alumni | -

2. 6 No. of any other stakeholder and

     community representatives | -

2.7 No. of Employers/ Industrialists | -

2.8 No. of other External Experts | -

2.9 Total No. of members | 11

2.10 No. of IQAC meetings held: 10

2.11 No. of meetings with various stakeholders: No. [✓]   Faculty [   ]

    Non-Teaching Staff Students [   ]   Alumni [   ]   Others [   ]

2.12 Has IQAC received any funding from UGC during the year?   Yes [✓]   No [   ]

    If yes, mention the amount   3, 00,000/-

2.13 Seminars and Conferences (only quality related)

    (i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

    Total Nos. [1]   International [   ]   National [✓]   State [   ]   Institution Level [   ]

    (ii) Themes | Burning Environmental Issues – risk to bio-diversity and human health with special reference to Northeast India

2.14 Significant Activities and contributions made by IQAC

    ANNEXURE-I

2.15 Plan of Action by IQAC/Outcome

    The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
ANNEXURE-II(a)	**ANNEXURE-II(b)**

    * *Attach the Academic Calendar of the year as Annexure.*

2.15 Whether the AQAR was placed in statutory body   Yes [   ]   No [✓]

    Management [   ]   Syndicate [   ]   any other body [   ]

    Provide the details of the action taken

    NIL

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG	1			
UG	5			
PG Diploma				
Advanced Diploma				
Diploma	2			
Certificate	5			
Others				
Total	13			

Interdisciplinary				
Innovative				

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options   NA
(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	
Trimester	
Annual	✓

1.3 Feedback from stakeholders*   Alumni ☐   Parents ☐   Employers ☐   Students ✓
(On all aspects)

Mode of feedback : Online ☐ Manual ✓ Co-operating schools (for PEI) ☐

*Please provide an analysis of the feedback in the Annexure

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

> Done by North Eastern Hill University (NEHU), 2009

1.5 Any new Department/Centre introduced during the year. If yes, give details.

> NO

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
92	33	42	0	17

2.2 No. of permanent faculty with Ph.D.

23

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
2	1	0	0	0	0	2	0	4	1

2.4 No. of Guest and Visiting faculty and Temporary faculty

13

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	5	90	10
Presented papers	9	16	0
Resource Persons	7	5	9

2.6 Innovative processes adopted by the institution in Teaching and Learning:

Computer Science department developed an Online repository of BCA course which includes slides, video lectures of the teachers, assignments for students etc. The students can access these materials at any time in the college using Wi-Fi facility.

2.7 Total No. of actual teaching days during this academic year

180

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

NO

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

14

2.10 Average percentage of attendance of students :   75%

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A.	777	4	5	41	43	74
B.Sc.	96	25	45	40	0	95
B.Com	104	0	0	16	77	92
B.C.A.	23	23	67	9	0	76
B.Sc. Home Sc.	35	55	55	45	0	86

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

- By setting bench marks for monitoring and evaluation system.

- Students are evaluated through internal tests, Seminars and assignments.

- The entry and exit performances of students are analysed.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	5
UGC – Faculty Improvement Programme	2
HRD programmes	
Orientation programmes	4
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	4
Others	

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	5	-	-	-
Technical Staff	10	-	-	-

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

Teachers were encouraged to take up major/ minor research projects response from teachers was satisfactory.

3.2   Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	NIL	NIL	NIL	NIL
Outlay in Rs. Lakhs				

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	5	1	2	5
Outlay in Rs. Lakhs	2,15,000/-			

3.4   Details on research publications

	International	National	Others
Peer Review Journals	17	12	4(Regional)
Non-Peer Review Journals			
e-Journals			
Conference proceedings			

3.5 Details on Impact factor of publications:

Range ☐   Average ☐   h-index ☐   Nos. in SCOPUS ☐

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects	2	UGC	2,15000	-
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects *(other than compulsory by the University)*				
Any other(Specify)				
Total			2,15000	

3.7 No. of books published   i) With ISBN No. **1**   Chapters in Edited Books **2**

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP   CAS   DST-FIST

DPE   DBT Scheme/funds **4**

3.9 For colleges   Autonomy   CPE   DBT Star Scheme

INSPIRE   CE   Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number		1	1		
Sponsoring agencies					

3.12 No. of faculty served as experts, chairpersons or resource persons **7**

3.13 No. of collaborations   International   National   Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From Funding agency   From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	
	Granted	
International	Applied	
	Granted	
Commercialised	Applied	
	Granted	

3.17 No. of research awards/ recognitions   received by faculty and research fellows
     Of the institute in the year

Total	International	National	State	University	Dist	College

3.18 No. of faculty from the Institution
       who are Ph. D. Guides
     and students registered under them

3.19 No. of Ph.D. awarded by faculty from the Institution

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF   SRF   Project Fellows   Any other

3.21 No. of students Participated in NSS events:

University level   State level   1800

National level   International level

3.22 No. of students participated in NCC events:

University level   State level   50

National level   International level

3.23 No. of Awards won in NSS:

University level   State level

National level   International level

3.24 No. of Awards won in NCC:

University level   State level

National level   International level

3.25 No. of Extension activities organized

University forum [   ]   College forum [3]

NCC [6]   NSS [11]   Any other [   ]

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- Visited old age Home and orphanage(5 Nos)
- 1 day exposure and three days health and nutrition programme was conducted in the adopted village.

Criterion – IV
4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	15.99 acres			
Class rooms	37			
Laboratories	12			
Seminar Halls	2			
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	469(approx)	87		
Value of the equipment purchased during the year (Rs. in Lakhs)	1,27,76,647(approx)	20,90,082	UGC/ DBT	
Others				

4.2 Computerization of administration and library

ANNEXURE-III

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	20,809	NA	1,056	5,40,595	21,865	
Reference Books	1,532		65	69,772	1,594	
e-Books	N-LIST					
Journals	32					
e-Journals	N-LIST					
Digital Database						
CD & Video					164	
others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	162	3	1	1	1			
Added	18							
Total								

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

ANNEXURE-IV

4.6 Amount spent on maintenance in lakhs :

i) ICT | NIL |

ii) Campus Infrastructure and facilities | 17, 50,622 |

iii) Equipments | 20, 90,082 |

iv) Others | 78, 97,673 |

Total: | 1, 17, 38, 377 |

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

> Awareness is brought through
> - Academic Calendar
> - Department and college notice board.
> - Public addressing system
> - Student council
> - Student service centre/ bulletin board

5.2 Efforts made by the institution for tracking the progression

> Monitoring attendance, conducting internal examinations

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1941	10	0	0

(b) No. of students outside the state

373

(c) No. of international students

6

Men

No	%

Women

No	%
1947	100

Last Year(2012)						This Year(2013)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
211	19	1660	19	10	1909	207	19	1690	35	0	1951

Demand ratio   1:4   Dropout % 25

5.4 Details of student support mechanism for coaching for competitive examinations (if any)

> **NIL**

No. of students beneficiaries   NIL

5.5 No. of students qualified in these examinations

NET [ ]   SET/SLET [ ]   GATE [ ]   CAT [ ]

IAS/IPS etc [ ]   State PSC [ ]   UPSC [ ]   Others [ ]

5.6 Details of student counselling and career guidance

ANNEXURE-V

No. of students benefitted: 1600

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
NIL	NIL	NIL	NIL

5.8 Details of gender sensitization programmes

NIL

5.9 Students Activities

5.9.1   No. of students participated in Sports, Games and other events

State/ University level   84   National level   4   International level [ ]

No. of students participated in cultural events

State/ University level   2   National level   1   International level [ ]

5.9.2   No. of medals /awards won by students in Sports, Games and other events

Sports: State/ University level | 5 | National level | | International level | |

Cultural: State/ University level | 1 | National level | | International level | |

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	0	0
Financial support from government	2,154	83,33,455.00
Financial support from other sources	02	85040.00
Number of students who received International/ National recognitions	0	0

5.11   Student organised / initiatives

Fairs   : State/ University level | | National level | | International level | |
Exhibition: State/ University level | | National level | | International level | |

5.12   No. of social initiatives undertaken by the students | 4 |

5.13 Major grievances of students (if any) redressed: NIL

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

ANNEXURE-VI

6.2 Does the Institution has a management Information System

NO, process has been initiated and serious consideration is being taken place in order to implement it.

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

As per NEHU norms

6.3.2 Teaching and Learning

ANNEXURE-VII

6.3.3 Examination and Evaluation

Transparent evaluation system: Evaluation and examination procedures: Computer technology is used to prepare student roll numbers and in preparation of question papers.

6.3.4 Research and Development

The College has constituted a research committee to promote faculty research, projects and publications. Sanction letter for establishment of Biotech Hub sponsored by DBT for better research facilities.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Improvement of library services by adding more books, journals and e-facility. The automation of the library was completed during the current year.

6.3.6 Human Resource Management

Organising orientation programme workshops, seminars, educational tour, and career oriented programmes

6.3.7 Faculty and Staff recruitment

As per the norms of UGC & DHTE

6.3.8 Industry Interaction / Collaboration

Mass communication and journalism, Human nutrition and community health care.

6.3.9   Admission of Students

ANNEXURE- VIII

6.4 Welfare schemes for

Teaching	NIL
Non teaching	NIL
Students	NIL

6.5 Total corpus fund generated

NIL

6.6 Whether annual financial audit has been done   Yes ✔   No ☐

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	NO	NO	YES	IQAC Team
Administrative	NO	NO	NO	-

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes   Yes ☐   No ✔

For PG Programmes   Yes ☐   No ✔

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

NIL

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

NIL

6.11 Activities and support from the Alumni Association

- Platinum jubilee celebration along with alumni.
- Pre-Christmas party for less privilege children.
- Alumni association help in cash and kind for organising such programme.

6.12 Activities and support from the Parent – Teacher Association

NIL

6.13 Development programmes for support staff

NIL

6.14 Initiatives taken by the institution to make the campus eco-friendly

- Raising flower garden.
- Organising cleaning drive inside/outside the college campus.
- Eco-friendly baskets have been placed all over the campus to collect the garbage.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

- Use of audio-visual classrooms.
- Seminar presentations by students using LCD Projector.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

- Each department prepares own annual plan at the beginning of the session and annual report is submitted at the end of the year.

7.3 Give two Best Practices of the institution *(please see the format in the NAAC Self-study Manuals)*

ANNEXURE-IX

7.4 Contribution to environmental awareness / protection

ANNEXURE -X

7.5 Whether environmental audit was conducted?   Yes [ ]   No [✓]

7.5 Whether environmental audit was conducted?   Yes [ ]   No [✓]

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)
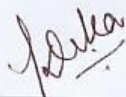
ANNEXURE-XI

8. Plans of institution for next year:

- To establish Parent teacher association.
- To install smart boards in classrooms, extend ICT infrastructure.
- More measure to make clean, green and plastics free campus.
- To initiate Staff Welfare scheme.
- To organise free medical camp.
- To organise National Seminar from IQAC.

Name: **Dr.(Ms) Kobita Deka**

Signature of the Coordinator, IQAC

Co-Ordinator
IQAC
St. Mary's College
Shillong-793 003

Name : **Dr(Sister) Mary Harriet, RNDM**

Signature of the Chairperson, IQAC

Principal
St. Mary's College
Shillong

***

ANNEXURE- I

Significant contribution made by IQAC on Quality Enhancement during current year:

- Preparation of academic calendar of activities and publication of Students' Handbook for the current year.
- Preparation of a new College prospectus.
- Supervision of admission process to ensure equal opportunities to aspiring applicants irrespective of caste, creed and religion.
- Emphasized on the importance of student participation in the certificate programmes offered by the institution which is aimed to ensure a holistic growth of the students.
- Strengthened the academic structure of the college by forming different Committees/Clubs/Cells to address the needs of the students in curricular as well co-curricular aspects.
- Documented the activities and achievements of departments/Committees/Clubs/Cells from reports submitted to IQAC at the end of each year.

ANNEXURE – II (a)

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

ANNEXURE – II (b)

- 5 minor research projects completed, one ongoing and two new sanctioned.
- 17 international, 12 national and 4 regional research papers published in peer review journals.
- 1 national seminar, 1 college level seminar and 1 departmental workshop was organized.

ANNEXURE-III

Computerization of administration and library

Library is equipped with KOHA, open software for online booking of books in the library. The students also query about books, journals etc through our web base interface. College campus is totally networked with Wi-Fi and LAN Connectivity. All the departments are provided with computer and internet facilities.

The institution was registered to N-LIST (National Library and Information Service for scholarly Content) on 30-08-2012. Through this the students and teachers have access to over 97,000 e-books and more than 6000 e- journals.

ANNEXURE-IV

- A two day workshop on "Modern Web Application with HTML5" was conducted on 20th & 21st June 2014
- Every year the Department of Computer Science conducts Computer Awareness Programme (CAP), imparting the basic knowledge of Microsoft Office to all the 2nd year students was conducted in the year 2013
- An interactive talk on Photography – Perception through Lens, was conducted on 24th August 2013 by Mr. Thomas Lim, Editor Cum Publisher, Meghalaya Times

  Technology Up gradation
    - Up gradation of server RAM
    - Server storage space expanded to 2TB
    - All Classroom has been equipped with the inclusion of new batteries
    - Network unmanaged switches upgraded to 1Ghz managed network switch

ANNEXURE-V

- In June- July 2013, Ms Emma Jyrwa, College Counselor, served as a resource person for the Personality Development Certificate Course for 3rd year students of St. Mary's College. The course was organized by the Department of Education, St. Mary's College.

- In July 2013, the Career Placement and Counselling Cell of the College held a 2-day training programme for the BCA 2nd year and 3rd year students on 'Life Skills Training'. Ms Emma Jyrwa, College Counselor, was the resource person for the training programme.

- In July 2013, the Career Placement and Counselling Cell of the College conducted a 7-day training programme for the Clinical Nutrition and Dietetics 2nd year and 3rd year students on 'Self Awareness'. Ms Emma Jyrwa, College Counselor, was the resource person for the programme.

- The Career Placement and Counselling Cell of the College conducted an appraisal programme in collaboration with NIIT, Shillong on 20th August 2013 to inform the students of various Government schemes available for them so as to enable them to take up various computer courses in NIIT. Mr Ravi Chettri was the representative from NIIT who conducted the appraisal programme. BA 3rd year and 2nd year (Morning and Day) students of the college attended the programme. An enrolment drive was conducted after the programme. The programme was conducted by Ms Emma Jyrwa and Mr Joshua Rynjah.

- On 19th August Ms Emma Jyrwa, Co-ordinator of The Career Placement and Counselling Cell of the College, was inducted as a member into the Youth Red Cross, St. Mary's College Unit. She participated in the 2nd Investiture Ceremony of the Youth Red Cross, St. Mary's College Unit.

- On 19th August Mr Joshua Rynjah, member of The Career Placement and Counselling Cell of the College, was inducted as a member into the Youth Red Cross, St. Mary's College Unit. He participated in the 2nd Investiture Ceremony of the Youth Red Cross, St. Mary's College Unit.

- On 31st October the Career Placement and Counseling Cell of the college in collaboration with Manipal College of Allied Health Services (MCOAHS) conducted an appraisal programme for Class XII Science students to appraise them of options in Allied Health Services after their Higher Secondary Course. Ms Emma Jyrwa and Mr. Joshua Rynjah conducted the programme.

- The Career Placement and Counseling Cell of the College conducted a 1-year training programme on 'Life Skills Training' for the BSc Home Science students. Ms Emma Jyrwa, College Counselor, was the resource person for the training programme.

ANNEXURE-VI

Saint Mary's College is an institution steeped in history and tradition but with an eye to the future. The objectives of the college are guided by the motto and the coat of arms. the inculcation Of zeal , integrity and quality of the young. The College dreams of imparting an inclusive education, reaching out to students from the socially challenged areas and diverse backgrounds in a wonderful and conducive atmosphere, thus enabling the youth to grow together. The vision of drawing out the best from each individual is expressed and effort to offer an all-round education in imparting life skills is the focus of the college.

ANNEXURE-VII

- An institution with easy accessibility to tribal girl students imparting value based education to all the students and with committed and qualified staff.
- Adequate ICT enabled infrastructure in teaching and learning

ANNEXURE-VIII

- Student Admission: Data of applicants are entered in computer and selection for admission is done according to merit.
- Student records: Details such as student bio-data, academic performance, contact numbers, categories (SC/ST/OBC/General), course opted, subject combinations etc. are stored in the computer.

- Regular classes on value education/Catechism/Scriptures etc.
- Student has to maintain certain dress code.
- Felicitation programme for the pass out students are conducted annually and extra credits is given for the rank holders.
- Orientation programme are organised once in a year.
- Morning assembly is conducted by the student daily followed by important announcement.

ANNEXURE-X

- A national seminar was conducted on collaboration with state council of science and technology and environment shillong on 15th and 16 May 2013. The topic of the seminar is burning environmental issues: Risk to biodiversity and human health with reference to Northeast India
- Department of Botany and Zoology held a poster campaign on "***world environment day***".
- Environmental studies to degree third Year (as per NEHU syllabus)

ANNEXURE-XI

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

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

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

Identified challenges/threats from SWOT analysis
- To acquire additional land and strengthen infrastructure
- To nourish institute- industry alliances and collaborations.