Saint Mary's College

(Affiliated to North Eastern Hill University-NEHU)

Annual Quality Assurance Report (AQAR)

July 2014-June 2015

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

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. *(Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)*

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

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)*   EC/54/RAR/037

OR

1.4 **NAAC Executive Committee No. & Date:**   EC/54/RAR/037
(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)

1.5 Website address: www.smcs.ac.in

Web-link of the AQAR: www.smcs.ac.in/sites/default/files/AQAR2014-2015

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 :   DD/MM/YYYY   05/01/2005

1.8 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

1.9 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 ☐

1.10 Type of Faculty/Programme

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

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

Others   (Specify)   Home Science, BCA

1.11 Name of the Affiliating University   NORTH EASTERN HILL UNIVERSITY (NEHU)

1.12 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-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers   7

2.2 No. of Administrative/Technical staff   1

2.3 No. of students   1

2.4 No. of Management representatives   1

2.5 No. of Alumni   1

2. 6 No. of any other stakeholder and

   community representatives   2

2.7 No. of Employers/ Industrialists   1

2.8 No. of other External Experts | 2 |

2.9 Total No. of members | 16 |

2.10 No. of IQAC meetings held   5

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 | |

2.13 Seminars and Conferences (only quality related)

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

Total Nos. | - | International | | National | | State | | Institution Level | |

(ii) Themes | - |

2.14 Significant Activities and contributions made by IQAC

| **ANNEXURE-1** |

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

Part – B

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
(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) ☐

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
	32	43	0	16

2.2 No. of permanent faculty with Ph.D.

22

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
10	-	-	-	-	-	3	-	13	-

2.4 No. of Guest and Visiting faculty and Temporary faculty

5		

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	-	1	
Presented papers	1	15	
Resource Persons	-	-	12

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

228

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

15

2.10 Average percentage of attendance of students

80%

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. III	368	15	8	163	149	87.88
B. Sc. III	69	11	28	38	03	100.00
B.Com. III	47	-	-	01	33	89.36
B.C.A. III	04	-	04	-	-	100.00
B. H. Sc. III	18	11	13	03	-	88.88

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
- From the feedback report of the students

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	4
UGC – Faculty Improvement Programme	6
HRD programmes	-
Orientation programmes	123
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	3/-/19
Others	29

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	7	-	-	-
Technical Staff	19	-	-	-

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 and response was satisfactory

3.2   Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	3	-	3	3

Outlay in Rs. Lakhs	78,000			

3.4   Details on research publications

	International	National	Others
Peer Review Journals	4	1	-
Non-Peer Review Journals	-	13	-
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	3	UGC	78,000	78,000
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects *(other than compulsory by the University)*	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	-	-

3.7 No. of books published   i) With ISBN No.   [3]   Chapters in Edited Books [ ]

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

Level	International	National	State	University	College
Number				1	7
Sponsoring agencies				NEHU	St. Mary's College

organized by the Institution

3.12 No. of faculty served as experts, chairpersons or resource persons ┌────┐ 12 └────┘

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 800

National level ☐   International level ☐

3.22 No. of students participated in NCC events:

University level ☐   State level 57

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 3

National level ☐   International level ☐

3.25 No. of Extension activities organized

University forum ☐   College forum ☐

NCC 3   NSS 3   Any other ☐

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

- Visiting old age home and rehabilitation centre.

- One day exposer 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	15.99acres			
Class rooms	37			
Laboratories	14			
Seminar Halls	2			
No. of important equipments purchased ($\geq$ 1-0 lakh) during the current year.	520	33 25 3	UGC DBT COLLEGE	
Value of the equipment purchased during the year (Rs. in Lakhs)		7,88280 19,97815 1,88870	UGC DBT COLLEGE	
Others (Including salary etc.)		1294,26718		

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	21865	NA	550	2,80150	2,2414	
Reference Books	1604	NA	31	43,028	1635	
e-Books	N-LIST					
Journals	32		02		34	
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	182	3	1	1	1			
Added	20							
Total								

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

ANNEXURE-IV

4.6 Amount spent on maintenance in lakhs:

i) ICT

NIL

ii) Campus Infrastructure and facilities

71,15174

iii) Equipments

29,74925

iv) Others

154, 88603 + 1139,38115 (Salary) =1294,26718

Total :

1395,16817

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
2341	28		

(b) No. of students outside the state

398+13

(c) No. of international students

1694

Men	No	%		Women	No	%

Last Year (2014)						This Year (2015)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
211	26	1771	32	0	2040	291	23	1988	39	0	2341

Demand ratio   1: 1.5   Dropout % 46.72

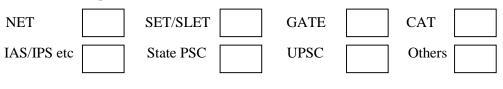5.4 Details of student support mechanism for coaching for competitive examinations (If any)

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   2341

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

Organized film show on gender sensitization and followed by discussion

5.9 Students Activities

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

State/ University level [20]   National level [2]   International level [ ]

No. of students participated in cultural events

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

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

Sports : State/ University level | 3 | National level | | International level | |

Cultural: State/ University level | 3 | National level | | International level | |

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	-	-
Financial support from government	1180	61,52,865
Financial support from other sources	02	12440
Number of students who received International/ National recognitions	-	-

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

| Not the process has been initiated and serious consideration is being taken place |

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

<div style="text-align:center; border:1px solid; display:inline-block;">

ANNEXURE- VII

</div>

6.3.3 Examination and Evaluation

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

6.3.4 Research and Development

> Constituted a research cell to promote faculty research, projects and publications. Established Bio-Tech hub sponsored by DBT for better research facility

6.3.5 Library, ICT and physical infrastructure / instrumentation

> Improvement of library services by adding more books, journals and e-facility. Automation of library is completed during last year

6.3.6 Human Resource Management

> Organizing orientation programme for both teaching and non-teaching staffs, workshop, seminars, educational tour and career oriented programmes

6.3.7 Faculty and Staff recruitment

> As per NEHU and DHTE

6.3.8 Industry Interaction / Collaboration

> Mass communication and journalism, Human nutrition and community nutrition

6.3.9 Admission of Students

<div style="text-align:center; border:1px solid; display:inline-block;">

ANNEXURE- VIII

</div>

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 declare 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 celebration for less privilege children

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
- Organizing 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
- Students using power point for seminar presentation

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

- Each department plans 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 ☐

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

ANNEXURE-XI

8. Plans of institution for next year

- To increase student initiated activities
- To extend ICT infrastructure
- To implement staff welfare scheme
- To organize seminar, workshop, international symposium in collaboration with IQAC
- To create motivation for research activities

Name:*Dr.(Mrs)KobitaDeka*   Name:*Dr.(Sister)Mary Harriet. RNDM*

_____   _____
Signature of the Coordinator, IQAC   Signature of the Chairperson, IQAC
                                                    Principal
Co-Ordinator   St. Mary's College
IQAC   ***   Shillong
St. Mary's College   ———   ———
Shillong-793 003

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 as co-curricular aspects.
- Documented the activities and achievements of departments/Committees/Clubs/Cells from reports submitted to IQAC at the end of each year.
- Offered skill-based and add-on programmes for student's benefit. Computer Awareness Program (CAP); Career Oriented Course (COC); certificate course on Basic Mathematics for BCA as well as other degree course students.
- Collaboration with the Food & nutrition Board, Meghalaya for offering certificate course on Food Preservation.
- IQAC has chalked out plan to hold National Seminar/Workshop every year and Pre-preparation for a National Seminar in the month of September 2015 was completed.

ANNEXTURE –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 more linkages with organizations for career placements.
- To encourage student-initiated activities for community upliftment.
- To apply MIS in evaluation and examination procedures.
- Research and Publication cell with seed money from college.

ANNEXTURE –II (b)

- 3 minor research projects completed, two are pending due to the delay of funds
- 4 international, 1 national and 4 regional research papers published in peer review journals. 13 regional research papers published in non-peer review journals.
- 1 orientation programme, workshops were organized at departmental level.
- Workshop on Nanotechnology by the department of chemistry

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
- 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 2014

  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
  - All the departments are extended help on the use of ICT.
  - College has increased the number of computers to 181 and laptops to 16.

ANNEXURE-V
- Orientation program for the 1st Year BA Economics, Political Science and History was conducted on the 12th August 2014 in the college auditorium from 9 am. to 12 noon.
- Orientation program was conducted for the 1st Year BA Education, English and Khasi on the 12th August 2014 in the college auditorium from 1 pm. to 3 pm. Ms. Emma Warjri the counsellor of St. Mary's College was the resource person for the program.

- Orientation program for the 1st Year B.Sc students was conducted on the 5th August 2014 in the college auditorium from 9:00 am. to 12:00 noon. For the 1st Year B.Com, BCA and B.Sc Home Science, the orientation program was conducted on the 5th August 2014 in the college auditorium from 1:00 pm. to 3:00 pm. Ms. Emma Warjri the counsellor of St. Mary's College was the resource person for the program.
- Orientation program for the 1st Year BA Pass Course students was conducted on the 16th August 2014 in the college auditorium from 9:00 am. to 12:00 noon.
- For the 1st Year BA Philosophy, Sociology and Geography the orientation program was conducted on the 16th August 2014 in the college auditorium from 1:00 pm. to 3:00 pm. Ms. Emma Warjri the counsellor of St. Mary's College was the resource person for the program.
- The orientation program for the 2nd Year B.Sc, B.Sc Home Science, B.Com BCA and BA Honours (English, Education, Geography and Philosophy) degree students was conducted on the 22nd, 23rd and 24th July 2014 in the college auditorium from 9 am. to 2:30 pm. Rev. Fr. Celia was the resource person for the day. The resource person focused more on the issues that young people face in today's world and also equipping the students with good coping mechanisms that aims in helping the students to deal with their issues more effectively.
- On the 22nd of October the orientation program for the 2nd Year BA honours History, Political Science, Khasi and Sociology and also for BA Pass Course was conducted. The program was held in the college auditorium from 9:00 am. to 12:00 noon. Swami Alexander Luthra, International Faculty of the Arts of Living Foundation Bengaluru was the resource person for the day. The program was a successful one. The students found it very effective. He spoke about stress and its effects on the person's mental health. Swami Alexander Luthra also taught the students different techniques to reduce stress and have a stress free mind. His teaching are based mainly on breathing techniques meditation and yoga. This program has helped the students to learn how to deal with stress and how to have a good control over their mind and their lives.
- For the Final Degree students the orientation program was held at 'SILOAM', A transformational Leadership Resource centre from the 9th to 17th June 2014. Rev. Fr. George Palamattahil, Director of Siloam was the resource person. His main focus throughout the program was in enhancing the self-concept and self-confidence of the students. The students' minds and hearts were renewed. This has helped the students to be more motivated determined and confident to achieve their goals.
- Apart from the orientation program the counseling cell has also been successful in dealing with a number of issues faces by the students in their personal life. The counsellor has been conducting one to one counseling (personal counseling sessions) with students who are in need to help. The counsellor also encourages online counseling for those who are not comfortable with face to face counseling. There were 10 students who came in for face to face counseling. Majority of the students seek for

counseling because of relationship problems, family problems and problems related to careers. Some of the cases required a psychiatric consultation and some cases were dealt using psychotherapy techniques.

- Career counseling sessions conducted for those clients who are confused about their career.

ANNEXTURE-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 the 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.

ANNEXURE-IX

- 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

- Department of Botany and Zoology held a poster campaign on *World Environment Day*.
- Environmental studies to degree third Year (as per NEHU syllabus)
- NSS, NCC and rangers celebrated World Environment Day.

❀❀❀❀❀❀