



YEARLY STATUS REPORT - 2022-2023

Part A

Data of the Institution

1.Name of the Institution

Saint Mary's College

- Name of the Head of the institution

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

**Saint Mary's College,
Laitumkhrach, 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/aqar2021-22.pdf>

4. Whether Academic Calendar prepared during the year?

Yes

- if yes, whether it is uploaded in the Institutional website Web link:

<https://smcs.ac.in/sites/default/files/ac-2022-2023.docx>

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	A	87.15	2004	04/11/2004	03/11/2009
Cycle 2	A	3.05	2011	05/01/2011	07/01/2016
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

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **No**

- 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**

- If yes, mention the amount

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

- 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 staff , nonteaching staff 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.

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 seminars, workshops, popular talks, certificate courses and other activities.	1) Various departments are planning to organise seminars and workshops in this year.
2) Life skill and soft skills enhancement programmes must be organized.	2) Life skills and soft skills programmes were organised by different departments.
3) IQAC proposed to switch over to the e-certificates for various events of the college.	3) Implemented.
4) IQAC proposed to sign more MoUs to fulfill the requirements of NEP 2020.	4) Still under process.
5) Preparation for implementation of NEP 2020.	5) To be implemented in July 2023 according to NEHU guidelines.
6) IQAC encouraged the organisation of events for fund raising for college development..	6) College Fest organised on 12th May 2023 and an amount of Rs. 3 lakhs was raised.

13. Whether the AQAR was placed before statutory body? Yes

- Name of the statutory body

Name	Date of meeting(s)
Board of Management	21/02/2023

14. Whether institutional data submitted to AISHE

Part A

Data of the Institution

1.Name of the Institution	Saint Mary's College
• Name of the Head of the institution	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	Saint Mary's College, Laitumkhrach, 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/aqar2021-22.pdf				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://smcs.ac.in/sites/default/files/ac-2022-2023.docx				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	A	87.15	2004	04/11/2004	03/11/2009
Cycle 2	A	3.05	2011	05/01/2011	07/01/2016
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)		
- IQAC encourages faculty members to participate in various conferences and seminars and publish articles in indexed journals. 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 staff , nonteaching staff 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.		
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 seminars, workshops, popular talks, certificate courses and other activities.	1) Various departments are planning to organise seminars and workshops in this year.
2) Life skill and soft skills enhancement programmes must be organized.	2) Life skills and soft skills programmes were organised by different departments.
3) IQAC proposed to switch over to the e-certificates for various events of the college.	3) Implemented.
4) IQAC proposed to sign more MoUs to fulfill the requirements of NEP 2020.	4) Still under process.
5) Preparation for implementation of NEP 2020.	5) To be implemented in July 2023 according to NEHU guidelines.
6) IQAC encouraged the organisation of events for fund raising for college development..	6) College Fest organised on 12th May 2023 and an amount of Rs. 3 lakhs was raised.
13. Whether the AQAR was placed before statutory body?	Yes
<ul style="list-style-type: none"> Name of the statutory body 	
Name	Date of meeting(s)
Board of Management	21/02/2023
14. Whether institutional data submitted to AISHE	
Year	Date of Submission
2021-22	11/02/2023
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:
<p>The College serves as one of the centres for distance education for Indira Gandhi National Open University (IGNOU). The courses offered are as follows:</p> <ol style="list-style-type: none"> 1) Master of Science in Dietetics and Food Service Management {M. Sc. (DFSM)}. 2) Diploma in Nutrition and Health Education (DNHE). 3) Diploma in Early Childhood Care and Education (DECE). 4) Certificate in Food and Nutrition (CFN). 5) Certificate in Nutrition and Child Care (CNCC). <p>The college is still utilising various online methods to augment the students' education. Google Classroom, Google Meet, Zoom, YouTube and WhatsApp were utilized as essential platforms for facilitating student engagement. These digital tools played a significant role in enhancing the all round development of the student and providing a virtual classroom experience. Some 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. To support students' learning, study materials were shared through WhatsApp and Google classroom. This ensured that students had access to supplementary 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</p>

materials, enhancing students' engagement and learning outcomes.

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	2082
Number of students during the year	

File Description	Documents
Data Template	View File

2.2	1206
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	646
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3.Academic

3.1	86
Number of full time teachers during the year	

File Description	Documents
Data Template	View File
3.2 Number of Sanctioned posts during the year	75
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)	123.415114 lakhs
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. 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</p>	

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 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	View File
Link for Additional information	https://smcs.ac.in/sites/default/files/ac-2022-2023.docx

1.1.3 - Teachers of the Institution participate in 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

A. All of the above

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)

3

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	View File
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

141

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

141

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 to the challenges that students experience and to instil moral and ethical principles in them. In this respect, the subject Value Education are to be compulsorily opted by the students during their degree programme. The college has a designated counsellor, who looks after if any child needs special care, moral support and advice.

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

1

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	
23	
File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File
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://smcs.ac.in/sites/default/files/2023/Feedback%20Summary_240221_181921.pdf
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	
1260	
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	
641	
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	
<p>The Institution often assesses learning levels of the students through class tests, teacher evaluations, and continuous assessments. Based on their achievement on college entrance exams and their results from Class XII, the pupils' initial learning levels were evaluated. Then, evaluations were made based on students' performances and involvement in group projects, internal and external exams, presentations, seminars, and class work. In the end, evaluation was determined by performance on both internal assessments and the end-of-semester exam, or 25+75=100, in accordance with North Eastern Hill University's academic calendar and pattern.</p> <p>To support advanced and slow learners, a mentoring method was adopted. Teachers engaged with students in small groups to grasp their backgrounds and address learning challenges. Additional classes, simplified materials, and individual attention were provided. Advanced learners were encouraged through academic competitions, roles in college activities, and participation in the Students' Council to challenge and further develop their</p>	

skills. For slow learners, the institution provides remedial classes, to help these students catch up on missed concepts and improve their academic performances. Teachers proactively contacted parents of chronic absentees to address attendance concerns. Thus, by identifying students' learning levels and providing targeted programs, the institution can help students improve their academic performance.

File Description	Documents
Link for additional Information	https://drive.google.com/drive/folders/1GYy-MNLUVsdhdAzFTBfa7ygs9PE95pkM?usp=drive_link
Upload any additional information	View File

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

Number of Students	Number of Teachers
2082	87

File Description	Documents
Any additional information	View File

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

Student centric methods such as experiential learning, participative learning, and problem-solving methodologies are widely used by the college to enhance the learning experience of the students.

For experiential learning, different departments are conducting field trips to provide practical, hands-on experiences that reinforce classroom learning and allow them to apply theoretical knowledge in practical situations; Project-based assignments where students actively engaged in real-world scenarios; and laboratory experiments conducted by science departments where the students are engaged in hands-on experiments to apply theoretical knowledge and gain practical skills.

Participative learning was widely embraced across departments by

conducting different activities such as group discussions and collaborative projects to encourage peer interaction, Student-led seminars or presentations where the students take active role in teaching, and other activities such as seminars, poster competitions, essays and group activities. This approach emphasizes student engagement and collaboration. It fosters a supportive learning environment where students learn from one another and develop strong communication and teamwork skills.

Problem solving methodologies were implemented through debates, quizzes, and group discussions. The institution found that these strategies encourage students to take responsibility of their learning, resulting in a greater comprehension of the subject and better preparation for real-world difficulties.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://drive.google.com/file/d/1QnlcjdtD8BJUmuwb9kTIIMLY97yAy8SN/view?usp=drive_link

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

Teachers incorporate ITC-enabled tools in various ways to enhance the teaching-learning process. Communication tools, like emails or online forums facilitate teacher-student interaction outside the classroom, addressing queries and providing additional support. Previously, the teachers were unfamiliar with information and communication technologies. The pandemic has driven and encouraged both instructors and students to self-learn how to use ICT as a useful tool in the teaching and learning process. During the teaching-learning process, teachers investigate all sorts and functions of ICT, such as Whatsapp, platforms such as Google Meet, Google Classroom, Zoom, Google Form, and YouTube. All learning materials in the form of recorded audio-video, e-books and online articles are supplied to students. Lectures are delivered live via Google Meet and Zoom, and internal and end-of-semester exams are administered via Google Classroom and Google Form. Some teachers found it a creative tool, while others struggled due to a lack of knowledge. However, online teaching and learning cannot replace for the traditional classroom. How effective it is relying on the teacher's skills, the content, the time, and the availability of

infrastructure. Despite the problems that professors and students experienced, many events were carried out easily and successfully by various departments of the college.

File Description	Documents
Upload any additional information	View File
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

87

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

66

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
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

02

File Description	Documents
Any additional information	View File
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**

1408

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.

The mechanism of internal assessment is designed to be transparent and robust, ensuring a fair evaluation process. To achieve transparency, assessment criteria and weightage distribution are clearly communicated to students at the beginning of the academic term. The college adhered to North Eastern Hill University's Academic Calendar with internal assessments of 25 marks and end-of-semester exams of 75 marks (25+75=100). A Sub Committee is in charge of scheduling internal tests, collecting and compiling results, and distributing them to HODs for verification before students receive them. To further enhance transparency, assessment results are shared promptly with students, allowing them to understand their strengths and areas of improvement. Students are given the opportunity to clarify their doubts from any concerned

teacher. Retests are given to low performers and those who have a valid excuse for missing the scheduled tests. They are given information on internal and end-of-semester examination. HODs and teachers play an important role in reaching out to every student in every way possible to ensure that they attend all lessons and internal tests on time. Overall, the internal assessment mechanism is not only frequent but also diverse and transparent, fostering a robust evaluation system that supports student learning and growth.

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

The mechanism adopted by the college to address internal examination-related grievances is designed to be transparent, time-bound, and efficient through the following ways, aiming to provide fair and timely resolutions to students' concerns.

The Examination Committee, Sub Committee of Examination, and Non-teaching personnel are ready to address any internal examination issues. This specialized body is responsible for promptly receiving and addressing student issues, expediting the resolution process, and ensuring accountability. The college's HODs and teachers are responsible for making the internal examination transparent and time-bound, as they have access to their respective students, and students have confidence in their respective teachers. The examination Subcommittee is represented by one teacher from each department and is responsible for reporting any issues relating to the internal examination to the coordinator. All departments notify their students ahead of time about the dates, themes, rules/instructions/marks in accordance with university requirements. Students' mark lists are circulated ahead of time to allow them to clarify any queries they may have. Low-achieving students are allowed to retake the test. The professors then verify the students' internal marks before sending them 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 institution would organize a one-day orientation program for first-semester students prior to the start of the session to raise knowledge about all of the programs and course results. Students are encouraged to read the college prospectus, which is available on the institution's website, to learn more about the POs and COs given by the college, as well as the subject combinations. The Programme: The Bachelor of Arts program provides Honours and Electives in Economics, Education, English, Geography, Khasi, History, Philosophy, Political Science, and Sociology. Bachelor of Computer, Bachelor of Commerce, Bachelor of Home Science, and Bachelor of Science programs provide electives and honours courses in Botany, Chemistry, Clinical Nutrition and Dietetics, Mathematics, Physics, and Zoology.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://smcs.ac.in/sites/default/files/prospectus.pdf
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.

The methods of attaining program outcomes and course outcomes typically involve a combination of assessments, evaluations, and feedback mechanisms. The Institution often use a variety of assessments such as examinations, assignments, quizzes, essays, projects, presentations, and practical assessments to measure the attainment of programme and course outcomes. These assessments are designed to evaluate students' knowledge, skills, and competencies in relation to the specific learning objectives of the programme or course. Additionally, continuous feedback through class

participation, discussions, and periodic reviews contributes to the overall evaluation. The institution uses surveys to gather feedback from students to evaluate the effectiveness of the programme and the attainment of outcomes. These surveys include questions about the relevance of the curriculum, the applicability of the knowledge and skills learned, and the overall satisfaction with the educational experience. Overall, the institution employs a comprehensive and multi-faceted approach to evaluate the attainment of programme and course outcomes, ensuring that students are well-prepared to meet the goals and objectives of their education.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://drive.google.com/drive/folders/1T7IYVjqWGMvtPqBWkrSb9iwagkCjuCjk?usp=drive_link

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

632

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	https://drive.google.com/drive/folders/1zp4iMsAVF8sZFf-X5a7B7iQAK1aX9SGK?usp=drive_link

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://smcs.ac.in/sites/default/files/2023/Feedback%20Summary_240

[221_181921.pdf](#)

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)

NIL

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)	No File Uploaded

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)	No File Uploaded
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

14

File Description	Documents
Report of the event	View File
Any additional information	View File
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	No File Uploaded
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****4**

File Description	Documents
Any additional information	No File Uploaded
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

Nil

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

3

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

425

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
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

2

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	View File

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	No File Uploaded

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 systems 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 tennis 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.

Nil

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)

Rs 123,415,114.74

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 ebooks 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)	View File

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)

Rs19099/-

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

109

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 500 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 152computers 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	No File Uploaded
Paste link for additional information	Nil

4.3.2 - Number of Computers

152

File Description	Documents
Upload any additional information	No File Uploaded
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	View File
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)

Rs 3675267.00

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)	View File

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 isa 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 benefited by scholarships and free ships provided by the Government during the year

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

1416

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 benefited 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

2

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)	No File Uploaded

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

A. All of the above

File Description	Documents
Link to institutional website	https://drive.google.com/file/d/1-92i3zvbfyuYNlUuOpApmV7Tk1AWn0lr/view?usp=drive_link
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

2262

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

2262

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

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
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

6

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

131

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

5

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.

31

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
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. Two representatives are chosen from every Department as the Class Representative and Assistant Class Representative. Selection of representatives is made by the Department teachers. Students are selected on the basis of their personality, responsibility and leadership qualities. The members of the Student Council shoulder the responsibility which is assigned to them throughout their term. They get engaged in various activities that are carried out in the College like Farewell, Felicitation, College Week, Seminars, Workshops. The members of the Student Council get actively involved during the College Week. Weeks before the commencement of the College Week members of the Council along with teachers from the College Week Committee get actively involved in organising inter class sports and various cultural programmes. It may be worth mentioning that the active involvement of the Student Council in assisting the College Week Committee is largely responsible for the success of the College Week. As members of the NSS, NCC, Rangers and YRC, they carry on additional responsibility whenever called upon to do so. Further, in order to assist the staff and management, students have also been made members of various Committees like the Anti Ragging Committee, Student's Welfare Committee. As members of these Committees they look into the overall welfare of the student committee, maintain 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	https://drive.google.com/file/d/1Pm9rIGPfkmd_1k_4Au6zsCcULnhU1RXn/view?usp=drive_link
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

15

File Description	Documents
Report of the event	View File
Upload any additional information	View File
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 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, 2 Co-opted members. Tenure of the office bearers has been fixed at 3 years. Besides this, there is also an internal Alumni Committee consisting of faculty members from the College. Over the years, the Association has carried out various programmes in reaching out to the poor and under-privileged children. The Association has been organising Pre Christmas parties in various orphanages of the city. As per the annual meet held this year on the 29th April 2023, the Association has decided to organise more skill based programmes for the alumni especially those who have passed out recently to provide them with job opportunities. Since the working of the Alumni Association has been handicapped by the lack of funds, the Association during its annual meet chalked out various methods to generate funds which included amongst others holding of a musical night, the proceeds of which will go to the Association.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1e4Due2k7VDldbKrDPK6VqztJpkNhh9pM/view?usp=drive_link
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	View File

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 Institution has always ensured the practice of decentralization and participative management in all spheres .The functioning of the Institution is disseminated at various level of operation as highlighted below:

(1) The management of the College is entrusted to the Board of Management (BoM), which is the highest body. The BoM is responsible for the all round monitoring of the College. However, as per the rule of educational institutions, the Governing Body (GB) is the final decision making body regarding all academic and administrative functioning of the College.

(2) The Institution has also divided its educational administration into the Main Campus and Oakville Campus. The Oakville Campus is an extended portion of the Main Campus to accommodate the growing expansion of the Institution. While at the highest level of administration is the Principal who is also overall in charge of the Main Campus. Additionally, the Principal is assisted by a Vice Principal who is in charge of Oakville campus. The Secretary to the Governing Body plays a pivotal role in the college administration.

(3) Formation of different committees comprises of teachers of the college for coordinating important administrative and academic activities of the college.

(4) There is also the students council comprises of 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	https://drive.google.com/file/d/1ev9YqQ5JbMDRgE6nMZPIkWCMM2N_i4wS/view?usp=drive_link
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

(1) Human Resource Management

i. Motivating the faculty members to participate in Refresher and Orientation Courses.

ii. Maintenance of Grievance Redressal Cell, Anti-Ragging Committee, Discipline and Vigilance Committee, Committee for Prevention of Sexual Harassment, Women's Welfare Cell.

(2) Library ,ICT and physical structure/instrumentation

i. Fibre Optic Internet facility available in the college.

ii. Provision for Wi-Fi facility in both the campuses.

iii. Internet connection in the library to access the e-resources.

(3) Teaching and Learning

i. Wide access to internet facility to inculcate online learning including e-book, e-journal facility.

ii. Learning through Field Work, Industrial visits.

iii. Enhancement of learning skills of the students through participation in different departmental and interdepartmental programmes.

(4) Curriculum Development

i. Inclusion of field work, industrial visits and extension activities.

ii. Complementing examination and internal test- based evaluation

(5) Examination and Evaluation

i. The college maintains an Examination Cell that takes care of the entire examination process.

ii. Students are evaluated through class tests, assignments, seminar etc

(6) Research & Development

i. The institution has an established Research and Consultancy Cell

ii. College explores various funding agencies for sponsoring major/minor projects such as DBT,DST,ICSSR,UGC etc.

(7) Admission of Students

i. Strict adherence to Govt. rules for Reserved Categories.

ii. Special provision is given to the differently abled students

(8) Industrial Interaction/Collaboration

i. The institution facilitates industry visits of students.

ii. The college has an active placement cell .

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

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.

(1) Administrative Set up: At the highest level of administration is the Governing Body, which is responsible for the smooth functioning of both the academic and administrative sections. The Principal and the IQAC function to improve performance of the

institution. There are various committees which are also involved in the planning and execution of programmes related to administration and academics.

(2) Policies: The responsibilities of the teaching staff are defined in the general teaching staff meetings called by the Principal. Meeting of the Governing Body is held annually wherein decisions are taken on overall functioning of the College. IQAC meetings are held regularly to ensure quality enhancement. Head of Department meetings are held at regular intervals to discuss and resolve issues related to conduct of exams, admission process, monitor of attendance, etc.

(3) Appointments: (a) Appointment and service rules of the institution for the Government-Sanctioned post teachers is guided by "The Meghalaya Deficit Aided Colleges Management Rules, 2013. (b) Appointment and service rules of the institution for the College-Sanctioned post teaching and non-teaching staffs is done by the College Management. (c) Appointment of the Government sanctioned non-teaching staff done by the College Management as per Meghalaya Directorate Establishment (Ministerial) Service Rules 2010.

File Description	Documents
Paste link for additional information	https://megeducation.gov.in/edu_dept/notices_and_circulars/2013/No.EDN.17-2008-27.pdf
Link to Organogram of the Institution webpage	https://drive.google.com/file/d/1ev9YqQ5JbMDRgE6nMZPIkWCMM2N_i4wS/view?usp=drive_link
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
- Admission Preference given to children of the staff for admission in the college for its various programmes.
- Maternity Leave as per service rules
- Paternity Leave as per service rules
- Other leaves as per service rules
- 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	No File Uploaded

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

1

File Description	Documents
Upload any additional information	View File
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

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	View File
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

Teaching Staff: Each department provides updated profile of individual teacher to IQAC at the end of the year. A standard questionnaire of student's feedback is also being conducted every year to collect information on teachers and other related components. This ensures the teacher's self-appraisal and evaluation by students. The institution also sets in place the Performance Appraisal System by following the UGC regulation 2010 and amendments thereof, through submitting of PBAS (Performance Based Appraisal System) of the teaching staff. The PBAS reflects the details of refresher / orientation course/ workshops etc that the teacher attended during a particular period as it is deemed mandatory for promoting to the next grade under the Career Advancement Scheme (CAS). The teaching performance is similarly computed by the involvement of the teacher in curricular, cocurricular and extra-curricular activities.

Non-Teaching Staff: The non-teaching staff are monitored by the head of the institution and for their appointment and promotion, the institution follows the Meghalaya Directorate Establishment (Ministerial) Service Rules 2010.

File Description	Documents
Paste link for additional information	https://smcs.ac.in/sites/default/files/2023/Feedback%20Summary_240221_181921.pdf
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

Financial audit of the accounts is an important process and is strictly followed by the college. Utmost care is taken in the manner and procedures 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 by a Chartered Accountancy firm viz. Kiron Joshi Associates and External audit is carried out by the Auditor from the Director of Local Fund Audit, Government of Meghalaya. At the end of the audit, the auditor submits the audit report along with their objections if there are any. The objections raised by the auditor from the findings are rectified in the following financial year.

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 fees. Additional funds are applied from Rashtriya Uchchatar

Shiksha Abhiyan (RUSA) for Infrastructure and Equity Initiatives. The College mobilises additional funding in the form of rentals from the support facilities like Canteen, Hostel etc. Revenue is also generated in the form of Centre 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, etc.

Each department is allotted funds for conducting workshops, seminars and other programs. But the department has to submit budget for each program and with permission from the principal, the funds are used efficiently. The office staffs independently prepare the deficit grand in aid.

Every month, the salary statement of all the staff approved under grand in aid is prepared and submitted to the Directorate of Higher and Technical Education, Government of Meghalaya which approves and makes sanctions. Fees collected from students is accredited towards salary, building maintenance, college week activities, library books, internet, exposure programme, field trip etc.

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

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 primary aim of the IQAC is to develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution. The IQAC comprising of members from both the Teaching and Non-teaching staff as well as representatives from the 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 Cells, Committees and Clubs for promoting a healthy and conducive environment for both the Staff and Students

- Regular meetings of IQAC are conducted under the chairmanship of worthy Principal with the fixed agenda and suggestions for improvement and better implementation of curriculum.
- The faculty members have been encouraged to participate in Orientation, refresher courses, Workshops, Seminars and conferences related to the teacher-learning process and research.
- The Departments have been encouraged to organise seminars, popular talk, etc, for the students.
- Provides platform for the students to participate in IntraCollege and Inter -College level debates, competitions, seminars etc.
- Apart from the above, the Cell (IQAC) has been able 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	View File

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 institution implements the following activities:

Student's feedback: With the assistance from the Students Feedback Committee, the IQAC takes feedback from all the students on faculty, teaching learning process and evaluation. The Students feedback is thoroughly evaluated and analysed so that it significantly depicts the actual quality of teaching learning process and the actual picture is ascertained.

Remedial Classes: The teachers conduct remedial classes and revision for the students wherever needed.

Syllabus Monitoring: The principal (chairman IQAC) keeps vigil on the completion of syllabus and ascertains information regarding the quantum syllabus completed

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 overall personality development.

Use of ICT Tools: To equip the teaching faculty with utilising ICT tools in their teaching process, LCD projectors are installed in classrooms. Teachers were also trained in the use of Google Classroom, creating a Youtube Channel and uploading videos online for students.

File Description	Documents
Paste link for additional information	https://smcs.ac.in/sites/default/files/2023/Feedback%20Summary_240221_181921.pdf
Upload any additional information	View File

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

C. Any 2 of the above

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 2022-2023, various programmes were conducted to sensitize on gender related issues.

Special programmes were conducted in the college to observe International Women's Day on the 8th of March 2023. These were organised by the Departments of Commerce and Sociology in collaboration with the Rotary Club Shillong.

The Committee on Prevention of Sexual Harassment, St. Mary's College organised a Poster Display Competition on 9th May 2023 to create awareness on gender equity and prevention of sexual harassment.

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: <ol style="list-style-type: none"> 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	E. None of the above

energy initiatives are confirmed through the 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.

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.

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

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	No File Uploaded
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 Page 54/55 05-07-2023 01:14:05 Annual Quality Assurance Report of ST. MARY'S COLLEGE 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. to use Solar panels for sources of energy.
2. Organizing programmes on sensitizing Constitutional Rights, obligations and duties etc for employees and students.
3. Additional Certificate and Add on courses