Saint Mary's College

(Affiliated to North Eastern Hill University-NEHU)

Annual Quality Assurance Report (AQAR)

July 2017-June 2018

Submitted by,

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Saint Mary's College, Shillong

Laitumkhrah, Shillong – 793003, India

The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

1. Details of the Institution

1.1 Name of the Institution

> ST. 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, 2228226, 2501053

Name of the Head of the Institution:

> Dr. (Sr) Mary Harriet

Tel. No. with STD Code:

> 0364-2224716

Mobile:

> 9862105493

Name of the IQAC Co-ordinator:

> Dr. (Mrs) Kobita Deka

Mobile:

> 9436104526

IQAC e-mail address:

> www.iqacsmcs@gmail.com

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

OR

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

EC/54/RAR/037

1.5 Website address:

www.smcs.ac.in

Web-link of the AQAR:

www.smcs.ac.in/sites/default/files/AQAR 2017-18

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	A	-	2004	5 Years
2	2nd Cycle	A	3.05	2011	5 Years
3	3rd Cycle	A	3.01	2016	5 Years
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
i	AQAR2015-16	16/12/2016
ii	AQAR2016-17	04/04/2018

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 (UG)
- ☐ BCA
- ☐ Diploma in Health Assistant, OfficeManagement and Mass Media are offered under Community College
- ☐ One year Diploma courses are offered under DIC (MHRD) on
  (a) Culinary Arts
  (b) Waste Management

1.11 Name of the Affiliating University *(for the Colleges)* | NORTH EASTERN HILL UNIVERSITY |

1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR/ MHRD 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*) [Two courses are funded by MHRD]

UGC-COP Programmes [ ]

2. IQAC Composition and Activities

2.1 No. of Teachers [9]

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 [17]

2.10 No. of IQAC meetings held   2(two)

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

Non-Teaching Staff [ ]   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. [Nil]   International [ ]   National [1]   State [ ]   Institution Level [ ]

(ii) Themes [Recent Trends in Chemistry]

2.14 Significant Activities and contributions made by IQAC

[**ANNEXURE -I**]

2.15 Plan of Action by IQAC/Outcome

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

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

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

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

Management [ ]   Syndicate [ ]   Any other body [ ]

Provide the details of the action taken

[-]

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	-			
UG	5			
PG Diploma	-			
Advanced Diploma	-			
Diploma	-			
Certificate	2	2	2	
Others	1	1	1	
Total	8	3	3	

Interdisciplinary				
Innovative				

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

   (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	3
Trimester	-
Annual	-

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

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

   *Please provide an analysis of the feedback in the Annexure- ANNEXURE-III

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) in 2015 for starting of semester system

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

Yes, Design and Innovation Centre (established in 2017). It has the following courses

1. Culinary Arts-Design and Innovation of Indigenous and traditional foods.
2. Innovative Design of the domestic waste management: A tool for health promotion

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
100	43	31	-	26

2.2 No. of permanent faculty with Ph.D   21

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
-	-	-	-	-	-	-	-	-	-

2.4 No. of Guest and Visiting faculty and Temporary faculty   -   1   5

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	-	44	6
Presented papers	-	7	-
Resource Persons	-	-	3

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   238

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 of syllabus development/
       member of Board of undergraduate Studies/Faculty in
       Curriculum Development workshop

		25

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	Result			
		Rank	Ist Division	Pass %	
B A	531	24	105	80.60	
B.Sc	113	12	66	85.84	
B.Com	97	Nil	04	86.59	
BCA	38	03	08	92.10	
B.Sc(H. Sc)	39	10	13	97.44	

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
- By monitoring of students attendance
- By checking the feedback received in the suggestion box and does the needful

2.13 Initiatives undertaken towards facultdy development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	-
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	102
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	02
Others	-

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	8	-	-	-
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
- Guiding the departments/ research cell to organize workshop/popular talks/seminar to promote research culture

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	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

3.4   Details on research publications

	International	National	Others
Peer Review Journals	-	-	-
Non-Peer Review Journals	-	-	1
e-Journals	-	-	-
Conference proceedings	-	1	-

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	-	-	-	-
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 | 1 |

ii) Without ISBN No. | - |

3.8 No. of University Departments receiving funds from

UGC-SAP | - | CAS | - | DST-FIST | - |

DPE | - | DBT Scheme/funds | - |

3.9 For colleges   Autonomy | | CPE | | DBT Star Scheme | |

INSPIRE | | CE | | Any Other (specify) | FIST |

3.10 Revenue generated through consultancy | - |

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	1	1			
Sponsoring agencies	Meghalaya Govt. and Science Engineering Research Board, 2017				

3.12 No. of faculty served as experts, chairpersons or resource persons | 20 |

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 250 　　　State level 450

National level 　　　International level

3.22 No. of students participated in NCC events:

University level - 　　　State level 2

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 | 20

National level | - | International level | -

3.25 No. of Extension activities organized

University forum | - | College forum | 18

NCC | 1 | NSS | 1 | Any other |

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

- Visiting old age home and other rehabilitation centres.

- Advance Christmas celebration with the children who are differently able and underprivileged.

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	40			
Laboratories	15			
Seminar Halls	2			
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	-	-		-
Value of the equipment purchased during the year (Rs. in Lakhs)	-	-		-
Others	-	-		-

4.2 Computerization of administration and library

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4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	21411		637	276359	22048	
Reference Books	1637		24	43867	1661	
e-Books	N-LIST					
Journals	35				35	
e-Journals	N-LIST					
Digital Database						
CD & Video	164				164	
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing		03	01	01	01			
Added		01	01	-	-			
Total	181	04	02	1	1			

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

<div style="border:1px solid black; text-align:center; font-weight:bold; padding:10px;">ANNEXURE-IV</div>

4.6 Amount spent on maintenance in lakhs :

   i) ICT   1,97,484/-

   ii) Campus Infrastructure and facilities   1,06,25,792/-

   iii) Equipments   2,35,321/-

   iv) Others   14,47,61,083.02/-

              Total :   15,58,19,680.02/-

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/ Dept library

5.2 Efforts made by the institution for tracking the progression

Monitoring attendance, conducting internal tests, assignments, seminar etc

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2783			

(b) No. of students outside the state

525

(c) No. of international students

08

Men	No	%
	-	-

Women	No	%
	2782	100

Last Year(						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
300	23	2323	47	0	2693	292	26	2401	56	01	2783

Demand ratio   3:4   Dropout %   19.4%

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

Nil

No. of students beneficiaries | - |

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 | 2783 |

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
-	-	-	-

5.8 Details of gender sensitization programmes

-

5.9 Students Activities

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

State/ University level | 3 | National level | | 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 ☐ 4   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	179	2,68,800/-
Financial support from other sources	-	-
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   ☐ 5

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

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

6.3.1 Curriculum Development

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As per NEHU norms
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6.3.2 Teaching and Learning

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ANNEXURE - VII
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6.3.3 Examination and Evaluation

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

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Adopted resolution for providing seed money and sanction of leave for performing
research activities by the faculty members
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6.3.5 Library, ICT and physical infrastructure / instrumentation

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Improvement of library services by adding more books, journals and e-facility.
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6.3.6 Human Resource Management

```
Organizing orientation programme for both teaching and non-teaching staffs,
workshop, seminars, educational tour and career oriented programmes
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6.3.7 Faculty and Staff recruitment

```
As per UGC and DHTE
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6.3.8   Industry Interaction / Collaboration

> Foods and Nutrition Board, Institute of Hotel Management, Shillong/
> Nazareth Hospital, Shillong

6.3.9   Admission of Students

> **ANNEXURE - VIII**

6.4 Welfare

schemes for

Teaching	Initiative is taken to start co-operative society
Non teaching	Initiative is taken to start co-operative society
Students	Financial support is given by the institution to the students in need

6.5 Total corpus fund generated

> -

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	-	Yes	IQAC
Administrative	No	-	Yes	CA

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?

> -

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

> -

6.11 Activities and support from the Alumni Association

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
- In the process of making the college campus complete plastic free

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 activities 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 institute wishes to add. (for examples SWOT Analysis)

ANNEXURE-X

8. **Plans of institution for next year**

- Upgrade the students with skill development courses of DIC (Design Innovation Centre) and IIC (Institutions Innovation Council)
- Opening of multimedia centre and upgrade the exisitng ICT infrastructure
- To organize National/ International Seminars, Symposium and workshop
- Construction of building for UG/PG courses and Community College in St. Mary's extended campus, Umroi
- In the process of starting the construction of auditorium and classrooms in Oakville campus

Name _Dr. (Mrs) Kobita Deka_

Signature of Coordinator, IQAC

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

Name _Dr. (Sr) Mary Harriet_

Signature of the Chairperson, IQAC

Principal
St. Mary's College
Shillong

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Annexure I

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

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Significant contribution made by IQAC on Quality Enhancement during current year:
- IQAC is responsible for overall quality enhancement of the college.
- 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. They are also encouraged to be functionally active.
- Documentation of the activities and achievements of departments/Committees/Clubs/Cells from the reports submitted to IQAC at the end of each year.

- IQAC is evaluating the teaching learning process through feedback reports.
- Strengthening the campus placement process to provide job opportunities for the students.
- Up gradation of Laboratory equipments on timely basis to meet the advanced technological demands for students.
- Students are always encouraged to participate in different events at local/ state/national levels like sports, quiz, student's seminar, debate competition, exhibition, poster competition, blood donation, NSS activities etc
- Encourage students to take part in community services like visiting old age home/ orphanage, schools for differently abled children etc
- Orientation Programme for teaching and Non-teaching staff and First semester students.
- 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.
- Emphasized on the importance of students' participation in the certificate programmes offered by the institution which is aimed to ensure a holistic growth of the students.
- Offering skill-based education (Design Innovation Centre)
  - Offering Career Oriented certificate Courses on (a) Food and Catering Management and (b) Beauty and Wellness programme(COC);
    - Departments are encouraged to take the students for exposure trips and educational tours.
- In Collaboration with the Food & nutrition Board, Meghalaya, Govt. of India offering certificate courses on Food Processing and Preservation (Fruits and Vegetables)
- Outreach programmes like visiting Anganwadis and villages are conducted in Collaboration with the Food & nutrition Board, Meghalaya, Govt. of India
- IQAC plan to hold National Seminar/Workshop every year tentatively in the month of September.

ANNEXTURE –II (a)

- Collaborations with other institutions and industries.
- To improve upon faculty research, projects and publications.
- To organize more Seminars/Workshops/Conferences/Lectures/popular talks.
- 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.
- Research and Publication cell with seed money from college.
- Popularization of science at school level.
- Creating database on students' particulars.
- Creating database on students' progression.
- Planning for incubation centre in the college.
- To install fibre optic WiFi connections in both the campus.
- Extension of campus in Umroi.

ANNEXTURE –II (b)

1. Faculty members served as an expert in different field. Teachers were taken part as resource person, presented papers in various national seminars.
2. International, national and regional research papers published in peer review and non-peer review journals.
3. Orientation programme, workshops, popular talks were organized at departmental level.
   a) Mass awareness Programme on vector borne parasites....26th Feb2019
   b) Inter departmental Salad Dressing competition.... 26th Feb 2019
   c) Popular Talk on Smart city: A Socio economic and political perspective.. 4th March 2019
   d) Interdepartmental poster competition on International Women's Day.... 8th March2019
   e) Workshop on Intellectual Property Rights.....7th March 2019
   f) International Women's Day celebration in Mawroh, Meghalaya..... 8th March2019
   g) Guest Lecture on Rev. Morkha Joseph.......14th March 2019
   h) Popular Talk on Counselling......19th March2019
   i) One day Training Programme on Diabetic Cookery.....28th March 2019
   j) Career guidance Programme...... 28th March 2019
   k) Guest Lecture on Understanding contagious contents in Social Media...30th March 2019
   l) Workshop on Cognitive Skills, Design Thinking and Critical Thinking......25th June 2019

Analysis of Students' Feedback

The Students Feedback 2017-2018 consisting of a set of three questionnaires has been prepared as per the NAAC guidelines with certain modifications adopted so as to suit the needs and requirements of the College. Students belonging to the different streams of Arts, Science, Commerce, Home Science, BCA and B.Com were required to fill the questionnaires as per the allotted time and date. Data that was collected was then analysed. As per the NAAC format implemented in 2007, the performance on each attribute is to be graded on a four point scale. For a particular subject on every attribute, at each point of scale, the responses of the students were summed up. Then these responses were converted into percentages to have uniformity across subjects with varying student strength. These percentage figures were then multiplied by respective points on the scale. "Very Good" was multiplied by 4, "Good" by 3, " Satisfactory" by 2 and " Unsatisfactory" by 1. The average of the above four products so obtained is the score secured on a specific attribute for every subject. The overall rating has been derived analytically on the basis of the points scored on the attributes collectively by a particular subject/department.

4.00-3.00	3.00-2.00	2.00-1.50	1.50-0.00
A	B	C	D

VERY GOOD	GOOD	SATISFACTORY	UNSATISFACTORY

The process of getting the opinion of the students through the Students' Feedback has not only provided an opportunity for students' to get involved in the teaching-learning process but also instill in them a sense of belongingness and reponsibility to the College. The Questionarie through the sections of the Course, infrastructure and Teachers' had tried to incorporate a number of parameters with the objective of getting an overall opinion of the students on various aspects related to teaching and learning process. The overall response of the students from majority of the departments regarding the Course has been found to be " Very Good" , with a few of them rating it as "Good". Students have expresses their satisfaction with regards to the performance of the college by services provided by the college the students from all the departments have rated them as "Good". There has been a positive feedback on the performance of faculty members of all teachers of the college has been " Very Good". The students have made use of the opportunity available to them and have provided numerous suggestions for the College administration to look into. Suggestion coming from the students included up gradation of canteen, toilet and drinking water facilities, more books to be available in the library. Some of the students from the B.Com department have been suggested that a library be located in the Oakville campus too. The process of obtaining feedback from the students has not only instilled a sense of responsibility amongst the students but has also provided a mechanism for the authorities to get an overall opinion of the students on issues concerning them as students, which will go a long way in brining about a holistic development of the College.

ANNEXURE-III(A)

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 students .

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

4. Counselling cell has been effective in conduction one to one counselling sessions with the students from different streams as well as orientation and career counselling programs. Teachers have been successful in providing students the psychological need by sending them for counselling. This year the number of students who came in for counselling 7 students. Some of the students needed more than just therapy therefore they were referred to a psychiatrist for a better evaluation and treatment. All the students who came in for counselling are still under therapy no termination has been done so far. Career Counselling as well as sessions on personality development were given to all the BA Final year students

The orientation programs for the students were conducted in the month of August.

5. 14.09.17 BA V Semester students Khasi, Education, Geography
6. 15.09.17 B.sc Home science and BCA V Semester
7. 16.09.17 B.Com V Semester
8. 18.09.17 BA V Semester English, Philosophy and Political Science
9. 20.09.17 BA V Semester History, Economic, Sociology
10. 21.09.17 BSC V Semester

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 and economically backward students imparting value based education to all the students and with committed and qualified staff.
- Adequate ICT enabled infrastructure in teaching and learning.
- Institute is also open for physically disabled students.

ANNEXURE-VIII

- Student Admission: Data of applicants are entered in computer and selection for admission is done according to merit and Entrance Tests (Department of English)
- 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 passed out students are conducted annually and Certificates of Appreciation and mementos are given to the rank holders.
- Orientation programme are organised for teachers as well as first semester students every year.
- Morning assembly is conducted by the student daily followed by important announcements.

- Rain water harvesting
- Department of Botany and Zoology held a poster campaign on *World Environment Day*.
- The subject of Environmental studies is compulsory for final semester students (as per NEHU syllabus)
- NSS, NCC and rangers celebrated World Environment Day every year.

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