



## **YEARLY STATUS REPORT - 2020-2021**

### **Part A**

#### **Data of the Institution**

<b>1.Name of the Institution</b>		<b>St. Mary's College</b>
• Name of the Head of the institution	<b>Dr. (Sr) Mary Harriet</b>	
• Designation	<b>Principal</b>	
• Does the institution function from its own campus?	<b>Yes</b>	
• Phone no./Alternate phone no.	<b>03642224716</b>	
• Mobile No:	<b>9862105493</b>	
• Registered e-mail	<b>principal@smcs.ac.in</b>	
• Alternate e-mail	<b>iqacsmcs@gmail.com</b>	
• Address	<b>Laitumkhrah, Upland Road</b>	
• City/Town	<b>Shillong</b>	
• State/UT	<b>Meghalaya</b>	
• Pin Code	<b>793003</b>	
<b>2.Institutional status</b>		
• Type of Institution	<b>Women</b>	
• Location	<b>Urban</b>	
• Financial Status	<b>Grants-in aid</b>	

• Name of the Affiliating University	North Eastern Hill University				
• Name of the IQAC Coordinator	Dr.(Mrs) Kobita Deka				
• Phone No.	03642228226				
• Alternate phone No.	03642501053				
• Mobile	9436104526				
• IQAC e-mail address	iqacsmcs@gmail.com				
• Alternate e-mail address	dekakobita13@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year)	<a href="http://www.smcs.ac.in">http:// www.smcs.ac.in</a>				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:					
<b>5.Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 2	A	3.05	2011	08/01/2011	08/01/2016
Cycle 3	A	3.01	2016	16/09/2016	15/09/2021
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			<a href="#">View File</a>		
9.No. of IQAC meetings held during the year			3		

<ul style="list-style-type: none"> <li>Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	No	
<ul style="list-style-type: none"> <li>If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	<a href="#">View File</a>	
<b>10. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	No	
<ul style="list-style-type: none"> <li>If yes, mention the amount</li> </ul>		
<b>11. Significant contributions made by IQAC during the current year (maximum five bullets)</b>		
<p>-IQAC encourages faculty members to participate in various conference and seminars and publish articles in indexed journals.</p> <p>-Webinars, Popular Talks, Cultural Activities and Extra-curricular Activities were organised for students by different departments in collaboration with IQAC.</p> <p>-Looked into timely and proper sending of important notifications and informations to all teaching, non-teaching staffs and students through Whatsapp/ College Website.</p> <p>-IQAC monitored the employability of the students through Placement Cell.</p> <p>-Implemented online Feedback system involving collection of online feedback from students.</p>		
<b>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</b>		
Plan of Action	Achievements/Outcomes	
1). IQAC has decided to organize webinars/popular talks and other activities online.	1) Various webinars and popular talks were held.	
2) Life skill enhancement programmes must be organized to address the issues of stress management	2) Various Life skill enhancement programmes were organized.	
3) IQAC proposed to switch over to the e-certificates for various events of the college.	3) Implemented	
<b>13. Whether the AQAR was placed before</b>	No	

<b>statutory body?</b>	
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>	
Name	Date of meeting(s)
Nil	Nil
<b>14. Whether institutional data submitted to AISHE</b>	
Year	Date of Submission
2020	27/05/2020
<b>15. Multidisciplinary / interdisciplinary</b>	
<b>16. Academic bank of credits (ABC):</b>	
<b>17. Skill development:</b>	
<b>18. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)</b>	
<b>19. Focus on Outcome based education (OBE): Focus on Outcome based education (OBE):</b>	
<b>20. Distance education/online education:</b>	

## 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	<a href="#">View File</a>

**2.Student**

2.1 **2304**

Number of students during the year

File Description	Documents
Data Template	<a href="#">View File</a>

2.2 **0**

Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year

File Description	Documents
Data Template	<a href="#">View File</a>

2.3 **789**

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	<a href="#">View File</a>

**3.Academic**

3.1 **87**

Number of full time teachers during the year

File Description	Documents
Data Template	<a href="#">View File</a>

3.2 **66**

Number of Sanctioned posts during the year

## 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	<a href="#">View File</a>

### 2.Student

2.1	2304
Number of students during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

2.2	0
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

2.3	789
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

### 3.Academic

3.1	87
Number of full time teachers during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

3.2	66
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>4.Institution</b>	
4.1	40
Total number of Classrooms and Seminar halls	
4.2	483.9842598
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	152
Total number of computers on campus for academic purposes	
<b>Part B</b>	
<b>CURRICULAR ASPECTS</b>	
<b>1.1 - Curricular Planning and Implementation</b>	
1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process	
<p>St. Mary's College follows the university's curriculum, but the action plan is created and implemented by the institution. At the start of academic year, the Principal, in collaboration with the time-table committee, develops college calendar for the year and calls a meeting with all of the college's professors and staff to review the planned calendar and other pertinent matters.</p> <p>A meeting with the department heads is scheduled to address steps that need to be taken to ensure that University's curriculum is implemented effectively.</p> <p>The Heads of Department are urged to develop teaching schedules based on the number of teaching days available in the academic year.</p> <p>The Principal has meetings with the department's head and faculty members, during which planned plans for the department are</p>	

presented, difficulties and issues discussed and resolved. The Heads of the separate Departments arrange meetings with the Departments' instructors to discuss the distribution of the syllabus and to request that the members 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 case that the curriculum is not finished within the allotted time, the professors will schedule supplementary lessons after the normal classes.

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, being a constituent college of the University of NEHU, follows the Academic Calendar published by the University at the start of each academic year. It clearly outlines a teaching, examination, semester break, and holiday calendar that the institution adheres to 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 everyone. Both the University and the college academic calendars are posted on the college website for openness.

All of the above information is reiterated during new student collegiate and departmental orientation at the start of the academic session.

The Principal also holds meetings with the Teacher-in-Charge(s), professors from various Departments, and the full staff, including non-teaching staff, to ensure that the activities are carried out as planned.

Teachers organise their teaching schedules, class assessments, and assignments in accordance with their allowed time tables for Continuous Internal Evaluation, keeping the academic calendar and planned co-curricular events of the college in mind.



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

**1.1.3 - Teachers of the Institution participate in 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	<a href="#">View File</a>
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)**

0

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

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

0

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

0

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

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

It is the region's foremost institute for women, 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. Gender sensitivity and sensitisation can also be achieved through a variety of workshops, fieldwork, community outreach, celebrations, seminars, conferences, guest lectures, and events such as gender talks, photo shoots, and street plays, among others.

The affiliating university has made a 'Environmental Studies' paper a requirement for undergraduate students in the sixth semester. The fifth semester of the B.Sc. (Botany) curriculum includes "Ecology and Conservation Biology," and the sixth semester of the B.Sc. (Botany) curriculum includes "Development Biology, Ecology, and Economic Zoology" (Zoology). Every year, '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.

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

18

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

18

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

### 1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	C. Any 2 of the above
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File Description	Documents
URL for stakeholder feedback report	<a href="#">View File</a>
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	Nil

### 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

1210

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>

##### 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

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 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

**Response:** The College adopted the following methods to assess the learning levels of the students:

\*The assessment of the students' learning levels is based on the previous results of Class XII and on the performance of the students in the entrance test conducted by the college.

\*Based on the over all performance of the students in the classroom , like active participation in the class and activities, class works, homeworks, assignments, class test and internal tests.

\*Based on the performance of the students on the Internal tests plus the End semester examination i.e  $25+75=100$ , as according to the pattern and Academic Calendar of the North Eastern Hill University.

To help the advanced and slow learners all departments of the college adopted the method of mentoring process , during the process of mentoring, the teachers interacted with the students in a small group to be able to understand the background, problems and learning deficiencies of each student. Then extra and remedial classes are arranged for them according to the convenient time of the students and teachers, Individual attention is also practised by the teachers, simplified materials and notes are also provided. Extra tests are also arranged for them to allow them to improve their performance. The college also provides counselling services to students who have other kind of problems. This is done to build the confidence of the students as well to cope with their studies. To deal with absentees, the teachers used to contact the parents to enquire about the reasons of absence of their wards.

For the advanced learners the programmes differ from department to department. But mostly, more works are assigned to them as class

representatives, leader-in-charge of different activities, member of Students' Council, group leader, college representative. But during this particular period of pandemic, every teaching learning activity has been shifted from offline to online mode. Therefore, the methods of mentoring and assessment has been based on the needs of the situation. In spite of many problems faced by the teachers and students posed by the pandemic, there are constant communication and interaction on daily and regular basis among the teachers and students either by phone call or messaging.

**Learning Outcome:** The college observed that in spite of many challenges of covid-19, the students are able to complete the internal and external examinations as scheduled by the University successfully.

File Description	Documents
Link for additional Information	<a href="https://drive.google.com/drive/folders/1rgRyFY8ST7neswz0-cBPQDeoZZDCiCED?usp=sharing">https://drive.google.com/drive/folders/1rgRyFY8ST7neswz0-cBPQDeoZZDCiCED?usp=sharing</a>
Upload any additional information	No File Uploaded

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

Number of Students	Number of Teachers
2381	89

File Description	Documents
Any additional information	No File Uploaded

### 2.3 - Teaching- Learning Process

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

**Respons:** Regarding the centric methods, different departments of different streams have adopted different methods according to the number of students, space, courses and convenient timing.

Experiential learning was not feasible during this year because of the covid-19.

Participative learning was adopted by almost all departments of

the college. Department of Education, English, Khasi, Home Science have organised different activities like creative weeks, debate, webinar, essay, poster competitions and so on that are related to the courses. The main aim of these activities was to create a platform for the students to show case their talents, build up their self confidence and leadership qualities, to improve learning experiences and to destress them from the online classes.

**Problem solving method:** was used in the forms of debate, quiz and group discussion.

In fact it was a difficult year for both students and teachers to hold many activities via online mode, since most of the students are coming from the rural areas and from different states of the region, have to face many challenges like network issues., not having android phone or computer and also financial crisis. In spite, of all the challenges, the teachers and students continue to carry out the duties as usual.

**Learning Outcomes:** Though all learning and extra-activities are provided to the students via online mode, the college observed that the students are not left out or unattended, in spite of all challenges. There is active participation of the students in extra-activities too, besides their studies. Thus, there are improvement in the students' learning experiences, morale and self-confidence.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	<a href="https://drive.google.com/drive/folders/18z8hB0WpEhfYu06l8Ids3lMlTGj1jQhv?usp=sharing">https://drive.google.com/drive/folders/18z8hB0WpEhfYu06l8Ids3lMlTGj1jQhv?usp=sharing</a>

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

**Response:** The year 2020-2021 will be the most memorable year for the students and teachers community, because for the first time that teaching-learning activities were carried out via online mode. Prior to that, teachers are not so familiar with the ICT. It is the pandemic that has compelled and encouraged both the teachers and students to self-learn the use of ICT as an effective tool for teaching learning process. During the process of teaching-learning, all types and features of ICT are explored by the teachers, like Whatsapp, platforms like Google Meet, Google



Classroom, Zoom, Google Form and you tube. All the learning materials in the forms of recorded audio-video are sent to the students, Lectures are rendered live via Google Meet and Zoom, Internal and End semester Examination are conducted via Google Classroom and Google Form. Some teachers found it to be a creative tool while others find it difficult because of the lack of know how. But the reality is that online teaching- learning cannot substitute the real classroom. How effective can it be, it all depends on the skills of teachers, topic, time and availability of infrastructure.

Inspite of all the challenges faced by the teachers and students, many activities have been conducted by different departments of the college smoothly and successfully.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="https://drive.google.com/drive/folders/1hkSp2UsBrxvT8Bm9qQuwsT2qREWrY6dj?usp=sharing">https://drive.google.com/drive/folders/1hkSp2UsBrxvT8Bm9qQuwsT2qREWrY6dj?usp=sharing</a>

### 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

1 : 8

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
mentor/mentee ratio	<a href="#">View File</a>

### 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)	<a href="#">View File</a>
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

#### 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

23

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	<a href="#">View File</a>

#### 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

89

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

## 2.5 - Evaluation Process and Reforms

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

**Response:** To make the internal assessment transparent and robust in terms of frequency and mode, the college adopted the following methods:

One Day Orientation is conducted for the 1st semester to enlighten about the matter related to the Examination via Online mode.

The college followed strictly the Academic Calender and patterns of the North Eastern Hill University i.e 25 for the Internal assessment and 75 marks for the End Semester Examination(25+75=100)

Sub Committee is in place to look into the scheduling of the time table for internal tests, collection, compilation, circulating the compiled marks (Pdf) to the HODs for verification before circulating to the students.

Marks lists are circulated to the students during the pandemic via online mode.

Students are given the opportunity to clarify their doubts from any concerned teacher.

Retests are conducted for the low achievers and for those who have a genuine reason for absent the scheduled tests.

Information related to the Internal and End semester Examination links are circulated to them.

During the pandemic, the HODs and teachers play a major role in reaching out to every students by all ways and means possible to ensure that students attend all classes and internal tests as scheduled.

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File Description	Documents
Any additional information	No File Uploaded
Link for additional information	<a href="https://drive.google.com/drive/folders/1lHd-pOqYupRhmMOva0zK6N6-rTl-DXlr?usp=sharing">https://drive.google.com/drive/folders/1lHd-pOqYupRhmMOva0zK6N6-rTl-DXlr?usp=sharing</a>

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

and efficient

**Response:** During this period of pandemic and lockdown, the college adopted the following methods to deal with the internal examination related grievances, time bound and efficient;

The Examination Committee, Sub Committee of Examination and non-teaching staff are available for clarifying any matter related to the internal examination grievances.

\* The HODs and teachers of the college are given the responsibility to make the internal examination transparent and time-bound, since they can access with their respective students and students, too, have their confidence with their respective teachers.

\* The Sub committee of examination is represented by one teacher from each department, to report to the coordinator in case of any issue related with the internal examination..

\* All departments provide the links and announce to the respective students ahead of times about the dates, topics, rules/instructions/marks according to the university guidelines.

\* Marks lists of the students are circulated well in time, to allow the students to clarify doubts if any. Low achievers are allowed to appear for re-test.

The Internal marks of the students are then verified by the teachers before sending to the University.

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File Description	Documents
Any additional information	No File Uploaded
Link for additional information	<a href="https://drive.google.com/drive/folders/1G0tHEuWgcL0exXf9zYJjnQ05stWGobIq?usp=sharing">https://drive.google.com/drive/folders/1G0tHEuWgcL0exXf9zYJjnQ05stWGobIq?usp=sharing</a>

## 2.6 - Student Performance and Learning Outcomes

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

Every year the college used to organise One Day orientation programme for the first semester students, before the beginning of

the session to create awareness about all the programmes, course outcomes . But this particular year it is done in a different manner, where it is organised via online mode by the HODS and teachers with their respective 1st semester honours students.

\*Students are asked to read the college prospectus which is accessible in the college website, to know and understand better about the POs and COs offered by the college and the subjects combination.

The Programme: Bachelor of Arts offers the Honours and Electives: Economics, Education, English, Geography, Khasi, History, Philosophy, Political Science and Sociology. Bachelor of Computer, Bachelor of Commerce, Bachelor of Home Science, Bachelor of Science: offers Elective and Honours in Botany, Chemistry, Clinical Nutrition & Dietetics, Mathematics, Physics and Zoology

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	<a href="https://drive.google.com/drive/folders/1TTodz6Jp54uS0og0ngRYl9dmSsnjQ_gR?usp=sharing">https://drive.google.com/drive/folders/1TTodz6Jp54uS0og0ngRYl9dmSsnjQ_gR?usp=sharing</a>
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.

During this period 2020-2021, to describe the methods of attainment of programme and course outcomes as evaluated by the institution would be rather different since all activities are carried out via online mode. So whatever possibility had been explored by the college in a simple manner;

\*The only possible method is, by using the internal assessment marks of the students i.e 25 marks. This is the first step that helped the teachers to understand about the attainment level and the course outcomes

\* Secondly by evaluating the end semester results i.e the external 75 + the internal 25 =100. The total marks of the students indicated the level of attainment of the programme and course

outcomes.

\*Since outdoor activities are not feasible during this particular period because of the covid-19, some departments like Education, English, Philosophy, Khasi, Botany, History organised extra activities via online mode to evaluate the attainment levels of the courses and programme outcomes.

Thus, not much could be done in this particular period.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	<a href="https://drive.google.com/drive/folders/1Ay8CIiOLS7bTvMdEj7_qrY6_fOxuNID?usp=sharing">https://drive.google.com/drive/folders/1Ay8CIiOLS7bTvMdEj7_qrY6_fOxuNID?usp=sharing</a>

### 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

812

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Paste link for the annual report	<a href="https://smcs.ac.in/content/naac-accredited-grade-institution">https://smcs.ac.in/content/naac-accredited-grade-institution</a>

### 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/feedback\\_16-21.pdf](https://smcs.ac.in/sites/default/files/feedback_16-21.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)**

0

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	<a href="#">View File</a>

**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)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	<a href="#">nil</a>

**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**

24

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 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

16

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

#### 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

6

File Description	Documents
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 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

St Mary's College has been actively implementing the "Be With Yoga, Be At Home" flagship program under the Ministry of AYUSH for the general wellbeing of the neighborhood community, specially to



enhance fitness to fight Covid-19. In that line on 21 June, 2021, the International Yoga Day was celebrated involving the students and faculty for their overall physical and mental development.

Details can be accessed at :

[https://docs.google.com/document/d/1ErzglDEfp\\_yTdRWmJsIfm7Cfe3GP1BKr/edit?usp=sharing&ouid=102089681956345040365&rtpof=true&sd=true](https://docs.google.com/document/d/1ErzglDEfp_yTdRWmJsIfm7Cfe3GP1BKr/edit?usp=sharing&ouid=102089681956345040365&rtpof=true&sd=true)

<https://www.noticebard.com/be-with-yoga-be-at-home-video-contest-2021-by-ministry-of-ayush/>

During the Pandemic the NCC cadets( 13 cadets) registered in iGOT.gov.in , participated and completed an online Covid training program on hand hygiene/masks/relief camp setup and general information on the pandemic preparedness. On IDY (International Yoga Day, 21st june, 2021) NCC cadets of the college joined the video campaign on "Be with Yoga, Be at home", launched by Ministry of Ayush, Govt. of India.

As a part of Schhwa Bharat Aviyam our NSS members along with faculty carry out cleaning drive in the local areas in coordination with dist administration and local Headman and in the college campus from time to time which has helped in maintaining hygiene and a clean environment in the surrounding areas. Popular talks on social issues and other relevant topics are held yearly for awareness of the local community as well as the students community.

Red Cross unit of our college participate in blood donation camps and other activities like health check-up camps for the students and also observe the Annual Day of Red Cross society.

During 2020-21 due to Covid pandemic extension activities and reachout programs could not be conducted, however, the Rangers Unit of the college organized an online program on "unity in diversity" on the occasion of independence day in 2020. Another program on the theme " one's roots, traditions and dresses" was organized online by the Rangers Unit on Independence Day and the video of the same was posted in social media. Rangers unit also organised an online slogan writing competition on world environment day on 5th june, 2020.

File Description	Documents
Paste link for additional information	<a href="https://docs.google.com/document/d/1ErzgLDEfp_yTdRWmJsIfm7Cfe3GP1BKr/edit?usp=sharing&amp;ouid=102089681956345040365&amp;rtpof=true&amp;sd=true; https://igot.gov.in/igot/">https://docs.google.com/document/d/1ErzgLDEfp_yTdRWmJsIfm7Cfe3GP1BKr/edit?usp=sharing&amp;ouid=102089681956345040365&amp;rtpof=true&amp;sd=true; https://igot.gov.in/igot/</a>
Upload any additional information	<a href="#">View File</a>

### 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

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	<a href="#">View File</a>
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

9

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	<a href="#">View File</a>

**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**

272

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

**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**

nil

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded

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

nil

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	<a href="#">View File</a>

## 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.

The college has two campuses ( Main Campus and Oakville Campus).

1. The college has a campus area of 15.99 acres/64709sq.mtrs, which includes Main and Oakville Campus
2. The College offers six semesters undergraduate programmes for BA, BSc, BCom, BCA, Bsc Home Science and CND. The college has set up a Community College which offers a one-year diploma courses in General Duty Assistance (GDA)- Health Sector and Web Designing and DTP.
3. Most of the classrooms, laboratories, administration/ main college offices are located in the main campus. All classes for BA (Bachelor of Arts) BSc (Bachelor of Sciences) Bsc Hsc (Bachelor of Home Science), CND (Department of Clinical Nutrition & Dietetics) are conducted in the main campus.
4. There is one four storeyed RCC building in Oakville Campus with a good amount of open space behind the building, this space will be used to augment physical facility; upcoming college building.
5. In Oakville campus, Department of Commerce, Department Bachelor of Computer Applications and Community College (Short term Diploma Courses) conduct their classes.
6. The college has 24 main classrooms and 10 classrooms attached to departments these classrooms are at present in operation for undergraduate degree courses. 10 main classrooms are equipped with LCD projectors, 5 classrooms attached to departments also have LCD projectors. The classrooms are well lit and ventilated
7. There are 14 department laboratories in the main campus. These laboratories are also used for theory classes. There are 2

biotech-hub laboratory in oakville campus.

8. There is one Seminar Hall equipped with LCD projector and proper sound system and one meeting and conference room.
9. One main library equipped with internet facility.  
Most departments also have a small department library where students of the particular department as well as teachers can consult or borrow the books.
10. One Audio-Visual room attached to the main Library, also used as a classroom.
11. There is one main teaching staff room in the college and another staff room in Oakville campus. Separate departments do have their own space for teaching staff. There are separate restrooms/toilets for male and female faculty members.
12. There is one student's centre in main campus which caters the students for forms fill up, Government scholarship, fees, queries etc. The service centre is especially created by the College to attend to the needs of the students. This centre serves as a link between the students and the college administration. The Principal office is also located in the main campus.
13. In front of the college ( Main Campus) there is a large space which can accommodate for vehicle parking.
14. There is one first aid room in the main campus and one sick room in oakville campus, the room have only necessary first aid equipment.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://drive.google.com/file/d/1EjchUK6qkL1xNzoZx_A_wDz2aKBDjZLW/view?usp=sharing">https://drive.google.com/file/d/1EjchUK6qkL1xNzoZx_A_wDz2aKBDjZLW/view?usp=sharing</a>

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

- There is one common room in the main campus for the students.
- One small room for storage of sports, games equipment

- One semi-indoor facility which accommodate two badminton courts, this semi-indoor facility is also use for programmes during college week or any college students programmes.
  - Since the college main campus is closely attached to the St Mary's Higher Secondary School, the School's Hall, Basketball Court which also include a reasonable open space was also used for functions like college week programmes, this space can accommodate a large number of students especially on the last day of college week functions and programmes. The basketball court is also by students to play and practice basketball for the inter-college university tournament
  - Other classrooms in the main campus are also use for college students programmes like fetes, food fests etc
  - There is one reasonable open space for students where they can hangout, gather during class breaks
  - The Main seminar hall was also used to host cultural programmes, yoga, seminars etc
  - The college also have an NCC and NSS cell. The NCC cadets do practice their drill either in the basketball court, semi-indoor facility and main thoroughfare of main campus
  - There is one indoor stadium in this Oakville campus
  - The open space behind the building in Oakville campus is also use fo students programmes, college week, teachers get-together etc. The space is filled with greenery and a small open grass-filled ground
  - Depends on the number of participants, the seminar hall was also used for yoga.
- **Weakness:**
- There is a space constraint for a providing a full range of extra curricular activities

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://drive.google.com/file/d/1-GrJ-vtZJ_dq66JMwv9p4sJhl-2VpXpPc/view?usp=sharing">https://drive.google.com/file/d/1-GrJ-vtZJ_dq66JMwv9p4sJhl-2VpXpPc/view?usp=sharing</a>

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

-

**4.1.3.1 - Number of classrooms and seminar halls with ICT facilities****25**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://drive.google.com/file/d/1e4s6VsE9LgXqElS5jq0zbiddkm3j1wER/view?usp=sharing">https://drive.google.com/file/d/1e4s6VsE9LgXqElS5jq0zbiddkm3j1wER/view?usp=sharing</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

**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)****326.17718**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<b>No File Uploaded</b>

**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; BSc, BA, BSc Home Science, CND, BCom and BCA
- 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.
- The library is also provided with desktop computers and internet facility where students can browse e-contents, e-book, journals etc. The internet facility is strictly use for academic purpose only
- The library is also equipped with a xerox facility
- Most departments have also set up their 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, the room is equipped with desktops and one main LCD screen.
- The College has a subscription membership to DELNET and INFLIBNET for accessing e-books and e-journals.
- Most faculty members also used the department library and online resources, WiFi college facility.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	<a href="https://drive.google.com/file/d/1_7vOoDIWjZNQhcRlv6bqRDBelpKPKr50/view?usp=sharing">https://drive.google.com/file/d/1_7vOoDIWjZNQhcRlv6bqRDBelpKPKr50/view?usp=sharing</a>

**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	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

**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)

0.52049

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	<a href="#">View File</a>
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

#### 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

Due to the pandemic and SOP protocols the Library was closed

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of library usage by teachers and students	No File Uploaded

#### 4.3 - IT Infrastructure

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

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

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

**4.3.2 - Number of Computers**

180

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Student – computer ratio	No File Uploaded

**4.3.3 - Bandwidth of internet connection in the Institution**

A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

**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)**

126.088718

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Audited statements of accounts.	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	No File Uploaded

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

- The procedure and policy for maintaining and utilizing physical, academic and support facilities are regulated by the management of the college as per requirements and availability of funds, which is approved by the governing body and building committee.
- Each department have a lab assistant who also look after the logistics of the lab
- Each department prepare their own requirements for the department's academic needs
- The Principal holds a regular monthly meetings with the heads of departments, to assess and discuss academic issues, students welfare, needs, requirements etc
- The college have a feedback committee that prepares questionnaires to be filled by the students on the overall performances of the teachers, college facility etc
- There are non-teaching staff; Laboratory assistants, cleaning staffs, gardener, care taker etc, who are responsible for the daily maintenance and upkeep of the campus infrastructures. The duty of the cleaning staffs and gardener is to maintain cleanliness, beauty, and greenery of the campus. There are CCTV cameras installed in strategic locations in the campus.
- Apart from the library staff who look after the daily functioning of the library, the college have set up a Library Awareness and Development Committee, comprised of selected faculty members and the librarian. The focus of the committee is to assist and advice on the improvement and functioning of the library
- There is a sports committee which comprised of selected faculty members to look after the sports and games of the college, there are other committees that look after other college activities, like college week, college fest etc
- There is a Student's Council, with one selected representative from each department. The student's council assist the college in certain activities like sports, games, seminars, college week etc
- The college also publish a yearly handbook which includes basic information of the college, code of conduct, list of holidays, calendar, time table, information on certain programmes. list of committees, departments, etc. This handbook is distributed freely to each students and faculty members.

File Description	Documents
Upload any additional information	<b>No File Uploaded</b>
Paste link for additional information	<a href="https://drive.google.com/file/d/1N39vK1080Xt3KfuJk30YiK2mQFdGhi2A/view?usp=sharing">https://drive.google.com/file/d/1N39vK1080Xt3KfuJk30YiK2mQFdGhi2A/view?usp=sharing</a>

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

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

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

861

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Number of students benefitted by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

#### 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 benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year

0

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>
<b>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</b>	<b>D. 1 of the above</b>
File Description	Documents
Link to institutional website	<a href="https://drive.google.com/file/d/1SHFxpC0dD_YRjm8CEya-zrUTjE5zZgpo9/view?usp=sharing">https://drive.google.com/file/d/1SHFxpC0dD_YRjm8CEya-zrUTjE5zZgpo9/view?usp=sharing</a>
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>
<b>5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>	
<b>592</b>	
<b>5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>	
<b>592</b>	
File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>
<b>5.1.5 - The Institution has a transparent</b>	<b>D. Any 1 of the above</b>

**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**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View File</a>

## 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

3

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

### 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

125

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

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

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

4

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	No File Uploaded

### 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.

0

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

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 Students' Council is a student body composed of student representatives from each department. Under the guidance of the teachers of the department, the Students' Council members are chosen for their leadership skills, academic and co-curricular achievements. The Council is a direct- liaison between the students, administration and the teachers, whereby they provide an open forum for students' views and protecting their rights. Two representatives are sent from each department as of 2020. The decision to send more than one representative to the Students' Council so as to enable more representation of the students and to ease the burden of the workload on a single representative.

The Council provides assistance to the Principal and teachers, whenever required, for example during offline admissions, where they help the Admission Committee and the departments at the helpdesks by guiding students who are seeking admission in the College. The members of the Students' Council as are all students in the college are either enrolled in the National Service Scheme (NSS), the National Cadet Corps (NCC) or Rangers ( Bharat Scouts and Guides). As members of these bodies, they are involved in programmes and events organised by these bodies in the college or at the state/national level. They are engaged in organizing various programs both academic and co-curricular in the College, for example, they are active members in the Annual College Week Committee and also conduct most of the competitions and program during the College Week. They arrange the program for the Independence Day Celebrations every year.

The Council also helps in the smooth running of the Felicitation or Graduation Ceremony conducted annually for the seniors who have graduated while also organizing the Farewell program for outgoing seniors. Members of the Event Management Committee and the Food Committee work in tandem with the Students' Council members at all times whenever events and program are held in the College. Apart from being actively involved in the Sports Committee, Cultural Committee, Wall Magazine/Bulletin Board Committee etc., as members of the Anti-Ragging Committee, the Students' Welfare Committee, the Discipline and Vigilance Committee the Students' Council maintains discipline in the campus and ensures the upliftment of students' rights and also in reminding them about their duties.



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

### 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

240

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	<a href="#">View File</a>
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)	<a href="#">View File</a>

### 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 AASMC was registered under the Meghalaya Societies Registration Act XII of 1983 on the 15th of January 2021. The AASMC could not be registered earlier due to certain constraints and as such, the association was unable to collect membership fees from its members. This has caused a setback to many of the plans of the Association in making a difference to the college and society at large. Now that the association has been registered, the members intend to collect membership fees and once again hold fund raising activities in order to facilitate valuable contributions to the college which can be in the form of financial assistance through the payment of tuition fees especially for those students enrolled in the College and verified as being in the category of the economically weak sections (EWS).

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

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

E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

### GOVERNANCE, LEADERSHIP AND MANAGEMENT

#### 6.1 - Institutional Vision and Leadership

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

The objectives of the Institution are guided by the logo and motto of the Institution forging virtues of zeal, quality and integrity in the hearts of the teeming young women on the one hand and on the other signify continuity, growth and openness to change with appropriate poise, strength and clarity of mind.

This Institutional distinctiveness is reflected in the governance of the institution as follows:

(1) The Institution caters only to young women of the region with priority to the educational needs of tribal women at large and those of the state in particular.

(2) The Institution runs interdisciplinary and need based conventional academic programs with the aim to render inclusive education to its students.

(3) The Institution practice 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 Institution facilitates through all its core and subsidiary academic programmes, a good proportion of socially challenged

students (low income group, differently abled, physically challenged group, socially backward group, group with difficult family backgrounds, etc.

File Description	Documents
Paste link for additional information	<a href="https://smcs.ac.in/aboutus">https://smcs.ac.in/aboutus</a>
Upload any additional information	No File Uploaded

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

The Institution has always ensure 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 an 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.

(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	Nil
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

### 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

#### (1) Human Resource Management

1. Motivating the faculty members to participate in Refresher and orientation Course.
2. Maintenance of Grievance Redressal Cell, Sexual Harassment Committee

#### (2) Library ,ICT and physical structure/instrumentation

1. Fibre Optic Internet facility available in the college.
2. Provision for Wi-Fi facility in both the campuses.
3. Internet connection in the library to access the e-resources.

#### (3) Teaching and Learning

1. Wide access to internet facility to inculcate online learning including e-book, e-journal facility.
2. Learning through Field Work, Industrial visits.
3. Enhancement of learning skills of the students through participation in different departmental and inter-departmental programme.

#### (4) Curriculum Development

1. Inclusion of field work, industrial visits and extension activities.
2. Complementing online examination and internal test- based evaluation

#### (5) Examination and Evaluation

1. The college maintains a Examination Cell that takes care of the entire examination process.

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

#### (6) Research & Development

1. The institution has an established Research and Consultancy Cell
2. College explores various funding agencies for sponsoring major/minor projects such as DBT,DST,ICSSR,UGC etc

#### (7) Admission of Students

1. Strict adherence to Govt. rules for Reserved Categories.
2. Special provision is given to the differently abled students

#### (8) Industrial Interaction/Collaboration

1. The institution facilitates industry visits of students ..
2. The college has an active placement cell .

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	<a href="https://smcs.ac.in/content/library">https://smcs.ac.in/content/library</a>
Upload any additional information	<a href="#">View File</a>

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 functions to to improve performance of the institution. There are various committees which are alsoinvolved 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 online 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.

© 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	<a href="http://meglaw.gov.in/rules/The_Meghalaya_Directorate_Establishment_(Ministerial)_Service_Rules_2010.pdf">http://meglaw.gov.in/rules/The_Meghalaya_Directorate_Establishment_(Ministerial)_Service_Rules_2010.pdf</a>
Link to Organogram of the Institution webpage	Nil
Upload any additional information	<a href="#">View File</a>

**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	<a href="#">View File</a>
Screen shots of user interfaces	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	<a href="#">View File</a>

### 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.
- 
- 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
  - 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**

00

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

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

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

00



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**

12

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

#### **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, co-curricular 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	<a href="http://meglaw.gov.in/rules/The_Meghalaya_Directorate_Establishment_(Ministerial)_Service_Rules_2010.pdf">http://meglaw.gov.in/rules/The_Meghalaya_Directorate_Establishment_(Ministerial)_Service_Rules_2010.pdf</a>
Upload any additional information	<a href="#">View File</a>

#### 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	<a href="#">View File</a>

#### 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)

00

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 Govt. of Meghalaya and students fees. Additional funds are applied from Rashtriya Uchchatar Shiksha Abhiyan (RUSA) for Infrastructures and Equity Initiatives. The College mobilise 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 make 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	<a href="#">View File</a>

## 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 online 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 Intra-College 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	<a href="https://smcs.ac.in/iqac">https://smcs.ac.in/iqac</a>
Upload any additional information	<a href="#">View File</a>

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, an LCD projector is installed every classroom. Teacher 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	Nil
Upload any additional information	<a href="#">View File</a>

**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	<a href="https://smcs.ac.in/iqac">https://smcs.ac.in/iqac</a>
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## **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 2020-2021 the following departments have conducted programmes to sensitize on gender related issues:**

**Department of Political Science**

**Name of the program and date**

**1. Department webinar on empowerment of women: issues and challenges were organized by the department of political science for the 5th semester students on the 14th December 2020, no of participants**

## Department of Botany

## Name of the Program and date

Commemoration of the "International Day of Women and Girls in Science" on the 12th of February 2021

The Department of Botany hosted a Webinar on "Career Prospects of Microbiology in Food Technology" to Commemorate the International Day of Women and Girls in Science on the 12th of February 2021 at 12 noon to 1 pm via Google meet. The resource Person was Dr. Khomdram Nripendra Singh, General Manager, Trinity Fructa Ltd, Darrang, Assam.

The Department of Political Science and Botany have organized programmes on gender. The college being a womens college employed staff for security of the campus.

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

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

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="https://drive.google.com/file/d/1HfpdtsYXBw_jplgn12BmTE9cEC6eOkzY/view?usp=sharing">https://drive.google.com/file/d/1HfpdtsYXBw_jplgn12BmTE9cEC6eOkzY/view?usp=sharing</a>

**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	<a href="#">View File</a>
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	<a href="https://drive.google.com/file/d/1Nhhd-xuWhHVQvIeTt1jgM49OWMc1G_K/view?usp=sharing">https://drive.google.com/file/d/1Nhhd-xuWhHVQvIeTt1jgM49OWMc1G_K/view?usp=sharing</a>
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	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**7.1.5 - Green campus initiatives include**

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

**1. Restricted entry of automobiles**

B. Any 3 of the above



<b>2. Use of Bicycles/ Battery powered vehicles</b> <b>3. Pedestrian Friendly pathways</b> <b>4. Ban on use of Plastic</b> <b>5. landscaping with trees and plants</b>	
File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Any other relevant documents	<a href="#">View File</a>
<b>7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution</b>	
<b>7.1.6.1 - The institutional environment and 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</b>	<b>E. None of the above</b>
File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<b>No File Uploaded</b>
Certification by the auditing agency	<b>No File Uploaded</b>
Certificates of the awards received	<b>No File Uploaded</b>
Any other relevant information	<b>No File Uploaded</b>
<b>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</b>	<b>C. Any 2 of the above</b>

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

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

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

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

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

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="#">View File</a>
Any other relevant information	No File Uploaded

<b>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.</b>	<b>A. All of the above</b>								
<table> <tr> <th data-bbox="86 689 539 757">File Description</th><th data-bbox="539 689 1437 757">Documents</th></tr> <tr> <td data-bbox="86 757 539 824">Code of ethics policy document</td><td data-bbox="539 757 1437 824"><a href="#">View File</a></td></tr> <tr> <td data-bbox="86 824 539 1115">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</td><td data-bbox="539 824 1437 1115"><b>No File Uploaded</b></td></tr> <tr> <td data-bbox="86 1115 539 1182">Any other relevant information</td><td data-bbox="539 1115 1437 1182"><b>No File Uploaded</b></td></tr> </table>	File Description	Documents	Code of ethics policy document	<a href="#">View File</a>	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	<b>No File Uploaded</b>	Any other relevant information	<b>No File Uploaded</b>	
File Description	Documents								
Code of ethics policy document	<a href="#">View File</a>								
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	<b>No File Uploaded</b>								
Any other relevant information	<b>No File Uploaded</b>								
<b>7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals</b>  <b>Several programmes were organized and conducted on the virtual platform. Celebrations of National and International Commemorative days are a part and parcel of the extra curricular activities of various departments of the college. Students have actively participated in various programme conducted in the college as well as those conducted in other colleges.</b>									
<table> <tr> <th data-bbox="86 1597 539 1664">File Description</th><th data-bbox="539 1597 1437 1664">Documents</th></tr> <tr> <td data-bbox="86 1664 539 1843">Annual report of the celebrations and commemorative events for the last (During the year)</td><td data-bbox="539 1664 1437 1843"><a href="#">View File</a></td></tr> <tr> <td data-bbox="86 1843 539 1944">Geo tagged photographs of some of the events</td><td data-bbox="539 1843 1437 1944"><a href="#">View File</a></td></tr> <tr> <td data-bbox="86 1944 539 2011">Any other relevant information</td><td data-bbox="539 1944 1437 2011"><b>No File Uploaded</b></td></tr> </table>	File Description	Documents	Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>	Geo tagged photographs of some of the events	<a href="#">View File</a>	Any other relevant information	<b>No File Uploaded</b>	
File Description	Documents								
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>								
Geo tagged photographs of some of the events	<a href="#">View File</a>								
Any other relevant information	<b>No File Uploaded</b>								

## 7.2 - Best Practices

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

**Best Practices 1. Administrative and Community Oriented Best Practices Research:** The college is very supportive towards the career development of the staff. During the last 5 years a total number of 23 staff members have been awarded with PhD in various subjects. The teachers have published 30 chapters in books and 40 papers in reputed journals listed in the UGC care list during the last five years. The College has also constituted a research cell, the cell provides information to aspiring researchers and aids in promoting the research culture. **Education of tribal and less privileged women:** Saint Mary's College has committed itself to providing quality and inclusive education to students from the socially challenged areas and diverse backgrounds in a wonderful and conducive atmosphere thus enabling the youth to grow together. The department of English organizes the Sawangka Festival annually. This festival is a month- long program which promotes a sense of unity in diversity and embraces tolerance, communal harmony and sisterhood among the students. The students show cases their talents in the different categories of competitions held during the festival. **Discipline:** Discipline is engraved in day to day classes. Discipline committee is present to maintain discipline in the college. Morning assembly is conducted daily with prayers, thought of the day to ponder upon, and important announcements are made during the assembly. The national anthem is sung once a week to promote a sense of oneness and unity. **Digital Library:** The college library is an institutional member of INFLIBNET and DELNET, e- learning Resources through which teachers and students can get free access to e books and e-journals. **Design Innovation Center:** During the year 2018 - 2020 the college offered two one year add on courses under design and innovation center (Spoke) for the students of the college. The course design is aimed towards production of cost- effective food and medicinal product without side effects and innovative design of the domestic waste management. The courses nurture and promote new and novel innovations through knowledge- based activities. **Cyber Security Surveillance:** Both the main campus and the Oakville campus has CCTV cameras to monitor as well as for safety purposes of the students. **2. Best Practices concerned with the All-Round Development, Learning and Placement of Students** **Placement of Students:** The college has an active student's placement cell. Several career orientation programs, training programs by companies like Tata Consultancy Services, Anudip Foundation and

job placement was conducted from the year 2019 till date. Employers like S10 company, SR group of Companies (Googleplex Academy), Accenture, I-Merit technologies, RLABS Enterprise Services, ADP company has placed the students in their different locations in India. Digital Efficiency: During the pandemic the college staff has left no stone unturned to cater to the needs of the students and continue the teaching learning process. Both the internal and final examinations were conducted using the online platform google classroom. The other platforms used for delivery of lectures and materials included google classroom, zoom, google meet, google drive, and you tube links. All assessments were also done online during the pandemic. All staff were provided with college email ID to carry on all college related work and activities efficiently. Every department has a personal department ID which is being used for the conduct of all department activities. Value Based Education: At the personal level mentoring programmes are carried on by different departments in order to address the academic and personal issues of the students. The students have specially designed value education classes every week. These classes are aimed at nurturing the positive value and transform their attitudes towards life as well as help to inculcate spiritual values in the students. The classes are on value education, moral ethics and scriptures. Environment outreach programs: The different departments of the college as well as the NSS Organized several programs on environmental awareness, tree plantation and waste management with the students in the college as well as in the communities. Extension Programs and field- based activities with societal impacts: Students are exposed to field based practical activities to reach out to the under privileged and differently able section and the elderly of the society. Yearly educational and curricular activities care designed to benefit the society at large. The NSS, NCC, RANGERS and various students clubs like health clubs, alumni, sports, debate and quiz, clubs are actively involved and engaged to contribute to the society at large, through various programs like tree plantation, blood donation, adopting villages to teach them on sanitation, and hygiene, cleaning drives etc. Competitions, Commemorative events: Responsibilities and Awareness of students as dutiful citizens is encouraged through celebrations like Independence Day celebration and Birth and Death Anniversaries of great leaders. Alumni : The alumni association of the college is growing strong. They are widespread and many of them as listed are holding important positions in the society two of the alumni are also awarded with the most prestigious Padmashree Award. Some of the noted alumni are: • Smt. Patricia Mukhim, Padmashree awardee(2000)- Editor, The Shillong Times, Member of Core Advisory Group on Environment,

Climate Change and Human Rights, which has been constituted by the National Human Rights Commission (NHRC). • Smt. Y. Tshering-Senior Advocate, Meghalaya High Court and Shillong Bar Association. • Dr. Mary Hranggul- Commandant, Assam Rifles (First woman medical officer in Assam Rifles). • Prof. Keya Sengupta- Professor, Economics and Public Policy, IIM Shillong. • Smt. Rosette M. Kurbah, IAS, Smt. Iadashisha Majaw, MCS. • Smt. Camellia Doreen Lyngwa, MCS. • Smt. Evarinia Liza Warjri, MCS. • Smt. Brenda Lee Pakyntein, MCS. • Anjum Hassan-Indian novelist, short-story writer, poet and editor. • Dr. Aparna Dutta Mahanta- first woman Ph.D. holder from Assam. • Dr. Daisy Hassan- Professor, University of Cardiff, Wales; academic, media producer and novelist. • Smt. Josephine Sawian- first woman from Meghalaya who cleared the IAS. • Smt. Iamon M. Syiem- Chairperson, Meghalaya Commission for Protection of Child Rights. • Smt. Bertha Gyndykes Dkhar, Padmashree awardee(2010)- Inventor of braille code in Khasi. • Smt. Iadashisha Nongrang, IPS-Spl. DGP, Meghalaya. • Ms. Mary Lim- Technical Director, Food and Nutrition, Americas, IMCD, N.V., Canada. • Prof. R.N.K. Horoo-Professor, Department of Zoology, Nehu; Recipient of Young Scientist Award, S.C. Goyal Memorial Prize(1998), JJM Nichols Roy Award(1977). • Dr. Samantha Syiem-Clarke, Associate Tutor, University of Sussex. Prof. T.K. Kharbamon, Vice-Chancellor, Martin Luther Christian University, Retd. Director of the English and Foreign Languages University (EFLU), Regional Campus, Shillong, where she was also head of the Department of English Language Education. • Prof. Esther Syiem-Professor, Department of English, NEHU. • Prof. Amina Passah, Professor, Department of History, NEHU. • Smt. Ranjeeta Dey- Vice President, Genpact, USA. • Smt. Sangeeta Purkayastha- Deputy General Manager, Indian Oil Corporation Ltd. • Dr. M.P.R. Lyngdoh, Retd. Principal, Shillong College. • Dr. Sr. Philomena Kharakor, Retd. Principal, St. Mary's College. • Smt. Judith Shullai- Retd. Principal, PGTC, Shillong. • Prof. Tiplut Nongbri- Retd. Professor of Sociology at the Centre for the Study of Social Systems, School of Social Sciences, Jawaharlal Nehru University, New Delhi. • Payal Nongbet, HR Manager, Crossword Cybersecurity, UK. • Dr. Jenita Mary Nongkynrih- first woman scientist from Meghalaya to bag the prestigious title-ISRO Young Scientist Award for her urban information system project in the North East; currently working as a scientist at the North Eastern Space Applications Centre (NESAC), Umiam. • Smt. Balakynthiew Ranee, MCS. • Smt. Vivera Hynniewta, MCS. • Smt. Baiantimon Blah, MCS. • Dr. Quendarisa Kharbuli, Associate Professor, UGC-HRDC, NEHU. • Mrs. Tshering Doma, Asstt General Manager, State Bank of India. • Mrs. Tshering Lhamu, Asstt. Commissioner, Customs and Central Excise. • Ms. Tshering Diki, Chairman, Meghalaya Rural Bank.



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### 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

**Institutional Distinctiveness** St. Mary's College, is run by the congregation of Our Lady of the Missions which was founded by Euphrasie Barbier (1829-1893). The congregation dates its beginnings to 1861 in Lyon France. Its work was the education of women and children especially in "foreign missions" stability in the works of education and in other spheres of activity took precedence over the original missionary thrust of the congregation. The sisters of Our Lady of the Missions, are committed in a special way to working with women because we believe that when you educate women you help to educate families and to build a better world. 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 aims at imparting an inclusive education, at reaching out to students from the socially challenged areas and diverse backgrounds in a wonderful and conducive atmosphere, thus enabling the youth to grow together. The vision of drawing out the best from each individual is expressed and effort to offer an all round education in imparting life skills is the focus of the College. The College also believes that education must go hand in hand with creation of an atmosphere of learning of community and of guidance, both moral and academic. The Curriculum has been designed to impart value based education apart from the traditional courses like, Bachelor of Arts, Bachelor of Science, Bachelor of Commerce, Bachelor of Clinical Nutrition and Dietetics and Bachelor in Computer Applications and Compulsory Environmental studies for all students of the College. Value Education:- Every week the students have specially designed classes for Value Education, Moral Ethics and Scriptures. These classes are aimed at nurturing the positive values, and transform their attitudes about life, the outlook towards life, dealing with social norms and coping with stress as well as inculcating spriritual values to the stakeholders. The Compulsory Environmental studies are aimed at providing a foundation course in environmental studies and promoting the necessary knowledge and sensitivity towards the environment.

**College Initiatives:-** Since 2018 the College has taken the initiative to go green and hence from then all departments are making an effort to be plastic free and stop using single use plastics and plastic files. Drinking water is provided through Water purifiers (Aqua Guards) in the campus to avoid use of single use plastic bottles. Students were encouraged to submit their assignments without using plastic files, in an effort to go green.

**Co-curricular Activities:-** All students choose to join the NSS or NCC or Youth Red Cross or Rangers. These help to shape our future leaders to shoulder the National Responsibilities right from an early age. It gives a sense of satisfaction. It boosts the confidence of the students as they collaborate and participate in community extension activities, eg: field trips, swatchtaa campaigns, village adoption, Independence and Republic day parades, various competitions etc.

**Alumni Associations:-** The Alumni Association of St. Mary's College was born in 1997, soon after Dr (Sr) P. Kharakor took over the responsibility as Principal of the College. Many alumni are in eminent positions and support the institute whenever it is needed. Various activities are conducted in the College. Annually for fund raising events involving the alumni and the students of the College.

**Constitutional Rights and Responsibilities:-** The College conducts both national and international commemorative days every year. St. Mary's Day, birth and death anniversaries of freedom fighters like U Tirot Singh Syiem, Gandhi Jayanti, are celebrated and various academic related programmes are organized as a part of constitutional rights and responsibilities.

**Club, Committees etc:-** The College also conducts various co-curricular activities through its various associations, clubs and units along with the students' affairs committees. In order to bring forth talent, encourage the various hobbies and interest of the students and teachers, train the students in teamwork and leadership and to develop in them a sense of responsibility in society and in community, various clubs and units preparing to specific hobbies, interest and social aims have been formed in the College. The list of units/ clubs are Health club, cyber tech club, NCC, NSS, Rangers and Youth Red Cross.

**IGNOU Centre:-** In taking the College to greater heights by increasing opportunities and opening avenues for obtaining double degrees, the College has linked up with Indira Gandhi National Open University (IGNOU) in opening an IGNOU programme centre in the College campus. The centre operates the certificate, diploma courses and a Master's programmes in Dietetics and food service management.



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Any other relevant information	No File Uploaded

### 7.3.2 - Plan of action for the next academic year

1. Green Audit
2. Solar panels for sources of energy
3. Waste Management Records and Composting dry within campus
4. Organizing programmes on sensitizing Constitutional Rights, obligations and duties etc for employees and students
5. Additional Certificate and Add on courses