



Yearly Status Report - 2018-2019

Part A

Data of the Institution

1. Name of the Institution	ST. MARY'S COLLEGE
Name of the head of the Institution	Sr. Mary Harriet
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	03642224716
Mobile no.	9862105493
Registered Email	principal@smcs.ac.in
Alternate Email	iqacsmcs@gmail.com
Address	Laitumkhrah, Upland Road,
City/Town	Shillong
State/UT	Meghalaya
Pincode	793003

2. Institutional Status

Affiliated / Constituent	Affiliated
Type of Institution	Women
Location	Urban
Financial Status	state
Name of the IQAC co-ordinator/Director	Dr. (Mrs.) Kobita Deka
Phone no/Alternate Phone no.	03642228226
Mobile no.	9436104526
Registered Email	iqacsmcs@gmail.com
Alternate Email	dekakobita13@gmail.com

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://smcs.ac.in/sites/default/files/AQAR2018-19.pdf
4. Whether Academic Calendar prepared during the year	Yes
if yes, whether it is uploaded in the institutional website: Weblink :	http://smcs.ac.in/sites/default/files/calendar2018-19.pdf

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	A	87.15	2004	04-Nov-2004	03-Nov-2009
2	A	3.05	2011	08-Jan-2011	07-Jan-2016
3	A	3.01	2016	16-Sep-2016	15-Sep-2021

6. Date of Establishment of IQAC	05-Jan-2005
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7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries

Two- day Workshop for secondary school teachers	16-Nov-2018 2	73
National seminar / Pure and Applied Mathematics	19-Sep-2018 2	85
Orientation pogramme for Ist semester students	15-Jul-2019 6	936
No Files Uploaded !!!		

8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
St. Mary;s College, Shillong	Establishment of Institutional Level Biotech Hubs (IBT Hubs)	Department of Biotechnology (DBT)	2019 365	507000
St. Mary;s College, Shillong	FDP(Salary of substitute Teachers)	UGC	2019 365	3442389
St. Mary;s College, Shillong	Community College	UGC	2019 365	3640000
View File				

9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

3

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

No

Upload the minutes of meeting and action taken report

No Files Uploaded !!!

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

No

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

- Strengthened the academic structure of the college by forming different Committees/Clubs/Cells to address the needs of the students in curricular as well as co curricular aspects. They are also encouraged to be functionally active.

Documentation of the activities and achievements of departments/Committees/Clubs/Cells from the reports submitted to IQAC at the end of each year. • Strengthening the campus placement process to provide job opportunities for the students. • Students are always encouraged to participate in different events at local/ state/national levels like sports, quiz, student's seminar, debate competition, exhibition, poster competition, blood donation, NSS activities etc Encourage students to take part in community services like visiting old age home/ orphanage, schools for differently abled children etc • Encourage students to take part in community services like visiting old age home/ orphanage, schools for differently abled children etc • IQAC collaborates with the various departments for educational enrichment activities like popular talks, motivational talks, interdepartmental programmes etc. IQAC is evaluating the teaching learning process through feedback reports. IQAC is evaluating the teaching learning process through feedback reports.

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13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
Collaborations with other institutions and Industries such as Food and Nutrition Board, Childrens Hospital, Ganesh Das Hospital(Govt Of Meghalaya), Intown Solutions, Gos As Samad IT Pvt. Ltd (Web Designing and DTP, Meghalaya)	Training, Internship, Hands on experience
No Files Uploaded !!!	

14. Whether AQAR was placed before statutory body ?

No

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?

No

16. Whether institutional data submitted to AISHE:

Yes

Year of Submission

2020

Date of Submission

27-May-2020

17. Does the Institution have Management Information System ?

No

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

- A general staff meeting is held at the beginning of the year where a detailed discussion on the academic schedule takes place. For implementation of this, a meeting of Heads of Departments is held, where views and suggestions of the departments are considered. the academic calendar is then prepared for the year, with specific schedule for teaching, internal examinations and other co-curricular and extra-curricular activities, and this is included in the student's handbook.
- Departments are given autonomy in allotment of portion of the syllabus to faculty members, which is done in accordance with the requirements of the curriculum and in planning their respective activities for the year which includes seminars, workshops, popular talks, exposer programmes, study tours, field visits etc. The plan of action for a new academic session is submitted to the Head of the Institution at the end of the previous year, so that it can be included in the new academic calendar.
- The college allocates funds to each department for conducting their programmes and activities.
- Internal tests and assignments based on university pattern are held to assess the progress of students during the semester.
- Mentoring is done department wise to know the status of all the students and special help is offered to academically weak students.
- At the end of the year , another general staff meeting is held to review the implementation of the curriculum.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Nil	Nil	Nil	Nil	Nil	Nil

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
No Data Entered/Not Applicable !!!		

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
No Data Entered/Not Applicable !!!		

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
No Data Entered/Not Applicable !!!		
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1.3.2 – Field Projects / Internships undertaken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
No Data Entered/Not Applicable !!!		
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	No
Employers	No
Alumni	No
Parents	No

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution?
(maximum 500 words)

Feedback Obtained
<p>The Students Feedback 2018-2019 consisting of a set of three questionnaires has been prepared as per the NAAC guidelines with certain modifications adopted so as to suit the needs and requirements of the College. Students belonging to the different streams of Arts, Science, Commerce, Home Science, BCA and B.Com were required to fill the questionnaires as per the allotted time and date. Data that was collected was then analysed. As per the NAAC format implemented in 2007, the performance on each attribute is to be graded on a four point scale. For a particular subject on every attribute, at each point of scale, the responses of the students were summed up. Then these responses were converted into percentages to have uniformity across subjects with varying student strength. These percentage figures were then multiplied by respective points on the scale. "Very Good" was multiplied by 4, "Good" by 3, "Satisfactory" by 2 and "Unsatisfactory" by 1. The average of the above four products so obtained is the score secured on a specific attribute for every subject. The overall rating has been derived analytically on the basis of the points scored on the attributes collectively by a particular subject/department. The overall analysis is then rated using the following score: Very Good (4.00 - 3.00), Good (3.00 - 2.00), Satisfactory (2.00-1.50) and unsatisfactory (1.50-0.00)</p>

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BCA	Nill	40	25	14
BSc	Nill	270	386	169
BCom	Nill	100	153	95
BA	Nill	800	1132	675
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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled	Number of students enrolled	Number of fulltime teachers	Number of fulltime teachers	Number of teachers
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	in the institution (UG)	in the institution (PG)	available in the institution teaching only UG courses	available in the institution teaching only PG courses	teaching both UG and PG courses
2018	992	Nill	105	Nill	Nill

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
Nill	Nill	Nill	Nill	Nill	Nill
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No file uploaded.					

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Students mentoring system is available in the college. It was taken regularly in all the streams and departments. The mentor-mentees ratio was different from department to department depending on the number of students with an average ratio of 1:12 in Arts stream, 1:7 in science and 1:14 in Commerce. This system was found to be useful and helpful as many students come from the rural areas of the state and region, having different home background and problems. It helped the shy and introvert students to express their limitations and problems, since one to one conversation method was adopted in the process of mentoring. Thus, it had really encouraged the students to perform better to some extent. It also helped the teachers to be more sensitive and innovative. Besides, the normal cases, there were also some students who really have serious problems which had to be referred to the counselor or to the Principal. The process of mentoring enable to develop good rapport between the mentor and mentee.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
992	105	1:9

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
Nill	Nill	Nill	Nill	Nill

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
No Data Entered/Not Applicable !!!			
No file uploaded.			

2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-	Date of declaration of results of semester-
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			end examination	end/ year- end examination
BSc	Nill	2015	03/05/2018	13/07/2018
BCA	Nill	2015	08/05/2018	13/07/2018
BCom	Nill	2015	08/05/2018	13/07/2019
BA	Nill	2015	01/05/2018	20/07/2018
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Since the introduction of the semester system, the Examination committee had taken up the initiative to hold the internal test periodically according to the academic calendar year. The committee framed the routine and displayed on the students notice board to allow the students to perform better, the teachers to cover the target course in time and for the smooth functioning of the test. The routine was framed in such a flexible manner to allow all the streams and departments to adjust to their convenience. Besides, the internal evaluation, the committee also took care of the external or formal evaluation to see that the evaluation run smoothly.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The college, under the committee of academic calendar, prepared the academic calendar at the beginning of the session and distributed to the students at the time of their admission in the college. The academic calendar was also distributed among all the the teaching and non teaching staff of the college. The academic calendar contained the yearly schedule of the college ranging from the lists of holidays, prayers and hymns, lists of different committees, orientation dates and courses, names of students council members, and also the names of all the faculties members. The tentative dates of different activities of all the departments, college week, cultural programmes, certificates courses and so on were highlighted in the academic calendar.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

No Data Entered/Not Applicable !!!

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
Nill	BA	UG	531	428	80.60
Nill	BCA	UG	38	35	92.10
Nill	BCom	UG	97	84	86.59
Nill	BSc	UG	113	97	85.84
Nill	BSc	UG	39	38	97.44
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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the

questionnaire) (results and details be provided as weblink)

No Data Entered/Not Applicable !!!

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Total	00	00	0	0
View File				

3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
nil	00	

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
00	00	00	Nil	00
View File				

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
00	00	00	00	nil	Nil
View File					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
00	00	00

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
00	Nil

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Chemistry	3	1
International	Mathematics	2	1
National	Sociology	1	0
View File			

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
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Computer Science	2
English	2
Home Science	4
Philosophy	1
Sociology	1
Political Science	1
View File	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
00	00	00	Nil	0	nil	Nil
View File						

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
00	00	nil	Nil	Nil	Nil	nil
View File						

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	Nil	42	54	96
Presented papers	Nil	7	Nil	1
Resource persons	Nil	Nil	1	10
View File				

3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
World Red Cross Day .	Redcross, St.marys College	9	12
attended the two day training programme on First Aid and Disaster management held at Meghalaya Bharat Scouts Guides,	Red cross, St.Marys College in collaboration with IRCS, Meghalaya	9	10

Shillong			
Blood Donation Camp	NSS, St. Marys College in collaboration MACS	3	10
Selection for Pre Republic Day Parade	NSS, St. Marys College in collaboration with NEHU in collaboration	2	5
49th NSS-Day Celebration	NSS, St. Marys College in collaboration with NEHU	1	20
Awareness Programme on Environmental and Health Effects of Waste Management	NSS, St. Marys College in collaboration with the CND Dp tand IQAC	5	150
Popular Talk on Smart City: A Socio- economic and Political Perspective	NSS, St. Marys College in collaboration with dpt of Economics, Political Science and IQAC,	10	150
NSS Leadership and Reach out Programme	NSS, St. Marys College in collaboration with Madan Hindi Pathsala Secondary School, Madanrting, Shillong	3	100
Visit to Missionaries of Charity	DPT. of Education, St. Marys Collegee	5	50
Diverse Learning needs of the students with Disabilities	Dpt Of Education in collaboration with Jyoti Sroat School, Bethany Society, Shillong ,	5	50
View File			

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
00	00	00	Nil
View File			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities

00	00	00	Nill	Nill
View File				

3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
nil	00	nil	00
View File			

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
nil	nil	nil	Nill	Nill	00
View File					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
nil	Nill	nil	Nill
View File			

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
59525882	59525882

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Newly Added
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Others	Existing
View File	

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
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KOHA	Partially	3.04.05.000	2010
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4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Reference Books	22048	Nill	342	94615	22390	94615
Reference Books	1661	Nill	24	20381	1685	20381
Journals	35	Nill	Nill	Nill	35	Nill
CD & Video	164	Nill	Nill	Nill	164	Nill
View File						

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
No Data Entered/Not Applicable !!!			
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	181	3	1	1	1	0	0	0	0
Added	0	1	1	0	0	0	0	0	0
Total	181	4	2	1	1	0	0	0	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

100 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
No Data Entered/Not Applicable !!!	

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
15655455.85	15655455.85	59525882	59525882

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

The procedure and policy for maintaining and utilizing physical, academic and support facilities are framed by the management of the college as per requirements and availability of funds, which is approved by the governing body and building committee. There are 37 classrooms of various sizes (25 in main campus and 12 in Oakville campus). Big rooms are provided with microphones and LCD projectors. The college has one auditorium with the seating capacity of 275. The administration with the help of support staff inspects the classrooms before starting of the academic session for any repairs, painting etc. All the science laboratories are maintained by lab assistant with the support of teaching staff. All the equipments are recorded in a stock register and each department required maintaining an inventory listing laboratory requirements for the next academic session. The college has a library with the seating capacity of 200. A library committee has been set up for assisting the librarian and other staff for effective running of the library. Every year departments are required to provide lists of books to be procured for the forthcoming session. With regard to sports, the college has fairly good facilities for outdoor and indoor games there is a store room to keep sports articles and uniforms of the students. The college sports committee is looking after all the sports related activities.

<https://smcs.ac.in/sites/default/files/policynprod.pdf>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Fee freeship	2	47630
Financial Support from Other Sources			
a) National	Umbrella scheme and minority scheme	577	2402000
b)International	Nill	Nill	Nill
No file uploaded.			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
1.Bridge Course	02/07/2018	48	Home Science Department St. Marys College22
2.Career Oriented course 1	06/08/2018	52	U.G.C. , Home science department
3. Career Oriented Course 2	07/08/2018	25	U.G.C., HomeScience department
4. Design and Innovation course 1	04/06/2018	38	MHRD and Home Science department

5. design and Innovation course 2	04/06/2018	60	MHRD and Home Science department
6. Mentoring	09/05/2018	1290	various departments of the college
7. Personal Counselling	23/08/2018	76	counselling cell of the college
No file uploaded.			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
No Data Entered/Not Applicable !!!					
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
4	1	60

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
No Data Entered/Not Applicable !!!					
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2019	208	B.A., B.Sc., B.Com, B.C.A., B.Hsc.	all the departments of the college	N.E.H.U., Martin Luther Univ U.S.T.M. and various other institutions of the country	M.A., M.Sc., M.Com., M.C.A., B.Ed., LLB, Fashion technology
No file uploaded.					

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg: NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
No Data Entered/Not Applicable !!!	
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
2. cultural activities	institutional	854
1. various sports activities	institutional and inter college	721
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5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2018	Bronze and Gold in Karate	National	8	Nill	A1505844	Banylla Shallam
No file uploaded.						

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

<p>The students council of the college comprises of degree final year student selected from each department for their academic and cocurricular achievement and leadership skills. The purpose of the council are as follows 1.they act as a direct liaison between the students ,the administration and the teachers 2. inform the students on matters concerning them 3.provide an open forum for students view 4.protects students rights 5.provides orderly direction of students councils activities to earn leadership skills 6. provides assistance to the principal and the teachers whenever required. 7.provides assistance to the students welfare committee 8.plays a major role in the meticulous organization of the various co curricular activities held in the college during the year</p>

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

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5.4.2 – No. of enrolled Alumni:

No Data Entered/Not Applicable !!!

5.4.3 – Alumni contribution during the year (in Rupees) :

32160

5.4.4 – Meetings/activities organized by Alumni Association :

Organized Christmas party for the under privileged children of the locality on December 2018 .Food and clothes were distributed among them
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CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

1.A vice-principal who is in charge of Oakville campus. 2.Formation of different committees comprising of teachers of the college for coordinating important administrative and academic activities of the college.

6.1.2 – Does the institution have a Management Information System (MIS)?

No

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Industry Interaction / Collaboration	1.Industrial visits were made to North East Space Application Centre in Shillong, Cee Dee Ice- Making Factory, , Shillong, industrial Mawphanlur, Meghalaya.
Admission of Students	1.Strict adherence to Govt. rules for Reserved Categories. 2.Special provision is given to the differently abled students
Research and Development	1.The college published 4 peer reviewed UGC enlisted journals. 2.Motivates faculty members for research publications in peer reviewed journals with high impact factor. 3.Encourages teachers to present papers in International/National/State Level Seminars,workshops and to act as resource persons. 4.College explores various funding agencies for sponsoring major/minor projects such as DBT,DST,ICSSR,UGC etc. 5.Exhibits the publication of research work of the faculty members in the college library to inspire further research.
Examination and Evaluation	1.The college has complemented traditional written examination with project work assignments, debates, group discussion, viva, presentation and internal test.
Curriculum Development	1.Inclusion of field work,industrial visits,educational excursion and extension activities such as outreach programme. 2.Complementing traditional and written examination project work,seminar- based presentation and internal test- based evaluation
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 seminars and inter- departmental programme.
Library, ICT and Physical Infrastructure / Instrumentation	1.Installation of fiber optics to upgrade the internet facility in the college. 2.Provision for Wi-Fi facility in both the campuses. 3.Provision for e-facility. 4.Internet connection in the library to access the e-resources. 5.Procurement of more equipment and books. 6.Renovation was made to the existing library to provide more space. 7.An indoor badminton court was constructed in the main campus with provision of a mini gallery.
Human Resource Management	1.Motivating the faculty members to participate in Refresher and orientation Courses. 2.Organizing Orientation Programme for both teaching and non-teaching staffs. 3.Maintenance of Grievance Redressal Cell, Sexual Harassment Committee. 4.Appointment of a fulltime nurse for facilitating health check up of the faculty members and students.

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Planning and Development	College website is in place for dissemination of information including regular notice to all stakeholders
Administration	College website is in place for notice display system for students and other stakeholder
Finance and Accounts	Fully computerised office and accounts section
Student Admission and Support	Initiatives taken towards development of online admission
Examination	Online communication with the University for examination related matters

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
Nil	Nil	Nil	Nil	Nil
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2018	Orientation Programme on Enhancement of Educators Emotional Hygiene	Orientation Programme on Enhancement of Educators Emotional Hygiene	18/07/2019	19/07/2019	94	44
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Special Summer School	1	04/07/2018	24/07/2018	21
Orientation Programme	1	20/08/2018	16/09/2018	28
Refresher Course	1	22/10/2018	11/11/2018	21
Refresher Course	3	18/03/2019	07/04/2019	21
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
5	Nil	Nil	Nil

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Staff Welfare Fund	Welfare Fund	Free studentship for EWS

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

Internal Financial Auditor Kiron Joshi and Associates External Financial Auditor Directorate of Local Fund Audit

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Nil	0	0
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6.4.3 – Total corpus fund generated

0

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Nil	Yes	IQAC
Administrative	No	Nil	Yes	Governing Body

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

1.Providing valuable suggestions for development of the institution. 2.Pointing out the weaknesses of the college and suggestion rectification. 3.Frequent parent teacher meeting is held by the departments to discuss about the different issues of the concerned students.

6.5.3 – Development programmes for support staff (at least three)

1.Computer training for office staff so that they are able to handle online registration of students and online submission of marks. 2. Orientation programme at the beginning of the year. 3. The college librarian attends Workshop and Training Programme to upgrade their knowledge in their field.

6.5.4 – Post Accreditation initiative(s) (mention at least three)

-College adopts a complete plastic-free practice in both the campuses to promote an eco friendly environment. 1.An indoor badminton court was constructed in the main campus with provision of a mini gallery. 2.Renovation and construction was made to the existing library to provide more space. 3.Upgradation of the existing canteen in the oakville campus

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	Yes
c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	Popular Talk on the topic 'Teaching as a Career' organised by the	27/03/2019	27/03/2019	27/03/2019	80

	department of Education				
2019	Popular Talk on the topic 'Career Counselling' in collabora tion with the Rotary Club Orchid City, Shillong, organised by the department of Education	19/03/2019	19/03/2019	19/03/2019	125
2018	National Seminar on Pure and Applied Mathematics organised by the department of Mathematics.	19/09/2018	19/09/2018	20/09/2018	67
2018	Two- day Workshop for Secondary School Teachers of Meghalaya on Effective Teaching of Mathematics was organised by Department of Mathematics	16/11/2018	16/11/2018	17/11/2018	150
2018	Popular talk by Ms. Anjum Hasan, a Bangalore based writer and editor, on Imagining Ourselves organised by the department of Philosophy	09/07/2018	09/07/2018	09/07/2018	180
2018	Popular talk by Mr.	25/07/2018	25/07/2018	25/07/2018	180

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Guest Lecture on "Feminism"	28/09/2018	28/09/2018	250	Nill

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
00

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	2

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2018	1	1	11/09/2018	8	Extension programme for the differently abled	Community service	200
2018	1	1	13/12/2018	1	Christmas party for orphans	distribution of food and goodies	350

					and poor children	to underprivileged children	
2018	1	1	11/12/2018	7	Social service to the jail inmates in Shillong	distribution of food and goodies to the inmates of Shillong Jail	200
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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Students Handbook	20/07/2018	<p>ST MARY'S COLLEGE STUDENTS HANDBOOK The student handbook of St Mary's college is an annual publication which is published by the student handbook committee of the college.</p> <p>The handbook is an official document, and it is compulsory for each student to have the handbook. It contains important information which regards to various aspects of the academics in the college such as list of scholarships and how to apply for the same, list of various add on courses and short-term courses and how to apply for the same, the academic calendar, payment of fees and so on. The handbook also contains an exam routine, names of faculty and staff and also the list of various committees that are in charge of student welfare such as sports, co-curricular activities, career guidance and so on. Apart from this the handbook is also contains the official leave record of the student which enables the teachers to easily keep track of students</p>

who are missing classes for various reasons. The handbook is one of the most necessary documents that newly enrolled students must have to quickly navigate and access the various opportunities that the college offers them during their academic progress in the college. However, the student handbook is more than just an official document. It also contains the rules and guidelines of the college, the vision of the college and what the college expects from its students. The handbook also attempts to nurture the individual growth of each student and thus it contains the national anthem which is sung once a week, it contains prayers and hymns for the spiritual growth of the students and a list of various students' council members and departments which are in charge of conducting the morning assembly. The handbook also contains the contact information of the counsellors and teachers in charge of counselling this enables the students to be aware of whom to approach in terms of their emotional wellbeing. Official government notifications regarding bullying and anti-ragging laws are also printed in the handbook. The college handbook is a particularly important document that is issued every year to every batch of students, from those who are newly enrolled to the seniors in various semesters.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
A Radio Talk entitled "Gandhi a Legacy of Peace", conducted by All India Radio Shillong.	02/10/2018	02/10/2018	2
Annual Social Service	11/12/2018	11/12/2018	27
View File			

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. All old bulbs and tubes are being replaced with LED bulbs 2. The campus has preserved its greenery by maintaining the age old Cedar and Pine trees and seasonal ornamental flowers. 3. The college has initiated activities to make the college a green college by 2022 4. The campus has rain water harvesting facilities 5. The campus has restricted vehicle entry hence making the campus pollution free.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

- Apart from the curriculum special weekly value education and moral ethics classes are dedicated to cultivate and inculcate values to form its students into women of character.
- Inclusive education reaching out to students from low socio economic backgrounds and other diverse backgrounds.
- Empowering young women by providing a conducive environment for their overall growth and train them to be responsible citizens of the world.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

https://smcs.ac.in/sites/default/files/2021/Institutional_Best_Practices.pdf

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

The college caters only to young women of the region. It is Run by the Sisters of the RNDM congregation. The aim of the college is to empower and prepare young women of the region and the country to fulfill their dreams, to be productive members of their community, society and country and to prepare them to meet the challenges of the modern world. Inclusive education reaching out to the students from indigenous tribal communities of the North East who come from diverse backgrounds and also from geographically isolated areas.

Provide the weblink of the institution

https://smcs.ac.in/sites/default/files/2021/Institutional_distinctiveness.pdf

8.Future Plans of Actions for Next Academic Year

1. To label the institution as green campus 2. To organize national/international seminar, workshop and symposium 3. Construction of building for UG/PG in St. Marys Extended campus Umroi 4. construction of auditorium and classrooms in Oakvill campus 5. Opening of multimedia center and upgrading the existing ICT infrastructure 6.upgrade the knowledge of students

with skill development courses of Design Innovation Centre. 7. Extension activities 8. Conducting programs of Institution innovation council as per calendar 9. Helping students for placement 10. Supporting the teachers for doing Ph.Ds.