Saint Mary's College

(Affiliated to North Eastern Hill University-NEHU)

Annual Quality Assurance Report (AQAR)

July 2015-June 2016

Submitted by,

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Saint Mary's College, Shillong

Laitumkhrah, Shillong – 793003, India

The Annual Quality Assurance Report (AQAR) of the IQAC

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

Part – A

1. Details of the Institution

1.1 Name of the Institution

SAINT MARY'S COLLEGE

1.2 Address Line 1

LAITUMKHRAH

Address Line 2

UPLAND ROAD

City/Town

SHILLONG

State

MEGHALAYA

Pin Code

793003

Institution e-mail address

principal@smcs.ac.in

Contact Nos.

0364-2224716/2501820/2501053

Name of the Head of the Institution:

DR. (Sister) MARY HARRIET, RNDM

Tel. No. with STD Code:

0364-2224716

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+91-9862105493

Name of the IQAC Co-ordinator: | DR. (Mrs.) KOBITA DEKA

Mobile: | +91-9436104526

IQAC e-mail address: | iqacsmcs@gmail.com

1.3 **NAAC Track ID***(For ex. MHCOGN 18879)* | MLCOGN11922

OR

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

1.5 Website address: | www.smcs.ac.in

Web-link of the AQAR: | www.smcs.ac.in/sites/default/files/AQAR2015-2016

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	A	-	2004	5
2	2nd Cycle	A	3.05	2011	5
3	3rd Cycle	A	3.o1	2016	5
4	4th Cycle	-	-	-	-

1.7 Date of Establishment of IQAC : DD/MM/YYYY | 05/01/2005

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((*for example AQAR 2010-11submitted to NAAC on 12-10-2011)*

S.No.	AQAR Report	Submitted on
1.	AQAR 2010-11	16/12/2016

1.9 Institutional Status

University   State ☐ Central ☐ Deemed ☐ Private ☐

Affiliated College   Yes ☑   ☐

Constituent College   Yes ☐   No ☑

Autonomous college of UGC   Yes ☐   No ☑

Regulatory Agency approved Institution   Yes ☐   No ☑

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution   Co-education ☐   Men ☐   Women ☑

                Urban ☑   Rural ☐   Tribal ☐

Financial Status   Grant-in-aid ☑   UGC 2(f) ☑   UGC 12B ☑

                Grant-in-aid + Self Financing ☐   Totally Self-financing ☐

1.10 Type of Faculty/Programme

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

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

Others   (Specify)   ·Home Scienc e, BCA

1.11 Name of the Affiliating University

| NORTH EASTERN HILL UNIVERSITY (NEHU) |

1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University [ ]

University with Potential for Excellence [ ]   UGC-CPE [ ]

DST Star Scheme [✓]   UGC-CE [ ]

UGC-Special Assistance Programme [ ]   DST-FIST [✓]

UGC-Innovative PG programmes [ ]   Any other (*Specify*) [ ]

UGC-COP Programmes [ ]

2. IQAC Composition and Activities

2.1 No. of Teachers [8]

2.2 No. of Administrative/Technical staff [1]

2.3 No. of students [1]

2.4 No. of Management representatives [1]

2.5 No. of Alumni [1]

2. 6 No. of any other stakeholder and

community representatives [2]

2.7 No. of Employers/ Industrialists [1]

2.8 No. of other External Experts | 2 |

2.9 Total No. of members | 17 |

2.10 No. of IQAC meetings held   5

2.11 No. of meetings with various stakeholders: No. | ✓ | Faculty | |

Non-Teaching Staff Students | | Alumni | | Others | |

2.12 Has IQAC received any funding from UGC during the year?   Yes | ✓ | No | |

        If yes, mention the amount | |

2.13 Seminars and Conferences (only quality related)

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

Total Nos. | 1 | International | | National | 1 | State | | Institution Level | |

    (ii) Themes | INNOVATIVE STRATEGIES: A Roadmap for Upliftment of Teaching, Learning and Evaluation in Higher Education |

2.14 Significant Activities and contributions made by IQAC

    | **ANNEXURE-1** |

2.15 Plan of Action by IQAC/Outcome

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

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

Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body   Yes ☐   No ☑

Management ☐   Syndicate ☐   Any other body ☐

Provide the details of the action taken

-

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	-			
PG	-			
UG	5			
PG Diploma	-			
Advanced Diploma	-			
Diploma	-			
Certificate	5			
Others	5	1	1	2
Total	13	1	1	2

Interdisciplinary				
Innovative				

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

Pattern	Number of programmes
Semester	3
Trimester	-
Annual	1

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

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

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

Done by North Eastern Hill University (NEHU) in 2015 for starting of semester system

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

Yes, Community College

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
92	30	43	0	19

2.2 No. of permanent faculty with Ph.D.

23

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
1	-	-	1	-	-	-	-	1	1

2.4 No. of Guest and Visiting faculty and Temporary faculty   ☐ ☐ 5

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	123	123	
Presented papers	1	15	
Resource Persons	-	-	12

2.6 Innovative processes adopted by the institution in Teaching and Learning:

> Computer Science Department developed an Online repository of BCA course which includes slides, video lectures of the teachers, assignments for students, etc. the students can access these materials at any time in the college using Wi-Fi facility

2.7 Total No. of actual teaching days during this academic year

| 230 |

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

| No |

2.9 No. of faculty members involved in curriculum restructuring/ revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

| 15 | | 27 |

2.10 Average percentage of attendance of students

| 80% |

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A. III	396	20	34	141	112	71
B. Sc. III	92	12	22	30	-	60
B.Com. III	77	1	1	5	27	55
B.C.A. III	10	-	1	4	0	50
B. H. Sc. III	12	8	8	2	0	83.33

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes :
- By setting bench marks for monitoring and evaluation system
- Students are evaluated through internal tests, seminars and assignments
- The entry and exit performances of students are analysed
- From the feedback report of the students
- By monitoring of students attendance
- By checking the feedback received in the suggestion box and does the needful

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	3
UGC – Faculty Improvement Programme	3
HRD Programmes	-
Orientation Programmes	123
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	5/-/3
Others (apart from above programmes orientation programme for both teaching and no-teaching staff are arranged annually)	2

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	7	-	-	-
Technical Staff	38	-	-	-

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

- Teachers were encouraged to take up major/minor research projects and response was satisfactory
- Guiding the research cell to organize workshop/popular talks/seminar to promote research culture

3.2   Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-			
Outlay in Rs. Lakhs	-			

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-		
Outlay in Rs. Lakhs	-			

3.4   Details on research publications

	International	National	Others
Peer Review Journals	-	2	-
Non-Peer Review Journals	-	5	-
e-Journals	-	1	-
Conference proceedings	-	1	-

3.5 Details on Impact factor of publications:

Range [-]   Average [-]   h-index [-]   Nos. in SCOPUS [-]

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	-	-	-	-
Minor Projects	-	-	-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects *(other than compulsory by the University)*	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	-	-

3.7 No. of books published   i) With ISBN No. [1]   Chapters in Edited Books [1]

ii) Without ISBN No. [4]   [   ]

3.8 No. of University Departments receiving funds from

UGC-SAP [   ]   CAS [   ]   DST-FIST [   ]

DPE [   ]   DBT Scheme/funds [   ]

[   ]   [   ]   [✓]

3.9 For colleges   Autonomy   CPE   DBT Star Scheme

INSPIRE [ ]   CE [ ]   Any Other (specify) [FIST]

3.10 Revenue generated through consultancy   [----]

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number		1			2
Sponsoring agencies		Govt. Of Meghalaya			St. Mary's College

3.12 No. of faculty served as experts, chairpersons or resource persons   [37]

3.13 No. of collaborations   International [ ]   National [ ]   Any other [5]

3.14 No. of linkages created during this year   [ ]

3.15 Total budget for research for current year in lakhs :

From Funding agency [-]   From Management of University/College [-]

Total [-]

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	-
	Granted	-
International	Applied	-
	Granted	-
Commercialised	Applied	-
	Granted	-

3.17 No. of research awards/ recognitions received by faculty and research fellows Of the institute in the year

Total	International	National	State	University	Dist	College
		1	1			

3.18 No. of faculty from the Institution
who are Ph. D. Guides
and students registered under them

-

-

3.19 No. of Ph.D. awarded by faculty from the Institution

-

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF | - | SRF | - | Project Fellows | - | Any other | - |

3.21 No. of students Participated in NSS events:

University level | - | State level | 431 |

National level | - | International level | - |

3.22 No. of students participated in NCC events:

University level | - | State level | 147 |

National level | - | International level | - |

3.23 No. of Awards won in NSS:

University level | - | State level | - |

National level | - | International level | - |

3.24 No. of Awards won in NCC:

University level | - | State level | 5 |

National level | - | International level | - |

3.25 No. of Extension activities organized

University forum | - | College forum | - |

NCC | 5 | NSS | 7 | Any other | - |

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

- Visiting old age home and other rehabilitation centre.

- One day exposer and three days health and nutrition programme was conducted in the adopted village.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	15.99acres			
Class rooms	40			
Laboratories	15			
Seminar Halls	2			
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	605	84	College	
Value of the equipment purchased during the year (Rs. in Lakhs)				23,70,249/-
Others (Including salary etc.)				140,465,790/-

4.2 Computerization of administration and library

ANNEXURE-III

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	20678	NA	633	266561/-	21311	266561/-
Reference Books	1599	NA	26	36666/-	1625	36666/-
e-Books	N-LIST					
Journals	33		02	2444/-	35	
e-Journals	N-LIST					
Digital Database	164					
CD & Video	-					
Others (specify)	-					

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	146	3	1	1	1			
Added	35							
Total	181							

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

ANNEXURE-IV

4.6 Amount spent on maintenance in lakhs:

i) ICT

3, 89,973/-

ii) Campus Infrastructure and facilities

34, 70,249/-

iii) Equipments

23, 70,249/-

iv) Others

206, 92988/- + 119,772,802/- (Salary) =14, 0465790/-

Total :

1466967, 68/-

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Awareness is brought through

- Academic calendar
- Department and college notice board
- Public addressing system
- Student council
- Student service centre/bulletin board/ Dept library

5.2 Efforts made by the institution for tracking the progression

Monitoring attendance, conducting internal tests, assignments , seminar etc

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2600	-	-	-

(b) No. of students outside the state

552

(c) No. of international students

15

Men

No	%

Women

No	%

Last Year (2014)						This Year (2015)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
291	23	1988	39	0	2341	294	23	2242	41	0	2600

Demand ratio   1: 1.5   Dropout % 46.72

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

NIL

No. of students beneficiaries   NIL

5.5 No. of students qualified in these examinations

NET [-]   SET/SLET [-]   GATE [-]   CAT [-]

IAS/IPS etc [-]   State PSC [-]   UPSC [-]   Others [-]

5.6 Details of student counselling and career guidance

ANNEXURE-V

No. of students benefitted [600]

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
3	170	14	4

5.8 Details of gender sensitization programmes

Felicitation of alumni Dr. Mary Hranngul Ist Medical Officer to become commandant in Assam Rifle and gallantry awarded by President of India in 2012, sharing her experiences as female in the field with the students of St. Mary's College.

Organized film show on gender sensitization and followed by discussion

5.9 Students Activities

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

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

No. of students participated in cultural events

State/ University level [30]   National level [ ]   International level [ ]

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

Sports : State/ University level | 2 | National level | | International level | |

Cultural: State/ University level | 2 | National level | | International level | |

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	6	74,775/-
Financial support from government	-	-
Financial support from other sources	-	-
Number of students who received International/ National recognitions	-	-

5.11   Student organised / initiatives

Fairs   : State/ University level | - | National level | - | International level | - |

Exhibition: State/ University level | - | National level | - | International level | 1 |

5.12   No. of social initiatives undertaken by the students | 5 |

5.13 Major grievances of students (if any) redressed: 2

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

ANNEXURE- VI

6.2 Does the Institution has a management Information System

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

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

6.3.1 Curriculum Development

As per NEHU norms

6.3.2 Teaching and Learning

ANNEXURE- VII

6.3.3 Examination and Evaluation

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

6.3.4 Research and Development

Adopted resolution for providing seed money and sanction of leave for performing research activities by the faculty members

6.3.5 Library, ICT and physical infrastructure / instrumentation

Improvement of library services by adding more books, journals and e-facility.

6.3.6 Human Resource Management

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

6.3.7 Faculty and Staff recruitment

As per UGC and DHTE

6.3.8 Industry Interaction / Collaboration

Mass communication and journalism, Foods and Nutrition Board, Institute of Hotel Management, Nazareth Hospital, Shillong

6.3.9 Admission of Students

ANNEXURE- VIII

Teaching	Planning to start co-operative society from Feb,

6.4 Welfare schemes for

	2017
Non-teaching	Planning to start co-operative society from Feb, 2017
Students	Financial support is given by the institution to the students in need

6.5 Total corpus fund generated

-

6.6 Whether annual financial audit has been done   Yes ✓   No ☐

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	No	Yes	IQAC
Administrative	No	No	yes	CA

6.8 Does the University/ Autonomous College declare results within 30 days?

For UG Programmes   Yes ☐   No ✓

For PG Programmes   Yes -   No -

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

-

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

-

6.11 Activities and support from the Alumni Association

- Platinum jubilee celebration along with alumni
- Pre –Christmas celebration for less privilege children

6.12 Activities and support from the Parent – Teacher Association

NIL

6.13 Development programmes for support staff

NIL

6.14 Initiatives taken by the institution to make the campus eco-friendly

- Raising flower garden
- Organizing cleaning drive inside/outside the college campus
- Eco-friendly baskets have been placed all over the campus to collect the garbage

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

- Use of audio-visual classrooms
- Students using power point for seminar presentation

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

- Each department plans annual activities at the beginning of the session and annual report is submitted at the end of the year

7.3 Give two Best Practices of the institution *(please see the format in the NAAC Self-study Manuals)*

ANNEXURE-IX

7.4 Contribution to environmental awareness / protection

ANNEXURE-X

7.5 Whether environmental audit was conducted?   Yes [ ]   No [✓]

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

ANNEXURE-XI

8. Plans of institution for next year

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

Name   Dr. (Mrs) Kobita Deka

Signature of the Coordinator, IQAC

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

Name   Dr. (Sr). Mary Harriet

Signature of the Chairperson, IQAC

Principal
St. Mary's College
Shillong

***

ANNEXURE- I

Significant contribution made by IQAC on Quality Enhancement during current year:

- Preparation of academic calendar of activities and publication of Students' Handbook for the current year.
- Preparation of a new College prospectus.
- Supervision of admission process to ensure equal opportunities to aspiring applicants irrespective of caste, creed and religion.
- Emphasized on the importance of student participation in the certificate programmes offered by the institution which is aimed to ensure a holistic growth of the students.
- Strengthened the academic structure of the college by forming different Committees/Clubs/Cells to address the needs of the students in curricular as well as co-curricular aspects.
- Documented the activities and achievements of departments/Committees/Clubs/Cells from reports submitted to IQAC at the end of each year.
- Offered skill-based and add-on programmes for student's benefit. Computer Awareness Program (CAP); Career Oriented Course (COC); certificate course on Basic Mathematics for BCA as well as other degree course students.
- Collaboration with the Food & nutrition Board, Meghalaya for offering certificate course on Food Processing and Preservation.
- IQAC plan to hold National Seminar/Workshop tentatively in the month of September 2017.

ANNEXTURE –II (a)

- To establish collaborations with other institutions and industries.
- To improve upon faculty research, projects and publications.
- To organize more Seminars/Workshops/Conferences/Lectures.
- To maximize the use of ICT in teaching and learning.
- To establish more linkages with organizations for career placements.
- To encourage student-initiated activities for community upliftment.
- Research and Publication cell with seed money from college.
- Popularization of science at school level.

ANNEXTURE –II (b)

- Collaborating with Mass communication and journalism departments, Foods and Nutrition Board, Institute of Hotel Management, Nazareth Hospital, Shillong
- Organized popular talk on Research Methodology.
- IQAC organized national seminar in the month of September 2015.
- 3 organizations had visited for career placement. 600 students were benefited with career guidance. 170 students were participated and number placed on campus is 14 and off campus is 4.
- Adopted resolution for providing seed money and sanction of leave for performing research activities by the faculty members
- Students perform cultural programme in the college week, take part in NCC, NSS, Rangers, youth red cross society and various clubs, participate in inter institutional literary and sports competition.
- Department of Chemistry visited St. Gabriel school, Upper Shillong to popularize science among class x students.

ANNEXURE-III

Computerization of administration and library
- Library is equipped with KOHA, open software for online booking of books in the library. The students also query about books, journals etc through our web base interface. College campus is totally networked with Wi-Fi and LAN Connectivity. All the departments are provided with computer and internet facilities.
- The institution was registered to N-LIST(National Library and Information Service for scholarly Content) on 30-08-2012. Through this the students and teachers have access to over 97,000 e-books and more than 6000 e- journals.

ANNEXURE-IV
- Every year the Department of Computer Science conducts Computer Awareness Programme (CAP), imparting the basic knowledge of Microsoft Office.
- Technology Up gradation
- Up gradation of server RAM
- Server storage space expanded to 2TB
- All Classroom has been equipped with LCD projector
- Network unmanaged switches upgraded to 1Ghz managed network switch
- All the departments are extended help on the use of ICT.
- College has increased the number of computers to 181 and laptops to 16.

ANNEXURE-V

- Orientation programs that focus on Life skills was conducted for class XII Arts and Science Students in the month of May 2015.
- 2. Orientation program that focus on life skills program was conducted for the BA English final year students on the 8th and 10 0f March 2016. This particular program was sponsored by NSS of ST Mary's College Shillong.
- 3. Career counselling program was conducted for all the BA Final Year degree students in the month of august 2016.
- 4. Apart from the orientation programs the counselling cell has also been successful in dealing with a number issues faced by the students in their personal life. One to one counselling (personal counselling sessions) was given to the students who are in need of help.
- In 2015 there were 5 numbers of students who came in for counselling. In 2016 there were 10 students who came in for counselling.
- There were cases that required psychiatric consultation. Students that required psychiatric help were referred to the psychiatrist for further treatment. Some cases were dealt using different techniques of psychotherapy.
- Majority of the students seek for counselling because of relationship problems, family problems and problems relating to careers.

ANNEXTURE-VI

Saint Mary's College is an institution steeped in history and tradition but with an eye to the future. The objectives of the college are guided by the motto and the coat of arms, the inculcation of zeal, integrity and quality of the young. The College dreams of imparting an inclusive education, reaching out to the students from the socially challenged areas and diverse backgrounds in a wonderful and conducive atmosphere, thus enabling the youth to grow together. The vision of drawing out the best from each individual is expressed and effort to offer an all-round education in imparting life skills is the focus of the college.

ANNEXTURE-VII

- An institution with easy accessibility to tribal girl students imparting value based education to all the students and with committed and qualified staff.
- Adequate ICT enabled infrastructure in teaching and learning.
- No classes are left unattended while any teacher on leave.

ANNEXURE-VIII

- Student Admission: Data of applicants are entered in computer and selection for admission is done according to merit.
- Student records: Details such as student bio-data, academic performance, contact numbers, categories (SC/ST/OBC/General), course opted, subject combinations etc. are stored in the computer.

ANNEXURE-IX

- Regular classes on value education/Catechism/Scriptures etc.
- Student has to maintain certain dress code.
- Felicitation programme for the pass out students are conducted annually and extra credits is given for the rank holders.
- Orientation programme are organised once in a year.
- Morning assembly is conducted by the student daily followed by important announcement.
- Pre –Christmas celebration for less privilege children.
- Silver jubilee celebration of teachers after completion of 25 years of service.

ANNEXURE-X

- Environmental studies to degree third Year (as per NEHU syllabus)
- NSS, NCC and rangers celebrated World Environment Day.

<u>Strength</u>

- Qualified devotedteaching faculty.
- Hard working and dedicated non-teaching staff.
- Completion of syllabus is done in time.

<u>Weakness</u>

- Limited infrastructure
- Less number of staff

<u>Opportunities</u>

- Adoption of following programmes for the support of science departments
    - DST: FIST programme
    - DBT star college
    - BIOTECH hub
- Selected for Design and innovation centre

<u>Challenges</u>

- Offering professional course in future
- Starting of post graduate courses
- Degree level curriculum is not designed by the affiliating university according to the present job market
- E –classrooms
- Policy to identify slow and advance learner
- Innovations in pedagogy
- Academic audit

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