

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

AQAR for the year (for example 2013-14)

2016-2017

1. Details of the Institution

1.1 Name of the Institution

St. Mary's College of Teacher

1.2 Address Line 1

Boyce Road

Address Line 2

Laitumkhrah

City/Town

Shillong

State

Meghalaya

Pin Code

793003

Institution e-mail address

smcte@dataone.in

Contact Nos.

0364-2504787

Name of the Head of the Institution:

Dr. (Sr.) Clarissa Wallang

Tel. No. with STD Code:

Mobile:

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHC0GN 18879)

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:

Web-link of the AQAR:
For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B++	81	2006	5
2	2 nd Cycle	A	3.12	2014	5
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC: DD/MM/YYYY

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

Sl. No	Items	Year	Date
1.	AQAR	2007	22-12-2007
2.		2008	23-03-2009
3.		2009	18-03-2010
4.		2010	08-03-2011
5.		2011	04- 05-2012
6.		2012	30-04-2013
7.		2013	07-04-2014
8.		2014	02-04-2015
9.		2015	29-02-2016

1.9 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

(e.g. 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)

1.11 Name of the Affiliating University (*for the Colleges*)

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 - General
Development
Assistance (GDA)

UGC-COP Programmes

2. IQAC Composition and Activities

- 2.1 No. of Teachers
- 2.2 No. of Administrative/Technical staff
- 2.3 No. of students
- 2.4 No. of Management representatives
- 2.5 No. of Alumni
- 2.6 No. of any other stakeholder and Community representatives
- 2.7 No. of Employers/ Industrialists
- 2.8 No. of other External Experts
- 2.9 Total No. of members
- 2.10 No. of IQAC meetings held

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. International National State Institution Level

(ii) Themes

1. Workshop on Yogic Exercises : *Yogic Exercises for Self Relaxation*
2. Workshop on Brain storming and Group Dynamics : *Issues and Challenges of Teacher Education in India: Recall, Renew and Respond*
3. Seminar on Life Skills : *To make the most out of Life*
4. Workshop on Film Screening : *Film Screening for Personality Development*
5. Workshop on Teaching Aids : *Importance of the use of Teaching Aids*
6. Seminar on Inclusive Education : *Assistive Devices : Need For Teachers*
7. Seminar on Environmental Education : *Waste Management : From Garbage to Gold*
8. Workshop on Counselling: *Counselling the Need of the Hour*
9. Awareness Programme for Voluntary Blood Donation : *Blood Connects Us All*
10. Workshops on Performing Arts (Music and Dance) : *Dance to the Music*
11. Workshop on Creative Writing : *Inspire the Uninspired*
12. Workshops on Art and Craft : *Explore the Hidden Talents*
13. Seminar on Attitudes : *Our Window to the World*

2.14 Significant Activities and Contributions made by IQAC

19 th January, 2016	Ms. Darihun Kharnongrum was called as an Expert for Staff selection at St. Mary's Primary School, Shillong.
21 st & 22 nd January, 2016	Mrs. Alfa M. Kurbah presented a paper entitled 'Generating Good Practices in Teaching Among the Student-Teachers of Colleges of Teacher Education, Shillong', in the 7 th National IQAC Conference on the Role of Higher Educational Institutions in Reinventing Skills for Global Competency held in Kristu Jayanti College in Bengaluru.
6 th February, 2016	A Programme on Film Screening was conducted in the College for the Student - Teachers for Personality Development – The resource person was Rev. Fr. George Plathotham SDB. He presented insightful video clips and a few short films to essentially enkindle the sensitivity that all human beings should possess to make the world a progressive, prosperous and most importantly a pleasant or happy place to be in. He impressed upon students' minds the fact that they required to be good and loving human beings to become good teachers.
13 th February, 2016	A Programme on Yogic Exercises for Self Relaxation was conducted in the College for the 2 nd Semester students. It was a programme arranged in accordance with the B.Ed syllabus. Mrs. Mimi Paul, the instructor from Meghalaya Yoga Association conducted the programme. The resource person gave a brief introduction on the importance and benefits of Yogic exercises as they help in relaxing both the body and the mind. The main purpose was to attain physical and mental nourishment through relaxation.
20 th February, 2016	The College organized a programme on Five Life skills which was presented by Dr. J. War from Martin Luther Christian University, Shillong and Ms. Namrata N. Rynjah, Student-Counsellor of IIT Gauhati, Assam. The first session was by Prof. J. War and she explained the importance of life skills to be developed in teachers since they are the basic needs for those who are in the field of teaching. Lack of information and skills prevent them from effectively exploring their potentials and establishing a positive image. The second session was delivered by Ms. N. Rynjah and she spoke about teacher-student relation and communication.
24 th February, 2016	The Teachers and the 2 nd Semester Student – teachers attended the State Seminar on 'Teacher Education Towards Quality Education' held at Siloam Meghalaya which was organised by the Directorate of Educational Research and Training (DERT). During the Seminar, Mrs. Calmy R. Kharlukhi presented a Paper on 'Secondary Science Education, MBOSE: A Case Study' and Mrs. Alfa M. Kurbah presented a Paper on 'A Study on Teaching Efficiency of Teachers In Rural Areas With Special Reference To Marbisu' in East Khasi Hills District.
26 th February, 2016	A One Day Programme on Brain storming and Group Dynamics was conducted in the College. Rev. Fr. P. D. Johnny, Principal of Don Bosco CTE, Tura was the resource person for the session. Brainstorming is a group creative technique by which efforts are made to find a conclusion for a specific problem by gathering a list of ideas spontaneously contributed by its members. Such a programme helps the Student – teachers to use the technique in the classroom for productive learning.

8 th March, 2016	Women's Day Celebrations – The main resource person was Ms. Hasina Kharbhih, Founder, Chair of Board Impulse NGO Network. She was accompanied by Ms. K. A. Singh, Country Director, Earth Day Network and Ms. R. Saikia, Director Education also from Earth Day Network to be part of the celebrations in the College. On this special day, while celebrating the International Women's Day, the resource person insisted on the need to work towards ensuring equal human rights, particularly among women and children.
15 th March, 2016	Dr. (Sr.) Clarissa Wallang, Principal of the College, attended the Academic Council Meeting at NEHU
19 th March, 2016	Workshop on Teaching Aids – Rev. Fr. Jins Augustine, past-pupil of the College conducted a Workshop on Teaching Aids for the Student-teachers. He not only made them to understand the Importance of Teaching Aids while teaching but he also made them learn theoretically the different types of Teaching Aids as well as learning practically how to make use of the different materials.
1 st April, 2016	The Annual Blessing of the College Campus was done on this day after the Holy Eucharistic Celebration by our Student-teacher Rev. Fr. Sudhir Hasda, MSFS.
4 th April, 2016	For Disaster Management, Mock Drill was conducted for Earthquake Evacuation which was carried out in the College to provide to the Student – teachers the experience and a sense of competence if a real disaster were to strike.
8 th April, 2016	Seminar on Inclusive Education - As part of the B.Ed syllabus, the College invited Sir Carmo from Bethany Society Shillong to conduct one-day programme on Inclusive Education for the Second Semester students of the College. The Resource person and the teachers of Bethany Society demonstrated many assistive devices used when communicating with such children like using the hungry hand technique, calculating using the abacus, reading the Braille, and using sign language.
9 th April, 2016	Seminar on Environmental Education – The students got sufficient training from the resource person Sir Carmo from Bethany Society Shillong on Waste Management. The Student – teachers learned the different activities required to manage waste from its inception to its final disposition. This includes amongst other things, collection, transportation, treatment and disposal of waste.
30 th April, 2016	Mrs. Arlene Kharnongrum, the resource person for the Programme on Counselling stressed that counselling is a need especially for this generation of students and to manage them is a specialized service requiring training in personality development and handling exceptional groups of individuals. The student life is getting complex day by day. Guidance and counselling is needed to help the students for optimum achievement and adequate adjustment in the varied life situations. Teachers of this generation need to be equipped to handle different types of students coming from different backgrounds.
13 th May, 2016	Faculty Development Programme - As part of the follow up programme for the teachers of the College, Rev. Fr. Kevin Ward was the resource person. The programme helped the teachers to communicate well with the students and how to cope with the challenges of the new issues in educational institutions. Life stories and video clippings were shown to the teachers to make them grasp the important roles that they have to play as the agents of social change.

13th May, 2016	Students' Field Work for Inclusive Education to Dwar Jingkyrmen, Mary Rice Centre, Jyoti Sroat and Asha School (Army Wives' Welfare Association)
18 th May, 2016	Dr. (Sr.) Clarissa Wallang, Principal participated at the Moderation Board Meeting at NEHU, Shillong.
21 st May, 2016	Felicitation Ceremony to honour the Achievers of the College by presenting Certificates and Mementoes to the Student-teachers of Batch 2015. Shri L. Roy IAS (Rtd.) Chairman Meghalaya Private Universities Regulatory Board was the Chief Guest at the function, Sr. Mildred Khongngain (President of the Board of Management) as Guest of Honour and Dr. (Mrs.) M.P.R. Lyngdoh (IQAC Member of SMCTE) as Special Invitee.
6 th June, 2016	Observation of World Environment Day which started with a Prayer was organized by the Environment Group of the College. Then there was the Power Point Presentation from the short-film created by the students and this was followed by flower plantation in the College campus.
10th June, 2016	Two of our Student-teachers Clarydia Lyngdoh and Iaipyndapbiang Thongni participated in a Speech Competition on Climate Change at Shillong College.
10 th June, 2016	Awareness Programme for Voluntary Blood Donation – As one good practice of the College, the Management organized an awareness Programme for Voluntary Blood Donation in which Dr. Hughbert Dkhar, a pathologist from Nazareth Hospital delivered the session. Along with other resource persons and the interns from the hospital, the awareness programme started with a Presentation from the Doctor and in that Presentation it was made clear that there is no substitute for blood and only human donors can maintain an adequate supply. To that end, voluntary donation is the preferred source of blood. He also stressed the need of a blood donor that he/she should be healthy, between the ages of 18-60 years, weighing at least 45 kg, have a haemoglobin level of at least 12.5 gms./dl. and not having donated blood during the last 3 months.
11 th June, 2016	Voluntary Blood Donation Camp at Nazareth Hospital every year after the awareness programme. From almost fifty Student-teachers who opted to donate blood, only one Student-teacher, Ms. Sylvia Chongloi was fit for donation.
14 th June, 2016	During the Celebrations of World Blood Donor Day at Nazareth Hospital, St. Mary's College of Teacher Education received a Certificate of Appreciation and a Memento for its constant support towards donating blood.
21 st June, 2016	Celebrations of International Yoga Day at SMCTE whereby Ms. D. Shullai and Ms. Y. Dkhar both Lecturers of the College gave an Introduction and spoke on the History and Importance of Yoga respectively. Types of Yoga were presented through Power Point by Upashana Dutta Chaudhuri, one of our Student-teachers and the Yogic Exercises were performed by all.
28 th June, 2016	Dr. (Sr.) Clarissa Wallang, Principal attended the Academic Council Meeting at NEHU.
4 th July, 2016	Mrs. Calmy Kharlukhi, Lecturer participated in the All India Competition in Delhi and presented a paper on "Lecture Method: From Passive to Active Teaching-Learning". The Project undertaken the Institution was selected for NCERT Award for the year 2015 – 2016. Cash Award of Rs. 20,000.00 (Rupees Twenty thousand) only with a Certificate was given to each selected Institution.

01 st August, 2016	An Inaugural Function was conducted to welcome the 1 st and 3 rd Semester - Students, whereby Sr. Marie Therese (Ex-President of the Governing Body of the College) was the Chief Guest who spoke at length about Quality Teacher. The day started with an address by the Principal who welcomed everyone. A prayer was conducted by one of the teachers, Mrs. Calmy Kharlukhi praising God with a hymn, Bible reading and prayer. It was followed by a motivational talk from another teacher Mrs. Alfa Mary Kurbah. She spoke on self-awareness and explained it with the help of the 'Johari Window'. She encouraged the students to make every effort to learn about themselves and to realise their potentials.
2 nd August, 2016	Commencement of Classes for Performing Arts (Music) by Mr. Albisford Kharsyntiew; a vocalist, an artist of art and culture. The aim was to develop aesthetic sensibilities in Student – teachers, to learn the use of music as an art in teaching learning, to provide the platform to showcase their talents. He taught the students to exercise and to use their vocal cords, changing from one tune to another, singing different types of songs traditional and western.
5 th August, 2016	Mr. Joshua Rynjah Assistant Professor, St. Mary's College Shillong was the Resource Person for the Student-teachers who were interested in learning the different techniques in Creative Writing. Sir spoke about the elements used in this skill, he stressed on Poetry Writing, Music of Poetry and also how to write critical appreciation on contemporary poems. He emphasised the importance of personal encouragement which helped the individuals to perform well to be a unique writer. The Programme made the Student-teachers realise that they have hidden poets within them.
6 th August, 2016	Two Workshops on Art and Craft was organised in the College. Mr. Jayanta Chakraborty was the resource person from St. John's White Hall High School who gave some insights into the field of creativity and aesthetic dimensions of education. The Student-teachers were explained about the various kinds of art and craft items that they could make in accordance with their interests. The resource person also gave them several inputs in the various techniques involved in creating those diversely ranged items.
10 th August, 2016	Commencement of Classes for Performing Arts (Dances) by Ms. Anniesha Mawrie a Dance Instructor, a Physical Fitness Trainer and a Renowned Dancer. Dance is an art, and it communicates in a way that no other art can. Therefore a Programme on Performing Arts (Dances) is also introduced to the Student-teachers.
13 th August, 2016	Programme On Attitudes was organised and Mr. Gregory Kharumnuid was the resource person from St. Anthony's College, Shillong. He inspired the students by making them realise certain points like: 'Each one of us is unique'; 'We should not compare ourselves with others' and 'We should not be controlled by other's opinions'. The resource person also spoke about how to overcome negative attitudes with positive one.
16 th August, 2016	Independence Day Celebration is to commemorate the struggles of the Freedom Fighters and to celebrate our Independence Day. A programme was prepared and the students sang and danced displaying their patriotism during the occasion. The celebration concluded with the National Anthem.

17 th August, 2016	Two Student-teachers participated in the Inter-College Badminton Tournament at NEHU
27 th August, 2016	An Annual Parents' Meet was animated by Rev. Fr. Kevin Ward for the Student-teachers and their Parents/Guardians of the 1 st & 3 rd Semesters. The Resource Person spoke about the need for understanding the children/wards, appreciating and accepting them, making time for them, reading their body language and many others. The Parents/Guardians too spoke out; sharing the problems they meet with regards to their children.
29 th August, 2016	Six Student-teachers participated in the Cross Country Run during the Inter-College Tournaments at NEHU, Shillong
31 st August, 2016	Five Student-teachers participated in the Essay Competition in commemoration of the 50 th Death Anniversary of Rev. Fr. H. Elias from Shillong.
5 th September, 2016	Teachers' Day is celebrated as a tribute to the contributions made by the teachers towards the community. Celebrating Teachers Day is well acknowledged by the Principal and the Student-teachers of the College. Students look forward to Teacher's day with great enthusiasm and zeal due to the sheer spirit of the occasion. On this day, Student-teachers realize what it means to be a teacher and what responsibilities teachers have when they are to monitor the future of several students.
6 th September, 2016	Twelve Student-teachers competed in the Inter-College Basketball Tournament at NEHU.
20 th September, 2016	The Student-teachers from the 1 st Semester in the company of two Faculty Members enjoyed the Concert performed by the senior students of Loreto Convent; Shillong entitled PRIDE AND PREJUDICE by Jane Austen. The Student-teachers not only enjoyed the Play but also learned the art of acting and performing on the stage with confidence.
21 st September, 2016	Craft Work for the Internal Assessment was on this day in which the Student - teachers had to do their work in the College with the supervision of the Faculty Members. A specific duration was given to them and they had to complete their work within the time frame.
24 th September, 2016	On this day, the students were evaluated for their Performing Arts (Singing and Dancing), Art and Craft for Internal Assessment. Mr. Alvisford Kharsyntiew, Mr. Poly Warlarpih, Ms. Anniesha Mawrie and Mr. Jayanta Chakraborty came as Experts to assess the creativity and performances of the Student – teachers.
30 th September, 2016	The Principal and Staff of the College called the Student-teachers of the 3 rd Semester for a meeting to brief them on the syllabus and practical work for the Fourth Semester. Many doubts were clarified to make them ready for the Internship.
1 st October, 2016	The College organised a General Physical Health Check-up by Dr. Mary Marbaniang and the Nurse from Nazareth Hospital, Shillong for the 1 st and the 3 rd Semester Students for consultation regarding their health issues. The nurse checked their blood pressure and they were also given advice by the doctor for certain tests that need to be followed up.

05 th and 06 th October, 2016	Training Programme for Elementary School Teachers on Teaching Social Studies at DERT by Mrs. Inrilin Marwein, Lecturer of the College.
20 th October, 2016	Moderation Board at NEHU participated by the Principal and the Lecturer Mrs. Inrilin Marwein on B.Ed Question Papers 2016
21 st October, 2016	An Extension Programme was arranged to two Schools in Smit, East Khasi Hills District: St. Francis Secondary School and Don Bosco Higher Secondary School. The Faculty members of the College shared the Skills for Teaching with the Staff of the two schools while the Student-teachers of the 3 rd and the 1 st Semesters prepared themselves thoroughly to teach the students from Classes Nursery to XII.
27 th October, 2016	Three Teachers and five Student-teachers attended the National Voluntary Blood Donation Day in Pasteur Institute, Shillong, in which a Student-teacher Paramanand Kumar was the only one fit to donate blood. The College also received a Memento for being always part of the Voluntary Blood Donation Programme.
29 th October, 2016	The College was selected to take part in the Rally for the Observance of the National Disaster Risk Reduction Day organised by the State Disaster Management Authority (SDMA) in collaboration with the District Disaster Management Authority (DDMA), East Khasi Hills, Shillong. Four Teachers and ten Student-teachers participated with placards and banners. The College was awarded 1 st Prize with a Memento and a Certificate for the best Placard.
10 th November, 2016	Mrs. Calmy Kharlukhi participated at the Panel Discussion in the National Policy Education Day, organised by the Department of education NEHU, Shillong
12 th November, 2016	The College organised the Orientation cum Consultation Meeting with Principals and Mentor-teachers of the Internship Schools. Prof. P.K. Gupta (Head) of the Department of Education NEHU, Shillong was the Resource Person.
21 st November, 2016	Mrs. Alfa M. Kurbah, (Lecturer) was called as an expert to St. Anthony's Higher Secondary School, Shillong to interview teachers for the vacant post.
22 nd November, 2016	Dr. (Sr.) Clarissa Wallang, Principal attended the Academic Council Meeting at NEHU, Shillong.
21 st December, 2016	The College organised a Pre – Christmas Celebration in the College to celebrate the Birth of our Lord Jesus Christ. It also marks a season of joy with the completion of the B.Ed 1st Semester and 3rd Semester Examinations 2016.
23 rd December, 2016	Mrs. Calmy Kharlukhi, (Lecturer) was called as an expert to St. Mary's Primary School, Shillong to interview teachers for the vacant post.
3 rd February, 2017	Commencement of the Academic Session for the 2 nd and 4 th Semesters with the Film-Screening Session. Ms. Judisha Khongwir, Department of Mass Media, St. Anthony's College, Shillong reviewed the movie 'Freedom Writers Diary' by Erin Gruwell. It's an inspiring movie for Teachers.

11 th February, 2017	The Student-teachers were privileged to have a session on Yoga in the College. The Resource Person for the session was Swati Bhattacharjee, a practising lawyer and a passionate practitioner of yoga. The session started with a prayer and it was followed by warm-up and some basic yoga exercises which were performed by the Student-teachers ending it with meditation and relaxation. Students interacted with the resource person regarding the benefits of yoga with respect to particular illnesses.
18 th February, 2017	A very exhilarating session on brainstorming organized by the management which was part of the many activities carried forth by the College. Br. Sunil Britto the Resource Person was a dynamic figure who taught and shared his wisdom and knowledge breaking conventional norms of the educational system. The day kick started with some meditational prayer followed by some futuristic robotic dance where students and staff alike shook their weary backs and limbs and let go of their inhibitions. This was followed by an activity which made both Teachers and Student-teachers to crack their brains.
24 th February, 2017	Mrs. Calmy Kharlukhi, Lecturer presented Paper entitled An Analysis of MBOSE Science Text-Book of Class X with respect to Activities and Experiments for the National Conference on Quality Education in the Present Educational Scenario at North East Regional Institute of Education (NERIE).
24 th February, 2017	The Management organized a one day workshop on five life skills. The resource persons for the session were Dr. Jennifer War, Asst Prof. Martin Luther Christian University and Ms. Namrata N. Rynjah, Student-Counsellor of IIT Gauhati, Assam. The workshop was very beneficial for all, both as persons and teachers to be. Life skills are essential parts of being able to meet the challenges of everyday life. After the workshop each one found a visible change in the personality which helps in discovering the “Incredible Self”
25 th February, 2017	The College organised one day Demonstration of Lessons on the Methodology of Teaching different subjects. Through this demonstration, it helped the students on how to integrate the teaching skills and to handle classroom environment. The Demonstration of Lessons was given on the Methodologies of Teaching Physical Science, Life Science, Geography, History, English and MIL (Khasi).
8 th March, 2017	The College organized a programme to observe International Women's Day Celebrations through a Talk and Interactive Session with Ms. Mayfreen Ryntathiang who is a well known member of the NGO. The resource person stressed on the areas of crimes against women and domestic violence, statistics of crime and the different laws and orders to protect women.
1 st April, 2017	The College celebrated “World Autism Awareness Day” with the theme: Go Blue. For autistic individuals to succeed in this world, they need to find their strengths and the people that will help them reach to their hopes and dreams. In order to do so, ability to make and keep friends is a must. A supportive environment where they can learn from their mistakes is what we as a society needs to create for them.
17 th May , 2017	Dr. (Sr.) Clarissa Wallang, Principal attended at the Academic Council Meeting at NEHU, Shillong.

18 th May, 2017	Dr. (Sr.) Clarissa Wallang, Principal assisted at the Moderation Board Meeting for B.Ed 2 nd & 4 th Semesters Examinations at NEHU, Shillong
5 th June, 2017	Observation of World Environment Day started with a Prayer organized by the Environment Group of the College followed by a Skit and a Power Point Presentation of the beauty and the degradation of the city and its surroundings. After a short break there was a cleaning drive in and around the campus.
9 th June, 2017	Awareness Programme on Voluntary Blood Donation (VBD) by Dr. Hughbert Dkhar, a Pathologist from Nazareth Hospital. The College organized awareness programme so that youth are being encouraged to donate blood. Youngsters are becoming sensitive over the issue and the youth especially college students, have assured to volunteer blood donation.
10 th June, 2017	The 2 nd Semester students of the College went to Nazareth Hospital for Voluntary Blood Donation. After proper medical screening, two students viz. James Pasala and Jebita Marbianang were fit to donate blood on this particular day.
21 st June, 2017	Celebrations of International Yoga Day at St. Mary's College of Teacher Education in which Ms. D. Shullai, Lecturer of the College gave an Introduction and spoke on the History and Importance of Yoga respectively. Types of Yoga were presented through Power Point by Susie M. Shadap the Student-teacher and the Yogic Exercises were performed by all.
6 th – 18 th July, 2017	Mrs. Rimeka Wahlang and Mrs. Risabakordor Sten were appointed as External Examiners to the College of Teacher Education (PGT), Shillong for the B.Ed Examinations 2017.
11 th – 13 th July, 2017	Dr. (Mrs.) R. N. Sangma, Vice-Principal of the College was appointed from the University to be the External Examiner to the College of Teacher Education (PGT), Shillong for the School Internship B.Ed Examinations 2017.
18 th July, 2017	Farewell for the 4 th semester students. At the completion of the course, the Management the Staff along with the 2 nd Semester students bid adieu to the 4 th Semester-students by organising a farewell programme which shows the bond of the students with their future commitment of the profession.
19 th July, 2017	Picnic- Before the semester break, the staff and students of the College organised a get-together function by visiting the important and natural sites of Cherrapunjee area.

2.15 Plan of Action by IQAC/Outcome

Plan of action chalked out by the IQAC at the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
Film Screening Programme for Personality Development 6 th February, 2016	A Programme on Film Screening for Personality Development. Resource person was Rev. Fr. George Plathotham SDB.
Session on Yogic Exercises for Self Relaxation 13 th February, 2016	A Programme on Yogic Exercises for Self Relaxation for the 2 nd Semester students in accordance with the B.Ed syllabus. Resource Person - Mrs. Mimi Paul, the instructor from Meghalaya Yoga Association.
Lectures on Life Skills 20 th February, 2016	Lectures on five Life skills for the 2 nd Semester students in accordance with the B.Ed syllabus. Resource Persons - Prof. J. War from Martin Luther Christian University, Shillong and Ms. N. Rynjah, Student-Counsellor of IIT Gauhati, Assam
Workshop on Brain Storming and Group Dynamics 26 th February, 2016	A One Day Programme on Brain storming and Group Dynamics. Resource Person - Rev. Fr. P. D. Johnny SDB Principal of Don Bosco CTE, Tura
Women's Day Celebration 8 th March, 2016	Women's Day Celebrations. Resource person Ms. Hasina Kharbhih, Founder, Chair of Board Impulse NGO Network.
Workshop on Teaching Aids 19 th March, 2016	Workshop on Teaching Aids – Rev. Fr. Jins Augustine an Alumni of the College.
Mock Drill (Disaster Management) 4 th April, 2016	Mock Drill for Disaster Management and for Earthquake Evacuation - College Management and Faculty Members.
Seminar on Inclusive Education 8 th April, 2016	A One-day Programme on Inclusive Education for the Second Semester students of the College - Sir Carmo Noronha from Bethany Society, Shillong
Seminar on Environmental Education 9 th April, 2016	Waste Management, how to transform garbage to gold - Sir Carmo Noronha from Bethany Society, Shillong
Workshop on Guidance and Counselling 30 th April, 2016	One day Workshop on Guidance and Counselling. Resource Person - Mrs. Arlene Kharnongrum, Asst Professor St. Anthony's College Shillong.
Seminar on Faculty Development 13 th May, 2016	Follow up programme for the teachers of the College. Resource Person – Fr. Kevin Ward.
Students' Field Work 13 th May, 2016	Students' Field Work – Dwar Jingkyrmen, Mary Rice Centre, Jyoti Sroat and Asha School (Army Wives's Welfare Association)
Felicitation Ceremony for Batch 2015 21 st May, 2016	Felicitation Ceremony to honour the Achievers of the College by presenting Certificates and Mementoes to the Student-teachers of Batch 2015.

Observation of World Environment Day 6 th June, 2016	Observation of World Environment Day and flowers plantation around the campus – Staff and Student-teachers
Awareness Programme for Voluntary Blood Donation 10 th June, 2016	An awareness Programme for Voluntary Blood Donation in the College. Resource Person - Dr. Hughbert Dkhar, a Pathologist, Nazareth Hospital
Voluntary Blood Donation Camp 11 th June, 2016	Voluntary Blood Donation Camp at Nazareth Hospital
Celebration of International Yoga Day 21 st June, 2016	Celebration of International Yoga Day. Teachers In- Charge Ms. D. Shullai and Ms. Y. Dkhar, Lecturers of the College with the 2 nd Semester Students.
Orientation Programme 1 st August, 2016	An Orientation Programme to welcome the 1 st and 3 rd Semester Students.
Workshop on Performing Arts (Music) 2 nd August, 2016	Workshop on Performing Arts (Music) for 2 nd Semester Students. Resource Person - Mr. Albisford Kharsyntiew, vocalist, an artist of art and culture.
Workshop on Creative Writing 5 th August, 2016	Techniques in Creative Writing Skill. Resource Person - Mr. Joshua Rynjah, Assistant Professor, St. Mary's College, Shillong.
Workshop on Art and Craft 6 th August, 2016	Workshop on Art and Craft for the 2 nd Semester Students. Resource Person - Mr. Jayanta Chakraborty, St. John's White Hall High School.
Workshop on Performing Arts (Dances) 10 th August, 2016	Programme on Dances. Resource Person- Ms. Anniesha Mawrie, a Dance Instructor and a Physical Fitness Trainer.
Seminar On Attitudes 13 th August, 2016	Sir. Gregory Kharumnuid, Resource Person - St. Anthony's College, Shillong.
Independence Day Celebration 16 th August, 2016	Celebration of Independence Day
Annual Parents' Meet 27 th August, 2016	An Annual Parents' Meet. Resource Person - Rev. Fr. Kevin Ward for the Student-teachers and their Parents/Guardians of the 1 st & 3 rd Semesters.
Teachers' Day Celebration 5 th September, 2016	Observation of Teachers Day Celebration in the College.
General Physical Health Check-up 1 st October, 2016	General Physical Health Check-up - Dr. Mary Marbaniang and the Nurse from Nazareth Hospital, Shillong for the 1 st and the 3 rd Semester Students
Extension Programme to Two Schools at Smit 21 st October, 2016	Extension Programme to two Schools at Smit in East Khasi Hills District: St. Francis Secondary School and Don Bosco Higher Secondary School.
Pre – Christmas Celebration 21 st December, 2016	Organisation of Pre – Christmas Celebration in the College by the 1 st Semester and 3 rd Semester Examinations 2016.
Commencement of the Academic Session and Session on Film Screening for	Commencement of the Academic Session for the 2 nd and 4 th Semesters with the Film-Screening Session. Ms. Judisha Khongwir, Department of Mass Media, St. Anthony's

Personality Development 3 rd February, 2017	College, Shillong
Session on Yogic Exercises for Self-Relaxation 11 th February, 2017	Programme on Yoga for the 2 nd Semester students. Resource person - Swati Bhattacharjee, a practising lawyer and a passionate practitioner of yoga.
Session on Brain Storming/ Group Dynamics 18 th February, 2017	One Day programme on Brain Storming/Group Dynamics. Resource Person - Br. Sunil Britto
Session on Lectures on Development of Life Skills 24 th February, 2017	One day workshop on five Life Skills. The resource persons - Dr. Jennifer War, Asst Prof. Martin Luther Christian University and Ms. Namrata N. Rynjah, Student-Counsellor of IIT Gauhati, Assam
Demonstration cum Observation of Lessons 25 th February, 2017	Demonstration cum Observation of Lessons by the Teachers of the College
Internship in schools 1 st March to 31 st May 2017	Internship for the 4 th Semester students in different schools within Shillong Region.
Observation of International Women's Day 8 th March, 2017	Observation of the International Women's Day Celebrations. Resource Person Ms. Mayfreen Rynthiang, NGO.
Observation of "The World Autism Awareness Day" 1 st April, 2017	Observation of "World Autism Awareness Day" by the 2 nd Semester Students.
Observation of World Environment Day 5 th June, 2017	Observation of World Environment Day and cleaning drive in and around the campus – Staff and Student-teachers
Awareness Programme on Voluntary Blood Donation 9 th June, 2017	Awareness Programme on Voluntary Blood Donation (VBD) Resource Person - Dr. Hughbert Dkhar, a Pathologist from Nazareth Hospital.
Voluntary Blood Donation at Nazareth Hospital Shillong, 10 th June, 2017	Second Semester Students volunteered for Blood Donation at Nazareth Hospital
Celebration of International Yoga Day 21 st June, 2017	International Yoga Day Celebrations. Teacher- In- Charge Ms. D. Shullai Lecturer of the College with the 2 nd Semester Students
Rehearsal for Final Teaching 28 th June, 2017	Teaching Practice in preparation for the final teaching of the 4 th semester to be conducted in the school.
Farewell for the 4 th semester students -18 th July, 2017	Farewell programme in the college auditorium
Picnic 19 th July, 2017	Visit to natural sites

** Academic Calendar of the year (Annexure -I)*

2.16 Whether the AQAR was placed in statutory body Yes No
Management Syndicate Any other body

Provide the details of the action taken

On 6th February, 2016: Film Screening for Personality Development in which the resource person was Rev. Fr. George Plathotham SDB. He presented insightful video clips and a few short films to essentially enkindle the sensitivity that all human beings possess in order to make the world a progressive, prosperous and most importantly a pleasant place to be in. He impressed upon the Student-teachers the fact that they require to be good and loving human beings to become good teachers.

13th February, 2016: A Programme on Yogic Exercises for Self Relaxation was conducted in the College for the 2nd Semester Student-teachers, it was arranged in accordance with the B.Ed. Syllabus. Mrs. Mimi Paul, the instructor from Meghalaya Yoga Association conducted the programme. The resource person gave a brief introduction on the benefits and importance of Yogic Exercises as they help in relaxing both the body and the mind. The main purpose is to attain physical and mental nourishment through relaxation.

20th February, 2016: The College organized a Series of Lectures on five Life skills presented by Dr. R. Jennifer War from Martin Luther Christian University, Shillong and Ms. Namrata N. Rynjah, Student-Counsellor of IIT Gauhati, Assam. The first session was taken by Dr. Jennifer War and she explained the importance of life skills that need to be developed in teachers since they are the basic needs for those who are in the field of teaching. Lack of information and skill prevent them from effectively exploring their potentials and establishing a positive image. The second session was delivered by Ms. Namrata Rynjah and she spoke about teacher- student relation and communication.

26th February, 2016: A One Day Programme on Brain storming and Group Dynamics was conducted in the College. Rev. Fr. P. D. Johnny. SDB Principal of Don Bosco CTE Tura was the resource person for the session. Brainstorming is a group creative technique by which efforts are made to find a conclusion or solution for a problem by gathering a list of ideas spontaneously contributed by its members. Such a programme helps the Student – teachers to use the technique in the classroom for productive learning.

8th March, 2016: For Women’s Day Celebrations, the resource person was Ms. H. Kharbhih from Impulse NGO in town and Ms. K. A. Singh and Ms. R. Saikia from Earth Day Network who also came along with the resource person to be part of the celebrations in our College. On this special day, while celebrating the International Women’s Day, the resource person stressed that the organisation works toward ensuring equal human rights, particularly women and children. She also said that the NGO works for the Child Rights and supporting other organizations that operate in the same field.

19th March, 2016: Workshop on Teaching Aids – Rev. Fr. Jins Augustine, past-pupil of the College conducted a Workshop on Teaching Aids for the Student-teachers. He not only made them to understand the Importance of Teaching Aids while teaching but he also made them learn theoretically the different types of Teaching Aids as well as learning practically how to make use of the different materials.

4th April, 2016: Mock Drill: Earthquake Evacuation (Disaster Management) was carried out in the College to provide to the Student – teachers the experience and a sense of competence if disaster strikes.

8th April, 2016: Seminar on Inclusive Education - The College invited Sir Carmo from Bethany Society Shillong to conduct one-day programme on Inclusive Education for the Second Semester students of the College. The Resource person and the teachers of Bethany Society demonstrated many assistive devices used when communicating with such children like using the hungry hand technique, calculating using the abacus, reading the Braille, and using sign language.

9th April, 2016: Seminar on Environmental Education – The students got sufficient training from the resource person Sir Carmo from Bethany Society, Shillong on Waste Management how to transform garbage to gold. The Student – teachers learnt the different techniques and activities required to manage waste from its inception to its final disposition. This includes amongst other things, collection, transportation, treatment and disposal of waste.

30th April, 2016: Mrs. Arlene Kharnongrum from St. Anthony's College, Shillong was the resource person for the Programme on Counselling. She stressed that counselling is a need especially for this generation of students and to be able to handle them is a specialized service requiring training in personality development and handling exceptional groups of individuals. The life of a student is getting complex day by day. Guidance and counselling is needed to help the students for optimum achievement and adequate adjustment in the varied life situations. Teachers of this generation need to be equipped to handle different types of students coming from different backgrounds.

13th May, 2016: Faculty Development Programme - Rev. Fr. Kevin Ward conducted the follow up programme for the Teachers of the College. The programme helped the teachers to communicate well with the students and how to cope with the challenges of the new issues in educational institutions. Life stories and video clippings were shown to the teachers to make them grasp the important roles that they have to play as the agents of social change.

21st May, 2016: Felicitation Ceremony to honour the Achievers of the College by presenting Certificates and Mementoes to the Student-teachers of Batch 2015. Shri L. Roy IAS (Rtd.) Chairman Meghalaya Private Universities Regulatory Board was the Chief Guest for the function, Sr. Mildred Khongngain, President of the Board of Management as Guest of Honour and Dr. (Mrs.) M.P.R. Lyngdoh, IQAC Member of SMCTE as Special Invitee.

6th June, 2016: Observation of World Environment Day which started with a Prayer was organized by the Environment Group of the College followed by a Power Point Presentation from the short- film created by the students. Then followed by flower plantation in the college campus.

10th June, 2016: Two of our Student-teachers Clarydia Lyngdoh and Iaipyndapbiang Thongni participated in a Speech Competition on Climate Change and Green Economy during the World Environment Day, organised by Meghalaya Climate Change Centre (MCCC), Meghalaya Basin Development Authority (MBDA), held at Shillong College.

10th June, 2016: As one good practice of the College, the Management organized an awareness Programme for Voluntary Blood Donation in which Dr. Hughbert Dkhar, a Pathologist from Nazareth Hospital delivered the session along with other resource persons and the interns from the hospital. The awareness programme started by a Presentation from the Doctor and in that presentation it was made clear that there is no substitute for blood and only human donors can maintain an adequate supply. To that end, voluntary donation is the preferred source of blood. He also stressed the need of a blood donor that he/she needs to be healthy, to be between the ages of 18-60 years, to be weighing at least 45 kg, to have a haemoglobin level of at least 12.5 gms/dl and not to have donated blood during the last 3 months.

11th June, 2016: Voluntary Blood Donation Camp at Nazareth Hospital every year after the awareness programme. From almost fifty Student-teachers who opted to donate blood, only one Student-teacher, Ms. Sylvia Chongloi was fit for donation.

21st June, 2016: Celebrations of International Yoga Day at St. Mary's College of Teacher Education. Ms. D. Shullai and Ms. Y. Dkhar, Lecturers of the College gave an Introduction and spoke on the History and Importance of Yoga respectively. Types of Yoga were presented through Power Point by Upashana Dutta Chaudhuri the Student-teacher and the Yogic Exercises were performed by all.

1st August, 2016: An Orientation Programme was conducted to welcome the 1st and 3rd Semester - Students, whereby Sr. Marie Therese (Ex-President of the Governing Body of the College) was the Chief Guest who spoke at length about Quality Teacher. The day started with an address by the Principal who welcomed everyone. A prayer was conducted by one of the teachers Mrs. Calmy Kharlukhi by praising God with a hymn, Bible reading and prayer. It was followed by a motivational talk from another teacher Mrs. Alfa Mary Kurbah. She spoke on self-awareness and explained it with the help of the 'Johari Window'. She encouraged the Student-teachers to make every effort to learn about themselves and to realise their potentials

2nd August, 2016: A Programme on Performing Arts (Music) was organised in which the aim was to develop the aesthetic sensibilities in Student-teachers, to learn the use of art in teaching learning and to provide the platform to showcase their talents, thus this programme on Performing Arts (Music) was introduced for the students. Mr. Alvisford Kharsyntiew, the Resource Person is a vocalist as well as an artist of art and culture. He taught the students how to exercise their vocal cords, changing from one tune to another, singing different types of western songs besides the traditional ones.

5th August, 2016: A Programme was conducted in the College for the students who were interested in learning the different styles in Creative Writing. The Resource Person was Mr. Joshua Rynjah, Assistant Professor, St. Mary's College, Shillong. He spoke about the techniques and elements used in this skill. He stressed on Poetry Writing, Music of Poetry and also to write critical appreciation on contemporary poems. He emphasised the importance of personal encouragement which helped the individuals to perform well to be unique writers. The Programme made the Student-teachers realise that they have the hidden poets in them.

6th August, 2016: Two Workshops on Art and Craft were organised in the College. Mr. Jayanta Chakraborty, an expert in the field was the Resource Person from St. John's White Hall High School, Shillong. He gave some insights into the area of creativity and aesthetic dimensions of education. The Student-teachers were explained about the various kinds of art and craft items that they could make according to their interests. He also gave them several inputs on the various techniques involved in creating those diversely ranged items.

10th August, 2016: Dance is an art, and it communicates in a way that no other art can. Therefore a Programme on Dances was also introduced to the Student-teachers and the Resource Person was a renowned dancer, Ms. Anniesha Mawrie, a Dance Instructor and a Physical Fitness Trainer. In this Art, the various kinds of dances taught were hip hop, jazz, salsa, contemporary, bollywood, robotic dance, free style, locking and popping. The dance teacher also taught them role playing, theatrical dance to help them learn the art of expression through emotions.

13th August, 2016: A Programme On Attitudes was conducted and Sir. Gregory Kharumnuid was the resource person from St. Anthony's College, Shillong. He inspired the students by making them realise certain points like: "Each one is unique", "We should not compare ourselves with others" and "We should not be controlled by others' opinions". The resource person spoke about how to overcome negative attitudes with positive ones. He also made the Student-teachers realized what implications attitudes could have on one's life; for example: 10% of life is made up of what happens to us and 90% of life is decided by how we react to any situation.

16th August, 2016: To remember the freedom struggles of the Indians and to celebrate our Independence Day, a programme was prepared and the students sang and danced displaying their talents during the occasion. The celebration was concluded with the National Anthem.

27th August, 2016: An Annual Parents' Meet animated by Rev. Fr. Kevin Ward for Student-teachers and their Parents/Guardians of the 1st & 3rd Semesters. The Resource person spoke about understanding the children, appreciating and accepting them, making time for them, reading their body language and many others. The Parents/ Guardians too spoke from their part, sharing the problems they meet with regards to their children.

23rd September, 2016: A Meeting was organised for the Faculty Members with Prof. S. Sungoh (Dean) and Prof. P.K. Gupta (Head) of the Department of Education NEHU, Shillong to work on The Internship Handbook.

1st October, 2016: The College organised a General Physical Health Check-up by Dr. Mary Marbaniang and the Nurse from Nazareth Hospital, Shillong for the 1st and the 3rd Semester Student-teachers for consultation regarding their health issues. The nurse checked their blood pressure and they were also given advice by the doctor for certain tests that need to be followed up.

21st October, 2016: The College took the 1st Semester and the 3rd Semester students for an Extension Programme to two Schools at Smit in East Khasi Hills District: St. Francis Secondary School and Don Bosco Higher Secondary School. The teachers of these two schools were given training by the Teacher-educators of the College to refresh their memory regarding the skills and also to innovatively use the

teaching aids in the classrooms. While the school students were kept occupied by the Student-teachers who prepared themselves thoroughly to teach the students from Classes Nursery to XII. .

12th November, 2016: The College organised the Orientation cum Consultation Meeting for Principals and Mentor-teachers of Internship Schools and Prof. P.K. Gupta (Head) of the Department of Education NEHU, Shillong was the Resource Person.

21st December, 2016: The College organised a Pre – Christmas Celebration in the College to celebrate the Birth of our Lord Jesus Christ. It also marks a sense of joy with the completion of the B.Ed. 1st and 3rd Semester Examinations 2016.

3rd February, 2017: Commencement of the Academic Session for the 2nd and 4th Semesters with the Film-Screening Session. Ms. Judisha Khongwir, Department of Mass Media, St. Anthony’s College, Shillong reviewed the movie ‘Freedom Writers Diary’ by Erin Gruwell. It’s an inspiring movie for Teachers.

11th February, 2017: The Student-teachers were privileged to have a session on Yoga in the College. The Resource Person for the session was Swati Bhattacharjee, a practising lawyer and a passionate practitioner of yoga. The session started with a prayer and it was followed by warm-up exercises and some basic yoga exercises were performed by the Student-teachers ending it with meditation and relaxation. Students interacted with the resource person regarding the benefits of yoga with respect to particular illnesses.

18th February, 2017: A very exhilarating session on brainstorming organized by the management which was part of the many activities carried forth by the College. Br. Sunil Britto the Resource Person was a dynamic figure who taught and shared his wisdom and knowledge breaking conventional norms of the educational system. The day kick started with some meditational prayer followed by some futuristic robotic dance where students and staff alike shook their weary backs and limbs and let go of their inhibitions. This was followed by an activity which made both Teachers and Student-teachers to crack their brains.

24th February, 2017: The Management organized a one day workshop on five life skills. The resource persons for the session were Dr. Jennifer War, Asst Prof. Martin Luther Christian University and Ms. Namrata N. Rynjah, Student-Counsellor of IIT Gauhati, Assam. The workshop was very beneficial for all, both as persons and teachers to be. Life skills are essential parts of being able to meet the challenges of everyday life. After the workshop each one found a visible change in the personality which helps in discovering the “Incredible Self”

25th February, 2017: The College organised one day Demonstration of Lessons on the Methodology of Teaching different subjects. Through this demonstration, it helped the students on how to integrate the teaching skills and to handle classroom environment. The Demonstration of Lessons was given on the Methodologies of Teaching Physical Science, Life Science, Geography, History, English and MIL (Khasi).

1st March to 31st May 2017: Internship for the 4th Semester students is carried out within the vicinity of Shillong. The Student-teachers of the College were inducted in different schools viz, St. Mary’s Higher

Secondary School, St. Margaret's Higher Secondary School, St. Dominic Savio's Higher Secondary School, St. Joseph's Higher Secondary School, Hubert Memorial Higher Secondary School, Divine Saviour Higher Secondary School and Kiddies Corner Secondary School.

8th March, 2017: The College organized a programme to observe International Women's Day Celebrations through a Talk and Interactive Session with Ms. Mayfreen Ryntathiang who is a well known member of the NGO. The resource person stressed on the areas of crimes against women and domestic violence, statistics of crime and the different laws and orders to protect women.

1st April, 2017: The College celebrated "World Autism Awareness Day" with the theme: Go Blue. For autistic individuals to succeed in this world, they need to find their strengths and the people that will help them reach to their hopes and dreams. In order to do so, ability to make and keep friends is a must. A supportive environment where they can learn from their mistakes is what we as a society needs to create for them.

5th June, 2017: Observation of World Environment Day started with a Prayer organized by the Environment Group of the College followed by a Skit and a Power Point Presentation of the beauty and the degradation of the city and its surroundings. After a short break there was a cleaning drive in and around the campus.

9th June, 2017: Awareness Programme on Voluntary Blood Donation (VBD) by Dr. Hughbert Dkhar, a Pathologist from Nazareth Hospital. The College organized awareness programme so that youth are being encouraged to donate blood. Youngsters are becoming sensitive over the issue and the youth especially college students, have assured to volunteer blood donation.

10th June, 2017: The 2nd Semester students of the College went to Nazareth Hospital for Voluntary Blood Donation. After proper medical screening, two students viz. James Pasala and Jebita Marbaniang were fit to donate blood on this particular day.

21st June, 2017: Celebrations of International Yoga Day at St. Mary's College of Teacher Education in which Ms. D. Shullai, Lecturer of the College gave an Introduction and spoke on the History and Importance of Yoga respectively. Types of Yoga were presented through Power Point by Susie M. Shadap the Student-teacher and the Yogic Exercises were performed by all.

28th June, 2017: Rehearsal for Final Teaching, a practice session in preparation for the final teaching of the 4th Semester Student-teachers was conducted at St. Mary's Higher Secondary School Shillong (the School Lab). The alignment between content, pedagogical purpose, and the rehearsal activity gave them the opportunities to learn about leading a Whole-class Teaching.

18th July, 2017: Farewell for the 4th semester students. At the completion of the course, the Management the Staff along with the 2nd Semester students bid adieu to the 4th Semester-students by organising a farewell programme which shows the bond of the students with their future commitment of the profession.

19th July, 2017: Picnic- Before the semester break, the staff and students of the College organised a get-together function by visiting the important and natural sites of Cherrapunjee area.

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	1			
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
Total	1	0	0	0

Interdisciplinary				
Innovative				

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	1
Trimester	
Annual	

1.3 Feedback from stakeholders* Alumni Parents Employers Students

(On all aspects)

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

* **Feedback (Annexure-II)**

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

The University initiates the revision of the syllabus.

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

No

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others (Lecturers)
8				8

2.2 No. of permanent faculty with Ph.D.

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

Asst. Professors		Associate Professors		Professors		Others (Lecturers)		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

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended		3	8
Presented Papers		2	4
Resource Persons			2

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

- Constructivist Approach for Method papers,
- Use of ICT by Teachers and Student –Teachers,
- Co-operative Learning and Paper Presentation,
- Peer Teaching,
- Short – film making
- Lecture method made into Active Learning.

2.7 Total No. of actual teaching days

during this academic year

(w.e.f. February 2016- July 2017)

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

Open Book Test

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

2		
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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.Ed	98	17	61	31	3	96.94

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes :

1. Plans the academic activities
2. Analyse the results of the students
3. Encourage teachers to attend professional development programmes
4. Analyse Students' feedback
5. Suggest future plans for the College

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	1
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	1
Faculty exchange programme	
Staff training conducted by the university	1
Staff training conducted by other institutions	2
Summer / Winter schools, Workshops, etc.	
Others	10

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	2			
Technical Staff				2

Criterion – III

3. Research, Consultancy and Extension

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

- Mrs. C. Kharlukhi and Ms. D. Shullai have taken up a project on writing a Hand-Book on Micro Teaching in Khasi.
- Dr. R. N. Sangma and Dr. A. M. Kurbah are guiding students for M.A Dissertation.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.4 Details on research publications

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

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	2016	DEPT	2,50,000.00	2,50,000.00
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects (<i>other than compulsory by the University</i>)				
Any other(Specify)				
Total				

3.7 No. of books published i) With ISBN No.

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
 DPE DBT Scheme/funds

3.9 For colleges Autonomy CPE DBT Star Scheme
 INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number					
Sponsoring agencies					

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of 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	District	College
2		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
National level International level

3.22 No. of students participated in NCC events:

University level State level
National level International level

3.23 No. of Awards won in NSS:

University level	<input type="text"/>	State level	<input type="text"/>
National level	<input type="text"/>	International level	<input type="text"/>

3.24 No. of Awards won in NCC:

University level	<input type="text"/>	State level	<input type="text"/>
National level	<input type="text"/>	International level	<input type="text"/>

3.25 No. of Extension activities organized

University forum	<input type="text"/>	College forum	<input type="text"/>
NCC	<input type="text"/>	NSS	<input type="text"/>
		Any other	<input type="text" value="1"/>

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

1. **8th April, 2016:** Seminar on Inclusive Education - The College invited Sir Carmo from Bethany Society Shillong to conduct one-day programme on Inclusive Education for the Second Semester students of the College. The Resource person and the teachers of Bethany Society demonstrated many assistive devices used when communicating with such children like using the hungry hand technique, calculating using the abacus, reading the Braille, and using sign language. Our Student-teachers were confident enough to take up Field Work for Inclusive Education to Dwar Jingkyrmen, Mary Rice Centre, Jyoti Sroat and Asha School (Army Wives' Welfare Association) all in and around the city.
2. **9th April, 2016:** Seminar on Environmental Education – The students got sufficient training from the resource person Sir Carmo and few teachers from Bethany Society, Shillong on Waste Management how to transform garbage to gold. The Student – teachers learnt the different techniques and activities required to manage waste from its inception to its final disposition. This includes amongst other things, collection, transportation, treatment and disposal of waste.
3. **6th June, 2016:** Observation of World Environment Day which started with a Prayer was organized by the Environment Group of the College followed by a Power Point Presentation from the short- film created by the students. Then followed by flower plantation in the college campus.
4. **11th June, 2016:** As one of the good practices of the College, every year after the awareness programme, the Student-Teachers would voluntarily donate blood. During the Celebrations of World Blood Donor Day at Nazareth Hospital, St. Mary's College of Teacher Education received a Certificate of Appreciation and a Memento for its constant support towards donating blood. So too on National Voluntary Blood Donation Day, one of our students donated blood in Pasteur Institute and there too our College received a Memento.
5. **21st October, 2016:** The College has been providing quality education to the Student-teachers and aiming to help them adjust and adapt to the various types of schools in the urban and rural areas, to implement the different skills and methods of teaching using prepared as well as improvised teaching aids to help students of different understanding

levels to grasp the lesson taught by the Student – teachers. For that purpose, the College took the 1st and the 3rd Semester students for an Extension Programme to two Schools at Smit in East Khasi Hills District: St. Francis Secondary School and Don Bosco Higher Secondary School. The teachers of these two schools were given training by the Teacher-educators of the College to refresh their memory regarding the skills and also to innovatively use the teaching aids in the classrooms while the school students were kept occupied by the Student-teachers.

6. **29th October, 2016:** The College was selected to take part in the Rally for the Observance of the National Disaster Risk Reduction Day organised by the State Disaster Management Authority (SDMA) in collaboration with the District Disaster Management Authority (DDMA), East Khasi Hills, Shillong. Four Faculty Members and ten Student-teachers participated with placards and banners. The College was awarded 1st Prize with a Memento and a Certificate for the best Placard.
7. **1st April, 2017:** The College celebrated “The World Autism Awareness Day” with the theme: Go Blue. For autistic individuals to succeed in this world, they need to find their strengths and the people who will help them achieve their hopes and dreams. In order to do so, ability to make and keep friends is a must. A supportive environment where they can learn from their mistakes is what we as a society needs to create for them.
8. **25th & 27th April, 2017:** Arrangements were made for the M.Ed Teacher Trainees from the University to familiarize themselves with the ongoing school practices including demonstration cum observation of lessons that are being imparted in the institution. They supervised the Internship Programme of our B.Ed students.
9. **1st - 3rd May, 2017:** M. Ed Teacher Trainees from the University along with the Professors, the College Supervisor and the School Mentor-teacher observed and supervised the B. Ed Student-teachers’ teaching. The B. Ed Student-teachers got the opportunity to interact with them and to get the feedback for their improvement.
10. **5th June, 2017:** Observation of World Environment Day which started with a Prayer was organized by the Environment Group of the College followed by a Skit and a Power Point Presentation of the beauty and the degradation of the city and its surroundings. After a short break there was a cleaning drive in and around the campus.
11. **10th June, 2017:** The 2nd Semester Student-teachers of the College went to Nazareth Hospital for Voluntary Blood Donation. After proper medical screening, two students viz. Pasala James and Jebita Marbaniang were fit to donate blood on this particular day.
12. **21st June, 2017:** Celebrations of International Yoga Day at St. Mary’s College of Teacher Education. Ms. D. Shullai, Lecturer of the College gave an Introduction and spoke on the History and Importance of Yoga respectively. Types of Yoga were presented through Power Point by Susie M. Shadap the Student-teacher and the Yogic Exercises were performed by all.
13. **28th June, 2017:** Rehearsal for Final Teaching. A practice session in preparation for the final teaching of the 4th Semester was conducted at St. Mary’s Higher Secondary School Shillong (The School Lab). The alignment between content, pedagogical purpose, and the rehearsal activity gave them the opportunities to learn about leading a whole-class Teaching.

14. **18th July, 2017:** Farewell for the 4th semester students. At the completion of the course, the Management and the Staff along with the 2nd Semester students bid adieu to the 4th Semester students by organising a farewell programme which bonded the students with their future commitment towards their profession.
15. **9th July, 2017:** Picnic - Before the semester break, the staff and students of the College organised a get-together function by visiting the important and natural sites of Cherrapunjee area.

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	2051.76 sq.mt	-	Self	2051.76 sq.mt
Class rooms	4	-	„	4
Laboratories	3	-	„	3
Seminar Halls	2	-	„	2
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	63	69	Self	132
Value of the equipment purchased during the year (Rs. in Lakhs)	` 35,17,938.00	` 3,75,300.00	Self	` 38,93,238.00
Others				

4.2 Computerization of administration and library

- The library and the administration sections are partially computerised.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	4592	` 6,54,938.50	35	` 22,333.00	4627	` 6,77,271.50
Reference Books	243	` 2,72,434.00	3	` 2,200.00	246	` 2,74,634.00
e-Books *						
Journals/Magazine	31	` 85,271.00	9	` 19,908.00	40	` 1,05,179.00
e-Journals	9	` 23,500.00	3	6700.00	12	` 30,200.00
Digital Database						
CD & Video						
Others (specify) - Book Bank	200		30		230	

* *e-Book* : e-book are available under National Library and Information Services Infrastructure for Scholarly Content (N-LIST) Programme and downloadable from web-add: <http://nlist.inflibnet.ac.in/downloads.php>.

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	18	1	1	1	-	4	-	-
Added	4	-	-	-	-	-	-	-
Total	22	1	1	1	-	4	-	-

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

- Internet facilities are made available for the Staff and the Student-teachers with in the College campus.

4.6 Amount spent on maintenance in lakhs :

i) ICT	₹ 8,150.00
ii) Campus Infrastructure and facilities	₹ 18, 43,084. 00
iii) Equipments	₹ 46,200.00
iv) Others	₹ 14,850.00
Total:	₹ 19,12,284.00

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Student support services are made available under the IQAC's advice especially for quality performances.

5.2 Efforts made by the institution for tracking the progression

- Regular Unit Tests
- Distribution of evaluated answer scripts.
- Regular meetings with the Student-teachers and the Faculty members
- Counselling session for the needed students.
- Meeting Parents of students

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
90			

(b) No. of students outside the state

(c) No. of international students

No	%
4	4.44

Men

No	%
86	95.56

Women

Last Year (2015)						Batch 2015 – 2017 Batch 2016 - 2018					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
10	1	127	7	-	145	10	1	75	4	-	90

**Both for the Annual Course and Semester System for 2015*

Demand ratio **100%**

Dropout **5.56 %**

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

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET SET/SLET GATE CAT
 IAS/IPS etc State PSC UPSC Others

5.6 Details of student counselling and career guidance

- There is a Counselling Cell for the students with an on - call Counsellor.
- Annual workshop on Guidance and Counselling

No. of students benefitted

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed

5.8 Details of gender sensitization programmes

- 8th March, 2016:** International Women’s Day Celebration and the main resource person was Ms. Hasina Kharbhih, Founder, Chair of Board Impulse NGO Network. She was accompanied by Ms. K. A. Singh, Country Director, Earth Day Network and Ms. R. Saikia, Director Education also from Earth Day Network to be part of the celebrations in the College. On this special day, while celebrating the International Women’s Day, the resource person insisted on the need to work towards ensuring equal human rights, particularly among women and children.
- 8th March, 2017:** The College organized a programme to observe the International Women's Day Celebrations through a Talk and Interactive Session with Ms. Mayfreen Ryntathieng who is a well known member of another NGO. The resource person stressed on the areas of crimes against women and domestic violence, statistics of crime and different laws to protect women.

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution		
Financial support from government		
Financial support from other sources		
Number of students who received International/ National recognitions		

** With the implementation of the National Scholarship Portal the amount of money is transferred to their respective accounts.*

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: Regarding the completion of their Syllabus

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision

St. Mary's College of Teacher Education was conceived for the integral education of teachers who are persons of integrity and commitment. Equipped with skills and competency in their vocation, they craft a holistic development of every person under their care, nurture and empower her/him to face the challenges of life with divine truth and become enlightened and productive citizens through the process of education in schools.

Mission

- To provide innovative and value based quality education in understanding the teaching-learning process.
- To enrich the students with knowledge and skills of teaching and enabling them to become competent in facing the challenges of globalization.
- To involve the students in socially relevant extension programmes.
- To organise co-curricular activities to make them aware of the needs and problems of modern society.
- To equip the Student-teachers with the knowledge and skills of counselling and career guidance.
- To promote interaction among the Student-teachers hailing from different cultural backgrounds with a view to fostering emotional national integration.
- To develop in the Student-teachers a commitment towards their vocation as teachers.

6.2 Does the Institution has a Management Information System

- Not yet.

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

6.3.1 Curriculum Development

- The Principal and the Faculty Members provided suggestions to the University for Curriculum Development and Revision
- The Teaching Staff were members of the Revision Committee for the B. Ed. Semester System: A Course Structure.

6.3.2 Teaching and Learning

The institution engages students in “active learning” in the following ways:-

- Brain storming and Group Dynamics
- Performing Arts
- Creative Writing
- Art and Craft
- Library work through group discussions
- Individual assignments
- The use of ICT for assignments, seminars, discussions, project work as well as for teaching-aids.
- Using of power point for teaching, discussions and seminars
- Field Work for different papers
- Preparations of Teaching Aids
- Conducting of Psychological Tests
- Observation of peer-teaching and providing peer-feedback.

6.3.3 Examination and Evaluation

- Unit tests are encouraged for the students in all the papers.
- Marks are shown to the students for improvement.
- Open book test is also adopted as a technique for making personal notes.

6.3.4 Research and Development

- Mrs. Alfa Mary Kurbah, Lecturer of the College has been awarded the Ph.D degree from the Department of Education, NEHU in December 2016 for “A Study on the Occupational and Educational Aspiration in relation to Learning Environment with reference to Higher Secondary Schools, East Khasi Hills District, Meghalaya”.
- Mrs. Calmy R. Kharlukhi, Lecturer of the College was enrolled as a Research Scholar in the Department of Education, North-Eastern Hill University since 2016.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Library:

- Upgradation of books and reference books
- Online Public Access and Cataloguing is available for the students.

ICT:

- Frequent use of media- kit for classroom teaching.

Physical infrastructure:

- Maximum utilisation of the infrastructure

6.3.6 Human Resource Management

The IQAC encourages the Faculty Members and the students to enhance their professional growth by attending programmes in the institution and in other institutions whenever opportunities are available.

27 th January to 16 th February, 2016	Dr. (Mrs.) Ruth N. Sangma participated in the 21 Day Refresher Course for Teacher Educators of Meghalaya organised by the Directorate of Educational Research and Training (DERT), Shillong. She received a Certificate of Participation.
24 th February, 2016	The Teachers and the 2nd Semester Student – teachers attended the State Seminar on ‘Teacher Education Towards Quality Education’ held at Siloam which was organised by the Directorate of Educational Research and Training (DERT). During the Seminar, Mrs. Calmy R. Kharlukhi presented a Paper on ‘Secondary Science Education, MBOSE: A Case Study’ and Mrs. Alfa M. Kurbah presented a Paper on a ‘Study On Teaching Efficiency Of Teachers In Rural Areas With Special Reference To Marbisu’ in East Khasi Hills District.
2 nd to 5 th March, 2016	Mrs. Calmy R. Kharlukhi participated in the 4 days Training on “Quality Learning in Schools Using ICT and NROER” organised by The State Project Officer, SEMAM – RSMA, Meghalaya, Shillong in collaboration with Homi Bhabha Centre for Science Education, Tata Institute of Fundamental Research, Mumbai, held at Shillong.
13 th May, 2016	Faculty Development Programme - As part of the follow up programme for the teachers of the College, Rev. Fr. Kevin Ward was the resource person. The programme helped the teachers to communicate well with the students and how to cope with the challenges of the new issues in educational institutions. Life stories and video clippings were shown to the teachers to make them grasp the important roles that they have to play as the agents of social change.
09 th July, 2016	Mrs. Rimeka Wahlang and Mrs. Risabakordor Sten, the Lecturers of the College attended an “Awareness Programme on Preventive Healthcare” at Shillong Club. Dr. Udayan Barua, Medical Superintendent, Down Town Hospital talked on “Importance of Preventive Health” highlighting the importance of regular health check-up for every individual in their day to day life. Ms. Tinababy Baruah, Senior Dietician, Down Town Hospital talked on “Healthy Food for Healthy Life”.

24th July, 2016	Mrs. Inrilin Marwein (Lecturer of the College) participated in the National Seminar on “New National Education Policy 2016” at Stella Maris College, Chennai. It was organised jointly by the Consortium of Christian Minority Higher Educational Institutions and Stella Maris College, Chennai. The Seminar was to create awareness of the different issues in the draft and to provide with necessary suggestions for the betterment of the Nation. She received a Certificate of Participation.
8th August to 4th September, 2016	Mrs. Alfa M. Kurbah attended the 37th Orientation Programme at UGC-Human Resource Development Centre (Formerly UGC-Academic Staff College), North-Eastern Hill University.
31 st August, 2016	Five Student-teachers participated in the Essay Competition in commemoration of the 50 th Death Anniversary of Rev. Fr. H. Elias from Shillong.
20 th September, 2016	The Student-teachers from the 1 st Semester in the company of two Faculty Members enjoyed the Concert performed by the senior students of Loreto Convent; Shillong entitled PRIDE AND PREJUDICE by Jane Austen. The Student-teachers not only enjoyed the Play but also learned the art of acting and performing on the stage with confidence.
23 rd September, 2016	A Meeting was organised for the Faculty Members with Prof. S. Sungoh (Dean) and Prof. P.K. Gupta (Head) of the Department of Education NEHU, Shillong to work on The Internship Handbook.
18 th October, 2016	Workshop on National Scholarship Portal 2.0 attended by Mrs. Alfa Kurbah, Lecturer and Ms. Michelle Lyngdoh Nongbri, Office Assistant.
10 th November, 2016	Mrs. Calmy Kharlukhi participated at the Panel Discussion in the National Policy Education Day, organised by the Department of education NEHU, Shillong
09-11 th November, 2016	The Librarian of the College, Ms. Euphemia Kharmaw, participated in the 10 th Convention, PLANNER 2016 on “Disruptive Innovations for Libraries: Adopt, Adapt and Evolve” organised by the INFLIBNET Centre, Gandhinagar, Gujarat in collaboration with North-Eastern Hill University, Shillong. She received a Certificate of Participation.
5 th – 9 th December, 2016	Dr. (Mrs.) Ruth N Sangma, Vice Principal of the College, attended a Workshop organised by North East Regional Institute of Education (NERIE) Ri-Bhoi District on “Implementation of General Education Quality Analysis/ Diagnosis Framework (GEQAF) in India: Moving from Diagnosis to Implementation of Interventions” at the Directorate of School Education and Literacy, Shillong.
24 th & 25 th February, 2017	Ms. Euphemia Kharmaw, Librarian of the College participated in “An Advanced Level Workshop To Implement Koha On Cloud: A Special Focus On Libraries In North-East India” conducted by Central Library, NEHU Shillong in collaboration with Informatics Pvt. Ltd., Bangalore
11 th April, 2017	Dr. (Sr.) Clarissa Wallang (Principal) was present for the Inaugural Function of the Regional Level Workshop on Gender Justice: Legal Awareness, Preventive and Redressal Measures on Crimes against Women at St. Mary’s College.

21 st April, 2017	Dr. (Mrs.) A. Kurbah and Mrs. I. Marwein Lecturers of the College, attended a one day Seminar on “Role of IQAC in quality enhancement in Higher Education Institutions (HEIs)” at Synod College, Shillong
24 th May, 2017	Dr. (Sr.) Clarissa Wallang, Principal attended the Inaugural programme of the one day Principal’s Conference on the theme “Initiatives on Enhancing Quality in Higher Education” at NEHU Permanent Campus, Shillong. While Dr. (Mrs.) A. Kurbah, IQAC Coordinator of the College participated in the same Conference for all the affiliated colleges of the University on the same day.
1 st June, 2017	Dr. (Sr.) Clarissa Wallang, Principal was at the interactive meeting of the Principals of NEHU affiliated Colleges with the NAAC Peer Team at NEHU Permanent Campus.
5 th June, 2017	Dr. (Mrs.) R.N. Sangma, Vice Principal attended the Panel Discussion on “Mining in Meghalaya and its consequences” with five Student-teachers organised by North East India Council of Social Sciences Research in collaboration with Shillong Law College.
21 st June, 2017	Dr. R. N. Sangma and Dr. A. M. Kurbah attended a one-day deliberation on Reclaiming Education, organized by ICARE which threw up some interesting facets on education in Meghalaya. The seminar clarifies the necessity of a curriculum in the State.

6.3.7 Faculty and Staff recruitment

- One Full Time Teacher was appointed for Education by the Recruitment Committee on 25th April 2016

6.3.8 Industry Interaction / Collaboration

- Internship Schools

6.3.9 Admission of Students

Admissions are made on the following basis:

- ◆ Subject to fulfilment of all other conditions laid down by the University/NCTE from time to time, a candidate with a Bachelor’s degree and/or Master’s degree or any other qualification equivalent thereto with a minimum of 50% marks (relaxable up to 5% for SC/ST candidates) shall ordinarily be considered for admission to the programme, provided that such a candidate should have studied at least two school subjects at the graduation level. The distribution of seats shall be:

- Total Seats50
- Seats to be given following the selection process.....40
- Seats to be filled up by deputation from the Government of Meghalaya.....10

Admission forms are to be submitted with the following documents:

- ◆ Admit Cards from SSLC onwards
- ◆ Mark Sheets from SSLC onwards
- ◆ Original Character Certificate from the College last attended
- ◆ Medical Certificate
- ◆ Marriage Certificate (if married)
- ◆ **NET Certificate (if NET passed)**
- ◆ Applicants holding a University degree other than that from the North-Eastern Hill University (NEHU) require a Migration Certificate without which admission will not be granted.
- ◆ Preliminary Forms will be issued after notification prior to the entrance test and the interview
- ◆ The Prospectus and Admission Form will be available on merit basis for those selected for admission after the results of the entrance test and the interview.
- ◆ Students admitted are to be punctual and regular possessing a sense of responsibility and commitment.
- ◆ The College would appreciate that once admitted, candidates need to come with a strong determination to complete the course so as not to deprive other eligible candidates who otherwise could avail this opportunity

Attendance

- ◆ Every student is required to attend a minimum of 80% lectures delivered in each course and carry out successfully the sessional activities conducted by the College.
- ◆ Students are to give proper justification for being temporarily absent from their classes and produce a medical certificate in case of absence due to illness.
- ◆ In case a student due to unforeseen/unavoidable reasons cannot complete the assignment or take a test, the matter should be brought immediately to the knowledge of the Principal / Management.

Fees

- ◆ Fees are to be paid Semester-Wise:
 - For the First and Third Semesters, Fees are to be paid by 20th July
 - For the Second and Fourth Semesters, Fees are to be paid by 20th January
- ◆ Fees paid will not be carried over for future Semesters.
- ◆ Fees once paid are not refundable.
- ◆ 10% increase of the tuition fees annually.

6.4 Welfare schemes for

Teaching	CPF Staff Welfare Fund
Non teaching	CPF Staff Welfare Fund
Students	-

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) have been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	-	No	-
Administrative	No	-	No	-

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

- Demonstration of Lessons in different Methods of Teaching
- The Resource persons for the Workshop on Teaching Aids shared from their expertise.
- Remain in touch with the on-going programme in the College through the social networking in the face-book page “ Alumni Association of St. Marys’ College of Teacher Education, (AASMCTE)”
- Members of the IQAC

6.12 Activities and support from the Parent – Teacher Association

- Annual Parents’ Meet.
- Understand the needs and problems faced by the student – teachers.
- Bringing about positive relationship among parents and wards
- Promote quality education.

6.13 Development programmes for support staff

- **18th October 2016:** Ms. Michelle Lyngdoh Nongbri, Office Assistant, attended an Awareness Workshop on National Scholarship Portal 2.0
- **09th-11th November 2016:** The Librarian of the College: Ms. Euphemia Kharmaw, attended the National Seminar on “Disruptive Innovations for Libraries: Adopt, Adapt and Evolve” organised by the INFLIBNET Centre, Gandhinagar, Gujarat in collaboration with North Eastern Hill University, Shillong.
- **24th & 25th February 2017:** Ms. Euphemia Kharmaw, Librarian of the College participated in “An Advanced Level Workshop To Implement Koha On Cloud: A Special Focus On Libraries In North-East India” conducted by Central Library, NEHU Shillong in collaboration with Informatics Pvt. Ltd., Bangalore

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

- Making the campus a Plastic-Free-Zone
- Planting of Flowers
- A Committee looking after the cleanliness of the campus.
- Cleaning Drive

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.

- Film Screening for Personality Development
- Yogic Exercises for Self-Relaxation
- Lectures on Development of Five Life-Skills
- Brain Storming/Group Dynamics
- Performing Arts
- Art and Craft Works
- Inclusive Education
- Environmental Education

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

- The IQAC is the main functionary body to plan the activities for the academic year. Under the supervision of the Principal, the Teachers implement all the activities chalked out by the IQAC to enhance quality education for the students.
- Plans chalked out at the beginning of the academic year were achieved successfully and effectively.

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

1. Voluntary Blood Donation
2. Extension programme to Rural Schools

**Provide the details in annexure (annexure need to be numbered as i, ii,iii)*

Best Practices of the Institution (Annexure- III)

7.4 Contribution to environmental awareness / protection

- Making the College campus a Plastic - Free - Zone Area.
- A separate Bulletin Board on environmental issues.

7.5 Whether environmental audit was conducted?

Yes

No

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

Strengths:

1. Clear vision and mission
2. Has its own School Lab
3. Good Academic Results

Weaknesses:

1. Lack of research and publication
2. Limited financial resources

Opportunities:

1. Upliftment of socially disadvantaged groups
2. Diversification of Teacher Training Courses

Challenges:

1. Promotion of research culture
2. Retention of teachers

8. Plans of the Institution for next year

1. Orientation Programme for the New batch
2. Film Screening for Personality Development
3. Yogic Exercises for Self Relaxation
4. Lectures on Development of Life Skills
5. Workshop on Brain Storming/Group Dynamics
6. Celebration of International Women's Day
7. Workshop on Preparation of Low-cost and No-cost Teaching aids
8. Workshop on Guidance and Counselling
9. Faculty Development Programme
10. Awareness Programme on Voluntary Blood Donation and Blood Donation Camp
11. Workshops on Performing Arts (Singing and Dancing)
12. Workshops on Art and Craft
13. Programme on Creative Writing
14. General Health Check up for Student - Teachers
15. Alumni/Parent's Meet
16. Exhibition/Food Fest & College Fest
17. Extension programme
18. Educational tour/Picnic
19. Enhancing research activities
20. Enhancing Consultancy Services

Name : **Dr. (Mrs.) A. Kurbah**

Name: **Dr. (Sr.) C. Wallang**

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

_____*_*_*_____
