

**ST. MARY'S COLLEGE OF TEACHER EDUCATION  
BOYCE ROAD, LAITUMKHRAH, SHILLONG – 793 003**

**THE ANNUAL QUALITY ASSURANCE REPORT (AQAR) OF THE IQAC  
YEAR 2007**

**Part A:**

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

1. Pursuing the NEHU for the grant of Permanent Affiliation to the College.
2. Making the Academic Calendar in order to provide specific guidelines for various activities to be carried out during the year 2007.
3. Organising Co-curricular activities, Workshop and seminars for the Professional development of student teachers by inviting resource persons locally and outside the state.
4. Organizing Workshop and Seminars for the Professional Enhancement of the Faculty of the College.
5. Improving the Infrastructure:
  - Completing the Edusat Network (SITS) Facility
  - Shifting the canteen to a more convenient place
  - Making provision for water harvesting
  - Providing additional Sanitation and Drainage Facilities
  - Increasing the library holdings by 100 books and subscribing to two more new educational journals.
6. Providing extension service to schools - training in core skills of teaching to untrained teachers of selected schools one of which should be in a rural area.

**Part B:**

1. *Activities reflecting the goals and objectives of the institution:*

- **Permanent affiliation from NEHU:** Obtaining the grant of permanent Affiliation being one of the main objectives of the College for 2007, the process was initiated immediately when the revised format for permanent affiliation was made available to the College. The application for permanent affiliation in prescribed format was then submitted to the North Eastern Hill University on 16.08.07.
- NEHU constituted an inspection team which conducted inspection of the college on 26.09.07. We were informed that the permanent affiliation to the College will be placed in the next Affiliation /Academic Council of NEHU.

- Quality education being one of the primary objectives of the Institution, the College makes a continual endeavour to realize the set objectives. This is reflected in the examination result which has indicated consistently excellent performance by the students. Over the years the College has maintained the tradition of producing position holders including toppers in the B.Ed Examination. In the examination 2006, out of ten positions declared, four students secured positions in the University Examination.

### **Year 2006 –NEHU Examination Results**

No. appeared	–	99
1 <sup>st</sup> Division	–	57
2 <sup>nd</sup> Division	–	40
Percentage	–	97.97%

- Value Education: Great emphasis is given on value education. The daily morning assembly held in the College is one of the ways of achieving this goal.
- Computer Literacy: A computer literacy awareness programme was provided by the College for students who had no knowledge of computer. A certificate of successful completion of the programme was awarded to each one of them.
- Students were encouraged to make use of the IT facilities including Broadband Internet facility offered by the College. Some of them made use of multimedia during Practice Teaching as well as in the Final Practice Teaching Examination.
- The Website of the College [www.smcte.ac.in](http://www.smcte.ac.in) was developed with the assistance from NAAC, Bangalore. It was inaugurated by two major superiors of the Society, Elizabeth Hartigan and Kim Phung Pham (Rome) on 29<sup>th</sup> May 2007.
- Orientation for student teachers:

Before the commencement of the regular classes the newly admitted B.Ed. students were initiated through a two day ‘Orientation Programme’ conducted by the Principal with the cooperation of teachers of the College.

The main features of this programme included development of awareness of the aims and objectives of the Institution and the objectives of teacher education as per the National Curriculum Framework (NCF) 2005. The student teachers were induced to identify expectations and frame their own objectives that they wished to achieve from the B.Ed. programme.

Group activities were used to initiate the students into community living.

*The Logo ‘The Good Shepherd’ and the Motto for the year ‘Lead with Love’ were chosen by consensus and placed prominently as reminders to the student teachers throughout the year to work toward the realization of their objectives*

This programme unique of its kind, succeeded in creating a great impact on the student teachers under training who develop a positive attitude toward their professional preparation.

- A seminar ‘Learning through Illusion’ was organized for student-teachers on 27<sup>th</sup> April. The resource person was Prof: R. Fernando, Garden City College, Bangalore.
- A three-day training-cum-workshop in Cooperative Learning was organized from 2<sup>nd</sup>-4<sup>th</sup> April, 2007. The resource Persons were John Steimyier, CFC, (Bombay), and Tino D’Abreau CFC, Asansol, (Calcutta).
- A one day seminar on Education to Culture Appreciation at the Don Bosco Centre of Indigenous Culture, Visit to the DBCIC and Library of Sacred Heart Theological and Biblical College, the best library in the whole of Asia. One of the resource persons was a former professor at a university in Rome.
- All the student teachers attended a seminar on Peace and Value Education for National Regeneration organized by the College given by Swami Sachidananda Bharathi, Akhilesh Antony and M. Yusupriya.
- Enhancement programmes for the teaching staff and non-teaching staff were provided.

2. *New academic programmes initiated (UG and P.G) NIL*

3. **Innovations in curricular design and transaction:**

- Students made use of multimedia during Practice Teaching including Final Teaching Practice.
- The College encouraged the Students teachers to integrate the skills of cooperative learning with the core skills of micro-teaching which made their teaching more efficacious.
- Training in the use of low cost and no-cost materials in preparation of teaching aids will enable future teachers who pass out of the College to utilize similar instructional materials in their teaching.
- The student teachers were divided into ten groups. Discussion in groups was organized from time to time to which has been found to be very effective in assimilating and understanding of the hard areas of the B.Ed. Programme particularly for weak students.

4. **Inter-disciplinary programmes started:** At present in our situation, the duration and nature of the B.Ed Course and time constraint do not favour introducing inter-disciplinary programmes.

5. **Examination Reforms implemented:** The College uses continuous and comprehensive evaluation in evaluating the performance of the student teachers.

6. **Candidates qualified: NET/SLET/GATE :**

- Teacher educators – 2;
- Student teachers \_ Nil

## **7. Initiative towards faculty development:**

- The Principal and one member of the faculty attended a Seminar on ‘Exploring Excellence in Higher Education at Christ King College, Bangalore from 22<sup>nd</sup> to 24<sup>th</sup> February 2007.
- The Principal participated in a seminar cum strategy Planning on Human Trafficking organized by Impulse NGO.
- All the faculty members attended a two day seminar on Peace and Value Education for National Regeneration organized by the College.
- The Teachers participated in three day training-cum-workshop in Co-operative Learning.
- Four teachers attended the workshop ‘One-day State Level Workshop on ‘Khasi Studies in the context of Khasi Culture, Literature and Linguistics’.
- The entire faculty participated in a One-day Seminar on ‘Education to Culture Appreciation’ in the Don Bosco Centre for Indigeneous Cultures (DBCIC) which included a visit to the BDCIC Museum, the only one of the kind in Asia and a visit to the Sacred Heart Theological and Biblical Library.
- Two teachers attended a One-day seminar on Khasi Orthography
- The teachers participated in a programme on ‘Teaching Values through Illusion’.

## **8. Total number of seminars/Workshops conducted : 7**

9. **Research projects**
- |                      |       |
|----------------------|-------|
| a) Newly implemented | - Nil |
| b) Completed         | - Nil |

10. **Patent generated, if any:** Nil

11. **New collaborative research programmes:** Nil

12. **Research grants received from various agencies:** Nil

## **13. Details of Research Scholars:**

- Sr. B. Shadap, Principal was awarded the Ph.D Degree by North Eastern Hills University (NEHU) for her thesis ‘Role of the Catholic Church in Elementary Education in Meghalaya’.
- Mary A.F. Lecturer, submitted her Ph.D Thesis entitled “A Study of the Effects of Television Viewing in Selected Rural Areas of Meghalaya” to NEHU in the month of October 2007

14. **Citation Index of faculty members and impact factor :** Nil

15. **Honours/Awards to the Faculty:** Nil

**16. Internal resources generated:**

- Production of teachings and Work Experience (WE) materials in the college were exhibited and sold and some donated to needy schools.
- Food festival held along with Teaching Aids Exhibition and various food items were prepared by the teachers and the students.
- The College provided relative services at a relatively slow price for the benefit of students and others.
- The college provided hostel facilities for 10 students.

17. Details of departments getting SAP, COSIST (ASSIST) /DST. FIST, etc assistance/recognition: NIL

**18. Community services:**

- A Seminar-cum-Workshop on Core Teaching skills conducted in three schools and Certificates of successful participation awarded to the participants.
- Library facilities made available to university students of NEHU, lecturers from DIETs and MBOSE.
- Research facilities provided to faculty members of SM University, Baroda for designing teacher educators teaching performance appraisal scale and NEHU Research students.

**19. Teachers and officers newly recruited:**

During the year, three teachers were recruited to replace teachers who had resigned one to join the RIE (NCERT) Bhopal and two others who had to relocate elsewhere.

**20. Teaching Non-teaching staff ratio: 15 : 4**

Full time - 8

Part time - 5

Visiting - 2

Non teaching staff – 4

21. **Improvement in the library services:** Library services are adequate and satisfactory.

**22. New books/Journals subscribed and their cost:**

New books procured – 80 books for Rs. 30,962/-

New Journal – Edutrack for Rs.1000/-

**23. Courses in which student assessment of teachers is introduced and the action taken on student feedback.**

An evaluation sheet was distributed to the students for assessing the performance of each teacher, teaching the B.Ed. courses at SMCTE and the feedback given by the students thereby was discussed by the principal with the individual teachers. The exercise was done in a spirit of openness and considered as a means of seeing oneself through the eyes of students and aimed at self-improvement.

**24. Unit cost of education: Rs. 33,120.00**

**25. Computerisation of administration and the process of admissions and examination results - not yet carried out but will be in future**

Issue of certificates:

- Certificates were issued to toppers among the top ten in the university B.Ed. Examination.
- Participation certificates at seminars and workshops and computer literacy.

**26. Increase in the infrastructural facilities:**

- A new canteen building constructed during the year and additional new pipe lines laid for ensuring uninterrupted water supply.
- The Water harvesting process initiated will be completed in January 2008.

**27. Technology Upgradation:**

- Development of website - smcte.ac.in
- Procurement of one more computer and a scanner
- New computer programmes installed during the year
- Availability of 24 hours internet facility for students and teachers
- Completion of the setting up of the Edusat connectivity

**28. Computer and internet access and training given to teachers**

- All teachers have become computer literate
- All teachers are able to access the internet.
- Student teachers from rural areas without computer literacy were provided a six- week computer awareness and training programme.
- Computer laboratory and internet facilities were made available to students.

**29. Financial aid to students:**

- One student was given free studentship.
- Two students were given concession in hostel rent.
- The scheduled caste and scheduled students received Post Matric Scholarship (PMS) from the Central Government through the State Government.
- The deputed teachers (in-service) enjoy their salary from the State Government

**30. Support from the Alumni Association and its activities:**

The B.Ed. Course, being a one year programme and very intensive, much of the time available is used for the conduct of the programme. The Alummmni Association of St. Mary's College of Teacher Education (AASMCTE) is yet to grow to maturity. The Alumni of the College, however, who are presently serving as heads of schools and are in other walks of life often conduct their recruitment drives through our College or take suggestions while appointing recruits. In collaboration with their Alma Mater, they also provide information regarding job availability.

**31. Support from the Parent-Teacher Association and its activities**

The parents/guardians are usually met once in a year at the beginning during which familiarization with the aims and objectives and activities of the college and the amount of time their wards have to spend in the College is made known to them. Being part of the Association also makes parents feel free to approach the College Authorities at such times when their daughter/ward needs special assistance.

**32. Health services:**

The college provides First Aids and simple medicine for emergency needs. However, there are two hospitals at walking distance from the College for emergency service.

**33. Performance in sports activities:**

Our students are not able to participate in any of the inter-college sports activities, once again, due to work pressure of the course. We do have specific sports activities during the College Week.

**34. Incentives to outstanding sports persons: Nil**

**35. Students achievements and awards:**

The following are the students who achieved Positions/Ranks in the B.Ed. Examination 2006 of the North Eastern Hill University, the result of which was declared in April 2007:

- Third Position – Mini Thomas
- Sixth Position – Jyoti
- Eighth Position – Debopriya Purkayastha
- Tenth Position – Ibapaleilin Lyngdoh

### **36. Activities and the Guidance and Counseling Cell (GCC):**

- The GCC provided guidance on the following levels -
- Personal
- Family
- Academic

### **37. Placement services provided to students:**

The need for trained teachers in our State is immense. Most of the students who passed out from the college are generally absorbed in different institutions, government and organizations inside and outside the state as well as in other countries as per records maintained by the college. Job advertisements are displayed on the bulletin boards for interested past students. The alumni of the college who are presently serving as heads of schools most often conduct their recruitment drives through our College or take suggestions while appointing new teachers. The College having direct contact with educational institutions at times has been able to help placement of ex-students.

### **38. Development programmes for non-teaching staff:**

- One member of the non-teaching staff was given facilities upgradation of computer competency for three months which she completed with brilliant success. It is worth mentioning that she was given an award for best performance in her batch.
- A fourth grade employee of the college was also provided with facilities for computer literacy and high school education.
- The Office Assistant took part in the Training of IT-Faculty imparted by the District Educational Research Training (DERT) for operating the EDUSAT Equipments installed in the College.

### **39. Best practices of the institutions:**

- Morning Assembly for students which is value-based
- Celebration of important local/national/international days
- Celebration of birthdays of students and teachers
- Provision of meditation for student teachers
- Fostering a climate of relationship of freedom and belongingness among all
- Academic assistance provided by the principal and teachers outside the classroom
- The life-style of the college marked by discipline, dedication of the teachers and the students
- Maintenance of Bulletin Boards displaying inspiring information, thoughts and quotations
- Visiting sick fellow students in difficulties and sympathizing and cooperating with them with feeling of oneness



**40. Linkages developed with National/International, academic/research bodies:**

- Academicians within country are brought in to give specific programmes to the students and teachers of the College.
- Leaders of the Congregation from Rome had visited our college and interacted with the management, staff and students of the College.
- International Extension service: The College also accommodated four school teachers from St. Gabriel's College, Thailand who were desirous of familiarizing themselves with the up-to-date methods and techniques used during practice teaching programme conducted by the College. At the request of the Thai teachers Final Lesson Plans on each subjects and a few teaching aids were given to them.

**41. Any other relevant information:**

- The College published the annual College Magazine "The Pioneer".
- A Booklet on Micro-teaching by Professor R. Bhattacharjee, a retired NEHU Professor and Visiting Professor (SMCTE) was also published by the College. The book is being translated by the teachers of the College into the Vernacular-Khasi, for use in imparting training in Teaching Skills to untrained teachers of rural schools.

**Extension Services:**

- The Principal member of the Core Group was involved in the Revision of School Syllabus and Textbooks in the State.
- The Principal, member of BUGS offered services for Revision of the B.Ed. Syllabus as and when called for. The teacher educators of the College also offered comments and suggestions for the revision of the Syllabus.
- Dr.(Sr.) B. Shadap, Principal and Dr. (Mrs.) R. N. Sangma attended meetings at DERT and collaborated in identifying difficult topics and in script writing for the EDUSAT Programme which will be launched in the State in the near future.
- A three day seminar on Cooperative Learning was organized for the teachers of St. Mary's Higher Secondary School, Shillong in the beginning of the year.
- The College conducted three training programmes in Core teaching skills to high schools teachers in three selected schools one of which was in a rural school. In one training programme in the city, 7 teachers from two rural schools also joined the programme. In all 90 teachers were trained during the year 2007.
- The principal participated in a Doordarshan Programme (Local Channel) on 'Importance of Value Education in School' and All India Radio, Shillong on 'Breast Cancer Awareness'.

- The College accommodated four secondary school teachers from Thailand who were desirous of familiarizing themselves with the up-to-date methods and techniques used during practice teaching programme conducted by the College. At the request of the Thai teachers, Final Lesson Plans on each subjects and a few teaching aids were given to them for use by the teachers of their school.
- The College made available its facilities to Impulse NGO Network for conducting a two day programme, on 'Draft Sharing Workshop on Training Module for Child Welfare Committee and Juvenile Justice Board' from 6<sup>th</sup> and 7<sup>th</sup> December 2007.
- The student-teachers conducted a 'Peace Meditation' at a seminar on 'Understanding the Culture of Peace' held in Women's College organized by the North Eastern Social Research Centre(NESRC), Guwahati.

**Part C: Details plans of the institution for the next year:**

1. Orientation Programmes and Seminars to be organized for student teachers and teacher educators
2. Extension Programmes to other schools to be strengthened
3. Training in Leadership for both teachers and staff
4. Peer Seminars by the students in the College
5. Completion of the Rain Water Harvesting process
6. Computerization of Library to be achieved
7. Improvement of Psychological Laboratory.

Dr (Mr) R. N. Sangma  
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Dr (Sr.) B. Shadap  
Chairperson, IQAC