

**11ST. MARY'S COLLEGE OF TEACHER EDUCATION (SMCTE)
BOYCE ROAD, LAITUMKHRAH, SHILLONG – 793 003**

**THE ANNUAL QUALITY ASSURANCE REPORT (AQAR) OF THE IQAC
YEAR 2008**

Part A:

The plan of action chalked out by the IQAC at the beginning of the year 2008 towards quality enhancement and the outcome achieved by the end of the year 2008:

1. Orientation Programmes and Seminars to be organized for student teachers and teacher educators
2. Extension Programmes to other schools: Training in Core skills
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

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

- **Permanent Affiliation from NEHU obtained:** Permanent Affiliation to the College has been granted at the 79th Academic Council of the North Eastern Hill University as per Resolution No.AC:79:2008:5-7 dated 30th May 2008.
- **Inclusion of St. Mary's College of Teacher Education (SMCTE) under Section 2(f) of the UGC Act 1956:** The Indemnity Bond has been executed and all documents required for the purpose have been submitted to the UGC for consideration.
- **Computerization of the Library:** The process is being completed. The facility will be operable in 2009.
- **SMCTE Water Harvesting Scheme:** A simple arrangement of bringing down rainwater from the roof of the college building through a big pipe to a large underground tank was carried out during the year 2008. The scheme is a great boon to SMCTE which ensures uninterrupted water supply.
- **Power Point Facility:** Procurement of a Laptop together with the screen during the year and greater use of this facility has helped enhance the effectiveness of the teaching-learning of the student-teachers.
- Quality education being one of the primary objectives of the Institution, the College makes sustained efforts 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 2007, out of ten positions declared, four students secured positions in the University Examination.

NEHU B.Ed. Examination 2007 Results declared on April 16, 2008

No. appeared	– 94
1 st Division	– 39
2 nd Division	– 46
Simple Pass	– 03
Percentage	– 93.61

- Value Education: Great emphasis is given on value education. The daily morning assembly in the College is one of the ways of achieving this goal. Various other programmes to highlight the importance of values in school education are organized throughout the year.
 - Computer Laboratory: The facility is kept up to date and made accessible to all students and teachers during college hours. Students are encouraged to make use of the IT facilities including Broadband Internet and multimedia during Practice Teaching as well as the Final Practice Teaching Examination.
 - The Website of the College www.smcte.ac.in. is updated from time to time during the year.
2. ***New academic programmes initiated (UG and P.G):*** The B. Ed Programme has been designed by NEHU based on the curriculum Guidelines from NCTE/UGC, the College does not initiate new academic Programmes.
3. **Innovations in curricular design and transaction:**
- The Principal as member of the BUGS was actively involved in the revision of the B.A. and the B.Ed. Syllabus of NEHU. The teachers were also involved by evaluating the content of the subjects they taught and in the light of their experience provided suggestions for innovations in curricular design and transaction which were presented at the BUGS' meeting.
 - Increased use of multimedia in teaching and demonstration classes.
 - Student teachers were encouraged to integrate the skills of micro-teaching with the skills of cooperative learning during their internship which they found to be highly effective.
 - Student teachers were encouraged to make use of low cost and no-cost materials while preparing teaching, particularly those who serve in rural areas.
 - Group discussion and group work, a regular feature of curriculum transaction at SMCTE besides the usual practice has been found to be highly effective in helping students, particularly weak students to understand the hard areas of the B.Ed. Course.
4. **Inter-disciplinary programmes started:** At present in our situation, the nature and duration 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 specifically for the internal assessment of the trainees, an essential component of the B.Ed. Programme. The external examination is carried out by NEHU. The College conducted its annual Pre-University B.Ed. Examination in October with a view to ensure that the teachers trainees are well-prepared to write the NEHU B.Ed. Examination.

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

- All teachers are NET qualified except one. She is being asked to acquire this qualification.

7. **Initiative towards faculty development:**

- February, 22: The Principal along with Ms Darihun Kharnongrum attended a series lecture on 'Educating Tribals' delivered by the former vice-chancellor of N.E.H.U, Shri Mrinal Miri.
- March, 5: Four teachers attended a seminar on '*The National Curriculum Framework, an Edusat Programme*' organized by NERIE, Shillong.
- April, 25-26: Ms Alpha Kurbah attended the National Seminar on Skill of Progress (SKIP), at Don Bosco Technical School, Shillong.
- May 26th -28th: All the teachers attended the 3-Day Professional Enhancement Programme on 'Cooperative Learning' organized for Students of the College and also assisted with the programme. The Resource Person was Bro. T. D' Abreau CFC, Chairman of the Catholic Board of Education, Goa.
- 5th June: The Principal and Dr. Ruth N. Sangma attended a Workshop on World Environment Day on the theme 'Environmental Sustainability – Towards a Healthy Planet' organized by the North Eastern Electricity Project Corporation (NEEPCO).
- 5th, 12th, 19th & 26th July: The teachers attended a series of lectures on 'Family Life Education' which covered various aspects of family life with special emphasis on the role of parents as well as teachers in befriending, accompanying and guiding present day youth. The resource person was Rev. Fr. J. Celia, Director, Don Bosco Youth Centre.
- Four teachers attended a two day seminar on Educational scenario in the North East organised by the North East India Education Society, Shillong (NEISE) of which the College and four teachers are life members.

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

- *Orientation for student teachers annually at the commencement of the Session:*

February, 14 Commencement of Session 2008: Sr. Pius, Campus Superior and Sr. Idaline along with the teachers welcomed the students in the absence of the Principal who was away in Pattaya, Thailand for a month long programme. Classes commenced with immediate effect.

- March, 6: A one-day orientation programme on *the vocation of a teacher* was conducted for the student teachers by the Principal. The student teachers were encouraged to develop a collective vision for their one year B.Ed. Course, write a vision statement and frame concrete objectives to achieve their vision for their B.Ed. programme 2008.

Through a series of group-based activities the fresh students were initiated into the SMCTE community living.

The Logo ‘The Globe and three candles implanted on it with the words ‘Let your Light Shine’ were chosen by consensus as the Batch 2008 Motto and placed prominently as reminders to the student teachers throughout the year to work toward the achievement of their objectives.

This programme, unique of its kind, enables the student teachers to have clear goals and develop a positive attitude toward their professional preparation.

- March, 17 & 18: A two day seminar on Leadership in Education was organized by the College and the resource person was Fr. P. D. Johnny, Don Bosco Youth Centre, Shillong.
- May, 26th-28th: A 3-Day Professional Enhancement Programme ‘Cooperative Learning’ for both Student-Teachers and Teacher-Educators of the College was organized with the objective that this instructional strategy enhances the teaching competency of the future teachers. The Resource Person was Bro. T. D’ Abreau, alumni of the College and currently Chairman of the Catholic Board of Education, Goa.
- June 23rd: Implementing the Chapter Document Mandate of the Congregational Chapter held at Pattaya 17 January to 16th February 2008, and sharing our Charism with our students, the College invited Sr. Mary Bernardine Mullavethil from Bangalore, to reflect with the student-teachers on Ecology having the theme “The Cry of the Earth”.
- June 30: The EDUSAT Network in the State of Meghalaya was launched and SMCTE was selected as a Satellite Interactive Terminal (SIT), from among Colleges of Teacher Education. The students and teachers interacted with the Education Minister, Shri. Manas Choudhuri and the Parliamentary Secretary, James Sangma.
- July 5th, 12th, 19th & 26th: Series talks on Family Life Education were arranged for the student teachers and the faculty of the College. The talks covered various aspects of family life with special emphasis on the role of parents as well as teachers in befriending, accompanying and guiding present day youth. The resource person was Rev. Fr. J. Celia, Director, Don Bosco Youth Centre, Shillong.
- 4th October: To encourage the students to keep up their efforts to realize their dream, a programme on ‘Attitudes’ was conducted. The programme, stimulating and challenging arranged at the fagged end of the year was a welcome elixir for the student-teachers. The resource person was Mr. S. Isias, teacher, St. Mary’s HSS, Shillong.

9. **Research projects:**

- a) Newly implemented - An action Research – a follow up study of the alumni of St. Mary’s College of Teacher Education who studied at the College from 2002 to 2007 has been undertaken by the Principal, Dr. (Sis) B. Shadap and Dr. Ruth N. Sangma. The same will be completed in 2009.
- b) Completed - Nil

10. **Patent generated, if any:** The Educational programme at the College does not call for any patent generation.

11. **New collaborative research programmes:** The B.Ed. programme being very intensive, does not provide time and space for any collaborative research programmes.

12. Research grants received from various agencies:

The College has not received any research grant for the action research that has been undertaken, the cost of the same is met from the college resources.

13. Details of Research Scholars:

- Sr. Mary A.F. was awarded the Ph.D by North Eastern Hills University (NEHU) on 30th September 2008 for her study on “Television as a medium of Information for Social Change – A Study on Rural Meghalaya”.

14. Citation Index of faculty members and impact factor:

The College faculty members have not received any citation during the year.

15. Honours/Awards to the Faculty:

The College faculty members have not received any honour/award during the year.

16. Internal resources generated:

- The College primarily runs on fees collected for the course.
- Food festival was held along with Teaching Aids Exhibition and various food items were prepared by the teachers and the students. The proceedings have been used to help selected poor school 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 was conducted for three schools in the Jaintia Hills District, Meghalaya and Certificates of participation awarded to 32 teachers who benefited out of it.
- Our Library facilities are being made available to university students of NEHU, lecturers from DIETs and MBOSE.
- The principal and the teachers provided guidance to research scholars with regard to evaluation of tools and other matters regarding their research.
- Ms D. Shullai, faculty member was involved under SSA Programme imparting training to 102 newly appointed primary school teachers in the Jaintia Hills District.
- Ms D. Kharnongrum, faculty member is an active Youth animator, secretary of the Laitumkhrah Catholic Youth Wing and Representative of Youth at the Parish Council, Cathedral Parish, Shillong.
- Ms A. Kurbah, faculty member is an active Youth Animator, Member of Jesus' Youth Ministry (Chennai) and Core Team Member, Outreach Ministry, Retreat Centre, Umroi conducting seminars, retreat and counseling for youth and adults.

19. Teachers and officers newly recruited:

During the year, two teachers were recruited against vacancy:

Sl.No.	Name of the Teacher	Qualification	Designation
1	Ms Calmy Kharlukhi	M.Sc., B.Ed.	Lecturer
2	Ms Alpha M. Kurbah	M.A., B.Ed., NET	Lecturer

20. Teaching –Non-teaching staff ratio: 13 : 4

Full time - 7

Part time - 5

Visiting - 1

21. Improvement in the library services:

Library services are adequate and satisfactory. New books and a new Journal 'Edutrack' have been procured and library software has been added to the library. Two computers were procured for the purpose of computerization of the library.

22. New books/Journals subscribed and their cost:

New books procured – 200 books worth Rs. 39,093/-

New Journal – Edutrack for Rs.780/- (Annual Subscription)

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. The feedback given by the students thereby has been analysed and 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.25,666.00

25. Computerization of administration and the process of admissions and examination results.

This is being done in a phased manner - the computerization of the library first and then the administration as and when possible.

Issue of certificates:

- Citations were issued to toppers among the top ten in the university B.Ed. Examination in a felicitation ceremony.
- Participation certificates at seminars and workshops
- Completion Certificate.
- Provisional Certificate.

26. Increase in the infrastructural facilities:

- The Water harvesting scheme was completed in January 2008.

27. Technology Upgradation:

- 2 new computers installed for computerization of library
- One laptop has been purchased for the purpose of easy portability of resource materials for programmes within the College and for extension services.
- Edusat Network has been launched in the state and the College is one of the Satellite Interactive Terminals (SIT).

28. Computer and internet access and training given to teachers

- All teachers are computer literates
- All teachers are able to access the internet in the College.
- Computer laboratory and internet facilities are made available to students.

29. Financial aid to students:

- 2 students were given free studentship and 1 student was given partial studentship by the College.
- The scheduled caste and scheduled tribe students received Post Matric Scholarship (PMS) from the Central Government through the State Government.
- 21 deputed teachers (in-service) enjoyed their salary from the State Government.

30. Support from the Alumni Association and its activities:

The Alummni Association of St. Mary's College of Teacher Education (AASMCTE) is yet to grow. The alumni of the College, however, who are presently serving as heads of schools and in other walks of life often conduct their recruitment drives through our College or take suggestions while assessing 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 daughters/wards need 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 services.

33. Performance in sports activities:

Our students are not able to participate in any of the inter-college sports activities due to work pressure of the B.Ed. Course and time constraint. The timings of such events do not facilitate our participation. Specific sports activities are organized during College Week

34. Incentives to outstanding sports persons:

Such incentives do not come under the purview/plan of the College.

35. Students achievements and awards:

The College makes all-out efforts to provide quality teacher education and help students succeed. The result has been most satisfactory.

The following are the students who achieved Positions/Ranks in the B.Ed. Examination 2007 of the North Eastern Hill University, the result of which was declared in April 2008. They are awarded mementos on the Felicitation Ceremony held annually.

Sl.No.	Position/Rank in the University	Name of the Student Teacher
1	Fourth	Tomy Jose
2	Sixth	Rita Kumari
3	Eighth	Sharmistha Purkayastha
4	Tenth	Emidahun Suchiang

Distinctions: Methodology of Teaching Mathematics – Jayatri Bhattacharjee
Rina Rai
Methodology of Teaching Khasi - (MIL) Diana Shadap

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 has been able to help placement of ex-students.

38. Development programmes for non-teaching staff:

- May, 9: Ms M. Nongbri attended an Orientation cum Training Programme of SITs Coordinators at the Directorate of Educational Research and Training so as to be equipped with the functioning of EDUSAT Network
- Enhancement programmes for non-teaching staff: The Librarian participated in an International Library and Library Professionals Meet during March 17 – 19, 2008 at the NEHU permanent Campus organized by Government of India at the Department of Library and Information Science NEHU, Shillong in collaboration with Central Reference Library of Kolkatta, Ministry of Culture.
- One 4th Grade employee is clearing her SSLC from NIOS.

39. Best practices of the institutions:

- Morning Assembly for students which is value-based
- Providing opportunities for prayer and meditation for student teachers
- Organizing professional enhancement programme for faculty members
- Providing enrichment programmes for student teachers
- Celebration of important local/national/international days
- Celebration of birthdays of students and 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 in all aspects and the dedication of the teachers and the students
- Maintenance of Bulletin Boards displaying information, inspiring thoughts and quotations
- Visiting sick fellow students in difficulties and sympathizing and cooperating with them with feeling of oneness
- Participating in social service in the forms of visiting jail, hospitals, orphanages and free teaching aids to needed schools.

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

- Academicians were invited to give specific programmes to the student teachers and the teacher educators of the College.
- Leaders of the Congregation from other parts of the world visited SMCTE and interacted with the management, staff and students of the College.
- International Extension Service: The College gives admission to students from Bangladesh into the B.Ed. Course and provides hostel accommodation.

41. Any other relevant information:

- SMCTE is one of oldest colleges of its kind having been established in 1937 as the first Women's B.T. College in the North Eastern Region.
- SMCTE provides teacher education primarily for women.
- Administratively, it is run by women.
- All lecturers are female.
- Almost all the members of the faculty are alumni of the College.
- The results of SMCTE have been consistently excellent since its establishment.
- SMCTE extends free training-cum-workshop on teaching skills to untrained teachers in selected schools.
- The College is the first of its kind to be accredited in the North East.
- SMCTE is proactive and dynamic.

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

- Orientation Programmes and Seminars to be organized for student teachers and teacher educators
- Extension Programmes to schools having untrained teachers in service.
- Leadership Training for both student teachers
- Peer Seminars by the students
- Completion of Computerization of Library
- Improvement of Psychological Laboratory.
- Construction of Auditorium cum Hostel
- Parents' Meeting
- Organisation of Workshop for Heads of Higher & Secondary Schools of the area.

Signature :

Dr. R. Sangma
Coordinator, IQAC

Signature:

Dr. B. Shadap
Chairman, IQAC