

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

**THE ANNUAL QUALITY ASSURANCE REPORT (AQAR) OF THE IQAC
YEAR 2010**

Part A:

The plan of action chalked out by the IQAC at the beginning of the year 2009 towards quality enhancement and the outcome achieved by the end of the year 2010:

1. Orientation Programmes for new student teachers
2. Seminars to be organized and teacher educators
3. Professional Enhancement programme for the faculty
4. Extension services to schools particularly those having a large number of untrained teachers in service
5. Peer Seminars
6. Commencement of construction of Auditorium cum Hostel
7. Offering ICT education
8. Parents' Meeting.

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

Quality education being one of the primary objectives of the Institution, the College has made sustained efforts to realize its set objectives both general and specific to each academic year.

Inclusion of St. Mary's College of Teacher Education (SMCTE) under Section 12(B) of the UGC Act 1956:

Great efforts were made to bring the College under Section 12(B) of the UGC Act 1956. On the basis of information and documents provided to the UGC, the College was declared fit to receive Central Assistance under Section 12(B) of the UGC Act 1956 Vide letter F. No. 8-4 12/2008 (CPP-I) dated 29th January 2010 of the UGC.

At the interface meeting on 3rd August 2010 at the office of UGC Grants Commission, North Eastern Regional Office (NERO) Guwahati the College was assured financial assistance and since then, grants have been received.

The College has maintained the tradition of producing position holders including toppers in the B.Ed. Examination. The achievement of Student in 2009 is given below;

NEHU B.Ed. Examination 2009 Results declared on May 17, 2010

No. appeared	Position holders	Distinction	1 st Division	2 nd Division	Percentage	'0' Grade in Final Teaching
101	3	12	62	33	94.05%	12

Objectives realized-2010:

The items 1-8 listed on the Plan of Action above were carried out. Meeting with parents or guardians however, took place individually or as required.

Objectives partially realized:

Construction of Auditorium cum Hostel – The construction is in progress

Others activities:

- **Library Upgraded :** The College Library has automated its management and services using an open source and integrated library management software (ILM) – KOHA. The library collection has been entered in KOHA database whereby users can access the library catalogue from any access point within the college premises. The College has upgraded its ICT tools viz server (KOHA) and computers for users and faculty of the College. Internet access too has been introduced to supplement information.
 - **Equipments :** A computer in the Staff room has been procured.
 - **Value Education :** Great emphasis is given on value education. This takes place during the daily morning assembly animated in many creative ways by the principal, student teachers and by teachers. Various other programmes are organized to highlight the importance of values and how they should be imparted as part of school education. Great emphasis is placed on personal life of integrity.
 - **Computer Laboratory:** The facility is kept up to date and made accessible to all student teachers and the faculty. Students make use of the IT facilities including Broadband Internet and multimedia equipments in practice teaching, project work, preparation of teaching aids and lesson plans as well as the final practice teaching Examination. The College maintains a service provider to be available at short notice.
2. **New academic programmes initiated (UG and PG):** 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. Moreover, the entire 10 months' period has to be intensively utilized for conducting the B.Ed. Programme effectively.

However, Computers in Education has been introduced as one of the subjects in the category of additional optional papers and teaching of remedial English for student teachers coming from rural areas and for those who do not have satisfactory English language competency is being continued.

3. Innovations in curricular design and transaction:

- Efforts are made to make student teachers aware of the importance of ICT particularly the student teachers who are sent on deputation by the Government. They are encouraged to utilize the facilities offered in the College.
- Use of multimedia in teaching and demonstration classes by teacher educators and student teachers.
- Student teachers were encouraged to integrate the skills of micro-teaching with the skills of cooperative learning during their internship practice teaching and final practice teaching which they found highly effective.

- Student teachers were encouraged to make use of low cost and no-cost materials while preparing teaching aids, particularly those who serve in rural areas.
- Group discussion and group work, self- study, peer seminars, are regular features of curriculum transaction at SMCTE besides the usual practice. They have been found to be effective in helping students, particularly weak students.
- Remedial English was provided for student teachers coming from rural areas and for those who do not have a sufficient knowledge of English.
- Participative teaching among the student teachers introduced is a challenging task that proves to be an innovative activity for understanding difficult areas of the B.Ed. Course.
- While conducting teaching student teachers are encouraged to combine the skills and techniques of Cooperative Learning which enhances the effectiveness of the teaching learning process.

4. Inter-disciplinary programmes started : At present in our particular 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 which includes both scholastic and co-scholastics aspects. The external examination is carried out by NEHU. The College conducted its annual B.Ed. Examination prior to the University Examination in the month of October with a view to ensure that the teacher trainees strengthen the knowledge they have received as well as being well-prepared for the Examination.

6. Candidates qualified: NET/SLET/GATE :

Teachers are NET qualified.

7. Initiative towards faculty development:

- 16th -18th *March* : Mrs. C.R. Kharlukhi and Ms. Darihun Kharnongrum attended the Video Conferencing on Capacity Building of teacher educators for promoting inclusion of children with special needs through EDUSAT programme organized by the Department of Education of Groups with Special Needs, NCERT, New Delhi.
- 17th *March* : North-East Institute of Education (NERIE) Shillong organized the B.M. Pugh third memorial lecture in the College Multipurpose Hall on the theme ‘Social and Political Exclusion, Religious Inclusion: the Adivasi Question in Education. The speaker was Prof. Nandini Sundar, Professor of Sociology, Delhi School of Economics, Delhi University and the chairperson was Prof. J.P. Bagchi Principal NERIE, Shillong. All our student teachers and teacher educators, student teachers and teacher educators of Shillong CTE (PGT), Faculty of NERIE and invited guests attended the lecture and filled the hall to the brim.
- 30th *April* : The Teachers participated in a Seminar on ‘Attitudes’, aimed to inspire and motivate the student-teachers in their education as teachers and how to use personal gifts and talents and believe that if they want they can succeed. The resource person was Shri S. Isaia.

- 7th-8th *May* : The faculty members attended the Workshop on ‘Classroom Management: 21st Century Dimension’. The resource person was Br. Solomon Morris CFC.
- 22nd *May* : Two Teachers Darihun Kharnongrum and Alfa Kurbha attended a workshop on Gender Perspective in Women’s Studies at St. Edmund’s College while the Principal attended the inaugural function.
- 7th *October* : Principal attended a popular talk at St Edmund’s College by Dilip Mukherjea, the owner and director of Buzan Centre, Singapore Pte Ltd who spoke to the principals on ‘Building Brainpower’.
- 2nd *November* : All the teachers attended the seminar-cum-workshop on Budgeting and Monitoring organized in the College. The facilitator was a self-made account wizard Mr. S. Isias.
- 10th *November* : The faculty attended the 4th B. M. Pugh Memorial Lecture on ‘Education and Knowledge in the Time of Globalisation: Inclusion, Quality and Agency delivered by Vinod Raina (CABE) organized by the National Council of Educational Research and Training North East Regional Institute of Education, Shillong.

8. Total number of seminars/Workshops conducted: 5

- 16th - 17th *February*: Orientation programme for student-teachers on the vocation of a teacher in the 21st Century was conducted by the Principal and faculty.
- 23rd -24th *April* : Professional Enhancement Programme “Co-operative Learning” for the student teachers and faculty of the College. The Programme was the climax of the preparation of student teachers for their internship in schools.
- 30th *April*: Programme on ‘Attitudes” by Shri S. Isaia to inspire and motivate the student-teachers and believe that if they want to they can achieve excellence.
- 7th -8th *May*: Workshop on ‘Classroom Management: 21st Century Dimension’ for both the student teachers and the faculty of the College
- Peer Seminars

9. Research projects:

- Follow up Study of the Alumni of St. Mary’s College of Teacher Education from 2002 to 2007 has been undertaken by the Principal, Dr. (Sis) B. Shadap and Dr. Ruth N. Sangma. The same is still to be completed.
- A Critical Study of the Quality of Education provided by Ramakrishna Mission Higher Secondary School, Cherrapunji.

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 and the cost of the same is met from the college resources.

13. Details of Research Scholars:

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: NIL

16. Internal resources generated:

- The SMCTE primarily runs on fees collected for the course.
- The Annual Food festival was held along with Teaching Aids Exhibition and various food items were prepared by the teachers and the students. The proceeds have been donated to assist selected poor school students and the payment of their fees medical bill

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

18. Community services:

- Mrs. Calmy R. Kharlukhi was the External Examiner in the Chemistry Practical ISC 2010 Examination of Pine Mount School on 17th February.
- On 28th February 3rd March 2010 Dr. (Sr.) B. Shadap, Dr. (Mrs.) R. N. Sangma and Sir S. Isaia conducted Orientation-cum-Workshop on Teaching Skills was conducted for 30 teachers of St. Joseph's Higher Secondary School. The programme also included aspects such as, 'Teaching a Vocation or Profession', 'Qualities of a Teacher' 'Talented Teachers' and 'Attitudes'.
- On 10th March Ms. Inrilin Marwein and Ms E. Myrthong acted as Resource persons in the training of rural based primary and upper primary teachers under the SSA Programme of Myllem Block.
- On 11th May as member of the Board for Undergraduate Studies (BUGS) the Principal attended the meeting on 'Making computer education a component of the syllabus at B.A. and B.Ed. levels' held at NEHU Quest House. She is also involved in confidential work given by the University.
- On 28th July, Mrs. Calmy R. Kharlukhi acted as resource person in the teacher training programme 'Development of Training Modules for Elementary School Teachers' organized by the Directorate of the Sarva Shiksha Abhiyan, State Commission Authority of Meghalaya.
- During the year the College provided subject experts for the selection of teachers in Shillong Public School, H.Elias High School, St. Joseph's Higher Secondary School, St. Joseph's Primary School, St. Mary's Higher Secondary Schools and St. Mary's College.

- Library facilities are made available to research students of NEHU, lecturers of DIETs, MBOSE and St. Mary's College.
- Assistance was extended to research students of North Eastern Hill University in Data Collection.
- Ms A. Kurbah a faculty member of the College continues as an active Youth Animator, Member of Jesus' Youth Ministry (Chennai) and Core Team Member of the Outreach Ministry, Retreat Centre, Umroi conducting seminars, retreats and counseling for youth and adults.
- Ms. A. Kurbah is the Media Secretary of the Shillong Charismatic Renewal Service (SCCRS) in North East. She is also a member of the 'Kids for Christ Ministry'
- The students of the College provided financial supports toward the education of two students.

19. Teachers and officers newly recruited: NIL

20. Teaching –Non-teaching staff ratio: 12 : 3

Full time - 9

Part time - 3

21. Improvement in the library services:

Library services are adequate. The College is planning to install IBM server system in the library.

22. New books/Journals subscribed and their cost:

New books procured – 16 books worth Rs. 12342/-

Journals Rs.2060/-

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. The feedback given by the students was analysed and discussed by the principal with the individual teachers. As family spirit exists in the relationships between the management and the teachers, between the teachers and the student teachers the exercise was carried out in a spirit of openness and considered as a means for self-improvement.

24. Unit cost of education: Rs.60,625.00

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

The computerization of the library has been completed. Computerization of admission and examination results will be done in future.

Issue of certificates:

- Participation certificates at seminars and workshops to all participants
- Completion Certificate
- Provisional Certificate
- Transcript Certificates to students pursuing higher studies in India and in the Phillipines.

26. Increase in the infrastructural facilities:

The construction of the auditorium-cum- college and hostel is in progress.

27. Technology Upgradation:

The College maintains a technician who regularly carries out an upgrade of technology as and when necessary.

28. Computer and internet access and training given to teachers

- All teachers are computer literate.
- 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:

- The students of scheduled caste (SC) and scheduled tribe (ST) received Post Matric Scholarship (PMS) from the Central Government through the State Government.
- 38 deputed teachers (in-service) enjoyed their salary from the State Government.

30. Support from the Alumni Association and its activities:

The Alumni 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 administrative heads in other walks of life often conduct their recruitment drives through our College or take suggestions while assessing recruits. In collaboration with the College, they also provide information regarding job availability.

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

The parents/guardians-Teacher Association has not been effective as many student teachers come from distant places. Instead during the year Parents/Guardians accessed the college authorities individually as required. Each parent met the management at admission time during which familiarization with the aims and objectives and activities of the college and the quality of service the College would provide for their daughters/wards.

32. Health services:

The college provides First Aid and simple medicines for emergency. However, there are two hospitals at walking distance from the College where health services are available.

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 constraints. The timings of such events do not facilitate participation by the student teachers. 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.

2nd Position: Dapbiang Warjri

3rd Position: Btinlynti Lyngdoh

7th Position: Dialin Mery Syiemlieh

Distinctions:

- 1 in Educational Administration and Management
- 1 in Methodology of Teaching Mathematics
- 1 in Methodology of Teaching Life Science
- 9 in Methodology of Teaching Khasi (MIL)

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

The GCC of the SMCTE 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. According to records maintained in the College out of 95 students who passed the B.Ed. Examination 2009, the number of those who are already engaged in teaching is 90 and 5 are pursuing further studies.

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. On certain occasions the college authorities are instrumental in job placement of trained alumni in the institutions in the city.

38. Development programmes for non-teaching staff:

The non-teaching staff has already been sent for various development programmes in the previous years.

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 for cordial student teacher – teacher educator relationship
- Fostering a spirit of freedom and belongingness among all stakeholders.
- 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 creating feeling of oneness.
- Participating in social service in the forms of visiting jail, hospitals, orphanages and making available the teaching aids made by the students to needy schools free.

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

- Academics from outside the State 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 visit SMCTE and interact with the management, staff and students of the College from time to time.
- International Extension Service: The College grants admission and provides hostel accommodation to students from Bangladesh and issues completion certificates, transcripts certificates, verification documents and other related documents for students who work or study namely South Africa, USA, Bangladesh and the Philippines.

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:

1. Orientation Programmes for new student teachers
2. Seminars to be organized and teacher educators
3. Professional Enhancement programme for the faculty
4. Extension services to two schools particularly those having a large number of untrained teachers in service
5. Peer Seminars
6. Completing of the construction of Auditorium cum Hostel
7. Offering Guidance and Counseling as additional optional paper
8. Two Action Researches in progress to be completed during the year
9. Implanting grants-in-aids received from UGC

Signature :

Dr. R. Sangma
Coordinator, IQAC

Signature:

Dr. B. Shadap
Principal