

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

**THE ANNUAL QUALITY ASSURANCE REPORT (AQAR) OF THE IQAC  
YEAR 2011**

**Part A:**

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

1. Orientation Programmes for new student teachers
2. Seminars to be organized for 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. A Two-Day Seminar on Counselling by Loya Agarwal
7. Workshops on Counselling for the School Teachers.
8. Paper Presentation with the use of New Technology.
9. Commencement of construction of Auditorium and apartment for students
10. Offering ICT education

**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 2 (f) & 12(B) of the UGC Act 1956:**

Great efforts were made to bring the College under Section 2(f) UGC letter No. F.No.8-412/2008 (CPP-I) dated March 25, 2009 & 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 29<sup>th</sup> January 2010 of the UGC.

At the interface meeting on 3<sup>rd</sup> 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 2010 is given below:

## NEHU B.Ed. Examination 2010 Results declared on May 17, 2011

No. appeared	No. Passed	Percent age	Position holders	Distinction	1 <sup>st</sup> Division	2 <sup>nd</sup> Division	'0' Grade in Final Teaching
99	94	96 %	1	8	54	40	8

### **Objectives realized-2010:**

The items 1-10 listed on the Plan of Action above were carried out.

### **Objectives partially realized:**

Construction of Auditorium, additional classroom and apartment for students, Fencing and College canteen – 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 provided. White Boards with fixed Projectors in Classrooms are provided. Four Laptops are given to the Teachers as well as student-teachers for use in different purposes.
  - **Value Education :** B.Ed course is very much value-oriented. 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 the 24 Point Broadband Internet, Wifi internet Connection 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 have liberty to initiate new academic Programmes. Moreover, the entire 10 months' period has to be intensively utilized for conducting the B.Ed. Programme effectively.

However, *Environmental Education, Computers in Education, Career Guidance and Counseling* has been introduced as subjects in the category of additional optional papers.

### 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, compare and contrast 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.
- Teaching of *Remedial English* for student teachers coming from rural areas and for those who are not conversant in English.
- Introduction of participative teaching among the student teachers proves to be an innovative activity for understanding difficult areas of the B.Ed. Course.

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 interdisciplinary programmes.

5. **Examination Reforms implemented:** The College uses continuous and comprehensive evaluation specifically for the internal assessment which includes both scholastic and co-scholastic 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:** 75% of Teachers are NET qualified

### 7. Initiative towards faculty development:

- 3<sup>rd</sup> - 5<sup>th</sup> February : The Administrator, Dr. (Sr.) Philomena Kharakor attended the 17<sup>th</sup> National Conference of Indian Colleges Forum on “*Higher Education in India: The Developing Dynamics*” organized by Indian Colleges Forum Society for Education and Economic Development (SEED) New Delhi & Meghalaya College Principals ‘Council Shillong, Meghalaya at Union Christain College, Barapani.
- 7<sup>th</sup> – 11<sup>th</sup> March: Dr. (Mrs.) R. N. Sangma and Ms E. B. Myrthong attended the Workshop on UGC Scheme: Capacity Building of women Managers in Higher Education at Sankar Dev College.

- *26<sup>th</sup> March*: 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. Isias.
- *25<sup>th</sup> March*: Mrs. Rihunlang Rymbai and Dr (Mrs.) Ruth N Sangma attended a meeting at PGT College of Teacher Education, Shillong for the Revision of B.Ed Syllabus.
- *1<sup>st</sup> – 3<sup>rd</sup> April* : Mrs. I. Marwein and Ms. A. Kurbah attended the National Conference for Excellence in Higher Education conducted by the IIT Delhi.
- *20<sup>th</sup> -21<sup>th</sup> 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. It was given by Br. Solomon CFC.
- *21<sup>st</sup> May*: The Teachers participated at A One-Day open Discussion which was held on the environmental issue of *Wahumkhrah- Preventive-Solution to sustain its life*. Where all the dignitaries from the different areas were invited like Politicians, Bureaucrats and NGO’s
- *24<sup>th</sup> June*: Dr (Mrs.) R N Sangma attended the Principals’ Conference, 2011 on ‘Academic Reforms Principals’ of affiliated Colleges under NEHU.
- *26<sup>th</sup>-27<sup>th</sup> August*: Ms D. J. Kharnongrum, Ms E. B. Myrthong and Ms. A. M. Kurbah attended a seminar on national Seminar on “Changing Scenario in Higher Education” organized by the IQAC Lady Keane College, Shillong.
- *30<sup>th</sup> October*: Ms. D. J. Kharnongrum attended a meeting of the Centrally Sponsored Scheme (CSS) organized by the DERT, Shillong.
- *18<sup>th</sup> November*: Ms. D. J. Kharnongrum & Ms. A. M. Kurbah attended the inaugural function of the University of Technology and Management” at Hotel Polo Towers.
- *1<sup>st</sup> November* : Dr (Mrs.) R. N. Sangma, Mrs. R. Rymbai and Ms A. M. Kurbah attended a seminar at NEHU organized by the Education Department in collaboration with Rajiv Gandhi Foundation on Teacher Education- Opportunities and challenges.

#### **8. Total number of seminars/Workshops conducted: 6**

- *15<sup>th</sup> - 16<sup>th</sup> February*: Orientation programme for student-teachers on the vocation of a teacher in the 21<sup>st</sup> Century was conducted by the Principal and faculty.
- *25<sup>th</sup> March*: An awareness programme on Counseling was held in Saint Mary’s Higher Secondary School, Shillong for the Teachers of different schools from Urban and sub-urban area of Shillong. Prof Glen, the Vice Chancellor of Martin Luther University was the Chief Guest, and he inaugurated the *Counseling Cell* in the College campus. Dr (Sr) Biola Shadap, Provincial of the RNDM was the Guest of Honour.

- *26<sup>th</sup> March*: 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. Isias.
- *20<sup>th</sup> -21<sup>th</sup> 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. It was given by Br. Solomon CFC.
- *21<sup>st</sup> May*: A One-Day open Discussion was held on the environmental issue of *Wahumkrah- Preventive-Solution to sustain its life*. Where all the dignitaries from the different areas were invited like Politicians, Bureaucrats and NGO’s
- *19<sup>th</sup>-20<sup>th</sup> August*: Workshop on Counselling for the B.Ed Students was conducted with the guidance of expert counselor Mrs. Loya Agarwala, in the afternoon Mrs. Sharlene Das the yogi master taught the practical aspects of yoga in the college auditorium.

**9. Research projects:**

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

- 11. New collaborative research programmes:** Research Programme conducted by :
- Mrs. C. Kharlukhi, Ms. D. Shullai & Ms. D. Kharnongrum on A Study on Effectiveness of English Tutorial Class for Student- Teachers with problems in writing English.
  - Mrs. R. Rymbai & Mrs. C. Kharlukhi on Group Dynamics of Life Science and Physical Science students 2011: Sociometric Study

**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:** Two faculty members have registered for Ph.D Programme
- Ms. E. B. Myrthong
  - Ms. A M. Kurbah

**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:**

**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 one hosteller pursuing a College Degree to defray her hostel fees.

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

**18. Community services:**

- *14<sup>th</sup> Jan:* Mrs. C. R. Kharlukhi was the member of the interview Board at Saint Joseph's Secondary School, Jaiaw for selection of Assistant Teacher in Social Studies.
- *17<sup>th</sup>-18<sup>th</sup> Feb:* Dr (Mrs.) R Sangma and Ms. A. Kurbah gave a Two-Day Training Programme for the Teachers of Saint Mary's Montessori School, Shillong.
- *11<sup>th</sup> April:* Mrs. R. Rymbai and Mrs. C. Kharlukhi were the Members of the Interview Board in Science at Sacred Heart L.P School, Mawlai, Shillong.
- *3<sup>rd</sup> & 4<sup>th</sup> May:* Mrs. R. Rymbai was a Resource Person for the training of ICSE school teachers of Meghalaya on Life Science organized by the DERT, Shillong.
- *3<sup>rd</sup> & 4<sup>th</sup> May:* Mrs. C. Kharlukhi was a Resource Person for the training of ICSE school teachers of Meghalaya on Physical Science organized by the DERT, Shillong.
- *11<sup>th</sup> May:* Mrs. I. Marwein was a Resource Person for the training of ICSE school teachers of Meghalaya on Social Studies organized by the DERT, Shillong.
- *12<sup>th</sup> July:* Mrs. I. Marwein was a Resource Person for the Orientation Programme on Teaching Learning Materials (TLMs) for the Elementary School Teachers' of Meghalaya for the use of Teaching Aids in Civics, Steps in Preparation of a Flannel Board, Etc. at DERT, Shillong.
- *1<sup>st</sup> December :* Ms A. M. Kurbah was a Resource Person for the training of L.P Teachers to acquaint them with the knowledge of Lesson Planning. This programme was organized by the Block Mission Co-ordinator, SSA of Thadlaskein Block Jowai under the D.I. of Jowai.
- 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 School 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 regularly continues to give lessons online through the EDUSAT (DERT), Shillong.
- Ms. A. Kurbah is the Media Secretary of the Shillong Catholic Charismatic Renewal Service (SCCRS) in North East. She is also a member of the 'Kids for Christ Ministry'

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

**20. Teaching –Non-teaching staff ratio:** 11 : 4

Full time - 8

Part time - 3

**21. Improvement in the library services:**

Library services are adequate. The College is installing IBM server system in the library.

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

New books are added to the college library with the help of the UGC Grant under Additional Grant Merged Schemes with Development Grant during the XI<sup>th</sup> Plan.

New books procured – 925 books worth Rs. 3, 29,334/-

**23. Courses in which student assessment of teachers is introduced and the action taken on student feedback as a part of the Counselling module.**

As part of the counseling module, the teachers' 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:** ` 93,433/-

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

Computerization of admission and examination results has been completed

Issue of certificates:

- Participation certificates at seminars and workshops to all participants
- Completion Certificate
- Provisional Certificate

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

The construction of the auditorium, apartment for students, badminton court and a college canteen is in progress.

**27. Technology Up gradation:**

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

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

- Teachers who have only the basic knowledge of computer are helped by the other teachers.

- Computer laboratory and internet facilities are made available to students with the installation of a new flat-screen desktops, laptops, display screen and mounted projectors in some classrooms.

**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.
- The in-service Teachers 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.

**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.

**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:**

Small incentives came under the purview/plan of the College at the end of the academic year. It was given in the name of *prize distribution* and the cost of such expenditure is incurred by the college itself.

**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.

**10<sup>th</sup> Position:** Shaba Bano

**Distinctions:**

- 2 in Development of Educational System in India
- 1 in Educational Technology & management
- 1 in Methodology of Teaching Mathematics
- 1 in Methodology of Teaching Life Science
- 1 in Methodology of Teaching Khasi (MIL)
- 1 in Computer in Education



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

The GCC of SMCTE provided guidance on the following levels -

- Personal
- Family
- Academic: The college Authority engaged Sr. Ines Thongni, RNDM as a Guest-Counselor to visit the students as well as outsiders thrice a week.

### **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. According to records maintained in the College out of 95 students who passed the B.Ed. Examination 2010, some of them were already engaged in teaching and others are pursuing further higher studies.

Job advertisements are displayed on the bulletin boards for interested past students. The College has direct contact with educational institutions for placement of ex-students. Moreover, Science students were mostly booked for the next academic session in schools.

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

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

- *20<sup>th</sup> – 25<sup>th</sup> June*: Ms. M. A. Lyngdoh Nongbri attended the One Week Short Term Course for Academic Administrators on Academic Administration and Financial Management for College Non-Teaching Staff at NEHU.
- *25<sup>th</sup> & 26<sup>th</sup> August* : Ms. E. Kharmaw attended the User Awareness Programme at State Central Library organized by NEHU Shillong, in collaboration with INFLIBNET Centre, Ahmedabad

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

- 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 empathizing 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.

**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.
- 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: Detailed 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 schools particularly those having a large number of untrained teachers in service
5. Peer Seminars
6. Completing of the construction of Auditorium hostels' apartment.
7. Elementary and Secondary Education and Educational Measurement and Evaluation as additional optional papers to be introduced next year.

Signature :

Ms. A. M. Kurbah  
Coordinator, IQAC

Signature:

Sister Clarissa Wallang  
Chairperson, IQAC