

## 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)**

2015-2016

#### 1. Details of the Institution

1.1 Name of the Institution

St. Mary's College of Teacher Education

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 <sup>st</sup> Cycle	B++	81	2006	5
2	2 <sup>nd</sup> Cycle	A	3.12	2013	5
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> 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.	<b>AQAR</b>	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

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-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. Orientation Programme for Batch 2015 (Annual and semester)  
: ***“Be the change that you want to see in the world- Mahatma Gandhi”***
2. Workshop on Teaching Aids : ***“Improvise Teaching Aids”***
3. Free Medical Camp : ***“Good Health, Good Mind”***
4. Celebration of International Women’s Day : ***“Women’s Role in Building Society”***
5. Seminar on Attitudes : ***“ Start your Day with Good Attitude”***
6. Workshop on Co-operative Learning : ***“ Improving Classroom Teaching-Learning”***
7. Awareness Programme on Voluntary Blood Donation: ***“Donate Blood and Save Life”***
8. National seminar on Constructivism : ***“Towards Constructing Constructive Minds”***
9. Annual Parents’ Meet : ***“Together We Grow”***
10. Extension Programme : ***“Reach And Teach”***
11. Voluntary Blood Donation : ***“Donate Blood, Save Life”***

2.14 Significant Activities and contributions made by IQAC

1. ***14<sup>th</sup>-16<sup>th</sup> January:*** Mrs. A. M. Kurbah has been the Resource Person for the In-Service Teacher Training for Three days in the office of the Block Mission Co-ordinator (SSA) Mawphlang.
2. ***19<sup>th</sup>-23<sup>rd</sup> January:*** The College hosts the Orientation Workshop for Master Trainers in English Language organised by The State Education Mission Authority of Meghalaya
3. ***29<sup>th</sup> January – 25<sup>th</sup> February :*** Ms. D. Kharnongrum attended the 30<sup>th</sup> Orientation Programme conducted by the UGC-Academic Staff College, NEHU, Shillong
4. ***5<sup>th</sup> February:*** Mrs C. Kharlukhi and Mrs. I. Marwein conducted the Orientation Programme for the Teachers of St. Paul’s Higher Secondary School. Marbisu.
5. ***6<sup>th</sup> and 7<sup>th</sup> February:*** An Orientation Programme for the annual batch 2015 was organised in the Multi-Purpose Hall by our Alumni Ms. Jasmine Laitflang.
6. ***14<sup>th</sup> February:*** The College organized a one day free medical camp in the campus. The health camp was organized with the objective of providing free medical examination and general health check-up for the student- teachers and all the staff. Dr. (Mrs) M. Marbaniang, an on - call Doctor from Nazareth Hospital, Shillong conducted the programme.
7. ***26<sup>th</sup> February:*** Formation of Students’ council for Batch 2015 took place in the presence of Principal, Dr. (Sr.) C. Wallang, the Staff and all the students.
8. ***26<sup>th</sup> and 27<sup>th</sup> February:*** Mrs. R. Wahlang attended a National Seminar on Issues of Mental Health Education organised by Department of Education, NEHU, Shillong.
9. ***27<sup>th</sup> February:*** Ms. D. Kharnongrum attended a meeting on School Leadership Development Programme held in DERT, Shillong.
10. ***27<sup>th</sup> and 28<sup>th</sup> February:*** A Workshop on Preparation of Teaching-Aids for Student-teachers was held in the College, in which the alumni took active part in imparting knowledge to the ongoing batch. It was admiring to observe at the efficient and effective work displayed by them.

11. **3<sup>rd</sup> March:** Dr. (Sr.) C. Wallang attended the meeting on Revision of two-year B.Ed Syllabus: A Course Structure at the Department of Education, NEHU, Shillong.
12. **5<sup>th</sup> March:** Ms. D. Kharnongrum and Ms. D. Shullai were members for Central Scrutiny of B.Ed (Scripts) Examination- 2014.
13. **7<sup>th</sup> March:** An International Women's Day was observed a day ahead in the College. Dr L. Bamon from English and Foreign Languages University (EFLU) was the resource person. She said that women's day is celebrated to accord recognition to the movement started by women factory workers in the United States of America during the first half of the 20<sup>th</sup> century. The primary demands of these women factory workers were equal wages, hygienic conditions of work and maternity benefits. Gradually this movement spread to Europe and other parts of the world.
14. **8<sup>th</sup> February - 9<sup>th</sup> March:** Mrs. C. Kharlukhi attended the 31<sup>st</sup> Orientation Programme conducted by the UGC-Academic Staff College, NEHU, Shillong
15. **10<sup>th</sup> March:** Dr. C. Wallang, Mrs. C. Kharlukhi and Mrs. I. Marwein participated in the Revision of the two-year B.Ed Syllabus: A Course Structure at the Department of Education, NEHU, Shillong.
16. **12<sup>th</sup> and 13<sup>th</sup> March:** The faculty members and students of the College attended a Two – Day Training on Life - Skills Education and Capacity Building at the College of Teacher Education (PGT), Shillong.
17. **19<sup>th</sup> March:** Dr. (Sr.) C. Wallang attended the Meeting of RNDM Principals for Education Policy at St. Joseph Higher Secondary School, Jaiaw.
18. **20<sup>th</sup> March:** Dr. (Sr.) C. Wallang attended the Meeting of College Principal Council at Lady Keane College, Shillong.
19. **22<sup>nd</sup> March:** Dr. (Sr.) C. Wallang, Mrs. C. Kharlukhi and Ms. D. Kharnongrum attended a meeting for New Education Policy (NEP) at Directorate of Educational Research and Training (DERT), Shillong.
20. **28<sup>th</sup> March:** Seminar on Attitudes was held in the College on the 28<sup>th</sup> March, 2015. Sir Gregory showed a perfect start by demonstrating the “mnemonic technique” on the theme **“Start your Day with Good Attitude”**.
21. **30<sup>th</sup> March:** Ms. D. Kharnongrum attended a Meeting organised by the Directorate of School Education and Literacy for the selection of Teacher's Award.
22. **24<sup>th</sup> and 25<sup>th</sup> April:** A Workshop on Cooperative Learning was organised to acquaint student-teachers with innovative methods of teaching and learning. Sir I. War, a Lecturer from DIET was the resource person.
23. **27<sup>th</sup> April to 1<sup>st</sup> May:** Dr. (Mrs.) J. G. Choudhury and Mrs. C. Kharlukhi attended the Orientation Programme for Teacher Educators on Capacity Building for using NCERT Mathematics and Science Kits at Secondary Level organised by the Directorate of Educational Research & Training (DERT), Shillong in Collaboration with The North East Regional Institute of Education (NERIE), Umiam held at DERT Shillong.

25. **1<sup>st</sup> May, 2015:** Dr H. Dkhar from Nazareth Hospital gave an Awareness Programme on Voluntary Blood Donation to help student - teachers understand the meaning and value of **“Donate Blood and Save Life”**.
26. **25<sup>th</sup> June:** Mrs. A. M. Kurbah gave her pre - submission paper at the Department of Education, NEHU, Shillong.
27. **25<sup>th</sup> and 26<sup>th</sup> June:** In collaboration with the Directorate of Educational Research and Training (DERT), Shillong a Two-Day National Seminar on Constructivism was held in the College. During the span of the two-day seminar, the focus has been on new approach towards classroom teaching which helps young minds to think and create and construct with their own understanding, critical thinking and rationalisation. The theme “Towards Constructing Constructive Minds” touches the different fields, its impact on teacher education and school education. Creating a classroom environment through constructivist approach, and the like. Papers were invited and presented from across the country.
28. **26<sup>th</sup> June:** Mrs. A. M. Kurbah & Mrs. I. Marwein presented papers at the Two-day National Seminar on Constructivism: towards constructing constructive minds organised by Directorate of Educational Research and Training (DERT) in collaboration with St. Mary’s College of Teacher Education.
29. **4<sup>th</sup> July:** An annual Parent’s Meet was organised in the College. Br. Kevin Ward, a resourceful person provides inputs during the programme. Participation from the parents was seen through their interaction with the teachers of the institution where ideas were pooled together for the benefit of the students and also for the future of the College.
30. **15<sup>th</sup> July:** Mrs. C. Kharlukhi attended a one day meet of District Officials, Resource Persons and Master Trainers regarding the effective implementation of the teacher training in 2015-2016 held at the Directorate of School Education & Literacy (DSEL), Shillong.
31. **16<sup>th</sup> July:** As one of the good practices of the College and after the awareness programme, every year the student-teachers donate blood. The practice to promote Voluntary Blood Donation encourages healthy individuals to donate blood, the students voluntarily went to Nazareth Hospital, Shillong to donate blood. It was expressed by the group that the voluntary blood donation camp was a good experience for the donors. It gives inner joy to share their life with someone in need.
32. **24<sup>th</sup> July:** The College adheres to its goals and objectives to provide quality education for the students. For many decades it has created teachers with potentials and now it is spreading its wings beyond its boundaries to help the teachers at their specific zones to learn and value the importance of teacher-training programme. It is with this objective that the student-teachers, faculty members and the Principal of the College visited Little Flower Higher Secondary School, Jaintia Hills District, Meghalaya, which is in the remote area to conduct a training programme to the teachers of the school, and the student-teachers to teach the students in the real classrooms with the skills acquired.
33. **1<sup>st</sup> August:** An Orientation Programme for the semester system was organised in the College. The main theme “constructivism” was given by Dr. I. War, Lecturer, District Institute of Elementary Training, (DIET) in which he stressed on the implementation of constructivism in classroom teaching.
34. **14<sup>th</sup> August:** Pre-Independence Day celebration was held in the College for both the students of the Annual and Semester batches. The programme was spontaneous in which a solemn prayer for the nation was carried out with the resonation of the National Anthem.



35. **18<sup>th</sup> August:** Dr. (Sr.) C. Wallang, Principal attended the Interface Meeting at UGC, NERO, Guwahati.
36. **21<sup>st</sup> September:** Dr. (Sr.) C. Wallang attended a meeting on the ADB Loan 3033: Three-Year B.Ed Programme in project mode under the ambit of ‘supporting Human Capital Development in Meghalaya’ - Project implementation unit with the of Senior Faculty members of the Department of Education, NEHU, Principals of CTEs and DERT Faculty members. At the Department of Education, NEHU, Shillong.
37. **25<sup>th</sup> September:** The students of the college participated at the Celebration of the Congregation held at St. Mary’s Higher Secondary School in show casing their talents in “Ethnic Display” during the cultural programme.
38. **6<sup>th</sup> October:** Ms. E. Kharmaw, Librarian attended a JSTOR India user’s Forum 2015 at NEHU Campus, Shillong.
39. **6<sup>th</sup> October:** Dr. (Sr.) C. Wallang, Principal and Mrs I. Marwein, Lecturer attended the Moderation Board Meeting for B.Ed Examination at the Examination Department, NEHU, Shillong
40. **9<sup>th</sup> October:** Ms. D. Kharnongrum, Mrs. C. Kharlukhi, Mrs. R. Wahlang & Mrs. R. Sten along with the Semester students of the College attended an Extension Lecture Series on Swami Vivekananda’s Contribution to Education at North East Regional Institute of Education (NERIE), Umiam, Barapani, Shillong, Meghalaya.
41. **13<sup>th</sup> October:** Dr. (Sr.) C. Wallang attended the 94<sup>th</sup> Meeting of the Academic council held at the Multi-use Convention Hall, Permanent Campus, Mawkyntroh, Umshing, Shillong.
42. **16<sup>th</sup> October:** Mrs. C. Kharlukhi attended a meeting organised by the Office of the Deputy Commissioner, East Khasi Hills to discuss and to chalk out programmes towards making our Shillong city clean and green.
43. **21<sup>st</sup> October:** Mrs. I. Marwein and Ms. D. J. Kharnongrum attended at DERT a programme on Sensitising workshop on Rashtriya Uchcharat Shiksha Abhiyan (Preparation of Institutional Development Plan)
44. **26<sup>th</sup> and 27<sup>th</sup> November:** Mrs. C. Kharlukhi and Mrs. I. Marwein presented paper at the National Seminar Cum 23<sup>rd</sup> Annual Conference and Silver Jubilee Celebration of North East India Education Society (NEISE) organised by the Department of Education, NEHU, Shillong at the Multi Convention Hall, NEHU, Shillong.
45. **28<sup>th</sup> November:** Mrs. C. Kharlukhi attended a one day workshop on Outcome Based Learning for Introduction to Computing under Google’s Computer Science For High School (CS4HS) Program organised by IIT, Guwahati and NEHU held at the Department of Information Technology, North-Eastern Hill University, Shillong.

## 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
<p>Orientation Programme for the Student-teachers (Annual Course) (6<sup>th</sup> and 7<sup>th</sup> February, 2015)</p>	<p>An Orientation Programme for the annual batch 2015 was organised in the Multi Purpose Hall. At the outset of the opening day, student-teachers were introduced to the programme following with important topics on the importance of Teacher Education. At the same time the Goals, Objectives, Vision and Mission of the College were spelt out clearly to them. Ms Jasmine Laitflang, the alumni of the College was the resource person and the theme was <b>“Be the change that you want to see in the world- Mahatma Gandhi”</b>.</p>
<p>Free Medical Camp (14<sup>th</sup> February, 2015)</p>	<p>The College organized a one day free medical camp in the campus. The health camp was organized with the objective of providing free medical examination and general health check-up for the student- teachers and all the staff. Dr. (Mrs) M. Marbaniang, an on - call Doctor from Nazareth Hospital, Shillong conducted the programme.</p>
<p>Students’ Council (26<sup>th</sup> February, 2015)</p>	<p>Formation of Students’ council for the batch 2015 took place in the presence of the Principal, Dr. C. Wallang, the Staff and all the students. After motivating them, they were ready to shoulder responsibilities for the smooth running of the programme throughout the academic year.</p>
<p>Workshop on Teaching-Aids (27<sup>th</sup> &amp; 28<sup>th</sup> February, 2015)</p>	<p>Workshop on Preparation of Teaching-Aids for student-teachers was held on the 27<sup>th</sup> and 28<sup>th</sup> February, 2015 in the College, in which the alumni took active part in imparting knowledge to the ongoing batch. It was admiring to observe the efficiency and effective work that was displayed by them.</p>
<p>Observation of International Women’s Day (7<sup>th</sup> March, 2015)</p>	<p>Dr. L. Bamon from the English and Foreign Languages University delivered a talk on the importance and implementation of Women’s Rights as laid down by the Constitution of India.</p>
<p>Seminar on Attitudes (28<sup>th</sup> March, 2015)</p>	<p>The programme on Attitudes was the best and mind relaxing programme which was a perfect start on the theme <b>“Start your Day with Good Attitude”</b>. Mr. Gregory made this day refreshing, lively and full of joy and laughter; followed by “mnemonic techniques”.</p>
<p>Workshop on Co-operative Learning (24<sup>th</sup> &amp; 25<sup>th</sup> April, 2015)</p>	<p>Dr. I. War, Lecturer, District Institute of Elementary Training DIET, Thadlaskein, Jowai, helps in imparting inputs during a two-day professional enhancement workshop on “Co-operative Learning”. The Programme was organised to prepare student-teachers on the theme <b>“Improving Classroom Teaching”</b>. The technique based on team work ensures the active participation of everyone in the learning process for their internship in various schools.</p>

<b>Plan of Action</b>	<b>Achievements</b>
Awareness Programme on Voluntary Blood Donation (1 <sup>st</sup> May, 2015)	In order to promote Voluntary Blood Donation, an awareness programme was conducted in the College in collaboration with Nazareth Hospital, Shillong through Dr. Hughbert Dkhar. The purpose of this was to motivate student-teachers to donate blood and to help others on the theme “ <i>Donate blood and Save life,</i> ”
Internship of Student-Teachers to different Schools (1 <sup>st</sup> –22 <sup>nd</sup> June, 2015)	Each student – teacher selects a school within Shillong, to practise their teaching and use the different methods and skills in a real classroom situation.
National Seminar (25 <sup>th</sup> and 26 <sup>th</sup> June, 2015)	In collaboration with St. Mary’s College of Teacher Education, the Directorate of Educational Research and Training (DERT), Shillong organised a Two-Day national seminar on constructivism at the College Auditorium. In the span of these two-days seminar, the focus has been on new approach towards classroom teaching which helps young minds to think and create with their own understanding, critical thinking and rationalisation. The theme “Towards Constructing Constructive Minds” touches the different fields which include the themes on constructivism, its impact in teacher education and school education. Creating a classroom environment through constructivist approach. Papers were invited from across the country.
Annual Parents’ Meet (4 <sup>th</sup> July, 2015)	An annual Parent’s Meet was organised in the College. Br. Kevin Ward, the resource person provides inputs during the programme. Participation from the parents was seen through their interaction with the teachers of the institution where ideas were pooled together for the benefit of the students and also for the future of the College.
Blood Donation Camp (16 <sup>th</sup> July, 2015)	As one of the good practices of the College and after the awareness programme, every year the student- teachers donate blood. It is a practice to promote Voluntary Blood Donation which encourages healthy individuals to donate blood. The students voluntarily went to Nazareth Hospital, Shillong to donate blood.
Extension Programme to a rural school in Jaintia Hills District, Meghalaya. (24 <sup>th</sup> July, 2015)	The College adheres to its goals and objectives to provide quality education for the students. For many decades it has created teachers with potentials and now it is spreading its wings beyond its boundaries to help the teachers at their specific zones to learn and value the importance of teacher-training programme. It is with this objective that the student-teachers, faculty members and the Principal of the College visited Little Flower Higher Secondary School, Jaintia Hills District, Meghalaya which is in the remote area to conduct a training programme to the teachers of the school, and our student-teachers to teach their students in the real classrooms with the skills acquired.
Orientation Programme (Semester System) (1 <sup>st</sup> Aug,2015)	At the opening of the new course for the Semester System, the college organised a one- day Orientation Programme on constructivism. Dr. I. War conducted the programme in which he stressed on self- study, involvement and grouping of students into different categories.

Plan of Action	Achievements
<p>Final Teaching (9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup> &amp; 14<sup>th</sup> September, 2015)</p>	<p>All the student-teachers were busy in preparing for their final teaching. Therefore, the College allowed the students to rehearse for their final teaching in our own practising School, St. Mary's Higher Secondary School, Laitumkrah, Shillong. The Final Teaching of the student-teachers was held during these days at the same school.</p>
<p>College Fest (15<sup>th</sup> &amp; 19<sup>th</sup> September, 2015)</p>	<p>Annually the student-teachers conducted college fest at the end of their final teaching. On this occasion co-scholastic programme including both indoor and outdoor activities were organised in which all the students participated and maximise their contributions in show casing their different talents and potentialities. Exhibition of the teaching aids and the food fest were also organised in which students from the nearby schools were invited.</p>
<p>Celebrations of days of importance</p>	<p>Dr. L. Bamon from the English and Foreign Languages University delivered a talk on the importance and implementation of Women's Rights as laid down by the Constitution of India during the observation of International Women's Day in the College.</p> <p>Pre-Independence Day celebration in the College on the 14<sup>th</sup> August, 2015, was by and for the teachers and the students. It attempted to inculcate in all of us a love for the nation. If a teacher realizes the value of living in a free nation and learns to respect it, he/she can instil the same in hundreds of pupils. It is with such hopefulness that Independence Day is celebrated at SMCTE with great enthusiasm.</p> <p>Besides busy schedule and the pressure of the Final Teaching, the Student-Teachers prepared a grand celebration for the faculty members on the 5<sup>th</sup> September. The programme made the Teachers feel special and appreciated for their hard work which was expressed through the different programmes.</p> <p>The College organised a Pre - Christmas Celebration in the College on 21<sup>st</sup> December 2015 to celebrate the birth of the Lord Jesus Christ. There was also a sense of joy at the completion of the B.Ed Course at the end of the academic year.</p>

**\* 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 the 6<sup>th</sup> and 7<sup>th</sup> February:** As the saying goes ‘A thousand miles journey starts with a single step’ so the 2015 Batch of Student Teachers started their journey at St. Mary’s College of Teacher Education on 6<sup>th</sup> February 2015 with an Orientation Programme. At the outset of the opening day, Student- teachers were introduced to the programme following with the inputs from Ms. Jasmine Laitflang Stone, the alumni of the College as a resource person on the theme **“Be the change that you want to see in the world- Mahatma Gandhi”**. She began with the words of Benjamin Franklin “Tell me and I will forget, show me and I may remember; involve me and I learn.” And that is true calling of a teacher. She presented an outline of Learner Profile, saying that learners are called to be Inquirers, Knowledgeable, Thinkers, Communicators, Principled, Open minded, Caring, Risk takers, Balanced and Reflective, she stressed that the stay at SMCTE should make them effective teachers and true guides for the students in the future with the motto **“Together Towards Tomorrow”**. At the same time the Goals, Objectives, Vision and Mission of the College were spelt out clearly to them.
- ⇒ **14<sup>th</sup> February:** The College organized a one day free medical camp in the campus. The health camp was organized with the objective of providing free medical examination and general medical check-up for the Student-teachers and for all the staff. Dr. (Mrs.) M. Marbaniang, an on - call Doctor from Nazareth Hospital, Shillong conducted the programme.
- ⇒ **26<sup>th</sup> February:** Formation of Students’ council for Batch 2015 took place in the presence of Principal, Dr. (Sr.) C. Wallang, the Staff and all the students. After motivating them, they were ready to shoulder responsibilities for the smooth running of the programme throughout the academic year. The executive members consist of the president, Secretary, Treasurer and Assistant Treasurers.
- ⇒ **27<sup>th</sup> and 28<sup>th</sup> February:** A Workshop on Preparation of Teaching-Aids on the theme **“Improvise Teaching Aids”** for Student-teachers was held in the College, in which the alumni took active part in imparting knowledge to the ongoing batch. Teaching aids of different subjects were taken up by different students in Health and Physical Education, Social Studies, History, Language, Science and Mathematics. It was admirable to observe at the efficient and effective work that was displayed by them.
- ⇒ **7<sup>th</sup> March:** An International Women’s Day was observed in the College and it commenced with a Prayer Service. Dr L. Bamon from English and Foreign Languages University (EFLU) was the resource person. She said that women’s day is celebrated to accord recognition to the movement started by women factory workers in the United States of America during the first half of the 20<sup>th</sup> century. The primary demands of these women factory workers were equal wages, hygienic conditions of work and maternity benefits. Gradually this movement spread to Europe and other parts of the world.
- ⇒ **28<sup>th</sup> March:** The programme on Attitudes was the best mind relaxing programme which was a perfect star on the theme **“Start your Day with Positive Attitude”**. Mr. Gregory made this day refreshing, lively and full of joy and laughter; followed by “mnemonic techniques”. He stressed that even if we have the skills, intelligence, aptitudes, talents, strength, confidence, ability, power and determination but lack positive attitude all of these will be of no use. Having a bad attitude will lose us the golden opportunities and the people that we care. He concluded that “life is 10% of what happens to us and 90% of how we react to it and that 10% is **ATTITUDE**”.



- ⇒ **24<sup>th</sup> and 25<sup>th</sup> April:** A Workshop on Cooperative Learning was organised to acquaint Student-teachers with innovative methods of teaching and learning. Sir I. War, a Lecturer from District Institute of Elementary Training (DIET) was the resource person on the theme **“Improving Classroom Teaching”**.
- ⇒ **1<sup>st</sup> May, 2015:** Dr H. Dkhar from Nazareth Hospital gave an Awareness Programme on Voluntary Blood Donation to help Student-teachers understand the meaning and value of the **‘Donate Blood and Save Life’**.
- ⇒ **25<sup>th</sup> and 26<sup>th</sup> June:** In collaboration with St. Mary’s College of Teacher Education, the Directorate of Educational Research and Training (DERT), Shillong organised a Two-Day National Seminar on Constructivism. During the seminar, the focus had been on new approach towards classroom teaching which helps young minds to think and create with their own understanding, critical thinking and rationalisation. The theme “Towards Constructing Constructive Minds” touches the different fields, its impact on teacher education and school education. Papers were invited from across the country.
- ⇒ **16<sup>th</sup> July:** As one of the good practice of the college and after the awareness programme, every year the Student-teachers put into practice the theme **“Donate Blood, Save Life”**. The practice to promote Voluntary Blood Donation encourages healthy individuals to donate blood; the students voluntarily went to Nazareth Hospital, Shillong to donate blood. It was expressed by the group that the voluntary blood donation camp was a good experience for the donors. It gives inner joy to share their life with someone in need.
- ⇒ **25<sup>th</sup> July:** An Annual Parent’s Meet was organised in the College. Br. Kevin Ward, the resource person provided inputs on **“Together We Grow”** during the programme. Participation from the parents was seen through their interaction with the teachers of the institution where ideas were pooled together for the benefit of the students and also for the future of the College.
- ⇒ **24<sup>th</sup> July:** The College adheres to its goals and objectives to provide quality education for the students. For many decades it has created teachers with potentials and now it is spreading its wings beyond its boundaries to help the teachers at their specific zones to learn and value the importance of teacher-training programme. It is with this objective that the student-teachers, faculty members and the Principal of the College visited Little Flower Higher Secondary School, Jaintia Hills District, Meghalaya, which is in the remote area to conduct a training programme to the teachers of the school, and the student-teachers to teach those students in the real classrooms with the skills acquired.
- ⇒ **1<sup>st</sup> August:** An Orientation Programme for the students of the Semester System was organised in the College. The main theme “Constructivism” was given by Dr. I. War, Lecturer, District Institute of Elementary Training, (DIET) in which he stressed on the implementation of Constructivism in classroom teaching-learning.
- ⇒ **14<sup>th</sup> August:** Pre-Independence Day celebration was held in the College for both the batches. The programme was spontaneous in which a solemn prayer for the nation was carried out with the resonation of the National anthem.

- ⇒ **24<sup>th</sup> October:** Dr. J. Syiemlieh, Specialist and Member Secretary State Cancer Society of Meghalaya, Civil Hospital, Shillong conducted an Awareness programme on breast cancer in the College. In her speech she encouraged the Student- teachers not to feel shy to consult a specialist in case of any symptom arising with breast pain. She stressed on the value of regular self-examination to detect the problem at the earlier stage.
- ⇒ **3<sup>rd</sup> November:** Before the College breaks for the winter holidays, the students and staff of SMCTE went for a picnic-cum-educational tour to Mawphanlur Lake, Markasa to explore the natural beauty of Mother Earth.
- ⇒ **1<sup>st</sup> – 21<sup>st</sup> December:** Mrs. Calmy R Kharlukhi and Ms. Darihun J. Kharnongrum were appointed as External Examiners to PGT (CTE), Shillong for the B.Ed Examination, 2015.
- ⇒ **21<sup>st</sup> December:** 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 Course at the end of the academic year.

## 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				
<b>Total</b>	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

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

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
						2	2	2	2

2.4 No. of Guest and Visiting faculty and Temporary faculty  4



2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended		8	
Presented Papers		3	
Resource Persons			1

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.

2.7 Total No. of actual teaching days during this academic year

197

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

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	97	15.46	60	25	2	89.69

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	
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	3
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	6
Summer / Winter schools, Workshops, etc.	4
Others	

## 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	3			
Technical Staff				2

## Criterion – III

### 3. Research, Consultancy and Extension

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

- With the initiative of the IQAC, Ms. D. J. Kharnongrum is in the process of completing a research paper under the supervision of Prof. S. M. Sungoh, Department of Education, NEHU, financed by the institution.

#### 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		1		
Outlay in Rs. Lakhs		1 Lakh		

### 3.4 Details on research publications

	International	National	Others
Peer Review Journals			1
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	2015-16	Management	1 lakh	1 lakh
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.

Chapters in Edited Books

**\* Chapters in Edited Books: (Annexure III- B)**

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP	<input type="text"/>	CAS	<input type="text"/>	DST-FIST	<input type="text"/>
DPE	<input type="text"/>			DBT Scheme/funds	<input type="text"/>

3.9 For colleges

Autonomy	<input type="text"/>	CPE	<input type="text"/>	DBT Star Scheme	<input type="text"/>
INSPIRE	<input type="text"/>	CE	<input type="text"/>	Any Other (specify)	<input type="text"/>

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number		1			
Sponsoring agencies		DERT, Shillong			

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	<input type="text"/>	From Management of College	<input type="text" value="1,00,000.00"/>
Total	<input type="text" value="1,00,000.00"/>		

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

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  State level   
National level  International level

3.24 No. of Awards won in NCC:

University level  State level   
National level  International level

3.25 No. of Extension activities organized

University forum  College forum   
NCC  NSS  Any other

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

- 1. 25<sup>th</sup> and 26<sup>th</sup> June, 2015:** In collaboration with St. Mary's College of Teacher Education, Shillong the Directorate of Educational Research and Training (DERT), Shillong organised a Two-Day National Seminar on Constructivism. In the span of these two-days seminar, the focus has been on new approach towards classroom teaching which helped young minds to think and to create through their own understanding, critical thinking and rationalisation. The theme "Towards Constructing Constructive Minds" touched the different fields, its impact on teacher education and school education. Creating a classroom environment through Constructivist Approach, and the like. Papers were invited from across the country.
- 2. 16<sup>th</sup> July:** As one of the good practice of the College and after the awareness programme, every year the Student - teachers donate blood. The practice to promote Voluntary Blood Donation encourages healthy individuals to "**Donate blood and Save life.**" The Project Director, Meghalaya AIDS Control Society, Shillong and Member Secretary State Blood Transfusion Council, Shillong awarded the institution for dedication and support towards Blood Donation.
- 3. 24<sup>th</sup> July:** College adheres to its goals and objectives to provide quality education for the students. For many decades it has created teachers with potentials and now it is spreading its wings beyond its boundaries to help the teachers at their specific zones to learn and value the importance of teacher-training programme. It is with this objective that the Student-teachers, Faculty Members and the Principal of the College visited Little Flower Higher Secondary School, Jaintia Hills District, Meghalaya which is in the remote area to conduct a training programme to the teachers of the school, and our Student-teachers to teach the students in their real classrooms with the skills acquired.

## 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.	25	38	UGC & Self	63
Value of the equipment purchased during the year (Rs. in Lakhs)	` 32,66,375/-	` 2,51,563/-	Self & UGC	` 35,17,938/-
Others				

#### 4.2 Computerization of administration and library

- The library and the administration section are partially computerised.

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	4429	` 6,17,993.50/-	163	` 37,005/-	4608	` 6,54,938.50/-
Reference Books	238	` 2,60,544 /-	5	` 11,890/-	243	` 27,2,434/-
e-Books *						
Journals/Magazine	22	` 62,814/-	9	` 22,457/-	31	` 85,271/-
e-Journals	6	` 16,800/-	3	` 6,700/-	9	` 23,500/-
Digital Database						
CD & Video						
Others (specify) - Book Bank	200				200	

\* *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	-	-	-	-	-	-	-	-
Total	18	1	1	1	-	4	-	-

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

- Internet facilities are made available to the teachers and the students with in the College campus.

4.6 Amount spent on maintenance in lakhs :

i) ICT	` 65.910/-
ii) Campus Infrastructure and facilities	` 3.21.023/-
iii) Equipments	` 89.292/-
iv) Others	` 46.047/-
<b>Total :</b>	<b>` 5.22.272/-</b>

**Criterion – V**

**5. Student Support and Progression**

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Student support services were 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 students and Faculty members
- Counselling session for the needed students.
- Meeting Parents of students

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
145			

(b) No. of students outside the state

13
----

(c) No. of international students

--

No	%
7	4.82

No	%
138	95.17



Men

Women

Last Year (2014)						This Year (2015)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
6	-	90	-	1	97	10	1	127	7	-	145

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

Demand ratio **100%**Dropout **1.37%**

#### 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 one Counselling Cell for the students with an on - call Counsellor.

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

- Annually the college celebrates International Women's Day. Dr. L. Bamon from the English and Foreign Languages University gave a session on the importance and implementation of Women's right.

## 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 (PMS) *		
Financial support from other sources		
Number of students who received International/ National recognitions		

*\* Since the government started the Meghalaya online- scholarship portal, amount is not known by the College as 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:

## Criterion – VI

### 6. Governance, Leadership and Management

#### 6.1 State the Vision and Mission of the institution

##### ***Vision***

The vision of Saint Mary's College of Teacher Education is to produce teachers of excellence who will raise the overall standard of school education.

##### ***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 to enable 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 skill of counselling and career guidance.
- To promote interaction among the students hailing from different cultural backgrounds with a view to fostering emotional-national integration.
- To develop in the students a commitment to their vocation as teachers.

#### 6.2 Does the Institution has a Management Information System

- Not yet. It is the dream of the College to implement the MIS as early as possible.

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

##### 6.3.1 Curriculum Development

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

### 6.3.2 Teaching and Learning

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

- Co-operative learning especially during Practice – teaching
- Library work through group discussions
- Individual assignments
- Encourages the use of internet for assignments, seminars, discussions, project work, and also for teaching aids.
- Using power point for discussions and seminars
- Project work on topics of interest at the school level
- 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 for all the papers.
- Marks are given to the students for improvement.
- Open book test is also adopted as a technique for personal notes.

### 6.3.4 Research and Development

- With the initiative of the IQAC, Ms. D. J. Kharongrum is in the process of completing a research paper under the supervision of Prof. S. M. Sungoh, Department of Education, NEHU, financed by the institution.
- Mrs. Alfa Mary Kurbah has completed her Pre-submission seminar at the Department of Education, NEHU on A Study on the Occupational and Education Aspiration in relation to Learning Environment with reference to Higher Secondary Schools, East Khasi Hills District, Meghalaya.

### 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.
- Reprographic system is available in the library.

***ICT:***

- Frequent use of media- kit for classroom teaching.

***Physical infrastructure:***

- Maximum use of the Auditorium.
- Completion of the elevator

### 6.3.6 Human Resource Management

- Human Resource Management in the College is to maximise potentialities. The Faculty Members as well as the students are encouraged to showcase their talents in different aspects.

### 6.3.7 Faculty and Staff recruitment

- Two new teachers (Part Time) for Methodology of Teaching English and for Physical Education have been appointed by the Recruitment Committee.

### 6.3.8 Industry Interaction / Collaboration

- None in the College

### 6.3.9 Admission of Students

***Admissions are made on the following basis:***

- ◆ Subject to fulfillment 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 Seats .....50
  - Seats to be given following the selection process.....40
  - Seats to be filled by deputation from Government of Meghalaya.....10
- ◆ Applicants holding a University degree other than that from the North-Eastern Hill University (NEHU) require a Migration Certificate with out which admission will not be granted.
- ◆ In-service teachers serving in private schools for a period of at least five years may also apply for admission.
- ◆ 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 20<sup>th</sup> July
  - For the Second and Fourth Semesters, Fees are to be paid by 20<sup>th</sup> January
- ◆ Fees paid will not be carried over for future Semesters.
- ◆ Fees once paid are not refundable.
- ◆ 10% increase of the tuition fees annually.

### *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)

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) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	State Govt.	Yes	Management
Administrative	Yes	State Govt.	Yes	Management

6.8 Does the University/ Autonomous College declares 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

- 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)”
- The College congratulates the achievement of Leisle Megan Sooting, an alumni for receiving the award as a Teacher liaison by the NASA Space Foundation, Colorado Spring USA. Encouragement letter received
- Active participation in the different activities and programmes organised by the College.
- During the Orientation programme, the alumni provides support in orienting the new students to the Course.
- The Resource persons for the Workshop on Teaching Aids were shared from their expertise.
- College fests and sales of socially useful productive work prepared by the Student- teachers.
- Demonstration of Lessons was also given by the Alumni.

## 6.12 Activities and support from the Parent – Teacher Association

- Annual Parents’ Meet. Friendly meet between the Staff and Parents of the Student - Teachers
- Bringing about positive relationship among parents and wards
- Promote quality education.
- Understand the needs and problems faced by the student – teachers.
- With the achievement of one of the alumni, her father visited the College and read out the encouragement letter to the present batch.

## 6.13 Development programmes for support staff

- Ms. E. Kharmaw, Librarian attended the JSTOR Forum at NEHU campus, Shillong. This event provide opportunities to learn more about the e-resources provided by JSTOR and discuss ways in which usage and analysis and discovery services would impact resources and acquisition decision in academic libraries.

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

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

## 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.

- In collaboration with St. Mary’s College of Teacher Education, the Directorate of Educational Research and Training (DERT), Shillong organised a Two-Day national seminar on constructivism at the College Auditorium. During these days seminar, the focus has been on new approach towards classroom teaching which helps young minds to think and create with their own understanding, critical thinking and rationalisation. The theme “Towards Constructing Constructive Minds” touches the different fields its impact on teacher education and school education. Creating a classroom environment through constructivist approach, and the like. Papers were invited from across the country.



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.

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 school

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

***Best Practices of the Institution (Annexure- IV)***

7.4 Contribution to environmental awareness / protection

- Created an Awareness of the ill-effects of plastics through Power Point Presentation and making the college campus a Plastic - Free - zone Area. A separate Bulletin Board on environmental issues has been put up.

7.5 Whether environmental audit was conducted? Yes  No

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

**Strengths:**

1. Clear vision and mission
2. Has its own school Lab
3. Out - reach programme to the society- voluntary Blood Donation Camp and Extension programme to the Rural areas

**Weaknesses:**

1. Lack of research and publication
2. Lack of Management Information System(MIS)

**Opportunities:**

1. Strengthening of quality assurance system
2. Upliftment of socially disadvantaged groups

**Challenges:**

1. Promotion of research culture
2. Retention of teachers
3. Functional use of Management Information System.

## 8. Plans of institution for next year

1. Orientation Programme for the New batch
2. Film Screening for Personality Development
3. Yogic Exercises for Self Relaxation
4. Lecture on Development of Life Skills
5. Workshop on Brain Storming
6. Celebration of International Women's Day
7. Lesson Planning
8. Workshop on Teaching aids
9. Seminar on Inclusive Education
10. Seminar on Environmental Education
11. Workshop on Counselling
12. Faculty Development Programme
13. Awareness Programme on Voluntary Blood Donation
14. Voluntary Blood Donation Camp
15. Orientation Programme on Attitudes
16. General Health Check up for Student - Teachers
17. Parent's Meet
18. Food Fest & College Fest
19. Extension programme for the students
20. Educational tour

Name : **Mrs. A. Kurbah**

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

\_\_\_\_\_  
*Signature of the Coordinator, IQAC*

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*Signature of the Chairperson, IQAC*

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