

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

**THE ANNUAL QUALITY ASSURANCE REPORT (AQAR) OF THE IQAC
YEAR 2009**

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 2009:

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

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.

This is reflected in the examination result which has indicated consistently excellent performance by the students. Over the years the College has maintained the tradition of producing position holders including toppers in the B.Ed. Examination.

NEHU B.Ed. Examination 2008 Results declared on May 8, 2009

| | | |
|--------------------------|---|--------|
| No. appeared | – | 104 |
| Distinction | | 3 |
| 1 st Division | – | 67 |
| 2 nd Division | – | 33 |
| Simple Pass | – | 01 |
| Percentage | – | 96.15% |

- **Inclusion of St. Mary's College of Teacher Education (SMCTE) under Section 12(B) of the UGC Act 1956:** Having obtained the Status of (2f) of the UGC Act 1956 in the year 2008 the College has been working for its inclusion under Section 12(B). Communication with UGC has been carried out as directed by them during the year. All documents required have been submitted to the UGC for consideration.

Objectives realized-2009:

- Orientation Programmes and Seminars were organized for student teachers
- Extension Programmes to schools having untrained teachers in service.
- Workshop for Heads of Higher & Secondary Schools.
- Peer Seminars by the students.
- Workshop for Heads of Higher & Secondary Schools of the area
- Computerization of Library.
- Enhancement Professional Programme for the faculty and non-teaching staff.

Objectives partially realized:

- Completion of Computerization of Library – Cataloguing has been carried out. Due to technical problems the entire computerization is yet to be completed.
- Construction of Auditorium cum Hostel – The process of obtaining permission for the construction of this added infrastructure was initiated with the Meghalaya Development Authority (MUDA) in the month of February 2009. The approval of the building plans was received on 23rd December 2009.

Objectives Unrealized:

- Parents' Meeting – The Parents/Guardian-Teacher Educators meeting could not be held because most parents/guardians live a considerable distance from the College.
- Improvement of the Psychological Laboratory is yet to be carried out.
- Leadership Training for student teachers and teacher educators could not be organized due to other priorities of the B.Ed. Programme.

Others activities:

- **Computerization of the Library:** The process is being completed. Cataloguing was achieved in 2009.
- **Equipments:** Digital Xerox was procured for more efficient service to the student teachers.
- **Value Education:** Great emphasis is given on value education. The daily morning assembly in the College is one of the ways of achieving this goal. Various other programmes actively participated in by the student teachers to highlight the importance of values in school education are organized throughout the year.
- **Computer Laboratory:** The facility is kept up to date and made accessible to all student teachers and the faculty. Students made use of the IT facilities including Broadband Internet and our multimedia equipment during Practice Teaching, project work, preparation of teaching aids and lesson plans as well as the final practice teaching Examination.
- The Website of the College www.smcte.ac.in is updated from time to time during the year. However, the website was not accessible from April to August due to external causes and had to be redesigned all over again.

2. **New academic programmes initiated (UG and P.G):** The B. Ed Programme has been designed by NEHU based on the curriculum guidelines from NCTE/UGC, the College does not initiate new academic Programmes. Moreover, the entire 10 months' period has to be intensively utilized for conducting the B.Ed. Programme effectively.

However, remedial English classes are conducted for student teachers coming from rural areas and for those who do not have satisfactory knowledge of English.

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

- The Principal as member of the BUGS was actively involved in the revision of the B.A. and the B.Ed. new Syllabus of NEHU. After implementing the new B.Ed. Syllabus for one year the teachers were asked to evaluate the content of the subjects they taught and in the light of their experience provided suggestions for innovations in curricular design and transaction which were presented at the BUGS' meeting by the Principal.
- Increased 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 to be 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, a regular feature of curriculum transaction at SMCTE besides the usual practice has been found to be highly effective in helping students, particularly weak students to understand the hard areas of the B.Ed. Course.
- 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 was introduced in 2009. It was a challenging task but an innovative activity for understanding difficult areas of the B.Ed. Course.

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

5. **Examination Reforms implemented:** The College uses continuous and comprehensive evaluation specifically for the internal assessment of the trainees, an essential component of the B.Ed. Programme. The external examination is carried out by NEHU. The College conducted its annual Pre-University B.Ed. Examination in the month of October with a view to ensure that the teacher trainees are well-prepared in the Examination.

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

- All permanent teachers are NET qualified.

7. Initiative towards faculty development programme:

- *January 19-23:* Four teachers Mrs. C. Kharlukhi, Ms. A. Kurbah, Ms. D. Kharnongrum and Ms. E. Myrthong attended a 5 day training Programme on Basic Disaster Management Concept for Resource Persons at the Meghalaya Administrative Training Institute.
- *February 5:* The Principal attended a workshop on 'Challenges to Higher Education' organized by RIIM Shillong.
- *23rd-28th March:* Ms. A. Kurbah attended the training of Resource persons on Content Generation and Script Writing for EDUSAT network organized by the Educational Technology Cell, Directorate of Educational Research Training, Shillong in collaboration with the Development and Educational Communication Unit, Indian Space Research Organization (ISRO), Ahmedabad.
- *27th March:* The Principal and the faculty members attended a Rev. B.M. Pugh Memorial Lecture by Sri. P. Sainath, Ramon Magsaysay Winner, 2007 and Rural affairs Editor, The Hindu, on the theme 'India in the Age of Inequality: Farm crisis, food and the media' held at Don Bosco Youth Centre Hall, Shillong organised by the North East Regional Institute of Education, NCERT.
- *6th April:* The faculty members attended a workshop on 'Human Relationship: Educational Management Perspective' organized by the College for Heads of Institutions in Shillong. The resource person was Dr. George Palamattathil, Psy.D. Director SILOAM: Transformational Leadership Centre. Barapani. The Governor, Shri. Ranjit S. Mooshahary graced the Closing Function as Chief Guest at 3.30 p.m. 42 Heads of Institutions attended.
- *28th April:* The faculty participated in the Programme on 'Attitudes', by Shri S. Isaia 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 win.
- *8th-9th May:* The faculty members attended the Workshop on 'Classroom Management: 21st Century Dimension' the resource person being Br. Solomon Morris CFC.
- *27th-29th May:* The College organized a three-day professional enhancement workshop "Co-operative Learning" for the student teachers and faculty of the College. The technique based on team work ensures the active participation of every single pupil in the learning process. The Programme was the climax of the preparation of student teachers for their internship in various schools. All participants were awarded a certificate.
- *5th June:* The Principal attended a lecture on 'ICT for Improving Quality of School Education' by an eminent educational technologist, Prof M. Mukhopadhyay, (CIET), NCERT, New Delhi at CTE, (PGT) Shillong.
- *16th July:* A seminar on Teaching Skills was conducted for 18 Heads of Schools of the 'Covenant Church', North East, a unique group participant from various backgrounds and experiences of the North East- Assam, Meghalaya, Manipur, Mizoram and Nagaland.

- *3rd-7th August:* Ms. I. Marwein and Ms. E. Myrthong attended a six-day professional development programme at NEHU for teacher educators under the programme XPDITIE (X-elerated Professional Development for integration of Technology in Teacher Education) conducted by NCTE and Intel Teach Pre-Service Programme for Teacher Educators.
- *11th -14th August:* Dr. R. Sangma and Ms. R. Rymbai participated in a Workshop on Research Methodology for ICT through video conferencing by using Edusat Network” conducted by SCERT, Shillong.
- *16th-21st November:* A six-day training in professional development programme XPDITIE (X-elerated Professional Development for Integration of Technology in Teacher Education) was conducted for the faculty members of the College by the two master trainers - Ms. I. Marwein and Ms. E. Myrthong who had earlier been trained by resource persons from Intel Teach.
- *7th-9th December:* The Principal and Ms. C. R. Kharlukhi attended the Principals’ Workshop on Financial Management organized by the UGC-Academic Staff College at NEHU.

8. Total number of seminars/Workshops conducted: 8

- *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.
- *6th April:* Workshop on ‘Human Relationship : Educational Management Perspective’ for Heads of Institutions in Shillong
- *28th 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.
- *8th-9th May:* Workshop on ‘Classroom Management: 21st Century Dimension’ for both the student teachers and the faculty of the College
- *27th-29th May:* 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.
- *16th July:* Workshop cum training on Teaching Skills for 18 Heads of the ‘Covenant Schools’ from Assam, Meghalaya, Manipur, Nagaland and Mizoram.
- *16th-20th:* November Professional Development Programme for Teacher Educators under the programme XPDITIE (X-elerated Professional Development for Integration of Technology in Teacher Education) for the faculty of the college given by the master trainers of the College who had been trained by the resource person deputed by Intel Teach.
- Peer Seminars were organized by respective subject teachers as and when feasible.

9. Research projects:

- a) Newly implemented – An action research entitled ‘A follow up study of the alumni of St. Mary’s College of Teacher Education’ who studied at the College from 2002 to 2007 has been undertaken by the Principal, Dr. (Sr) B. Shadap and Dr. Ruth N. Sangma. Due to financial constraints the same is still to be completed in 2010.
- b) Completed - Nil

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

11. **New collaborative research programmes:** The one year B.Ed. programme being very intensive does not provide time and space for any collaborative research programmes. However, the College looks forward to such programmes in future.

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 being 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:**

- Ms. Rihunlang Rymbai was awarded the Gold Medal for M.Ed. 2008 by NEHU.
- Ms. Michelle Nongbri, Office Assistant was presented a cash award by the College for her competency and dedicated service.

16. **Internal resources generated:**

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

17. **Details of departments getting SAP, COSIST (ASSIST)/DST. FIST, etc assistance/recognition:** The College does not receive assistance/recognition from such agencies.

18. **Community services:**

- Ms D. Shullai was one of the Resource Persons for training of 420 Teachers for Primary level which included the Induction Training programme to 204 LP School Teachers (Newly Appointed) organized by the Coordinator/Office of Sarva Shiksha Abhiyan State Mission Authority, Meghalaya (SSASMAM) in the Jaintia Hills District.
- Dr. (Sr.) B. Shadap, Dr. (Mrs.) R. N. Sangma and Sir S. Isaia conducted training on teaching skills for 47 teachers from three schools at St. John's Secondary School, Laban on 13th & 14th March, 2009.
- Mrs. C. R. Kharlukhi was on the Interview Board of H. E. Elias Secondary School as subject expert for Science and Mathematics.
- The Principal and Mrs. C. R. Kharlukhi were on the Interview Board of St. Mary's Higher Secondary School as subject experts for selection of teachers.

- The Principal and Dr. (Mrs.) R. Sangma were among the three subject experts at the interview for selection of candidates for St. Joseph's Higher Secondary School on 18th July.
- Dr. (Sr.) B. Shadap, Dr. Ruth N. Sangma and Shri Isaia conducted an Orientation-cum-Workshop on Core Teaching Skills for 28 selected teachers from seven rural schools of the Franciscan family at St. Francis D' Assisi Secondary School, Mawlai 30th-31st July 2009.
- The Principal and Dr. (Mrs.) R. Sangma were among the three subject experts at the interview for selection of candidates for St. Joseph's Higher Secondary School on 19th December.
- Library facilities are being made available to research students of NEHU, lecturers of DIETs and researchers from MBOSE.
- The principal and the teachers on request provided assistance to three Ph.D research scholars one each from Nagaland University, North Eastern Hill University and Kerala University in regard to Data Collection.
- In total the College has provided training in teaching skills to 420 Elementary school teachers, 75 high school teachers and 60 heads of Institutions of the North East during 2009.
- Ms A. Kurbah a faculty member of the College is 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 and Member of the Intercessory Group, Rex Band.

- Ms. I. Marwein and R. Rymbai volunteered services for the Formation of Youth through Sunday Schools.
- Ms. E. Myrthong and Ms. R. Rymbai carried out inspection of a rural school- Peniel English School, Mawjrong, Cherrapunji.
- A student teacher of the College paid for the school expenses of a poor boy in the village Umphyrnai and the students donated financial assistance for medical treatment of a poor child and house building of a poor family.

19. Teachers and officers newly recruited:

During the year, two teachers were recruited against vacancy:

| Sl.No. | Name of the Teacher | Qualification | Designation |
|--------|----------------------|-------------------------|-------------|
| 1 | Ms. Rihunlang Rymbai | M.Sc., B.Ed. M.Ed., NET | Lecturer |
| 2 | Ms Inrilin Marwein | M.A., B.Ed., M.Ed., NET | Lecturer |

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

Full time - 9

Part time - 3

21. Improvement in the library services:

Library services are adequate. New books have been procured and life subscription to an educational journal 'Edutrack' has been renewed.

22. New books/Journals subscribed and their cost:

New books procured –132 books worth Rs. 36,126/-

Edutrack - Life Subscription: Rs.6000/

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

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

24. Unit cost of education: Rs. 41,785.00

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

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

Issue of certificates:

- 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 Philippines.

26. Increase in the infrastructural facilities:

- Proposal for the construction an auditorium-cum- college for the College in 2010 has been sent to the Government and the higher Superiors of the Congregation of the Sisters of Our Lady of the Missions for their sanction.

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 teacher educators and student 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.
- 37 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. Hence there has been no support from the Alumni Association or its activities. The alumni of the College, however, who are presently serving as heads of schools and administrative heads and in other walks of life often conduct their recruitment drives through our College or take suggestions while assessing recruits. In collaboration with their Alma Mater, they also provide information regarding job availability.

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

Efforts with the Parent-Teacher Association and its activities have not been successful. However, meeting with parents/guardians on individual basis has always been fostered by the College during which familiarization with the aims and objectives and activities of the college and the amount of time their wards have to spend in the College and their progress are made known to them. Parents are free to approach the College Authorities at such times when their daughters/wards need special assistance.

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 at any time.

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.

5th Position: Mary Regina

Distinctions:

- | | |
|---------------------|---|
| • Sliris Nongkhlaw | Educational Administration and Management |
| • Wandahun Diengdoh | Educational Administration and Management |

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. 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:

- Ms. M. L. Nongbri attended the training of Resource Persons on Content Generation and Script Writing for EDUSAT network organized by the Educational Technology Cell, Directorate of Educational Research Training, Shillong in collaboration with the Development and Educational Communication Unit, Indian Space Research Organization (ISRO), Ahmedabad from 23rd-28th March.
- The Librarian, Ms. E. Kharmaw attended an Orientation Programme for Key Resource Personnel from libraries of SCERTS, SIEs and DIETS of the North East Region from 16th to 20th November 2009
- A fourth grade employee is completing her high school education through NIOS.

39. Best practices of the institutions:

- Morning Assembly for students which is value-based
- Providing opportunities for prayer and meditation for student teachers
- Organizing professional enhancement programme for faculty members
- Providing enrichment programmes for student teachers
- Celebration of important local/national/international days
- Celebration of birthdays of students and teachers
- Fostering a climate for cordial student teacher – teacher educator relationship
- Fostering a spirit 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 and 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 for student teachers
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. Computers in Education
8. Parents' Meeting.

Signature :

Dr. R. Sangma
Coordinator, IQAC

Signature:

Dr. B. Shadap
Chairman, IQAC

**ST. MARY'S COLLEGE OF TEACHER EDUCATION
SHILLONG**



AQAR - 2009

