Yearly Status Report - 2018-2019

Part A	
Data of the Institution	
1. Name of the Institution	**LADY KEANE COLLEGE**
Name of the head of the Institution	**Dr. (Mrs.) Chrysanthemum Massar**
Designation	**Principal**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**0364-2223293**
Mobile no.	**9436336308**
Registered Email	**ladykeanecollege@gmail.com**
Alternate Email	**iqacladykeanecollege@gmail.com**
Address	**Cantonment Area**
City/Town	**Shillong**
State/UT	**Meghalaya**
Pincode	**793001**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Women**
Location	**Urban**
Financial Status	**private**
Name of the IQAC co-ordinator/Director	**Dr. M. Y. Tham**
Phone no/Alternate Phone no.	**03642225777**
Mobile no.	**7085062768**
Registered Email	**iqacladykeanecollege@gmail.com**
Alternate Email	**madelineytham@gmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	**https://www.ladykeanecollege.edu.in/fil es/userfiles/file/AQAR%202017-18.pdf**

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	**https://www.ladykeanecollege.edu.in/fil es/userfiles/file/College%20Calendar%20 %202018-19.pdf**

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	**B**	**2.74**	**2009**	**29-Jan-2009**	**28-Jan-2014**
2	**A**	**3.09**	**2014**	**24-Sep-2014**	**23-Sep-2019**

6. Date of Establishment of IQAC	**15-May-2008**

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Administrative Audit	**19-Nov-2018** **2**	**30**

Processing of API (Academic Performance Indicator) for Assistant Professors	17-Sep-2018 1	2
Organised Parent teacher meeting	25-Aug-2018 1	200
Collection of Feedback	14-Mar-2019 12	920
Conducted coaching classes for competitive examination.	13-Aug-2018 100	109

8. Provide the list of Special Status conferred by Central/ State Government-UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Lady Keane College	Biotechnology Research Development	Government of India, Ministry of Science and Technology, Department of Biotechnology (NER BPMC)	2018 1	576000

9. Whether composition of IQAC as per latest NAAC guidelines:	**Yes**
Upload latest notification of formation of IQAC	[View File](#)
10. Number of IQAC meetings held during the year :	**5**
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**Yes**
Upload the minutes of meeting and action taken report	[View File](#)
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	**Yes**
If yes, mention the amount	**135000**
Year	**2019**

12. Significant contributions made by IQAC during the current year(maximum five bullets)

Procurement of Departmental and Various Committees Reports which forms the basis for AQAR.
Organised periodical orientation programmes for students of all classes.
Conducts mentoring programme and Value Education classes.
Campus Recruitment
Organised a Seminar on

13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
To organise a programme for the distribution of certificate for Mushroom Cultivation and Sewing Tailoring Training at the adopted village	Organised on the 31st August, 2018
Redressed of students	Grievances redressed
Students	Students organised a mini carnival to raise fund for adopted village school
To continue mentoring classes and to incorporate Value Education Programme	Mentoring and Value Education programme incorporated
Dates for Administrative Audit to be confirmed	Dates fixed for 19th and 20th November, 2018
To nominate Resource persons as Auditors	Prof. N. Srivastav, Dept. of Economics, NEHU and Mr. R. G. Lyngdoh, Former Vice Chancellor, Martin Luther Christian University, Shillong were nominated
Discussed on whether Library and Hostel should be included in the Administrative Audit	Included
Preparation for SSR Cycle 3 discussed	Process initiated
All Departments to compile five years report for SSR	All reports submitted and completed
To fix date for Raffle Draw	Date fixed for 28th February, 2019

14. Whether AQAR was placed before statutory body ? Yes

Name of Statutory Body	Meeting Date
Governing Body of the College	27-Jun-2019

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to No

assess the functioning ?	
16. Whether institutional data submitted to AISHE:	**Yes**
Year of Submission	**2019**
Date of Submission	**28-Feb-2019**
17. Does the Institution have Management Information System ?	**Yes**
If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	**Administration: College Office • College Administration Software (CAS): College office is automated by College Administration Software which manages all complex tasks and takes care of academic and administrative requirements of college. The software generates various reports based on each module. These reports are customized according to the need. Software is content rich, easy to use and has a user friendly interface for easy navigation. • Payroll System: Payroll System Software has automatised the finance section of the college. • WiFi communication: Administrative Section is equipped with Computers and internet facility with WiFi connection. Examination Office Examination Section is maintaining records on computers. Management of record such as logistic, question paper scripts, result maintenance, print marksheets etc. became more systematic and easy to maintain Library • Library Management Software(LMS): The Library has a Library Management Software(LMS) which is user friendly and designed to take care of all the administrative and management functions of the Library. It organizes and manages the information of Books, Articles, Journals and Circulation in most economical and effective manner. • OPAC (Online Public Access Catalogue):An online public access catalogue (OPAC) is implemented to enable the students for speedy and convenient access to the library catalogue. • Barcoding: Computerized circulation with barcoding technology is completed. All the books in the library have been barcoded. • NLIST(National Library Information Service for scholarly content) The**

College is getting access to eresources through a programme entitled "National Library and Information Services infrastructure for Scholarly Content(NList)". • Library Self Service Kiosk: Self service kiosk is been installed in the library. Students can browse the content of various CDs/videos are uploaded in the kiosk. Uploading process is partially completed Infrastructure: • Internet bandwidth speed was of 4 Mbps has been upgraded to 5 – 20 Mbps. • 70 of the desktops on campus have been upgraded from Pentium IV and Intel Core2Duo to Core i5 and Core i7. • The monitors have been supplemented with LCDs/LEDs. • IT Technical support staff monitor and maintain the computer systems and networks, responsible for installing and configuring computer systems, diagnosing hardware and software faults. • LAN and WiFi Facility: LAN facility is both wired and wireless available only to the students of the Department of Computer Science. the entire campus including Hostels has WiFi Connectivity with the installation of JIOWiFi within the campus. All departmental computer systems are provided with wired Internet facility. • Computer and Internet Facility: Each department is provided with a Laptop, Desktop System and Internet facility.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

Lady Keane College is affiliated to the North- Eastern Hill University. As the college is affiliated, the affiliating university proposes the curriculum, however, the following action plan is designed and fostered by the institution for its effective implementation. At the beginning of the academic year, the Principal along with the calendar committee prepares the college calendar for the year and convenes meeting with all teachers and staff of the college to discuss on the planned calendar and relevant issues. A meeting with the Heads of the Department is also convened to discuss the measures to be taken for effective implementation of the curriculum designed by the University. Based on the number of teaching days available in the academic year, the Heads of the Department are advised to prepare teaching schedules. The Principal also convenes meetings with the concerned Head of the Department along with its faculty members where proposed plans pertaining to the Department are brought forward, also problems and issues are discussed and resolved. In turn, the Heads of the respective Departments convene meetings with the teachers of the

Departments to discuss distribution of the syllabus and request the members to prepare the teaching schedules/lessons plan based on the teaching days available for the semester. The coverage of syllabus is reviewed by the respective Heads of Departments at regular intervals .In the eventuality that the syllabus may not be completed within the stipulated time frame, special classes are arranged by the teachers after the regular classes. Apart from this, the College has strategized ways and means to strengthen the teaching-learning process in the following ways: • Adopting new and innovative teaching techniques such as group discussion, case studies, projects, video tutorials in addition to the traditional lecture method to get the students actively involved in the teaching learning processes. • Guest lectures, seminars, Industrial visits and training programmes to supplement the curricular inputs.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Certificate Course in Human Rights		08/10/2018	3	Employability/ Entrepreneurship	Legal Aspects
Certificate Course in Physical Education and Emergency Management		08/10/2018	3	Employability	This Course develops the skills required to manage First Aids emergency

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Dates of Introduction
BCA	14/06/2019

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Date of implementation of CBCS/Elective Course System
BTTM	14/06/2018

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	186	35

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Certificate/Diploma Course in Fashion Designing	02/07/2018	83
Certificate/Diploma Course in Tourism Travel Management	02/07/2018	3

Certificate/Diploma Course in Khasi Traditional Music	02/07/2018	24
Certificate Course in Microsoft Office	02/07/2018	33
Certificate Course in English for Tourism	02/07/2018	4
Certificate Course in Spoken English	02/07/2018	6
Certificate Course in SelfDefence (Karate)	02/07/2018	13
Certificate Course in YOGA	02/07/2018	34
Certificate Course in Spoken Tutorial	02/07/2018	12
Certificate Course in Foreign Language	02/07/2018	17
Certificate Course in Spoken Language(Hindi)	02/07/2018	5

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	No. of students enrolled for Field Projects / Internships
BTTM	13
BSc	29
BA	54

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained

• The college adapts structured mechanism to collect feedback such as – structured questionnaires, through student councils, student representation on IQAC, Alumni Association, ParentTeacher Association etc. • The Internal Quality Assurance Cell (IQAC) collects feedback in various aspects such as teaching and learning, infrastructure and support services, governance and leadership Curriculum, teaching faculty, infrastructure, facilities, support services etc. • The feedback collected is anonymous. • The grades are calculated on a 4 point scale. The grades are given as A, B, C, D (where A4.003.00(Very Good), B3.002.00(Good), C2.001.50((satisfactory), D1.5000(Unsatisfactory)). • The Average and percentage of various criteria are calculated. The strength and weaknesses mentioned by the students are summarized. • The data generated in the process is documented and compiled by the IQAC office and shared with the Principal. • Principal shares feedback with the teachers in a constructive

manner so that further improvements can be achieved in the teaching process. •
Feedback is also collected from the parents and alumni during Parent Teacher
Meetings (PTA) and Alumni Meet. Suggestions and comments given by the them are
also taken into account for future development. • The different areas where
improvements are required is discussed in respective committees/departments. •
After the analysis of the feedback collected, Principal in consultation with
the Governing Body of the college an action taken report is made to address
specific areas where intervention is deemed necessary.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Number of seats available	Number of Application received	Students Enrolled
BA	440	786	415
BSc	135	303	135
BTTM	30	42	15

2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	565	0	84	0	0

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Toolsand resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
84	50	102	38	6	5

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Student mentoring is conducted with the aim of encouraging and motivating students to perform well not only in academics but in social, moral and emotional aspects as well. Faculty members of the departments are assigned to be the mentors the students. Classes are arranged separately for the morning section (Arts), day section (Arts) and Science stream. For classes where there are huge numbers of students, more than one mentor is assigned. The mentors are entrusted with the task of monitoring the attendance and academic progress of the students. At the beginning of the academic session, the mentors inform mentees about institutional goals and mission, the facilities available and the regulations of the affiliating university. The mentor maintains the record of their class attendance, classperformance and academic progress. Both formal and informal mentoring is followed. Teachers who were assigned to take mentoring classes, covered the areas such as Career, Ethics, Moral values, Leadership, Social and Stress Disorder, Inner Peace and Tolerance. In addition to the allotted classes for Mentoring and Value Education, all the teachers are involved in mentoring the students on a one to one basis

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio

1516	84	0.02

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
87	84	3	0	26

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2018	Dr.(Mrs) Chrysanthemum Massar	Principal	Distinguished Services to Higher Education, Society for Education and Economic Development, New Delhi
2019	Dr.(Mrs) Chrysanthemum Massar	Principal	Indian Red Cross Society, Meghalaya State Branch, Shillong

2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	Honours	3	05/04/2018	29/06/2018
BA	Pass	3	26/03/2018	29/06/2018
BSc	Honours	3	17/04/2018	26/06/2018
BSc	Pass	3	22/02/2018	26/06/2018
BA	Honours	1	25/10/2018	16/04/2019
BSc	Honours	1	30/11/2018	28/02/2019
BTTM	Honours	1	31/10/2018	07/02/2019
BA	Honours	2	11/05/2018	10/09/2018
BSc	Honours	2	01/06/2018	16/08/2018
BTTM	Honours	2	03/05/2018	07/08/2018
BA	Honours	3	22/10/2018	26/04/2019
BSc	Honours	3	28/11/2018	28/02/2019
BTTM	Honours	3	01/11/2018	07/02/2019
BA	Honours	4	12/05/2018	10/09/2018
BSc	Honours	4	23/05/2018	16/08/2018

BA	Honours	5	29/10/2018	01/05/2019
BSc	Honours	5	06/11/2018	28/02/2019
BA	Honours	6	14/05/2018	20/07/2018
BSc	Honours	6	09/06/2018	13/07/2018

2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The Continuous Internal Evaluation (CIE) system at the institutional level is being carried out as per the rules and regulations prescribed by the University to affiliated colleges. Continuous Internal Evaluation is mainly done through centralised internal tests and assignments. To ensure smooth functioning of internal evaluation, the college conducts centralised tests for all subjects and assignments based on the topics given by the departments concerned are compulsory. The departments also conduct the following activities to assess the academic performances of the students. Class Tests Departments conducts class tests for students after completion of a chapter or a topic and on the basis of their performances, feedback is given. Departmental Seminars/ Group Presentations Departmental Seminars and Group presentations are conducted to assess the performance of students in a group. Project Works Project works are carried out by few Departments as part of the evaluation process. Remedial Classes Remedial classes are conducted for students who needed help to improve their academic performances. Library Sessions Teachers encourage students to visit libraries. The college gives incentives to students who regularly use the library resources as an encouragement and motivation for others. Discussions Previous years question papers are discussed on a regular basis. Book Reviews Department of History encourages students to carry out book reviews. Group Discussions Group Discussions forms an essential part of internal evaluation in the departments. Classroom and Laboratory Sessions All Science Departments and BTTM carry out Classroom and Laboratory/Hands on sessions.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The College follows the academic calendar given by the NorthEastern Hill University to its affiliated colleges which specifies the academic activities. Based on the University academic calendar, the Principal along with the Calendar Committee prepares the Academic Calendar for the College where the tentative schedule for internal examination and the dates for other academic activities like workshops, seminars, college week and other student related activities are outlined. Every new session starts with a staff meeting where the academic calendar is highlighted and discussed. The Examination cell prepares the programme for each internal assessment and this is done well ahead to give students ample time to prepare and for the teachers to complete their course LADY KEANE COLLEGE CALENDAR SESSION (201819) DATE EVENT MODE OF CELEBRATIONS JULY 03.07.2018 Behdienkhlam Dance Holiday 17.07.2018 U Tirot Sing Day Holiday 25.07.2018 College Foundation Day College Celebrate AUGUST 15.08.2018 Independence Day(Flag Hoisting) College Celebrate 21.08.2018 Commencement of Internal Tests for SEM I,III,V Arts Science 22.08.2018 IdUlZuha (Bakrid) Holiday SEPTEMBER 03.09.2018 Janmastami Holiday 05.09.2018 Teacher's Day College Celebrates 18.09.2018 UNITARIAN DAY Holiday 21.09.2018 Muharram Holiday OCTOBER 02.10.2018 Gandhi Jayanti Holiday 03.10.2018 NEHU Deg Semester I, III,V Exam Commences 16.10.201819.10.2018 Durga Pooja Holiday NOVEMBER 07.11.2018 Deepawali Holiday 09.11.2018 Wangala Festival Holiday 12.11.2018 Nongkrem Dance Holiday 13.11.2018 Comencement of Degree Sem II, IV,VI Classes 21.11.2018 IdEMilad Holiday 23.11.2018 Seng Kut Snem Holiday DECEMBER 12.12.2018 Pa Togan Sangma Day Holiday 13.12.201817.12.2018 College Week 15.12.2018 Teaching Staff Meeting 17.12.2018 COMMENCEMENT OF WINTER VACATION (ACADEMICS) 18.12.2018 Death Anniversary of U SoSo Tham Holiday 19.12.2018

NonTeaching Staff Meeting Holiday 21.12.2018 Commencement of Winter Vacation(Administration) 25.12.2018 Christmas Day Holiday 30.12.2018 U Kiang Nongbah Holiday 31.12.2018 Last day of the Year NEW YEARS EVE 2019 JANUARY 18.01.2019 College Office Reopens 21.01.2019 Meghalaya Statehood Day 26.01.2019 Republic Day Holiday FEBRUARY 05.02.2019 Degree Section SEM II, IV VI Classes Continues 01.02.201907.03.2019 Centralised Internal Test Semester II,IV,VI Arts Science MARCH 02.03.2019 Holi Holiday 01.03.201903.04.2019 NEHU Degree Theory Annual Examination APRIL 14.04.2019 Dr.B.R.Ambedkar Birthday Holiday 15.04.2019 Shad Suk Mynsiem Holiday 15.04.2019 Assamese New Years Day Holiday 19.04.2019 Good Friday Holiday MAY 02.05.2019 Commencement of B.Sc. 1 Semester Admission Holiday 02.05.201906.05.2019 Commencement of B.A B.Sc Semester III,V Admission 14.05.201915.06.2019 NEHU SEM II,IV, VI Examination commences 18.05.2019 Buddha Purnima Holiday 26.05.2019 Comencement of B.A I Semester I Admission JUNE 05.06.2019 World Environment Day/ IDULFITAR College Celebrate/Holiday 12.06.2019 Degree Arts, Sc. SEM III,V, Arts Science commences 14.06.2019 Orientation Programme for Degree Semester I Arts, Science BTTM 22.06.2019 Rev Thomas Jones Day Holiday

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

https://www.ladykeanecollege.edu.in

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
	BA	330	218	66.06
	BSc	115	112	97.39

2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

https://www.ladykeanecollege.edu.in/files/userfiles/file/Students%20Feedback%20 2018-19.pdf

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Students Research Projects (Other than compulsory by the University)	1	Governing Body, Lady Keane College	78000	57000
Minor Projects	2	Governing Body, Lady Keane College	1101300	0
Interdisciplinary Projects	0	NA	0	0

Industry sponsored Projects	0	NA	0	0
Projects sponsored by the University	2	Governing Body, Lady Keane College	1101300	0
InternationalPr ojects	0	NA	0	0
Any Other (Specify)	0	NA	0	0

3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Poster Competition was organized for the 1st, 3rd and 5th Semester (Chemistry Honours) students	Department of Chemistry	18/08/2018
8th Usha Memorial Lecture on the theme "Practice of Justice from the Perspective of Hermeneutics: Gadamer's lessons from Plato's Republic"	Department of Philosophy	08/09/2018
Popular talk titled "A Brief account of Galois' contributions towards Algebra"	Department of Mathematics	22/09/2018
World Tourism Day Celebration	Department of Tourism and Travel Management	27/09/2018
Staging of a play Next Door Needle at the College Auditorium	Department of English	24/11/2018
Talk on NSEIMPF Investor Awareness Programm	Department of Economics	28/11/2018
'Take Back The Arts'	Department of English	30/11/2018
Talk on the topic "Reproductive Health in young Women"	Department of Zoology	25/02/2019
Motivational Talk	Department of Zoology	01/03/2019
Inter College Poster Competition	Department of Zoology	23/03/2019
Career guidance program for honours students	Department of History	20/03/2019
Spoken Tutorial, offered by IIT Bombay	Department of Computer Science	25/03/2019
Ecological Traditions of	Lady Keane College in	27/03/2019

Meghalaya	collaboration with C.P.R Environmental Education Centre, Chennai	
National Seminar on Circles of Gender Liberation and Rethinking of Cultural Traditions with reference to SouthEast Asia	Department of Philosophy , Lady Keane College with ICSRNERC	29/03/2019
Talk on Khasi Matrilineal Women of Meghalaya in Historical Dimensions	Department of Sociology	04/07/2018
Talk on Gender issues	Department of Sociology	11/07/2018
Workshop on Travel Photography and Travel Documentry	BTTM	27/09/2018
A Career Counselling Programme/Workshop was conducted for Final Semester Arts students	Career Counselling Cell	26/02/2019
Workshop on "Critical soft skills, Career readiness and Identification of one latent one career ambition"	The Equal Opportunity Cell	12/03/2019
One Day Seminar on Preservation and Conservation of Historical and Cultural Heritage of Sohra	One Day Seminar on Preservation and Conservation of Historical and Cultural Heritage of Sohra	26/03/2019
Screening of an animated film on U Tirot Sing Syiem "U Syiem" to commemorate the death anniversary of one of the freedom fighters from the Khasi Hills for the History Political Science and Khasi Honours students	Department of History	19/07/2018

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
N/A	N/A	N/A	31/07/2019	N/A

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
Nil	NA	NA	NA	NA	01/07/2019

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
01	01	00

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
NA	0

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Khasi	1	0
International	Economics	1	0
International	Botany	3	0
International	Zoology	2	0
International	Chemistry	1	0
International	Philosophy	2	0
International	Computer Science	1	0

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Department of Computer Science	3
Department of Biochemistry	1

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Performance of Primary Agricultural Credit Societies (PACS) in Meghalaya from 200405 to 201415	Wesking Khyriem	International Journal of Scientific Research and Reviews	2018	0	Lady Keane College	0
Provisioning Role of Forest Ecosystems: The Case of Non Timber Forest Products Use from	Dr. K. Makdoh	Journal of Biodiversity Management Forestry	2018	0	Lady Keane College	0

Community Forest of East Khasi Hills District of Meghalaya, India						
Formulation and evaluation of mosquito repellent ointment prepared with the essential oil of Zanthoxylum acanthopodium DC. Indigenous to Northeast India.	Ms. W. Lyngdoh	International Journal of Green Pharmacy	2018	0	Lady Keane College	0
A new feather mite species of the genus Trouessartia Canestrini, 1899 (Acarina, Trouesartiidae) – an integrative description (morphology and DNA barcoding data).	Dr. D.K.B. Mukhim	Zookeys	2018	0	Lady Keane College	0
Ka bishar bniah ia ka sonnet U Syntiew ba nga jied da U Dewisingh Khongdup	Dr Barrylia Mesha Wolflang	Ka Thwet Jingstad a journal of the society for Khasi Studies Shillong	2018	0	Lady Keane College	0
Micellization and counter ion	Dr T. Mukhim	Tenside Surfactants detergents	2019	0	Lady Keane College	0

binding behaviour of cetylpyridinium chloride in aqueous solutions of sodium bromide and tetrabutylammonium bromide.						
Diversity of Arbuscular Mycorrhizal Fungi in Trap Cultures prepared from abandoned coalmine overburden spoils	Dr K. Makdoh	Journal of Pure and Applied Microbiology	2019	0	Lady Keane College	0
Wild mushrooms consumed and marketed by the Khasi tribe of Meghalaya, India	Dr. K. Makdoh	Ecology, Environment And Conservation	2019	0	Lady Keane College	0
Creation myth in Khasi culture and Tradition	Savitri Nongsiej	AJANTA An International Multidisciplinary Quarterly Research Journal	2019	0	Lady Keane College	0
The Philosophy is Preserving Nature and Natural ResourcesForest of a Traditional Khasi	Savitri Nongsiej	Research Journal of Social Life Science	2019	0	Lady Keane College	0
CloudBased Smart Car	Lizia Sahkhar	Journal of Advanced	2019	0	Lady Keane College	0

| Parking System | | Database Management and System | | | | |

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Formulation and Evaluation of mosquito repellent ointment prepared with the essential oil of Zan thoxylum a canthopodi um DC. indegenous to Northeast India	W. Lyngdoh	Internatio nal Journal of Green Pharmacy	2018	18	0	00
A new feather mite species of the genus Trouessart ia Canestr ini, 1899 (Acarina, Trouesarti idae) – an integrativ e descript ion (morph ology and DNA barcoding data).	Dr. D. K. B. Mukhim	Zookeys	2018	35	0	00
Micellizat ion and counter ion binding behaviour of cetylpy ridinium chloride in aqueous solutions of sodium	Dr T. Mukhim	Tenside Su rfactants detergents	2019	22	0	00

bromide and tetrabutylammonium bromide.						
Diversity of Arbuscular Mycorrhizal Fungi in Trap Cultures prepared from abandoned coalmine overburden spoils	Dr. K. Makdoh	Journal of Pure and Applied Microbiology	2019	12	0	00
Wild mushrooms consumed and marketed by the Khasi tribe of Meghalaya, India	Dr K. Makdoh	Ecology, Environment And Conservation	2019	11	0	00

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	4	24	46	9
Presented papers	3	6	3	0
Resource persons	1	0	0	9

3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Extension programme at village school Umroi Madan Upper Primary School by raising financial assistance through sale of raffle tickets for the adopted village school and for the BPL students of	Internal Quality Assurance Cell (IQAC)	78	448

Lady Keane College.(20th March 2019)			
Organised a Freedom March on 15th August, 2018	NSS Unit of the College	7	100
Water connection in the Adopted Village	NSS Unit of the College	7	10
Voluntary Blood Donation Camp on 24th Aug 2018	NSS Unit in collaboration with the Red Ribbon Club, Rangers Unit, Youth Red Cross, Medical Care Unit of the College and NEIGRIHMS, Shillong	7	30
Waste Management Project	NSS Unit of the College	7	400
Observation of the 30th National Road Safety Week, 2019 on 09th February, 2019 at Police Bazaar, Shillong	NSS Unit of the College	7	60
3rd Special Camp in the adopted Village at Laitsohpliah from 26th January to 1st February, 2019	NSS Unit of the College	7	80
Observation of the World No Tobacco Day on 31st May, 2019	NSS Unit of the College	7	100
Celebration of the World Environment Day, 2019 Vehicular Pollution Test on the 4th June, 2019	NSS Unit of the College	7	60
Participated in the ' Swachhta Hi Seva' at Marba Hub Police Bazar on the 2nd of October 2018	NCC Unit of the College	0	10
Donated books and gifts to Christian Secondary School, Thad, RiBhoi, on the 27th of July, 2018	Department of English	2	21

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Extension Activities	Best NSS Unit Award	NSS Cell, NEHU, Shillong	0
National Voluntary Blood Donation Day on 1st October, 2018.	2nd Place in the "Message in a Bottle" Competition (Ms. Iaimanda Nonglamin	Meghalaya State Blood Transfusion Council, MACS, Shillong	1
World AIDS Day Celebration on the 30th Nov and 1st December 2018	Third Prize in the Slogan Competition	Meghalaya AIDS control Society	0
Participation in various activities during the year 2018	certificate of appreciation	Indian Red Cross Society, Meghalaya	0
Support to the Menstrual Hygiene Programme for Adolescent girls	certificate of appreciation	Reach Shillong Ministries	0
World Red Cross Day(In Recognition of the contribution to the society over the years)	certificate of appreciation	Indian Red Cross Society, Meghalaya	0
Promotion and Regular Participation in Voluntary Blood Donation during the year 2018 2019	certificate of appreciation	Meghalaya AIDS control Society, Shillong	0

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
Aids Awareness	NSS Unit, Red Ribbon Club, Rangers, YRC, MCU, NEIGRIHMS	Voluntary blood donation camp	7	30
Swachh Bharat	NSS Unit of the College	Waste Management Project in the college	7	400
Swachhta Hi Seva	NCC Unit of the College	Participated in the 'Swachhta Hi Seva' at Marba Hub Police Bazar on the 2nd of October 2018	0	10

Aids Awareness	Meghalaya AIDS control Society, Shillong at the So So Tham Auditorium	Participated in the World AIDS Day Celebration on the 30th and 1st Dec 2018 at So So Tham Auditorium	3	20
Extension Activities	NSS Unit of the College	Organised the 3rd Special Camp in the adopted Village at Laitsohpliah from 26th January to 1st February, 2019.	7	80
Gender Issues	Women Cell in collaboration with Medical Care Unit	Programme on Menstrual Health and Hygiene on 4th April 2019 "Women March 4 Change" to commemorate International Women's Day	10	151

3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
Student Exchange Programme	16 Students and 1 Teacher of the Khasi Traditional Music Career Oriented Course	Governing Body, Lady Keane College	01

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Project Work	Project Work	Department of Geology, Mizoram University	02/04/2018	31/07/2018	01
PhD Programme	Effect of garlic and ginger extracts on cadmium induced toxicity in	1. Department of Biotechno logy, Gauhati University, Guwahati 14	06/06/2018	06/06/2019	01

		freshwater fish (Cyprinus carpio L. 1758)	2. Sophisticated Analytical Instrument Facility, NorthEastern Hill University, Shillong 22			
Internship	Internship with the reputed designer in Shillong	Mr Alan Wankhar, Fashion Designer https://www.facebook.com/alanwankhardesigns/	01/03/2019	30/03/2019	11
Study Tour	Study tour to the Indian Institute of Technology, Guwahati	IIT, Guwahati	07/09/2018	07/09/2018	65
Winter School	Winter School on Mathematics for College students of the NorthEastern region organised by the Indian Statistical Institute,North East Centre, Tezpur, Assam at the Indian Statistical Institute (ISI), Tezpur University Campus.	Indian Statistical Institute,North East Centre, Tezpur, Assam at the Indian Statistical Institute (ISI), Tezpur University Campus.	15/01/2019	19/01/2019	05
Study Tour	Study trip to Resource and Training Centre, Umran, Umsning	RRTC, Umran	09/03/2019	09/03/2019	57
Field Trip	Field trip to Sericulture Farm Ever	Sericulture Farm Ever Living Museum	30/03/2019	30/03/2019	30

Sharing of research facilities	"A Training Programme on: "Basic Biological Experimentation"for students of R.B. Anup Chand Hindi Secondary School, Shillong	R.B. Anup Chand Hindi Secondary School, Shillong	04/09/2018	04/09/2018	23
Sharing of research facilities	Training Programmme on "Good cultivation Practices and PostHarvest Processing of Some Important Horticultural Crops of Meghalaya	Biotech Park, Lucknow Directorate of Horticulture, Government of Meghalaya Advanced Level Institutional Biotech Hub, Lady Keane College and sponsored by the Institute of Bioresources Sustainable Development (IBSD), Imphal, Department of Biotechno	15/11/2018	14/12/2018	27
Sharing of research facilities	An Outreach Programme on:"Basic Biological Technique" for the students of Pearly Dew Higher Secondary School	Pearly dew Higher Secondary School	07/03/2019	07/03/2019	46

 3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
North Eastern	08/08/2018	Integrated Career	111

Career Academy		Training Program	
Indian Institute of Technology, Bombay	31/08/2018	Spoken Tutorial Program	14
Thomas Jones Synod College, Jowai	05/09/2018	(i)Cultural exchange programme for students (ii)Learning experience exchange programme for students (iii)Exchange of Faculty members from Department to Department	17
Wazir Advisors Private Limited, a management consulting firm from Gurgaon, Haryana	01/03/2019	Training in Assistant Fashion Designing to students who had finished their graduation and to the students who have completed the certificate course in Fashion Designing from the College. The college will provide space for them to conduct training cum	40
School of Under Graduate Studies,Ambedkar University Delhi	30/04/2019	(i) Exchange programme for students (ii)Exchange of Faculty members	4
Lyngkien village ,Mawphlang	10/05/2019	The aim of the Village Adoption by the college is to go beyond the walls of the college campus and extend services to the society for the upliftment of the society.	4
Cooperation Framework Agreement Grigore Antipa National Museum of National History, Bucharest , Romania	21/06/2019	To collaborate in the research field, education and training, and the dissemination of scientific knowledge based on the following criteria: (i)Developing and participating in	2

training programs,
teaching and joint
research programs.
(ii)Exchanging of

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
26649550	27942165.63

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Classrooms with Wi-Fi/ LAN	Existing
Seminar halls with ICT facilities	Existing
Number of important equipments purchased (>1-0 lakh) during the current year	Newly Added
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Campus Area	Existing
Class rooms	Newly Added
Laboratories	Newly Added

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
Library Management System (LMS ELIB)	Partially	1.0.0	2008

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	618	226158	567	212499	1185	438657
Reference Books	6	13789	5	6436	11	20225
e-Books	3135809	0	63	0	3135872	0
e-Journals	312	69370	289	48845	601	118215
CD & Video	12	0	12	0	24	0
Library Automation	1	0	0	0	1	0

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platformon which module is developed	Date of launching e-content
Nil	Nil	NA	29/06/2019

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MGBPS)	Others
Existing	139	2	2	8		27	84	12	
Added	2		1			2		2	
Total	141	2	3	8	0	29	84	14	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

<div align="center">0 MBPS/ GBPS</div>

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Nil	NA

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
250000	200430	2750000	2590320

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

The College has an established systems and procedures for maintaining different infrastructural facilities like Laboratory, Library, Sports Complex, Classrooms etc. The College has an Infrastructure Committee, Technical Support, and Nontechnical support staff which see to the overall maintenance and utilization of the infrastructural needs of the institution. The College has an Estate Officer for the overall up keep and maintenance of the campus. Repair and maintenance work is done in and around the Campus whenever the need arises. Such matters whenever reported is attended by the Estate officer to assess the nature of work involved and required to be carried out. Matters related to such works is handled and taken care by the Estate Officer in consultation with the Infrastructure Committee. In case of minor repair work, the Committee through the Estate officer get the necessary work done. In case the nature of the work is major or demands/involves up gradation of the existing infrastructural facilities the matter goes to the Governing Body of the college through the Building Committee. There are support staffs viz. Laboratory Assistants , Laboratory technician, licensed electrician, Cleaning Staffs, Gardener, Security guards etc, who are responsible for the daily maintenance and upkeep of the campus infrastructures. The duty of the cleaning staffs and gardener is to maintain Cleanliness, beauty, and greenery of the campus. To ensure safety

and security in the campus CCTV cameras are installed at strategic locations. The College has also out sourced security guards to keep vigil of the entire campus 24x7. The Head of the Departments and faculty of the Departments are responsible to attend to the requirements of the Departments including laboratory. The Laboratory Assistants is entrusted with the duty of maintenance of the equipment. They are also trained to make small repairs whenever the need arises. In case of major repair work, the college sends for technical experts or sends the equipment to the authorised service centre. In order to provide a good and functional Library the Institution has a Library Committee. The committee convenes meetings regularly to address to the needs of the library. The Library also provides a suggestion cum complaint box in order to get the feedback of the users to function more effectively and to be user friendly. Binding of old and worn out books are done Periodically. Weeding of books is done once in four or five years in consultation with the respective departments. The computer systems of the College are managed and maintained inhouse by the department of Computer Science. The college is fully equipped to address the maintenance of sensitive equipment through the use of UPS. The College has installed a transformer to meet with the increasing power consumption of the Institution. To ensure constant supply of water provision is made for the supply of clean and pure drinking water from ground sources. There is an established linkage between the College and National Academic Body IAPT in which the College is made a permanent centre for the National Level Examinations Viz. NGPE

https://www.ladykeanecollege.edu.in/files/userfiles/file/Procedures%20and%20policies%20for%20maintaining%20and%20utilizing%20physical.pdf

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Financial Support for BPL Student and Exemption of Tuition Fees	2	6800
Financial Support from Other Sources			
a) National	Post Matric Scholarship	300	1472090
b)International	00	0	0

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Guidance for competitive examination	13/08/2018	109	North Eastern Career Academy
Career Counselling	26/02/2019	90	Career and Counselling Cell, Lady Keane College
Career Counselling	20/03/2019	93	History Department with Hundred Fold Academy

Soft skill development	12/03/2019	94	Avenues
Remedial coaching	02/07/2018	1472	Concerned Departments
Yoga and Meditation	04/09/2018	31	Yoga and Physical Fitness Committee, Lady Keane College
Personal Counselling	02/07/2018	28	Career and Counselling Cell, Lady Keane College

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
2018	Guidance for competitive examinations	109	183	0	0

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
9	9	90

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
TATA Consultancy Services and UNIQLO	98	10	Wazir Advisors	10	10

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2018	7	B.Sc.	Botany	North Eastern Hill University, Shillong	M.Sc. Botany
2018	1	B.Sc.	Botany	Down Town University, Guwahati	M.Sc Biotech nology

2018	2	B.Sc.	Botany	Down Town University, Guwahati	M.Sc. Botany
2018	2	B.Sc.	Botany	North Eastern Hill University, Tura	M.Sc. Rural Development and Agricultural Production
2018	1	B.sc.	Botany	HNB,Garhwal University, Dehradun	M.Sc. Botany
2018	1	B.Sc.	Botany	University of Science and Technology Meghalaya	M.Sc. Botany
2018	1	B.Sc.	Botany	Nagaland University	M.Sc. Botany
2018	6	B.Sc.	Chemistry	North Eastern Hill University, Shillong	M.Sc. Chemistry
2018	2	B.Sc.	Chemistry	North Eastern Hill University, Shillong	M.A. Library Science
2018	1	B.Sc.	Chemistry	Gauhati University, Assam	M.Sc. Chemistry
2018	1	B.Sc.	Chemistry	Rajiv Gandhi University, Arunachal Pradesh	M.Sc. Chemistry
2018	2	B.Sc.	Chemistry	Assam Don Bosco University, Assam	M.Sc. Chemistry
2018	2	B.Sc.	Chemistry	Mizoram University, Aizawl	B.Ed.
2018	1	B.Sc	Chemistry	Rajiv Gandhi University, Arunachal Pradesh	B.Ed.
2018	3	B.Sc.	Chemistry	Soft Tech Training Centre, Shillong	Computer Application
2018	1	B.Sc.	Computer Science	Martin Luther Christian University,	MCA

				Shillong	
2018	2	B.Sc.	Mathematics	North Eastern Hill University, Shillong	M.Sc. Mathematics
2018	1	B.Sc.	Mathematics	Mizoram University, Aizawl	M.Sc. Mathematics
2018	3	B.Sc.	Physics	North Eastern Hill University, Shillong	M.Sc. Physics
2018	2	B.Sc.	Zoology	North Eastern Hill University, Shillong	M.Sc. Zoology
2018	7	B.Sc.	Bio-Chemistry	North Eastern Hill University, Shillong	M.Sc. Bio-Chemistry
2018	1	B.Sc.	Bio-Chemistry	North Eastern Hill University, Tura	M.Sc. Rural Development and Agricultural Production
2018	3	B.A.	Economics	North Eastern Hill University, Shillong	M.A. Economics
2018	2	B.A.	Economics	Martin Luther Christian University, Shillong	M.A. Economics
2018	2	B.A.	Economics	University of Science and Technology, Meghalaya	M.A. Economics
2018	2	B.A.	Education	North Eastern Hill University, Shillong	M.A. Education
2018	1	B.A.	Education	University of Science and Technology, Meghalaya	M.A. Education
2018	1	B.A.	Education	Martin Luther Christian University, Shillong	M.A. Social Work

2018	5	B.A.	English	North Eastern Hill University, Shillong	M.A. English
2018	1	B.A.	English	Sharda University	M.A. English
2018	2	B.A.	English	Gauhati University	M.A. English
2018	1	B. A.	English	Kalyani University	M.A. English
2018	1	B.A.	English	Martin Luther Christian University, Shillong	M.A. English
2018	1	B.A	English	Shillong Law College	LLB
2018	1	B.A	English	Banaras Hindu University	M.A. English
2018	1	B.A.	English	Chandigarh University	M.A. English
2018	3	B.A.	English	Vels University, Chennai	M.A. English
2018	1	B.A.	History	North Eastern Hill University, Shillong	M.A. History
2018	2	B.A.	History	North Eastern Hill University, Tura	M.A. History
2018	2	B.A.	History	Punjab University, Chandigarh	M.A. History
2018	1	B.A.	History	National Education Foundation, Assam	LLB
2018	3	B.A.	Khasi	North Eastern Hill University, Shillong	M.A. Khasi
2018	8	B.A.	Philosophy	North Eastern Hill University, Shillong	M.A. Philosophy
2018	6	B.A.	Political Science	North Eastern Hill University,	M.A. Political Science

2018	1	B.A.	Sociology	Jawaharlal Nehru University, New Delhi	M.A. Sociology
2018	2	B.A.	Sociology	North Eastern Hill University, Shillong	M.A. Sociology
2018	1	B.A.	Sociology	Tata Institute of Social Science, Guwahati	MSW (Community Organisation and Developmental Practices)
2018	1	B.A.	Sociology	University of Pune	M.A. Sociology
2018	1	B.A.	Sociology	Mizoram University	M.A. Social Work

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying	Reg no/ Rollno for the examination
NET	0	0
SET	0	0
SLET	0	0
GATE	0	0
GMAT	0	0
CAT	0	0
GRE	0	0
TOFEL	0	0
Civil Services	0	0

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Basketball	Institutional	108
Football	Institutional level	100
College week	Institutional level	1576
Poster Competition organised by Department of Chemistry	Departmental level	20
Poster Competition organised by Department of Zoology	Intercollege	14

5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2018	NA	National	0	0	0	NA
2018	NA	International	0	0	0	NA

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The Students' Cell of the College conducted the Student Council election on the 18th July 2018, whereby 3rd and 5th semester students participated in electing the members of the Student Council and other centres and cells of the college for the year 2018. A total of 25 students were elected to the various posts to help coordinate the smooth functioning of the college. The election process was carried out by secret ballot, under the supervision of the returning officer Shri. K.Tongper, Assistant Professor, Department of Political Science. The investiture ceremony for the Student Council members was held on the 25.07.2018 where, each Council Member was pinned the badge of office. The first general meeting of the Students' Council with all students of the college was held on the 14th August 2018 in the college auditorium whereupon the Student Council members formally addressed the student body. The agenda of the meeting was: a) Students' grievances redressed b) Introduction of Value Education class c) Selecting students for an Industrial visit to Pune, Maharashtra Over and above this, each Student Council bearer individually addressed the students about the duties and responsibilities that are expected from the students pertaining to: i) Discipline and cleanliness within the college campus ii) Optimal usage of the Library facilities iii) Canteen facilities iv) Visiting the college website for updates v) Mandatory visit of at least once a year by students to the college counsellor vi) Mechanism to register complaints vii) Students' participation in various activities such as quiz, debate, sports, cultural events, etc. On the 22nd November 2018 the Students' Council organized a mini carnival within the college premises which was open to all college students of the city. This endeavour was aimed at fund raising for an adopted school and also to encourage students' initiative in organising various activities so as to build a sense of responsibility, team work and management skills. The mini carnival offered a variety of entertainment which included: 1. Games 2. A variety of food with special attention to the food of North East Region. 3. A Photo Booth with varied props. 4. In order to encourage creativity in entrepreneurial skills, Mehendi painting, photography by students, jewellery made by students were on display for sale. 5. Music, which on one hand added to the festivity, was also a means of generating funds. 6. Karaoke singing and song requests by participants generated a sizable amount of money.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

The Lady Keane College Alumni Association has been registered under the Meghalaya Societies Registration Act XII of 1983. The aims and objectives of the Association being: 1. To upgrade and improve the facilities of the college. 2. To promote the welfare of the college students and the College as a whole. 3. To support the endeavors of the College in achieving its goal. 4. To encourage the alumni members, faculty and students to foster a lifelong relationship with the College. The Association holds its Executive Committee meeting whenever needs arise and the Annual General meeting once a year. Since its inception, the Association contributes significantly to the development of the Institution through financial and nonfinancial means. The Association

contributes Rs. 18000/ annually to the college as remuneration for the faculty of Khasi Traditional Music Certificate Course. This course has served the college in more ways than one. Apart from boosting the morale of the students the enrolled students often play the role of cultural ambassadors who have stood firm against the wave of globalization which has swept away the cultural roots of many indigenous groups of people worldwide. Under the umbrella of the Association are the four Annual Academic Awards namely, Best Graduate in Science, Best Graduate in Arts, Ira Choudhary Award for the student securing highest marks in Physics Honours and the Mandhira Choudhary Award for the student securing the highest marks in Mathematics Honours. The first two awards carry a certificate and cash prize of Rs. 2500/ each while the other two carry a cash award of Rs. 500/ each for the deserving students. In addition to financial support, the Association organises seminars, workshops and motivational talk for the benefit of the students. The Association also organises fund raising programmes for its different activities in the college campus.

5.4.2 – No. of enrolled Alumni:

205

5.4.3 – Alumni contribution during the year (in Rupees) :

24000

5.4.4 – Meetings/activities organized by Alumni Association :

1. Executive Body Meetings: The Lady Keane College Alumni Association was able to hold four executive body meetings on the 6th July 2018, 13th July 2018, 28th September 2018 and 12th March 2019. 2. Annual General Meeting: The Annual General Meeting of the Lady Keane College Alumni Association was held on the 4th August 2018 in the seminar hall of the college. The meeting started with a Welcome Address from Ms. Rigaphy Syntem. The Annual Report was presented before the members by Ms. I. Kharkongor on behalf of the Secretary Smt. Dhira Bhowmick who could not be present for the meeting. The Treasurer Smt. Sipra Choudhary presented the audited Treasurer's Report. 3. Nomination of new General Secretary: An emergent meeting of the Executive Committee of the Lady Keane College Alumni Association was held on the 28th September 2018 at 3:00 p.m in the Ladies Common Room, to discuss on the nomination for the post of General Secretary. In this meeting Ms. Minimon Laloo who is the Publicity Secretary was nominated for the post of General Secretary and in her place Ms. Gita Bhowmick was nominated as Publicity Secretary. 4. Formal Handing Over: Outgoing General Secretary Ms. Dhira Bhowmick formally handed over charge to the new General Secretary Ms. Minimon Laloo on the 26th November 2019 in the presence of other members of the Association. 5. Activities: a. A Two Day Workshop: A twoday workshop on Art and Craft was organized by the Alumni Association in collaboration with Lady Keane College on the 6th 7th September 2018. Through this workshop, the association believed that the students will be provided with an additional skill that will prepare them for their future. The resource persons were from Roilang Livelihood Academy which is a unit of Bethany Society, Laitumkhrah, Shillong. The total number of participants was 50. b. Presentation of Academic Awards The academic awards for 2018 were presented by the Association on the 1st December 2018 in a function organized by the college. The awards are Best Graduate in Science, Best Graduate in Arts, Ira Choudhary Award for the student securing highest marks in Physics Honours and the Mandira Choudhary Award for the student securing the highest marks in Mathematics Honours. The first two awards carry a certificate and a cash prize of Rs. 2500/ each while the other two carry a cash award of Rs. 500/ each. c. A One Day Workshop: Due to the positive response from the students for the workshop held on 6th 7th September 2018, the Alumni Association organized

another edition of the Art and Craft Workshop on the 22nd March 2019. The number of participants was 25. d. Motivational Talk: The Association organized a Talk "Motivating Young Minds" for the second semester students of Lady Keane College on the 5th April 2019. The Resource Person was Mr. Eboton Kharkongor, Manager and Trainer, Logos Foundation, Shillong. Altogether 341 students attended the programme.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The Head of the Department sees that the classes are taken and ensures completion of the syllabus within the stipulated time. In case of vacancy due to leave, the concerned head of the department requests for the appointment of teachers on adhoc basis. The college organizes talks, seminars and workshops to widen the knowledge base of the faculty and students in emerging fields related to the curriculum and contemporary issues. Students are encouraged to take part in departmental seminars and field trips. The College has partially implemented College Management System. At the highest level of administration is the Governing Body duly approved by the Government of Meghalaya. The Governing Body is composed of representatives from NorthEastern Hill University, Government of Meghalaya, Teachers and Parents. The President of the Governing Body is directly appointed by the Government of Meghalaya while the Principal is the Secretary. The Governing Body is totally responsible for the smooth functioning of both the academic and administrative sections. The Principal monitors the day to day functioning of the college. The Principal and the Vice Principal see to the general discipline, smooth functioning of the administrative section, the financial resource management and all matters pertaining to the development and growth of the college. The IQAC plays an active role in identifying the areas where the students will be most benefitted. After identifying the areas, the matter is then taken up to the Governing Body for necessary approval. The IQAC monitors and evaluate plans and policies of the institution for effective implementation and improvement. Staff Meeting is held at the beginning and before the end of every academic session. Every teacher volunteers to take charge of the various committees during the year. Some of the committees are IQAC, Steering Committee, Examination Cell, Admission Committee, Office coordination Committee, Sanctioning Committee, Purchase Committee, Infrastructure Committee, etc. Meetings of the Principal with the heads of the departments are held to ensure smooth functioning and running of classes, arranging remedial classes and completion of courses. Separate meetings of the Principal are held with the nonteaching staff of the college. The Office Coordination Committee sees to the smooth functioning of the office. To contribute towards the improvement and development of the College, the PTA and the Alumni Association were formed and annual general meetings were held once a year. Students' Council are elected by secret ballot. The election is conducted by the Teachers' in charge of Students' Cell. It has a General Secretary, Assistant General Secretary, Secretaries and Assistant Secretaries in charge for the different activities/ cells/ committees. The Students' Council is responsible for all matters concerning the students' discipline, grievances and general wellbeing. Students are encouraged to take up leadership roles. Its term is only one year. Every class nominates a representative as executive member to the council.

6.1.2 – Does the institution have a Management Information System (MIS)?

Partial

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):	
Strategy Type	Details
Curriculum Development	At the beginning of the academic year, the principal convenes a meeting with the Heads of the Departments to discuss on measures to be taken for effective implementation of the curriculum designed by the University and plans of the various departments. The college also organises training programmes on various aspects for faculty development. The affiliating university provides support by • Encouraging teachers to participate in Orientation Courses etc organized by the Academic Staff College. • Suggesting the reference books for all syllabi. • Allowing membership to the teachers of the affiliated colleges in the university central library.
Teaching and Learning	Departmental meetings are held annually to discuss the distribution of syllabus, teaching plan, schedule for monthly tests, seminars, etc. The principal along with the heads of the different departments and the examination committee decide on the methodology of the evaluation process. Students are encouraged to participate in various activities like assignments, group discussions, debate, quiz, study tours / field trips, departmental seminars etc. The faculty also mentors the students to acquaint them with the options available on completion of the course.
Examination and Evaluation	The institution ensures that students and faculty are aware of the evaluation processes by means of: 1) The College prospectus which enumerates in detail the process of the assessment and evaluation. 2) The academic calendar which is circulated to all departments. The Examination Cell conducts the internal tests and the department concerned conduct tests, seminars, projects and assignments as part of the evaluation process. The departments also monitor the attendance of students. Laboratory record books are checked regularly for evaluation. Remedial/Tutorial classes and mentoring sessions are also held to facilitate students.
Research and Development	There are a number of ongoing and completed minor research projects

		sponsored by the Governing Body of the College. Equipments installed within the BiotechHub are useful for basic research purposes. Laboratories are upgraded from time to time making them better equipped for basic research programmes. The College encourages faculty members to pursue individual research work. The institution regularly conducts and organizes winter and summer schools, workshops, training programmes, seminars, talks etc. emphasizing on the contribution and importance of research towards the community development and encourages the youth students to pursue higher education and contribute to the society through research programmes.
	Library, ICT and Physical Infrastructure / Instrumentation	The library has different sections like reading rooms, reference section, lending section, esection and a question bank. The library adds new books regularly and subscribes newspapers, magazines and journals. The institution is a member of the National Library and Information Services Infrastructure for Scholarly Content (NLIST).The Institution encourages the use of technology by providing necessary infrastructure like computers with internet facilities by which Open Educational Resources can be downloaded and used for the teachinglearning purposes. The innovative approaches like the use of LCD projectors, ICT for academic and administrative leadership and Interactive boards are extensively used in classroom teaching.
	Human Resource Management	Administration is decentralised and managed by various committees comprising of teaching and nonteaching staff. New recruitment is done through the process of advertisement in the newspapers and candidates are selected after a written examination and personal interview. The attendance of the office staff is maintained in both register and biometric punching machine. To ensure the smooth functioning of work, computerisation with internet connection has been provided for the entire office. College posts are created to meet the requirements of the Institute. Recognition is accorded to the faculty by the management for any extraordinary achievement in research activities.

Industry Interaction / Collaboration	• Certificate/Diploma students of Fashion Designing completed one month internship programme under Alan Wankhar a reupted fashion designer in Shillong from 19th March 2018 to 19th April 2019. • Career Recruitment Drive by an International Company UNIQLO was organised by the Placement Cell and Student Cell of Lady Keane College on the 21st of May 2019. • Tata Consultancy Services (TCS) organises a 60 hours training programme for employability related skill development of the students. • Department of Bachelor in Travel and Tourism Management visited National Institute of Water Sports (NIOS), Goa on 3rd February 2019. • Diploma students of Travel and Tourism Management completed intrunship at Hotel M Crown and Golden Arrows, Tours and Travel Agency, May 2019. • Faculty and Student of Computer Science Department visited Internet of Things (IOT), NorthEastern Hill University on 12th March 2019. • International Quality Assurance Cell organised one day seminar on Preservation and Conservation of Historical Cultural Heritage of Sohra" on 26th March, 2019 in collaboration with Meghalaya River Basin Development and INTACH
Admission of Students	The Departments are entrusted for screening the admission forms. Admission is primarily merit based, yet, the institution conducts Personal Interviews. Sports quota Preference is given to outstanding sports person. Admission forms can also be submitted through the college Website. Hostel seats are filled up on first come first serve basis. The strategies for admissions adopted by the institution are strictly in adherence with the government policies keeping in mind the national commitment to diversity and inclusion. Care is taken to see to it that economically weaker sections, other backward community, differentlyabled are represented.

6.2.2 – Implementation of e-governance in areas of operations:

E-governace area	Details
Planning and Development	Nil
Administration	NE line, S. S. Chamber, Near St. Peters School, Dhankheti, Shillong 793003.

	Contact No. 0364 2223741 (Local Area Network) in 2018. Jio Net (Local Area Network) in 2018
Finance and Accounts	Canara Bank, Lady Keane College Extension Branch, Shillong 793001, Contact No. 0364 2501031 (Net Banking for Payment) in 2018, Point Of Sale (POS) Machine for fees payment in 2019
Student Admission and Support	College Website
Examination	Online filling up of examination form OASIS software

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2018	Obadaiah Lamshwa Lamare	Workshop on "Revisiting the Political History of NorthEast India" organised by Sankardev College, Shillong on 22nd November, 2018	Nil	500
2018	Ms. Lizia Sahkhar	4th National Conference on Emerging Trends and Application in Computer Science (NCETACS 2018) organised by St. Anthony's College, Shillong held on 14th 15th September, 2018	Nil	1500
2019	Mr. Londoner Murphy Sohtun	Workshop on First Aid in Tourism Organised by the Martin Luther Christian University, Shillong on the 28th and 29th May 2019	Nil	500

Year					
2019	Dr. Saji Varghese	Seminar on "Mahatma Gandhi's Philosophy and his vision of the world today and tomorrow" organized by St. Anthony's College, Shillong held on 7th 8th March, 2019	Nil		1500
2018	Dr. Ruma Moni Boruah	Seminar organised by MFFV Nagaon, Assam held on 1st 2nd October, 2018	Nil		1500
2018	Dr. Jean S. Dkhar	Seminar on "Purvottar Bharat me Hindi ki Sthiti" organised by Buddha Bhanu Saraswati College, Shillong on 22nd September, 2018	Nil		1000
2018	Ms. Juniorika Lyngdoh	Conference on "Advance Informatics for Computing Research (ICAICR2018) held on 14th – 15th July, 2018 at Hotel Deventure, Shimla, India	Nil		2500

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2018	Nil	Nil	02/07/2018	17/12/2018	0	0

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the	Number of teachers	From Date	To date	Duration

professional development programme	who attended			
Summer School in Basic Science	7	04/07/2018	24/07/2018	21
Refresher Course in Tribal Studies (Interdisciplinary)	1	24/09/2018	14/10/2018	21
Short Term Course in Gender Sensitization	5	08/10/2018	13/10/2018	6
One Month Skill development Training Programme in Biotechnology for student of North East India on the theme "Good cultivation Practices and PostHarvest Processing of some Important Horticultural Crop of Meghalaya".	2	15/11/2018	14/12/2018	30
Orientation Programme	2	21/01/2019	17/02/2019	30
One week workshop on MOOCs, econtent Development and Open Educational Resources	1	11/03/2019	16/03/2019	6
Refresher Course on Folkloristics and Semiotics	2	18/03/2019	07/04/2019	21
Short term course on Research methodology for Social Sciences	1	27/05/2019	01/06/2019	6
Orientation Programme	1	24/06/2019	14/07/2019	21

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
2			12

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Lady Keane College Welfare Fund, Additional Scheme of Financial Benefit, Group Saving Linked Insurance Policy with the LIC of India, Group Health Insurance with ICICI Lombard GIC Ltd., Lady Keane College Employees Cooperative Mutual Benefit Society	Lady Keane College Welfare Fund, Additional Scheme of Financial Benefit, Group Saving Linked Insurance Policy with the LIC of India, Group Health Insurance with ICICI Lombard GIC Ltd., Lady Keane College Employees Cooperative Mutual Benefit Society	BPL Students Welfare Fund, Exemption of Tuition Fees to the Children of the Staff of Employees, 50 exemption of fees for the Meritorious and position holder students

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

The college has an efficient accounts section which monitors all financial transactions. As the college is a deficit college, its main sources of income are through students' contribution in the form of admission, monthly and annual fees and through financial aids from the UGC, DBT, DPR, NEC and from the state government in the form of grantinaid for the salary component of the employees. The tuition fees collected from the students are shared between the college and the state government at the ratio of 40:60. The accounts of the College are internally audited annually by a Chartered Accountant Firm appointed by the College. The external audit is usually done by the Examiner of the Local Accounts, Government of Meghalaya every 4 years. The institution is yet to complete the external audit as it is under process for the financial year 20112012 till 20172018. Whenever the various funding agencies offers applications/proposals for funding under various schemes the Principal of the college is very proactive and meticulously applies for the same. Audited statements along with the Utilization Certificates duly prepared by an authorized auditor are sent to the funding agency.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Governing Body of the College, Mrs. S. Sohkhlet, India Shoes Pvt. Ltd., Kenmore Shoes Pvt. Ltd. , Raffle Draw,	388869	Sponsoring for BPL Students of the College, Construction of multipurpose hall in the adopted School

6.4.3 – Total corpus fund generated

388869.00

6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External	Internal

	Yes/No	Agency	Yes/No	Authority
Academic	No		No	
Administrative	Yes	Administrative Experts	No	

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

* Suggestions from parents in the form of feedback during parent teacher annual general body meeting • Parents' Representatives nominated as members of the College Governing Body • Parents participation in the College Foundation Day

6.5.3 – Development programmes for support staff (at least three)

Nil

6.5.4 – Post Accreditation initiative(s) (mention at least three)

* Introduction of Bachelor in Computer Application. • Implementation of certificate course in YOGA under RUSA Equity initiative. • Soft Skills and Career Readiness under RUSA Equity initiative. • Interdisciplinary use of infrastructure

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	No
c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	National Seminar on Preservation Conservation of Historical and Cultural Heritage of Sohra	26/03/2019	26/03/2019	26/03/2019	118

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
BA	29/03/2019	30/03/2019	187	13

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
20

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	2
Provision for lift	Yes	2
Ramp/Rails	Yes	2
Rest Rooms	Yes	2

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2018	1	1	15/08/2018	1	Organized a Freedom March	Independence Day Celebration	100
2018	1	1	24/08/2018	1	Voluntary Blood Donation Camp	Blood Donation	30
2018	1	1	02/10/2018	1	Participated in the 'Swachhta Hi Seva' at Marba Hub Police Bazar on the	Cleaning Drive	10
2018	1	1	27/07/2018	1	Donated books and gifts to Christian Secondary School, Thad, RiBhoi,	Extension Services	21
2019	1	1	09/02/2019	1	Observation of the 30th National Road Safety Week	Awareness Programme	60
2019	1	1	26/01/2019	7	3rd Special Camp in the	Extension Sevices	80

2019	1	1	31/05/2019	1	Observation of the World No Tobacco Day	Awareness Programme	100
					adopted Village at Laitsohpliah		
2019	1	1	04/06/2019	1	Celebration of the World Environment Day, 2019 Vehicular Pollution Test	Awareness Programme	60
2019	1	1	20/03/2019	1	Extension programme at village school Umroi Madan Upper Primary School by raising financial assistance through sale of raffle tickets for the adopted village school and for the BPL students of Lady Keane College	Extension Services	448

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
College Handbook	09/05/2019	At the commencement of an academic year, each student is issued a College Handbook for the purpose of recording activities and accessing valuable guidelines. The Handbook contains a brief history of the college,

its mission statement and motto viz. "Excellence with Integrity" to inspire and motivate the students, into a disciplined lifestyle in college. The facilities and activities available for the students are highlighted and pages provided for them to record test marks, leave of absence, routine and lessons. Notes on attendance and academic performance are mentioned as well.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Celebration of Independence Day	15/08/2018	15/08/2018	1179
Freedom March	15/08/2018	15/08/2018	107
Celebration of World Human Rights Day	10/12/2018	10/12/2018	115
Celebration of AIDS Day	01/10/2018	01/10/2018	60
Celebration of World Environment Day	05/06/2018	05/06/2018	67
Celebration of International Women's Day	08/02/2019	08/02/2019	200
Celebration of World No Tobacco Day	31/05/2019	31/05/2019	107
Participated on 'Swachhta Hi Seva"	02/10/2018	02/10/2018	10
Observation of 30th National Road Safety Week	09/02/2019	09/02/2019	67

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

Management of biodegradable wastes viz. vermicomposting.
Use of CFL and LED bulbs.
To encourage plastic free campus, canteens and cafeteria are instructed to limit the sale of items in plastic containers/bags.
Printing is done on both sides of the paper, also printed pages are recycled.
LCD monitors is being used instead of CRT.
Solar LED Tube Lights 20Wfor hostel and Solar Street light for lighting campus.

Paper Recycling Unit available within the campus.
Rain Water Harvesting at College Hostel
Additional Solar water heating system is installed in the hostel.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1. Students Progression Towards Social Responsibility 2. Women Empowerment

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

https://www.ladykeanecollege.edu.in/files/userfiles/file/Best%20Practices%20.pdf

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Lady Keane College is one of the oldest institutions for higher education for girls in the NorthEast Region of India. The vision of the founding fathers was to provide a safe and comfortable environment for young girls to be educated and to ultimately mature into responsible adults. A feature that has served to attract students to this institution is the presence of hostel facilities in the college campus. In fact, Lady Keane College, was the only girls college, until a few years ago, with a provision of hostel accommodation for its students. This is a distinctive and unique feature that has succeeded in attracting eager young students from all over the country and abroad. We now have students from our neighbouring countries viz. Bhutan, Bangladesh and Sri Lanka residing in our hostel accomodation. The College hostel can accommodate upto 275 students. The junior students are accommodated in a room with five beds and the seniors in a room with three beds, per room and international students get their own rooms. The hostel girls are placed under the supervision and care of a full – time warden and her assistants. Efforts have been made to provide balanced and wellplanned meals for the residents. It is gratifying to note that till date no complaints or grievances have been received regarding the quality of the meals provided. The menu is also changed regularly to provide variety and appeal to the students. No hostel can function smoothly without the provision of a regular supply of safe drinking water and tap water for meeting daily requirements. The management has implemented various eco friendly measures to meet the demand. The Rain Water Harvesting System is an innovative measure taken by our college. This measure has contributed tremendously towards the alleviation of water shortage that is a prominent problem in the city of Shillong. Another important and striking feature of the girl's hostel is the availability of solar energy systems installations. The altitude of Shillong and its cold climate makes it a necessity for the need of the availability of hot water for the girls and this need has been met through the installation of solar energy heating systems in the hostel. The Solar Photovoltaic Energy system is utilized and a number of CFL bulbs in the hostel are fuelled by solar power. This commendable feature has also solved many problems arising from energy demand and has resulted in the smooth operation of the facility on a daily basis. The alternative source of renewable energy has reduced the monthly consumption of hydroelectricity in the hostel. The hostel residents have access to a wellequipped gymnasium, a covered basketball court a tennis court and a volleyball court. Yoga and karate classes are organised and have many participants from the hostellers. A medical health unit is available in the college campus and the girls can access it during working hours. The unit has a visiting doctor and a full – time nurse along with attendants.

Provide the weblink of the institution
https://www.ladykeanecollege.edu.in/VFZSTIBRPTO=/iqac.ghtml

8.Future Plans of Actions for Next Academic Year

1. To start Post Graduate Courses in the College for students progression. 2. Faculty and students academic exchange program with Ambedkar University Delhi / foreign institutions for sharing of academic teaching and learning. 3. To strengthen the use of ICT in Teaching Learning for innovative methods of teaching. 4. To upgrade the process in mentoring and value education programme for specific guidance to the learners. 5. To upgrade documentation and accessibility of data through MIS (Management Information System) for lastest ICT technology. 6. Implementation of MOOCS (Massive Open Online Courses System) and SWAYAM for better opportunity for online learning. 7. Leadership and Management Skill Building by students through self help activities inorder to help studetns into learning leadership quality. 8. Assistance to help cleaning Lyngkien River a project is planned to implement at the adeopted village Lyngkien, Mawphlang Elaka, Meghalaya. 9. To organise more skilled development workshop for nonteaching staff. This leatning is to specifically guide the staff into various categories of administration, finance, office records etc.