NAAC Re-Accredited: "A" Grade

ANNUAL QUALITY ASSURANCE REPORT (AQAR)

2014-15

Lady Keane College, Shillong.

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. *(Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)*

Part – A

1. Details of the Institution

1.1 Name of the Institution

> LADY KEANE COLLEGE

1.2 Address Line 1

> CANTONMENT AREA

Address Line 2

> -

City/Town

> SHILLONG

State

> MEGHALAYA

Pin Code

> 793001

Institution e-mail address

> ladykeanecollege@gmail.com

Contact Nos.

> 0364 – 2223293
> Fax No. 0364-2504004

Name of the Head of the Institution:

> Dr. (Mrs) C. Massar

Tel. No. with STD Code:

> 0364 - 2223293

Mobile:	09863081639

Name of the IQAC Co-ordinator:	Dr. M. Y. Tham, Associate Professor

Mobile:	09436117483

IQAC e-mail address:	iqacladykeanecollege@gmail.com

1.3 **NAAC Track ID** (For ex. MHCOGN 18879)__MLCOGN-13750

1.4 **Website address:** www.ladykeanecollege.edu.in

Web-link of the AQAR: http://www.ladykeanecollege.edu.in/AQAR2014-15.doc

1.5 **Accreditation Details**

Sl.No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B	2.74	2009	5 years
2	2nd Cycle	A	3.09	2014	5 years
3	3rd Cycle	-	-	-	-
4	4th Cycle	-	-	-	-

1.6 **Date of Establishment of IQAC**:   DD/MM/YYYY   15/05/2008

1.7 **AQAR for the year** (*for example 2010-11)*   2014-15

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((*for example AQAR 2010-11submitted to NAAC on 12-10-2011)

   i. AQAR_____**17/06/2010**_____ (DD/MM/YYYY)
   ii. AQAR_____**13/06/2011**__ _____ (DD/MM/YYYY)
  iii. AQAR_____**29/09/2012**_____ _____(DD/MM/YYYY)
   iv. AQAR_____**03/05/2013**___ _____(DD/MM/YYYY)
   v. AQAR_____**23/05/2014**___ _____(DD/MM/YYYY)

1.9 **Institutional Status**

University   [-] State [-] Central [-] Deemed [-] Private   [✓]

Affiliated College   Yes [✓] No [   ]

Constituent College   Yes [   ] No [✓]

Autonomous college of UGC   Yes [   ] No [   ]

Regulatory Agency approved Institution   Yes [   ]   [   ] No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution   Co-education [   ]   Men [   ]   Women [✓]

     Urban [✓]   Rural [   ]   Tribal [✓]

Financial Status   Grant-in-aid [✓]   UGC 2(f) [✓] UGC 12B [✓]

     Grant-in-aid +Self Financing [✓]   Totally Self-financing [   ]

1.10 **Type of Faculty/Programme**

Arts [✓]   Science [✓] Commerce [   ]   Law [-] PEI(Phys Edu) [-]

TEI (Edu) [-] Engineering [-] Health Science [-] Management [-]

Others (Specify)

- ➢ Certificate and Diploma Course on Fashion Designing
- ➢ Certificate and Diploma Course on Tourism and Travel Management
- ➢ Certificate Course on Mushroom Cultivation
- ➢ Certificate and Diploma Course on Khasi Traditional Music
- ➢ Certificate Course on Microsoft Office
- ➢ Certificate Course on English for Tourism
- ➢ Certificate Course on Citizen Journalism
- ➢ Certificate Course on Tonic Sol-fa
- ➢ Certificate course on Floriculture

1.11 **Name of the Affiliating University** *(for the Colleges)*

North Eastern Hill University
(N.E.H.U)

1.12 **Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc**

Autonomy by State/Central Govt. / University | - |

University with Potential for Excellence | - | UGC-CPE | - |

DST Star Scheme | - | UGC-CE | - |

UGC-Special Assistance Programme | - | | - |

UGC-Innovative PG programmes | - | Any other (*Specify*) | - |

UGC-COP Programmes | - |

2. IQAC Composition and Activities

2.1 No. of Teachers

8

2.2 No. of Administrative/Technical staff

3

2.3 No. of students

2

2.4 No. of Management representatives

3

2.5 No. of Alumni

1

2. 6 No. of any other stakeholder and

community representatives

3

2.7 No. of Employers/ Industrialists

NIL

2.8 No. of other External Experts

NIL

2.9 Total No. of members

20

2.10 No. of IQAC meetings held

4

2.11 No. of meetings with various stakeholders: | 09 | No.   Faculty | 03 |

Non-Teaching Staff Students | 02 | Alumni | 02 | Others | 02 |

2.12 Has IQAC received any funding from UGC during the year? Yes [ ] No [✓]

If yes, mention the amount | - |

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. | 3 | International | | National | 1 | State | | Institution Level | 2 |

(ii) Themes

- National Seminar on 'NAAC accreditation for quality education for colleges in the Northeast'
- Workshop on Entrepreneurship through Craft
- Workshop on CMS and Payroll system for Non- Teaching.

2.14 Significant Activities and contributions made by IQAC

Activities of IQAC

With intent to go for reaccreditation process, the members of the IQAC were actively involved in the compilation of the Self Study Report for NAAC- cycle 2 as well as coordinating NAAC peer team visit. Organized orientation sessions so as to prepare the Departments for NAAC peer team visits. A part form reaccreditation preparation regular activities of IQAC for the session 2014-15 are as follows:-

- Procurement of Departmental and various committees report which forms the basis for AQAR submission to NAAC.
- Organized orientation programme for students.
- Organized meeting with various stakeholders.
- Dispersed UGC sponsored BPL stipend.
- Organized workshop on Entrepreneurship skill for students.
- Organized training programme for non-teaching staff.
- Organized Book fair
- Made necessary arrangement for Remedial classes
- Made necessary arrangement for coaching classes for entry into services
- Obtained feedback from various stakeholder and analyzed
- Distribution and collection of Self Appraisal forms

Following were the contribution made by the IQAC
- Implementation of CMS and Payroll system
- Setting up of Vermi composting Unit
- Setting up of Waste Paper Recycling Project
- Installation of Solar lights in the campus.
- Distribution of Aqua guards to various Departments.
- Initiated to start consultancy services for NAAC accreditation for colleges
- Environmental Audit
- Recommendation made to improve the infrastructural facilities within the campus
- Organized training on use of Interactive Boards.

2.15 **Plan of Action by IQAC/Outcome**

The plan of action chalked out by the IQAC in the beginning of the year towards quality

Enhancement and the outcome achieved by the end of the year *

Plan of Action	Outcome Achieved
To introduce more subjects/courses at the Under Graduate (U.G) level.	Department of Tourism and Travel Management is initiated and under process.

To start Under Graduate (U.G) Professional Courses.	Bachelor in Computer Application at Under Graduate level is initiated and is under process.
To complete more storeys on the new building for Professional Courses.	Plans and estimates for construction is completed which has sent to UGC for approval and sanctioning.
To introduce Post Graduate Courses.	To start Post Graduate Course is under process.
To initiate a Staff Training Centre (STC) for Teachers' Training programme	A committee is set up to look into the possibility to start the centre.
Staff Training programme	A two day workshop on CMS and Payroll system for Non- Teaching Staff was organised.
To set up a Research Innovation Cell	Research monitoring committee is entrusted to set up the Research Innovation Cell.
To mobilize funds for students' Research projects.	Request has been sent to various research organisation e.g. Indian Institute of Geo Magnetism, ICAR. etc, for sponsorship.
To seek funds for students' stipends and financial support.	UGC sponsored BPL stipends were disbursed to the students.
To construct more staff quarters and parking space.	Staff Quarters: Plans and estimates for construction is completed and funds are sought from UGC. Parking space: Additional areas for parking were identified and allotted for staff parking.
To procure a college bus.	Matter is put forward to Governing Body for its approval.
Create infrastructural and technical provisions to accommodate the differently-able staff and students.	There is a provision to accommodate the differently-abled staff and students in the plans for construction of new building.

 * *Attach the Academic Calendar of the year as Annexure I.*

2.15 Whether the AQAR was placed in statutory body [✓] Yes [ ] No

Management [✓] Syndicate [-] Any other body [-]

Provide the details of the action taken

The following are the recommendations made by the IQAC:
- To felicitate staff who have served the college for more than twenty five years.
- To felicitate staff for publishing papers in the Keanean Journal of Science and Arts and other referred publications.
- To procure bus for college activities.

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added
PhD	-	-	-	-
PG	-	-	-	-
UG	2	-	-	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	3	-	-	-
Certificate	9	1	5	-
Others	-	-	-	-
Total	14	1	5	

Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

Bachelor of Science (B.Sc)
Honours Course

	Compulsory Subjects	**Honours Subjects**	**Elective Subjects**
A	English, Environmental Studies	Physics	Chemistry, Mathematics
B	English, Environmental Studies	Chemistry	Physics, Mathematics
C	English, Environmental Studies	Mathematics	Physics, Chemistry
D	English, Environmental Studies	Computer Science	Physics, Mathematics,
E	English, Environmental Studies	Biochemistry	Chemistry, Zoology
F	English, Environmental Studies	Zoology	Chemistry, Botany
G	English, Environmental Studies	Botany	Chemistry, Zoology

General Course

	Compulsory Subjects	**Elective Subjects**
A	English, Environmental Studies	Physics and **any two** of Computer Science/ Chemistry/ Mathematics
B	English, Environmental Studies	Chemistry, Botany, Zoology

Bachelor of Arts (B.A)

Honours Course

Compulsory Subjects	**Honours Subject**	**Elective Subjects**
1. English 2. Environmental Studies 3. Modern Indian Language *Any one of the following:* *Alternative English/Hindi/* *Khasi/Garo/Assamese/*	1. English 2. Economics 3. Education 4. History 5. Philosophy 6. Political Science 7. Sociology 8. Bengali 9. Khasi	Any two - Political Science, History, Economics, Education, Sociology, Philosophy, Elective English/Khasi/Bengali **Note**: *1. Sociology and Philosophy cannot be taken together* *2. Economics and Elective*

Bengali/Nepali		*Language cannot be taken together.* 3. *English Honours students should take one extra subject in lieu of General English and Alternative English*

General Course

Compulsory Subjects	Elective Subjects
1. English 2. Environmental Education 3. Modern Indian Language *Any one of the following:* *Alternative English/Hindi/* *Khasi/Garo/Assamese/* *Bengali/Nepali*	Any two - Political Science, History, Economics, Education, Sociology, Philosophy, Elective English/Khasi/Bengali **Note**: • *Sociology and Philosophy cannot be taken together* • *Economics and Elective Khasi cannot be taken together.*

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	-
Trimester	-
Annual	- 2

1.3 Feedback from stakeholders*Alumni ✓ Parents ✓ Employers ✓ Students ✓
   (On all aspects)

Mode of feedback: Online ⁻ Manual ✓ Co-operating schools (for PEI) ⁻

*Attached an analysis of the feedback in the Annexure II

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

NIL

1.5 Any new Department/Centre introduced during the year. If yes, give details.

• Initiated to start Department of Tourism and Travel Management. • Initiated to start BCA (Bachelor in Computer Applications) • Initiated to start Consultancy Service Centre for NAAC Accreditation for colleges.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
74	48	20	Nil	06

2.2 No. of permanent faculty with Ph.D. | 18 |

2.3 No. of Faculty Positions Recruited (R) and Vacant(V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
4	3	NA	NA	NA	NA	1	NA	5	3

2.4 No. of Guest and Visiting faculty and Temporary faculty | 9 | | 0 | | 19 |

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	2	66	81
Presented	2	4	14
Resource Persons	NIL	1	23

2.6 Innovative processes adopted by the institution in Teaching and Learning:

- Using Interactive Boards for Teaching
- Using Multimedia Technology
- Screening documentaries and movies on selected topics
- Departments were advised to have introductory classes for first year students.

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

182

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

Being an affiliated college, examinations/evaluation are conducted by University as per the ordinance of the university. However internal examination questions comprises of 40% objectives and 60% descriptive.

2.9 No. of faculty members involved in curriculum
Restructuring /revision/syllabus development
as member of Board of Study/Faculty/Curriculum Development workshop

12	0	0

2.10 Average percentage of attendance of students

80%

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
UG(Arts)(H)	130	NIL	7.69	50	39.23	96.92
UG(Arts)(P)	94	NIL	NIL	5.3	81.9	87.2
UG(Sc)(H)	63	NIL	46.03	50.79	NIL	96.82
UG(Sc)(P)	02	NIL	Nil	50	50	100

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

Departments are advised to prepare academic calendar as well as necessary action plan for the academic session such as: teaching plan, methodology, teaching material, assessment plan, action plan for remedial classes etc.

The IQAC monitors the progress of the teaching-learning process by collecting feedback from students and teachers. These feedbacks are analyzed and remedial measures are suggested for improvement. It also looks into updating of teaching aids and teaching techniques.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	*Number of faculty benefitted*
Refresher courses	NIL
UGC – Faculty Improvement Programme	2
HRD programs	7
Orientation programs	1
Faculty exchange programme	NIL
Staff training conducted by the university	NIL
Staff training conducted by other institutions	NIL
Summer / Winter schools, Workshops, etc.	5
Others	46

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	22	04	18	19
Technical Staff	-	-	-	01

Criterion – III

3. Research, Consultancy and Extension

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

The IQAC has constituted two committees for research:

1. Research Monitoring Committee

2. Research Expert committee to encourage research within the college.

The College with the recommendation of the IQAC had published the first issue of Keanean Journal of Science (ISSN 2321-6077) which caters to the need for publishing of research works and findings in Science Departments. Keanean Journal of Arts (ISSN 2348-1110) for Arts Department is in the process of publication.

   Also, with the recommendation of the IQAC, the Governing Body of the college provides fund for minor research projects.

3.2   Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	5	11	16	3
Outlay in Rs. Lakhs	2.565/- (2 UGC & 3 College Sponsored)	11.956/- Lakhs (2.28/- Lakhs {6 College sponsored} + 0.526/- Lakhs { 1 Biotech Hub} + 9.15/- Lakhs { 4 UGC Sponsored)	15.995/- Lakhs	2.055/- Lakhs (2 UGC and 1 College Sponsored)

3.4   Details on research publications

	International	National	Others
Peer Review Journals	07	10	02
Non-Peer Review Journals	-	-	-
e-Journals	-	-	-
Conference proceedings	03	08	-

3.5 Details on Impact factor of publications:

Range | 1-2 | Average | - | h-index | - | Nos. in SCOPUS | - |

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	-	-	-	-
Minor Projects	1 Year 6 Months to 2 Years	UGC Sponsored	12.95/- Lakhs	1.8 Lakhs
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	1-2 Years	College Sponsored	3.045/- Lakhs	3.045/- Lakhs
Students research projects *(other than compulsory by the University)*	1-2 Years	College Sponsored	0.54675/- Lakhs	0.54675/- Lakhs
Any other(Specify)	-	DBT Biotech Hub Sponsored	0.526/- Lakhs	0.526 Lakhs/-
Total	-	-	17.06775/- Lakhs	5.91775/- Lakhs

3.7 No. of books published   i) With ISBN No. 05   Chapters in Edited Books 3

ii) Without ISBN No. 1

3.8 No. of University Departments receiving funds from

UGC-SAP -   CAS -   DST-FIST -

DPE -   DBT Scheme/funds -

3.9 For colleges Autonomy -   PE -   DBT Star Scheme -

INSPIRE -   CE -   DBT Biotech Hub 1

3.10 Revenue generated through consultancy   Rs. 2,000/-

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	-	3	1	-	14
Sponsoring agencies	-	College	College	-	College

3.12 No. of faculty served as: 1. Experts 07   2. Chairpersons 07   3. Resource persons 10

Total 24

3.13 No. of collaborations: International 01   National -   Any other -

3.14 No. of linkages created during this year -

3.15 Total budget for research for current year in lakhs:

From Funding agency 12.95 Lakhs   From Management of University/College 5.39175Lakhs

Total 16.54175 Lakhs

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	-
	Granted	-
International	Applied	-
	Granted	-
Commercialised	Applied	-
	Granted	-

3.17 No. of research awards/ recognitions received by faculty and research fellows
of the institute in the year

Total	International	National	State	University	Dist	College
-	-	-	-	-	-	-

3.18 No. of faculty from the Institution
who are Ph.D.Guides | - |

and students registered under them | - |

3.19 No. of Ph.D. awarded by faculty from the Institution | 3 |

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF | 1 | SRF | - | Project Fellows | - | Any other | 03 |

3.21 No. of students Participated in NSS events:

University level | 01 | State level | 07 |

National level | 01 | International level | - |

3.22 No. of students participated in NCC events:

University level | - | State level | 60 |

National level | 21 | International level | |

3.23 No. of Awards won in NSS:

University level | - | State level | 02 |

National level | - | International level | - |

3.24 No. of Awards won in NCC:

University level [-] State level [10]

National level [01] International level [-]

3.25 No. of Extension activities organized

University forum [-] College forum [-]

NCC [-] NSS [03] Any other [-]

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

Department	Name of the Programme
NSS Unit	INTERNATIONAL YOUTH DAY
NSS Unit	WORKSHOP ON ROAD SAFETY AND TRAFFIC RULES
NSS Unit	BLOOD DONATION CAMP
NSS Unit	The NSS Special Camp 2014 was held from the 1st - 7th of December,2014 at Pingwait, the adopted village of the Unit. Forty six student volunteers participated actively in the camp. The Camp was Inaugurated by the Sordar of the village in presence of the members of the village. Various activities were carried out during the camp, which included: (i) Technology training camp: on "Organic Composting" (ii) Educational programme for the children: (iii) Awareness cum training programme on "Fast-food as employment opportunities for women and youth" (iv) Training programme on " Setting up of Rural Market" (v) Asset creation: completion of the construction of the existing water source (vi) Nutrition awareness Programme (v) Cleaning drive (vi) Showing of documentary film (vii) Cultural Programme (viii) Village survey
BIOTECH HUB	**A Two-Day Training Programme for Class – X students of MeECL Secondary School, Sumer on "Immune system-** *A biological defence mechanism against infective agents"* **held at the MeECL Secondary School, Sumer**

Criterion – IV
4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area total area:	36188.42sq.m	66.49 sq.m	-	36254.91 sq.m
Class rooms	39	-	-	39
Laboratories	05	1	-	6
Seminar Halls	02	-	-	02
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	-	41	-	41
Value of the equipment purchased during the year (Rs. in Lakhs)	-	Rs. 33,98,983.00	-	Rs. 33,98,983.00
Others	-	Rs.6,55,029.00	-	Rs.6,55,029.00

4.2 Computerization of administration and library

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.
Wi-Fi communication:
Administrative Section is equipped with Computers and internet facility with Wi-Fi 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.
- **Bar-coding:** Computerized circulation with bar-coding technology is completed. All the books in the library have been bar-coded.
- **NLIST**(National Library& Information Service for scholarly content) - The College is getting access to e-resources through a programme entitled "National Library and Information Services infrastructure for Scholarly Content(N-List)".
- **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.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	33785	-	486	Rs.131737	34271	-
Reference Books	2568	-	07	Rs.10960	3575	-
e-Books	-	-	-	-	-	-
Journals	1967	-	45	Rs. 19850	2012	-
e-Journals	-	-	-	-	-	-
Digital Database	-	-	-	-	-	-
CD & Video	153	-	16	-	169	-
Others (specify)	-	-	-	-	-	-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	112	25	Two Access point	6	22	21	25	13
Added	08	--	One Access point	5	0	03	0	0
Total	120	--	Three Access point	11	22	24	25	5

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

- A Two-Day National Workshop on "Virtual Learning" organised by the Department of English in collaboration with Department of computer science and with the English language Teachers Association of India (ELTAI) in association with the International Association of Teachers of English as Foreign Language (IATEFL).
- Certificate Course on Microsoft Office for students.
- Two day training on CAS and Payroll System organised by IQAC for non-teaching staff.

4.6 Amount spent on maintenance in lakhs:

i) ICT
Rs.92,464.00

ii) Campus Infrastructure and facilities
Rs. 17,85,441.00

iii) Equipments
Rs. 32,265.00

iv) Others
Rs. 76,128.00

Total :
Rs. 19,86,298.00

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

IQAC enhance the awareness about Student Support Services by:

Students' orientation programme is conducted at the beginning of every academic session where newly admitted students are made aware about the various Student Support Services available in the college. The IQAC also renders these information by publishing it on college website and prospectus.

The student members of the IQAC interact with the Student Council members and disseminate information to the students on the various support services; in addition they are liaising between IQAC and their peers, giving ideas and suggestions to enhance the quality of student life and to encourage their participation in various activities.

Any enhancements in the services are being notified on the notice board as well as through circular sent to the various Departments.

5.2 Efforts made by the institution for tracking the progression

IQAC request Departments head to maintain records of the outgoing student. It is made mandatory for students to furnished details of their future plan, placement and progression at the time to taking transfer certificate/certificates/mark sheets of the final examination
.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1537	-	-	-

   (b) No. of students outside the state
172

   (c) No. of international students
1

Men	No	%	Women	No	%
	-	-		1537	100

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
156	2	1252	19	0	1432	184	5	1325	23	1	1537

Demand ratio: 1:17   Dropout %: 6.34

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

The IQAC arranged for Coaching Classes for competitive examinations by inviting Eklavya IAS Academy and Juvenile Management & Service from Guwahati.

No. of students beneficiaries | 11 |

5.5 No. of students qualified in these examinations

NET | - | SET/SLET | - | GATE | - | CAT | - |

IAS/IPS etc | - | State PSC | - | UPSC | - | Others | - |

5.6 Details of student counselling and career guidance

- **Academic Counselling:** The Head of the Department and teachers of the respective Departments provide academic guidance & support on a regular basis. They assist and advise students on various academic challenges they may face and how to cope with these challenges on a regular basis during mentoring sessions. They are also guided and counselled on how they can make right choice concerning their concerns and take advantage of these opportunities.

Personal Counselling:

- There is an established Moral & Career counselling Cell with a trained Counsellor who conducts regular counselling session on one to one basis.
- This Cell also arranges for counselling sessions, motivational talks, by inviting experts and professionals.

Career Guidance:

- The Career and Counselling Cell arranges for career counselling by inviting experts and professionals.
- Teachers also provide counselling in their Departments.

No. of students benefitted | 272 |

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
-	-	-	-

5.8 Details of gender sensitization programmes

Following are the gender sensitization programmes organised:-

On the 3rd December, 2014, the Women's Cell and the Prevention of Sexual Harassment Cell of Lady Keane College, Shillong organised a "Women's Safety Awareness Workshop" in the College Seminar hall.

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level 57   National level 2   International level -

5.9.2 No. of students participated in cultural events

State/ University level 45   National level -   International level -

5.9.3 No. of medals /awards won by students in Sports, Games and other events

Sports: State/ University level 7   National level 1   International level -

Cultural: State/ University level 2   National level -   International level

Other events: State/University level 5   National level -   International level -

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	5	Rs.2,4080.00
Financial support from government	1011	Rs.46,93,033.00
Financial support from other sources (Alumni)	2	Rs.5,000.00
Number of students who received International/ National recognitions	-	-

5.11 Student organised / initiatives

Fairs   : State/ University level [-]   National level [-]   International level [-]

Exhibition: State/ University level [-]   National level [-]   International level [-]

5.12 No. of social initiatives undertaken by the students [6]

5.13 Major grievances of students (if any) redressed:

Sl.no.	Major grievances	Redressed
1	More photocopying machine to be installed in the library	Addition of one more Photocopy machine to be installed in an outlet for Xeroxing and stationery in the campus.
2	Inconsistent power supply	Installation of additional generator in block V.
3	Need for bigger classrooms and a bigger botany laboratory.	Bigger laboratory and classrooms are being incorporated in the new building
4.	Toilets need to be repair	Repairing has been initiated
5.	Condition of one of the canteen is unhygienic	Canteen committee has been asked to look into the matter.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision Statement

*To Make Excellence a Habit
And Integrity a Way of Life
Is the Endeavour of the College.
We also Pursue
To Equip our students with the Necessary Skills
To deal effectively with any situation
Which they may later encounter
In this ever Changing and Complex World
With Wisdom, Courage and Compassion.*

Mission

The college was started with a missionary zeal *to impart collegiate education to women and to do everything necessary for the spread of liberal education among women irrespective of religion, caste, creed or nationality and to carry on, fulfil and attain all that is near and akin to the object and purpose, as aforesaid of running, conducting and maintaining the said institution.*

6.2 Does the Institution has a Management Information System

> The College ensures a systematic information flow for decision making processes which are systematised and channelled through a full-fledged Management Information System. This is achieved by computerisation of academic, administrative and library section for instant access and retrieval of information.
> The administrative section is automated with College Administration Software which maintains all information on student admission, fee payments, etc. The College library is also automated with Library Management Software and the information regarding availability of books, issue details, etc. The finance section is automated with Payroll system which maintains the details of the staff salary. Examination section also maintains all information pertaining to examination on computer.

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

6.3.1 Curriculum Development

> The college is affiliated to North Eastern Hill University therefore there is a limited scope in curriculum development and modification. Feedback on curriculum is taken regularly from students and necessary suggestions is conveyed to the university through the member representatives in the Board of Studies (BoS).
> Curriculums for the Career oriented courses offered by the college are developed internally by the respective Departments.

6.3.2 Teaching and Learning

- More emphasis in given on faculty members to design contemporary, skill based and value added courses.
- Teachers are encouraged to participate on faculty development programme. Training programme is also conducted for the faculty to enhance their teaching skills.
- Departments are requested to prepare academic calendar at the beginning of the academic session.
- Department conducts unit tests, group discussions, home assignments etc. are assigned.
- Exposing students for outdoor learning through educational trips, camps etc.
- Motivating students for research activities.
- Special coaching and remedial.
- Using ICT enabled advanced methods for teaching such as:
  - Interactive Board
  - Over Head Projector
  - Internet

6.3.3 Examination and Evaluation

- Examination Cell has been constituted which is responsible for all exam related matters.
- Continues evaluation through class tests and internal examinations. Along with written examinations, seminars, assignments and project works are given to the students for the evaluation of their academic status.
- 80+20 Credit transfer accumulation facility

6.3.4 Research and Development

- Encouraging faculty to avail FDP and pursue research
- Encourages on interdisciplinary research.
- Award faculty on publication of papers in Keanean Journal of Arts and Science.
- The Management funds minor Departmental research projects
- Research monitoring committee & Research Expert Committee has been constituted to monitor research related works.
- Publication of
  - The Keanean Journal of Science
  - The Keanean Journal of Arts.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Library:

- Library Advisory committees formed.
- Library working hours are extended to suit students requirements such as during summer library timing extend form 8a.m. to 7 p.m. and during winter 10a.m.to 6 p.m.
- Automation of library using Library Management Software. Implementation of Bar coding and OPAC.
- Departmental libraries funded by the management.
- Update titles regularly.
- Reference Section with Journal and reference books

ICT

- Encourage the extensive use of ICT computer-aided teaching/learning materials.
- Wi-fi enable campus.
- Departments are provided with OHP, computers and peripherals.
- Provision of ICT facilities in laboratories and the library
- Providing access to Digital library through Self service Kiosk
- Plug & play facilities in the Seminar Halls.
- Interactive Boards for ICT based teaching

Physical infrastructure / instrumentation

> Physical infrastructure includes Sports Complex, Seminar Halls, Conference Rooms, class rooms with OHP, Science Departments rooms with SMART Boards facilities, staff rooms with LCD screen, well equipped laboratories, UGC Resource Centre, library, students' common room with LCD screen, Medical Care Unit, Gymnasium, Browsing Centre, Library, Bank with ATM facility, Canteen, Coffee Shop, Parking area, Waste Paper Recycling Unit, Vermi Composting Unit.
>
> The College is under central surveillance with the installation of CCTVs at several locations on campus. Fire extinguishers have been installed on several Departments.

6.3.6   Human Resource Management

> - Encourage newly recruited faculty members to attend orientation.
> - Apart from regular duties all the staffs are members of various committees
> - Certificate courses are co-ordinated by the faculty, organise seminars, workshops and talks
> - Welfare schemes and LKC co-operative society are managed by the staff
> - Recreation programmes are also organised for teaching, non-teaching and supportive staff.
> - Workshop/Training programme for non-teaching staff is organised.

6.3.7   Faculty and Staff recruitment

> - Advertisements inviting applications from qualified candidates are published in leading newspapers.
> - Recruitment is done as per UGC and Government guidelines.
> - Selection committee plays a vital role in screening application and conducting interview.
> - Faculty with relevant specialisation and higher knowledge are given preferences.
> - The process of selection includes written tests, interview by the Selection Committee and demonstration lecture.
> - Sanctioning of College posts to meet the requirements to start new Departments.

6.3.8   Industry Interaction / Collaboration

> - Departments are encouraged to venture into industry instruction and collaboration.
> - MOU with Grigore Antipa National Museum of History, Bucharest,

6.3.8   Admission of Students

> - Admission process is merit based and transparent providing greater access and equity to students Entrance Test and personal interviews.
> - Direct admission for position holders or students securing an aggregate of 80%.
> - Special consideration for proficiency in sports and games at the state and national level.
> - The College website and prospectus contain information about the institution and the programmes offered.

6.4   Welfare schemes for

Teaching	• New welfare scheme introduced. • Maternity Leave • Group Medical Insurance
Non teaching	• New welfare scheme introduced. • Maternity Leave • Group Medical Insurance
Students	• Payment of College fees on instalment basis. Student from poorer section can pay in many instalments. • Access to first aid and emergency medical care • Maternity Leave • Condolence fund for death of students • Relief fund for students facing calamities

6.5 Total corpus fund generated: Rs. 1, 32, 13329.00

6.6 Whether annual financial audit has been done   Yes ✓   No -

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	-	No	-
Administrative	No	-	No	-

6.8 Does the University/ Autonomous College declare results within 30 days?

For UG Programmes   Yes | - | No | ✓ |

For PG Programmes   Yes | - | No | - |

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

NA

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

University has accorded autonomy with reference to Career Oriented Courses

6.11 Activities and support from the Alumni Association

Activities:

- Cash prize of Rs.2500 is awarded to Best Graduate annual award in Arts and Science.
- Sponsored high tea during one day interaction with NAAC peer team.

Support:

- Remuneration for the faculty members of Khasi Traditional Music Certificate Course.
- Contributed kitchen utensils, dinnerware and cutlery items to Keanean Guest House.

6.12 Activities and support from the Parent – Teacher Association

- Well placed Parent Teacher Association (PTA)
- Two members of PTA representative at Governing Body
- Parent Teacher meeting is organised regularly.
- Regular Feedback from parents

6.13 Development programmes for support staff

- The Support Staff are being given training in relevant areas.
  .

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

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- Initiatives taken by the institution to make the campus eco-friendly such as Use of CFL Lights for lighting.
- Green Audit conducted by Meghalaya Pollution Control Board.
- To encourage plastic free campus. Canteens and cafeteria are instructed to limit the sell of items in a plastic container.
- Poster competition is organised during World Environment Day to create awareness among the students.
- Tree plantation programme is also organised during World Environment Day.

Carbon Neutrality: Printing is done on both sides of the paper to save papers.LCD monitor is being used instead of CRT monitor.

Use of Renewable Energy: College is on the process to install Solar LED Tube Light 20Wfor hostel and Solar Street light for lighting campus. Solar water heating system for hot water is installed in the hostel.

Some of the other eco initiatives are rain water harvesting system, Vermi composting, Fruit garden and Waste Paper Recycling Project.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

- Release of Keanean Journal of Arts
- Initiated to start LKC NAAC Consultancy Centre for colleges under going for NAAC accreditation.
- Workshop on stress Management for teaching staff organised by the Department of sociology.
- Inter-college students' seminar competition organised by the Department of Biochemistry in collaboration with Institutional Biotech Hub.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the Beginning of the year

Sl. No	Plan of Action	Action Taken Report
1	To conduct coaching class for SSC(UPSC)/P.O. Bank	Conducted as per plan
2	To conduct entrepreneurship through Craft	Conducted as per plan
3	To conduct training programme for non teaching staff	Conducted as per plan
4	To conduct book Fair	Conducted as per plan
5	Inter-departmental research Projects	Departments were encouraged to take inter-departmental research projects.
6	To conduct National Seminar	Conducted as per plan
7	To conduct remedial class	Conducted as per plan

7.3 Give two Best Practices of the institution *(please see the format in the NAAC Self-study Manuals)*

- Green Initiative and sustainability and self reliance towards energy requirements
- Development of micro tourism unit in Rural Meghalaya.

*Attached the details in annexure III

7.4 Contribution to environmental awareness / protection

- Poster campaign competition organised to commemorate the World Environment Day
- Plantation of fruit sapling in the fruit garden
- Environmental Audit
- Installation of waste paper recycling plant in the process
- Solar water heating and solar lights for the hostel
- Tree plantation programme.
- Ban on the use of plastics within campus is being monitored
- Old electronic equipment and apparatus returned to suppliers in a buy back policy
- Management of Biodegradable- Wastes Vermi-composting.

7.5 Whether environmental audit was conducted?   Yes ✓   No ☐

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

- SWOC analysis is being done by the Departments

8. **Plans of institution for next year**

- To start BCA at the undergraduate level as a professional course.
- To construct additional storeys on the new building for introduction of more courses.
- To introduce more subjects/courses at the UG level.
- To organise personality development programme for staff and students.
- To implement internal annual Academic Audit to be done.
- To enhance ICT enable teaching learning.
- To open certificate/diploma courses in foreign languages and spoken languages.
- To start Yoga Classes.
- Formalised earn while you learn mechanism shall be introduce.
- To organised more seminar/workshop on research methodology.
- To structure assessment methods to evaluate student learning outcome.

Name: Ms. M.Y.Tham   *Name: Dr. (Mrs.) C. Massar*

Sd/-   *Sd/-*

Signature of the Coordinator, IQAC   *Signature of the Chairperson, IQAC*

_____***_____

Annexure I

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

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COLLEGE CALENDAR

Lady Keane College Calendar 2014-15

| DATE	EVENTS	MODE OF CELEBRATION
JANUARY		
15.01.2014	Office Re-opens	
21.01.2014	Meghalaya 42nd Statehood Day	
26.01.2014	Republic Day	Holiday
FEBRUARY		
03.02.2014	Class XI Promotion Examination Commences	
07.02.2014	College Reopens Teaching Staff meeting	
18.02.2014	NEHU Degree Examination commences	
MARCH		
03-05.03.14	Admission Class XII	
04.03.2014	MBOSE Examination commences (Theory)	
06-7.03.2014	Class XII, Arts, Sc Orientation Programme	
08.03.2014	Women's Day Celebration	
17.03.2014	Holi Celebration	Holiday
24.03.2014	MBOSE Examination commences (Prac)	
26-28.03.14	Admission for Degree II, III Arts	
27.03.2014	NEHU Degree prac Examination commences	
28.03.2014	Alumni Meet	
APRIL		
14.04.2014	Shad Suk Mynsiem	Holiday
15.04.2014	Assamese New Year's Day	Holiday
18.04.2014	Good Friday	Holiday
22.04.2014	Degree II & III Year Arts Classes Commence	
MAY		
1.05.2014	B.Sc. I Admission	Tentative
07.05.2014	Campus Recruitment-Star U|nion Dai-ichi	
13.05.2014	Release of Keanean Journal of Arts & College Magazine Vision	
14.05.2014	Buddha Purnima	Holiday
15- 16.05.2014	Admission for Deg. II&III Sc	
	Commencement of Coaching Class for Entry into Services	
19.05.2014	Deg.II,III Sc,Theory&Prac Classes Commence	
23.06.2014	Orientation Programme for 2nd year	
26.05.2014	Class XI, B.A I Admission	Tentative

	JUNE	
03.06.2014	Orientation Programme for 3rd year	
	Class XI & DEG ARTS,Sc. classes commences	
05.06.2014	World Environment Day	College Celebrates
06-07.06.2014	Entrepreneurship development through craft	
18-20.06.2014	Health Camp (BMI)	
14.06.2014	Inauguration of Human Right Nodal Centre	
	Parent Teacher Association Meet	
16.06.2014	Commencement of Spoken English Classes	
	JULY	
01.07.2014	AIRCEL,RED FM-Football onground activity in the Campus	
05-06.07.2014	Campus Recruitment 2014	
10 - 12.07.14	NAAC PEER Team Visit	
16.07.2014	Behdienkhlam Dance	Holiday
17.07.2014	U Tirot Sing Day	Holiday
25.07.2014	College Foundation Day	College Celebrates
26.07.2014	Film Festival by Department of English	
29.07.2014	Id-Ul-Fitre	Holiday
	AUGUST	
15.08.2014	Independence Day 8.a.m Flag Hoisting	Holiday
17.08.2014	Krishna Janmashtami	Holiday
23.08.2014	National Seminar-Department of Bengali	
	SEPTEMBER	
03.09.2014	Vice Principal Farewell	
05.09.2014	Teacher's Day	College Celebrates
08.09.2014	Usha Bhattacharya Memorial Award	
09.09.2014	Consumer Club Awareness Programme	
24-30.09.14	College week	College Celebrates
30.09.2014	LKC AGM WELFARE & COOPERATIVE 30th year, 2014	
	OCTOBER	
02.10.2014	Gandhi Jayanti	Holiday
01-07.10.2014	Puja vacation	Holidays
06.10.2014	Id-Ul-Zuha (Bakrid)	Holiday
23.10.2014	Deepavali	Holiday
31.10.2014	Nongkrem Dance	Holiday

	NOVEMBER	
04.11.2014	Muharram	Holiday
06.11.2014	Guru Nanak's Birthday	Holiday
07.11.2014	Wangala Festival	Holiday
10-21.11.14	Selection/Terminal Examination	
23.11.2014	Sengkut Snem	Holiday
24.11.2014	Students Award presentation	
26.11.2014	Placement for teachers	
27-28.11.2014	Workshop on virtual Learning - Department of English	
29.11.2014	Students Award presentation	
	DECEMBER	
1- 3.12.14	Declaration of Class XII & Degree results	
03.12.2014	Programme on Women's Safety	
06.12.2014	Deg III farewell cum Keanean Awards	
08.12.2014	Teaching Staff Meeting & LKC Welfare meeting	
10.12.2014	Human Rights programme/ Computer Sc. Seminar	
12.12.2014	Pa Togan Sangma Day	Holiday
13.12.2014	Office management training	
15.12.2014	IQAC Seminar	
17.12.2014	Last Academic Day/Teaching Staff Meeting	
18.12.2014	Death Anniversary of U SoSo Tham	Holiday
19.12.2014	Non- Teaching Staff Meeting	
20.12.2014	Commencement of Winter Vacation for Office	Holiday
25.12.2014	Christmas Day	Holiday
30.12.2014	U Kiang Nongbah	Holiday
31.12.2014	Last day of the Year	

FEEDBACK

Questionnaires I: Feedback from Students on Curriculum % Wise

	Parameters	Very Good	Good	Satisfactory
1	Depth of the course content including project work work if any	29	61.96	6.27
2	Extent of coverage of course	34.5	54.23	10.78
3	Applicability/relevance to real life situations	30.79	49.28	16.05
4	Learning value(in terms of knowledge, concepts, manual skills, analytical abilities and broadening perspectives	50.68	40.74	9.33
5	Clarity and relevance of textual reading material	31.36	53.17	15.02
6	Relevance of additional source material (Library)	34.01	50.34	14.71
7	Extent of effort required by students	19.32	63.21	14.22
8	Overall rating	31.25	61.14	7.62

Feedback on Curriculum
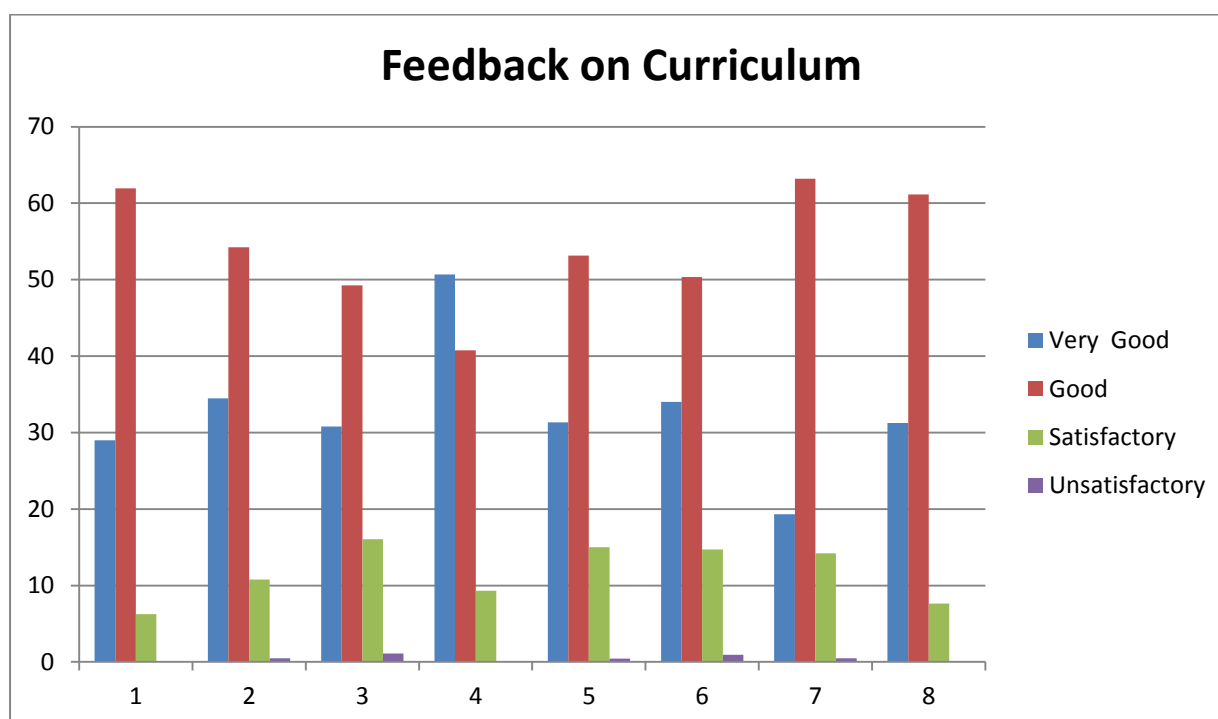
Questionnaire No. II : Student Feedback on Teachers % Wise

Sl. No	Parameters	Very Good	Good	Satisfactory
1	Knowledge base of the teacher (as perceived by you)	69.51	25.78	4.54
2	Communication Skills (in terms of articulation and comprehensibility)	55.1	37.12	7.41
3	Sincerity/Commitment of the teacher	58.03	31.56	9.88
4	Interest generated by the teacher	46.89	39.4	13.08
5	ability to integrate course material with environment/other issues to provide boarder perspective	36.65	48.31	14.13
6	Ability to integrate content with other courses	34.38	50.52	14.49
7	Accessibility of the teacher in and out of the class (includes availability of the teacher to motivate further study and discussion outside class	39.12	41.12	15.73
8	Ability to design quizzes/Tests/asignments/examinations and projects to evaluates students understanding of the course	40.02	43.16	14.33
9	Provision of sufficient time of feedback	35.79	50.58	11.64
10	Overall rating	45.9	44.84	8.96

Feedback on Teachers
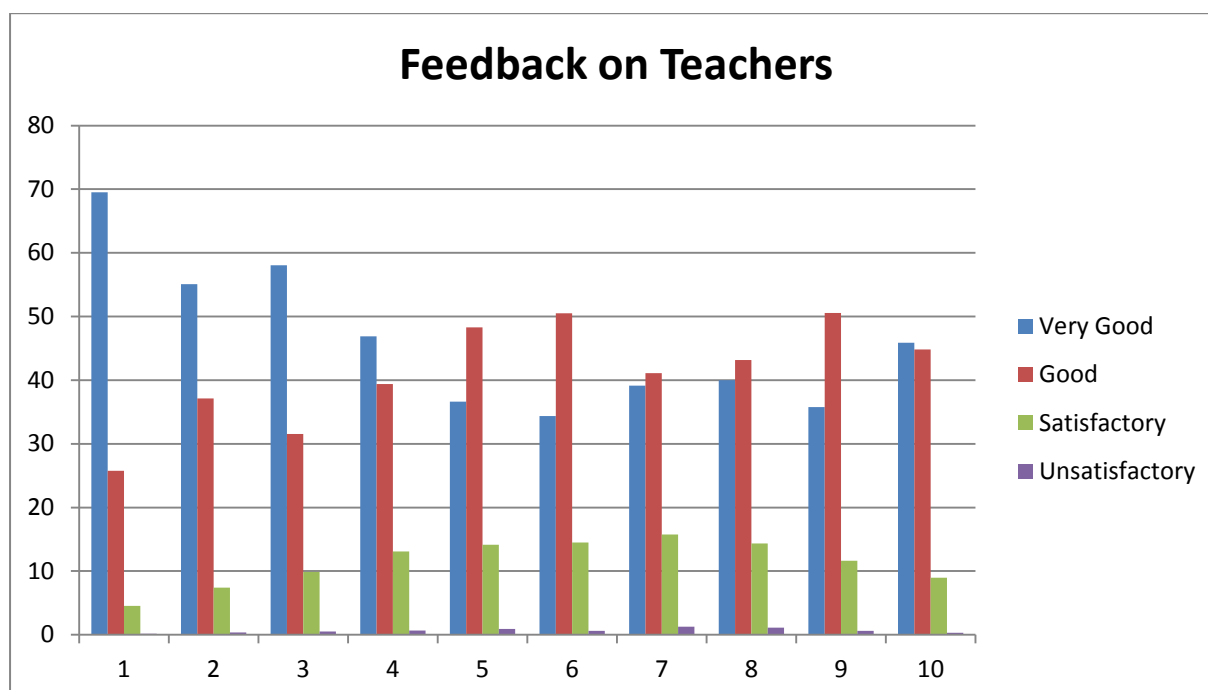
Overall Students' Feedback

| Sl. No	Parameters	Percentage %
1	The syllabus of each course was adequate	63.77
2	Background for benefitting from the course was adequate	62.93
3	The course was manageable	64.84
4	85 to 100% of the syllabus was covered in the class	43.78
5	The library material and facilities for the course was adequate	63.41
6	The material for the prescribed reading is easily accessible	42.83
7	The internal assessment helps to improve the grade	77.5
8	The course contributory lectures were provided at the beginning	79.45
9	The course contributory lectures were helpful	47.01
10	The teacher prepare thoroughly for the classes	48.86
11	The teacher were always effective in communication	42.07
12	The teacher mostly encourages student participation in class	48.76
13	The teachers were very helpful in advising	62.02
14	The teacher's approach is always courteous	60.04
15	Internal assessment was always fair	70.46
16	The teachers often provide feedback with helpful comments	48.57
17	The assessments were fully discussed	42.71

Overall Feedback

Legend:
- The syllabus of each course was adequate
- Background for benefitting from the course was adequate
- The course was manageable
- 85 to 100% of the syllabus was covered in the class
- The library material and facilities for the course was adequate
- The material for the prescribed reading is easily accessible
- The internal assessment helps to improve the grade
- The course contributory lectures were provided at the beginning
- The course contributory lectures were helpful
- The teacher prepare thoroughly for the classes
- The teacher were always effective in communication
- The teacher mostly encourages student participation in class
- The teachers were very helpful in advising
- The teacher's approach is always courteous
- Internal assessment was always fair
- The teachers often provide feedback with helpful comments
- The assessments were fully discussed

Values shown on chart: 63.77, 62.93, 64.84, 43.78, 63.41, 42.83, 77.5, 79.45, 47.01, 48.86, 42.07, 48.76, 62.02, 60.04, 70.46, 48.57, 42.71

FEEDBACK ON LIBRARY

Feedback on Library Staff

Sl. No.	Parameters	Generally	Mostly	Never
1	Staff treat me fairly and without discrimination.	57.14	38.1	4.76
2	Staff are professional in their dealing with me	20	77.5	2.5
3	Staff are friendly	52.38	21.43	26.19
4	Staff take an interest on my needs	50	45	5
5	Staff give my enquiries appropriate time and attention	40	55	5
6	Staff provide quality service	19.05	73.81	7.14
7	Staff respond clearly and accurately to enquiries	52.63	21.05	26.32
8	Staff are committed	25.64	69.23	5.13
9	Staff are difficuto appraoch	60	15	25

Feedback on Library Staff
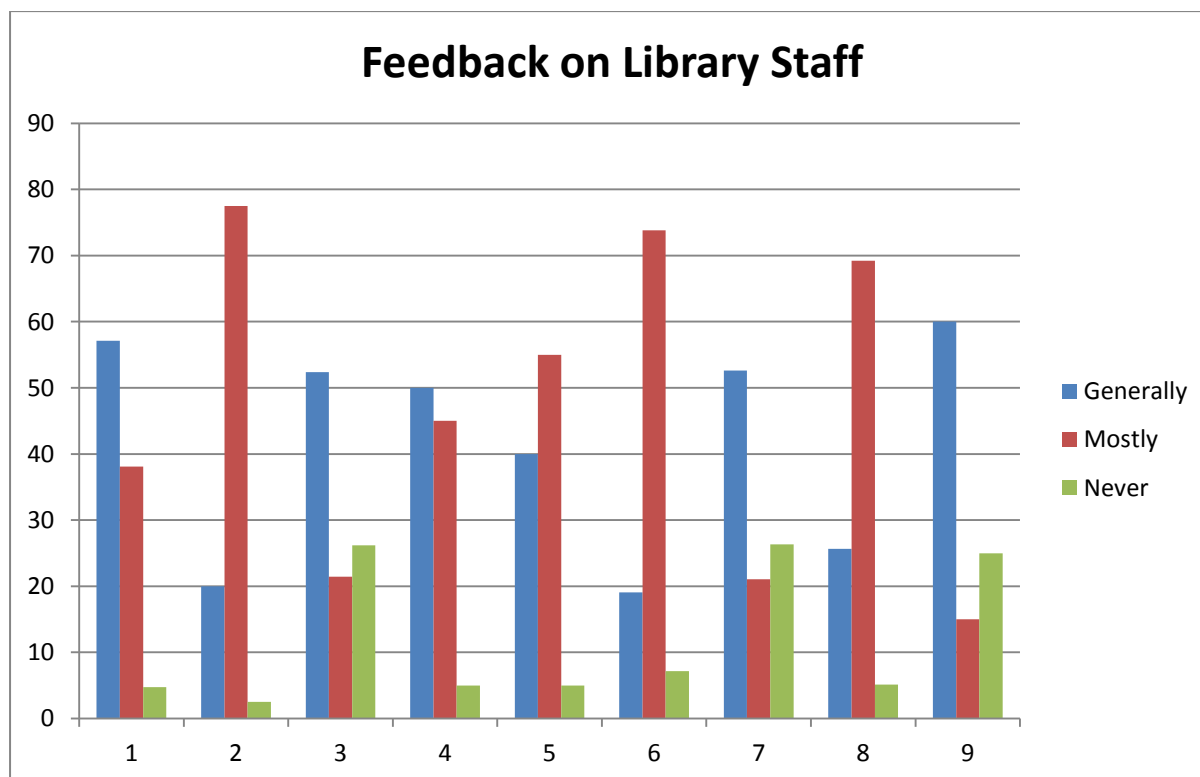
Feedback on Library Facilities

Sl. No.	Parameters	Generally	Mostly	Never
1	Computer facilities and electronic equipment are accessible	50	30	20
2	Group study facilities are adequte	45.24	47.62	7.14
3	Photocopying facilities are adequate	16.67	23.81	59.52
4	Staff keep you informed about new collections	35.71	19.05	45.24
5	Library space is adequate	57.5	12.5	30
6	Opening hurs are adequate	37.5	55	7.5
7	Study space in the library is adequate	40.48	21.43	38.1
8	Student computer room is adequate	45	17.5	37.5

Feedback on Library Facilities
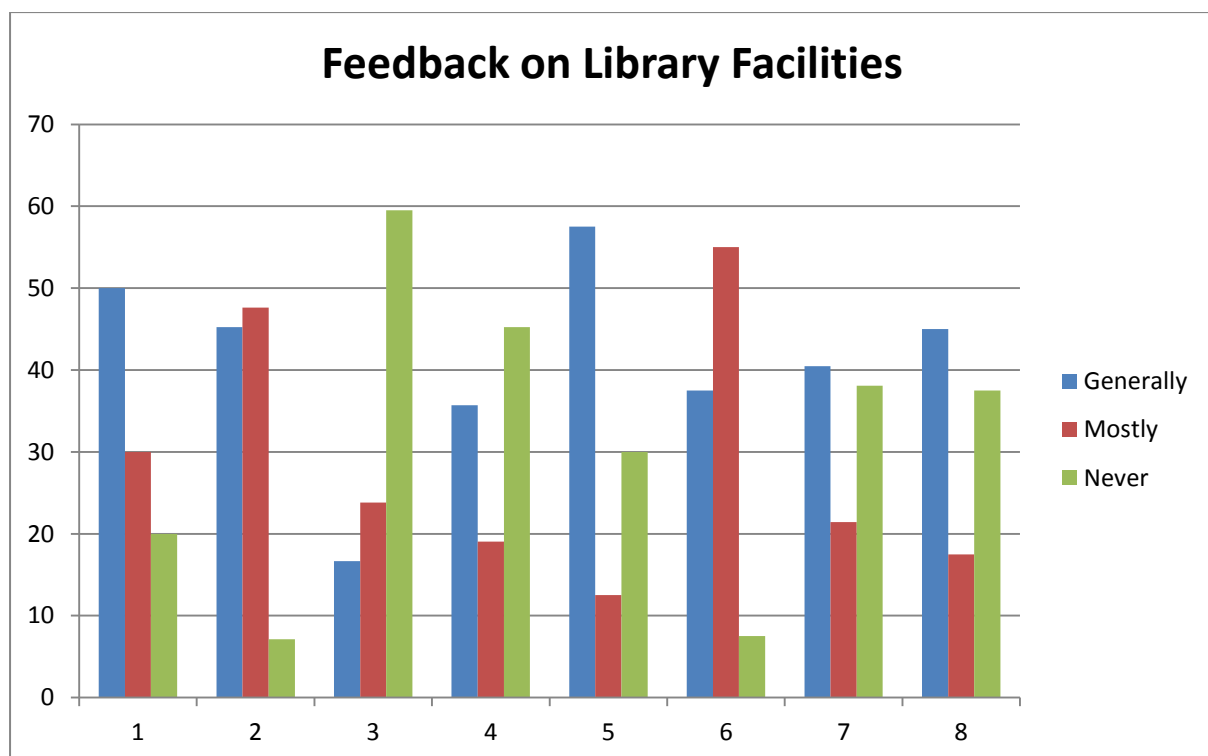
Feedback on Library Resources

Sl.No	Parameters	Generally	Mostly	Never
1	Resources are appropriate for your course needs	35	55	10
2	Resources are up to date and relevant	45.24	47.62	7.14
3	Resources are easy to find	59.52	23.81	16.67
4	Suggestions to find resources elsewhere are good	35.71	45.24	19.05
5	Recommendations for new or different resources are … to by library staff	48.28	48.28	3.45
6	Borrowing facilities are good	37.5	55	7.5
7	You usually find the resources you need	62.5	30	7.5
8	You usually ask library staff for assistance	55	40	5
9	You involved staff that you are having difficulty locating resources	94.74	5.26	0
10	You use any of the electronic journals listed on the library catalogue	26.32	2.63	71.05
11	You use NLIST in your search	25	2.5	72.5

Feedback on Library Resources
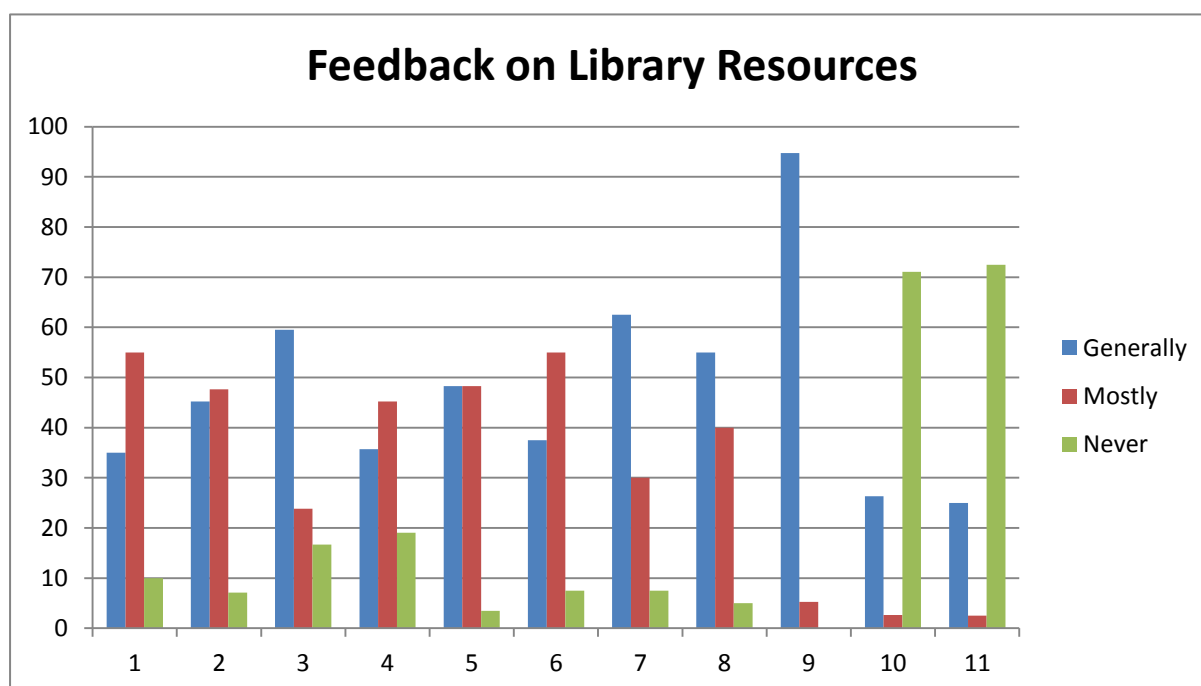
Overall Feedback on College Library

Sl.No.	Parameters	Generally	Mostly	Never
1	Library lending cards were used regularly but not always	66.67	28.57	4.76
2	Books to be referred are generally available in the library	47.62	50	2.38
3	Books in the library are generally in good condition	57.14	17.86	25
4	It is easy to find and access the book in the library	20.69	62.07	17.24
5	Staff in the library are efficient and eager to assist	36.59	43.9	19.51
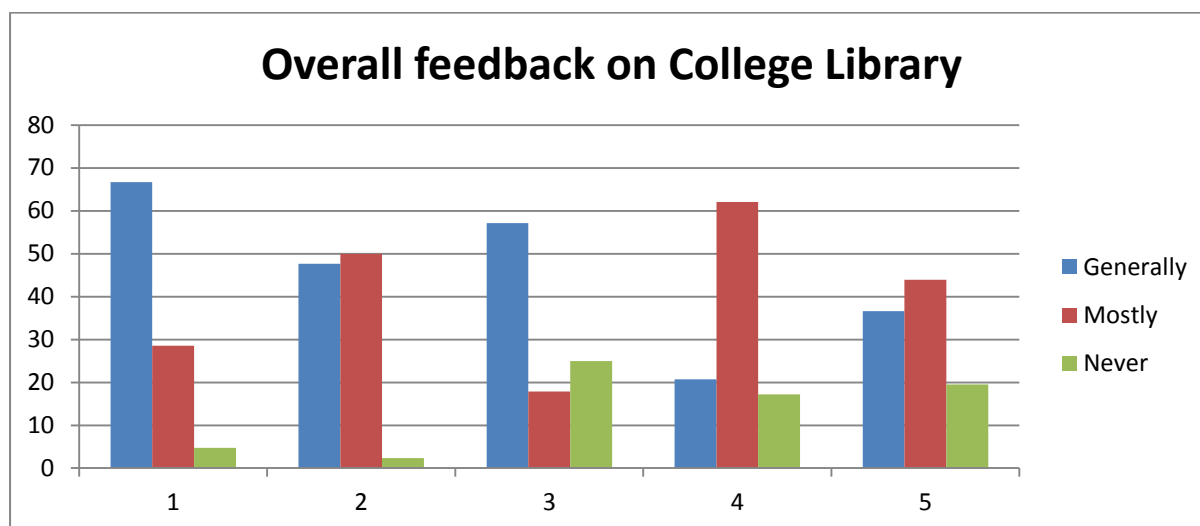
BEST PRACTICES

Best Practices-I

Green Initiative on sustainability and self reliance towards energy requirements.

Lady Keane College of Shillong is the first institution to make progress in working towards alternative and renewable sources for its energy needs. It has taken this initiative to conserve electricity and therefore solar installations to meet the growing demands of the college hostel and for lighting its campus.

The hostel provides accommodation to total of one hundred sixty(160) tribal students from different states of the North East India as well as from the different parts of Meghalaya.

The students in the hostel face acute water shortage, especially during the hot summer months. Due to frequent power cuts, the college had no other alternative except to look for other sources of energy to meet its requirements. The college has acquired six solar storage tanks with the capacity of 3,000 to 5,000 litres fitted with filters to provide hot water to the hostel. These solar heaters supplied hot water to the students for washing clothes and taking bath. This has helped the students a great deal especially during the cold winter months. Approximately 30,000 litres of water is being heated during a bright sunny day of which almost all of it is being utilized and supplied.

At present solar lighting, facility is installed only in block IX of the hostel with the inverter (battery) installed for this purpose in this block. It provides up to twelve hours of lighting.

The solar lighting facility is currently being used only in block IX of the hostel, the details of which are as follows:

1. room for cook: 1 no: 20w led tube light: 1 no
2. student room : 9 nos: 20w led tube light: 16 nos
3. account room: 1 no: 20w led tube light : 2 nos
4. toilet : 1 no: 20w led tube light: 2 nos
5. passage : 1 no : 20w led tube light: 1 no
6. kitchen : 2 nos : 20w led tube light : 2 nos

Solar lights are also installed for lighting up the college campus.

The installation of solar panels has provided the college with electricity to Block IX of the hostel, hot water for the hostellers and also lighting up to the campus. The utilization of solar lighting has reduced the electricity consumption to a great deal which in turn has lowered the colleges expenditure towards payment of electricity bills.

The most challenging factor is the initial cost of the solar panels which are on the higher side. But this factor will eventually minimise as this is a onetime expenditure. Another foreseeable drawback of solar lighting is that during the monsoon, the rains could hamper in the absorption of solar energy by the panels..

The solar panels need proper maintenance therefore the college has appointed an estate officer who is also an engineer who will be trained in the near future to repair these solar panels in case any problem arises.

The solar installations will meet the requirements of the hostel especially in providing hot water and lighting to the students. Meghalaya has been experiencing severe power cuts in the past years which has created a lot of problems and difficulties for our student community. Therefore with this initiative of the college to supplement the energy supply with solar lighting and heating it is with full confidence that in the future the students will be more comfortable and will therefore be able to perform better at their academics.

Recently the College hostel has also started rain water harvesting. The practice of rain- water harvesting by the College Hostel is also being adopted to meet the water requirements of the hostel. The water collected from the rain-gutters of the hostel building is filtered and is found to be usable for bathing and washing clothes.

Best Practices –II

Development of Micro-Tourism Unit in Rural Meghalaya

Lady Keane College is the first college in the North East to have taken a step in the direction of involving rural communities into its tourism projects. The college is the first in Meghalaya to introduce the Tourism Certificate course in its curriculum. As part of the tourism course curriculum the concept of setting up a guest house in the village of Mawphlang came into focus as one of the course requirements needed a place for practical sessions as part of the learning process.

Mawphlang is a picturesque village in the East Khasi Hills District. At about an hour's drive from Shillong it transports the visitor to the lap of country life in the Khasi Hills. It has many interesting sights and to name one, it is home to the largest Sacred Groves in the Khasi Hills. These are ancient groves protected and preserved by the whole village. Believed to be the home of the Gods, visitors are enchanted at the rich bio-diversity of flora and fauna found here.

The villagers are no strangers to tourists. Mawphlang has been playing host to the Monolith Festival one of the largest cultural events ever held in Meghalaya. Lately it was the venue to the international food festival, 'Tierra Madre' where people all over the world gathered to experience and encourage indigenous food grown in local organic farms.

Mawphlang also abounds in colonial history. It is from Mawphlang that the famous Political Agent of the British Government, David Scot laid the foundations of a road linking Mawphlang to Cherrapuni to make it easier for the British Imperialistic powers to govern and trade. This road has become a popular trekking route and is known as the 'David Scot Trail'. While the home of the first ever medical missionary to the Khasi Hills is found here and is well preserved at Griffith Hill serving now as an orphanage for boys.

With great insight Lady Keane college appropriately selected this village to start a guest house. The dual purpose of this guest house as mentioned earlier, to serve as a venue to conduct the practical sessions of the tourism course and secondly to encourage the villagers into tourism as an avenue of entrepreneurship and sustainable livelihood endeavour.

The guest house has two bedrooms with attached bathrooms, a well- equipped kitchen, a foyer and a dining hall with a television. It was furnished with contributions from the alumni association of the college and recycled furniture from the hostel of the college. The place makes for a comfortable and cosy stay. The room tariffs are reasonable and affordable. The bookings have been very encouraging. It is listed in the Government of Meghalaya's Tourism website.

In order to encourage the villagers into tourism entrepreneurship, the college has formed an Advisory Board with representatives from the village community. The guest house also

provides employment to the villagers as it has engaged a villager as a cook cum caretaker of the guest house. Young unemployed youths are encouraged to serve as tourist guides for those staying in the guest house. They are advised to be polite, friendly and modest in their charges.

The distance of the guest house from the college creates the inability of the college to handle the day to day affairs of the guest house directly. Therefore inspections and visits are done at regular intervals and not daily. Mawphlang has yet to become as popular a destination as Cherrapunji and this hopefully can be achieved in due course of time.

The state government has lauded this initiative taken by Lady Keane College. The Chief Minister took time off his busy schedule to inaugurate the Keanean Guest House. He felt that such enterprises should be encouraged as this would help in the growth of tourism in Mawphlang and also provide employment to the people.