NAAC Accredited: "A" Grade

ANNUAL QUALITY ASSURANCE REPORT (AQAR)

2015-16

Lady Keane College, Shillong.

Date of Submission: 30/06/2016

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, Ph.D

Tel. No. with STD Code:

> 0364 - 2223293

Mobile:

09863081639

Name of the IQAC Co-ordinator:

Dr. M. Y. Tham, Ph.D
Associate Professor,

Mobile:

07085062768

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/AQAR2015-16.doc

1.5 **Accreditation Details**

Sl.No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B	2.74	2009	2014
2	2nd Cycle	A	3.09	2014	2019
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)*

2015-16

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

    i. AQAR 2014-15 submitted to NAAC on 03/06/15 (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 | | |

(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(PhysEdu) | - |

    TEI (Edu) | - | Engineering | - | Health Science | - | Management | - |

Others(Specify)	➤ Certificate and Diploma Course in Fashion Designing ➤ Certificate and Diploma Course in Tourism and Travel Management ➤ Certificate Course in Mushroom Cultivation ➤ Certificate and Diploma Course in Khasi Traditional Music ➤ Certificate Course in Microsoft Office ➤ Certificate Course in English for Tourism ➤ Certificate course in Spoken Hindi ➤ Certificate course in Spoken English ➤ Certificate course in Spoken Garo ➤ Certificate course in Spoken Bengali ➤ Certificate of Proficiency course in French

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 | 9 |

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 | 2 |

2.7 No. of Employers/ Industrialists | 1 |

2.8 No. of other External Experts | 1 |

2.9 Total No. of members | 22 |

2.10 No. of IQAC meetings held | 4 |

2.11 No. of meetings with various stakeholders: Total Nos. | 10 | Faculty | 3 |

Non-Teaching Staff | 1 | Students | 4 | Alumni | 1 | Others | 1 |

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. | 4 | International | 1 | National | 1 | State | - | Institution Level | 2 |

(ii) Themes	• A Two Day International Seminar on Social Interactions and Cultural Milieu • A Four Day International seminar on Oral Tradition: Continuity and Transformations- collaboration with INTACH and AUD • A Two day workshop on "Office Procedures, Filing system & Soft Skills" for Non-Teaching Staff • One Week workshop on "Food and Nutrition" for students and teachers

2.14 Significant Activities and contributions made by IQAC

Activities of IQAC:
- Procurement of Departmental and Various Committees Reports which forms the basis for AQAR.
- Distribution and collection of self appraisal forms for updating records.
- Organised periodical orientation programmes for students of all classes.
- Conduct mentoring programme
- Organised meetings and obtained formal feedback from various stakeholders.
- Organised training programme for non-teaching staff.
- Organised Book fair in the campus.
- Allotment for remedial classes.
- Collaborated INTACH AUD conference.
- Organised a Two Day International Seminar.
- Organised Poster competition on 5th June 2015 , "World Environment Day"
- Organised programme on College Foundation Day, 25th July 2015.
- Campus Recruitment with Aircel and Harvard Publication.
- MOU with North Eastern Career Academy for conducting coaching classes for competitive examination.
- MOU with Ambedkar University of Delhi
- MOU with Thomas Jones College Jowai

Contributions made by IQAC

- Adopted a village school,"Pine View Academy Secondary School" located at Lawsohtun, Shillong for social services and to encourage and inculcate social responsibility in our students.
- Adopted Liengkien village of Mawphlang Elaka for its development.
- Staging of Shakespeare Play in collaboration with La Societe Litteraire Anglais, Lady Keane College.
- College provided a venue assisted by IQAC for cultural evening in 50th year celebration of Border Security Force.
- Certificate Course in Nutrition Cum Food Processing.
- Talk on Personality Development for students.
- Participated on the annual International Monolith Festival at Mawphlang Elaka.

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 start BCA at the Undergraduate level as a professional course.	• Permission granted to open the course.
To construct additional storeys on the new building for introduction of more courses.	• Plans and estimates for construction is completed which has been sent to the UGC/RUSA for financial assistance, approval awaited.
To introduce more subjects/courses at the UG level.	• Academic Advance Committee is looking into the possibility of introducing the new subjects/courses at the UG Level.
To organise personality development programme for staff and students.	• Workshop on Office Procedure, Filing System &Soft skills for non- teaching staff was organised by IQAC on 10th&11th March 2016. • Grooming and Personality Development sessions for Under Graduate Students.
To implement internal annual Academic Audit to be done.	• Drafting of Academic Audit Guidelines completed.
To enhance ICT enable teaching learning.	• Suggestions are sought from departments
To open certificate/diploma courses in foreign languages and spoken languages.	• Certificate course in French language granted by the university.

To conduct course in communication skills for staff.	• Workshop on Office Procedure, Filing System & Soft skills for non- teaching staff was organised by IQAC on 10th&11th March 2016.
Formalised earn while you learn mechanism shall be introduced.	• Orientation programme were organised to encourage students participation on certificate course such as fashion designing, mushroom cultivation etc.
To organise more seminar/workshop on research methodology.	• Research monitoring committee is entrusted to organised seminar/workshop on topic related to research methodology
To re-structure college assessment methods and to evaluate student learning outcomes.	• Academic audit is initiated.

* 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

- Felicitation for faculty has been approved by the Governing Body for the year 2015-16
- Replacement of a college vehicle with bigger capacity has been approved by the Governing Body.

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	-	2	-
Certificate	8	4	10	-
Others	-	-	-	-
Total	13	4	12	-

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/* *Bengali/Nepali*	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 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 Studies 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	-	2
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.

Implementation of Semester System as per the rules and regulations of the affiliated University.

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

Provisional affiliation is awaited from the University for the
Professional Courses in

- Tourism and Travel Management (BTTM).
- Bachelor in Computer Applications (BCA)

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
76	50	19	Nil	06

2.2 No. of permanent faculty with Ph.D.   21

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
-	3	NA	2	NA	NA	1	-	1	3

2.4 No. of Guest and Visiting faculty and Temporary faculty   7   5   15

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	48	14	63
Presented	7	3	12
Resource Persons	-	-	2

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

- Use of Interactive Boards
- Use of Multimedia Technology
- Screening documentaries and movies on selected topics
- Departments are advised to have introductory classes for first year students.

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

229

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 through the Principal as officer in-charge of examination.

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

| 17 | 0 | 0 |

2.10 Average percentage of attendance of students

88%

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)	183	NIL	4.9	65	24	93.9
UG(Arts)(P)	135	NIL	NIL	4.4	71.9	76.3
UG(Sc)(H)	59	NIL	42.4	45.7	NIL	88.1
UG(Sc)(P)	02	NIL	Nil	NIL	50	50

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

Departments are advised to prepare academic calendar as well as lesson 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 formalize feedback from students and teachers. These feedbacks are analyzed and remedial measures are suggested for improvement. Management met with HOD and faculty of each Department to address the matter concerning feedback. It also looks into updating of teaching aids and teaching techniques. Supervise Smart Board installation in the class rooms

2.13 Initiatives under taken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	NIL
UGC – Faculty Improvement Programme	2
HRD programme	19
Orientation programme	2
Faculty exchange programme	NIL
Staff training conducted by the university	NIL
Staff training conducted by other institutions	NIL
Summer / Winter schools, Workshops, etc.	27
Others	47

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	19	-	2	-
Technical Staff	-	-	-	01

Criterion – III

3. Research, Consultancy and Extension

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

Committee

The IQAC has constituted two committees for research:

1. Research Monitoring Committee

2. Research Expert committee to screen/examine research within the college.

Publication

The Volume 3, 2014 and Volume 4, 2015 of *Keanean Journal of Science (*ISSN 2321-6077) and Volume 2, 2015 of *Keanean Journal of Arts* (ISSN 2348-1110) were published.

Recognition/Awards

The IQAC has taken up the initiative to promote research among the Faculty of the college by felicitating the teachers who have published their Research work in International or National Journals or those who have published their research work in Book or Chapter in a Book with a Cash Award.

Funds

The Governing Body of the college provides fund for minor research projects conducted

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	4	14	18	4
Outlay in Rs. Lakhs	1.556 Lakhs	15.25101 Lakhs	16.80701 Lakhs	-

3.4   Details on research publications

	International	National	Others
Peer Review Journals	06	10	-
Non-Peer Review Journals	-	-	-
e-Journals	-	-	-
Conference proceedings	01	02	-

3.5 Details on Impact factor of publications:

Range [2.303-3.00]   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	2 Years	UGC Sponsored (5 Nos)	10.750/- Lakhs	6.600 Lakhs
Interdisciplinary Projects (Maths-Biochemistry)	2 Years	Lady Keane College	0.50 /- Lakhs	0.505/- Lakhs
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	1-2 Years	College Sponsored (11 Nos)	4.38501/- Lakhs	4.38501/- Lakhs
Students research projects *(other than compulsory by the University)*	1Years	College Sponsored	0.100/- Lakhs	0.100/- Lakhs
Any other(Specify)	1 Year → 1-2 Years →	Meghalaya Biodiversity Board Department of Biotechnology, Govt. Of India	1.000/- Lakhs 1.027/- Lakhs	1.027 Lakhs
Total	-	-	**17.76701**/- Lakhs	**12.61701/- Lakhs**

3.7 No. of books published   i) With ISBN No. [03]   Chapters in Edited Books [7]

ii) Without ISBN No.   [-]

3.8 No. of University Departments receiving funds from

UGC-SAP [-]   CAS [-]   DST-FIST [-]

DPE [-]   DBT Scheme/funds [-]

3.9 For colleges Autonomy [-] CPE [-] DBT Star Scheme [1 No. (Meghalaya Biodiversity Board)]

INSPIRE [-] CE [-] DBT Biotech Hub [1]

3.10 Revenue generated through consultancy [Rs. 100]

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	1	4	-	-	-
Sponsoring agencies	UGC,ICSSR & Govt. of Meghalaya	UGC, DBT	-	-	-

3.12 No. of faculty served as

Category	Experts	Chairpersons	Resource Persons	Total
Number of Faculty	-	2	20	22

3.13 No. of collaborations: International [01] National [03] Any other [-]

3.14 No. of linkages created during this year [05]

3.15 Total budget for research for current year in lakhs:

From Funding agency [12.777 Lakhs] From Management of University/College [4.03001 Lakhs]

Total [16.80701 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
-	-	-	-	-	-	27

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

-

       and students registered under them

-

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

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

JRF -   SRF -   Project Fellows -   Any other -

3.21 No. of students Participated in NSS events:

University level 30   State level 130

National level 20   International level -

3.22 No. of students participated in NCC events:

University level -   State level -

National level -   International level

3.23 No. of Awards won in NSS:

University level -   State level -

National level -   International level -

3.24 No. of Awards won in NCC:

University level -   State level -

National level -   International level -

3.25 No. of Extension activities organized

University forum -   College forum -

NCC -   NSS 02   Any other 3

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

Departments	Name of the Programmes
IQAC	• Adopted Pine View Academy a school in Lawsohtun village. We have provided teaching aids, pictorial charts, science equipment etc. In the next phase we shall supply used benches, white board and sport equipments to the school. • Had a meeting with the Sardar of Liengkien village at Mawphlang Elaka along with the panchayat. An MOU will be signed between the college and the village panchayat. Programmes will be organised to share knowledge and bring development to the village people. • Collaborated with Intangible Cultural Heritage Division, INTACH, Delhi for documentation of Khasi traditional cuisine. • Conducted fund raising for Nepal Earthquake victims and handed over to Red Cross society.
Biochemistry & Mathematics	• Organised an awareness programme on Body Mass Index(BMI).
Botany	• Conducted training for farmers on mushroom cultivation
Physics & Mathematics	• Research Institutional Visits : North Eastern Space Application Centre. Atomic Mineral Division North Eastern Region.
History	• Visit to Heritage site of Mawlongbna, East Khasi Hills District.
Youth Red Cross, Lady Keane College	• Donation of stationeries, books and pre-school supplies to Seng Khasi Primary School, Mawphlang as part of Children's day Celebration. • Trained in First Aid and Disaster Management.
Youth Red Cross and Medical Care Unit	• Participated and collaborated in a DBT project on "Educating Young Urban Women on the benefit of Breast-Self examination" which is a project implemented by the Civil Hospital ,Shillong.
NSS	• Blood donation Camp, Eye Screening and Diabetes cum Medical Camp • Special Camp held at its adopted village, Pingwait. The main highlight of the camp was the construction of a footpath as part of Asset Creation. It is worth mentioning here that the footpath that was constructed during this camp leads to the water source. • Awareness programme on "Health and cleanliness" for children at Pingwait Village. • Awareness programme on "Health benefit of Indigenous food" at Pingwait Village

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:	36254.91sq.m	-	-	36254.91 sq.m
Class rooms	39	-	-	39
Laboratories	06	-	-	06
Seminar Halls	02	-	-	02
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	-	4	-	4
Value of the equipment purchased during the year (Rs. in Lakhs)	-	Rs. 384905.00	-	Rs. 33,98,983.00
Others	-	2	-	2

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 automated 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 control room is equipped with computers for maintenance of records and internet facility is provided.

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	34271	-	106	Rs.40,708	34377	-
Reference Books	3575	-	-	-	3575	-
e-Books	-	-	-	-	-	-
Journals	2012	-	-	-	2012	-
e-Journals	-	-	-	-	-	-
Digital Database	-	-	-	-	-	-
CD & Video	169	-	-	-	169	-
Others (specify)	-	-	-	-	-	-

4.4 Technology up gradation (overall)

	Total Computers	**Computer Labs**	**Internet**	**Browsing Centres**	**Computer Centres**	**Office**	**Depart-ments**	**Others**
Existing	107	25	Three Access point	11	22	24	25	-
Added	-	20	-	-	-	-	-	-
Total	127	45	Three Access point	11	22	24	25	-

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

- Certificate Course on Microsoft Office for students.
- Spoken Tutorial " Talk to Teacher" organised by IIT, Bombay and conducted by the Department of Computer Science of the college.
- "Tech-Quest" Inter- College Presentation Competition organised by the Department of Computer Science.
  .

4.6 Amount spent on maintenance in lakhs:

i) ICT

Rs.75143.00

ii) Campus Infrastructure and facilities

Rs. 1614098.61

iii) Equipment

Rs. 64460.00

iv) Others

Rs. 35115.00

Total :

Rs..1788816.63

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 Heads of the different Departments 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
1497	-	-	-

   (b) No. of students outside the state

265

   (c) No. of international students

2

Men

No	%
-	-

Women

No	%
1497	100

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
184	5	1326	23	1	1538	162	9	1294	32	0	1497

Demand ratio: 1:4   Dropout %: 5.28

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

    NIL

 No. of students beneficiaries   NIL

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.

- Students' cell conducted value education class for all classes.
  Mentoring:
- Mentoring programme implemented for all students

Career Guidance:

- The Career and Counselling Cell arranges for career counselling by inviting experts and professionals.

- Career counselling cell organised three career counselling and awareness programmes.
- Teachers also provide counselling in their Departments.

No. of students benefitted   -

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
2	304	-	-

5.8 Details of gender sensitization programmes

Following are the gender sensitization programmes organised:-

The Women's cell of Lady Keane College organised a programme on the 15th July 2015 on the Topic: Life skills-self-esteem, body image, assertive behaviour, decision making, etc.

Women cell organised an interactive session with civil right activist Ms. Binalakshmi Nepram entitled "Deepening diversity, Women Rights and Democracy in India"

5.9 Students Activities

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

State/ University level   10   National level   6   International level   -

5.9.2 No. of students participated in cultural events

State/ University level   44   National level   -   International level   -

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

Sports:

State/ University level   1   National level   -   International level   -

Cultural:

State/ University level   -   National level   -   International level

Other events:

State/University level   1   National level   -   International level   -

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	8	Rs. 28400.00
Financial support from government	1304	Rs. 55,46,400.00
Financial support from other sources (Alumni)	2	Rs. 5000.00
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 | 4 |

5.13 Major grievances of students (if any) redressed:

Sl. No.	Major Grievances	Redressed
1	Complaints from students that the time table for the session given is too lengthy	To follow the contact hour as per the syllabus as per the University guidelines
2	Recommendation for additional number of Photocopier machine in the Campus.	Additional photocopier machine installed in the campus.
3	Setting capacity to be taken into consideration at the time of admission.	Admission committee to coordinate with class room committee
4	Quality and Service of the canteen to be improved	Canteen committee met Co-ordinator, IQAC and redressed 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, 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 with external experts.

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 programmes are 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.
- Remedial classes
- 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 examinations related matters.
- Continuous evaluation through class tests and centralised internal test practice. 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

- Encouraged faculty to avail FDP and pursue research
- Encouraged on interdisciplinary research.
- Awarded faculty on publication of papers in Keanean Journal of Arts and Science.
- The management provided financial assistant for departmental minor research projects
- In addition to Research monitoring committee, Expert Committee has been constituted to screen research related works.
- Publication of
    - The Keanean Journal of Science

6.3.5   Library, ICT and physical infrastructure / instrumentation

Library:

- Library Advisory committee is in place.
- Library working hours are extended to suit students requirements
- Automation of library using Library Management Software.
- Implementation of Bar coding and OPAC.
- Departmental libraries funded by the management.
- Regular updates of Titles.
- Reference section with Journals 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 course.
- 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.
- Research Institutional Visits :Department of Physics to NESAC, Department of Mathematics to AMDNER.

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	• Welfare scheme. • Maternity Leave • Group Medical Insurance
Non teaching	• Welfare scheme. • 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. 1,28,02,107/-

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?

OPAC system for filling up of examination form.

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

University has accorded permission for offering 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.
- Organised a Colloquium on "Familiarising Second Semester Students about the Semester System" on 14th December, 2015.

Support:

- Financial support provided to Khasi Traditional Music Certificate Course.
- Financial support provided to Medical Care Unit.

6.12 Activities and support from the Parent – Teacher Association

- Well placed Parent Teacher Association (PTA)
- President and secretary of PTA as parent representative at Governing Body
- Parent Teacher meetings are organised regularly.
- Regular feedback from parents

6.13 Development programmes for support staff

- A Two day Workshop on Office Procedures, Filling system & Soft Skills for Non-Teaching Staff was organised by IQAC on the 10th & 11th March,2016
  .

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

Initiatives taken by the institution to make the campus eco-friendly such as :

- Use of CFL bulbs for lighting.
- To encourage plastic free campus. Canteens and cafeteria are instructed to limit the sale of items in a plastic containers/bags.
- 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: Solar LED Tube Light 20Wfor hostel and Solar Street light for lighting campus. Additional 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. <u>Innovations and Best Practices</u>

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

- Approved to setup Mahatma Gandhi Centre for Conflict Resolutions and Peace Studies
- Organized a musical festival by Department of Sociology- created awareness for women safety and rights

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 spoken tutorial	Conducted as per plan
2	To conduct student mentoring	Conducted as per plan
3	To conduct training on file management for non teaching staff	Conducted as per plan
4	To conduct campus recruitment drive	Conducted as per plan
5	Initiation of school adoption	Conducted as per plan.
6	To conduct International Seminar	Conducted as per plan
7	Initiation of thali system in students canteen	Conducted as per plan
8	To conduct Remedial Classes	Conducted as per plan
9	To Conduct Coaching classes for entry into services	Sign MOU with North Eastern Career Academy for conducting coaching classes for job oriented programme.

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

- Introduction of Shakespearean Theatre to students & public audience of Shillong.
- Showcasing Oral Traditions : of North East India and South East Asia organised in collaboration with INTACH and AUD

Attached the details in annexure III

7.4 Contribution to environmental awareness / protection

- Poster campaign competition and Inter College Quiz competition organised as a part of World Environment Day celebration.
- Plantation of fruit sapling/tree plantation
- More Solar lights installed within campus.
- Limited use of plastics within campus is advised.
- Management of biodegradable- wastes, vermi-composting.
- Paper Recycling Unit available within the campus.
- More Aqua-guard machines installed.

7.5 Whether environmental audit was conducted?   Yes $\checkmark$ No ☐

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

Initiated Academic Audit

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

- Implementation of Undergraduate Professional course in Travel and Tourism Management course and Bachelor in Computer Application.
- To introduce Post-Graduate Course
- To introduce more subject/courses at the Undergraduate level.
- To organise more Skill Courses.
- Implementation of construction of more storeys.
- To sign MOA/MOU with a foreign University.
- To organise cultural exchange programme and teaching experience faculty and staff
- To conduct area specific survey for community college programme.
- Awareness programme on financial Education and fiscal management.

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

Sd/-   *Sd/-*

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

_____***_____

<u>Annexure I</u>

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 2015

| DATE	EVENT	MODE OF CELEBRATIONS
JANUARY		
20.01.2015	Office Re-opens	
21.01.2015	Meghalaya 43nd Statehood Day	
26.01.2015	Republic Day	Holiday
FEBRUARY		
04.02.15	College Reopens Acad./ Teaching Staff meeting	
14.02.2014	Inspection of Mawphlang Guest House	
17.02- 19.03.15	NEHU Degree Examination	NEHU Final Examination
MARCH		
06.03.2015	Holi Celebration	Holiday
09.03.2015	IQAC College Unit Meeting.	
20.03-02.05.15	IQAC General Body Meeting.	
	NEHU Degree Practical Examination	
23-27.03.2015	Admission for Degree II, III Arts	
APRIL		
03.04.2015	Good Friday	Holiday
04,11,18,25.04.15	B.A & B.Sc. I Admission Tests	
06.04.15	Promotional Video launch at local t.v channels.	
	Degree II & III Year Arts Classes Orientation Programme	
13.04.2015	Shad Suk Mynsiem	Holiday
14.04.15	Ambedkar Birth Anniversary	Holiday
15.04.2015	Assamese New Year's Day	Holiday
MAY		
01.05.15	B.Sc. 1st Semester Admission	Tentative
04.05.2015	Buddha Purnima	Holiday
05-08.05.15	Admission for Degree. II&III Sc	
06-13.05.2015	Paper Recycling Programme.	
07.05.2015	Cleaning Drive.	
08.05.2015	IQAC College Unit Meeting.	
11.05.15	Deg.II,III Sc, Theory & Practical Classes Orientation Programme	
15.05.2015	Environment Day Meeting.	
18-23.05.2015	Grooming and Personality Development for Under Graduate Students.	
26.05.15	B.A I 1st Semester Admission	Tentative
JUNE		
01.06.2015	Meeting with Principal for AQAR.	
05.06.2015	World Environment Day	College Celebrates
08-12.05.2015	Food and Nutrition Course.	
12.06.2015	Giving of Cheque to Red Cross for Nepal Earthquake victims.	

	Orientation Programme for Arts Students.	
15.06.2015	Deg I, 1st Semester Admission completes	
16.06.15	DEG ARTS, Sc. 1st Semester classes commences	
25.06.2015	IQAC Meeting	
26.06.2015	IQAC General Body Committee Meeting	
JULY		
11.07.2015	Behdienkhlam Dance	Holiday
17.07.2015	Last day of the Year	Holiday
18.07.2015	Id-Ul-Fitre	Holiday
25.07.2015	College Foundation Day	College Celebrates
28.07.2015	PTA Meeting.	
29.07.2016	Selection of Parent Representative.	
AUGUST		
05.08.2016	IQAC College Unit Meeting.	
07-08.08.2015-	International Seminar of IQAC	
12.08.2015	Campus Recruitment.	
15.08.2015	Independence Day(Flag Hoisting)	Holiday
17-29.08.2015	Internal Tests for Deg I,II,III, Arts & Science	
26.08.2015	U.S Consulate talk on Post Doctoral Studies.	
28.08.2015	IQAC College Unit Meeting.	
31.08-8.09.2015	College week	College Celebrates
SEPTEMBER		
04.09.2015	Parent Teacher Association Felicitation of Executive Committee Members.	
05.09.2015	Krishna Janmashtami	Holiday
08.09.2015	Book fair.	
10.09.2015	Mentoring Programme launch.	
11.09.2015	Village School Outreach Programme.	
18.09.15	UNITARIAN DAY	Holiday
22.09.2015	Aircel Note books to Note book Programme launch for Under Graduate Students.	
25.09.2015	Id-Ul-Zuha (Bakrid)	Holiday
OCTOBER		
01.10.2015	Deg 1st Semester Exam Commences	
02.10.2015	Gandhi Jayanti	Holiday
20-26.10.2015	Puja vacation	Holidays
24.10.2015	Muharram	
05.10-19.10.2015	Selection/Terminal Examinations	
29.10.2015	IQAC College Unit Meeting.	
30.10.2015	NEC Meeting.	

NOVEMBER		
03.11.2015	Canteen Committee Meeting.	
04.11.15	Nongkrem Dance	Holiday
05.11.2015	Recycling Unit Inspection.	
09.11.2015	Deg 1st Semester Exam Ends	
10.11.2015	Deg I 2nd Semester Classes commences	
11.11.2015	Deepawali	Holiday
12-13.11.2015	Shakespeare Play.	
13.11.15	Wangala Festival	Holiday
17.11.15	Meeting with Student's Council.	
23.11.2015	Seng kut Snem	Holiday
25.11.2015	Guru Nanak's Birthday	Holiday
26.11.2015	Non-teaching Staff Meeting with IQAC	
DECEMBER		
	Declaration of Degree II, III results	
02.12.2015	INTACH Meeting.	
05.12.2015	Declaration of Deg 1st Semester results	
08.12.2015	Village School Visit.	
11.12.2015	IQAC College Unit Meeting.	
12.12.2015	Pa Togan Sangma Day	Holiday
17.12.15	Teaching Staff Meeting	
18.12.2015	Death Anniversary of U SoSo Tham	Holiday
21.12.2015	Deg 2nd Semester and all Classes Ends	
22.12.2015	Non- Teaching Staff Meeting	
23.12.2015	Commencement of Winter Vacation	Holiday
25.12.2015	Christmas Day	Holiday
30.12.2015	U Kiang Nongbah	Holiday
31.12.2015	Last day of the Year	New Year's Eve

FEEDBACK

Feedback on Curriculum

Sl. No.	Parameters
1	Depth of the course content including project work if any
2	Extent of coverage of course
3	Applicability/relevance to real life situations
4	Learning value(in terms of knowledge, concepts, manual skills, analytical abilities and broadening perspectives
5	Clarity and relevance of textual reading material
6	Relevance of additional source material (Library)
7	Extent of effort required by students
8	Overall rating

Feedback on Curriculum
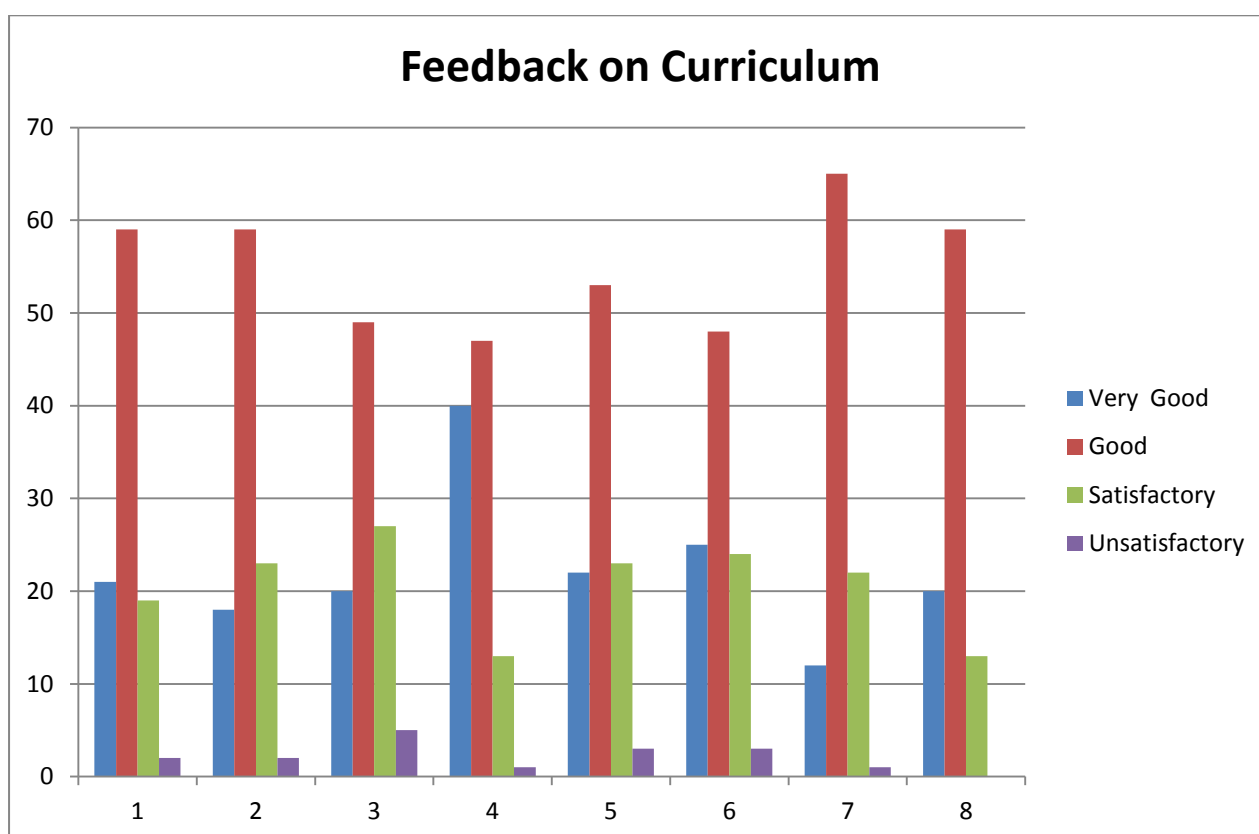
Feedback on Teachers

Sl. No.	Parameters
1	Knowledge base of the teacher (as perceived by you)
2	Communication Skills (in terms of articulation and comprehensibility)
3	Sincerity/Commitment of the teacher
4	Interest generated by the teacher
5	Ability to integrate course material with environment/other issues to provide boarder perspective
6	Ability to integrate content with other courses
7	Accessibility of the teacher in and out of the class (includes availability of the teacher to motivate further study and discussion outside class
8	Ability to design quizzes/Tests/assignments/examinations and projects to evaluates students understanding of the course
9	Provision of sufficient time of feedback
10	Overall rating

Feedback on Teacher
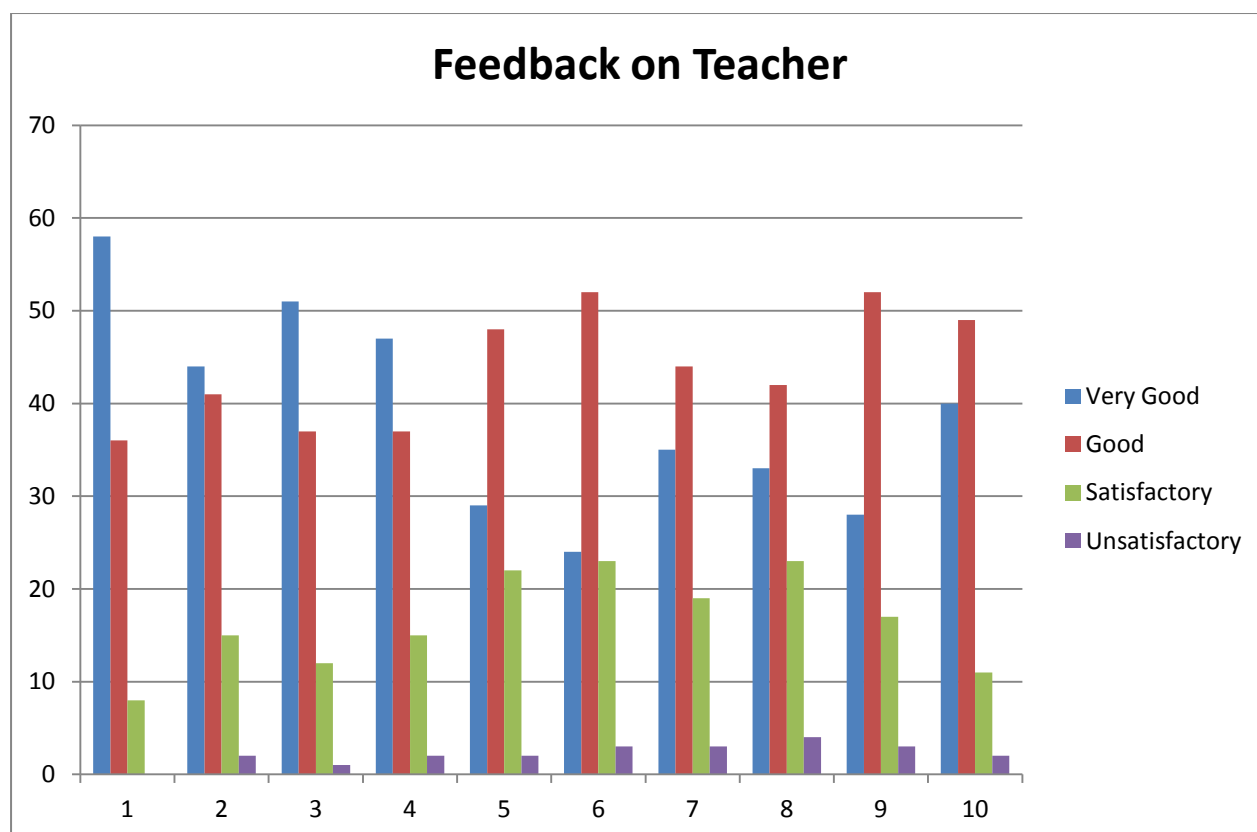
Overall feedback

Sl. No.	Parameters
1	The syllabus of each course was adequate.
2	Background for benefitting from the course was adequate.
3	The course was easy to understand and manageable.
4	The coverage of syllabus in the class.
5	The library material and facilities available for the course are
6	To what extent were you able to get material for the prescribed reading?
7	What effect do you think the internal assessment will have on your course grade?
8	Were you provided with a course contributory lecture too at the beginning? If yes, was it helpful-Yes
9	How well did the teacher prepare for the classes?
10	How well was the teacher able to communicate?
11	How far the teacher encourages student participation in class?
12	If yes which of the following method were used? Get involved in discussion in class
13	How helpful was the teacher in advising?
14	The teacher's approach can best be described as always courteous
15	Internal assessment was always fair.
16	How often did the teacher provide feedback on your performance?
17	Were your assessments discussed with you?

Overall Feedback
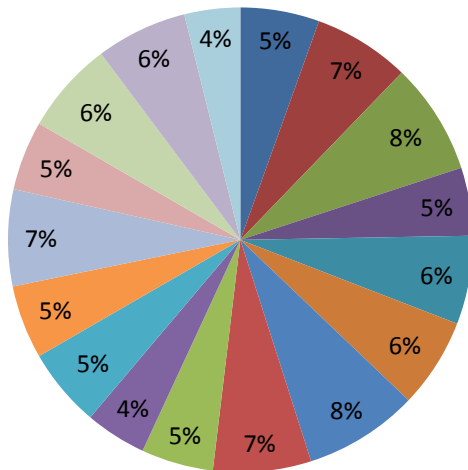
- The syllabus of each course was adequate
- Background for benefitting from the course was adequate
- The course was easy to underst and amanageable
- The coverage of syllabus in the class
- The library material and facilities availabe for the course are ....
- To what extent were you able to get material for the prescribed reading?
- What effect do you think the internal assessment will have on your course grade?
- were you provided with a course contributory lecture too at the beginning? If yes, was it helpful-Yes
- How well did the teacher prepare for the classes?
- How well was the teacher able to communicate?
- How far the teacher encourages student participation in class?
- If yes which of the following method were used? Get involved in discussion in class
- How helpful was the teacher in advising?
- The teacher's approach can best be described as always courteous
- Internal assessment was always fair
- How often did the teacher provide feedback on your performance?
- Were your assessments discussed with you?

BEST PRACTICES

<center>**Best Practices-I**</center>

Showcasing Oral Traditions: North East India and South East Asia organised in collaboration with INTACH and AUD

Goal:

The need for a cultural mapping of the region, indicated by various professional cultural institutions, emphasis the importance of collating the diversity of information, establish linkage between researchers and scholars, and to promote communication between communities. The goal of the conference is to highlight the cultural and historical linkages between communities of the region of North East India between each other and East and South East Asia. To scope present and past cultural connections among indigenous communities of Northeast India and Southeast Asia and how these indigenous communities retain cultural continuity by transforming knowledge and practice in the presence of social, political and ecological changes. Conference also focoused on to build regional initatives and community based practices in cultural heritage documentation and preservation in light of the above and also to address the within the principal of the Shillong Charter.

The context:

The connections between many aspects of Northeast Indian life and the larger Asia cultural landscape make sense when considered from a transnational perspective. However, current organisation of academic knowledge is ill equipped to address such an approach. In order to contextualise the cultural, social and historical dynamic of the region, it is important to look beyond political boundaries, and highlight the cultural continuities in the larger region. The interdisciplinary conference brought together scholars, artists and organisations involved in the material and visual representation of this region to look specifically at spheres of social value-as transformations. This process is one way of reconsidering the manifestations of identities in the context of geographical continuity and cultural dynamics.

The practice:

Lady Keane College of Shillong has again made progress in working towards learning and also in building forums for better understanding of the state as well. The North East of India is one of the least studied areas and continues to be seen as a region outside the larger Indian cultural

framework. The NE indigenous and tribal tradition as distinctive from tribal India as a whole is a result of many processes, cultural flows, migrations and movements of indigenous communities and their local histories. Lady Keane College along with Intangible Cultural Heritage Division, Indian National Trust for Arts and Cultural Heritage (INTACH) and The Centre for Community Knowledge, Ambedkar University Delhi (AUD) joined hands in highlighting the importance of Oral tradition and how over the years it has evolved, continued and the need to keep it going. With the advent of Christianity that brought with it education and community led reforms the process of Oral tradition has been stunted. Thus, the Conference conducted by the Institute helped in bringing to light the need to keep it sustained and protected.

Conference was conducted for four days at three different venues. It was inugurated by the Honourable Governor of Meghalaya Shri V. Shanmuganathan at State Convention Centre, Hotel Pinewood Annexe. The other dignitaries present were Shri P.B.O. Warjri, IAS, Chief Secretary, Meghalaya, Ambassador C. Rajeshekhar, Director General, Indian Council of Cultural Relations (ICCR), and many other delegates and scholars. Keynotes speaker were Dr. T.B. Subba, Vice Chancellor, Sikkim University, Mr. Falguni Rajkumar , Chairman, Indian Institute of Management, Shillong, Dr. Erik de Maaker, Assistant Professor, Leiden University, Netherlands There were eight session and 36 paper presenters presented papers. Lady Keane College hosted the conference on the fourth day and got the chance to witness of deliberation of scholars on various topics.

Documentation and Preservation are key things that the conference as a whole promoted. Borderlands in Oral Cultures be it spatial representation , folklore and orality, cartography and contemporary media all these form links by which the College and its organizers have tried to bring forward in order to scope out the cultural connections that is there in the state and country. The aim of this conference was not just to draw in the north east with India herself as a country but to bring in the North East of India with the different South East Asian countries as well. Transmission as a term is highly attributed with such practices and in conducting this conference the transformation that has taken place in Oral Tradition was brought to light.

Evidence of Success:

The main factor of concern in conducting such Conferences is the people it draws in. Despite the scale it was set upon the participation level education wise could have been more. The state as a whole despite its continuous pursuit of supporting the arts does at times fall short in providing more secure well-funded forums and platforms for not just some institutional participation.

Therefore, once again Lady Keane College has taken it upon herself to help spread and be first in line to keep the torch for "safeguarding" indigenous culture lighted. By not only being a key part herself, she also has extended her students minds into bigger scopes of learning. Shaping and cultivating them in their indigenous roots and traditions. Spear heading towards more modern ways of learning and teaching.

Problems Encountered and Resources Required:

- Collaborating with outstation organisers lead to a problems in effective communication.
- Participants who came from all over the world encountered problems with travel and accommodation.
- The conference was held in three different venues, so logistics problem in transportation were encountered.
- Conference was held during winter causing discomfort to some participants.
- As the number of paper presenters exceeded the expected number providing slots and time for all presenters proved challenging.

Best Practices –II

Introduction of Shakespearean Theatre to Students & Public Audience of Shillong.

Goal:

The vision is to target school and college students, as well as the general public who are keen to witness a cultural feast on Shakespeare never seen before in Shillong. The objective is to initiate into action, an overdue process of rediscovering theatre and to witness the translation of a famous play written by Shakespeare on the stage.

The goal is to harness the vast creative potential inherent with in students;

- To discover, to nurture, to teach, to hone and to guide them into a world of Literature and learning beyond prescribed texts and syllabi.
- Expose the students and the literary – inclined populace of the city to professional theatre.
- To pursue free- thinking and experimentation in the field of literary exercise and encourage self expression through aesthetics.
- Raise the level of intellectual perspective amongst the people of Shillong by introducing them to world class performances and experiences.
- Entertain the people of Shillong with world class performances by professional actors.
- Introduce Shakespeare's philosophy, insight into human nature and his classic interpretation of life, which have proved to be truthful for the past four centuries and will continue to do so till time immemorial.
- Creating among the youth a healthy Shakespearean culture so as to wean them away from drugs, drinks and self destructive options.
- Bringing a sense of the relevance of truth, honesty and values amongst the people.

The Context:

Shakespeare's "Hamlet" was staged with a purpose of reviving the dying art of theatrical performance in Shillong. It is hoped that the anticipated outcome of watching Hamlet will incorporate and nurture a return to Shakespeare classics and open opportunities for talented actors in the state.

Theatre has always been an important factor in the lives of the people of Shillong. But with the onslaught of digital media there has been less and less initiatives for theatre performances. But no individual can deny the joy and the exhilarating experience that each of us get when watching a live performance compared to that of watching on screens be it football, rock shows or plays. A choir composing five students from the college added value to the play. There is that magical connection between live performers and audience that create a positive permanent imprint in our memories. Staging Shakespeare's Hamlet , which is the most performed play in the world enthralled the people of Shillong. The institute managed to educated and entertain the people of Shillong.

Lady Keane College wishes to reintroduce the ageless charm of watching and enjoying theatre to the people of Shillong. Shakespeare and his plays have been the corner stone and guiding force of sound education in developed countries of the world for the past four centuries or so. With the staging of Shakespeare's play Hamlet in Shillong, it is expected to have a moral impact on the young and old alike. It is our wish that everyone will draw positive energy and strength from the wisdom and greatness of the plays of Shakespeare.

The Practice:

Lady Keane College reaffirmed its quest for spreading knowledge and enlightenment by staging a play of Shakespeare's Hamlet in the state. The task was taken by the Internal Quality Assurance Cell (IQAC) and Department of English i.e., the "La Societe Litterraire Anglais"(LSLA) along with the Arts and Culture Department, Govt.of Meghalaya. The LSLA invited the Shakespeare Society of East India (SSEI) from Kolkata, a society committed in spreading Shakespearean culture all over India. Hence, these two societies combined forces in staging Shakespeare's renowned play "Hamlet".

Prior to this two –day event, the team worked tirelessly to generate public interest/awareness about the play. It went all out for its publicity using posters, social/print media and word of

mouth marketing. General public tickets were available at the designated venue. Altogether , Eighty volunteers assisted various categorical task ranging from assisting the artists and actors backstage, maintaining disciplines, etc., For the purpose of enhancing the production of the play, the services of a light and sound crew were deployed. In order for the production to happen, certain clearance and permission had to be sought from the Deputy Commissioner for sale of ticket to collect funds for financial requirements in organising the play. No objection certificate was granted by the superintendent of Taxes, Shillong. A tie up with the Department of Arts and Culture , Govt. Of Meghalaya, was also engaged which enabled the production to be staged the U Soso Tham.

The Shakespeare Society of Eastern India (SSEI) Troupes form Kolkata performed Shakespeare's Hamlet. Having heard much about the acting skill and musical talent that the people of our region are blessed with, students of Lady Keane College were request to be part of the play. The students were highly appreciated by the crowed for their performances.

Hence, the staging of "Hamlet" brought in all sets of people from different streams of education. To some, yes, it is but a new concept and maybe as well known as Shakespeare maybe as a person his works may not be as well read by many. Staging plays like "Hamlet" which is a magnanimous of all the Bard's works deserves not only a grand setting but actors too drawing in the most unread of crowds closer to the play and its tale. The institute and its organizers have managed to not only teach but to delight as well.

Evidence of Success:

Almost thirty schools and twenty five colleges including two universities within Shillong town have been invited, out of which, eleven schools, fifteen colleges and the two Universities responded positively. As the account stands, out of 721 tickets for each day, the total number of ticket sold on the first way was 243 and 375 on the second day. Total number of free tickets for the sponsors and college students were 298. Programme ran smoothly and the funds raised from the sale of tickets i.e rupee one lacks, fifteen thousand and five hundred. Feedback received from the students were encouraging as well as suggestion for future improvements. The IQAC in its capacity , for the first time was able to raise sponsorship for this theatrical performance. The main sponsors were Lajong Football Club, Shillong Café and Canara Bank.

Problem Encountered and Resources Required :

- Shouldering of responsibility with different organisers.

- Coordinating with various members involved with the programme.

- Selection of dramatic society for performance.

- Organising travel and accommodation for the entire team of performers in one place and managing their requirements.

- Financial implications.

- Sharing and exchange of critical information and data amongst collaborators was not forthcoming creating a stumbling block in the smooth running of the programme.

However, the College once again despite its limited time and resources managed to pull off an outstanding show that drew in not only crowds but praises as well.