NAAC Accredited: "A" Grade

ANNUAL QUALITY ASSURANCE REPORT (AQAR)

2016-17

Lady Keane College, Shillong.

Date of Submission: 14-07-2017

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/AQAR2016-17.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)*   2016-17

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 2015-16 submitted to NAAC on 30/06/15 (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 ☐   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(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 Foreign language - German

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	-	DST-FIST	-
UGC-Innovative PG programmes	-	Any other (*Specify*)	-
UGC-COP Programmes	2		

2.IQAC Composition and Activities

2.1 No. of Teachers | 7

2.2 No. of Administrative/Technical staff | 2

2.3 No. of students | 3

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 | 20

2.10 No. of IQAC meetings held | 8

2.11 No. of meetings with various stakeholders: Total Nos. | 7 | Faculty | 3

Non-Teaching Staff | 1 | Students | 3 | Alumni | - | Others | -

2.12 Has IQAC received any funding from UGC during the year? Yes | - | No | ✓

If yes, mention the amount | -

2.13 Seminars and Conferences (only quality related)

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

Total Nos. | 1 | International | - | National | - | State | - | Institution Level | 1

(ii) Themes   : A one week Faculty Development Programme for teaching faculty

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.
- Organised Academic Audit (External)
- Conduct mentoring programme
- Organised meetings and obtained formal feedback from various stakeholders.
- Organised Parent teacher meeting.
- Organised Book fair in the campus.
- Allotment for remedial classes.
- Organised one week Faculty Development Programme for Faculty.
- Organised programme of felicitating academic awards to teaching faculty & students on College Foundation Day
- Campus Recruitment
- Conducted coaching classes for competitive examination.
- Exchange programme with Thomas Jones Synod College, Jowai, Jaintial Hills, Meghalaya.

Contributions made by IQAC

- Career Advancement Scheme (CAS), Processing of API (Annual Proforma Index) of Assistant Professor and Associate Professorship for teachers.
- Organised a talk by an Eminent Professor Andrew J. May, Melbourne University, Malbourne Australia
- Organised Health Camp Programme at adopted village Lyngkien, Mawphlang Elaka, East Khasi Hills District.

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
Implementation of Undergraduate Professional course in Tourism and Travel Management course	Permission granted for provisional affiliation
Encourage collaborative programmes	MOU with Thomas Jones Synod College, Jowai, Jaintia Hills, Meghalaya, for faculty and student exchange programme
To extend social responsibility towards community	MOU with adopted village Lyngkien, Mawphlang Elaka, East Khasi Hills District.
To organise cultural exchange programme and teaching experience faculty and staff	An agreement with Ambedkar University Delhi (AUD) for cultural exchange programme.
To implement internal annual Academic Audit.	Academic Audit completed.
To strengthen teaching learning process	One week Faculty Development programme was organised for faculty.

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

AQAR was discussed to finalize the report before submission.

Part – B

Criterion – I

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	1	-	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	3	-	2	-
Certificate	7	4	10	-
Others	-	-	-	-
Total	12	5	12	-

Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options
Bachelor of Science (B.Sc) Annual System
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

	Compulsory Subjects	Honours Subject	Elective Subjects
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) Annual System

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.*

Semester System

HONOURS	ELECTIVE SUBJECTS	
Biochemistry	Chemistry, Zoology	
Botany	Chemistry, Zoology	
Chemistry	Physics, Mathematics	Botany, Zoology
Mathematics	Physics, Chemistry	
Physics	Mathematics Chemistry	Mathematics, Computer Science
Zoology	Chemistry, Botany	

Professional Course in BTTM for a period of one year with effect from academic session 2017-18

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	- 3
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.

- Department of Tourism and Travel Management (BTTM)

  The Bachelor of Tourism and Travel Management (BTTM) is a four years professional programme. The programme provides students with an opportunity for specialisation in core areas of tourism.

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

- Bachelor in Computer Applications (BCA)
- Legal Care and Support Centre under the auspices of the Meghalaya State Legal Services Authority, Shillong.

Criterion – II

Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
81	51	19	Nil	11

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
2	1	NA	-	NA	NA	-	-	2	2

2.4 No. of Guest and Visiting faculty and Temporary faculty :   3   1   26

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	36	3	39
Presented papers	-	8	2
Resource Persons	-	-	3

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

Departments adopted several experiential learning such as field visits, industry visits, project, group discussions, case studies, e- learning, presentations etc. Apart from these several other methods were used such as:
- Use of ICT enabled teaching learning
- Use of Interactive Boards
- Use of Multimedia Technology and e-learning
- Screening documentaries and movies on selected topics

- Departments are advised to have introductory classes for first semester students.

2.7 Total No. of actual teaching days during this academic year ☐ 234

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 is 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

| 01 | 11 | 2 |

2.10 Average percentage of attendance of students ☐ 89%

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)	177	NIL	7.9	38.9	35	81.90
UG(Arts)(P)	124	NIL	NIL	6.4	41	48.38
UG(Sc)(H)	95	NIL	30.5	38.9	NIL	69.5
UG(Sc)(P)	5	NIL	Nil	NIL	60	60

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

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, remedial classes etc.

The IQAC monitors the progress of the teaching-learning process by formalize feedback from students and teachers. Feedbacks are analyzed and remedial measures were suggested for improvement. Principal also organize meetings 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	NIL
HRD programme	47
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.	9
Others	2

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	18	1	1	-
Technical Staff	02	-	-	-

Criterion – III

Research, Consultancy and Extension

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

The IQAC has taken up several initiatives to promote research among the Faculty of the college.

Committee

The IQAC has constituted Research Monitoring Committee to monitor and promote research.

Publication

IQAC encourages teachers to publish papers in the college journals: **Keanean Journal of science** and **Keanean Journal of Arts.**

Recognition/Awards

Felicitate Cash Awards to teachers for publishing their Research work in International/National Journals or for publishing their research work in Book or Chapter in a Book.

Funds

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

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	12	16	5
Outlay in Rs. Lakhs	Rs 4.011lakhs	Rs 12.386 lakhs	15.397 lakhs	4.011 lakhs

3.4   Details on research publications

	International	National	Others
Peer Review Journals	07	07	-
Non-Peer Review Journals	-	2	4
e-Journals	-	-	-
Conference proceedings	-	1	-

3.5 Details on Impact factor of publications:

Range [-]   Average [-]   h-index Nos. [16-24]   in SCOPUS [0.11-0.32]

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	8.49/- 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	Lady Keane College (8 Nos)	4.12 /- Lakhs	3.555/- Lakhs
Students research projects *(other than compulsory by the University)*	-	-	-	-
Any other(Specify)	2 Year	- Department of Biotechnology, Govt. Of India - Meghalaya Biodiversity Board	1.501/- Lakhs	1.031/- Lakhs
Total	-	-	**14.371**/- Lakhs	**13.381/-** Lakhs

3.7 No. of books published   i) With ISBN No.   [02]   Chapters in Edited Books   [8]

ii) Without ISBN No.   [-]

3.8 No. of University Departments receiving funds from

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

DPE [-]   DBT Scheme/funds [2]

3.9 For colleges Autonomy [-]   CPE [-]   DBT Star Scheme [-]

INSPIRE [-]   CE [-]   Any Other (specify) [-]

3.10 Revenue generated through consultancy   [400/-]

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	1	-	2	-	-
Sponsoring agencies	ICSSR, New Delhi &ICCR, New Delhi	-	Lady Keane College	-	-

3.12 No. of faculty served as

Category	Experts	Chairpersons	Resource Persons	Total
Number of Faculty	10	3	6	19

3.13 No. of collaborations: International [01] National [03]   Any other [4]

3.14 No. of linkages created during this year   [08]

3.15 Total budget for research for current year in lakhs:

From Funding agency   [12.777 Lakhs]

From Management of University/College   [2.620 Lakhs]

Total   [15.397 Lakhs]

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	1
	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
1	-	1	-	-	-	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 -   State level 76

National level -   International level -

3.22 No. of students participated in NCC events:

University level -   State level 28

National level 8   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 2

National level 3   International level -

3.25 No. of Extension activities organized

University forum -   College forum -

NCC -   NSS 03   Any other 1

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

Departments	Name of the Programmes
IQAC	• Health Camp programme at Lyngkien village in collaboration with Medical Care Unit, Lady Keane College, Shillong.
NSS	• NSS Unit and the Red Ribbon Club of the College in collaboration with the Regional Pasteur Institute, Shillong organised a Voluntary Blood Donation Camp in the College Campus. • The Annual Special Camp to the adopted Village, Pingwait was organised. During this Camp, Awareness Programme on many issues relating to the need of the Village was organised, Cleaning Drive of the village was conducted along with the villagers, Children programmes and different activities were organised daily for the children of the village by the student volunteers. Awareness programme on "Health and cleanliness" for children at Pingwait Village. • The NSS Unit and the Women's Cell of the College in Collaboration with the Meghalaya State Commission for Women organised a Street Play on the Theme "Crime Against Women" on the 28th. February, 2017 at Police Bazaar, Shillong.
Legal Care and Support Centre (LCSC)	• Organised a door to door campaign at Lawsohtun village, Shillong to reach out to individual households and spread awareness on the availability of free legal aid and services. This campaign covered 233 households. • Organised a street play at the main market area Motphran "NUKKAD NATAK" to create awareness under the banner 'Justice for All'

Criterion – IV

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	24.75sqm	-	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.	-	48	-	48
Value of the equipment purchased during the year (Rs. in Lakhs)	-	1.18	-	1.16
Others	-	2	-	2

4.2 Computerization of administration and library

Administration:
College Office:
 i) Implementation of Biometrics
ii) Payroll System :Payroll System Software has automated in the finance section of the college.
iii) 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 effective manner.

- **OPAC (**Online Public Access Catalogue**):**An online public access catalogue (OPAC) is in place and functional 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 in place and upgraded which students can browse the content of various CDs/videos which are uploaded and being upgraded continuously.

4.3 Library services:

	Existing		Newly added		Total	
	No.	**Value**	**No.**	**Value**	**No.**	**Value**
Text Books	34271	-	403	122640	34674	-
Reference Books	3575	-	-	58	167931	-
e-Books	-	-	-	-	-	-
Journals	2012	-	175	41600	2187	-
e-Journals	-	-	-	-	-	-
Digital Database	-	-	-	-	-	-
CD & Video	169	-	17	-	186	-
Others (specify)	-	-	-	-	-	-

4.4 Technology up gradation **(overall)**

	Total Computers	**Computer Labs**	**Internet**	**Browsing Centres**	**Computer Centres**	**Office**	**Depart-ments**	**Others**
Existing	116	23	Three Access point	5	12	23	21	9
Added	22	20	One Access point	-	-	-	-	2
Total	138	43	Three Access point	5	12	23	21	11

4.5 Computer, Internet access, training to teachers and students and any other programme for technology up-gradation (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.
- The Women's Cell, Lady Keane College in collaboration with North East Network, Shillong and Centre for Social Research, New Delhi organised a workshop on 'Online Safety and Counter Speech (Social Surfing)' on the 17th November 2016
- NSS unit of Lady Keane College had organised training to its Volunteers on 'Digitalisation of Financial Transaction – Cashless Transaction'

4.6 Amount spent on maintenance in lakhs:

i) ICT	Rs.126238.00
ii) Campus Infrastructure and facilities	Rs.3668582.00
iii) Equipment	Rs.100969.00
iv) Others	Rs.12838.00
Total :	Rs.3908627.00

Criterion – V

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 Students Council and disseminate information to the students on the various support services; in addition they are liaison 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

- Heads of the different Departments to maintain records of the outgoing students.
- Mandatory for students to furnish details of their future plan, placement and progression at the time of taking transfer certificate/certificates/mark sheets of the final examination.
- The Alumni Association maintains consistent correspondence with alumni.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1619	-	-	-

(b) No. of students outside the state

244

(c) No. of international students

1

Men

No	%
-	-

Women

No	%
1619	100

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
162	09	1294	32	0	1497	134	12	1425	47	01	1619

Demand ratio: 1:3   Dropout %: 3.75

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

The IQAC conducted a four month Integrated Career Training Programme for SSC, Bank PO, Civil Services, Management Entrance and Combined Defence Services. North Eastern Career Academy, Shillong has been entrusted with the task of conducting the programme.

No. of students beneficiaries | 96

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 Departments 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 guided and counselled on how they can make the right choice concerning their career paths which garner their interest.

Personal Counselling:

- There is an established Counselling Cell with a trained Counsellor who conducts regular counselling session on one to one basis.
- This Cell also arranges for Psychological counselling sessions, motivational talks, by inviting experts and professionals.
- Students' cell conducts Value Education class for all classes.

Mentoring:

- Mentoring programme implemented for all students

Career Guidance:

- The Career Cell arranges for career counselling by inviting experts and professionals.
- Career cell organised three career counselling and awareness programmes.
- Coaching for competitive exams.
- Teachers also provide counselling in their Departments.

No. of students benefitted: | 305

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:-

- Self defence training programme organised by IQAC in collaboration with safe girls foundation.
- The NSS Unit and the Women's Cell of the College in Collaboration with the Meghalaya State Commission for Women organised a Street Play on the Theme "Crime Against Women" at Police Bazaar, Shillong.

5.9 Students Activities

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

State/ University level 74   National level -   International level -

5.9.2 No. of students participated in cultural events

State/ University level   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 4   National level -   International level -

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	3	Rs. 4,320.00
Financial support from government	307	Rs. 31,63,055.00
Financial support from other sources (Alumni)	2	Rs. 23,000.00
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   9

5.13 Major grievances of students (if any) redressed:

Sl. No.	Major Grievances	Redressed
1	Department library should have more number of books/ reference books in the central library.	More books have been added in the central library. However reference books have not yet been received by the college
3	Quality and Service of the canteen to be improved	Action taken by Canteen Committee

Criterion – VI

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 admission process, details of the students can be retrieved for various purposes. The attendance, results of the Internal and External Semester Examinatios can be retrieved by the students and teachers through MIS.

- 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.

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

6.3.1   Curriculum Development

- 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 class tests, group discussions, home assignments, etc.
- Exposing students for outdoor learning through educational trips, camps etc.
- Motivating students for research activities.
- Remedial classes are conducted for all classes.
- Using ICT enabled advanced methods for teaching such as:
  - Interactive Board
  - Over Head Projector
  - Online learning

6.3.3 Examination and Evaluation

- Continuous evaluation through class tests and centralised internal test practice. Seminars, assignments and project works conducted to assess their academic status.
- 20+80 accumulation facility for Annual System.
- 25+75 accumulation facility for Semester System.

6.3.4 Research and Development

- Research monitoring committee is in place. Expert Committee is constituted to screen research related works.
- Encouraged on interdisciplinary research.
- The management provided financial assistance for departmental minor research projects
- e-books and e-journals are made available to the faculty through N-LIST
- In addition, publication of
  - The Keanean Journal of Science
  - The Keanean Journal of Arts.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Library:

- Library working hours are extended to suit students requirements
- Automation of library using Library Management Software.
- Bar coding and OPAC.
- Departmental libraries also funded by the management.
- Regular updates of Titles.
- Reference section with Journals and reference books.
- Subscribed to N-LIST

ICT

- Encourage the extensive use of ICT computer-aided teaching/learning materials.
- Wi-Fi enable campus.
- Departments are provided with OHPs, LCD projectors, desktop computers and peripherals.
- Provision of ICT facilities in laboratories and the library
- Providing access to Digital library through Self Service Kiosk
- Interactive Boards for ICT based teaching learning.

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 TV LCD screen. Well equipped laboratories, UGC Network Resource Centre, library, students' common room with TV LCD screen, Medical Care Unit, Gymnasium, Browsing Centre, Library, Bank with ATM facility, Canteen, Coffee Shop, Parking area, Paper Recycling Unit, Vermi-Composting Unit, etc.

6.3.6 Human Resource Management

- Self Appraisal to evaluate the performance of the teaching/non teaching staff.
- Feedback from students on performance of the faculty.

6.3.7   Faculty and Staff recruitment

- Recruitment is done as per UGC and Government guidelines.
- 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.
- Internship programmes for the students of Diploma in Travel and Tourism Management, Fashion Designing.
- Grigore Antipa National Museum of History, Bucharest ,Romania.

6.3.8   Admission of Students

- Admission process is merit based.
- Personal Interviews in all the departments
- Spot admission for position holders or students securing an aggregate of 80% and above.
- 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 courses offered.

6.4 Welfare schemes for

Teaching	- Welfare scheme. - Maternity Leave - Group Medical Insurance
Non teaching	- Welfare scheme. - Maternity Leave - IESIC
Students	- Payment of College fees on two instalments. - .Student from poorer section can pay in many instalments. - Access to first aid and emergency medical care - Maternity Leave - Financial Aid to parents/guardian of deceased. - Relief fund for students facing natural calamities - BPL Students' Welfare Fund

6.5 Total corpus fund generated: Rs 1, 70, 30,156/-

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

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	yes	External experts as per guidlines	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?

- Online filling up of examination form OASIS software.

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.
- Visit and contributions to New Hope Centre, Shillong.

Support:

- Financial assistance provided to Khasi Traditional Music, Skilled Oriented Course.
- Refrigerator to the Medical Care Unit, Lady Keane College, Shllong.

6.12 Activities and support from the Parent – Teacher Association (PTA)

- President and Secretary of PTA as parents' representatives to the Governing Body
- PTA Executive Body meets periodically and General Body meets annually.
- Feedback from parents.

6.13 Development programmes for support staff

Non teaching staff were granted permission to attend a one day workshop on "Staff Excellence,, Capacity, Growth and Effective Human Relations" for Non-Teaching Staff, in collaboration with Meghalaya College Non-Teaching Employees' Association, Meghalaya on the 2nd June, 2017 organised by Union Christian College, Umiam Khwan, Ri-Bhoi District, Meghalaya.

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 and LED bulbs.
- To encourage plastic free campus, canteens and cafeteria are instructed to limit the sale of items in plastic containers/bags.
- Printing is done on both sides of the paper , also printed pages are recycled.
- LCD monitors is being used instead of CRT.
- More Solar LED lights installed within campus.
- Management of biodegradable- wastes viz. vermi-composting.
- Paper Recycling Unit available within the campus.

<u>Use of Renewable Energy</u>:

- Solar LED Tube Lights 20Wfor hostel and Solar Street light for lighting campus.
- Additional solar water heating system is installed in the hostel.
- Some of the other eco initiatives are Rain Water Harvesting System, Vermi Composting and Waste Paper Recycling Unit.

Criterion – VII

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.

IQAC took an initiative to conducted external Academic Audit. Two External members along with the Co-ordinator, IQAC visited all the Departments formulated and design systematic tools for assessment. The result obtained were analysed and an Academic Audit report was prepared and submitted to the principal. Principal discussed the various aspects of the report with the Heads of the Departments and teaching faculty during various meetings and suggestion were sought for improvement in respective areas.

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 programme on adopted village	Conducted Health Camp Programme
2	To conduct programme on adopted school	Donated educational aids
3	To organised cultural exchange programme	Conducted with Thomas Jones Synod College, Jowai.
4	To conduct Faculty Development programme	Conducted as per plan
5	To conduct student mentoring	Conducted as per plan
6	To conduct Academic Audit	Conducted as per plan by external experts
7	To conduct Remedial Classes	Conducted as per routine
8	To conduct coaching classes for entry into services	Conducted as per routine

7.3 Give two Best Practices of the institution.

(Please see the format in the NAAC Self-study   Manuals)

- Beyond the campus; Sharing Intellectual & Cultural Learning
- Elevation of Underprivileged Sections of Society

*Attached the details in annexure III

7.4 Contribution to environmental awareness / protection

- World Environment Day was Celebrated by implementation of project on "Management of waste (Solid/Liquid)" funded by college management undertaken by NSS unit Lady Keane College.
- "One Tree One House" programme was organised by LSLA, coordinated by English department on "The World Environment Day", 5th June 2017. A programme where Tree saplings were distributed.

7.5 Whether environmental audit was conducted?   Yes | ✓ | No | - |

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

To strengthen teaching learning process Academic Audit was conducted.

8. Plans of institution for next year

- Implementation of Undergraduate Professional course in Bachelor in Computer Applications.
- To introduce Post-Graduate Course.
- To create special unit to prepare students life beyond campus.
- To start certificate course on Human Rights Education.
- To setup Research Innovation Cell.
- To setup Recreational student room.
- To setup Language Laboratory.
- To Add more of emergency exit and campus accessibility for differently able.
- To conduct staff development programme.
- To add more solar system and to complete collar installation in the hostel premises.
- To conduct Administrative Audit.
- To implement faculty and student exchange programme
- To initiate recognition to Departmental Academic Achievement.

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

Sd/-   *Sd/-*

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

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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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