



NAAC Accredited: "A" Grade

ANNUAL QUALITY ASSURANCE REPORT (AQAR)

2017-18

Lady Keane College, Shillong.

Date of Submission:16-07-2018

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/AQAR2017-18.doc

1.5 Accreditation Details

Sl.No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B	2.74	2009	2014
2	2 nd Cycle	A	3.09	2014	2019
3	3 rd Cycle	-	-	-	-
4	4 th Cycle	-	-	-	-

1.6 Date of Establishment of IQAC: DD/MM/YYYY

1.7 AQAR for the year (for example 2010-11)

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

1. Certificated Course in Fashion Designing
2. Certificate Course in Mushroom Cultivation
3. Certificate Course in Khasi Traditional Music
4. Certificate Course in Tourism and Travel Management
5. Certificate Course in English for Tourism
6. Certificate Course in Spoken English
7. Certificate Course in Spoken Languages
8. Certificate Course in Citizen Journalism
9. Certificate Course in Computer
10. Certificate Course in Foreign Languages
11. Certificate Course in Human Rights
12. Certificate Course in Spoken Tutorial, IIT Mumbai
13. Diploma Course in Tourism and Travel Management
14. Diploma Course in Fashion Designing
15. Diploma Course in Khasi Traditional Music

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	<input type="checkbox"/>	
University with Potential for Excellence	<input type="checkbox"/>	UGC-CPE <input type="checkbox"/>
DST Star Scheme	<input type="checkbox"/>	UGC-CE <input type="checkbox"/>
UGC-Special Assistance Programme	<input type="checkbox"/>	DST-FIST <input type="checkbox"/>
UGC-Innovative PG programmes	<input type="checkbox"/>	Any other (<i>Specify</i>) <input type="checkbox"/>
UGC-COP Programmes	<input type="checkbox"/>	

2

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="8"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="3"/>
2.3 No. of students	<input type="text" value="2"/>
2.4 No. of Management representatives	<input type="text" value="1"/>
2.5 No. of Alumni	<input type="text" value="1"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="1"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="1"/>
2.8 No. of other External Experts	<input type="text" value="-"/>
2.9 Total No. of members	<input type="text" value="17"/>
2.10 No. of IQAC meetings held	<input type="text" value="7"/>

2.11 No. of meetings with various stakeholders: Total Nos. Faculty
Non-Teaching Staff Students 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. International National State Institution Level

(ii) Themes : Environment Consciousness and Sustainability: Know Globally and Act Locally

2.14 Significant Activities and contributions made by IQAC

Activities of IQAC:

1. Procurement of Departmental and Various Committees Reports which forms the basis for AQAR.
2. Distribution and collection of self-appraisal forms for updating records.
3. Organised periodical orientation programmes for students of all classes.
4. Conduct mentoring programme
5. Organised meetings and obtained formal feedback from various stakeholders.
6. Organised Parent teacher meeting.
7. Organised Book fair in the campus.
8. Allotment for remedial classes.
9. Collection of Feedback
10. Organised programme of felicitating academic awards to teaching faculty & students on College Foundation Day
11. Campus Recruitment
12. Conducted coaching classes for competitive examination.
13. Cultural Exchange program with Indian National Trust for Art and Cultural Heritage (INTACH), New Delhi
14. Cultural Exchange Programme with Ambedkar University Delhi (AUD), New Delhi
15. Faculty exchange programme with Thomas Jones Synod College Jowai, Jaintial Hills, Meghalaya.
16. National Seminar on “Environment Consciousness and Sustainability: Know Globally and Act Locally”

Contributions made by IQAC

1. Career Advancement Scheme (CAS) for faculty.
2. Processing of API (Academic Performance Indicator) for Assistant Professors and Associate Professors.
3. Organised training programme “*Training on Tailoring cum Knitting*” at adopted village Lyngkien, Mawphlang Elaka, East Khasi Hills District.
4. Organised training programme on “*Mushroom Cultivation*” at adopted village Lyngkien, Mawphlang Elaka, East Khasi Hills District.

5. Cultural Exchange program with Indian National Trust for Art and Cultural Heritage (INTACH), New Delhi
6. Cultural Exchange Programme with Ambedkar University Delhi (AUD), New Delhi
7. Faculty exchange programme with Thomas Jones Synod College Jowai, Jaintial Hills, Meghalaya.

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
Applied for Professional Affiliation and introduction of new course in Bachelor in Computer Applications	Provisional Affiliation Granted.
Encourage collaborative programmes	MOU with Thomas Jones Synod College, Jowai, Jaintia Hills, Meghalaya,
To promote Faculty Exchange Programme	Faculty exchange programme conducted between Thomas Jones Synod College Jowai, Jaintia Hills, Meghalaya and Lady Keane College, Shillong. Departments of Khasi, Philosophy and Economics took part actively.
To extend social responsibility towards community	Conducted “ <i>Mushroom Cultivation and Training on Tailoring cum Knitting</i> ” programme at adopted village Lyngkien, Mawphlang Elaka, East Khasi Hills District.
To organise cultural exchange programme	Cultural Exchange programme at Ambedkar University Delhi(AUD) conducted.

* *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	3	1	-	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	3	-	2	-
Certificate	12	1	10	-
Others	-	-	-	-
Total	18	2	12	-

Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

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

Bachelor in Science (B.Sc.)

HONOURS	ELECTIVE GROUP-A	ELECTIVE GROUP-B
Physics	Mathematics Chemistry	-
Chemistry	Physics, Mathematics	Botany, Zoology
Mathematics	Physics, Chemistry	-
Botany	Chemistry, Zoology	-
Zoology	Chemistry, Botany	-
Biochemistry	Chemistry, Zoology	-

Bachelor of Arts (B.A)

HONOURS	ELECTIVE SUBJECTS (GROUP – A)	ELECTIVE SUBJECTS (GROUP – B)
English	History, Sociology, Education	History, Philosophy, Education
Education	History, Political Science, Sociology, Elective Language	-
History	Economics, Political Science, Sociology, Education	-
Philosophy	History, Education, El. Language, Political Science,	-
Political Science	Economics, History, Sociology, Education	-
Economics	History, Sociology, Political Science	-
Sociology	History, Education, El. Language	-
Bengali	History, Political Science, Education, Sociology	-
Khasi	History, Education, Sociology, Political Science	-

Bachelor of Tourism and Travel Management- Four Years

Under Choice Based Credit System CBCS

SEMESTER	COURSE TYPOLOGY (TTM)	CORE COURSE (DSC)	ABILITY ENHANCEMENT COMPULSORY COURSE(AECC)	SKILL ENHANCEMENT COURSE (SEC)	DISCIPLINE SPECIFIC ELECTIVE (DSE)
I	BTM-101	DSC-1A			
	BTM-102	DSC-2A			
	BTM-103	DSC-3A			
	BTM-104		AE-1		
	BTM-105			SEC-1	
II	BTM-201	DSC-1B			
	BTM-202	DSC-2B			
	BTM-203	DSC-3B			
	BTM-204		AE-2		
	BTM-205			SEC-2	
III	BTM-301	DSC-1C			
	BTM-302	DSC-2C			
	BTM-303	DSC-3C			
	BTM-304				DSE-1
	BTM-305			SEC-3	
IV	BTM-401	DSC-1D			
	BTM-402	DSC-2D			
	BTM-403	DSC-3D			
	BTM-404				DSE-2
	BTM-405			SEC-4	

V	BTM-501				DSE-3
	BTM-502				DSE-4
	BTM-503				DSE-5
	BTM-504				DSE-6A/
	BTM-505				DSE-6B/
	BTM-506				DSE-6C/
	BTM-507			SEC-5	
VI	BTM-601				DSE-7
	BTM-602				DSE-8
	BTM-603				DSE-9
	BTM-604			SEC-6	
VII	BTM-701				DSE-10
	BTM-702				DSE-11
	BTM-703				DSE-12
VIII	BTM-801				DSE-13
	BTM-802				DSE-14
	BTM-803				DSE-15
	BTM-804			SEC-7	

Discipline Specific Core Courses

DSC-1A: Introduction to Tourism and Travel Management

DSC-2A: Geography of Tourism

DSC-3A: Principles of Management

DSC-1B: Tourism Products of India

DSC-2B: Travel Agency and Tour Operations

DSC-3B: Transport Operations Management

DSC-1C: Facility Planning

DSC-2C: Tourism Policy and Planning

DSC-3C: Tourism Legislations

DSC-1D: Tour Guiding and Escort Services

DSC-2D: Tourism Impacts

DSC-3D: Tourism in North East India

Discipline Centric Elective

DSE-1: Tourism Entrepreneurship

DSE-2: Fieldtrip Report

DSE-3: Principles of Marketing

DSE-4: Human Resource Management

DSE-5: Hospitality Management

DSE-6A: Front Office Operations

DSE-6B: Food and Beverages Management

DSE-6C: House Keeping Management

DSE-7: Business Communication

DSE-8: Destination Planning and Development

DSE-9: Sustainable Tourism Development

DSE-10: Internship Report

DSE-11: Log Book and Appraisal Report

DSE-12: Viva Voce

DSE-13: Event Management

DSE-14: Marketing in Tourism and Hospitality

DSE-15: Contemporary Issues in Tourism

Ability Enhancement Compulsory Courses

AE-1: English Communication

AE-2: Environmental Studies

Skill Enhancement Elective Courses

SEC-1: Fundamentals of Computer

SEC-2: Personality Skills for Tourism

SEC-3: Accounting and Financial Skills for Tourism

SEC-4: Report Writing Skills for Tourism

SEC-5: Tourism Operation Software Skills

SEC-6: Itinerary Planning and Costing

SEC-7: Media in Tourism

BTTM Year -1

SEM	COURSE TYPOLOGY	COURSE OFFERED	COURSE NAME	CREDIT	HOURS PER WEEK
I	BTM-101	DSC-1A	Introduction to Tourism and Travel Management	6	4.5
	BTM-102	DSC-2A	Geography of Tourism	6	4.5
	BTM-103	DSC-3A	Principles of Management	6	4.5
	BTM-104	SEC-1	Fundamentals of Computer	2	1.5
	BTM-105	AE-1	English Communication	2	1.5
Total Credits in this semester				22	16.5
II	BTM-201	DSC-1B	Tourism Products of India	6	4.5
	BTM-202	DSC-2B	Travel Agency and Tour Operations	6	4.5
	BTM-203	DSC-3B	Transport Operations Management	6	4.5
	BTM-204	SEC-2	Personality Skills for Tourism	2	1.5
	BTM-205	AE-2	Environmental Studies	2	1.5
Total Credits in this semester				22	16.5

BTTM Year-II

SEM	COURSE TYPOLOGY	COURSE OFFERED	COURSE NAME	CREDIT	HOURS PER WEEK
III	BTM-301	DSC-1C	Facility Planning	6	4.5
	BTM-302	DSC-2C	Tourism Policy and Planning	6	4.5
	BTM-303	DSC-3C	Tourism Legislations	6	4.5
	BTM-304	DSE-1	Tourism Entrepreneurship	2	1.5
	BTM-305	SEC-3	Accounting and Financial Skills for Tourism Business	2	1.5
Total Credits in this semester				22	16.5
IV	BTM-401	DSC-1D	Tour Guiding and Escort Services	6	4.5
	BTM-402	DSC-2D	Tourism Impacts	6	4.5
	BTM-403	DSC-3D	Tourism in Northeast India	6	4.5
	BTM-414	DSE-2	Fieldtrip Report *	2	12
	BTM-405	SEC-4	Report Writing Skills for Tourism	2	1.5
Total Credits in this semester				22	27

BTTM Year-III

SEM		COURSE OFFERED	COURSE NAME	CREDIT	HOURS PER WEEK
V	BTM-501	DSE-3	Principles of Marketing	4	4
	BTM-502	DSE-4	Human Resource Management	4	4
	BTM-503	DSE-5	Hospitality Management	4	4
	BTM-504	DSE-6A/	Front Office Operations/	4/	4
	BTM-505	DSE-6B/	Food and Beverages Operations/	4/	4
	BTM-506	DSE-6C/	House Keeping Operations/	4/	4
	BTM-507	SEC-5	Tourism Operation Software Skills	4	4
Total Credits in this semester				20	20
VI	BTM-601	DSE-7	Business Communication	4	4
	BTM-602	DSE-8	Destination Planning and Development	6	4.5
	BTM-603	DSE-9	Sustainable Tourism Development	6	4.5
	BTM-604	SEC-6	Itinerary Planning and Costing	4	4
Total Credits in this semester				20	17

BTTM Year-IV

SEM	COURSE TYPOLOGY	COURSE OFFERED	COURSE NAME	CREDIT	HOURS PER WEEK
VII	BTM-711	DSE-10	Internship Report	8	
	BTM-712	DSE-11	Log Book and Appraisal Report	8	
	BTM-713	DSE-12	Viva voce	4	
Total Credits in this semester				20	
VIII	BTM-801	DSE-13	Event Management	6	4.5
	BTM-802	DSE-14	Marketing in Tourism and Hospitality	6	4.5
	BTM-803	DSE-15	Contemporary Issues in Tourism	4	4
	BTM-804	SEC-7	Media in Tourism	4	4
Total Credits in this semester				20	17

- Professional Course in Bachelor in Computer Applications (BCA) for a period of one year with effect from academic session 2017-18

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	4
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.

1. Free Open Source Software (FOSS) Centre in Meghalaya:

Department of Computer Science as a coordinating department opened in collaboration with IIT Mumbai a FOSS Centre.

2. Professional Course in Bachelor in Computer Applications (BCA)

Provisional affiliation is granted for the Professional Courses in Bachelor in Computer Applications (BCA)

Criterion – II

Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
82	50	21	Nil	11

2.2 No. of permanent faculty with Ph.D.

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	-	NA	2	NA	NA	-	-	2	2

2.4 No. of Guest and Visiting faculty and Temporary faculty:

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	28	55	30
Presented papers	2	2	
Resource Persons	-	3	

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

- To re-enforce experiential learning such as field visits, industry visits, project, group discussions, case studies, e- learning, presentations etc.
- 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 236

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
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2.10 Average percentage of attendance of students 85%

2.11 Course/Programme wise distribution of pass percentage:

Pass Percentage (Annual System)

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
UG(Arts)(H)	210	NIL	14.80	31.86	36.26	82.92
UG(Arts)(P)	101	NIL	NIL	15.84	84.15	99.99
UG(Sc)(H)	76	NIL	28.94	51.31	NIL	80.26
UG(Sc)(P)	5	NIL	Nil	100	NIL	100

Pass Percentage (Semester System)

Semester Results Awaited

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 undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	NIL
UGC – Faculty Improvement Programme	NIL
HRD Programme	NIL
Orientation Programme	1
Faculty exchange Programme	NIL
Staff training conducted by the university	NIL
Staff training conducted by other institutions	NIL
Summer / Winter schools, Workshops, etc.	3
Others	NIL

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.

Research and Innovation Cell

The IQAC has constituted Research and Innovation Cell & Institutional Ethics Committee to monitor and promote research.

Research and Innovation Committee & Institutional Ethics Committee of the college in collaboration with Indian Council of Social Science Research, New Delhi and Indian Council of Social Science Research, NERC Shillong organised an International Seminar on “Ethical Challenges and Contemporary issues in Creative Research: Uniformity Vs Creativity, during 19th & 20th February 2018.

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 funds for minor research projects conducted by the Departments.

3.2 Details regarding major projects

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

1.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	9	15	24	9
Outlay in Rs. Lakhs	Rs10.805lakhs	Rs8.026 lakhs	Rs.18.831 lakhs	Rs.10.805lakhs

3.4 Details on research publications

	International	National	Others
Peer Review Journals	11	01	-
Non-Peer Review Journals	-	-	2
e-Journals	7	-	-
Conference proceedings	-	1	-

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

1.6 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) Meghalaya Biodiversity Board (2), DBT (1)	14.276/- Lakhs	13.026/- Lakhs
Interdisciplinary Projects (Maths-Biochemistry)	2 Years	Lady Keane College (1)	0.505/- Lakhs	0.505/- Lakhs
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	1-2 Years	Lady Keane College (9)	3.81/- Lakhs	3.81/- Lakhs
Students research projects (other than compulsory by the University)	-	Lady Keane College (6)	0.24/- Lakhs	0.24/- Lakhs
Any other(Specify)	-	-	-	-
Total	-	-	18.831/- Lakhs	17.581/- Lakhs

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

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

INSPIRE CE Any Other(specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	1	1	2	-	-
Sponsoring agencies	1. Lady Keane College 2. Indian Council of Social Science Research, New Delhi 3. Indian Council of Social Science Research, NERC Shillong	1. Lady Keane College 2. Meghalaya Basin Development Authority(MB DA)	Lady Keane College	-	-

3.12 No. of faculty served as

Category	Experts	Chairpersons	Resource Persons	Total
Number of Faculty	5	6	15	26

3.13 No. of collaborations: International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From Funding agency	<input type="text" value="14.276lakh"/>
From Management of University/College	<input type="text" value="4.555lakh"/>
Total	<input type="text" value="18.831lakh"/>

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
-	-	-	-	-	-	16

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
National level 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 Any other

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

Departments	Name of the Programmes
IQAC	<ul style="list-style-type: none"> TRAINING ON MUSHROOM CULTIVATION: The Internal Quality and Assurance Cell (IQAC), Lady Keane College in collaboration with Department of Botany, Lady Keane College, Shillong organised a <i>One day Mushroom Cultivation Training Program</i> at its adopted village Lyngkien, Mawphlang Elaka, Meghalaya on the 15th September, 2017. The training on cultivation of Oyster Mushroom was given to the local residents, besides theory, practical demonstration on various aspects of Oyster Mushroom cultivation was part of the training during the programme

	<ul style="list-style-type: none"> • TRAINING ON TAILORING CUM KNITTING: A Meeting between the members of the IQAC, Lady Keane College with the members of the Village was held on the 23rd March 2018 at Lyngkien Village. The main agenda of the meeting was to discuss about another program “<i>Training on Tailoring cum Knitting</i>” that the IQAC would like to conduct in the village. The “<i>Training on Tailoring cum Knitting</i>” Program was inaugurated on the 29th March 2018.
NSS	<ul style="list-style-type: none"> • The NSS Unit in collaboration with the Red Ribbon Club, Rangers Unit, Youth Red Cross, Medical Care Unit of the College and NEIGRIHMS, Shillong organised a <i>Voluntary Blood Donation Camp</i> in the College Campus on the 4th July, 2017 • “<i>March for Road Safety Awareness</i>” from the College campus through Civil Hospital Point, IGP, Barik and back to the College on 14th.August, 2017 • The NSS Unit of the College in collaboration with NSS Cell, NEHU, Shillong organised a <i>Special Cleaning Drive</i> of Police Bazaar and its adjoining areas on 15th. August, 2017 as part of the observance of <i>Swachhta Pakhwara</i> • <i>First Special Camp</i> in the adopted Village Laitsohplich-Subakalai from 25th. To 31st October, 2017. • <i>Second Special Camp</i> in the adopted Village Laitsohplich-Subakalai from 16th. To 22nd December, 2017. • The Unit was able to send 14 volunteers to render their service in two <i>Women Model Polling Stations</i> (At lady Keane College, Shillong and at All Saint’s

	<p>Diocese H. S. School) in connection with the <i>Meghalaya Legislative Assembly Elections</i> held on 23rd March, 2018</p> <ul style="list-style-type: none"> • <i>HIV/AIDS Awareness programme</i> on 29th March, 2018
<p>Legal Care and Support Centre (LCSC)</p>	<ul style="list-style-type: none"> • Door to Door campaign on free legal aid services on 15th and 16th November 2017 at Demseiniong • Performed a street play on “Domestic Violence” at Police Bazar Shillong • Visit to District Jail for rendering free legal services.

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	-	-	36254.91 sq.m
Class rooms	39	-	-	39
Laboratories	06	-	-	06
Seminar Halls	02	-	-	02
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	-	15	-	15
Value of the equipment purchased during the year (Rs. in Lakhs)	-	86	-	86
Others	-	-	-	-

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	34838	-	687	265394	35525	-
Reference Books	3575	-	58	167931	3633	-
e-Books	-	-	40	-	40	-
Journals	2012	-	206	56020	2218	-
e-Journals	-	-	09	-	09	-
Digital Database	-	-	-	-	-	-
CD & Video	169	-	24	-	193	-
Others (specify)	-	-	-	-	-	-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	138	43	Twenty Four Access point	11	12	23	21	11
Added	15	-	-	-	-	1	10	-
Total	153	43	Twenty Four Access point	11	12	24	31	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.

4.6 Amount spent on maintenance in lakhs:

i) ICT	Rs.135010.00
ii) Campus Infrastructure and facilities	Rs. 3044657.00
iii) Equipment	Rs18405.00
iv) Others	Rs.41525.00
Total:	Rs.3239597.00

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 this 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 student's progression.
- 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
1523	-	-	-

(b) No. of students outside the state

252

(c) No. of international students

2

Men

No	%
-	-

Women

No	%
1523	100

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
134	12	1425	47	1	1619	280	10	1194	39	0	1523

Demand ratio: 1:3

Dropout %:8.41%

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

113

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.
- Thirty-Three (33) students were counselled by the counsellor of Lady Keane College for personal related matters.

Mentoring & Value Education:

- IQAC has organised Mentoring programme implemented for all students

Career Guidance:

- The IQAC, Lady Keane College, in association with Pune Institute of Business Management, Shillong, organised a career awareness programme for the students of BA and B.Sc. 6th semester on the 24th March 2018 about jobs available in different companies. 100 students attended the programme.
- LEAP ASPIRE, conducted campus programme on career readiness, communication skills and soft skills training for 109 students from 6 to 16 December 2017.
- Programme on Responsible Tourism & Entrepreneurship Development held from 29th of March to the 10th of April, 2018. 36 students participated in the programme.

- No. of students benefitted:

467

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
1	16	2	-

5.8 Details of gender sensitization programmes

Following are the gender sensitization programmes organised:-

- The Career and Counselling Cell in collaboration with the Women Cell, Lady Keane College and the office of the One Stop Centre, Social Welfare Department, Shillong organised a one-day workshop on Violence against women. The workshop was on the awareness of violence on women and how to get help from the different government departments in Meghalaya. The resource persons informed on Women's Rights and Child Rights. Date: 28.07.2017.
- "One Day Workshop on Crime against Women and Children" was organised by loh Lynti-one stop Centre, Shillong in collaboration with Women Cell, Lady Keane College on 28th July 2017.

- The Women Cell of Lady Keane College organised the “Festival of Womanhood” on 29th March 2018 on the occasion of International Women’s Day.

5.9 Students Activities

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

State/ University level 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 National level International level

Cultural:

State/ University level National level International level

Other events:

State/University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	3	Rs. 5400.00
Financial support from government	934	Rs. 4670000
Financial support from other sources (Alumni)	2	Rs. 5000.00
Financial support for BPL students (Faculty contribution)	16	Rs. 80000
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

16

5.13 Major grievances of students (if any) redressed:

Sl. No.	Major Grievances	Redressed
1	Quality and Service of the canteen to be improved.	New canteen proprietor has been identified and given contract.
2	Graduation Day should be celebrated formally.	Matter was brought to the Principal attention and was taken to Governing Body.
3	Career Counselling Centre to be centrally located.	The matter has been recommended to the infrastructure committee to accommodate the centre on completion of new building.
4	Less water for drinking and for flushing in the toilets.	Additional Aqua Guards have been installed within canteen and Departments. Rain water harvesting for flushing was recommended to management.
5	Increase number of computer in Browsing Section of the Library.	Extension of the Library has been planned in the new building.
6	To add more reference books in the central library.	Order has been placed for additional reference books as recommended by the Departments.

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 Examination 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 is 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.
- 25%+75% (for Arts) and 25%+75% (for Science) 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

6.3.5 Library, ICT and physical infrastructure / instrumentation

Library:

- Library working hours are extended to suit student 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.
- Institutional membership with Indian National Trust for Art and Cultural Heritage (INTACH), New Delhi.

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	<ul style="list-style-type: none">- Welfare scheme.- Group Medical Insurance- Maternity Leave
Non-teaching	<ul style="list-style-type: none">- Welfare scheme.- ESIC- Maternity Leave- Group Medical Insurance
Students	<ul style="list-style-type: none">- Payment of College fees on two instalments.- Students from poorer sections can pay in many instalments.- Access to first aid and emergency medical care- Financial Aid to parents/guardian of deceased.- Maternity Leave- Relief fund for students facing natural calamities- BPL Students' Welfare Fund

6.5 Total corpus fund generated:

Rs1,42,55,976/-

6.6 Whether annual financial audit has been don

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?

- 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.

Support:

- Financial assistance provided to Khasi Traditional Music, Skilled Oriented Course.

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.

6.13 Development programmes for support staff

Non-teaching staff were granted permission by the management to attend workshop/seminar/training programme.

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.\
- Additional solar water heating system is installed in the hostel.

Use of Renewable Energy:

- 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 conduct 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 two months training programme for self-employment at adopted village
2	To raise funding for adopted school	Applied for permission with District Commissioner for fund raising programme.
3	To organise Cultural Exchange programmes	Conducted as per the plan
4	To organised two days National Seminar on Environment Consciousness	Conducted on 20 th and 21 st June 2018
5	To conduct student mentoring	Conducted as per plan
6	To conduct Remedial Classes	Conducted as per routine
7	To conduct coaching classes for entry into services	Conducted as per routine
8	To raise and disburse funds for BPL	Conducted as per plan

7.3 Give two Best Practices of the institution.

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

- Developing Entrepreneurship Skills
- Environment consciousness

**Attached the details in annexure III*

7.4 Contribution to environmental awareness / protection

- World Environment Day was Celebrated by NSS unit Lady Keane College.
- The IQAC of Lady Keane College, Shillong organised a two-day seminar inter-disciplinary National Seminar on **Environment Consciousness and Sustainability: Know Globally and Act Locally.**

7.5 Whether environmental audit was conducted? Yes No

7.6 Any other relevant information the institution wishes to add.

(For example SWOT Analysis)

Fashion designing – Adopted Village

8.Plans of institution for next year

- To expedite introduction of skill development courses.
- To organise introductory course for 1st Semester students.
- Implementation of MOOC's under SWAYAM scheme.
- College seminar on college funded projects.
- Students Seminar to be conducted by Research and Innovation Cell.
- Campus publication of minor research project.
- Conduct one-day workshop on report writing by IQAC
- To extend consultancy services by IQAC to rural colleges.
- To organise fund raising activities for adopted school involving students.
- Library committee to organise workshop to inculcate reading habits.
- To organise timely campus recruitment.
- To organise soft skills workshop for non-teaching staff.
- To conduct workshop on Photography & Videography.

Name: Dr.M.Y.Tham

Sd/-

Signature of the Coordinator, IQAC

Name: Dr. (Mrs.) C. Massar

Sd/-

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
