Yearly Status Report - 2019-2020

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

2. Institutional Status

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

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://www.ladykeanecollege.edu.in/files/userfiles/file/AQAR%20%202018-19.pdf

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	https://www.ladykeanecollege.edu.in/files/userfiles/file/CALENDAR%20SESSION%202019-20_1.pdf

5. Accrediation Details

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

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

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries

Visits to all departments for quality initiative	22-Nov-2019 2	88
Alumni General Body meeting	30-Nov-2019 1	54
Conducting coaching classes for competitive examination	05-Aug-2019 100	124
Collection of feedback	08-Jun-2020 11	545
Processing of API (Academic Performance Indicator) for Assistant Professor	22-Aug-2019 2	6
[View File](#)		

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

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Lady Keane College	A two day National seminar on "Environment consciousness and sustainability: know globally and Act locally	Meghalaya Basin Development Authority	2019 2	135000
Lady Keane College	A Two day National seminar on " Circle of Gender Liberation and Tradition: With Reference to the North-East India	Indian Council of Social Science Research	2019 2	50000
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9. Whether composition of IQAC as per latest NAAC guidelines:	**Yes**
Upload latest notification of formation of IQAC	[View File](#)
10. Number of IQAC meetings held during the year :	**15**
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional	**Yes**

website	
Upload the minutes of meeting and action taken report	<u>View File</u>

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**

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

Preparation of Self Study Report

Preparation of NAAC peer team visit

Procurement of Departmental and Various Committees Reports which forms the basis for AQAR.

Organised periodical orientation programmes for students of all classes.

Campus Recruitment

<u>View File</u>

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

Plan of Action	Achivements/Outcomes
To organise more skilled development workshop for Non-Teaching Staff. This learning is to specifically guide the staff into various categories of administration, finance, office records etc.	**Department of Computer Science organised a Training on Libre Office suite for the administrative staff of the college from the 9th – 13th March 2020**
Assistance to help cleaning Lyngkien river a project is planned to implement at the adopted village Lyngkien, MawphlangElaka, Meghalaya	**Process initiated**
Leadership and Management skill building by students through self-help activities in order to help students into learning leadership quality	**A One day Workshop on "Listing of Heritage" held on 30th October, 2019 in the Seminar Hall of the College, 73 students attended the workshop.**
Implementation of MOOCs (Massive Open Online Courses System) and SWAYAM for better opportunity for online learning	**A Two Day National workshop on "MOOCs- A Contemporary Learning Dimension" organised by the Department of Computer Science on 27th& 28th September 2019**
To upgrade documentation and accessibility of data through MIS (Management Information System) for latest ICT technology	**Partially implemented**

To upgrade the process in mentoring and value education programme for specific guidance to the learners	Implemented
To strengthen the use of ICT in Teaching Learning for innovative methods of teaching	Implemented at a certain level
Faculty and students academic exchange programme with Ambedkar University	Achieved and continuing / Educational Exposure
To start post graduate courses in the college for students progression	Yet to be implemented
[View File](#)	

14. Whether AQAR was placed before statutory body ?	No
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2020
Date of Submission	15-Mar-2020
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	Administration: College Office • College Administration Software (CAS): College office is automated by College Administration Software which manages all complex tasks and takes care of academic and administrative requirements of college. The software generates various reports based on each module. These reports are customized according to the need. Software is content rich, easy to use and has a user friendly interface for easy navigation. • Payroll System: Payroll System Software has automatised the finance section of the college. • WiFi communication: Administrative Section is equipped with Computers and internet facility with WiFi connection. Examination Office Examination Section is maintaining records on computers. Management of record such as logistic, question paper scripts, result maintenance, print marksheets etc.

became more systematic and easy to maintain Library • Library Management Software(LMS): The Library has a Library Management Software(LMS) which is user friendly and designed to take care of all the administrative and management functions of the Library. It organizes and manages the information of Books, Articles, Journals and Circulation in most economical and effective manner. • OPAC (Online Public Access Catalogue):An online public access catalogue (OPAC) is implemented to enable the students for speedy and convenient access to the library catalogue. • Barcoding: Computerized circulation with barcoding technology is completed. All the books in the library have been barcoded. • NLIST(National Library Information Service for scholarly content) The College is getting access to eresources through a programme entitled "National Library and Information Services infrastructure for Scholarly Content(NList)". • Library Self Service Kiosk: Self service kiosk is been installed in the library. Students can browse the content of various CDs/videos are uploaded in the kiosk. Uploading process is partially completed Infrastructure: • Internet bandwidth speed was of 4 Mbps has been upgraded to 5 – 20 Mbps. • 70 of the desktops on campus have been upgraded from Pentium IV and Intel Core2Duo to Core i5 and Core i7. • The monitors have been supplemented with LCDs/LEDs. • IT Technical support staff monitor and maintain the computer systems and networks, responsible for installing and configuring computer systems, diagnosing hardware and software faults. • LAN and WiFi Facility: LAN facility is both wired and wireless available only to the students of the Department of Computer Science. the entire campus including Hostels has WiFi Connectivity with the installation of JIOWiFi within the campus. All departmental computer systems are provided with wired Internet facility. • Computer and Internet Facility: Each department is provided with a Laptop, Desktop System and Internet facility.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

Lady Keane College is affiliated to the North- Eastern Hill University. The affiliating university proposes the curriculum, however, the following action plan is designed and fostered by the institution for its effective implementation. During the session 2019-20 the mechanism for well planned curriculum delivery was divided into two phase: First Phase : Prior to the outbreak of COVID-19 (July 2019-March 2020) The curriculum delivery is a well mechanised process, the Principal along with the calendar committee prepares the college calendar. A meeting with the Heads of the Department is convened to discuss the measures to be taken for effective implementation of the curriculum. The Heads of the Department prepare teaching schedules along with its faculty and distribute syllabus. The coverage of syllabus is reviewed by the respective Heads of Departments at regular intervals. In the eventuality that the syllabus may not be completed within the stipulated time frame, special classes are arranged by the teachers after the regular classes. Second Phase : Post outbreak of COVID-19 (March 2020- June 2020) With the announcement of lockdown in India on March 23, 2020, majorly of the institution were closed. The act of suspending educational activity has hit the annual academic calendar very hard: caught in the turmoil, the education system has turned towards delivery of curiculum via the internet — or online education. The sudden transition from on-campus learning to exclusively online learning is challenging for both faculty and students and has required a lot of preparation and other efforts in a short time. The Principal encouraged teaches to a number of online courses and curricula for effective knowledge transfer such as SWAYAM, UG/PG MOOCs, e-PG-Pathshala or e-content modules, CEC-UGC YouTube channel, National Project on Technology Enhanced Learning (NPTEL), etc. The process of Curriculum delivery has included; establishing a sense of urgency. The implementation includes timetables, as well as delivery methods for e-lectures. The departments were given liberty on selecting the application to be used. There are several tools used by the departments for e-learning such as WhatsApp, email and Google classroom, Google groups, Zoom.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Nil	Nil	24/06/2019	0	Nil	Nil

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BSc	Nil	24/06/2019
BA	Nil	24/06/2019
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System

BTTM	Travel and Tourism Management	14/06/2019

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

	Certificate	Diploma Course
Number of Students	182	58

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
Certificate/Diploma Course in Fashion Designing	02/07/2019	104
Certificate/Diploma Course in Tourism Travel Management	02/07/2019	2
Certificate/Diploma Course in Khasi Traditional Music	02/07/2019	14
Certificate Course in English for Tourism	02/07/2019	13
Certificate Course in Spoken English	02/07/2019	15
Certificate Course in Physical Education and Emergency Management	02/07/2019	28
Certificate Course in Spoken Tutorial	02/07/2019	17
Certificate Course in Foreign Language	02/07/2019	27
Certificate Course in Human Rights	02/07/2019	37
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BSc	Physics	50
BA	English	90
BSc	Chemistry	85
BA	Bengali	9
BSc	Botany	65
BA	Diploma in Fashion Designing	102
BA	Internship of Diploma in Fashion Designing	11
[View File](#)		

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	No

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

Feedback Obtained

• The college adapts structured mechanism to collect online feedback such as – structured questionnaires, through student councils, student representation on IQAC, Alumni Association, Parent-Teacher Association etc. • The Internal Quality Assurance Cell (IQAC) collects online feedback in various aspects such as teaching and learning, infrastructure and support services, governance and leadership Curriculum, teaching faculty, infrastructure, facilities, support services etc. • The feedback collected is anonymous. • The grades are calculated on a 4- point scale. The grades are given as A, B, C, D (where A4.00-3.00(Very Good), B3.00-2.00(Good), C2.00-1.50((satisfactory), D1.50-00(Unsatisfactory)). • The Average and percentage of various criteria are calculated. The strength and weaknesses mentioned by the students are summarized. • The data generated in the process is documented and compiled by the IQAC office and shared with the Principal. • Principal shares feedback with the teachers in a constructive manner so that further improvements can be achieved in the teaching process. • Feedback is also collected from the alumni online. Suggestions and comments given by the them are also taken into account for future development. • The different areas where improvements are required is discussed in respective committees/departments. • After the analysis of the feedback collected, Principal in consultation with the Governing Body of the college an action taken report is made to address specific areas where intervention is deemed necessary.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BSc	Honours	135	221	100
BA	Honours	440	949	381
BCA	Honours	30	21	16
BTTM	Honours	30	20	14
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2.2 – Catering to Student Diversity

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

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

			courses	courses	
2019	1457	0	85	0	0

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
85	69	156	38	7	12
View File of ICT Tools and resources					
View File of E-resources and techniques used					

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

Over the years Mentoring and Value Education Classes had been arranged in various ways in order to meet the needs of the students. Different ways and means were implemented to encourage students to meet the teachers for mentoring classes. In spite of the fact that MVE had been very challenging, the College still considers it to be a very important aspect of a student's life. For the period 2019-20, Mentoring and Value Education Classes was handled by the Departments. The purpose for this shift was that students share a close relationship with the teachers of their Department and are more comfortable with them when it comes to sharing various issues and problems related to academics or personal. However owing to the Law and Order situation in the State since November 2019 followed by the Lockdown due to Covid 19 Pandemic, Proper Mentoring and Value Education Classes could not be carried out as planned. With educational institutions remaining close due to Lockdown, Teachers had shifted to online teaching and learning. Teachers of the College are also using various e platforms to conduct classes, gave assignments to students and in the process were able to provide guidance to the students not only on academic related activities but also to advice or gave a word of encouragement on how to cope with studies and life.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1457	85	0.058

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
89	86	3	4	27

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2020	Nil	Assistant Professor	Nil
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2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-	Date of declaration of results of semester-

			end examination	end/ year- end examination
BSc	Honours	1	07/12/2019	10/07/2020
BSc	Honours	3	10/12/2019	15/07/2020
BSc	Honours	5	11/02/2020	15/07/2020
BA	Honours	1	06/12/2019	07/08/2020
BA	Honours	3	10/12/2019	10/08/2020
BA	Honours	5	11/02/2020	10/08/2020
BTTM	Honours	1	09/12/2019	01/07/2020
BTTM	Honours	3	11/12/2019	01/07/2020
BTTM	Honours	5	11/02/2020	01/07/2020
BCA	Honours	1	04/12/2019	09/06/2020
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Lady Keane College which is affiliated to North Eastern Hill University (NEHU) conducts Continuous Internal Evaluation (CIE) as per the rules and regulations prescribed by the University itself. It follows the pattern set by it whereby the ratio/weightage of 25(CIE) 75(ESE) is being followed. Continuous Internal Evaluation is mainly done through tests and assignments. For this session, the College had decided to allow the Departments to conduct their own CIE. However, owning to the Law and Order problem which was followed by the Lockdown due to Covid 19 Pandemic, most departments had not been able to complete the task. Assignments were assigned to students through WhatsApp, email and Google classroom by the teachers to enable the students to still be in touch with their studies. However, there is a problem of digital divide owing to the fact that some students reside in areas where there is no network connectivity and in some cases do not have the right gadget to access to online learning. However teachers are still working on how to assigned students work as these will be considered as part of Continuous Internal Evaluation (CIE).

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

The College follows the academic calendar given by the North-Eastern Hill University to its affiliated colleges which specifies the academic activities. Based on the University academic calendar, the Principal along with the Calendar Committee prepares the Academic Calendar for the College where the tentative schedule for internal examination and the dates for other academic activities like workshops, seminars, college week and other student related activities are outlined. Every new session starts with a staff meeting where the academic calendar is highlighted and discussed. As the number of working days were reduced owing to the law and order and to maximise the contact hours with the students, the Internal assessment for this session was left to the departments. LADY KEANE COLLEGE CALENDAR SESSION (2019-20) DATE EVENT MODE OF CELEBRATIONS JULY 14.07.2019 Behdienkhlam Dance Holiday 17.07.2019 U Tirot Sing Day Holiday 25.07.2019 College Foundation Day College Celebrate 25.07.2019-31.07.2019 College Week College Celebrate AUGUST 12.08.2019 Id-Ul-Zuha (Bakrid) Holiday 15.08.2019 Independence Day College Celebrate 24.08.2019 Janmastami Holiday 27.08.2019 Commencement of Internal Tests for SEMEMESTER I,III,V Arts Sc. SEPTEMBER 05.09.2019 Teacher's Day College Celebrates 10.09.2019 Muharram Holiday 18.09.2019 UNITARIAN DAY Holiday OCTOBER 02.10.2019 Gandhi Jayanti Holiday 03.10.2019 NEHU Deg Semester I, III,V Exam Commences 05.10.2019-08.10.2019 Durga Pooja Holiday 27.10.2019 Deepawali Holiday NOVEMBER

08.11.2019 Wangala Festival Holiday 10.11.2019 Id-E-Milad Sunday 07.11.2019 Nongkrem Dance Holiday 12.11.2019 Guru Nanak Birthday Holiday 13.11.2019 Commencement of Degree Semester II, IV,VI Classes commences 23.11.2019 Seng KutSnem Holiday DECEMBER 12.12.2019 Pa ToganSangma Day Holiday 16.12.2019 Teaching Staff Meeting 17.12.2019 COMMENCEMENT OF WINTER VACATION (ACADEMICS) 18.12.2019 Death Anniversary of U SoSoTham Holiday 19.12.2019 Non-Teaching Staff Meeting Holiday 21.12.2019 Commencement of Winter Vacation(Administration) 25.12.2019 Christmas Day Holiday 30.12.2019 U Kiang Nongbah Holiday 31.12.2019 Last day of the Year NEW YEARS EVE 2020 JANUARY 21.01.2020 Meghalaya Statehood Day 23.01.2020 College office re-open 26.01.2020 Republic Day Holiday FEBRUARY 04.02.2020 Degree Section SEM II, IV VI Classes Continues MARCH 10.03.2020 Holi Holiday APRIL 10.04.2020 Good Friday Holiday 14.04.2020 Dr.B.R.Ambedkar Birthday/ Assamese New Year Holiday 15.04.2020 Shad Suk Mynsiem Holiday MAY 02.05.2020 Commencement of B.Sc. 1 Semester Admission Holiday 07.05.2020 Buddha Purnima Holiday 22.05.2020 NEHU UG Practical Semester Science Examination commences 25.05.2020 Id-Ul-Fitre Holiday 20.05.2020-15.06.2020 NEHU UG Theory Semester Arts Examination commences 26.05.2020 B.A I Sem I Admission commences JUNE 05.06.2020 World Environment Day/ ID-UL-FITAR College Celebrate/Holiday 05.06.2020 NEHU UG Theory Science Semester Examination ends 16.06.2020-30.06.2020 B.A B.Sc Sem III,V Admission commences 22.06.2020 Rev Thomas Jones Day Holiday

2.6 – Student Performance and Learning Outcomes

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

https://ladykeanecollege.edu.in/files/userfiles/file/PO-CO%20English%20Dept_1.pdf

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
Bachelor of Science	BSc	Honours	126	114	90.48
Bachelor of Arts	BA	Honours	293	277	94.54

View File

2.7 – Student Satisfaction Survey

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

https://www.ladykeanecollege.edu.in/files/userfiles/file/Students%20Feedback%202020.pdf

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Minor Projects	730	Governing Body of Lady Keane College	13.9	7.6

Minor Projects	730	ICAR-NBFGR	3.5	0.5

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3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
Talk to commemorate the 184th Death Anniversary of Tirot Sing, Syiem of Nongkhlaw	Department of History	19/07/2019
Workshop on Writing Skills	Department of Sociology	20/07/2019
Talk on MSW as a Career	Department of Sociology	16/08/2019
'Face to Face with Khasi Authors'	Department of Khasi	29/08/2019
Memorial Lecture on the theme "Christian Concept of Nonviolence and its Contemporary Relevance"	Department of Philosophy	07/09/2019
Awareness programme on "Exploring Umden's Potential: Tourism and Jobs" (based on this year's World Tourism Day theme 'Tourism and Jobs: A better future for all')	Department of Tourism and Travel Management	27/09/2019
Industry-Academia Innovative Practice: A Two – Day National Workshop on "MOOCs – A Contemporary Learning Dimension" Organized by Computer Science Department, Lady Keane College, Shillong.	Computer Science Department, Lady Keane College, Shillong.	27/09/2019
State Level Awareness Campaign on the theme "Ill effects of Unplanned and Unscientific Mining	Department of Chemistry	01/10/2019
International Seminar on " The Role of Research in Biodiversity and Conservation"	Department of Zoology	24/10/2019
Talk on 'Group Theory and its application'	Department of Mathematics	02/10/2019
Two day National symposium on the topic of 'Philosophy and The Calling of Global Responsibility New Initiatives in Justice,	Department of Philosophy	06/03/2020

Ecology and Peace'		
Talk on Human Animal Transformations among Khasi: Making Sense of the Uncanny	Department of Sociology	16/03/2020
An online academic talk on the theme of 'Gender and Media'	Department of English	09/07/2020

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Nil	Nil	Nil	24/06/2019	Nil

View File

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

Incubation Center	Name	Sponsered By	Name of the Start-up	Nature of Start-up	Date of Commencement
Nil	Nil	Nil	Nil	Nil	24/06/2019

View File

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

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

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

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

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Computer Science	3	0.12

View File

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

Department	Number of Publication
Department of Philosophy	1
MIL	1
Department of Botany	2

View File

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

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation

| Nil | Nil | Nil | 2020 | 0 | Nil | 0 |

View File

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

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Nil	Nil	Nil	2020	0	0	Nil

View File

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

Number of Faculty	International	National	State	Local
Presented papers	4	2	0	0
Resource persons	0	0	2	7
Attended/Seminars/Workshops	18	26	21	15

No file uploaded.

3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Social outreached programme to William Lewis Boys Home at Mawphlang and to the Reach Ministry Girls Home at Mawklot. During this outreach, the Importance of Nutrition was taught to the children and staffs of the Homes	NSS Unit-Collaborated with Reach Ministry, Shillong	7	60
Socio-economic developmental activities in the Adopted Village of the NSS Unit (Special Camping in the Adopted Village)	NSS Unit-Collaborated with Multiple Government Agencies (Eg: NEIGRIHMS, DMHO, Shillong), Lower Upper Primary Schools in the Village, the Village Economic Committee of Laitsohpliah Village	7	120

Voluntary Blood Donation Camp on 30th July, 2019.	NSS Unit- Collaborated with NEIGRIHMS, Shillong	7	100
Swachh Bharat Summer Internship 2.0 from 16th to 28th July, 2019	NSS Unit- Collaborated with the 10 (Ten) Village Economic Committees in rural Meghalaya.	2	100
Managing of Relief Camps for Covid-19 at Polo and Jail Road, Police Bazaar	NSS Unit- Office of the Deputy Commisioner, East Khasi Hills District, Meghalaya	3	5
Managing of Quarantine Centers for Covid-19 at Lumparing, Shillong	NSS Unit- Office of the Deputy Commisioner, East Khasi Hills Officer of the DMHO, East Khasi Hill, Office of the Deputy Director (G) i/c NSS, DHTE, Govt. of Meghalaya, NSS Cell, NEHU Shillong and the Office of the Dorbar Shnong Lower Lumparing, Shi	1	3
Providing voluntary service as Data Entry Operator in connection with Covid-19	NSS Unit- Deputy Director (G) i/c NSS, DHTE, Govt. of Meghalaya, NSS Cell, NEHU Shillong	0	4
Emergency Management Facilities during the Covid-19	The NCC cadets had volunteered in the Emergency Management in Meghalaya due to COVID 19 on 6th and 7th April 2020.- Office of the Deputy Commissioner, East Khasi Hills	2	10
Data Entry Work for the Labour Department	The NCC cadets who have volunteered for this task were asked to enter the data online of all the labourers from different villages of East Khasi Hills District and upload on the Labour	1	8

| | Department site for three days from 11th -13th April 2020. | | | |
| A talk on Achievement of the Swatch Bharat Mission and Environmental Awareness on 30th September 2019 | NCC Unit | 1 | 23 |

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

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
NSS Award	University Level Best NSS Unit Award, 2019-2020	North Eastern Hill University, Shillong	550
Inter unit competition on Annual Day celebration	Second prize in the painting competition 12th December 2019	Indian Red Cross Society, Meghalaya State Branch	1
Rescuing Wildlife	Wildlife Samaritan Award 2019	Forest Environment Department, Meghalaya	3

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

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
A talk on Achievement of the Swatch Bharat Mission and Environmental Awareness on 30th September 2019	NCC Unit	A talk on Achievement of the Swatch Bharat Mission and Environmental Awareness	1	23
Mock Drill on disaster management, basic First Aid and Rescue Methods on 12 and 13th September 2019	Youth Red Cross, Lady Keane College Unit in collaboration with Indian Red Cross Society	Mock Drill on disaster management, basic First Aid and Rescue Methods on 12 and 13th September 2019	3	96
5th special camp of the NSS Lady Keane	NSS Unit	Special Camp	7	120

College Unit was organised from the 25th of January to the 1st of February, 2020, at Laitsohpliah Village				
4th Special Camp from the 26th October to 1st November, 2019 at its adopted Village, Laitsohpliah – Subakalai	NSS Unit	Special Camp	7	120
Cleaning Drive of a tourist attraction site: On 17th march 2020 the unit carried out a cleaning drive of the tourist attraction site located at Mawphanlur village, West Khasi Hills District, Meghalaya	NSS Unit	Cleaning Drive of a tourist attraction site:	7	25
Interactive discussion on "Water Management" with the residents of the adopted village, Laitsohpliah on 30th October, 2019	Jal Shakti Team of the NSS Unit	Interactive discussion on "Water Management"	7	80
Awareness programme on 'Water Conservation campaign' and 'Make the campus free from Single use Plastic campaign' from 1st to 15th September, 2019	Jal Shakti Team of the NSS Unit	Awareness programme on 'Water Conservation campaign' and 'Make the campus free from Single use Plastic campaign'	7	80

in collaboration with the Jal Shakti Team of the NSS Unit in connection with the Jal Shakti Abhiyan.				
Voluntary Blood Donation Camp: Health Issue	NEIGRIHMS, Shillong	Voluntary Blood Donation Camp	7	100
Swachh Bharat Summer Internship 2.0	NSS Cell, NEHU, Shillong	Awareness on Swachh Bharat Mission/ Sanitation/ Stopping the use of Plastic etc	7	100
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3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
Exchange Programme with , University of Tartu, Estonia Talk on Human Animal Transformations among Khasi: Making Sense of the Uncanny : Resource person- Dr. Margaret Lyngdoh, University of Tartu, Estonia, on 16th March, 2020	246	Lady Keane College	1
Research field, education and training- Grigore Antipa, Rominia	110	Lady Keane College	1
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Field Trip to Markham ,	Field Trip	Markham Village	16/12/2020	16/12/2020	90

West Khasi Hills District was organised on the 16th of December, 2019 for the 4th and 6th Semester Honours students- Dept of English					
Study Tour to Umiam- Umtru Stage IV Hydro- Electric Project Nongkhyllem on 14th March 2020-Dept of Physics	Study Tour	Umiam-Umtru Stage IV Hydro-Electric Project Nongkhyllem	14/03/2020	14/03/2020	50
Students were also assigned to stitch the carrying bags to be given as token for guest and participants in the program for the differently-abled organised by the Differen tly-abled Cell of Lady Keane College on the 13th of November 2019.- Fashion Des	Project Work	Differently-abled Cell of Lady Keane College	13/11/2020	14/12/2020	10
Students were assigned to stitch the gift bags for the Inte rnational Seminar on	Project Work	Department of Zoology, Lady Keane College	24/10/2020	23/11/2020	10

'Role of Research in Biodiversity and Conservation' organised by the department of Zoology, Lady Keane College held on the 24th of October 2019- Fashion Designing COC					
Exhibition cum Sale 2019 - Fashion Designing COC	Project Work	Lady Keane College	25/07/2019	01/08/2019	102
Internship after completion of Diploma Course- Fashion Designing COC	Internship	Weaving Department – Office of the Zonal Officer (Weaving) Garikhana, Shillong-793002	03/03/2020	24/09/2020	21
Internship after completion of Diploma Course- Fashion Designing COC	Internship	Weaving Department – Office of the Zonal Officer (Weaving) Garikhana, Shillong-793002	14/11/2019	14/12/2019	11
Training Programme- Dept of Computer Science	Training on Libre Office suite for the administrative staff of the college from the 9th – 13th March2020	FOSS Centre, Lady Keane College	09/03/2020	13/03/2020	9
Awareness programme and Heritage Tour – Dept of Tourism	Awareness programme on "Exploring Umden's Potential:	Dorbar Shnong Umden	07/03/2020	07/03/2020	48

and Travel Management	Tourism and Jobs" (based on this year's World Tourism Day theme 'Tourism and Jobs: A better future for all')				
Study Tour-- Dept of Tourism and Travel Management	National Trip to Sikkim(Eco-Tour)	Tourist Information Centre, Sikkim	02/03/2020	09/03/2020	18

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

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Wazir Adisors Private Limited	01/03/2019	Provide Infrastructure for the training of the candidates in Assistant Fashion Design Course	15
School of Under Graduate Studies,Ambedkar University Delhi	30/04/2019	Exchange Programmes	2
Institute of Biology Bucharest,Romanian Academy- Romanian Ornithological Centre,(Bucharest , Romania)	21/06/2019	Collaboration for International Seminar on "The Role of Research in Biodiversity and Conservation "organized by the Department of Zoology, Lady Keane College on 24th October, 2019.	56
Tenancy Agreement for Keanean Guest House, Mawphlang	01/08/2019	Micro tourism	30

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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development

106.58	98.86

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
Classrooms with Wi-Fi OR LAN	Existing
Seminar halls with ICT facilities	Existing
Classrooms with LCD facilities	Existing
Seminar Halls	Existing
Laboratories	Newly Added
Class rooms	Newly Added
Campus Area	Existing
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4.2 – Library as a Learning Resource

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

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

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	618	226518	567	212499	1185	439017
Reference Books	6	13789	5	6436	11	20225
e-Books	3135809	0	63	0	3135872	0
Journals	312	69370	289	48845	601	118215
e-Journals	6237	0	0	0	6237	0
CD & Video	12	0	12	0	24	0
Library Automation	1	0	0	0	1	0
View File						

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

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
Nil	Nil	Nil	24/06/2019
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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	139	2	2	8	0	27	84	12	0
Added	3	0	1	0	0	2	0	2	0
Total	142	2	3	8	0	29	84	14	0

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

10 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Nil	https://ladykeanecollege.edu.in/

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
800000	126334	3000000	2790750

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

The College has an Infrastructure Committee, Technical Support, and Non-technical support staff which see to the overall maintenance and utilization of the infrastructural needs of the institution. The College has an Estate Officer for the overall up keep and maintenance of the campus. Repair and maintenance work is done in the Campus whenever the need arises. Such matters whenever reported is attended by the Estate officer to assess the nature of work involved and required to be carried out. Matters related to such works is handled by the Estate Officer in consultation with the Infrastructure Committee. In case of minor repair work, the Committee through the Estate officer get the necessary work done. In case the nature of the work is major or involves up gradation of the existing infrastructural facilities the matter goes to the Governing Body of the college through the Building Committee. There are support staffs viz. laboratory assistants, laboratory technician, licensed electrician, cleaning staffs, gardener, security guards, etc, who are responsible for the daily maintenance and upkeep of the campus infrastructures. The duty of the cleaning staffs and gardener is to maintain Cleanliness, beauty, and greenery of the campus. To ensure safety and security in the campus CCTV cameras are installed at strategic locations. The College has security guards to keep vigil of the entire campus 24x7. The Head of the Departments and faculty of the Departments are responsible to attend to the requirements of the Departments including laboratory. The Laboratory Assistants is entrusted with the duty of maintenance of the equipment. They are also trained to make small repairs whenever the need arises. In case of major repair work, the college sends for technical experts or sends the equipment to the authorised service centre. In order to provide a good and functional Library the Institution has a

Library Committee. The committee convenes meetings regularly to address to the needs of the library. The Library also provides a suggestion cum complaint box in order to get the feedback of the users to function more effectively. Binding of old and worn out books are done Periodically. Weeding of books is done once in four or five years in consultation with the respective departments. The computer systems of the College are managed and maintained in-house by the department of Computer Science. The college is fully equipped to address the maintenance of sensitive equipment through the use of UPS. The College has installed a transformer to meet with the increasing power consumption of the Institution. To ensure constant supply of water provision is made for the supply of clean and pure drinking water from ground sources. There is an established linkage between the College and National Academic Body IAPT in which the College is made a permanent centre for the National Level Examinations Viz. NGPE (National Graduate Physics Examination) and NSE (National Standard Examination) for Physics, Chemistry and Biology. The College is also a designated Polling station for State and National Elections, and various State and Central Examinations.

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

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	BPL scheme/Emergency Relief Fund/Tuition fee exemption for ward of College staff	3	24750
Financial Support from Other Sources			
a) National	0	0	0
b)International	0	0	0
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Employability Training Programme	01/07/2019	32	TATA Consultancy Services, Kolkata, West Bengal
Remedial coaching	01/10/2019	1197	Various departments of Lady Keane College
Yoga	02/03/2020	28	Yoga Committee, Lady Keane College
Personal Counselling	02/05/2019	18	Counselling Cell, Lady Keane College
Academic progression and	22/10/2019	191	Bold Move, Shillong

employability			
Career prospects in SBI	01/11/2019	333	Administrative Office, State Bank of India, Shillong
Career Counselling and Free screening Session for RTD (Recruit Train and Deploy)	27/02/2020	191	IPE Global, New Delhi

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

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
2019	Integrated Career	124	6	0	0

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

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
7	7	30

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
TATA Consultancy Services	16	2		0	0

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

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2020	0	0	0	0	0

No file uploaded.

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

Items	Number of students selected/ qualifying

NET	0
SET	0
SLET	0
GATE	0
GMAT	0
CAT	0
GRE	0
TOFEL	0
Civil Services	0
Any Other	0
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Slogan writing	**Institutional**	**10**
Poster Competition	**Institutional**	**20**
College Week	**Institutional**	**1581**
Basketball	**Institutional**	**120**
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5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2020	**Nil**	**National**	**0**	**0**	**0**	**Nil**
2020	**Nil**	**International**	**0**	**0**	**0**	**Nil**
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Lady Keane College, Shillong has a Student Council and its members are elected annually through general election where the third and fifth semester students (Arts and Science) are eligible to contest. On 14.08.2019, the Student Council Election was held for the academic year 2019-2020. A total of 548 eligible students of BA, BSc, BTTM – semester 3 and 5, participated in the voting which was done by open ballot using single non-transferable voting system. The votes were counted by the election committee which comprised of teaching faculty of the college on the same day. Results were declared on the 15.08.19. Role and Responsibilities of the Student Council 1. The General Secretary and two Assistant General Secretaries of the student council are the students' representative to the IQAC. 2. The office bearers of the Student Council take up various responsibilities in the College and they assist the Management and staff for the smooth functioning of the College. All Secretaries/ Asst. Secretaries work with the associated committees, for example, Discipline Secretary works together with the Discipline Committee and the management for maintaining discipline and cleanliness in the college while the Canteen

Secretary keeps a check on the price list, the quality of food and cleanliness of the Canteen in consultation with the canteen committee. 3. They assist during different functions and activities organised by the college. 4. The college week is a time where the Student Council plays a major role. During this festivity, the members planned and organised all the activities, thereby showcasing their capabilities, talents and team work. 5. The Student Council represent and communicate the views and concerns of students forward to the Management and Teachers. The management in turn pass important and necessary information to the students through the Council. 6. Its members take part in various awareness programmes relating to poverty, environment, health, peer pressure etc. They also take part in various social activities like charity work, community responsibilities, fund raising programmes and medical camp organised by the IQAC. Activities On 21.08.19, the Students' Cell organised an orientation session for the newly elected student council members highlighting their role, responsibilities and expectations as representatives of the student community. On 11.09.19, College Week celebration commenced which ended on 17.09.19. The one week celebration was organised by the Student Council under the coordination of Dr. J. Dkhar, member of the Students' Cell.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

One more year is added in the history of the Alumni Association of the College. There were 143 past students who enrolled themselves as members of the association during the current year. Executive Body Meeting: The executive body of the alumni association of Lady Keane College met twice during the year: (a) 9th July 2019: To discuss about the activities to be organized in the current year and other matters (b) 18th November 2019: To discuss about the Annual General Meeting Joint Meeting of the office bearers (external members) of the Alumni Association and office bearers of the Parent Teacher Association on the 9th November 2019. Annual General Meeting: The Annual General Meeting (AGM) was held on the 30th November 2019 in the College Seminar Hall. The AGM was attended by 54 members of the Association. Activities: The association could conduct only two activities this year for the benefit of the current students studying in the college. 1. Presentation of Academic Awards on 11th October 2019: The Best Graduate Awards for both Science and Arts carries, besides a certificate, a cash prize of Rs 2500/- each were presented to the following students on the 11th October 2019. Two special Awards - Mandira Choudhary Award and Ira Choudhary Award which carries a cash prize of Rs 500/- each were also presented on this day. a. Best Graduate in science – Ms Manisha Gareri from the department of mathematics with a percentage of 77.25 b. Best Graduate in arts –Ms Monsoon Rupam from the department of sociology who secured the second position in in the BA Final Examination 2019 with a percentage of 82.5 c. Mandira Choudhary Award – for the student securing the highest marks in mathematics honours. This year the award goes to Ms Manisha Gareri who secured first class in mathematics honours in the BSc Final Examination 2019 with a percentage of 77.25 d. Ira Choudhary Award - for the student securing the highest marks in physics honours. This year the award goes to Ms Bawansuk Lyngkhoi who secured the seventh position in physics honours in the BSc Final Examination 2019 with a percentage of 74.25 2. An Awareness Programme on Oral Health through a lecture on "Importance of Oral Hygiene and Prevention of Oral Diseases" was held on the 13th August 2019 at 10:45 a.m in the college auditorium for the third and fifth semester students of the college. Two doctors from the Department of Dentistry, North Eastern Indira Gandhi Regional Institute of Health and Medical Sciences, Shillong were Resource Persons for this programme.

5.4.2 – No. of enrolled Alumni:
143

5.4.3 – Alumni contribution during the year (in Rupees) :
6000

5.4.4 – Meetings/activities organized by Alumni Association :

Meetings 4: 1. Executive Body Meeting: 9th July 2019, 2. Executive Body Meeting: 18th November 2019 3. Joint meeting with Parent Teacher Association: 9th November 2019 4. Annual General Meeting: 30th November 2019 Activities 2: 1. Presentation of Academic Awards: 11th October 2019 2. An Awareness Programme on Oral Health through a lecture on "Importance of Oral Hygiene and Prevention of Oral Diseases": 13th August 2019

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

At the highest level of administration is the Governing Body duly approved by the Government of Meghalaya. The Governing Body is composed of representatives from North-Eastern Hill University, Government of Meghalaya, Teachers and Parents. The President of the Governing Body is directly appointed by the Government of Meghalaya while the Principal is the Secretary. The Principal monitors the day to day functioning of the college. The Principal and the Vice Principal see to the general discipline, smooth functioning of the administrative section, the financial resource management and all matters pertaining to the development and growth of the college. The IQAC plays an active role in monitoring and evaluating plans and policies of the institution for effective implementation and improvement which will benefit the Institution and the students at large, which need to be approved by the Governing Body. Staff Meeting is held at the beginning and before the end of every academic session. Every teacher volunteers to take charge of the various committees during the year. Some of the committees are IQAC, Steering Committee, Examination Cell, Admission Committee, Office coordination Committee, Sanctioning Committee, Purchase Committee, Infrastructure Committee, etc. Meetings of the Principal with the heads of the departments are held to ensure smooth functioning and running of classes, arranging remedial classes and completion of courses. Separate meetings of the Principal are held with the non-teaching staff of the college. The Office Co-ordination Committee sees to the smooth functioning of the office. To contribute towards the improvement and development of the College, the PTA and the Alumni Association were formed and annual general meetings were held once a year. Students' Council are elected by secret ballot. The election is conducted by the Teachers' in charge of Students' Cell. It has a General Secretary, Assistant General Secretary, Secretaries and Assistant Secretaries in charge for the different activities/ cells/ committees. The Students' Council is responsible for all matters concerning the students' discipline, grievances and general well-being. Students are encouraged to take up leadership roles. Its term is only one year. Every class nominates a representative as executive member to the council. The Principal of the College has given the direction to the Head of Departments to start the e-learning programme during the COVID-19 pandemics for 2nd, 4th and 6th Semesters students. The programme are conducted differently by different Departments like WhatsApp Groups, Google classroom, E-mail, etc. Notes and assignment are sharing using self-made videos, Screencast-O-Matic, X Recorder App, PDF files, Power Point Presentation, etc., for covering the topics. The

students are submitting the assignments to the teachers using the same platforms on the specified dates. Open book test with duration of 2 hours were being conducted online by some departments.

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

Yes

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Admission of Students	With the prevailing situation of Covid – 19 Pandemics, the College has started the process of admission through online. The link for downloading of application forms and prospectus, submission of forms and other related informations have been given in the College website. The applicants have to upload the form, marksheet and other documents through lkcadmissions@gmail.com for all Degree Courses and admissionslkccoc@gmail.com for Career Oriented Courses. The selection procedures has been entrusted to the respective departments.
Industry Interaction / Collaboration	The Institution has a collaboration with Wazir Advisors Private Limited, a management consulting firm from Gurgaon, Haryana, which gives training to students in Assistant Fashion Designing course and also offer placement to those students who completed the course in different fashion firms all over India. The Tata Consultancy Services (TCS) organised a 60 hours training programme for employability related skill development of the students. The training programmes conducted by the above mentioned organizations were held within the College Campus.
Human Resource Management	To ensure the smooth functioning of the administration, skill based training on computers are given to the staffs. The attendance of the office staffs are maintained in both register and biometric punching machine. The College Management have looked into the welfare of the staffs during the agitation period associated with the Citizenship Amendment Act and COVID – 19 pandemics by providing the College vehicle in picking up and dropping of staffs who don't have vehicles. Besides, with permission from the Government, the College issued vehicle pass to the

	staffs.
Library, ICT and Physical Infrastructure / Instrumentation	The Central Library has books, journals, magazines, newspaper, E-books, online journals under N-LIST programme in INFLIB NET and it is automated with LMS, OPEC and Bar coding. It also offers internship programme for Masters of Library and Information Science. The campus is wi-fi enabled and it frequently update ICT facilities. 35 classrooms are ICT enabled. The Department rooms also functions as Departmental Library. Department of Science has well equipped laboratory and the Department of Travel and Tourism Management has a studio room. The Institution also has an advanced level Bio-Tech Hub sponsored by the Government of India.
Research and Development	The Governing Body of the College allocate fund for departmental minor research projects. Research and Innovation Committee constitutes Research Expert Committee for screening of research proposals and recommends the same to the Governing Body for approval. External research funding proposals are communicated through the Principal. The College has an Advanced Level Institutional Biotech Hub which provides certain high-end basic instrumentation facilities to the students/teachers and a FOSS Centre launched by MHRD, Govt. of India, to promote IT literacy through Open Source Software. The teachers have research papers published in national/ international journals notified in the UGC website and publications.
Examination and Evaluation	The Continuous Internal Evaluation (CIE) system at the Institutional level is being carried out as per the rules and regulations prescribed by North-Eastern Hills University. CIE is mainly done through centralised internal tests for all subjects and assignments based on the topics given by the Departments concerned. Internal Test and Examinations are mainly conducted by the Examination Cell and the Departments. Departmental Seminars and Group presentations are conducted to assess the performance of students in a group. Project works are carried out by few departments as part of the evaluation process.

Teaching and Learning	During the COVID - 19 Pandemics where conventional classes cannot take place, the College has started the online classes and communications with the students through tools such as Whats App and Google classroom. The teachers send the topics for assignment, notes, etc. to the students and set the deadline for completion of the assignments. The students can contact the teachers through SMS or voice call to clarify the topics or any other related information.
Curriculum Development	Although the affiliating University, the North-Eastern Hill University proposes the curriculum. However, the institution takes utmost care for proper implementation of the curriculum. Many of the Departments have representatives as members of the Board of Social Studies and in Academic Council of the University. These members provide feedback on the feasibility of the implement curriculum to the university as and when required. The Institute has taken initiative to start add-on courses to ensure all round development of students and their placement. The curriculum for these courses has been designed and developed by the faculty and approved by the university

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

E-governace area	Details
Administration	LED Display Mono-colour Electronic Notice Board in 2019
Finance and Accounts	Online payment of fees through Canara Easy Fee from 2019 onwards.
Student Admission and Support	Online admission of students for the session 2020-2021.
Student Admission and Support	Online registration of Alumni from 2019 onwards.

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2019	Assistant Professor Dr. J. S. Dkhar,	Workshop for Preparation of 4 years	Nil	500

		Integrated B.A., B.Ed., and B.Sc., B.Ed. Syllabus held on the 5th and 6th November, 2019 organised by the Department of Education NEHU, Shillong under the MHRD Scheme of Pandit Madan Mohan Malviya National Mission		
2019	Assistant Professor Dr. Apsaralin Nongsteng,	State Level Workshop on Challenges and Opportunities in NSS in the State of Meghalaya held at NEHU, Shillong on the 27th and 28th February, 2020, oeganized by the National Service Scheme (NSS) Cell, NEHU, Shillong in collaboration with State NSS Ce	Nil	500
2019	Associate Professor Releo Rapsang	State Level One Day Workshop on Teaching and Evaluation organised by the Khasi Department of Sankardev College on 24th October, 2019	Nil	500
2019	Associate Professor Dr. B. M. Wolflang	Jingrakhe ia ka Literary Day bad Lympung iamir jingtip (Seminar) halor ka phang: Ka Tipbriew Tipblei bad ka Tipkur Tipkha ha u Khasi ba	Nil	500

		la pynlong da ka Khasi Authors Society ha ka 11 tarik u Nailur, 2019 ha Khasi National Dorbar Hall, Mawkhar, Sh		
2019	Assistant Professor Banshanborbah Kharkamni	International Seminar on Understanding Water Crisis: The Way Forward organised by Synod College, Shillong in collaboration with P. A. Sangma Foundation and Meghalaya Basin Development Authority on the 6th - 7th June, 2019 at Synod College, Shillong	Nil	2000
2019	Assistant Professor Dr. K. Makdoh	District Level Workshop cum Training of Farmers on Medicinal Plants held on the 26th July, 2019	Nil	1000
2019	Assistant Professor Aldila Mawlong	Two Day National Seminar on The Changing Dynamics of Tribal Society in India with Special Reference to North Eastern Region organised by Department of Sociology and Internal Quality Assurance Cell (IQAC) Shillong College on the 5th 6th November,	Nil	1000

2019	Assistant Professor Ruma Moni Boruah,	5th Interantional Confeence 2019 organised by the Paschimbanga Anchalik Itihas O Loksanskriti Charcha Kendra in Collaboration with Department of Library and Information Science, Jadavpur University on 7th 8th September, 2019 in West Bengal	Nil	2500
2019	Assistant Professor Dr. Daniel Nongbri	19th Biennial Conference of the Association of Gerontology (India) Multi-disciplinary Workshops on Emerging Scenario of Population Ageing at AIIMS, New Delhi on 17th and 18th August, 2019	Nil	2000
2019	Assistant Professor G. G. Syngai	Two Day Workshop on Online Basic Training on Use of ICT in Teaching held on 20th 23rd April, 2020 organized by Teaching Learning Centre, Tezpur University under PMMMNMTT Scheme of Ministry of Human Resource Development, Government of India.	Nil	1000
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	Two Day National Workshop on "MOOCs – A Contemporary Learning Dimension" organised by the Computer Science Department, Lady Keane College	Nil	27/09/2019	28/09/2019	30	0
2020	Nil	Training of Libre Office Suite organised by FOSS Centre, Lady Keane College	09/03/2020	13/03/2020	0	9
			[View File](#)			

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

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Short Term Course in Research Methodology for Social Sciences under UGC, Human Resource Development Centre, NEHU	2	24/05/2019	01/06/2019	8
48th Orientation Programme organised by UGC, Human	1	24/06/2019	14/07/2019	21

Resource Development Centre, NEHU				
One Week Faculty Development Programme on Deep Learning and Machine Learning organised by EICT Academy IIT Guwahati in association with National Institute of Technology Meghalaya	1	22/07/2019	26/07/2019	5
Training of Trainers on Conflict Resolution and Peace Building for the NSS Programme Officers jointly organised by the Centre for Training, Orientation and Capacity Building, Rajiv Gandhi National Institute of Youth Development (RGNIYD) and NSS Cell	1	05/08/2019	07/08/2019	3
Short Term Course in SPSS organized by UGC, Human Resource Development Centre, NEHU	1	02/09/2019	07/09/2019	6
Capacity Building Workshop – XI organized by the Indian National Trust for Art and Cultural Heritage at Multi-Purpose	1	14/10/2019	17/10/2019	4

Hall, INTACH Central Office, 71, Lodhi Estate, New Delhi – 110 003				
Faculty Awareness Program on Research Methodology organized by Depaartment of Education, Mazbat College, Mazbat, Udalguri, (BTAD) Assam	1	31/05/2020	10/06/2020	11

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
5	5	1	1

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Lady Keane College Employees Welfare Fund, Additional Scheme of Financial Benefit, Group Saving Linked Insurance policy with the LIC of India, Group Health Insurance with ICICI Lombard GIC Ltd, Lady Keane College Employees Co-operative Mutual Benefit Society Ltd.	Lady Keane College Employees Welfare Fund, Additional Scheme of Financial Benefit, Group Saving Linked Insurance policy with the LIC of India, Group Health Insurance with ICICI Lombard GIC Ltd, Lady Keane College Employees Co-operative Mutual Benefit Society Ltd.	a) BPL Students Welfare Fund, b)50 percent of the session fees are exempted for meritorious students and position holders in Higher Secondary School Leaving Examination of Meghalaya Board of School Education and those securing 90 percent in aggregate and above in Indian School Certificate/Central Board School Education. c) Exemption of Tuition fees to the children of the staff of the College. d) Emergency Relief Fund is being provided to the students to meet the unforeseen expenditures such as outbreak of fire, natural calamities, etc.

6.4 – Financial Management and Resource Mobilization

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

The college has an efficient accounts section which monitors all financial transactions. As the college is a deficit college, its main sources of income are through students' contribution in the form of admission, monthly and annual

fees and through financial aids from the UGC, DBT, DPR, NEC, RUSA and from the state government in the form of grant-in-aid for the salary component of the employees. The tuition fees collected from the students are shared between the college and the state government at the ratio of 40:60. The accounts of the College are internally audited annually by a Chartered Accountant from UC Majumdar co. Firm appointed by the College. The Institution has completed the internal audit till the financial year 2018-2019. The external audit is usually done by the Examiner of the Local Accounts, Government of Meghalaya every 4 years. The institution has completed the external audit till the financial year 2017-2018 in 2019. The College used to receive financial assistance from various funding agencies under various schemes. Audited statements along with the Utilization Certificates duly prepared by an authorized auditor are sent to the funding agency whenever is required.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Prof. B. M. Jyrwa, Member Governing Body	2000	Fund towards financial assistance to BPL students
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6.4.3 – Total corpus fund generated

2000

6.5 – Internal Quality Assurance System

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

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

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

1. The Parent-Teacher Association meet at the beginning of every academic session. 2. Feedback are collected. 3. Suggestion are being taken to improve the quality of the Institution

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

1. Training given by Mr. A. Kharbuki to the Grade – IV staffs to do landscape gardening and horticulture.

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

The College has submitted the Self Study Report (SSR) to NAAC, Bangalore on the 27th August, 2019 and it is under the process of assessment and accreditation for Cycle - III.

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	Formation of Cleanliness Assurance Committee	01/11/2019	01/11/2019	01/11/2019	9
2019	Visits to all Departments (Science, Arts and Professional Courses)	22/11/2019	22/11/2019	27/11/2019	88
2019	Visits to Support Facilities (MCU, Gymnasium, Examination Cell, Counselling Cell, Fashion Designing, Canteen, paper Recycling, Vermi Compost, etc.)	04/12/2019	04/12/2019	04/12/2019	23
2019	Visit to Library	04/12/2019	04/12/2019	04/12/2019	6
2019	Visit to Hostel	04/12/2019	04/12/2019	04/12/2019	149

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
An online academic talk on the theme of 'Gender and Media'	09/06/2020	09/06/2020	112	0
Generation Equality- Realising	09/03/2020	09/03/2020	200	4

| Women's Rights" | | | | | | | |

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

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

7.1.3 – Differently abled (Divyangjan) friendliness

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

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	**1**	**1**	**04/06/2019**	**1**	**Free Vehicular Emission Testing and Poster Competition during the Celebration of World Environment Day, 2019.**	**Awareness on air Population**	**57**
2019	**1**	**1**	**30/07/2019**	**1**	**Voluntary Blood Donation Camp**	**Blood Donation**	**107**
2019	**1**	**1**	**10/08/2019**	**1**	**Organised a charity drive to NEIMA orphanage**	**Charity drive**	**54**
2019	**1**	**1**	**10/09/2019**	**1**	**social ou treached programme to William Lewis Boys Home at Mawphlang**	**Awareness on the important of nutrition**	**60**

					and to the Reach Ministry Girls Home at Mawklot		
2019	1	1	12/09/2019	1	a two day training programme on Basic First Aid, disaster Management, Rescue methods and mock drill in collaboration with Indian Red Cross Society, Meghalaya Branch.	Youth Red Cross	96
2019	1	1	01/09/2019	1	Water Conservation Campaign and Make the Campus free from single use plastic campaign	Extension services	80
2019	1	1	27/09/2019	1	Celebration of the World Tourism Day	Awareness programme at Umden village	47
2019	1	1	30/10/2019	1	Organised a Health Camp in Laitsohpliah Village	Extension services	120
2019	1	1	06/11/2019	1	a one day orientation programme on para legal volunteers	Extension Services	150
2019	1	1	13/11/2019	1	Awareness Programme	Awareness Programme	115

						cum Motivational Talk on Differently abled		

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

Title	Date of publication	Follow up(max 100 words)
College Handbook	09/06/2020	At the commencement of an academic year, each student is issued a College Handbook for the purpose of recording activities and accessing valuable guidelines. The Handbook contains a brief history of the college, its mission statement and motto viz. "Excellence with Integrity" to inspire and motivate the students, into a disciplined lifestyle in college. The facilities and activities available for the students are highlighted and pages provided for them to record test marks, leave of absence, routine and lessons. Notes on attendance and academic performance are mentioned as well.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Celebration of Independence Day	15/08/2019	15/08/2019	1581
Celebration of World Environment Day	04/07/2019	04/07/2019	40
Celebration of International Women's Day	09/03/2020	09/03/2020	204
Workshop on "Scientific Preservation of Indigenous Languages in North Eastern Hill University to celebrate the UNESCO's	22/11/2019	22/11/2019	25

declaration of 2019 as an International Year of Indigenous Languages			
"Icon of Change" Essay and painting competition for school children to mark the celebration of 150 Mahatma Gandhi's Jayanti	07/03/2020	07/03/2020	15

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

• Use of CFL and LED bulbs. • To encourage plastic free campus, canteens and cafeteria are instructed to limit the sale of items in plastic containers/bags. • Printing is done on both sides of the paper, also printed pages are recycled. • LCD monitors is being used instead of CRT. • Solar LED Tube Lights 20Wfor hostel and Solar Street light for lighting campus. • Management of biodegradable- wastes viz. Vermi-composting. • Paper Recycling Unit available within the campus. • Additional Solar water heating system is installed in the hostel. • Rain Water Harvesting at College Hostel • Installation of Effluent Water Treatment Plan under progress

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practice I Paradigm Shift of Higher Learning towards ICT The Context: With the announcement of lockdown by the Government of India on March 23, 2020, majorly of the institution were closed. The act of suspending educational activity has hit the annual academic calendar very hard: the tail end of the session from May to June is crucial, involving internal assessments, board/ University examinations, project submission etc. Academic activities are suspended but learning can't be stopped - therefore Lady Keane College have decided to start online classes for the undergraduate students. Teachers were instructed to adopt innovative teaching for continuing education through online learning platforms. This is the first time Lady Keane College at institute level have initiated online teaching -learning activities. This move has been met with enthusiasm, and faculty have dealt with the challenges innovatively so as to minimize the loss. Objectives: Because of the COVID-19 lockdown, the syllabus which was on a hold could be completed only by conducting online classes. It is imperative, as whenever the college reopens there may be hardly any time left for teachers to revise the concepts and exams would be looming in the corners. In addition, students will be engaged in studies during this lockdown The Practice: The sudden transition from on-campus learning to exclusively online learning is challenging and requires a lot of preparation. Teachers accustomed to the physical classroom found it difficult to adopt new methods of online teaching. As a result, it started on an untested trial scale which was mostly hit-and-miss. On a positive note though, this pandemic acted as a catalyst, pushing many teachers to devise innovative solutions within a relatively short time. During the session 2018-19 percentage of teachers using ICT were 59.52, were as during lockdown the number of teachers using ICT for conducting online classes were 81.17. Students are provided the lecture material and assignments to complete within a given time period. The coursework is available to the students 24/7. Students are also enrolled to the Google Class where they interact through video conferencing, chat rooms, audio calls.

Learning material has been delivered using interactive apps, such as E-mails, YouTube, Screencast-O-Matic and XRecorder App, PDF, PPT, WhatsApp Groups, Google classroom Google Meet, Zoom, video call, phone call, etc. Obstacles: Though it is imperative to maintain the engagement of students during the nationwide lockdown, the new experiment has not been smooth. • Online teaching and learning process are filled with challenges such as lack of requisite digital equipment, reliable internet access. • The technical requirements of online teaching are far greater than traditional in?class teaching for inexperienced faculty members. • Compared with traditional in?class lectures, faculty have less control over online teaching, and students are more likely to "skip the class". • Insufficient pre?class study preparation, limited participation in class discussions. Required Resources: The resources needed are just a proper wi-fi connection, an invite or an account in one of the online platforms and a digital device such as a phone or laptop. Best Practice II Human Resource Initiatives for Faculty Development The Context: Higher Education at all times needs to be relevant to the ever changing and developing world in order to progress in the right direction. The faculty cannot remain insensitive and insular to the needs of the youth, therefore they have to constantly upgrade and keep up with the different approaches in education. The IQAC encourages and motivates the faculty to attend and present papers at seminars, workshops, conferences etc. The initiative of the faculty to move beyond the campus and interact with faculties of other institutions has help them understand and open their minds to the new trends and possibilities of current trends and innovative practices in the world of higher education. Objectives: • To motivate the faculty to stay current with the latest developments in higher education. • To prevent stagnation amongst the teaching faculty especially those who have been in the job for more than two decades. • Attending seminars and workshops make the teaching faculty more enthusiastic about their profession. • Incorporating new ideas and thoughts in the minds of the faculty will definitely improve their teaching skills. • Interactive sessions like seminars and conferences with their contemporaries and peers improves their job efficiency. • Seminars, workshops and conferences also provide a platform for interaction and a place where ideas and thoughts can be exchanged and discussed. The Practice: It is very important for the faculty to stay abreast with the current situation and how best to equip the students with the ability to be strong in character yet adjustable to a world that is ever changing and developing. The IQAC initially approached the faculty at the staff meetings and encouraged them to attend at least one seminar or conference per year. Secondly, the IQAC recommended to the Governing Body of the College to provide some kind of incentive to encourage the faculty. The Governing Body upon deliberations agreed in giving a token monetary amount to acknowledge the teachers in their effort of self- improvement. Obstacles: As with all working environments complacency sets in and motivating the faculty to do something different proved a challenge. The college has about more than 70 of its faculty who have completed more than fifteen years of service and actually do not need points in their API, it was not easy to make them see the subtle yet important benefits of self-improvement through attending and keeping oneself in the know of what is going on in the world beyond the campus. In the State of Meghalaya there is about one and a half month of the winter break in each academic year and therefore most of these programmes are held in summer when the college is in full session. Resources Required: Financial assistance is required in attending seminars, workshops and conferences at the National and International level. It also involves a lot of time and financial expenses especially if it is for foreign travel as this will have added expenses of visa fees and air travel.

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

7.3 – Institutional Distinctiveness

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

Lady Keane College has been enrolled as an Institutional member of the Indian National Trust for Arts and Cultural Heritage (INTACH) during the year (2019-2020). This membership has opened up endless possibilities for the College students and faculty as a whole. The College has been enriched by the myriad outcomes of this association, with regards to cultural studies and heritage, while equipping us with the necessary knowledge and tools to extend support to the community in the form of cultural awareness extension services and social work. Students of Khasi Traditional Music, a skilled-oriented course offered by the College, enabled selected students and a few faculty members to avail of the opportunity to attend a four-day workshop on "Capacity Building" at INTACH, New Delhi. This was a great educational exposure for the students, especially those who have never travelled out of the state and has been an eye opener and an enriching experience. During the year, the students were able to attend and participate at a seminar on "Preservation and Conservation of Natural Heritage, at Sohra (Cherrapunji), East Khasi Hills District, Meghalaya and were able to interact with the local people there. This seminar was organized by the IQAC of the College in collaboration with INTACH, New Delhi and Tourism Department, Government of Meghalaya. The exposure that the students experienced through valuable interaction with the community has provided them with a great opportunity to hone and polish their personality. Such workshops are beneficial to the students and provide them with an employment opportunity, such as, working at the local front office for heritage sites. Lady Keane college has also learned to give and share with the community by being instrumental in organizing programmes at various places at Jaintia Hills, such as, the workshop on "Preservation of Vulnerable and Endangered Heritage''. The College faculty presented papers and interacted with the external experts during the workshop. Papers were published in the workshop report of INTACH. Funding for research work was extended to the faculty. A One day workshop on ''Listing of Heritage'' was also organized for the students. To mark 2019 as the ''Year of Indigenous Languages'' the College along with INTACH, New Delhi were able to organize a workshop on, 'Scientific Preservation of Indigenous Languages' at the affiliated North-Eastern Hill University, Shillong. This workshop was attended by Government officials from Department of Education, research scholars and resource persons from overseas. The college was able to organise an Art exhibition along with a sale of work for local artists which was a huge success as we were able to get sponsorship for the event from an NRI and also provided the local people with a platform to showcase their talent. To create awareness and sensitise our young minds to appreciate and protect heritage and the environment, we were able to organize two events for school children. A workshop for higher secondary school children on, 'Endangered Living Heritage' was organized and to mark the 150th years of Mahatma Gandhi's birth anniversary, the College faculty

Provide the weblink of the institution

8.Future Plans of Actions for Next Academic Year

1. To introduce B. Ed. Course at Campus 2. To implement Ek Bharat Swatch Bharat under MHRD 3. To strengthen the use of ICT in online teaching learning, e.g., MOOCs and set up video recording, sound editing, etc. laboratory for MOOCs. 4. To

organise a workshop on "An Awareness of formalised system of online teaching" 5. To organise an awareness programme to access online digital library for students and teachers. 6. To construct the second floor of the new academic block. 7. To implement ETP (Effluent Treatment Plan) under Green Audit. 8. Conduct awareness programs for Physical Differently abled 9. To improve and strengthen the process of mentoring and value education classes. 10. Online management systems to be introduced for administrative work. 11. To assist in the construction of livelihood training centre and bio-toilets at the adopted village.