



YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	Lady Keane College, Shillong
• Name of the Head of the institution	Mr. Remelbar Decruse
• Designation	Principal In-charge
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	03642223293
• Mobile No:	9436336308
• Registered e-mail	ladykeanecollege@gmail.com
• Alternate e-mail	decruseremelbar@gmail.com
• Address	Cantonment Area, Secretariat Hills, Shillong
• City/Town	Shillong
• State/UT	Meghalaya
• Pin Code	793001
2.Institutional status	
• Type of Institution	Women
• Location	Urban
• Financial Status	UGC 2f and 12(B)

• Name of the Affiliating University	North-Eastern Hill University, Shillong				
• Name of the IQAC Coordinator	Dr. Ksanbok Makdoh				
• Phone No.	03642225777				
• Alternate phone No.	03642223293				
• Mobile	9863074005				
• IQAC e-mail address	iqacladykeanecollege@gmail.com				
• Alternate e-mail address	ksanbok@gmail.com				
3. Website address (Web link of the AQAR (Previous Academic Year))	https://www.ladykeanecollege.edu.in/files/userfiles/file/AQAR%202019-2020_2.pdf				
4. Whether Academic Calendar prepared during the year?	Yes				
5. Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.74	2009	29/01/2009	28/01/2014
Cycle 2	A	3.09	2014	24/09/2014	23/09/2019
Cycle 3	B	2.50	2021	15/02/2021	14/02/2026
6. Date of Establishment of IQAC	15/05/2008				
7. Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Lady Keane College, Shillong	Infrastructure Grant	Rashtriya Uchchatar Shiksha Abhiyan (RUSA)	2020	1,00,00,000.00
Mr. Kanhaiya Lal Chaudhary	Research Project	Meghalaya Biodiversity Board	2021 (2 years)	1,88,000.00
Dr. D. Khlur Baiaineh Mukhim	Research Project	Indian Council for Agricultural Research	2020 (2 years)	6,00,000.00

8. Whether composition of IQAC as per latest NAAC guidelines	Yes
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- Upload latest notification of formation of IQAC

9.No. of IQAC meetings held during the year	9
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- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?

No

- If No, please upload the minutes of the meeting(s) and Action Taken Report

[View File](#)

10. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
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- If yes, mention the amount

11. Significant contributions made by IQAC during the current year (maximum five bullets)
Preparation for NAAC Peer Team visit which was held on the 11th and 12th February, 2021 and successful completion of Cycle 3

Accreditation.

Conduct of Faculty Development Programmes on "Online Teaching and Examination".

Analysing the performance of the Institution through Departmental Reports, Teachers' Self-Appraisals, Feedback from Students, Teachers and Non-Teaching Staff and Results of the Students.

Conduct of online soft skills, employability training programme and Capability Enhancement Programme.

Initiation for the opening of P.G. Courses.

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

Plan of Action	Achievements/Outcomes
To introduce B.Ed. Course	The work has been initiated but requires infrastructure upgradation for implementation.
To implement Ek Bharat Swatch Bharat under MHRD	Implemented and activities are being conducted
To strengthen the use of ICT in online teaching learning, e.g., MOOCs and set up video recording, sound editing, etc., laboratory for MOOCs.	To be implemented in the academic year 2021-2022
To organise a workshop on "An Awareness of formalised system of online teaching".	A Two - Day Online Workshop on "Use of Google Classrooms for Formalize Online Teaching" was conducted by IQAC in collaboration with the Computer Science Department, Lady Keane College on the 29th and 30th September, 2020 and a follow up Faculty Development Programme on "Use of Google Classrooms for Formalize Online Teaching" was organized on the 16th to 18th November, 2020
To organise an awareness programme to access online digital library for students and	To be conducted in the academic year 2021-2022

teachers.	
To construct the second floor of the new academic block.	Construction under process
To implement ETP (Effluent Treatment Plan) under Green Audit.	Construction completed
To conduct awareness programs for Physically Differently Abled	To be conducted in the academic year 2021-2022
To improve and strengthen the process of mentoring and value education classes.	Steps has been taken.
Online management systems to be introduced for administrative work.	So far implemented only for Admission process.
To assist in the construction of livelihood training centre and bio-toilets at the adopted village.	An amount of Rs. 2,00,000/- has been sanctioned by the Governing Body and the work is in progress.
13. Whether the AQAR was placed before statutory body?	Yes
<ul style="list-style-type: none"> Name of the statutory body 	
Name	Date of meeting(s)
College Governing Body	07/12/2021
14. Whether institutional data submitted to AISHE	
Year	Date of Submission
2020	15/03/2020

Extended Profile

1.Programme	
1.1 Number of courses offered by the institution across all programs during the year	32
2.Student	
2.1 Number of students during the year	1539
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	596
2.3 Number of outgoing/ final year students during the year	462
3.Academic	
3.1 Number of full time teachers during the year	86
3.2 Number of Sanctioned posts during the year	86
4.Institution	
4.1 Total number of Classrooms and Seminar halls	53
4.2 Total expenditure excluding salary during the year (INR in lakhs)	250.11
4.3 Total number of computers on campus for academic purposes	122

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

Lady Keane College affiliates itself to the North-Eastern Hill University, Shillong and the curriculum adopted is prescribed by the affiliating University.

The College designs action plans for effective implementation of the prescribed curriculum. The Principal along with the Calendar Committee chalks out the calendar for the academic year. The Principal convene meetings with the HoDs and with the faculty members to discuss the proposed plan. Any problem pertaining to the effective implementation of the Academic Calendar is resolved with the affiliating University.

The Routine Committee prepares the time table and the HoDs convene meetings with the teachers of the department to discuss the distribution of classes and syllabus. The HoDs review the coverage of the syllabus at regular intervals and in the eventuality of non completion of the syllabus, extra classes are arranged.

New teaching techniques like group discussions, video tutorials and projects are adopted to strengthen the teaching-learning process

The college is equipped with central and departmental libraries. Laboratories are also well equipped for practical classes.

With the outbreak of the pandemic there is a shift from on campus learning to online learning. New means of curriculum delivery adopted are Google Workspace, Zoom, WhatsApp, etc.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The institution adheres to the Academic Calendar prepared by the Calendar Committee headed by the Principal. The Calendar is uploaded in the website and students are apprised of the academic calendar in the beginning of the session. Commencement of classes and the conduct of examination is as per the schedule given in the academic calendar.

Internal assessment is conducted through tests and assignments. The test conducted is either centralised or conducted by the respective departments. Departments are given the liberty to schedule and conduct the tests and assignments. In addition to tests and assignments, the Bachelor of Tourism and Travel Management also conducts internal evaluation via presentations, quiz, role plays field surveys, group discussions and brochure making. The date of submission of internal marks is scheduled by the Examination Cell of the college as per the instructions given by the affiliating university.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	Nil

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

B. Any 3 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

1

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement

for year: (As per Data Template)

0

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

81

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

2

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment**1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum**

Professional Ethics are adhered to by the faculty in accordance with the ideal of the teaching profession. Teachers are made aware of the Code of Professional Ethics as mentioned in clause 17.0 of the UGC Regulations, 2018.

The Women's Cell felicitated the luminaries of the college for their contribution to the society on International Women's Day.

Environmental Studies is a compulsory paper in the Sixth Semester for undergraduate courses. As part of the curriculum, "Ecology and Conservation Biology" is offered for the Fifth Semester Botany Honours, "Development Biology, Ecology and Economic Zoology" - for the Sixth Semester Zoology Honours and "Environmental Economics" -

for the Second Semester Economics paper. On the 'World Environment Day' the NSS organised an online poster competition and the NCC organised tree plantation programme.

The Counselling Cell provides counselling to students as per their needs. The campus is ragging free. Rules against ragging are displayed in the campus and the students are made aware of it during the students' Orientation Programme. A topic on 'Ethics' is prescribed in the Fifth Semester Philosophy honours paper and a course of Six credits on "Tourism Legislation" is included in the Third Semester of Bachelor of Tourism and Travel Management.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

3

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

1.3.3 - Number of students undertaking project work/field work/ internships

22

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni

C. Any 2 of the above

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded
Any additional information(Upload)	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	Nil

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

388

2.1.1.1 - Number of sanctioned seats during the year

635

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

338

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

Lady Keane College admits students into its various degree courses on the basis of the criteria set up by the Institution. This year, the Orientation programmed for the students was organised by the Institution through online mode. The sudden paradigm shifts from offline to online mode of learning had brought a lot of challenges in the teaching learning process. Majority of the students, especially those residing in the rural areas, could not attend regular classes due to network issues. However, teachers were able to take classes and courses were completed on time. With online learning, identifying slow and advanced learners was challenging but for the slow learners and for anyone who is in need of help with regards to the course content, the initiatives taken by the Departments are remedial classes, provision of additional materials, website links, and one to one interaction/discussion through phone calls and WhatsApp messages. Encouraging advanced learners by referring to books, papers and articles for further reading was also taken up by the faculty members. The College always encourages their students to take part in various activities but due to the present situation, there were very few opportunities for students to take part.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	View File

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
1301	86

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Engaging students to become actively involved in learning and to construct their own knowledge based on their own understanding of the subject being taught greatly improves learning and makes it more interesting. While learning offline offers more opportunities to use methods that will engage students, Online learning provide new opportunities for students to become participative learners. Remote learning forces students to become independent learners searching for learning resources other than what teachers provide. Apart from lectures and presentations, teachers provide weblinks, e books, you tube links and other e resources to students and open up opportunities for them to learn more and reflect more. The use of online quiz, group discussion, assignments, online project work and online internship programmes are some of the new learning experiences that students gain through online learning. For this academic session, Practical sessions were also being carried out by science students during the few months when the college has offline classes.

File Description	Documents
Upload any additional information	View File
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

The sudden shift to online teaching and learning had enabled teachers to go beyond the traditional method of teaching. The teachers were able to use the ICT tools like desktop, laptops and smartphones and mobile handset for easier communication with the students. Videoconferencing platforms like Google meet, Webex, Zoom, live You Tube sessions were used by the teachers to take online classes. Additional resources and reading materials in the form of PDF notes, PPT, e books, you tube links to documentaries and lectures, audio and video recordings were also provided to students. LMS like Google classroom were used to create classes, post reading and learning materials, grade assignments and send feedback to students. Moreover, teachers also use and form WhatsApp Groups to communicate to students important information about topics and to send links for online classes.

To equip teachers further to handle ICT tools for better teaching and communicating with students, the College had organised a FDP and Workshop on "Use of Google classroom for Formalized Online Teaching". Moreover many teachers got the opportunity to attend Online FDP programmes, Workshops on E learning organised by other Universities which had greatly enhanced their knowledge and skill on E teaching and learning.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

86

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

86

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

28

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

1318

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

For the academic session 2020-2021, Internal Assessment was conducted through online mode. Heads of Departments were informed well ahead of time by the Exam Committee for conducting of the Internal Assessment. Information about Tests and Assignments was given well ahead of time to the students during online classes and also in WhatsApp groups of all classes. Before the conduct of Internal Assessment, the Departments collect the valid Emails of students and their phone numbers for communication of important information pertaining to Internal Assessment. Online Class Tests, Assignments as well as Practical Examination and Viva Voce are part of Internal Assessment for the students. All assignments were either submitted in Google Classroom or to email Id of the Departments. Tests were conducting either in Google Forms or in descriptive form. A date was set for all Departments to submit the IA marks to the Exam Cell. The entered marks were then sent back to the Departments for verification. The marks of internal assessments are shown to the students before the final examinations and feedback on assignments was also given to them. All Internal Assessment marks are properly maintained by all Departments.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

All grievances related to examinations (internal and external) were handled by the Examination Cell of the College. The Examination Cell held several meetings with the Principal to discuss and to ensure that all problems relating to exams are duly addressed and solved as early as possible. Usually after the declaration of results, the

exam committee received grievances from students in the official email of the exam cell. All the emails were verified individually and genuine grievances were compiled and forwarded to North-Eastern Hill University for resolution. The members of the exam committee help students in applying and filling of forms for re-evaluation. The college also has a grievance cell where students can address their problems and any grievances relating to examination are referred to the exam cell. For students whose marks were incorrectly printed out or marked absent due to the oversight on the part of the University, the exam committee writes an application to the university to rectify the mistakes made in the mark sheets of students concerned. The mechanism to deal with internal examination related grievances by the college is therefore transparent, time-bound and efficient keeping in mind the rules and regulations given by the University.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

Lady Keane College follows the syllabi prescribed by the North-Eastern Hill University. While the Programme Outcomes and Course outcomes for the Departments of Computer Application (BCA) and Tourism and Travel Management (BTTM) had been drafted by the University itself, the Programme and Course Outcomes of the other departments of the college were not provided in the syllabi. Therefore, the College instructed the Departments to prepare their own Programmes and Course Outcomes based on the prescribed syllabi. All the faculty members are aware about the programme and course outcomes as they had to prepare it themselves. At the beginning of each academic session, the students were oriented about the courses' its objectives and Course and Programme Outcomes. The hard copy of the syllabi was also kept in the Department for reference. The Programme and Course outcomes are also clearly displayed in the College website and the teachers and students are expected to be aware about them.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

Students attainment of Programme Outcomes and Course Outcomes is measured on the basis of their performances in continuous internal examinations and final examinations. The distribution of marks are set as per the pattern of the University.

Attainment of outcomes is measured through the students' feedback on the course and the teachers based on the questionnaires prepared by the IQAC. Students' progression to higher education is also another indicator for the attainment of COs/POs. Continuous and comprehensive evaluation through class tests, remedial classes, mentoring, participation in co-curricular activities, extension services, soft skill programmes etc. are other forms of measuring the outcomes of the students not only in academics but in co-curricular activities which are well recognised by the College. This academic session of 2020-2021, all the above mentioned programmes and activities were conducted online through the exam Committee, Departments and various committees of the College.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

426

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

[https://www.ladykeanecollege.edu.in/files/userfiles/file/STUDENTS'%20FEEDBACK%20\(LADY%20KEANE%20COLLEGE,%20SHILLONG\)%202020-2021.pdf](https://www.ladykeanecollege.edu.in/files/userfiles/file/STUDENTS'%20FEEDBACK%20(LADY%20KEANE%20COLLEGE,%20SHILLONG)%202020-2021.pdf)

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

898000

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

3

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	View File
Paste link to funding agency website	Nil

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

16

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

6

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in

national/ international conference proceedings during the year

12

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

The Institution has rendered its services through different committees that participated in sensitizing students to social issues and holistic development during the academic year 2020-2021. The Covid-19 pandemic has harshly impacted on the lives of the people both economically and socially. Apart from the various online campaign and workshops, the students had participated in different events held in different regions of the state. The NCC cadets took part in the Republic Day Parade, Shillong 2021 and Three Days Weapon and Equipment Display (2021), the NSS team had volunteered in a Relief Camp for Covid-19, visited Laitsohpliah village on the 7.7.2020 for Covid-19 relief work and participated in a workshop on 'Swachta' for NSS Programme Officers and NSS volunteers held on 10.03.2021. NSS volunteers also participated in the Orientation of NSS Functionaries on Young Warrior organized by UNICEF Guwahati on 22.05.2021. The BTM had organized an awareness programme at Rangthylliang village on Personal Hygiene and Protection against Covid-19 cum distribution of masks on 21st November, 2020.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year**3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year**

4

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	View File

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

2

File Description	Documents
Reports of the event organized	View File
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

17

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

4

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	No File Uploaded

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

6

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The College has all the necessary facilities required for a well-organized institution. There are 50 classrooms and 15 laboratories. All departmental rooms and honors classrooms are ICT-enabled and well equipped with internet connections. In total, 34 classrooms have LCD projectors. The Science Departments are well-equipped with laboratories, necessary instruments/equipment for practical classes. The Institution also has research laboratories in the Department of

Botany and Chemistry for carrying out projects for the teachers and students.

The College has a Biotech Hub sponsored by the Government of India through the Department of Bio-Technology. The lab has a lecture room with an ICT facility and a laboratory. The department of Bachelor of Tourism and Travel Management has a studio lab for practical classes. The College has one Auditorium and one Seminar hall used for conducting seminars, workshops, invited lectures, etc. The Central Library has a total area of 16x13m²+12x10m² with 95 seating capacity. Each department has Departmental Library to ensure that learning materials are readily available to the students. Barcode technology was also implemented in the Library.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The Institution has good sports and games infrastructure, a gymnasium, a yoga center, and cultural activities. The College has different committees and teacher-in-charge to look after the various activities of the Institution. The College also engages a trainer/coach whenever the need arises for these activities. Sports facilities include Indoor Basketball Court (area 647. 09 sq. m), Concrete Tennis Court (260.760 sq.m), and a Badminton Court. The Gymnasium (area-5.7m X 5.20m, Height 390cms) has the essential fitness equipment and a physical trainer to enable students and teachers to adopt, develop and follow a healthy lifestyle. The yoga Programme is conducted at the Yoga Centre (area 8.6ms X 7.20ms and 3ms height) from time to time to promote the physical and mental well-being of the students and teachers alike.

The Present Auditorium (area 4990cmsX3210cms) has 500 seating capacity. All the Cultural Activities of the College, Inaugural function of different programmes like seminars, Guest Lectures, Book exhibition etc., is held in the Auditorium. It serves as a platform for students to showcase their talents, creativity, strength etc., in the form of songs, music, dance, plays, poems, debates, quizzes, extempore speech, flower arrangement, rangoli, etc.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

36

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

36

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

21.1

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

The Library has a Library Management System (LMS) to manage the Catalogue of a library. The system is user friendly and designed to take care of all the administrative and management functions. It provides information on available books and journals.

OPAC (Online Public Access Catalogue) enables the students to have speedy and convenient access to the library catalogue and keep constant track of all the books available in the Library and search for a particular (desired) book.

Year: 2019 onwards

1. Name of ILMS software - Library Management Software (E-LIB)
2. Nature of automation - Partially
3. Version - 2.0.0
4. Year of automation - 2019

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	Nil

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

D. Any 1 of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-

journals during the year (INR in Lakhs)**0.5582**

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)**4.2.4.1 - Number of teachers and students using library per day over last one year****430**

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure**4.3.1 - Institution frequently updates its IT facilities including Wi-Fi**

The campus is wi-fi enabled with the installation of JIO wi-fi within the campus. All departmental computer systems are provided with a wired Internet facility.

LAN facility is both wired and wireless, which are available only to the Department of Computer Science students. Internet bandwidth speed of 5-20Mbps was upgraded to 9-100Mbps.

Each department was provided with a Laptop, Desktop system, and Internet facility. The total number of desktops and laptops is 156. The IT Technical support staff monitors and maintains the computer systems and networks. The IT cell is responsible for installing and configuring computer systems, diagnosing hardware and software faults. Departmental rooms are fully equipped with ICT facilities.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.3.2 - Number of Computers

156

File Description	Documents
Upload any additional information	View File
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

16.34

File Description	Documents
Upload any additional information	View File
Audited statements of accounts.	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The College has an Infrastructure Committee, Technical Support and Non-technical support staff that oversee the maintenance of buildings, classrooms, laboratories etc. Repair and maintenance of infrastructure are done under the supervision of the Estate Officer and in consultation with the Infrastructure Committee. A dedicated team of support staff, viz. laboratory assistants, laboratory technicians, licensed electricians, plumbers, cleaning staff, gardeners, and security guards, provide round-the-clock service to the College. CCTV cameras are also installed at strategic locations on the campus to ensure safety and security in the whole campus. The Head of the Departments and faculty members attend to the requirements of the Departments, including laboratories. The computer systems of the College are managed and maintained in-house by the IT Cell.

There are technicians entrusted to ensure constant and continuous power and water supply.

There is a Medical Care Unit that provides necessary health care facilities. The unit constitutes a one-part-time specialist doctor and one full-time staff nurse to attend to emergencies. Infrastructure facilities like a ramp, lift, and wheelchairs for differently-abled students are available.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

198

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

0

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

**5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills
Language and communication skills Life skills
(Yoga, physical fitness, health and hygiene)
ICT/computing skills**

A. All of the above

File Description	Documents
Link to institutional website	Nil
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

File Description	Documents
Any additional information	View File
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

0

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	No File Uploaded

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

110

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

0

File Description	Documents
Upload supporting data for the same	View File
Any additional information	No File Uploaded

5.3 - Student Participation and Activities

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

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

6

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

In order for any institution to flourish, it is imperative that there is coordination between the stakeholders. The mechanism to carry out this task of coordination is the Student Council body of the institution. The student Council serves as a link between the management, and the student community. The student Council comprises 25 students from the 3rd and 5th semester elected through a secret ballot. Each Council member is allotted a responsibility to ensure the smooth functioning of campus life. Some of the issues taken up are discipline and cleanliness, optimum use of the library, visiting the college website, mandatory visit to the college Counsellor, mechanism for redressal of student grievances and ways by which to encourage students to participate actively in the various activities such as quiz debate sports, cultural events both within and outside the college.

The student-initiated activities are encouraged so are to build up a sense of responsibility, accountability, teamwork and management skills. Each committee is guided by a faculty member to enhance these skills. Similarly, the general and assistant general secretaries serve as representatives in IQAC of the college. This ensures the connect between the management and the student community.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

10

File Description	Documents
Report of the event	View File
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The Alumni Association of the College plays a significant role in supporting the institution by its proactive approach in various areas of campus life. Through the years the Association has shown its support by organising extra-curricular activities, presenting academic awards annually to meritorious students and contributing financially to promote innovation in a way of enriching the quality of the institution.

Owing to the restrictions and circumstances dictated by the pandemic, the Association was unable to organise any activities except for an interaction with the NAAC Peer Team which visited the college on 11th February 2021.

Nonetheless, during the lock down, the Association donated a total sum of Rs 36,000 in two instalments (dated 4.11.2020 & 12.3.2021) towards the remuneration of the faculty of the Khasi Traditional Music Course of the college.

Over and above this, the Association was able to induct 381 new members within the period of 5.10.2020 to 12.3. 2021.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

Lady Keane College caters to Girls students from North-East India and other parts of the country. The admission is done through online and offline mode where students choose their subjects of interest through information available in the prospectus and in the website. The admission of students is done by respective departments based on merit of marks scored in the HSSLC examination. 80% of seats are reserved for ST, 10% for General and OBC and 5% for SC and OBC respectively.

In addition to the Undergraduate courses, the Institution also offers Diploma courses, Certificate Courses and Training programmes. These courses are under the supervision of the IQAC and Course Coordinators.

The teachers are members of various committees prepared by the IQAC and these committees plan and execute various developmental, curricular and extra-curricular activities. Through these committees, Capacity Building and Skills Enhancement Programmes, Sports and Cultural Programmes, Counselling and Health Awareness Programmes, etc are conducted in the Institution. To develop leadership quality among students, the NCC, NSS, Rangers and Youth Red Cross units enrol students where they take part in various awareness programmes within the Institution or outside the Institution as extension activities.

File Description	Documents
Paste link for additional information	https://www.ladykeanecollege.edu.in/
Upload any additional information	View File

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

Case study: Conduct of examinations

The College has an examination cell which looks after the conduct of all internal and external examinations. It is headed by the Principal as the Officer-in-charge, one senior teaching faculty as the convenor and five teaching staff and one non-teaching staff as members. Due to the Covid-19 situation in the Academic session 2020-2021, the conduct of internal assessments were left to the respective departments to be conducted online and the exam cell was involved only in the compilation of internal marks and uploading the same in the University Portal. For the 6th semester examination conducted in the month of October 2020, the students had to appear online examination through the App 'My Perfectice' and for this purpose; a support team consisting of teachers was formed. The end odd semester examination and the end even semester examination were also conducted online in the month of March 2021 and July 2021 respectively. For this purpose, the Exam Cell along with the support of the various departments was involved in the distribution of question papers, collection of soft copy and hard copy of answer scripts, evaluation and compilation of marks which were finally uploaded in the University portal.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Improvement of Infrastructure: The Institution is in a process of enhancing its infrastructure by adding new classrooms and improving the existing infrastructures. For this purpose, a Detailed Project

Report (DPR) was prepared by the Architects, Engineers, Designers & Project Management Consultants and submitted to the RUSA Cell, Meghalaya for availing funds under RUSA 2.0. An amount of Rs. 2 crore was sanctioned to Lady Keane College, Shillong out of which Rs. 1 crore has already been released. The Project Implementation Committee and Procurement Committee (PIC & PC) of RUSA, Lady Keane College, Shillong decided on the implementation of the project based on the recommendation of the College Building Committee. The Governing Body of the College finally approved the same.

As per the DPR, New construction of multi classrooms is under progress, renovation of Physics Department, Biochemistry Department and guest toilet is also under progress whereas renovation of Examination Control Room is completed.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	View File

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

At the highest level of administration is the Governing Body constituted by the Government of Meghalaya. It is headed by its President and is composed of representatives from North-Eastern Hill University, Shillong, Government of Meghalaya and Teachers and Parents representatives. The Governing Body is totally responsible for the smooth functioning of both the academic and administrative sections. The Principal and the IQAC functions to promote conscious, consistent and catalytic action plans to improve the academic and administrative performance of the institution. Each and every department is headed by the Head of the Department who looks after the daily functioning of the Department. The office section is headed by a Head Clerk who looks after the daily functioning of the Office. Under the IQAC there are various committees which are involved in the planning and execution of programmes related to administration and academics. The various committees are composed of teaching and non-teaching staff as members. There is also a students' council where members are elected every year representing all the classes. The students' council is actively involved in organising various extra-curricular activities.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	https://www.ladykeanecollege.edu.in/files/userfiles/file/Organogram%20(1).pdf
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user interfaces	View File
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

1. LADY KEANE COLLEGE EMPLOYEES WELFARE FUND

The Lady Keane College Employees Welfare Fund is generated from the monthly contribution of the members and also from the College Management.

a) The Lady Keane College Employees Welfare Fund (Estd.1985): For rendering financial assistance to its members at the time of their superannuation / removal / resignation / death while in service/permanent disability rendering him/her unfit to continue in service.

b) An Additional Scheme of Financial Benefit (Estd.2015) ensures much financial benefit to members on their superannuation owing to non- availability of pension benefit.

2. Group Saving Linked Insurance Scheme with the LIC of India since 20th August 1996.

3. LADY KEANE COLLEGE EMPLOYEES COOPERATIVE MUTUAL BENEFIT SOCIETY LTD.

The college has the Lady Keane College Employees Co-operative Mutual Benefit Society Ltd. [Estd. 1977]. The Society has a Welfare Fund for the retired members of the College amounting to Rs. 12,500/- ; a General Loan to members at the rate of 10% interest, the maximum amount of loan granted is Rs.15,00,000/- per member; an Extra Ordinary Loan at the rate of 12.5% interest.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

5

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

2

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

65

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

Teachers' Self Appraisals are collected at the end of each academic session. The Self Appraisal Form consists of these sections: personal detail, teaching learning, examination duties performed, co-curricular, extra-curricular, professional development activities and Research activities. The IQAC on receiving these Self Appraisals, analyse them and send the report to the various

departments with recommendations or suggestions. The information extracted from the Self appraisals is used in the compilation of the AQAR and are also used for the career advancement of teachers.

The Self Appraisals from non-teaching staff too are collected at the end of each academic session and analysed. Each non-teaching staff has to fill in the duties assigned to him/her, the workload, professional development activities, improvement in performance and suggestions to the management if any. The report of analysis is then discussed with them in a meeting.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

At the beginning of each financial year the budget and the statement of receipt and expenditure is prepared by the accounts section and presented to the Governing Body of the college for its approval. The accounts of the College are internally audited annually by a Chartered Accountant Firm appointed by the College. The external audit is usually done by the Examiner of the Local Accounts, Government of Meghalaya every 5 years. The last external audit was completed in 2020 for the financial year 2011-2012 till 2017-2018 but we are still waiting for audit report.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0.02

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The source of funds of the College is mainly from the fees of students. The Government sanctions the salary of teaching and non-teaching deficit staffs. Additional funds are applied from *Rashtriya Uchchatar Shiksha Abhiyan* (RUSA) for Infrastructures and Equity Initiatives. The RUSA Committee of the college prepares the Detail Project Report (DPR) for Infrastructure Grant. After funding is received, the Project Implementation and Procurement Committee then allot the work after the approval of the Governing Body. For the Equity Initiatives Fund under RUSA, the Equal Opportunity Cell prepares the proposal and also looks after its implementation. The College mobilise additional funding in the form of rentals from the support facilities like Canteen, Canara Bank Branch with ATM, Auditorium, Seminar Hall, Sports Complex, Classroom, etc. Revenue is also generated in the form of Centre Fee collected from the State and Central Government and from various agencies for the use of classrooms for competitive examinations. The teachers are encouraged to apply for external funding from government and non-government agencies for research and conduct of seminars, workshops and students activities.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

Teaching learning: During the academic year 2020-2021, regular offline classes and examinations could not be conducted, due to the outbreak of the COVID-19 and the resulting lockdown of educational institutions. The IQAC had taken the initiative to equip the teachers with the knowledge and skills on how to conduct online classes and internal assessments. For this purpose, the IQAC conducted two online workshops on the 29th-30th September 2020 and 16th-18th November 2020. The Institution still continues with the blended mode of online and offline teachings and evaluations. Online lectures, seminars, workshops, etc, are also conducted for teachers and students.

Participative management: The Principal convenes meeting regularly with the HODs and teaching staff of the Institution on matters related to regular functioning of the college. Based on the outcome of the meetings, decisions are taken for conduction of regular classes and internal assessments. The IQAC prepares the list of various committees and nominates the members of each committee. These committees are entrusted to conduct regular activities for the benefit of the students and the college as a whole. All the departments and committees then submit annual report to the IQAC for preparation of the AQAR, for submission to RUSA and AISHE.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

1. Teaching:

Major part of the Academic Session of 2020-2021 was under lockdown due to COVID-19 Pandemic. The College was not able to conduct normal offline classes and as a result online mode of teaching was adopted at the time of total lockdown. When the opening of Educational Institutions was allowed by the Government blended mode of teaching was adopted. After collecting feedback from the students and teachers, the IQAC had taken the initiative to conduct workshop for the teachers on "Online Teachings". The teachers are now using different online mode of teachings.

One of the challenges for online classes is the connectivity problem faced by students. To overcome this, the teachers recorded their lectures and uploaded in Google Classrooms and You Tube Channels. In addition to lectures, teachers are instructed to provide additional resource materials to the students.

2. Enhancing Students learning

At the beginning of the Academic Session, the IQAC organised an Orientation Programme for the 1st Semester Students where they were highlighted about different infrastructures and learning resources available in the College. The teachers were instructed to assess students learning through internal assessments and interactive sessions. The Departments were asked to assign mentees to mentors and guide students in the academic and non-academic related matters. For slow learners, remedial classes were conducted and additional reading materials were provided. In order to enhance the writing and communication skills of the students, the IQAC had taken the initiatives to conduct an online Soft Skills workshop and Employability Training Programme for the final Semester students. The Soft Skills workshop aimed at improving self-confidence, communication skills and problem-solving skills. The Employability Training Programme covered Communication skills, Mathematical, Analytical, Computer, Interview Skills, Corporate Etiquette, Career Counseling, Resume Building, Common Business Communication, and Group Discussions.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Established with the aim of uplifting education amongst women, Lady Keane College is fundamentally ingrained with gender equity goals. The institute aims at providing quality education complimented with resources for holistic development and support for its students. Students can avail access to a gymnasium with a physical trainer within the campus, a fully furnished common room, counselling sessions, empowerment programmes.

Apart from the facilities provided, the students are also encouraged to participate in the various co-curricular activities as part of their development process as young adults. However, owing to the pandemic, sporting activities were suspended for this session. This however did not deter the Institute from organising online poster, poetry and slogan writing competitions. Honing creative expression and talent is a key metric in student development and the Take Back The Arts initiative, served this purpose. The program was organised online this session with an overwhelming number of participants.

Online counselling sessions were organised for all the three batches of students by the Women's Cell of the college.

Furthermore, International Women's Day was observed and this year, marked by a focus on the luminaries of College to inspire the young women scholars to profound achievements.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://www.ladykeanecollege.edu.in/VFhwblBRPT0=/about/facilities/others.ghtml https://www.ladykeanecollege.edu.in/VG5wTlBRPT0=/co-curricular/college-cells/career-and-counselling-cell.ghtml

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

- Solid waste management**

Waste segregation is practiced within campus. Separate bins are installed for bio-degradable and non-biodegradable wastes along with instructional boards emphasising on waste management and segregation. Bio-degradable wastes from the canteen and hostel are used for preparation of vermi compost, which is used as manure for gardening in the Campus.

- Liquid waste management**

An effluent treatment plant is under construction for the treatment of effluent discharged from the different laboratories.

- **E-waste management**

The E-waste generated from the College is being monitored by the Swachhta team of the College.

- **Waste recycling system**

The college operates a paper recycling unit under the supervision of the Paper Recycling Unit. Waste papers from various departments and offices are collected and used for recycling.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	Nil
Any other relevant information	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic
5. landscaping with trees and plants

B. Any 3 of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	No File Uploaded

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

D. Any 1 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	View File
Any other relevant information	View File

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

Lady Keane College, having a diverse student population from the region, adopts a strict mandate against discrimination of any kind. Anti-ragging boards are placed all around the campus to remind the staff and students of the strict anti-ragging stance of the institute. The Discipline Committee as well as the Students' grievance Cell ensure that discrimination on any ground is curtailed and kept in check.

The College has also instituted the Ek Bharat Shrestha Bharat (EBSB) Club which aims at facilitating an integration of different communities and diversities between the different states.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

In order for the institute to sensitise its students and employees on the constitutional obligations, the College has a Legal Care and Support Centre as well as the Lady Keane College Nodal Centre for Human Rights (LKCNCNR) which caters to this need. These two centres not only equip the staff and students with the constitutional knowledge but also seek to address unconstitutional behaviour within the campus. The paralegal volunteers also work to sensitise the

community on legal rights and privileges that the constitution offers to its citizens.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	No File Uploaded

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

B. Any 3 of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

International Women's day was observed on the 6th of March, 2021. Online poster and slogan competitions were organised on the theme 'Women in Leadership'.

On 8th March 2021, the coffee table book "Luminaries of Lady Keane College" was released on the occasion of International Women's Day.

Independence Day was observed on the 15th of August, 2020, where the national flag was hoisted within the campus, teachers and students

were also encouraged to hoist the flag at their respective home.

Students participated in a webinar organised by the Rajiv Gandhi National Institute of Youth Development (RGNIYD) in collaboration with the NSS, NEHU on 2nd March 2021, on the theme 'Women in Leadership - Media and Journalism'.

SWARNIM VIJAY VARSH was also observed to commemorate the Golden Jubilee of 1971 War, a presentation and a documentary on the War highlighting the objectives, causes and outcomes of the War was shown in the college on the 20th April 2021, to motivate and spread awareness among the youth of the nation.

International Yoga Day was observed on the 21st of June, 2020, on the theme 'Yoga for Health - Yoga at Home' in which students participated by doing 10-15 minutes of yoga at home.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	No File Uploaded

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

1. E-learning

Objective: To facilitate and develop knowledge and resources and imbibe the necessary skill set and knowhow to access online platforms and resources for teaching and learning.

Context: The academic session was marred by strict protocols and lockdowns with educational institutes having to adopt new modes of teaching and learning which deviated from the traditional classroom teaching. In this context, online classes and e-resources transformed conventional pedagogy.

The Practice: In June of 2020, the college had bought a licence for the use of Cisco Webex for organising online workshops, seminars, conferences and institutional meetings. This licence was further extended in June, 2021.

A two-day national workshop on the 'USE OF GOOGLE CLASSROOM FOR FORMALIZED ONLINE TEACHING' was organised on the 29th and 30th of September, 2020, which aimed at familiarising teachers with the use of Google's multi-faceted platform to enhance online teaching and learning.

The College had also organised a Faculty Development Programme on Google Classroom for Formalised Online teaching on the 16-18th of November 2020.

The College has also initiated a partnership with Google for integrating the institute with its G-Suite for education in April 2021. This will allow for a wider access to Google's array of platforms and a more organised database of online materials and resources.

Evidence of Success: Through these efforts, all teachers, including senior staff, have adopted the online mode of teaching and learning. Online classes have been more streamlined and with the newly acquired knowledge, the teaching-learning process was made more effective. Platforms such as Webex, Zoom, Google Classroom, Google Meet, Google forms, WhatsApp and Telegram have been utilised in various capacities depending on the requirement. Navigating through the various online platforms has become commonplace and this is evident of the progress and success of the practice which has greatly improved the technical technological knowledge of both the staff and students. Webex platform has recorded over a hundred sessions in the past year which highlights the continued normalisation of e-resources in academia.

Problems Encountered and resources required: Utilising e-resources for teaching and learning does come with certain challenges. Logistical issues and problems contribute towards online learning being less desirable in comparison to the offline mode of education. Problems of network connectivity is prime given the present infrastructure of the region. Couple this with issues of powercuts experienced within this academic session, online learning is

crippled and limited. This dependency of e-learning on these factors which are beyond the institute's control render them as unpredictable and therefore a challenge yet to be overcome. Given the diversity of student composition, this challenge is a broader regional challenge rather than local. Socio-economic factors also limit e-learning as a vast number of students struggle to afford the resources for online learning which includes purchasing of a smartphone and data packs for accessing the internet.

2. Contribution of Extension Services

Objective: To render voluntary service towards the community in times of need and adapting to the challenges of the new normal.

Context: When the pandemic started making headway into the country, a nationwide lockdown was announced which mandated that people remain indoors and those left stranded outside their state of domicile, had to be moved to relief camps set up by the government. With the growing strain on the frontline workers to cater to the needs of the community, the extension services of the college volunteered to assist the frontline workers in different capacities.

The Practice: From April to July, 2020, three NSS Programme Officers and six student volunteers assisted in managing relief camps at Jail Road Boys HS School, Shillong, and Polo ground. The volunteers assisted in the setting up of isolation centres at Don Bosco Hall, Laitumkhrah, Rympei Ki Paitbah, Pynthorbah, and centres in Laban. The volunteers also assisted in the supply of basic necessities to households within the city through the relief camp at Jail Road. Supplies to isolation centres within the city was also handled by the volunteers. The NSS Unit of the college worked in tandem with the District Disaster Management Authority (DDMA), Shillong, throughout the period till present. The Volunteers also managed a relief camp in Laban which was under the supervision of the local durbar. The volunteers also assisted the DDMA with data entry work in the month of July. NSS volunteers along with NCC cadets had also rendered their voluntary service during the Meghalaya Board of Secondary Examination, on the 10th of June, 2020. The NSS unit had

also carried out relief work at the adopted village Laitsohpliah whereby 39 households were provided with essential items on the 7th of July, 2020.

On the 21st of November, 2020, 12 students and 2 faculty members of the Bachelor of Tourism and Travel Management Department had organised an awareness programme on "Personal Hygiene and Protection against COVID-19" at Rangthylliang village. Masks were also distributed to the residents of the village.

Evidence of Success: The efforts of the volunteers were recognised by the office of the Deputy Commissioner, Shillong, and certificates were provided to all volunteers. The work that was put in had help ease the burden on frontline workers in serving the community which was the objective.

Problems Encountered and resources required: Some of the challenges encountered was the reluctance of parents/wards/guardians to allow for the volunteers to come forward and render voluntary service during the start of the pandemic as very little was known then about the Covid-19 virus. Altogether 17 student volunteers and 5 teachers had volunteered in various capacities during the pandemic.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	View File

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Lady Keane College is a pioneer Women's institute in the region established in 1935 in order to empower women through education. This same objective continues to be the driving force in the everyday functioning of the Institute. In total, 759 students have graduated in the sessions 2019-2020 and 2020-2021. The book 'Luminaries of Lady Keane College' celebrates the distinction of successes achieved by the Alumnae of the College. While the composition of students enrolled into the Under-graduate programme is economically, socially, linguistically and culturally diverse, it offers a myriad of opportunities to grow and challenges to overcome. Mental wellbeing is a thrust for the institution and the following

programmes were organised:

1. "Mental well being of Students and Coping with Stress during Covid-19" on the 2nd of June 2021
2. "Home Isolation -Academic pressure:Learning to balance and Focus" on the 11th of June, 2021
3. "Counselling Programme- Calmness and relaxation during Pandemic Stress" on the 23rd of June, 2021

Safety and security is ensured in order for a vibrant environment to prosper. The College also boasts of a well-equipped gymnasium, a Sports Complex and a tennis court for holistic development.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

1. To conduct Library Audit.
2. To update E-Resources in the Library.
3. To conduct Soft Skills Workshop for Final Semester Students.
4. To organise Gender Sensitization Programme for the Students.
5. To organise Workshop on Life Skills.
6. To conduct Interaction with the Students on Mental Health and Stress Management.
7. To conduct a free Certificate Course on Office Automation for the Students.
8. To conduct Awareness Programme on COVID-19 Vaccination.
9. To conduct a Computer Course for Non-Teaching Staff.
10. To organise a Workshop on Personality Skills for Non-Teaching Staff.
11. To organise a Workshop on Professional Ethics for Teaching Staff.
12. To organise a National/International Seminar on Climate Change.