YEARLY STATUS REPORT - 2021-2022

Part A

Data of the Institution

1.Name of the Institution   Lady Keane College, Shillong

- Name of the Head of the institution   Dr. D. K. B. Mukhim

- Designation   Principal

- Does the institution function from its own campus? Yes

- Phone no./Alternate phone no.   03642223293

- Mobile No: 8837056385

- Registered e-mail   ladykeanecollege@gmail.com

- Alternate e-mail   khlur.m@yahoo.com

- Address   Rhino Pinewalk Road, Secretariat Hills, Shillong - 793001

- 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. K. 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%202020-2021%20Final.pdf

4.Whether Academic Calendar prepared during the year? **Yes**

- if yes, whether it is uploaded in the Institutional website Web link: https://www.ladykeanecollege.edu.in/files/userfiles/file/CALENDAR%20SESSION%202021-2022.pdf

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/Depa rtment /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Mr. Kanhaiya Lal Chaudhary	Research Project	Meghalaya Biodiversity Board, Forest Department	2021 (2 Years)	1.88 Lakh
Dr. D. Khlur B. Mukhim	Research Project	ICAR- National Bureau of Fish Genetic Resources	2020 (2 Years)	6 Lakh

8. Whether composition of IQAC as per latest NAAC guidelines   Yes

- Upload latest notification of formation of IQAC   View File

9. No. of IQAC meetings held during the year   2

- 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

- If yes, mention the amount

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

- Screening for Placement of the Teaching Staff and Recruitment of Staff

- Implementation of Mentoring and Remedial classes

- Infrastructure improvement

- **Initiatives for improving skills of Non-Teaching staff**
- **Extension activities**

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 conduct Library Audit.	**Library Audit was conducted on the 8th April, 2022**
To update e-Resources in the Library.	**A One Day Online Workshop on the topic "Use of Open Access e-Resources for Digital Learning" was organised by Lady Keane College Library in collaboration with IQAC on the 15th December, 2021. Updation of e-Resources in the Library is under process.**
To conduct Soft Skills Workshop for Final Semester Students.	**Two Days Workshop on**
To organise Gender Sensitisation Programme for the Students.	**An Awareness Programme on "Gender Sensitization and Capacity Building Programme" was organised by IQAC in collaboration with Career and Counselling Cell on the 9th May. 2022 in the College Auditorium.**
To organise Workshop on Life Skills.	**Online Awareness Programme on "AYUSH practices for better nutrition" held on 30th September, 2021, Talk on Blue Circle to spread awareness on prevention and treatments of Diabetes held on 13th November, 2021, Awareness Programme on "HIV/AIDS Drug and Substance Abuse**
To conduct an Interaction Programme with the Students on Mental Health and Stress Management.	**A Talk on "Mental Health Issue" was organised by the Alumni Association of Lady Keane College, Shillong on the 9th April, 2022 in the College**

	Seminar Hall
To conduct a free Certificate Course on Office Automation for the Students.	The Course commenced on the 17th November, 2021 with 35 numbers of Students enrolled
To conduct Awareness Programme on COVID-19 Vaccination.	A Popular Talk on "Vaccinology and Vaccines in the 21st Century" organised by the Department of Biochemistry in collaboration with IQAC, Lady Keane College was held on the 28th January, 2022. Poster Campaign on Covid-19 Vaccine was held on 16th December, 2021 in Nongrim Hills and Pohkseh, Shillong. Out-reach programme on Covid-19 Vaccine in Lyngkien Village, Lad Um Risain, Mission Coumpound, Mawkohmon, Dongiew and Nongrum, Mawphlang conducted on the 1st April 2022. The NSS unit in collaboration with the Rangers unit of the college and TULBA, Sohryngkham Unit carried out a survey project funded by the college on "Vaccine Hesitancy" in the month of July 2021 at two villages Laitsohpliah and Sohryngkham village
To conduct a Computer Course for Non-Teaching Staff.	To be conducted in the Academic Session 2022-2023
To organise a Workshop on Personality Skills for Non-Teaching Staff.	Workshop was organised on 20th May, 2022
To organise a Workshop on Professional Ethics for Teaching Staff.	Organised on 30th September 2022.
To organise a National/International Seminar on Climate Change.	To be organised in the Academic Session 2022-2023

13.Whether the AQAR was placed before   Yes

statutory body?

- Name of the statutory body

Name	Date of meeting(s)
College Governing Body	**14/12/2022**

14.Whether institutional data submitted to AISHE

Part A

Data of the Institution

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• Name of the Head of the institution	Dr. D. K. B. Mukhim
• Designation	Principal
• Does the institution function from its own campus?	Yes
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- Name of the statutory body

Name	Date of meeting(s)
College Governing Body	14/12/2022

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2022	28/02/2022

15.Multidisciplinary / interdisciplinary

The college offers four programmes of Degree courses in Bachelor of Arts, Bachelor of Science, Bachelor of Tourism and Travel Management and Bachelor of Computer Applications.

The Institution will implement NEP 2020 from August 2023 as directed by the Affiliating University.

Multiple entry and exit:

1. The completion of 1st year of the degree programme (with 40 credits) will lead to a "certificate".
2. If the student continues to the 2nd year and completes it with 40 credits, a "Diploma" will be awarded.
3. Once a student completes the 3rd year with 120 credits, the student will be awarded a "Bachelor's Degree".
4. After the student completes the 4th year with 160 credits, the student will be awarded a "Bachelor's Degree with Research"

Add On courses like Certificate, Diploma and Training Courses are already offered in the Institution.

Since we are an affiliated college, curriculum design is done by the parent university; however, curriculum enrichment is done by the institution in the form of project works, field visits, extension services, seminars, etc. The faculties of the college are designing the curriculum for Vocational Courses to be implemented from August 2023.

16.Academic bank of credits (ABC):

It will be implemented from August 2023. If the student decides to exit the programme, the Academic Bank of Credit (ABC) will store these credits that can be redeemed to rejoin the particular course or an allied course within seven years. The detailed

modalities of the ABC will follow in due course.

17.Skill development:

Vocational courses will be offered in the first year (1st and 2nd semester) from August 2023. Each vocational Course will be of 4 credits each. The Vocation Courses planned by the Institution are:

1. English for Tourism
2. Soft Skills
3. Fashion Designing
4. Laboratory techniques
5. Basic Computer Courses
6. Horticulture Techniques
7. Tour Guides and Escorts
8. Khasi Traditional Music

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

The College offers courses in Hindi, Khasi, Garo, Assamese and Bengali. Add-On course in Khasi Traditional Music, Yoga and spoken Hindi are also offered. Ethnobotany which include traditional knowledge of wild edible and medicinal plants are also taught in Botany.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

The Programme and Course outcomes are clearly displayed in the College website. The attainment of outcomes is measured from the performance of students in the internal and external examinations conducted by the affiliated University. Add On courses like Certificate, Diploma and Training Courses are offered. Since we are an affiliated college, curriculum design is done by the parent university; however, curriculum enrichment is done by the institution in the form of project works, field visits, extension services, seminars, etc.

20.Distance education/online education:

The College had organised workshops for the teaching faculties on Online Teachings. A number of faculties have attended Short Term courses on Development of E-Content and Online Pedagogy and MOOCs. The Management is encouraging the faculties for registration in MOOCs and Swayam and development of e-contents. With the implementation of NEP 2020, students can opt for online courses through MOOCs/Swayam in the 6th and 7th semester.

Extended Profile	
1.Programme	
1.1 Number of courses offered by the institution across all programs during the year	**26**

File Description	Documents
Data Template	View File

2.Student	
2.1 Number of students during the year	**1539**

File Description	Documents
Data Template	View File

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**546**

File Description	Documents
Data Template	View File

2.3 Number of outgoing/ final year students during the year	**458**

File Description	Documents
Data Template	View File

3.Academic	
3.1 Number of full time teachers during the year	**87**

File Description	Documents
Data Template	View File

3.2 Number of Sanctioned posts during the year	87

File Description	Documents
Data Template	<u>View File</u>

4.Institution

4.1 Total number of Classrooms and Seminar halls	61
4.2 Total expenditure excluding salary during the year (INR in lakhs)	114.77
4.3 Total number of computers on campus for academic purposes	123

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 is affiliated to North-Eastern Hill University, Shillong. It adopts the prescribed curriculum of the University through its Board of Studies where faculty members have contributed towards its development.

The Principal along with the Calendar Committee of the College chalks out the calendar for the academic year. The Principal convenes meetings with the Heads of Departments (HoDs) and faculty members to discuss the course of action to be taken for the effective implementation of the prescribed curriculum. The Routine Committee prepares the time table. The HoDs convene departmental meetings for the distribution and coverage of syllabus and in case of non-completion of syllabus, extra classes are arranged. Remedial classes are also arranged for slow learners.

The college is equipped with central and departmental libraries and laboratories for practical classes.

The College encourages the faculty to participate in Orientation Programs, Refresher Courses, Workshops, etc. To assess the performance of students, feedbacks from both faculty and students are collected.

To ensure continuous learning, a combination of online and blended mode of teachingswere adopted in 2021. However, in 2022 the College is back with the campus learning mode.

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 College follows the Academic Calender of the affiliating University. The Academic Calendar for schedule of programmes is prepared by the Calendar Committee headed by the Principal of the college. The Website Committee updates the Academic Calendar in the website of the College and students are apprised about the calendar at the beginning of the session. Classes and conduct of examination is as per the schedulegiven in the academic calendar. Internal assessment is conducted through tests and assignments. The tests are conducted either by the Examination Cell or by the respective departments. The Bachelor of Tourism and Travel Management also conducts internal evaluation via presentations, quiz, role plays, field surveys, group discussions and brochure making. Submission of internal marks is scheduled by the Examination Cell of the college as per instructions given by the affiliating University.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://www.ladykeanecollege.edu.in/files/userfiles/file/CALENDAR%20SESSION%202021-2022.pdf

1.1.3 - Teachers of the Institution participate in following activities related to curriculum   B. Any 3 of the above

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

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)

5

File Description	Documents
Any additional information	View File
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

130

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

130

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

Faculty members adhere to Professional Ethics and are made aware of the Code of Professional Ethics as mentioned in clause 17.0 of the UGC Regulations, 2018.

The Women's Cell observed the International Women's Day 2022 by organising a Webinar on the topic "WOW-Women of Worth". To create awareness on different career options.

Environmental studies is a compulsory paper in the Sixth Semester for both Arts and Science Courses."Ecology and Conservation Biology" is taught in the Fifth Semester Botany Honours paper, "Development Biology and Ecology and Economic Zoology" is taught in the Sixth Semester Zoology Honours paper.

The campus is ragging free. The Anti-ragging committee give awareness and display rules against ragging. Counselling Cell

provides counselling to students as per their needs.

A topic on "Ethics" is prescribed in the Fifth Semester Philosophy honours paper and a course of Six Credits on "Tourism Legislation" is in the Third Semester of Bachelor of Tourism and Travel Management.

The Institution offers Certificate Course on 'Human Rights' and Human Rights is also included in the curriculum for the Fifth Semester students' Political science Honours.

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	<u>View File</u>

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	<u>View File</u>
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)	<u>View File</u>

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

35

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 **A. All 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	https://www.ladykeanecollege.edu.in/files/userfiles/file/12323iqac437853.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

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

734

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. At the beginning of every new session, an Orientation Programme is organised for the newly admitted students, both at the institutional and departmental level. Identifying slow and advanced learners is done through remedial and mentoring programmes as well as inter class curricular and co-curricular activities. For the slow learners and for anyone who is in need of help with regards to the course content, the following initiatives are been taken by the Departments:-

1. Remedial Classes

2. additional materials are provided in the form of notes or video lectures.

3. Mentoring is done at group and individual level- Departments have taken upon them to assign mentors for all the honours students from the 1st Semester onwards. A performa prepared by the

IQAC is used by all mentors to gather necessary information about the students which include their academic performance and their aspirations and mentoring is done accordingly.

Curricular and co-curricular activities like departmental student seminars, project works, quiz, etc., are organised.

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
1539	**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. As offline classes started to resume once again, Departments are once again engaged in using student centric methods such as Group Discussion, Student Seminars, Quiz, Survey Work, Inter Class Competitions and participationin seminars, webinars andworkshops . Students of BTTM undergo internship programmes, Project Work, Field work . Some Departments are taking up students' projects which include lab works and field trips.

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

During the Pandemic many teachers attended various online workshops and faculty development programmes as well as short term courses to equipped themselves with the ICT tools needed for online classes. In 2021 blended form of teaching and learning was adopted where ICT tools came very handy for the teachers. Teachers are now well equipped in handling ICT tools and are using them in combination with the traditional methods of teaching and learning. The following ICT enabled tools are being used by the teachers-

Laptop, LCD Projectors, Smart Phones etc; E Resources such as E-books, You Tube Videos, Pre Recorded videos, M.S Power Point Presentations are used by the faculty members of the college. Online learning platform like Google Classroom, Google Meet, Zoom andWebex are used.e-mails and social media platforms like WhatsApp are used to dissiminate necessary information to students regarding classroom activities.

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

87

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
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

29

File Description	Documents
Any additional information	View File
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

1397

File Description	Documents
Any additional information	**No File Uploaded**
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.

The Principal convenes meetings of the Examination Cell with the Heads of the Departments for the conduct of internal assessments. Internal assessments are conducted both by the Examination Cell and the Departments. Question paper settings and evaluation are done by the departments. All information regarding internal assessments are given to students and staff through notices in the notice board or through WhatsApp and emails. All internal marks are sent to the Examination Cell of the College which then enters in the University Examination Portal. The entered marks are then sent back to the Departments for verification. The marks of internal assessments are shown to the students before the final examinations and feedbacks on assignments are also given to them. All IA marks and attendance in Internal Assessment are properly maintained by the Departments and the Examination Cell.

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 examination (internal and external) are handled by the Examination Cell of the College. The Examination Cell ensures that exams are held smoothly and convened meetings with the Head of the Departments from time to time. Usually after the declaration of results, the Examination Cell receives grievances from students in its official email. The college also has a grievance cell where students can address their problems. The grievances are either solved within the College or forwarded to the Examination Cell of North-Eastern Hill University for rectification. The mechanism to deal with internal examination related grievances by the college is 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 offers courses in Arts and Science streams and Professional courses in Tourism and Travel Management and Computer Applications. In addition, Career Oriented Courses are also offered to enable the students to earn an extra qualification and acquire skills which will prepare them to meet the challenges of the 21st century. Lady Keane College follows the syllabi prescribed by the North-Eastern Hill University. As the Course Outcomes are not provided in the syllabi, the College took upon itself the task of preparing its own Programmes and Course Outcomes. As the Departments are the ones who prepared the Programme and Course outcomes, all the faculty members are aware about them. At the beginning of each academic session, the students are oriented about the courses and their objectives as well as job opportunities available. The Programme and Course outcomes are displayed in the College website.

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 in POs, SPOs and Cos are measured on the basis of their performances in final examinations and continuous internal 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 and SPOs. 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.

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

449

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/12323iqac437853.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)

8.385

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

44

File Description	Documents
Report of the event	[View File](#)
Any additional information	**No File Uploaded**
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

15

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

6

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 Department of Tourism and Travel Management organised a fieldtrip along the David Scott Trail from Sohrarim Village to Mawphlang Village on the 23rd March 2022 to give the students a glimpse of the history of British rule in the Khasi Hills.

The NSS Unit participated in the Forestry Week Programme from 1st – 7th July 2021 by planting trees. They celebrated "Rivers of India" by cleaning of a river at Umden Arka on 10th December 2021.

The NSS in collaboration with the Rangers of the college and The Ultimate Bikers Association (TULBA), Sohryngkham Unit carried out a survey project on "Vaccine Hesitancy" on July 2021 at two villages Laitsohpliah and Sohryngkham . The unit organised a "Post-

Lockdown: Reconnecting the Adopted Village" on 15th December 2021. On World Environment Day, 4th June 2022 they organised a Tree Plantation Drive at Sohryngkham village in collaboration with TULBA Sohryngkham.

The Youth Red Cross (YRC) conducted an awareness programme on Covid-19 vaccination in Nongrim Hills and Pohkseh (16th December 2021), Lyngkien Village, Lad Um Risain, Mission Coumpound, Mawkohmon, Dongiew and Nongrum, Mawphlang on the 1st April 2022. Banners, posters, pamphlets, containing information on the Covid-19 vaccine were distributed.

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

0

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	No File Uploaded

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

9

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

799

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

3

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

3

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 adequate infrastructure and physical facilities for imparting quality education and other aspects related to the development of students. There are 58 classrooms out of which 36 have LCD projectors and are ICT enabled. Science laboratories are well equipped with standard instruments for carrying out practical and science projects by the students. In addition, there are research laboratories for carrying out projects by the teaching faculties. A Biotech hub lab sponsored by the Government of India through the Department of Bio-Technology was established in the College.

The department of Bachelor of Tourism and Travel Management has a studio lab for practical classes. All departmental rooms are fully equipped with desktops and laptops. The College has one Auditorium and one Seminar hall used for conducting seminars, workshops, invited lectures, etc. The Central Library has a Library Management System (LMS) and OPAC (Online Public Access Catalogue) which enables the students to have speedy and convenient access to the library catalogue. Each department has a departmental library to ensure that learning materials are available to the students.

File Description	Documents
Upload any additional information	No File Uploaded
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 adequate sports infrastructure like sports complex, gymnasium and yoga centre. The Basketball Court measures 647. 09 sq. m, Concrete Tennis Court 260.760 sq. and a Badminton Court. Gymnasium (5.7m X 5.20m) has the essential fitness equipment and a physical trainer to enable students and staffs to adopt, develop and follow a healthy lifestyle. A table tennis board is kept in the student's common room. The international yoga day is celebrated by conducting yoga programme at the Yoga Centre (area 8.6ms X 7.20ms and 3ms height) which helps in promoting physical and mental well-being of the students and staff. The college has a 500-seating capacity auditorium (area 4990cmsX3210cms) in which cultural activities, inaugural function of different programmes like seminars, book exhibition etc are conducted. It serves as a platform for students to showcase their talents andcreativity.

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)

27.21

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) which is used to manage the Catalouge of a library, which is user friendly and designed to take care of all the administrative and management functions of the library. It organizes and manages information of books, journals and circulation in the most effective manner. OPAC (Online Public Access Catalouge) is implemented to enable the students for speedy and convenient access to the library catalogue, and to keep a constant tract of all books available in the library.

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 D. Any 1 of the above
following e-resources e-journals e-
ShodhSindhu Shodhganga Membership e-
books Databases Remote access toe-resources

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)

3.14

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

87

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 current BSNL and NE line network provide continuous wi-fi internet facilities to the administrative office, all departments as well as the central library. LAN facility is both wired and wireless, which is available only in the Department of Computer Science. The Internet bandwidth speed from the BSNL line is 2mbps and from that of NE line is 100 mbps. Installation, configuration and updating of computer systems, diagnosing of hardware and software is done under the supervision of the IT cell of the college.

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

4.3.2 - Number of Computers

123

File Description	Documents
Upload any additional information	No File Uploaded
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)

26.31

File Description	Documents
Upload any additional information	**No File Uploaded**
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.

To improve teaching learning, the College is committed in providing better infrastructure and support facilities. All activities involving construction, repairing and maintenance are done under the supervision of the Estate officer and the Infrastructure Committee. A Purchase Committee is in place for procurement of equipments required by different departments. Full time services are provided by a team of dedicated staff namely laboratory attendants, electrician, plumber, cleaners, gardeners and security guards. CCTV cameras are installed at strategic locations to ensure safety and security in the whole campus. The college IT cell is entrusted to look upon matters related to management and maintenance of computer systems. Requirements and maintenance of library facilities is done by the librarian and library assistants. Registers are maintained for utilizing the support facilities like the Medical Care Unit, conference room, seminar room, auditorium and library. Permission from the Principal is mandatory when any government departments or agencies want to utilize the college facilities.

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

808

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	**No File Uploaded**
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

2

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

633

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

633

File Description	Documents
Any additional information	View File
Number of students benefited 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

8

File Description	Documents
Self-attested list of students placed	*View File*
Upload any additional information	*View File*

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

76

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.

`5`

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)

The student Council serves as a link between the management, the teaching and the support staff. The elections to the Students Council 2021 may be ear marked in the history of Lady Keane College as the whole process of the elections was conducted ONLINE. The Seventh, Fifth and Third semester students of BTTM, B Sc, BCA and BA comprised the electoral college .The Student Council comprises 37 students elected through secret ballot, council members are in charge of different committees set up, to ensure the smooth functioning of college activities, student representatives attached to the different centres and cells

function under the guidance members of the faculty .The general meeting of the student council is held after the election, to highlight the duties, responsibilities and expectations pertaining to their area of responsibility. The student-initiated activities are encouraged so are to build up a sense of responsibility, accountability, teamwork and management skills. Assistant General Secretaries also 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

48

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

Alumni association has been a part of the college for a long time. Apart from the emotional gains, The Alumni Association has other benefits. It helps students keep in touch with their mates who may have reached certain heights in their careers in different fields. Due to pandemic situation of Covid-19, the Alumni Association had

not been able to do many much. It was only during early 2022, when the condition was improved, the association could organise two programmes for the students of Lady Keane College.

During the academic year 2021-2022

The executive body of the alumni association of Lady Keane College met a few times in offline mode to discuss about different activities to be organised for the students. The association was able to hold the Annual General Meet on the 29th June 2022 where new office bearers were elected. The association also felicitated Mrs R V Suchiang, IAS, member of the Alumni, on her achievement as Chief Secretary, Govt. of Meghalaya.

The first activity was "Workshop on Accessory Making – Bag" held on the 11th March 2022.

The second programme was "A talk on Mental Health Issues" for the students of the college on the 9th April, 2022.

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	No File Uploaded

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 established in the year 1935 has completed eighty seven years of eventful existence; the college has a record of very distinguished service rendered to the cause of upliftment and empowerment of women through the spread of liberal education. Lady Keane College caters to Girl students from North-East India and other parts of the country. The admission of students is done

by an admission committee based on merit of marks scored in the HSSLC examination.

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

The teachers are members of various committees which 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. 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. The College also provide financial support to BPL students.

File Description	Documents
Paste link for additional information	Nil
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: Admission

Admission of students is done by an admission committee. This committee was constituted in the meeting of the Principal In-charge with the Heads of Departments held on the 10th July 2021. In that meeting the Co-ordinator of IQAC had briefed the members present about the challenges of increasing the enrolment of students. The members include the Principal, the Vice-Principal and one teacher each from all departments. It is this committee which prepares the admission process. A help Desk team for admission as also formed which constituted of teachers from Arts and Science Streams and Office staff. Training for the members of the admission committee as conducted on how to be familiar with the online admission process. A publicity cell was constituted to bring awareness among students and the public at large about the different courses offered in the college and their prospects.

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

Mentoring: The IQAC had decided to strengthen the process of mentoring as mentioned in the future plan of the IQAC in the AQAR 2019-2020. In the meeting held on 19th May 2021, two teachers were assigned to prepare the guidelines for mentoring and the same was placed in the meeting held on the 8th July 2021. It was further placed in an online teaching staff meeting held on 20th September 2021. After accepting the guidelines and format for documentation, they were sent to various departments. As per this guideline, each department has to assign its students as mentees to a teacher who is a mentor. At the end of the academic session all teachers are to submit the mentoring report to the IQAC. The common areas for mentoring are academic matters, academic success, character, social and leadership development and college to career. In the academic session 2021-2022, the IQAC have observed in the improvement of mentoring to students.

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

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. INSURANCE:

a) Group Saving Linked Insurance policy 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.

4.TUITION FEE EXEMPTION

The ward/wards of the staff of the college are exempted from paying the tuition fees.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	<u>View File</u>

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

16

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

5

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

36

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, conduct the Academic Audit 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.

Financial support for attending seminars, workshops, etc and incentives for publication are given to teachers as claimed in their Self Appraisals.

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 audit report is placed before the Governing Body of the College and any audit objections are settled by the account section. 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)

0.47823

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

Academic Audit

The IQAC conducted an internal Academic audit for the academic session 2021-2022. The objective of the academic audit is to encourage departments or programs to evaluate their "education quality processes". This audit was conducted based on self appraisals of teaching staff, departmental reports, reports submitted by various committees, feedbacks from students and teachers and the AQAR, covering all academic activities of the Institution. The parameters used in this academic audit are as per the criteria given in the AQAR/SSR format. The Audit Report was placed before the Governing Body of the College.

Financial support to students:

The IQAC had started a corpus fund for the financial assistance to BPL students. Funds are collected from teachers, visitors,

resource persons and well wishers. Students too organized a variety fare in the college campus on the 6th and 7th May 2022 to generate fund. With the suggestion of the IQAC, the Governing Body of the College has approved six seats reserved for the free education of students coming from financially weaker sections of the society. 'The Earn While You Learn' mechanism was also approved by the Governing Body of the College.

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

Equipping Students: The College offered both Online and Offline mode of teachings in the last academic session. In addition to lectures, the teachers provide additional study materials in the form of notes, soft copy study materials and video lectures in google classrooms and youtube channels. Remedial classes are conducted for slow learners and each and every student is assigned a mentor. The Examination Cell has prepared a detailed semester wise grades of students and forwarded to various departments for follow up of their performance. The curriculum is enriched by project works, field studies, competitions, seminars, workshops, internships, extension activities, etc.

Library facilities: At present the College Library has a collection of over 35000 (thirty five thousand) books and subscribed to different National and International Journals. Our college is a registered member of NLIST.

For online access to e-resources, links are provided in the library page of the college website.

Integrated Library Management Software (ILMS) is implemented in the library.

The library is equipped with computers. Internet and Reprographic facilities are also available. A self service KIOSK provides access to users where materials available in CD forms are uploaded into the system.

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)

B. Any 3 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 and all within a safe and secure campus monitored throughout with CCTV cameras and security personnels.

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.

A talk on Women of Worth was organised focusing on valuing the self and self appreciation. Honing creative expression and talent is a key metric in student development and the Take Back The Arts initiative, a first of its kind which was introduced in 2017, served this purpose. The fifth edition of the program witnessed an overwhelming number of participants.

Furthermore, the YUVA Tourism club was also formed to promote responsible and sustainable tourism. However, owing to the post pandemic situation, sporting activities were suspended for this session.

File Description	Documents
Annual gender sensitization action plan	https://www.ladykeanecollege.edu.in/files/userfiles/file/Gender%20Sensitization%20Programme%20and%20Capacity%20Building%20Workshop.pdf
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/files/userfiles/file/Women%20of%20Worth%20held%20on%208th%20March%202022.pdf

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

B. Any 3 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 biodegradable and non-biodegradable wastes along with instructional boards emphasising on waste management and segregation.

- **Liquid waste management**

An effluent treatment plant is in place for the treatment of effluent discharged from the canteen and different laboratories.

- **Biomedical waste management**
- **E-waste management**

The college had engaged KARO Sambhav cohesive e-waste movement for the disposal and recycling of e-waste.

- **Waste recycling system**

The college operates a paper recycling unit

- **Hazardous chemicals and radioactive waste management**

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:

A. Any 4 or All of the above

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**

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

A. Any 4 or all of the above

**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**

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. At the begining of every Academic Session an Orientation Programme is organised for the Freshers.

The Ek Bharat Shrestha Bharat(EBSB) Club which aims at facilitating an integration of different communities and diversities between the different states is actively involved in organising programs for the students. A voluntary fund is also maintained to support students with weak economic backgrounds.

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 (LKCNCHR) 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. A Town Hall meeting on Youth: Cornerstone for Reimagining Politics and Governance was also held where students interacted with Shri James Sangma, Hon'bl Minister, Government of Meghalaya. Students also participated in an online Workshop on "Human Rights" held on the 21st February 2022, hosted by the Directorate of the National Service Scheme (NSS), New Delhi. TheLady Keane College Nodal Centre for Human Rights (LKCNCHR) observed the International Human Rights Day on 10th December, 2021.

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   **B. Any 3 of the above**

organized

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 8th of March, 2021 and an online talk on "Women of Worth" was organised by the Women's Cell.

The NSS unit participated in the Forestry Week Programme (Van Mahotsav) during 1st – 7th July 2021 where the students planted trees.

Independence day was also celebrated with multiple online programs such as poetry writing, slogan making, making of time capsules and participating in the RashtraGaan, a video recording of students singing the National Anthem uploaded on http://rashtragaan.in/. Students also participated in the online inaugural program of the National Youth Festival 2022 on the 12th of January.

As part of Azadi Ka Amrit Mohatsav, the College observed the National Girl Child Day on 24th January 2022 by having daughters taking selfie with their parents.

A flag hoisting ceremony was observed to celebrate the Republic Day.

World Environment day was celebrated on the 4th of June by planting trees at Sohryngkham Village by the NSS Unit.

The 8th International Yoga Day was also celebrated by organizing "A talk on health benefit of Yoga" on June 21, 2022.

The International Day of a Girl Child was celebrated on 11th

October 2021.

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. Awareness on Covid-19 Vaccination

Objective: To create awareness on the importance and safety of Covid-19 vaccines.

During the initial stages of Covid-19 vaccination, people of the state were hesitant to be vaccinated. It is with this context that the College had engaged in the following awareness programmes:

1. **Online Orientation cum Awareness Programme on Covid-19 Vaccination**
2. **A Popular Talk on "Vaccinology and Vaccines in the 21st Century"**
3. **Out-reach programme on Covid-19 Vaccine at Lyngkien and Mawphlang villages**
4. **Awareness and informationposters and pamphlets on Covid-19 Vaccines were distributed in two localities of Shillong Viz., Nongrim Hills and Pohkseh**
5. **Vaccine hesitancy survey and awareness programmes conducted at Sohryngkham and Laitsohpliah villages.**

2. Library Audit

Objective: To improve the library infrastructure and facilities

With an aim for the implementation of NEP 2020, the college library needs to be expanded. Keeping this in mind, a library audit was conducted by a team of teaching faculty from the Department of Library and Information Science, North-Eastern Hill

University, Shillong. The auditing team had provided its observations and suggestions and the same was placed before the Governing Body of the College. The suggestions will be helpful in improving our College library.

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 with the objective to empower women through education. Capacity building and skill enhancement programmes are organised from time to time. The Institution has also taken initiative to provide financial support to students who are in need. With the composition of students enrolled is economically, socially, linguistically and culturally diverse, the College has taken progressive steps in ensuring that every student feels safe and secure within campus to allow for an academically vibrant environment to prosper. There is CCTV monitoring and security guards manning the entrances and exits of the College campuses which aim towards ensuring safety and security for staff and students at all times. The College is equipped with all the necessary infrastructure and tools to ensure that women get quality education and experience. With a holistic development of its students in mind, the College also boasts of a well equipped gymnasium, a yoga centre and other Sports and cultural facilities.

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 is affiliated to North-Eastern Hill University, Shillong. It adopts the prescribed curriculum of the University through its Board of Studies where faculty members have contributed towards its development.

The Principal along with the Calendar Committee of the College chalks out the calendar for the academic year. The Principal convenes meetings with the Heads of Departments (HoDs) and faculty members to discuss the course of action to be taken for the effective implementation of the prescribed curriculum. The Routine Committee prepares the time table. The HoDs convene departmental meetings for the distribution and coverage of syllabus and in case of non-completion of syllabus, extra classes are arranged. Remedial classes are also arranged for slow learners.

The college is equipped with central and departmental libraries and laboratories for practical classes.

The College encourages the faculty to participate in Orientation Programs, Refresher Courses, Workshops, etc. To assess the performance of students, feedbacks from both faculty and students are collected.

To ensure continuous learning, a combination of online and blended mode of teachingswere adopted in 2021. However, in 2022 the College is back with the campus learning mode.

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 College follows the Academic Calender of the affiliating University. The Academic Calendar for schedule of programmes is prepared by the Calendar Committee headed by the Principal of the college. The Website Committee updates the Academic Calendar in the website of the College and students are apprised about the calendar at the beginning of the session. Classes and conduct of examination is as per the schedulegiven in the academic calendar. Internal assessment is conducted through tests and assignments. The tests are conducted either by the Examination Cell or by the respective departments. The Bachelor of Tourism and Travel Management also conducts internal evaluation via presentations, quiz, role plays, field surveys, group discussions and brochure making. Submission of internal marks is scheduled by the Examination Cell of the college as per instructions given by the affiliating University.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://www.ladykeanecollege.edu.in/files/userfiles/file/CALENDAR%20SESSION%202021-2022.pdf

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)

5

File Description	Documents
Any additional information	View File
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

130

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

130

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

Faculty members adhere to Professional Ethics and are made aware of the Code of Professional Ethics as mentioned in clause 17.0 of the UGC Regulations, 2018.

The Women's Cell observed the International Women's Day 2022 by organising a Webinar on the topic "WOW-Women of Worth". To create awareness on different career options.

Environmental studies is a compulsory paper in the Sixth Semester for both Arts and Science Courses. "Ecology and Conservation Biology" is taught in the Fifth Semester Botany Honours paper, "Development Biology and Ecology and Economic Zoology" is taught in the Sixth Semester Zoology Honours paper.

The campus is ragging free. The Anti-ragging committee give awareness and display rules against ragging. Counselling Cell provides counselling to students as per their needs.

A topic on "Ethics" is prescribed in the Fifth Semester Philosophy honours paper and a course of Six Credits on "Tourism Legislation" is in the Third Semester of Bachelor of Tourism and Travel Management.

The Institution offers Certificate Course on 'Human Rights' and Human Rights is also included in the curriculum for the Fifth Semester students' Political science Honours.

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

35

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	**A. All 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	https://www.ladykeanecollege.edu.in/files/userfiles/file/12323iqac437853.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

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

734

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. At the beginning of every new session, an Orientation Programme is organised for the newly admitted students, both at the institutional and departmental level. Identifying slow and advanced learners is done through remedial and mentoring programmes as well as inter class curricular and co-curricular activities. For the slow learners and for anyone who is in need of help with regards to the course content, the following initiatives are been taken by the Departments:-

1. Remedial Classes

2. additional materials are provided in the form of notes or video lectures.

3. Mentoring is done at group and individual level- Departments have taken upon them to assign mentors for all the honours students from the 1st Semester onwards. A performa prepared by the IQAC is used by all mentors to gather necessary information about the students which include their academic performance and their aspirations and mentoring is done accordingly.

Curricular and co-curricular activities like departmental student seminars, project works, quiz, etc., are organised.

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
1539	**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. As offline classes started to resume once again, Departments are once again engaged in using student centric methods such as Group Discussion, Student Seminars, Quiz, Survey Work, Inter Class Competitions and participationin seminars, webinars andworkshops . Students of BTTM undergo internship programmes, Project Work, Field work . Some Departments are taking up students' projects which include lab works and field trips.

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

During the Pandemic many teachers attended various online workshops and faculty development programmes as well as short term courses to equipped themselves with the ICT tools needed

for online classes. In 2021 blended form of teaching and learning was adopted where ICT tools came very handy for the teachers. Teachers are now well equipped in handling ICT tools and are using them in combination with the traditional methods of teaching and learning. The following ICT enabled tools are being used by the teachers-

Laptop, LCD Projectors, Smart Phones etc; E Resources such as E-books, You Tube Videos, Pre Recorded videos, M.S Power Point Presentations are used by the faculty members of the college. Online learning platform like Google Classroom, Google Meet, Zoom andWebex are used.e-mails and social media platforms like WhatsApp are used to dissiminate necessary information to students regarding classroom activities.

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

87

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
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

29

File Description	Documents
Any additional information	View File
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

1397

File Description	Documents
Any additional information	**No File Uploaded**
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.

The Principal convenes meetings of the Examination Cell with the Heads of the Departments for the conduct of internal assessments. Internal assessments are conducted both by the Examination Cell and the Departments. Question paper settings and evaluation are done by the departments. All information regarding internal assessments are given to students and staff through notices in the notice board or through WhatsApp and emails. All internal marks are sent to the Examination Cell of the College which then enters in the University Examination Portal. The entered marks are then sent back to the Departments for verification. The marks of internal assessments are shown to the students before the final examinations and feedbacks on assignments are also given to them. All IA marks and attendance in Internal Assessment are properly maintained by the Departments and the Examination Cell.

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 examination (internal and external) are handled by the Examination Cell of the College. The Examination Cell ensures that exams are held smoothly and convened meetings with the Head of the Departments from time to time. Usually after the declaration of results, the Examination Cell receives grievances from students in its official email. The college also has a grievance cell where students can address their problems. The grievances are either solved within the College or forwarded to the Examination Cell of North-Eastern Hill University for rectification. The mechanism to deal with internal examination related grievances by the college is 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 offers courses in Arts and Science streams and Professional courses in Tourism and Travel Management and Computer Applications. In addition, Career Oriented Courses are also offered to enable the students to earn an extra qualification and acquire skills which will prepare them to meet the challenges of the 21st century. Lady Keane College follows the syllabi prescribed by the North-Eastern Hill University. As the Course Outcomes are not provided in the syllabi, the College took upon itself the task of preparing its own Programmes and Course Outcomes. As the Departments are the ones who prepared the Programme and Course outcomes, all the faculty members are aware about them. At the beginning of each academic session, the students are oriented about the courses and their objectives as well as job opportunities available. The Programme and Course outcomes are displayed in the College website.

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 in POs, SPOs and Cos are measured on the basis of their performances in final examinations and continuous internal 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 and SPOs. 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.

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

449

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/12323iqac437853.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)

8.385

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

44

File Description	Documents
Report of the event	View File
Any additional information	**No File Uploaded**
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

15

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

6

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 Department of Tourism and Travel Management organised a fieldtrip along the David Scott Trail from Sohrarim Village to Mawphlang Village on the 23rd March 2022 to give the students a glimpse of the history of British rule in the Khasi Hills.

The NSS Unit participated in the Forestry Week Programme from 1st – 7th July 2021 by planting trees. They celebrated "Rivers of India" by cleaning of a river at Umden Arka on 10th December 2021.

The NSS in collaboration with the Rangers of the college and

The Ultimate Bikers Association (TULBA), Sohryngkham Unit carried out a survey project on "Vaccine Hesitancy" on July 2021 at two villages Laitsohpliah and Sohryngkham . The unit organised a "Post-Lockdown: Reconnecting the Adopted Village" on 15th December 2021. On World Environment Day, 4th June 2022 they organised a Tree Plantation Drive at Sohryngkham village in collaboration with TULBA Sohryngkham.

The Youth Red Cross (YRC) conducted an awareness programme on Covid-19 vaccination in Nongrim Hills and Pohkseh (16th December 2021), Lyngkien Village, Lad Um Risain, Mission Coumpound, Mawkohmon, Dongiew and Nongrum, Mawphlang on the 1st April 2022. Banners, posters, pamphlets, containing information on the Covid-19 vaccine were distributed.

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

0

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	No File Uploaded

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

9

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

799

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

3

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

3

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 adequate infrastructure and physical facilities for imparting quality education and other aspects related to the development of students. There are 58 classrooms out of which 36 have LCD projectors and are ICT enabled. Science laboratories are well equipped with standard instruments for carrying out practical and science projects by the students. In addition, there are research laboratories for carrying out projects by the teaching faculties. A Biotech hub lab sponsored by the Government of India through the Department of Bio-Technology was established in the College.

The department of Bachelor of Tourism and Travel Management has a studio lab for practical classes. All departmental rooms are fully equipped with desktops and laptops. The College has one Auditorium and one Seminar hall used for conducting seminars, workshops, invited lectures, etc. The Central Library has a Library Management System (LMS) and OPAC (Online Public Access Catalogue) which enables the students to have speedy and convenient access to the library catalogue. Each department has a departmental library to ensure that learning materials are available to the students.

File Description	Documents
Upload any additional information	**No File Uploaded**
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 adequate sports infrastructure like sports complex, gymnasium and yoga centre. The Basketball Court measures 647. 09 sq. m, Concrete Tennis Court 260.760 sq. and a Badminton Court. Gymnasium (5.7m X 5.20m) has the essential fitness equipment and a physical trainer to enable students and staffs to adopt, develop and follow a healthy lifestyle. A table tennis board is kept in the student's common room. The international yoga day is celebrated by conducting yoga programme at the Yoga Centre (area 8.6ms X 7.20ms and 3ms height) which helps in promoting physical and mental well-being of the students and staff. The college has a 500-seating capacity auditorium (area 4990cmsX3210cms) in which cultural activities, inaugural function of different programmes like seminars, book exhibition etc are conducted. It serves as a platform for students to showcase their talents andcreativity.

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)

27.21

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) which is used to manage the Catalouge of a library, which is user friendly and designed to take care of all the administrative and management functions of the library. It organizes and manages information of books, journals and circulation in the most effective manner. OPAC (Online Public Access Catalouge) is implemented to enable the students for speedy and convenient access to the library catalogue, and to keep a constant tract of all books available in the library.

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)

3.14

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

87

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 current BSNL and NE line network provide continuous wi-fi internet facilities to the administrative office, all departments as well as the central library. LAN facility is both wired and wireless, which is available only in the Department of Computer Science. The Internet bandwidth speed from the BSNL line is 2mbps and from that of NE line is 100 mbps. Installation, configuration and updating of computer systems, diagnosing of hardware and software is done under the supervision of the IT cell of the college.

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

4.3.2 - Number of Computers

123

File Description	Documents
Upload any additional information	**No File Uploaded**
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)

26.31

File Description	Documents
Upload any additional information	**No File Uploaded**
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.

To improve teaching learning, the College is committed in providing better infrastructure and support facilities. All activities involving construction, repairing and maintenance are done under the supervision of the Estate officer and the Infrastructure Committee. A Purchase Committee is in place for procurement of equipments required by different departments. Full time services are provided by a team of dedicated staff namely laboratory attendants, electrician, plumber, cleaners, gardeners and security guards. CCTV cameras are installed at strategic locations to ensure safety and security in the whole campus. The college IT cell is entrusted to look upon matters related to management and maintenance of computer systems. Requirements and maintenance of library facilities is done by the librarian and library assistants. Registers are maintained

for utilizing the support facilities like the Medical Care Unit, conference room, seminar room, auditorium and library. Permission from the Principal is mandatory when any government departments or agencies want to utilize the college facilities.

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

808

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	**No File Uploaded**
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

2

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

633

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

633

File Description	Documents
Any additional information	View File
Number of students benefited 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

A. All of the above

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

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

8

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

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

76

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	<u>View File</u>

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	<u>View File</u>
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.

5

File Description	Documents
e-copies of award letters and certificates	<u>View File</u>
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)	<u>View File</u>

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)

The student Council serves as a link between the management, the teaching and the support staff. The elections to the Students Council 2021 may be ear marked in the history of Lady Keane College as the whole process of the elections was conducted ONLINE. The Seventh, Fifth and Third semester students of BTTM, B Sc, BCA and BA comprised the electoral college .The Student Council comprises 37 students elected through secret ballot, council members are in charge of different committees set up, to ensure the smooth functioning of college activities, student representatives attached to the different centres and cells function under the guidance members of the faculty .The general meeting of the student council is held after the election, to highlight the duties, responsibilities and expectations pertaining to their area of responsibility. The student-initiated activities are encouraged so are to build up a sense of responsibility, accountability, teamwork and management skills. Assistant General Secretaries also 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](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

48

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

Alumni association has been a part of the college for a long time. Apart from the emotional gains, The Alumni Association has other benefits. It helps students keep in touch with their mates who may have reached certain heights in their careers in different fields. Due to pandemic situation of Covid-19, the Alumni Association had not been able to do many much. It was only during early 2022, when the condition was improved, the association could organise two programmes for the students of Lady Keane College.

During the academic year 2021-2022

The executive body of the alumni association of Lady Keane College met a few times in offline mode to discuss about different activities to be organised for the students. The association was able to hold the Annual General Meet on the 29th June 2022 where new office bearers were elected. The association also felicitated Mrs R V Suchiang, IAS, member of the Alumni, on her achievement as Chief Secretary, Govt. of Meghalaya.

The first activity was "Workshop on Accessory Making – Bag" held on the 11th March 2022.

The second programme was "A talk on Mental Health Issues" for the students of the college on the 9th April, 2022.

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	**No File Uploaded**

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 established in the year 1935 has completed eighty seven years of eventful existence; the college has a record of very distinguished service rendered to the cause of upliftment and empowerment of women through the spread of liberal education. Lady Keane College caters to Girl students from North-East India and other parts of the country. The admission of students is done by an admission committee based on merit of marks scored in the HSSLC examination.

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

The teachers are members of various committees which 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. 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. The College also provide financial support to BPL students.

File Description	Documents
Paste link for additional information	**Nil**
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: Admission

Admission of students is done by an admission committee. This committee was constituted in the meeting of the Principal In-charge with the Heads of Departments held on the 10th July 2021. In that meeting the Co-ordinator of IQAC had briefed the members present about the challenges of increasing the enrolment of students. The members include the Principal, the Vice-Principal and one teacher each from all departments. It is this committee which prepares the admission process. A help Desk team for admission as also formed which constituted of teachers from Arts and Science Streams and Office staff. Training for the members of the admission committee as conducted on how to be familiar with the online admission process. A publicity cell was constituted to bring awareness among students and the public at large about the different courses offered in the college and their prospects.

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

Mentoring: The IQAC had decided to strengthen the process of mentoring as mentioned in the future plan of the IQAC in the AQAR 2019-2020. In the meeting held on 19th May 2021, two teachers were assigned to prepare the guidelines for mentoring and the same was placed in the meeting held on the 8th July 2021. It was further placed in an online teaching staff meeting held on 20th September 2021. After accepting the guidelines and format for documentation, they were sent to various

departments. As per this guideline, each department has to assign its students as mentees to a teacher who is a mentor. At the end of the academic session all teachers are to submit the mentoring report to the IQAC. The common areas for mentoring are academic matters, academic success, character, social and leadership development and college to career. In the academic session 2021-2022, the IQAC have observed in the improvement of mentoring to students.

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

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. INSURANCE:

a) Group Saving Linked Insurance policy 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.

4.TUITION FEE EXEMPTION

The ward/wards of the staff of the college are exempted from paying the tuition fees.

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

16

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

5

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

36

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, conduct the Academic Audit 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.

Financial support for attending seminars, workshops, etc and incentives for publication are given to teachers as claimed in their Self Appraisals.

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 audit report is placed before the Governing Body of the College and any audit objections are settled by the account section. 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)

0.47823

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

Academic Audit

The IQAC conducted an internal Academic audit for the academic session 2021-2022. The objective of the academic audit is to encourage departments or programs to evaluate their "education quality processes". This audit was conducted based on self appraisals of teaching staff, departmental reports, reports submitted by various committees, feedbacks from students and teachers and the AQAR, covering all academic activities of the Institution. The parameters used in this academic audit are as per the criteria given in the AQAR/SSR format. The Audit Report was placed before the Governing Body of the College.

Financial support to students:

The IQAC had started a corpus fund for the financial assistance to BPL students. Funds are collected from teachers, visitors, resource persons and well wishers. Students too organized a variety fare in the college campus on the 6th and 7th May 2022 to generate fund. With the suggestion of the IQAC, the Governing Body of the College has approved six seats reserved for the free education of students coming from financially weaker sections of the society. 'The Earn While You Learn' mechanism was also approved by the Governing Body of the College.

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

Equipping Students: The College offered both Online and Offline mode of teachings in the last academic session. In addition to lectures, the teachers provide additional study materials in the form of notes, soft copy study materials and video lectures in google classrooms and youtube channels. Remedial classes are conducted for slow learners and each and every student is assigned a mentor. The Examination Cell has prepared a detailed semester wise grades of students and forwarded to various departments for follow up of their performance. The curriculum is enriched by project works, field studies, competitions, seminars, workshops, internships, extension activities, etc.

Library facilities: At present the College Library has a collection of over 35000 (thirty five thousand) books and subscribed to different National and International Journals. Our college is a registered member of NLIST.

For online access to e-resources, links are provided in the library page of the college website.

Integrated Library Management Software (ILMS) is implemented in the library.

The library is equipped with computers. Internet and Reprographic facilities are also available. A self service KIOSK provides access to users where materials available in CD forms are uploaded into the system.

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)	B. Any 3 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 and all within a safe and secure campus monitored throughout with CCTV cameras and security personnels.

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.

A talk on Women of Worth was organised focusing on valuing the self and self appreciation. Honing creative expression and talent is a key metric in student development and the Take Back The Arts initiative, a first of its kind which was introduced in 2017, served this purpose. The fifth edition of the program witnessed an overwhelming number of participants.

Furthermore, the YUVA Tourism club was also formed to promote responsible and sustainable tourism. However, owing to the post pandemic situation, sporting activities were suspended for this session.

File Description	Documents
Annual gender sensitization action plan	https://www.ladykeanecollege.edu.in/files/userfiles/file/Gender%20Sensitization%20Programme%20and%20Capacity%20Building%20Workshop.pdf
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/files/userfiles/file/Women%20of%20Worth%20held%20on%208th%20March%202022.pdf

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	B. Any 3 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 biodegradable and non-biodegradable wastes along with instructional boards emphasising on waste management and segregation.

- **Liquid waste management**

An effluent treatment plant is in place for the treatment of effluent discharged from the canteen and different laboratories.

- **Biomedical waste management**
- **E-waste management**

The college had engaged KARO Sambhav cohesive e-waste movement for the disposal and recycling of e-waste.

- **Waste recycling system**

The college operates a paper recycling unit

- **Hazardous chemicals and radioactive waste management**

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

A. Any 4 or All 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   D. Any 1 of the above

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

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. At the begining of every Academic Session an Orientation Programme is organised for the Freshers.

The Ek Bharat Shrestha Bharat(EBSB) Club which aims at facilitating an integration of different communities and diversities between the different states is actively involved in organising programs for the students. A voluntary fund is also maintained to support students with weak economic backgrounds.

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 (LKCNCHR) 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. A Town Hall meeting on Youth: Cornerstone for Reimagining Politics and Governance was also held where students interacted with Shri James Sangma, Hon'bl Minister, Government of Meghalaya. Students also participated in an online Workshop on "Human Rights" held on the 21st February 2022, hosted by the Directorate of the National Service Scheme (NSS), New Delhi. TheLady Keane College Nodal Centre for Human Rights (LKCNCHR)

observed the International Human Rights Day on 10th December, 2021.

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 8th of March, 2021 and an online talk on "Women of Worth" was organised by the Women's Cell.

The NSS unit participated in the Forestry Week Programme (Van Mahotsav) during 1st – 7th July 2021 where the students planted trees.

Independence day was also celebrated with multiple online programs such as poetry writing, slogan making, making of time capsules and participating in the RashtraGaan, a video recording of students singing the National Anthem uploaded on http://rashtragaan.in/. Students also participated in the online inaugural program of the National Youth Festival 2022 on the 12th of January.

As part of Azadi Ka Amrit Mohatsav, the College observed the National Girl Child Day on 24th January 2022 by having daughters taking selfie with their parents.

A flag hoisting ceremony was observed to celebrate the Republic Day.

World Environment day was celebrated on the 4th of June by planting trees at Sohryngkham Village by the NSS Unit.

The 8th International Yoga Day was also celebrated by organizing "A talk on health benefit of Yoga" on June 21, 2022.

The International Day of a Girl Child was celebrated on 11th October 2021.

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. Awareness on Covid-19 Vaccination

Objective: To create awareness on the importance and safety of Covid-19 vaccines.

During the initial stages of Covid-19 vaccination, people of the state were hesitant to be vaccinated. It is with this

context that the College had engaged in the following awareness programmes:

1. Online Orientation cum Awareness Programme on Covid-19 Vaccination
2. A Popular Talk on "Vaccinology and Vaccines in the 21st Century"
3. Out-reach programme on Covid-19 Vaccine at Lyngkien and Mawphlang villages
4. Awareness and informationposters and pamphlets on Covid-19 Vaccines were distributed in two localities of Shillong Viz., Nongrim Hills and Pohkseh
5. Vaccine hesitancy survey and awareness programmes conducted at Sohryngkham and Laitsohpliah villages.

2. Library Audit

Objective: To improve the library infrastructure and facilities

With an aim for the implementation of NEP 2020, the college library needs to be expanded. Keeping this in mind, a library audit was conducted by a team of teaching faculty from the Department of Library and Information Science, North-Eastern Hill University, Shillong. The auditing team had provided its observations and suggestions and the same was placed before the Governing Body of the College. The suggestions will be helpful in improving our College library.

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 with the objective to empower women through education. Capacity building and skill enhancement programmes are organised from time to time. The Institution has also taken initiative to provide financial support to students who are in need. With the composition of students enrolled is economically, socially, linguistically and culturally diverse, the College has taken progressive steps in ensuring that every

student feels safe and secure within campus to allow for an
academically vibrant environment to prosper. There is CCTV
monitoring and security guards manning the entrances and exits
of the College campuses which aim towards ensuring safety and
security for staff and students at all times. The College is
equipped with all the necessary infrastructure and tools to
ensure that women get quality education and experience. With a
holistic development of its students in mind, the College also
boasts of a well equipped gymnasium, a yoga centre and other
Sports and cultural facilities.

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

Future Plan 2022-2023

1. Implementation of NEP 2020.
2. Introduction of vocational courses.
3. Participation in NIRF.
4. To conduct Academic and Administrative Audit.
5. Coaching for CUET and Competitive examinations.
6. Registration of faculties in MOOCs/SWAYAM and Development of e-Contents.
7. Implementation of Free education policy for under privilege students.
8. Implementation of "Earn while you Learn" mechanism.
9. Up-gradation of the infrastructure and internet facilities.
10. Up-gradation of e-resources in the library.
11. To organised Workshop or Lecture on "Artificial Intelligence".
12. To organise a National/International Seminar on Climate Change.