



SELF STUDY REPORT

FOR

3rd CYCLE OF ACCREDITATION

LADY KEANE COLLEGE

LADY KEANE COLLEGE, CANTONMENT AREA, SHILLONG-793001,
MEGHALAYA
793001

www.ladykeanecollege.edu.in

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

August 2019

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Lady Keane College established in the year 1935 has completed 84 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. Our commitment to quality found its stamp of approval from the National Accreditation and Assessment Council (NAAC), Bengaluru, recredited the institution and awarded 'A' Grade, its quality profile at 3.09 (CGPA) on a 4 point scale in 2014.

The College affiliated to North-Eastern Hill University offers Undergraduate Courses in both Science and Arts Honours, Professional Courses in Tourism & Travel Management and Computer Applications. The College also offers Career and job oriented courses which are designed to give the students an edge in the job market by enhancing their skills and qualifications.

The College engages the students in various intellectual, physical and social exercises to promote quality education designed to mould and prepare them for the competitive life. ICT for the Institution's curriculum, remedial classes, tutorials and classroom teachings provide the learners with an easier accessibility to excellence. A team of qualified and dedicated staff has richly contributed to the success of the College, validated by both the good results attained every year and the placement of a great body of the Alumni in prominent and prestigious positions in the society. The College facilitates both academic and cultural exchange programmes with other institutions for faculty and students. The College is equipped with necessary infrastructure for quality education. It possesses a Library with Internet facilities; conventional and professional courses; support services and amenities; co-curricular and extracurricular activities to promote the holistic development of each student, viz. Sports, Debate, Quiz, Cultural, Tours, Excursions, Rangers, NCC, NSS, YRC and PLVs.

Rashtriya Uchchar Shiksha Abhiyan (RUSA) under Ministry of HRD, Govt. of India through the Office of the DHTE, Govt. of Meghalaya funds for Infrastructure and Equity grants. The College is governed by the Governing Body which is primarily involved in the policy making process for the academic and administration of the institution.

The motto of the College is "Excellence with Integrity".

Vision

To make excellence a habit and integrity a way of life is the endeavour of the college. we also pursue to equip our students with the necessary skills to deal effectively with any situation which they may later encounter in this ever changing and complex world with wisdom, courage and compassion

Mission

To do whatever necessary and legitimate for the spread of liberal education in all branches among women irrespective of religion, caste, creed or nationality

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- Pioneer women's college in the region
- Well-planned academic calendar.
- Students feedback on curriculum
- Appropriate strategies for advanced and slow learners.
- Consideration for economically weak and self-supporting students.
- Enhancement in the financial support extended by the Management for Minor Research Projects for the Department.
- Achievement of the Institutional Biotech Hub to an Advanced Level Institutional Biotech Hub
- Increase in number of collaboration with Academic/ Govt./ NGO/Industrial organization
- Support facilities (Banks, ATM Kiosk, Canteen, Cafeteria, Tuck Shop, Medical Care Unit, Subsidised Xerox facility) within the campus.
- Indoor Basketball court and other Sports and gymnasium facilities for students and staff within the campus.
- Availability of Generator for un-interrupted power supply.
- Availability of free coaching for entry into services and skill development programmes
- Welfare Schemes to Staff
- Environmental initiatives like use of renewable energy, rain water harvesting,
- Adoption of eco –friendly practices in order to sensitize students on environmental issues
- Promoting social responsibilities and citizenship roles among students
- Sensitivity towards gender issues

Institutional Weakness

- Inadequate consultation with Industry and employment sector for curriculum development.
- Limited scope for modification of curriculum.
- Proper maintenance and enrichment of departmental libraries.
- E-resources need to be enhanced.
- Campus placements needs improvement.
- Augmentation of infrastructure facilities required for differently abled.
- Additional classrooms are required.
- Inadequate infrastructure for research.
- Un-utilized vacant space.
- Limited sitting capacity in the library and students' common room.
- Incomplete implementation E-governance system
- Utilisation of resource and facilities provided are not to the optimal level.
- Effluent Treatment Plant (ETP) under RUSA for water treatment project yet to be completed.

Institutional Opportunity

- Academic flexibility by the introduction of more Skill Oriented Programmes.
- Introducing self-finance courses.

- More research projects and sharing of facilities for the departments
- More collaboration with National/International research agencies
- Establishment of IPR Cell for Intellectual Property Rights(IPR).
- Utilisation of available vacant space through proper planning.
- Recycling paper unit can be upgraded and utilise for generating income and for skill development.
- Qualified teachers for coaching into various entrance examinations.
- Students participation in various sports and competitions within and outside the college campus.
- Institutional initiatives for better mobilisation of resources
- Staff can be encouraged to join more training programmes
- Continuously add value to students through enhancement in quality of education
- Opportunity to promote women empowerment through quality education.
- Renewable sources of energy to augment the consumption of energy requirement.

Institutional Challenge

- Since the college is affiliated to NEHU, there is limited scope on curriculum modifications as it is subjected to the approval of the curriculum drafting committee and finally the Academic Council of the University
- Improve the quality of students enrolled.
- Introduction of integrated course.
- To adopt formal mechanism for Mentoring Programme
- Faculty recognition for guiding research
- Finding a place in the UGC Approved List of Journals for the college journals
- Quality research leading to innovation and patent
- Maintenance of instruments.
- Automation of the administrative office.
- Proper utilisation of infrastructure facilities.
- To mentor and motivate the students
- To tie-up with genuine companies for job placement
- Data mining from manually maintained records is a challenge in absence of complete computerization of management system,
- To improve the academic performance of students from disadvantaged sections.
- Enhance the participation of alumni members

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

Although the affiliating University, the North Eastern Hill University proposes the curriculum. However, the institution takes utmost care for proper implementation of the curriculum. The institution has introduced CBCS and has been successfully implemented in Bachelor in Tourism and Travel Management from academic session 2016-17. Many of the Departments have representatives as members of the Board of Undergraduate Studies and in Academic Council of the University. The Institute has strategic plan for effective implementation of the curriculum. At the beginning of the academic year, the Principal along with the Calendar Committee prepares the college calendar for the year. Based on the number of teaching days available in the academic year, the Head of the Departments are advised to prepare teaching schedules. The Head of the Departments convene

meetings with the teachers of the Departments to discuss distribution of the syllabus and request the members to prepare the teaching schedules/lessons plan based on the teaching days available during the year. The coverage of syllabus is reviewed by the respective Head of Departments at regular intervals. In the eventuality that the syllabus may not be completed within the stipulated time frame, the teachers arrange special classes after the regular classes. The institution conducted Academic Audit as a part of the process, which ensures the quality of the curriculum delivery. The Institute has taken initiative to start add-on courses to ensure all round development of students and their placement. The curriculum for these courses has been designed and developed by the faculty and approved by the university. The purpose of introducing market-oriented, skill enhancing add-on courses is that they ensure self-employment, empowerment and better job opportunities. The IQAC collects feedback from students, parents and alumni and faculty with respect to curricular aspects are collected and analyzed which in turn is utilized for the purpose of improvement. The general feedback is discussed with Principal.

Teaching-learning and Evaluation

With the aim of empowering young women of today, Lady Keane College offers Honours courses in Arts , Science and Professional courses in Tourism and Travel Management and Computer Applications. The College also offers Career Oriented Courses that will ensure students of a better future. The admission process is transparent where only students who have fulfilled the required criteria are admitted. Special considerations are given to students who are from the economically weaker section of the society and to self-supporting students. As part of the social responsibility, the College gives financial assistance to BPL students. Enrollment in the college has improved over the years, and the College is able to attract students from outside the state and the country. To cater to such diverse group of students, various measures has been taken up to encourage and motivate students towards better achievement both in academic and non-academic activities. Students who excel in University examinations and in competitions are given due recognition by the college through various awards and incentives.

The College has qualified, experienced and dedicated teachers. Academic advancement of the teachers with Ph.D holders has increased in the last five years. With the recent paradigm shift in education and the availability of ICT facilities along with additional resources, teachers are gradually moving towards making the whole teaching learning process more student-centric.

The performances of the students are periodically assessed through continuous Internal evaluation. The Examination cell of the college ensures that there is transparency and fairness in the evaluation system and in any examination related grievances. The good performances of the students in the end semester examinations and the progression of students to higher education indicates the attainment of the programme outcomes of the college. Students feedback on the curriculum and teachers serves as another indicator to further improve the teaching learning process in the college and in achieving the goals and objectives of the Institution.

Research, Innovations and Extension

The Governing Body of the College allocate fund for departmental minor research projects. Research and Innovation Committee constitutes Research Expert Committee for screening of research proposals and recommends the same to the Governing Body for approval. External research funding proposals are communicated through the Principal.

During the last five years, Minor Research Projects amounting to Rupees Thirty Six Lakhs Sixty Three Thousand Three Hundred only have been funded by both Government agencies and the College. The College has an Advanced Level Institutional Biotech Hub which provides certain high-end basic instrumentation facilities to the students and teachers and a FOSS Centre which conducts Spoken Tutorial Project launched by MHRD, Govt. of India, to promote IT literacy through Open Source Software. The College has conducted Seminars, Workshops, Talks, etc. on various relevant topics as part of Academia Innovative practices. The institution provides incentives to teachers who receive state, national and international recognition/ awards through cash prize presented in a formal function on the College Foundation Day.

The teachers have research papers published in national/ international journals notified in the UGC website and publications in the form of books, chapters in edited volumes/books and papers in national/ international conference proceedings. Paper presentations were made by faculty members in various seminars / conferences etc

The College encourages students to become members of the NSS, NCC, YRC, Rangers, Para Legal Volunteers, etc. Extension programmes were conducted to contribute to the community thus imbibing the spirit of good citizenship and nation building. The College has adopted three villages for extension of social services and provided assistance to two village schools. Awards and recognitions were received by the College for its extension activities.

There is a considerable increase in the number of activities conducted through faculty exchange, student exchange, internship, field trip, project work, sharing of research facilities etc. Faculty members also served as resource persons in programmes both internal and external.

Memorandum of Understandings or Agreements was signed by the College with other Institutions; Universities; Corporate Houses; organizations etc. and a number of activities were conducted under each collaboration.

Infrastructure and Learning Resources

The institution has adequate facilities for teaching learning. The whole campus is Wi-Fi enabled. There are 45 classrooms of which 35 are ICT enabled. All the department rooms and Honours rooms are ICT enabled with internet connections. Each departmental room also functions as departmental library for easy access of study materials. The Seminar Hall with 120 seating capacity is well furnished and ICT enabled. The college has a Conference room having 30 seating capacity with LCD TV and a white board.

The Departments of Science has well equipped Laboratories with uninterrupted water and power supply while The TTM Department has a studio room. The Institution also has an Advanced Level Bio-Tech hub sponsored by the Government of India. The Hub has a lecture room and a Laboratory to carry out minor research works.

Adequate facilities are provided for extracurricular activities like games and sports, gymnasium, yoga centre, auditorium, tennis court, badminton court and indoor basket ball court. The Institution has strong support facilities for the students like the hostel which can accommodate 280 students, Bank, ATM kiosk, Canteen, Cafeteria, tuck shop, Medical Care Unit with a visiting doctor, a full time nurse and an attendant, subsidised photocopy facility, security guards, centralised public announcement system, museum depicting cultural heritage of the tribes of Meghalaya, generator, botanical garden, a net house and a green house to augment learning and CCTV surveillance for security. Facilities like ram, washroom, wheel chair and lift are available

for the differently abled.

The college has a central library with over 36022 number of books and 2128 journals, magazines, newspapers, e-books, online journals, and internet facility. The library services are automated with library management system (LMS), OPEC and Bar coding. E-resources (e-books and e-journals) are accessible to the users under NLIST programme in INFLIBNET. It also has a reference sections, separate reading area for teachers. It also offers Internship programme for Master of Library and Information Science, students since 2010. The campus is Wi-Fi enabled and a total number of 139 computers, internet facilities are available for teachers, students and staff. The institution frequently updates IT facilities including Wi-Fi.

Student Support and Progression

A number of students belonging to ST, SC and OBC are availing Post Matric scholarship through National Scholarship Portal. The College provides exemption of tuition fee to the children of the teaching and non-teaching staff studying in the college. Through the contribution of the teachers, the college was also able to provide financial support to students belonging to BPL families.

The institution is able to conduct a number of coaching classes for competitive examinations, career awareness programmes and soft skill development programmes by collaborating with different agencies. The departments conduct remedial classes for the slow learners who need frequent guidance and support. Fast learners are also guided and motivated so that they can do better in their academic career. Yoga and physical fitness classes have been introduced in the campus for better physical and mental health.

The Grievance Cell along with the IQAC and the Principal of the College redresses the students' grievances. The College has also set up an Anti-Ragging Committee which recommends preventive measures that can be adopted by the Institute to prohibit, prevent and eliminate the menace of ragging of any form in the college campus.

The IQAC has tried to bring in companies for the placement of students and a few placements have been conducted, where some students have already been placed.

The College conducts various sports and cultural activities throughout the year and other competitions like quiz, debate, extempore speech, poster, seminar presentation, etc. are conducted by the departments and committees.

In the last few years, the College has also given admission to average academic performing students and also from the economically weaker sections. But despite the different constraints and with the efforts put in by the teachers, they are able to progress forward for higher studies.

The Alumni Association Lady Keane College has exhibited unwavering effort to support the college financially and in non-financial terms. The association contributes annually to the college for the guest faculty of Khasi Traditional Music Courses. Under the umbrella of the association, there are also four Annual Academic Awards.

Governance, Leadership and Management

The College has served its mission for 83 years of existence. Honours Programmes in Bachelor of Arts and Science, Professional Courses in Bachelor of Tourism & Travel Management and Bachelor in Computer Applications are offered by the College. Career and Job oriented courses are also offered for job market by enhancing the skills and qualifications. The Governing Body duly approved by the Government of Meghalaya through the Office of the College Development Council of the affiliated University is primarily involved in the policy making process and is responsible for the smooth functioning of the academic and administrative sections of the institution. The Principal with the IQAC is actively involved in identifying the areas which need special attention to improve the quality of education for the fulfilment of the stated mission. The management provides full encouragement to the faculty for developing leadership qualities. The management extends ICT for academic and administrative leadership. The Academic Advancement Committee and Research & Innovation Cell encourage academic progression and innovations. The Principal and Vice Principal see into the general discipline, smooth functioning of the administrative section, the financial resource management and all matters pertaining to the development and growth of the college. The IQAC monitors and evaluate plans and policies of the institution for effective implementation and improvement. Every teacher volunteers to take charge of the various committees during the year. The Institution has well formulated perspective plans for its development, viz. training programmes; institutional collaborations; research and publications; add-on courses; extension of infrastructure, etc. Staff of the college are supported through welfare fund and medical schemes.

External and Internal Audits are conducted regularly. External audit is usually done by the Examiner of the Local Accounts, Government of Meghalaya. Internal Audit has been completed for the financial years 2014-2015, 2015-2016, 2016-2017, 2017-2018 and 2018-2019. The College mobilises additional funding in the form of rentals from various sources. The IQAC conducts Academic and Administrative Audits to verify and confirm the performance of academic and administrative departments which ensures the quality assurance of the Institution.

Institutional Values and Best Practices

Lady Keane College has been encouraging various activities as an integral part of the institutional exercises. "Education is no longer treated as something stored up in textbooks, but is looked upon as a maker of citizens and preparing the students fit for all the multifarious duties of social life". Education can thus help to tap and develop the latent talents of the students who strive for excellence in any field of life. The Institute organizes various co-curricular as well as extra-curricular activities for the holistic development of students. The college offers numerous opportunity to the students to get involved in community services so as to make a meaningful contribution to people in the local community. Gender sensitization programme is organized regularly by the women cell. Safety and security of the students is given the priority. Discipline committee ensures that a proper discipline is maintained within the campus. Anti-ragging Committee is formed as per the U.G.C. guidelines. Grievance cell is responsible for the redressal of the grievances received. The Equal Opportunity centre, Women's Cell, Prevention of Sexual harassment cell and Cell for differently abled are in place. The college has a proactive Students' Cell which through its Career and Moral Counseling Cell arranges for moral and career counseling.

The Green Audit for the campus is conducted in order to maintain its green campus in a phase manner. The college adopts various environmental friendly practices in order to sensitize students by organising seminar, workshops, talk. The College also adopts a practice of reusing printed paper. The paper recycling unit is established with in the campus. The College has banned the use and sale of bottle water thereby reducing the

plastic wastes generation. Rain water harvesting are installed in the hostel building in order to meet the demands for water.

The college has deployed waste management systems. Waste bins of different colours are installed at various location within the campus in order to help in segregating the different types of wastes. The organic food wastes from the hostel and canteens are being converted into organic manure through the Vermi-Composting Unit.

NAAC

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	LADY KEANE COLLEGE
Address	Lady Keane College, Cantonment Area, Shillong-793001, Meghalaya
City	Shillong
State	Meghalaya
Pin	793001
Website	www.ladykeanecollege.edu.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Chrysanthemum Massar	0364-2223293	9436336308	0364-2504004	ladykeanecollege@gmail.com
IQAC / CIQA coordinator	Madeline Y. Tham	0364-2225777	7085062768	0364-2228105	iqacladykeanecollege@gmail.com

Status of the Institution	
Institution Status	Grant-in-aid

Type of Institution	
By Gender	For Women
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
Date of establishment of the college	01-01-1935

University to which the college is affiliated/ or which governs the college (if it is a constituent college)

State	University name	Document
Meghalaya	North Eastern Hill University	View Document

Details of UGC recognition

Under Section	Date	View Document
2f of UGC	09-01-1980	View Document
12B of UGC	09-01-1980	View Document

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

Details of autonomy

Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No
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Recognitions

Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	Lady Keane College, Cantonment Area, Shillong-793001, Meghalaya	Urban	8.059	6608.406

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BTTM,Bachelor Of Tourism And Travel Management	48	HSSLC	English	30	15
UG	BCA,Bachelor Of Computer Applications	36	HSSLC	English	30	17
UG	BA,Bachelor Of Arts	36	HSSLC	English	470	421
UG	BSc,Bachelor Of Science	36	HSSLC	English	135	113

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				28				44			
Recruited	0	0	0	0	15	13	0	28	19	22	0	41
Yet to Recruit	0				0				3			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				12			
Recruited	0	0	0	0	0	0	0	0	2	10	0	12
Yet to Recruit	0				0				0			

Non-Teaching Staff						
	Male		Female		Others	Total
Sanctioned by the UGC /University State Government						17
Recruited	13		3		0	16
Yet to Recruit						1
Sanctioned by the Management/Society or Other Authorized Bodies						21
Recruited	5		16		0	21
Yet to Recruit						0

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				5
Recruited	5	0	0	5
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				1
Recruited	1	0	0	1
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	1	8	0	7	8	0	24
M.Phil.	0	0	0	3	1	0	0	4	0	8
PG	0	0	0	8	3	0	17	22	0	50

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	1	0	0	1
M.Phil.	0	0	0	0	0	0	1	0	0	1
PG	0	0	0	0	0	0	2	1	0	3

Details of Visting/Guest Faculties					
Number of Visiting/Guest Faculty engaged with the college?	Male		Female		Total
	0		9		9

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
Diploma	Male	0	0	0	0	0
	Female	15	0	0	0	15
	Others	0	0	0	0	0
UG	Male	0	0	0	0	0
	Female	1263	252	0	1	1516
	Others	0	0	0	0	0
Certificate / Awareness	Male	0	0	0	0	0
	Female	174	42	0	1	217
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	0	0	0	0
	Female	9	12	11	9
	Others	0	0	0	0
ST	Male	0	0	0	0
	Female	1294	1436	1437	1297
	Others	0	0	0	0
OBC	Male	0	0	0	0
	Female	32	47	48	62
	Others	0	0	0	0
General	Male	0	0	0	0
	Female	161	156	144	148
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	1	0	1	0
	Others	0	0	0	0
Total		1497	1651	1641	1516

3. Extended Profile

3.1 Program

Number of courses offered by the institution across all programs during the last five years

Response: 61

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of programs offered year-wise for last five years

2018-19	2017-18	2016-17	2015-16	2014-15
03	3	3	2	2

3.2 Students

Number of students year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
1516	1642	1651	1496	1398

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
545	545	531	531	531

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of outgoing / final year students year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
419	445	474	401	379

File Description	Document
Institutional Data in Prescribed Format	View Document

3.3 Teachers

Number of full time teachers year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
84	83	82	82	78

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of sanctioned posts year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
87	86	85	85	82

File Description	Document
Institutional Data in Prescribed Format	View Document

3.4 Institution

Total number of classrooms and seminar halls

Response: 46

Number of computers

Response: 20

Total Expenditure excluding salary year-wise during the last five years (INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
301.12	259.9	295.01	242.85	239.34

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

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

Response:

Lady Keane College affiliated to the North- Eastern Hill University adopts the curriculum prescribed by the University, however, the action plan is designed and fostered by the institution for its effective implementation. At the beginning of every academic year, the Principal along with the calendar committee prepares the college calendar for the year and convenes meeting with all teachers and staff of the college to discuss on the planned calendar and relevant issues. A meeting with the Heads of the Department is also convened to discuss the measures to be taken for effective implementation of the curriculum designed by the University. Based on the number of teaching days available in the academic year, the Heads of the Department are advised to prepare teaching schedules.

The Principal also convenes meetings with the concerned Head of the Department along with its faculty members where proposed plans pertaining to the Department are brought forward, also problems and issues are discussed and resolved. The Heads of the respective Departments convene meetings with the teachers of the Departments to discuss distribution of the syllabus and request the members to prepare the teaching schedules/lessons plan based on the teaching days available for the semester. The coverage of syllabus is reviewed by the respective Heads of Departments at regular intervals .In the eventuality that the syllabus may not be completed within the stipulated time frame, special classes are arranged by the teachers after the regular classes.

Apart from this, the College has strategised ways and means to strengthen the teaching-learning process in the following ways:

- Adopting new and innovative teaching techniques such as group discussion, case studies, projects, video tutorials, in addition to the traditional lecture method to get the students actively involved in the teaching learning processes.
- Guest lectures, Seminars, Industrial visits and Training programmes are organized to supplement the curricular inputs.

1.1.2 Number of certificate/diploma program introduced during the last five years

Response: 5

1.1.2.1 Number of certificate/diploma programs introduced year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
2	0	3	0	00

File Description	Document
Minutes of relevant Academic Council/BOS meetings	View Document
Details of the certificate/Diploma programs	View Document
Any additional information	View Document

1.1.3 Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years

Response: 25.67

1.1.3.1 Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
01	11	02	00	7

File Description	Document
Details of participation of teachers in various bodies	View Document
Any additional information	View Document

1.2 Academic Flexibility

1.2.1 Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years

Response: 40.98

1.2.1.1 How many new courses are introduced within the last five years

Response: 25

File Description	Document
Minutes of relevant Academic Council/BOS meetings.	View Document
Details of the new courses introduced	View Document

1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented

Response: 100

1.2.2.1 Number of programmes in which CBCS/ Elective course system implemented.

Response: 3

File Description	Document
Name of the programs in which CBCS is implemented	View Document
Minutes of relevant Academic Council/BOS meetings.	View Document
Any additional information	View Document

1.2.3 Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years

Response: 1.96

1.2.3.1 Number of students enrolled in subject related Certificate or Diploma or Add-on programs year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
80	11	17	42	0

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

1.3 Curriculum Enrichment

1.3.1 Institution integrates cross- cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics into the Curriculum

Response:

A premier institute for women in the region, it is determined to empower young women by eliminating gender disparities and discrimination. The Institution has a 'Women's Cell' providing guidance and counseling. The Cell observes 'International Women's Day' annually and organizes Talks to create awareness among students on various topics related to gender issues. It has also set up a Prevention of Sexual Harassment Cell with an objective to deal with complaints on sexual harassment. Gender sensitivity and gender sensitisation is also accomplished through various workshops, field work, community outreach, celebrations, seminars, conferences, guest lectures and events such as gender talk, photo, street plays etc.

The affiliating University has introduced a compulsory paper on 'Environmental Studies at sixth semester for undergraduate course. "Ecology and Conservation Biology" is offered as a part of curriculum at fifth semester in B.Sc. (Botany) and "Development Biology, Ecology and Economic Zoology" at sixth semester in B.Sc. (Zoology). 'World Environment Day' is observed every year by planting saplings within the campus and conducting lectures on various issues concerning the environment. Students are sensitized on environmental pollution through lectures organized by NCC and NSS units of the Institution. NSS volunteers and NCC Cadets create awareness in the adopted villages during Special Camps.

The Institution offers Certificate Course on "Human Rights" for the students. Human Rights as a paper is also included in the curriculum by the university for fifth semester students in B.A. Political Science. To inculcate Human Values among students, college also celebrate "Human Rights Day" every year. Eminent resource persons are invited to deliver lectures.

The institution has a "Students' Cell", Career and Moral Counseling Cell, Students' Welfare Cell, Students' Grievance and Placement Cell.

The objectives of the Moral Counselling Cell is to look into the problems faced by the students and to inculcate moral and ethical values amongst them. The cell persistently works to induce these values through its routine programmes which have resulted in the fact that no discrimination on the basis of gender, caste and region is witnessed in our campus. Despite ideological differences among different student groups, students remain disciplined and stay away from violent conflicts and no such cases has been registered so far. This cell has regularly conducted a number of awareness programmes on anti-ragging. There is an effective discipline committee headed by the Principal who takes up issues regarding ragging within the campus. It is a matter of pride that the campus is entirely 'Ragging Free'.

The institute has set up a RUSA sponsored Equal Opportunity Centre for equity to provide guidance and counselling regarding academic, financial and social issues. The cell is committed to provide supportive environment for the differently-abled. Value education classes and moral counselling of the students are conducted at campus.

A course of 6 credits on "Tourism Legislations" is included in 3rd semester of Bachelor in Tourism and Travel Management which include units on "Introduction to Ethics and Laws" and "Ethics" is prescribed in the syllabus for B.A. Philosophy 5th semester

File Description	Document
Any Additional Information	View Document

1.3.2 Number of value added courses imparting transferable and life skills offered during the last five years

Response: 7

1.3.2.1 Number of value-added courses imparting transferable and life skills offered during the last five years

Response: 7

File Description	Document
Details of the value-added courses imparting transferable and life skills	View Document
Brochure or any other document relating to value added courses.	View Document

1.3.3 Percentage of students undertaking field projects / internships

Response: 4.95

1.3.3.1 Number of students undertaking field projects or internships

Response: 75

File Description	Document
List of students enrolled	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

1.4 Feedback System

1.4.1 Structured feedback received from 1) Students, 2) Teachers, 3) Employers, 4) Alumni and 5) Parents for design and review of syllabus-Semester wise/ year-wise

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: A.Any 4 of the above

File Description	Document
Any additional information	View Document
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View Document
URL for stakeholder feedback report	View Document

1.4.2 Feedback processes of the institution may be classified as follows:

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

B. Feedback collected, analysed and action has been taken

C. Feedback collected and analysed

D. Feedback collected

Response: B. Feedback collected, analysed and action has been taken

File Description	Document
Any additional information	View Document
URL for feedback report	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average percentage of students from other States and Countries during the last five years

Response: 5.61

2.1.1.1 Number of students from other states and countries year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
105	57	90	82	94

File Description

Document

List of students (other states and countries)

[View Document](#)

Institutional data in prescribed format

[View Document](#)

Any additional information

[View Document](#)

2.1.2 Average Enrollment percentage (Average of last five years)

Response: 94.69

2.1.2.1 Number of students admitted year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
522	558	538	575	627

2.1.2.2 Number of sanctioned seats year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
605	605	590	590	590

File Description

Document

Institutional data in prescribed format

[View Document](#)

Any additional information

[View Document](#)

2.1.3 Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during the last five years

Response: 95.14

2.1.3.1 Number of actual students admitted from the reserved categories year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
470	502	531	517	531

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

2.2 Catering to Student Diversity

2.2.1 The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners

Response:

At the time of admission the total aggregate and percentage of marks of 10+2 level examination secured by students are screened and selected and those students fulfilling the required criteria are admitted. The College organises an Orientation Programme for newly admitted students. Departments also conduct Orientation Programmes for the Semester I students to highlight them about the rules and regulations of the department, overview of the course content, the distribution of marks, importance of regular attendance and to motivate them. Students are identified as advanced and slow learners on the basis of the performances in Class Tests, Centralised Tests, Assignments and during classroom Interactions.

For slow learners and for anyone who are in need of help with regards to the course content the following initiatives has been taken:

1. Remedial classes
2. Extra classes for revision of difficult topics.
3. Provision of additional course materials
4. One to one meeting between teacher and student in case of low attendance and poor performances in class test.

For advanced learners and for those students who have a lot of potential in co-curricular activities, the College encourages them to take part in competitions and programmes within and beyond the campus. This will further enhance their learning skills as well as develop life skills that will prepare them for further studies and career. For advanced learners, teachers suggest additional course materials such as books,

journals and web links. Students are given the opportunity to represent the college in inter-college competitions like quiz, debates, poster presentations, etc. They are encouraged to attend seminars that are related to their courses and career guidance programmes to help them in their future endeavour. Talented students are given opportunity to take part in activities where they can excel, be it in sports, cultural programmes and any other.

The college recognises the academic achievement of the advanced learners by awarding position holders and also those who secured highest marks in different subjects. The Keanean Science and Arts Award is an initiative to recognise potential all-rounder students and motivate others for better performance. The following are the awards given by the College and the Alumni Association to students securing highest marks in various subjects:-

Sl.No	Awards	Subjects
1	Dr. R.S. Syiem Award	Highest marks in Khasi
2	Thakur Das Memorial Award	Highest marks in History
3	Prof. Korbar Sing Award	Highest marks in Political Science
4	Dr. Shefali Vidyanta Award	Highest marks in Philosophy
5	Subrata Bhattacharjee Award	Highest marks in English
6	Usha Bhattacharya memorial Award	Firdt Class in Philosophy
7	Dr. Ira Choudhury Award (Alumni Award)	Highest marks in Physics
8	Ms. Mandira Choudhury Award (Alumni Award)	Highest marks in Mathematics
9	Extension Units Students' Award	Best Student Volunteer

2.2.2 Student - Full time teacher ratio

Response: 18.05

2.2.3 Percentage of differently abled students (Divyangjan) on rolls

Response: 0.13

2.2.3.1 Number of differently abled students on rolls

Response: 2

File Description	Document
List of students(differently abled)	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

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

Response:

Teaching learning process has evolved over the years. There is no denying that in a large classroom a teacher will tend to use the traditional method of teaching. Over the years, efforts are being made to encourage independent learning and self study as well as 'hands on' experience among students.

Most departments take up the following activities to enhance students learning experiences and make teaching learning process more student centric.

Students project- Botany, Education, and History Departments have students' project related to their relevant topics. In these projects, teachers acts as facilitators and guides to the students.

Field Trips- Departments go for field trips to expose students to real life situations and to give them a firsthand experience about what they learned in the classrooms.

Study Tour- Study tours and excursions are conducted to expose students to the social life and culture of other states or communities as well as to visit important sites and Institutions.

Group Discussion- Departments have group discussions which help in developing high order thinking skills, cooperation and independent study amongst the students.

Laboratory Practicals - Problem solving methodologies are usually practice for science subjects based on the prescribed curricula.

Competitions - Students regularly take part in Inter College debates, quiz and poster competitions, etc.

Peer Review- Few Departments use peer review to get feedback on the class presentations and performances.

Students' Council- Members of the Students' Council are given the opportunity to plan and organise programmes, competitions and activities during the annual college week, students' farewell and a fund raising fair. Such activities help in developing critical thinking, leadership qualities as well as organizational skills.

College week festivities- College week celebration is a time where students showcase their talents and organizing skills through various activities and competitions.

Extension Activities and Community Service- Students can enroll as members of the Youth Red Cross Society (YRC)/ National Social Service (NSS)/ National Cadet Corps (NCC)/ Rangers (Bharat Scouts and Guides)/ Para Legal Volunteers (PLV). The Students' Council have Posts of Secretary and Assistant secretary to Centres/Cells, viz. Equal Opportunity Centre, Students' Cell and the Literary Club. This group of students actively extends support in the college activities and in community services through awareness programmes, health camps, blood donation camps and outreach activities relating to important issues such as health and environment, social and cultural issues.

Inter college Seminars and Workshops- Students are encouraged to take part in seminars and workshops that are related to their topics.

Student Seminar presentation- Seminars help the students in enhancing presentation and communication skills and building up their confidence.

Role Play-Teachers of BTTM Department uses role play, as part of their training, to help the students understand and experience their future roles in Tourism Industry.

2.3.2 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.

Response: 59.52

2.3.2.1 Number of teachers using ICT

Response: 50

File Description	Document
List of teachers (using ICT for teaching)	View Document
Any additional information	View Document

2.3.3 Ratio of students to mentor for academic and stress related issues

Response: 42.11

2.3.3.1 Number of mentors

Response: 36

File Description	Document
Any additional information	View Document

2.3.4 Innovation and creativity in teaching-learning

Response:

The college uses the following approaches to bring about Innovation and Creativity in teaching and learning:-

- Teaching through power point presentation
- Use of web links and resources for teaching and learning
- Film Screening and documentaries on related topics
- Book reviews
- Students' Seminar presentation
- Invited Guest Lectures
- Departmental Seminars and Talks

- Role Play
- Animated presentations
- Digital microscopic presentations
- Story telling of Biographies, etc.
- Magazines- Departments of English and History published magazines, viz. *Meraki* and *The Quest* respectively.
- College Museum- The College has a mini museum under the Educational Innovations coordinated by the Department of History
- College Clubs- The English Department has a society called La Société Littéraire Anglais (LSLA) which comprises of four different clubs - The Drama Club, The Book Club, The Green Club and The Digital aided learning Club. Computer Science Department has students' club called 'Technocrats' which helps in bringing out the hidden talents, creativity and capabilities of the students and builds up their confidence level.

The college supports the need of adopting innovative and creative teaching by providing the following facilities: -

- Laptops and Desktop Computers provided for each department
- Classrooms equipped with LCD projectors, and additionally OHP projectors for science classrooms.
- Internet connectivity (LAN and Wifi)
- Interactive Boards
- Financial support for students' project and field trips
- Portable Visual Scanner

Adopting these innovative methods in teaching and learning has helped the teachers in classroom management. Field trips and students' projects give students first hand experience on topics that are taught in classrooms and beyond. Web links and online resources provides students with updated information. To keep abreast with the demands of the job market and to cater to the diverse needs of the students, the college offers Certificate and Diploma courses like Fashion Designing, Khasi Traditional Music, Mushroom Cultivation, Spoken Hindi, Garo and Bengali, Spoken English and English for Tourism, Human Rights and Foreign Language. Soft Skills training and Coaching classes for competitive examinations are conducted annually for final year students to give them the much needed skills for further courses or for employment.

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 96.23

File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	View Document
List of the faculty members authenticated by the Head of HEI	View Document

2.4.2 Average percentage of full time teachers with Ph.D. during the last five years

Response: 26.82

2.4.2.1 Number of full time teachers with Ph.D. year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
26	24	22	21	17

File Description	Document
List of number of full time teachers with PhD and number of full time teachers for 5 years	View Document
Any additional information	View Document

2.4.3 Teaching experience per full time teacher in number of years

Response: 13.92

2.4.3.1 Total experience of full-time teachers

Response: 1169

2.4.4 Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years

Response: 0

2.4.4.1 Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
00	0	00	0	00

File Description	Document
Institutional data in prescribed format	View Document
e-copies of award letters (scanned or soft copy)	View Document

2.4.5 Average percentage of full time teachers from other States against sanctioned posts during the last five years

Response: 4.71

2.4.5.1 Number of full time teachers from other states year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
4	4	4	4	4

File Description	Document
List of full time teachers from other state and state from which qualifying degree was obtained	View Document
Any additional information	View Document

2.5 Evaluation Process and Reforms

2.5.1 Reforms in Continuous Internal Evaluation(CIE) system at the institutional level

Response:

The Continuous Internal Evaluation (CIE) system at the institutional level is being carried out as per the rules and regulations prescribed by the University to affiliated colleges. Continuous Internal Evaluation is mainly done through centralised internal tests and assignments. To ensure smooth functioning of internal evaluation, the college conducts centralised tests for all subjects and assignments based on the topics given by the departments concerned are compulsory. The departments also conduct the following activities to assess the academic performances of the students.

- 1. Class Tests-** Departments conducts class tests for students after completion of a chapter or a topic and on the basis of their performances, feedback is given.
- 2. Departmental Seminars/ Group Presentations-** Departmental Seminars and Group presentations are conducted to assess the performance of students in a group.
- 3. Project Works-** Project works are carried out by few Departments as part of the evaluation process.
- 4. Remedial Classes-** Remedial classes are conducted for students who needed help to improve their academic performances.
- 5. Library Sessions-** Teachers encourage students to visit libraries. The college gives incentives to

students who regularly use the library resources as an encouragement and motivation for others.

6. **Discussions** -Previous years question papers are discussed on a regular basis.

7. **Book Reviews**- Department of History encourages students to carry out book reviews.

8. **Group Discussions**- Group Discussions forms an essential part of internal evaluation in the departments.

9. **Classroom and Laboratory Sessions**- All Science Departments and BTM carry out Classroom and Laboratory/Hands on sessions.

A few Departments also organised lectures and talks, quiz competition, etc. and conducted educational survey.

2.5.2 Mechanism of internal assessment is transparent and robust in terms of frequency and variety

Response:

The College undertakes the following tasks to ensure that internal assessment is transparent in terms of frequency and variety:-

Before the start of the new session, an orientation programme is organised by the College to acquaint the newly admitted students about the rules and regulations and the available facilities/activities of the College. The pattern of examination of the Semester System is also highlighted. In addition, few departments also organise orientation programme for the Honours students to highlight the course outline and the distribution of marks, attendance and discipline.

As part of the internal assessment Internal Centralised Test is conducted by the examination cell of the College as per the pattern set by the University.

Assignments, class tests and students' seminars are conducted by the Departments. Heads of the Departments are given the responsibility of preparing and submitting the question papers within the stipulated time. The examination cell prepares the scheduled programme and display in the College Notice Board. The Cell assigns invigilation duties to all the teachers. The marks of internal assessments are shown to the students before the final examinations. All the assignments and tests papers are kept in the departmental rooms in case the students want to verify their answer scripts. Some departments display the internal marks in their notice board.

Students failing to sit for internal tests or write assignment due to sickness or other genuine reasons are given a chance to complete the same within a stipulated time.

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

Response:

The college uses the following mechanism or steps to deal with examination related grievances ensuring that the whole process is transparent, time bound and efficient:

- The Examination cell of the college comprises of dedicated teachers who are in charge of conducting both internal and end semester examinations.
- The Examination cell of the college prepares the programme and display in the College Notice Board.
- The Cell also prepares and displays the list of invigilators in the Teachers' Notice Board.
- All teachers are assigned invigilation duties. Two to three invigilators are assigned in each examination hall for the smooth and fair conduct of the examination.
- Internal examination papers are given to the departments with a list of students who appeared in the tests and a notice of the date to submit the marks.
- In order to avoid any anomalies, the departments are given the responsibility to verify the Internal marks before submitting the same to the University.
- Rules and Regulations pertaining to Examination are given to both teachers and students.
- Regular attendance is a compulsory requirement for students to be able to appear for final examination.
- Unfair means are strictly dealt with by the Examination cell along with the Principal of the College as per the rules prescribed by the College and the University.
- Students who wished to go for re-evaluation or improvement are being guided by the members of the Examination cell as well as the teachers of the department concerned.
- University conducts end semester examinations through the Principal of the College as Officer In charge.

2.5.4 The institution adheres to the academic calendar for the conduct of CIE

Response:

The College follows the academic calendar given by the North-Eastern Hill University to its affiliated colleges which specifies the academic activities. Based on the University academic calendar, the Principal along with the Calendar Committee prepares the Academic Calendar for the College where the tentative schedule for internal examination and the dates for other academic activities like workshops, seminars, college week and other student related activities are outlined. Every new session starts with a staff meeting where the academic calendar is highlighted and discussed. The Examination cell prepares the programme for each internal assessment and this is done well ahead to give students ample time to prepare and for the teachers to complete their course.

File Description	Document
Any additional information	View Document

2.6 Student Performance and Learning Outcomes

2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered by the Institution are stated and displayed on website and communicated to teachers and students

Response:

In its pursuance of "Excellence with Integrity", the highest goal of Lady Keane College is to empower the young woman of today - academically, physically and morally - to meet the challenges of the 21st century. The prime concern of the Institute is to develop patterns of teaching at the undergraduate level in all branches and to bring together in one place, educational facilities of the highest order for training young women in all important branches of academic training. To achieve this, the College offers courses in Arts and Science streams and Professional courses in Tourism and Travel Management and Computer Applications.

In order to make the students aware of the different career opportunities available to them, which, if pursued, would ensure them a better future. The college offers Career Oriented Courses as follows:

1. Fashion Designing
2. Tourism and Travel Management
3. Mushroom Cultivation
4. Khasi Traditional Music
5. English for Tourism
6. Spoken English
7. Spoken Garo, Hindi and Bengali
8. Computer Courses
9. Human Rights
10. Foreign Languages.

The courses are currently designed by the North-Eastern Hill University. On the basis of the syllabi prescribed by the University, all the Departments are asked to prepare the Programme Outcomes as well as the Course Outcomes for each paper. The objectives, learning outcomes and requirements of some of these courses are mentioned in the Prospectus. Programme Outcomes and Course Outcomes of Departments are also displayed in the college website.

File Description	Document
COs for all courses (exemplars from Glossary)	View Document

2.6.2 Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution

Response:

For measuring the attainment of Programme Outcomes, Programme Specific Outcomes and Course Outcomes, the college uses the following methods:-

Direct Method- 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 as set as per the pattern of the University.

Indirect Method- 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 and value education, co curricular activities during college week, extension services, 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.

2.6.3 Average pass percentage of Students

Response: 76.61

2.6.3.1 Total number of final year students who passed the examination conducted by Institution.

Response: 321

2.6.3.2 Total number of final year students who appeared for the examination conducted by the institution

Response: 419

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

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response: 3.27

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1 Grants for research projects sponsored by government/non government sources such as industry ,corporate houses, international bodies, endowment, chairs in the institution during the last five years (INR in Lakhs)

Response: 17.6

3.1.1.1 Total Grants for research projects sponsored by the non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution year-wise during the last five years(INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
0	03	0	1.85	12.75

File Description	Document
List of project and grant details	View Document
e-copies of the grant award letters for research projects sponsored by non-government	View Document
Any additional information	View Document

3.1.2 Number of research projects per teacher funded, by government and non-government agencies, during the last five year

Response: 0.14

3.1.2.1 Number of research projects funded by government and non-government agencies during the last five years

Response: 11

3.1.2.2 Number of full time teachers worked in the institution during the last 5 years

Response: 81

File Description	Document
Supporting document from Funding Agency	View Document
Any additional information	View Document
Funding agency website URL	View Document

3.2 Innovation Ecosystem

3.2.1 Institution has created an ecosystem for innovations including incubation centre and other initiatives for creation and transfer of knowledge

Response:

1. Advanced Level Institutional Biotech Hub

The Institutional Biotech Hub which was sanctioned by the Department of Biotechnology, New Delhi (DBT) in the year 2010 and subsequently established in 2011, has played a pivotal role in providing certain high-end basic instrumentation facilities to the students and teachers alike; which in a way has helped enhance the practical skills of the students and also boosted the confidence of the teachers to be more productive in the academic pursuits. There is a judicious utilization of the fund sanctioned which has enabled the procurement of a few high-end equipments. The Hub has been able to equip the students with the technological know-how to handle some of the basic high-end instruments. It has also been a boon for the teachers in facilitating the conduct of research projects and in pursuing Ph.D. programme. Further, through the funding received under the scheme, outreach awareness and training programmes were organized so as to attract brilliant young students to the field of biological sciences. Standard operating protocols of the experiments conducted during the training programmes has been compiled as manuals for ready reference. Standard Operating Procedures (SOPs) of the high-end equipments are maintained in the Institutional Biotech Hub Laboratory. The Hub has been upgraded to an Advanced Level Hub in 2018. The Hub has an annual publication in the form of a newsletter entitled “Keanean Bio Connect” since 2015.

2. FOSS Centre

Open source software has woven itself smoothly into the fabric of information technology today. Free and open-source software (FOSS) is software that can be classified as both free and open-source software. The software is freely licensed to use, copy, study, and change in any way, and the source code is openly shared so that people are encouraged to voluntarily improve the design of the software. This is in contrast to proprietary software, where the software is under restrictive copyright and the source code is usually hidden from the users. The benefits of using FOSS can include decreased software costs, increased security and stability (especially in regard to malware), protecting privacy, and giving users more control over their own hardware.

The FOSS Centre established on 5th December, 2017 is coordinated by the Computer Science Department. It conducts Spoken Tutorial Project which is the initiative of the “Talk to a Teacher” project of the National Mission on Education through Information and Communication Technology (ICT), launched by MHRD, Govt. of India, to promote IT literacy through Open Source Software.

3. Microbiology Laboratory, Tissue Culture Laboratory, Trace Element Laboratory, Computer Laboratory, Biospeology Museum are other research facilities which are regularly utilized by students and teachers for academic and research works.

A patent application on the invention “Particulate pine needle powder based adsorbent of Fluoride from contaminated water and water purific” by Dr Teiborlang Mukim has been filed with Indian Patent Office, New Delhi (No ERIP/IP/1501094/M/01)

3.2.2 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years**Response:** 0**3.2.2.1 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year-wise during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
00	00	00	00	00

File Description**Document**

List of workshops/seminars during the last 5 years

[View Document](#)**3.3 Research Publications and Awards****3.3.1 The institution has a stated Code of Ethics to check malpractices and plagiarism in Research****Response:** No**File Description****Document**

Institutional data in prescribed format

[View Document](#)**3.3.2 The institution provides incentives to teachers who receive state, national and international recognition/awards****Response:** Yes**File Description****Document**

e- copies of the letters of awards

[View Document](#)

Any additional information

[View Document](#)**3.3.3 Number of research papers per teacher in the Journals notified on UGC website during the last five years****Response:** 0.07**3.3.3.1 Number of research papers in the Journals notified on UGC website during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
05	04	05	07	08

File Description	Document
List of research papers by title, author, department, name and year of publication	View Document
Any additional information	View Document

3.3.4 Number of books and chapters in edited volumes/books published and papers in national/international conference proceedings per teacher during the last five years

Response: 0.17

3.3.4.1 Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
02	04	02	04	02

File Description	Document
List books and chapters in edited volumes / books published	View Document
Any additional information	View Document

3.4 Extension Activities

3.4.1 Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years

Response:

The college was started with the mission to spread liberal education among women irrespective of religion, caste, creed or nationality .To deliver the true meaning of holistic education into reality, the college encourages the teachers and students to actively take part in activities which contribute to good citizen, nation building and community or social services by becoming members of the National Service Scheme (NSS), National Cadet Corps (NCC), Youth Red Cross (YRC), Rangers, Para Legal Volunteers, etc.

Extension and outreach programmes are conducted in collaboration with Government and Non-Government organizations, affiliated University, others through NSS, NCC, YRC, Rangers, Para Legal Volunteers like voluntary blood donation camp; awareness programme on drug abuse, blood donation and hiv/aids; eye screening and diabetes cum medical camp; road safety awareness; training programme on first-aid, disaster preparedness and mock drill; women's safety awareness; awareness on the availability of free legal aid and services; cleaning drives in observance of swachh bharat abhiyan, swachhta pakhwara, swachhta hi seva etc. NSS volunteers completed the 100 hours swachh bharat summer internship programme in different villages in East and West Khasi Hills and Ri Bhoi District, Meghalaya.

NSS unit of the college adopted two villages, viz. Pingwait village, Mawkynrew Block (2005-2016), and Laitsohplich-Subakalai Village, Khatarshong- Laitkroh C&RD Block (2017 till date), located in East Khasi Hills District, Meghalaya. Educational, health, environment and tourism promoting programmes and also creation of important asset for the benefit of the village were conducted during the Special Camps.

The College has adopted Lyngkien Village, Mawphlang, East Khasi Hills District (2017 till date) coordinated by the Internal Quality Assurance Cell (IQAC). The services extended to the village are health camp; one day mushroom cultivation training programme; training on tailoring cum knitting; tree plantation and donation of clothes, shoes, bags, etc.

The College through the IQAC has conducted social welfare activities at two village schools viz. Pine View Academy Secondary School, Lawsohtun, East Khasi Hills District (2015-2017) and Umroi Madan Upper Primary School, Ri Bhoi District (2017 till date). Teaching Aids were provided to the first school and the IQAC initiated a raffle draw by sale of lottery tickets to raise money for the construction of a Multi Purpose Hall of the current adopted school.

The IQAC conducted fund raising for Nepal Earthquake victims which was handed over to the Indian Red Cross society on 12th June 2015.

The Department of Sociology made a contribution through cash and clothes collected from students and teachers to the organizations viz. Wall of Kindness at Nongstoin, the beneficiaries, being the Orphanage – Wollington Children's Home, Nongpdeng in 2017 and the Open Day Shelter, Reach Ministries, Nongmynsong in 2018

The Department of English donated books and gifts to Christian Secondary School, Thad, Ri- Bhoi District in 2018

3.4.2 Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years

Response: 10

3.4.2.1 Total number of awards and recognition received for extension activities from Government /recognised bodies year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
04	1	2	3	0

File Description	Document
Number of awards for extension activities in last 5 years	View Document
e-copy of the award letters	View Document
e-copy of the award letters	View Document

3.4.3 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 last five years

Response: 54

3.4.3.1 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
8	20	11	8	7

File Description	Document
Reports of the event organized	View Document
Number of extension and outreach programs conducted with industry,community etc for the last five years	View Document

3.4.4 Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years

Response: 3.68

3.4.4.1 Total number of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
10	150	87	50	00

File Description	Document
Report of the event	View Document
Average percentage of students participating in extension activities with Govt. or NGO etc.	View Document

3.5 Collaboration

3.5.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc during the last five years

Response: 34

3.5.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
06	08	05	07	08

File Description	Document
Number of Collaborative activities for research, faculty etc.	View Document
Copies of collaboration	View Document
Any additional information	View Document

3.5.2 Number of functional MoUs with institutions of National/ International importance, Other Institutions, Industries, Corporate houses etc., during the last five years (only functional MoUs with ongoing activities to be considered)

Response: 6

3.5.2.1 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years (only functional MoUs with ongoing activities to be considered)

2018-19	2017-18	2016-17	2015-16	2014-15
5	1	0	0	0

File Description	Document
e-copies of the MoUs with institution/ industry/ corporate house	View Document
Details of functional MoUs with institutions of national, international importance, other universities etc during the last five years	View Document
Any additional information	View Document

NAAC

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 The institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment, etc.

Response:

The College has all the necessary facilities required for a well organised Institution. There are 45 Classrooms for the Undergraduate students, these include large Classrooms where general classes are held and can accommodate approximately 200 students. Honours Classrooms are smaller where honours classes are held for Arts and Science stream as well as the Professional Courses. There are nine Honours classrooms for Arts, eleven Honours classrooms for Science, and two classrooms for BTTM Course. The Teaching–Learning method practised includes the traditional chalk and board method as well as modern methods. The College has a rich library with an Open Access system which allows the users to access and browse through the Library resources, a reference section and a separate reading area for teachers .The Library also provides free internet access to students and staffs. The Central library is a separate building with a total area of 16 x 13m²+12x10m² with 95 seating capacity for students. Each department also has Departmental Library to ensure that learning materials are easily available to the students.

The Science Departments of the Institution has well equipped laboratories, necessary instruments and equipments for practical classes for the undergraduate programme as per the prescribed curriculum of the North Eastern Hill University .The laboratories are well lighted and have regular water supply. The Computer laboratory in Mathematics and Physics department is specifically reserved for programming related to FORTRAN. The dark rooms of Physics department are specially designed to perform optical experiments. Department of Zoology has a Portable Visual Scanner to help students view the demonstration experiments real time.

Apart from the regular Practical classes-

- Department of Botany has an additional laboratory to undertake students' and teachers' projects and spawn preparation for mushroom cultivation. In addition the laboratory is equipped with Kjeldhal digestion unit, Laminar flow chamber, BOD incubator, trilocular microscope and stereo microscope. It also has an Air conditioned tissue culture laboratory equipped with laminar flow chamber and tissue culture rack.
- Department of Chemistry has extension laboratories like the Inorganic trace elements laboratory, organic research laboratory and Physical research laboratory where students along with teachers carry out research work.
- The College has an Advance level Biotech Hub sponsored by the Government of India through the Department of Bio Technology, the hub has a lecture room with ICT facility and an adequate laboratory where minor research works can be carried out.
- Bachelor of Tourism and Travel Management has a studio for practical classes.

The IT Infrastructure and associated facilities have been upgraded and augmented periodically. The computer systems are upgraded with the latest configuration.

- All Honours classrooms are ICT enabled. In total 39 classrooms have Overhead LCD projectors, seven numbers of Interactive Smart Boards.
- Departmental rooms have Internet connections to enable teachers for easy access to the course materials.
- The College Campus including Hostel is Wi-Fi enabled.
- Barcode technology has been implemented in the library.

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

Response:

The Institution has adequate facilities for sports, games, gymnasium, yoga centre, and cultural activities. The college has different committees and teacher -in- charge to look after the different activities of the Institution. The College also engage trainer, coach etc, from time to time whenever the need arises for these activities.

The College has Sports Committee and teachers- in-charge of various activities to undertake and organize all the sports activity within the Institution and also to select student participant for the Inter-college and University events. The Sports events that are organised by the sports committee in the college on a regular basis are Inter-Class Basketball, Volleyball and Football. The students also participates in various Inter-Class and Inter-College competition like Chess, Badminton, Cross-Country Race , Table –Tennis, Basketball ,Football, Arm wrestling etc.

Sports facilities available are:-

- Indoor Basketball Court upgraded in July 2016 with an area of 647.09sq.metrest to play un-interrupted game.
- Concrete Tennis Court established in July 2016 measuring 260.760 sq.ms
- Badminton Court established in 2017 to enable students to play during off period.
- The College has a Gymnasium (area-5.7mx 5.20m Height 390cms) established in October 2013 with basic fitness equipments and a physical trainer to enable students and teachers, to adopt, develop and follow a healthy lifestyle.
- The Yoga Centre was inaugurated on the 4th of December 2018 having an area measuring 8.6ms X 7.20ms and 3ms Height. Yoga Programme is conducted from time to time to promote physical and mental well being of the students and teachers alike.

Cultural activities

- The Present Auditorium was established in 1995 (area 4990cms x 3210cms) with 500 seating capacity. All the Cultural Activities of the College, Inaugural function of different programmes like seminars, Guest Lectures, Book exhibition etc., is held in the auditorium. The College organises different cultural activities every year in the auditorium especially during College Week .It serves as a platform for students to showcase their talents, creativity, strength etc., in the form of song , music, dance, plays, poems, debate, Quiz, extempore –speech, flower arrangement, rangoli ,sports and games, and other activities.

File Description	Document
Link for Additional Information	View Document

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

Response: 76.09

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 35

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	View Document
any additional information	View Document

4.1.4 Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years.

Response: 8.88

4.1.4.1 Budget allocation for infrastructure augmentation, excluding salary year-wise during the last five years (INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
18.34	11.92	39.97	11.59	36.81

File Description	Document
Details of budget allocation, excluding salary during the last five years	View Document
Audited utilization statements	View Document

4.2 Library as a Learning Resource

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

Response:

The Library has a Library Management System (LMS) which is used to manage the Catalogue 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 the information of books, journals and circulation in the most economic and effective manner.

OPAC (Online Public Access Catalogue) is implemented to enable the students for speedy and convenient access to the library catalogue, and to keep a constant track of all the books available in the library and allow the search of a particular (desired) book.

Year 2014-2019

1. Name of LMS software – Library Management Software (E-LIB)
2. Nature of automation - Partially
3. Version - 1.0.0
4. Year of automation - 2008

4.2.2 Collection of rare books, manuscripts, special reports or any other knowledge resources for library enrichment

Response:

1. History of England by Belloc, Hilaire . 36 Essex Street W.C,London- 1927 -(1 copy)
2. Essential Unity of All Religions by Das ,Bhagaran - Ananda Publishing House .Benaras -(1copy)
3. Social Theory by - Cole, GDH 36 Essex Street W.C London. (1920)
4. Holy Bible by Milford, Humphrey-Oxford University Press, London-1934(1 copy)
5. Legacy of India by Garratt, G.T.-Oxford at the Clarendon Press-1937 (1 copy)
6. Balance of Power by Hassall, Arthur-Rivingtons , 34 Kings Street, Convent Garden , London-1935(1 copy)
7. Ethics by Moore, G.E.-Oxford University Press-1912(1 copy)
8. Mathew Arnold by Paul,Herbert W.-Macmillan &Co, Ltd, St.Martin's Street London-1902 (1 copy)
9. Glimpses of Tennyson by Weld , Agnes, Grace-14 Henrietta Street, Covent Garden ,London-1903(1 copy)
10. Contemporary Schools of Psychology by Woodworth, Robert.S.- Muthuen & Co.Ltd.,London-1931(1copy)

11. Scripture Manuals for Catholic Schools by Darby, J.W.-London, Burns Oates and Washbourne,Ltd.-1937(1 copy)
- 12.Wisdom of the Qur'an by Naish ,John-Oxford University Press-1937 (1 copy)
13. Idealist View of Life by Radhakrishnan –London, George Allen and Unwin Ltd.-1932(1 copy)
14. Ancient History from The Monuments by Palmer, Henry Spencer-London, Society for Promoting Christian knowledge-1878 (1 copy)
15. History of England by Walpole, Spencer-London, Longmans ,Green ,& Co-1878(1 copy)
16. Europe in the sixteenth century (1494-1598) by Johnson,A.H.-34 King street, Covent Garden,London-1955(1 copy)
17. Plane Trigonometry by Carslaw, H.S.-London, Macmillan & Co,Ltd.1909 (1 copy)
18. Treatise on Plane and Advanced Trigonometry by Hobson ,E.W.-Dover Pub. Inc. New York-1891(1 copy)
19. Spherical Trigonometry by Leathem, J.G.-London, Macmillan& Co Ltd.-1901 (1 copy)
20. Introduction to Mathematical Probability by Uspensky, J.V.-McGraw/Hill, Book Com, Inc, New York -1937 (1 copy)
- 21 .Elementary Treatise on the Calculus by Gibson, G.A.-London, Macmillan &Co.Ltd.-1901(1 copy)
22. Classification of Flowering Plants by Rendle -Alfred Barton-Cambridge University Press-1904(1 copy)
23. Class/Book of Botany by Dutta, A.C.-Oxford University Press, Bombay-1929 (1 copy)
24. Economic Botany by Hill ,Albert.F.-McGraw-Hill Book Company, Inc Tokyo-1937 (1 copy)
25. Cambridge Geographical Series by Guillemard ,F.H.H.-Cambridge University Press-1905 (1 copy)
- 26 .Analytical Geometry of the Conic sections by Askwith, E.H.-Adam and Charles Black 4,5,&6 Soho Square London-1908 (1 copy)
27. Idylls of the King by Tennyson, Alfred Lord-Macmillan & Co.Ltd, New York -1889(1 copy)
28. Aristotle's Politics by Jowett, Benjamin-Oxford Clarendon Press-1905 (1 copy)
- 29.Pippa Passes (A Drama) by Browning, Robert-Macmillan & Co.,Ltd,St.Martin's Street London-1927 (1 copy)
30. New Hopes for a Changing World by Russel, Bertrand-London, George Allen and Unwind Ltd-1951(1 copy)

31. English Language by Wrenn, C.L.- Muthuen & Co Ltd.London-1949(1 copy)

32.Holocaust (Story of the Second World War) by Ghosh, S.L.-A.Mukherjee & Co.2,College Square Calcutta-1945(1 copy)

4.2.3 Does the institution have the following:

- 1.e-journals
- 2.e-ShodhSindhu
- 3.Shodhganga Membership
- 4.e-books
- 5.Databases

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: D. Any 1 of the above

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc	View Document
Any additional information	View Document

4.2.4 Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)

Response: 3.03

4.2.4.1 Annual expenditure for purchase of books and journals year-wise during the last five years (INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
2.02	2.96	3.68	4.62	1.87

File Description	Document
Details of annual expenditure for purchase of books and journals during the last five years	View Document
Audited statements of accounts	View Document
Any additional information	View Document

4.2.5 Availability of remote access to e-resources of the library

Response: No

4.2.6 Percentage per day usage of library by teachers and students

Response: 1.69

4.2.6.1 Average number of teachers and students using library per day over last one year

Response: 27

File Description	Document
Any additional information	View Document

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

IT Infrastructure and associated facilities have been augmented periodically as and when there is a requirement. Computer systems are upgraded with latest configuration.

- Internet bandwidth speed was of 4 Mbps has been upgraded to 5-20Mbps.
- 70% of the desktops in the campus have been upgraded from Pentium IV and Intel Core2Duo to Core i5 and Core i7.
- The monitors have been supplemented with LCDs/LEDs.
- IT Technical support staff monitor and maintain the computer systems and networks, he is responsible for installing and configuring computer systems, diagnosing hardware and software faults.
- LAN and Wi-Fi Facility: LAN facility is both wired and wireless which are available only to the students of the Department of Computer Science. The entire campus including Hostels has Wi-Fi connectivity with the installation of JIO-Wi-Fi within the campus. All departmental computer systems are provided with wired Internet facility.
- Computer And Internet Facility: Each department is provided with a Laptop, Desktop system and Internet facility.
- Departmental rooms are fully equipped with ICT facilities.

Year	Updation in IT	Number of Item Added
2014-15	Desktop	31
	UPS	29
	Sharp Projector with VGA Cable	9
	Projector Screen	1
	External Hard Disk Derive	1
2015-16	Server for the Computer Science Laboratory	1
	Desktop	1
	Printer	4
	Headphone	20
	UPS	2
	External Hard disk Drive	1
	Tally Software	
	LCD Projector	1
2016-17	Desktop	20
	ID Card Printer	1
	Bio Metric Machine	1
2017-18	Desktop	1
	Printer	1
	Laptop	10
	Software for Medical Care Unit	1
	Windows 10 (Licensed) Operating System	20
	Microsoft Office (Licensed)	20
	JioWifi -Instelled	
2018-19	Desktop	1
	Jio-Dongle	10
	Kaspersky Anti-virus	10
	Quick Heal Anti-Virus	6
	Duplicator	1
	Windows 10 (Licensed) Operating System	50
	Broadband Connection from N.E. Line	
	UPS	28
	Deskjet Printer	2

	Laser Printer	1

4.3.2 Student - Computer ratio

Response: 10.91

File Description	Document
Any additional information	View Document

4.3.3 Available bandwidth of internet connection in the Institution (Lease line)

>=50 MBPS

35-50 MBPS

20-35 MBPS

5-20 MBPS

Response: 5-20 MBPS

File Description	Document
Any additional information	View Document

4.3.4 Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)

Response: No

File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	View Document

4.4 Maintenance of Campus Infrastructure

4.4.1 Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years

Response: 8.4

4.4.1.1 Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component year-wise during the last five years (INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
28.41233	32.45372	25.47966	18.23413	30.53236

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	View Document
Audited statements of accounts.	View Document

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.

Response:

The College has an established systems and procedures for maintaining different infrastructural facilities like laboratories, library, sports complex, computers, classrooms etc. The college has an Infrastructure Committee, Technical support, and Non-technical support staff which see to the overall maintenance and utilization of the infrastructural needs of the institutions. The college has an Estate Officer for the overall upkeep and maintenance of the campus. Whenever there is a report for the need of repair and maintenance work from the stakeholders, such reports goes to the infrastructure committee. Based on the findings of the Estate officer or the report of the stakeholders, the infrastructure committee sees to it and classify the nature of the work required. In case of minor repair, the committee through the estate officer get the required work done. The funds for these minor kinds of work are from the budget allocated for the repair and maintenance. However, for major works or up gradation of the existing infrastructural facilities the matter goes to the Governing Body through the Building committee of the college. There are support staffs viz. Laboratories Assistants, Licensed Electrician, Laboratory Technicians, Cleaning Staffs, Security Guards, Gardener etc who are responsible for the daily maintenance, and upkeep of the campus and infrastructure. The duty of the cleaning staff and gardener is to maintain the greenery, beauty and cleanliness of the campus. To ensure safety and security in and around the campus CCTV cameras are installed at strategic locations. The college also has out sourced security guards to keep vigil of the entire campus 24x7.

Laboratory- the Head of the departments and faculty of the departments are responsible to see to the needs and requirements of the departments including the Laboratories. Every science department has Laboratory assistant, who is entrusted with the duty of maintenance of the Laboratory equipments. They are also trained to make small repairs whenever the need arises. However, if any major repair work is required, the college sends the equipment to the authorised service centre or ask for the support of their technical experts to attend the work in the college.

Library- the Institution has a Library committee whose responsibility is to recommend necessary actions in providing a good and functional library. The committee convenes meetings regularly to address the needs of the library. The working hour is from 8:00am to 4:00pm on weekdays and 10:00am to 1:00pm on Saturdays. The library purchases books, Journals and other reading materials on the recommendations and

suggestions made by Head of the departments of the various departments. Binding of old and worn out books are also done periodically/regularly whenever the need arises. Weeding of books is done once in four or five years in consultation and help of the respective departments. The library also provides a complaint cum suggestion box on matters related to library. The complaints/suggestions are addressed either by the Librarian or the decision taken by the members of the advisory committee for quick redressal in consultation with the Principal of the college. This is done for the maintenance and improvement of library services.

Computers- all computer systems of the college are managed and maintained in-house by the department of Computer Science. The department also has a Laboratory technician, whose duty is to maintain and do minor repair works. However if there is a major break down or severe work is required then the college either send the equipment to the company/purchase centre or request the staff from companies to perform any maintenance work that is required in the College. The college is fully equipped to tackle/address the maintenance of sensitive equipments through the use of UPS (uninterrupted power supply) which are connected to every computer in the college.

Power Supply-to ensure constant and continuous power supply, the college has installed three generators. Inverters are also installed in the Principal's office and in the Zoology department to ensure uninterrupted power supply. The college has also installed a transformer to cater to the increasing power consumption of the college. The transformer is managed and maintained by the Meghalaya Electric Energy Corporation Ltd (MeECL). The college has a trained electrician who looks after minor repair and maintenance work ,however, technical experts are engaged for major works or break down of the systems. The calibration of sensitive equipments is managed by the concerned departments as and when needed. The technicians in the laboratories are trained for calibration and precision measurement. The staff are given demonstration at the time of installation of equipments. To ensure constant supply of water provision is made for the supply of clean and pure drinking water from four ground sources, two for the college and two for the hostel.

There is an established linkage between the college and National Academic Body IAPT in which the college is made a permanent centre for the National level examinations namely NGPE (National Graduate Physics Examinations) since the year 2014, 2015, 2016, 2017, 2018 and NSE (National Standard Examination) for Physics, Chemistry, Biology since the year 2014, 2015, 2016, 2017. The college is also a designated polling station for state and national elections. It also provides rooms to conduct various state and central examinations like Staff Selections Examinations, State Public Examinations, Bank recruitment examination etc.

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years

Response: 50.64

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
300	934	307	1304	1011

File Description

Document

Upload self attested letter with the list of students sanctioned scholarships

[View Document](#)

Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years

[View Document](#)

5.1.2 Average percentage of students benefited by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years

Response: 0.42

5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution besides government schemes year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
2	19	3	06	03

File Description

Document

Number of students benefited by scholarships and freeships besides government schemes in last 5 years

[View Document](#)

5.1.3 Number of capability enhancement and development schemes –

1. For competitive examinations
2. Career counselling
3. Soft skill development
4. Remedial coaching
5. Language lab
6. Bridge courses
7. Yoga and meditation
8. Personal Counselling

A. 7 or more of the above

B. Any 6 of the above

C. Any 5 of the above

D. Any 4 of the above

Response: B. Any 6 of the above

File Description	Document
Details of capability enhancement and development schemes	View Document
Any additional information	View Document

5.1.4 Average percentage of student benefited by guidance for competitive examinations and career counselling offered by the institution during the last five years

Response: 20.92

5.1.4.1 Number of students benefited by guidance for competitive examinations and career counselling offered by the institution year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
292	447	312	285	282

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	View Document
Any additional information	View Document

5.1.5 Average percentage of students benefited by Vocational Education and Training (VET) during the last five years**Response:** 0

5.1.5.1 Number of students attending VET year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description**Document**

Details of the students benefitted by VET

[View Document](#)**5.1.6 The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases****Response:** Yes**File Description****Document**

Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee

[View Document](#)

Details of student grievances including sexual harassment and ragging cases

[View Document](#)

Any additional information

[View Document](#)**5.2 Student Progression****5.2.1 Average percentage of placement of outgoing students during the last five years****Response:** 0.67

5.2.1.1 Number of outgoing students placed year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
13	1	0	0	0

File Description	Document
Self attested list of students placed	View Document
Details of student placement during the last five years	View Document

5.2.2 Percentage of student progression to higher education (previous graduating batch)

Response: 24.34

5.2.2.1 Number of outgoing students progressing to higher education

Response: 102

File Description	Document
Details of student progression to higher education	View Document

5.2.3 Average percentage of students qualifying in State/ National/ International level examinations during the last five years (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)

Response: 0

5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil services/ State government examinations) year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

5.2.3.2 Number of students who have appeared for the exams year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Number of students qualifying in state/ national/ international level examinations during the last five years	View Document

5.3 Student Participation and Activities

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

Response: 0

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	View Document

5.3.2 Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution

Response:

Student Council activity and role in academic and administrative bodies

A Student Council is a representative body through which students can become involved in the affairs of the institution by working together with the Management and teaching staff for the benefit of the college and its students. It is a platform for developing and displaying organisational and leadership skills. It provides an opportunity for students to engage in decision making and in expressing their opinions and views to the Management and to the teachers.

Lady Keane College has a Student Council and its members are elected annually through general election where the third and fifth semester students (Arts and Science) are eligible to contest. The Students' council consists of the following posts:

1. The General Secretary
2. Two Assistant General Secretaries.
3. Social and Canteen Secretary
4. Assistant Social and Canteen Secretary.
5. Discipline and Cleanliness Secretary
6. Two Assistant Discipline and Cleanliness Secretary.
7. Art and Culture Secretary

8. Assistant Art and Culture Secretary.
9. Sports Secretary
10. Two Assistant Sports Secretaries.
11. Quiz and Debate Secretary
12. Assistant Quiz and Debate Secretary.
13. UGC Network Resource Secretary
14. Assistant UGC Network Resource Secretary.
15. Students' Cell Secretary
16. Assistant Students' Cell Secretary.

Role and Responsibilities of the Student Council

1. The General Secretary and two Assistant General Secretaries of the student council are the students' representative to the IQAC.
2. The office bearers of the Student Council take up various responsibilities in the College and they assist the Management and staff for the smooth functioning of the College. All Secretaries/ Asst. Secretaries work with the associated committees, for example, Discipline Secretary works together with the Discipline Committee and the management for maintaining discipline and cleanliness in the college while the Canteen Secretary keeps a check on the price list, the quality of food and cleanliness of the Canteen in consultation with the canteen committee.
3. They assist during different functions and activities organised by the college.
4. The college week is a time where the Student Council plays a major role. During this festivity, the members planned and organised all the activities, thereby showcasing their capabilities, talents and team work.
5. The Student Council represent and communicate the views and concerns of students forward to the Management and Teachers. The management in turn pass important and necessary information to the students through the Council.
6. Its members take part in various awareness programmes relating to poverty, environment, health, peer pressure etc. They also take part in various social activities like charity work, community responsibilities, fund raising programmes and medical camp organised by the IQAC.

A Student Council provides good learning experience to its members. It help its members to think critically and instils in them important social and moral values such as team work, cooperation, sharing, mutual love and understanding. Their involvement in planning and organising various activities and programmes gives them a sense of ownership which makes college life more pleasant and fun.

5.3.3 Average number of sports and cultural activities/ competitions organised at the institution level per year

Response: 7

5.3.3.1 Number of sports and cultural activities / competitions organised at the institution level year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
6	8	7	8	6

File Description	Document
Report of the event	View Document
Number of sports and cultural activities / competitions organised per year	View Document
Any additional information	View Document

5.4 Alumni Engagement

5.4.1 The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years

Response:

The Lady Keane College Alumni Association has been registered under the Meghalaya Societies Registration Act XII of 1983.

The aims and objectives of the Association being:-

1. To upgrade and improve the facilities of the college.
2. To promote the welfare of the college students and the College as a whole.
3. To support the endeavors of the College in achieving its goal.
4. To encourage the alumni members, faculty and students to foster a lifelong relationship with the College.

In the last five years (2014-2019) the Lady Keane College Alumni Association has exhibited unwavering effort to support the college financially and more so in non-financial terms.

Firstly, the Association contributes Rs. 18000/- annually to the college as remuneration for the faculty of Khasi Traditional Music Certificate Course. This course has served the college in more ways than one. Apart from boosting the morale of the students the enrolled students often play the role of cultural ambassadors who have stood firm against the wave of globalization which has swept away the cultural roots of many indigenous groups of people worldwide.

Second, it must be mentioned that under the umbrella of the Association are the four Annual Academic Awards namely, Best Graduate in Science, Best Graduate in Arts, Ira Choudhary Award for the student securing highest marks in Physics Honours and the Mandhira Choudhary Award for the student securing the highest marks in Mathematics Honours. The first two awards carry a certificate and cash prize of Rs. 2500/- each while the other two carry a cash award of Rs. 500/- each for the deserving students.

Third, for the benefit of the student community, a colloquium on the Semester System was organized on

the 14th of December 2015 to acquaint and enlighten them about the different facets of the newly introduced semester system.

Fourth, revenue generated, from the Food Fest which was part of the Annual College Week Celebrations held on the 3rd of September 2015, was donated to the institution as a mark of solidarity.

Fifth, in order to rouse the creative ability of the students the Association organized a two day workshop for the students on Art and Craft on the 6th & 7th of September 2018 which was held again on the 22nd of March 2019 due to the positive response of the students. The skills learnt therein will definitely stand by them in good stead.

Sixth, during the Annual General Meeting (AGM) of Lady Keane College Alumni Association held on the 25th of June 2016, esteemed members of the Association donated a sum of Rs. 11000 to their beloved alma mater to support the endeavors of the college.

Seventh, the Association on the 15th of June 2017, in its never-ending quest to fill a need, gifted a refrigerator to the college Medical Unit.

Last but not the least; the Association lends support to the students who seek direction and motivation by holding a Motivational talk on the 5th of April 2019 which was attended by 341 students.

5.4.2 Alumni contribution during the last five years(INR in Lakhs)

? 5 Lakhs

4 Lakhs - 5 Lakhs

3 Lakhs - 4 Lakhs

1 Lakh - 3 Lakhs

Response: 1 Lakh - 3 Lakhs

File Description	Document
Any additional information	View Document
Alumni association audited statements	View Document

5.4.3 Number of Alumni Association / Chapters meetings held during the last five years

Response: 18

5.4.3.1 Number of Alumni Association /Chapters meetings held year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
5	2	4	5	2

File Description	Document
Number of Alumni Association / Chapters meetings conducted during the last five years.	View Document
Any additional information	View Document

NAAC

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution

Response:

The College has served its mission for 83 years of existence. Total enrolment of students is 1516 in 2018-19. The College offers Honours Programmes in Bachelor of Arts and Science, Professional Courses in Bachelor of Tourism & Travel Management and Bachelor in Computer Applications. Soft Skills, Spoken English, Craft, etc., Career and Job oriented courses are offered which are designed for job market by enhancing the skills and qualifications. Two more self finance Certificate Courses has been introduced. The Governing Body is duly approved by the Government of Meghalaya through the Office of the College Development Council of the affiliated University. It constitutes: The President; Secretary: Principal; Joint Secretary: Vice Principal; Donor's Representative; Non Official members; Government nominee; University Representatives; Teachers' representatives; Parent/Guardian representatives.

The Governing Body is primarily involved in the policy making process and is totally responsible for the smooth functioning of both the academic and administrative sections of the institution. The Calendar Committee plans the annual calendar of the college. In every academic session a staff meeting along with the principal is held where teachers are selected to take charge as convenor/ coordinator of the various committees. The Principal is actively involved with the IQAC in identifying the areas which need special attention to improve the quality of education for the fulfilment of the stated mission. Separate meetings with the Teaching staff, Heads of Departments, Non-teaching staff, Parents, Alumni, Students of the college who contribute towards the improvement and development of the college. The Parent Teacher and Alumni Association meetings are held once a year. Questionnaires are given to all the stakeholders for identification of weaknesses and suggestions for improvement. Since the Government does not sanction any new posts, College posts are created for Teaching and Non Teaching posts to meet the requirements of the Institute. The management provides full encouragement to the faculty for developing leadership qualities. Competence Development programmes, opportunities for academic up-gradation, involvement in research activities and recognition accorded to the faculty by the management for any extraordinary achievement goes a long way to encourage the members to strive for excellence. The Management provides ICT for academic and administrative leadership. The Academic Advancement Committee and the Research and Innovation Cell encourages academic progression and innovations. The management actively encourages the IQAC of the College and all departments to organize talks, workshops and seminars. Students are encouraged to take up leadership roles. The College also conducts the annual College Week celebrations which is organized and managed by the Students' Council. Students are represented as members in the IQAC. To develop leadership quality among students, the college NCC, NSS, Rangers, YRC and PLVs Units.

6.1.2 The institution practices decentralization and participative management

Response:

The Head of the Department sees that the classes are taken and ensures completion of the syllabus within

the stipulated time. In case of vacancy due to leave, the concerned head of the department requests for the appointment of teachers on adhoc basis. The college organizes talks, seminars and workshops to widen the knowledge base of the faculty and students in emerging fields related to the curriculum and contemporary issues. Students are encouraged to take part in departmental seminars and field trips. The College has partially implemented College Management System. At the highest level of administration is the Governing Body duly approved by the Government of Meghalaya. The Governing Body is composed of representatives from North-Eastern Hill University, Government of Meghalaya, Teachers and Parents. The President of the Governing Body is directly appointed by the Government of Meghalaya while the Principal is the Secretary. The Governing Body is totally responsible for the smooth functioning of both the academic and administrative sections. The Principal monitors the day to day functioning of the college. The Principal and the Vice Principal see to the general discipline, smooth functioning of the administrative section, the financial resource management and all matters pertaining to the development and growth of the college. The IQAC plays an active role in identifying the areas where the students will be most benefitted. After identifying the areas the matter is then taken up to the Governing Body for necessary approval. The IQAC monitors and evaluate plans and policies of the institution for effective implementation and improvement. Staff Meeting is held at the beginning and before the end of every academic session. Every teacher volunteers to take charge of the various committees during the year. Some of the committees are IQAC, Steering Committee, Examination Cell, Admission Committee, Office coordination Committee, Sanctioning Committee, Purchase Committee, Infrastructure Committee, etc. Meetings of the Principal with the heads of the departments are held to ensure smooth functioning and running of classes, arranging remedial classes and completion of courses. Separate meetings of the Principal are held with the non teaching staff of the college. The Office Co-ordination Committee sees to the smooth functioning of the office. To contribute towards the improvement and development of the College, the PTA and the Alumni Association were formed and annual general meetings were held once a year. Students' Council are elected by secret ballot. The election is conducted by the Teachers' In charge of Students' Cell. It has a General Secretary, Assistant General Secretary, Secretaries and Assistant Secretaries in charge for the different activities/ cells/ committees. The Students' Council is responsible for all matters concerning the students' discipline, grievances and general well-being. Students are encouraged to take up leadership roles. Its term is only one year. Every class nominates a representative as executive member to the council.

6.2 Strategy Development and Deployment

6.2.1 Perspective/Strategic plan and Deployment documents are available in the institution

Response:

Implementation of Rashtriya Uchcharat Shiksha Abhiyan (RUSA) 1.0 scheme.

With the initiation of the Rashtriya Uchcharat Shiksha Abhiyan (RUSA) scheme under the Government of Meghalaya, Lady Keane College was privileged to be considered under the scheme. The College prepared the Institutional Development Plan (IDP) for five years. A Project Implementation Committee (PIC) and Procurement Committee (PC) has been constituted to monitor the successful implementation of the IDP. The committee consists of the following members

- Principal- Head of the Institution
- Nodal Officers
- Institutional Coordinator- RUSA
- Institutional Nodal Officer -RUSA
- Academic Activities
- Equity Assurance Plan
- Financial aspects
- Civil Works including Environment Management
- Procurement Committee (PC)

Representatives from the committee attended several regular meeting with the RUSA Cell, Government of Meghalaya, to present the progress of the development plan. Verification was witnessed by the inspection team and presentations by the Co-ordinator of the College.

As per the objectives and guidelines provided by RUSA, College formulated various site plan for the development under the following heads:

- **New Construction:**
 - Construction of the First Floor of the Academic Block – V for extension of Multi Classroom in the Platinum Jubilee Annexe.
- **Renovation/Upgradation of Existing Facilities**
 - Group I - Renovation of Science Block III
 - Group II – Renovation of Lady Keane Hostel Block X
 - Group III – Renovation of Lady Keane Hostel Block VIII
 - Group IV – Providing Lift Facility to the existing building.
 - Group V – Construction of additional Staircase attached to Block II
- **Equity Initiative**
 - Equal Opportunity and Gender Sensitisation
 - Soft Skills and Career Readiness
 - Remedial classes 2017-2018
 - Career Oriented Course for Microsoft Office
 - Other innovative schemes / programs to enhance equity & inclusion
 - Self-defense (Karate) classes for girls (2017 – 2019)
 - Fitness Yoga classes (2018-19)
- **Disabled Friendly Campus**

As per the Strategic Development Plan, under Infrastructure Grant, fund has been utilized for construction of new building along with facilities meant for the differently abled, renovation of classroom, hostel, etc. under Equity Initiative Fund, activities like remedial classes, (self defense) karate and fitness yoga classes, awareness programme on Gender equity, etc. has been carried out. From RUSA 1.0 about 95% of the work and construction has been successfully implemented.

File Description	Document
Link for Additional Information	View Document

6.2.2 Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism

Response:

In line with the spirit of decentralizing of powers and functions, the hierarchy of the management system is as follows- the Governing Body is at the top of the hierarchy, followed by the principal under whom there are many cells/committees like the IQAC, RUSA, Examination Cell, Cell for differently-abled, Student's Cell, Admissions, Sanctioning, Purchase, Infrastructure Committee, Hostel Committee, etc. Different teachers are selected to take charge of these various committees for the year. Non-teaching staff are also members of the Office co-ordination Committee, Library committee and the IQAC. In RUSA Committee and the IQAC apart from teaching and non-teaching staffs there are the outsiders members whom it is consider as the stakeholders and nominees of different societies.

Students' Council is constituted of student members elected through a system of secret ballot. The election is conducted by senior teachers. Its term is only one year. It has one General Secretary, Assistant General Secretary, Secretaries and Assistant Secretaries in charge for other activities.

File Description	Document
Any additional information	View Document

6.2.3 Implementation of e-governance in areas of operation

- 1.Planning and Development
- 2.Administration
- 3.Finance and Accounts
- 4.Student Admission and Support
- 5.Examination

- A. All 5 of the above
- B. Any 4 of the above
- C. Any 3 of the above
- D. Any 2 of the above

Response: E. Any 1 of the above

File Description	Document
Screen shots of user interfaces	View Document
Details of implementation of e-governance in areas of operation Planning and Development, Administration etc	View Document
Any additional information	View Document

6.2.4 Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions

Response:

Name: Swachh Bharat Summer Internship, 2018

Meeting: NSS Meeting held on 3rd May, 2018; Resolution No. 2.

Time: 12:00pm

Venue: College Library

To engage youth across the country and develop their skill and orientation for sanitation related work and village level development, the Prime Minister's clarion call on 2nd October 2014 for each individual to devote at least 100 hours to Swachhata through the year, the Ministry of Human Resource Development in association with the Ministry of Drinking Water and Sanitation has launched the '**Swachh Bharat Summer Internship – 100 Hours of Swachhata**'. The 100 hours' experiential internship program would require the candidate to visit one or more villages and conduct activities of their choice to contribute to the cause of rural sanitation in India.

The NSS Unit of the College through its NSS volunteers was able to carry out the 100 hours Swachh Bharat Summer Internship Programme in different villages in East Khasi Hills, West Khasi Hills and RiBhoi District. The Unit could mobilize 5 (five) teams comprising of 5 to 10 members each. The Villages in which the internship was carried out and the team members are depicted below:

1. Rangbihbih Village, EKH District [Team members: Ms. Listisha Nongkhlaw, Ms. Ibanrilyne Rangat, Ms. Dakaru Suchiang, Ms. Leki Roi Papeng, Ms. Dalari Nongkynrih, Ms. Jenny Rose R Sangma, Ms. Jesika Suchiang] Date: 28th May – 1st June 2018
2. Lawsohtun Village, EKH District [Team members: Ms. Patricia Myrdon, Ms. Advancy Suiam, Ms. Batskhem Surong, Ms. Skiarta Pathaw & Ms. Bahunlang Ryngsiat.] Date: 17th - 22nd May, 2018
3. Surok Spar, Sohiong, WKH District [Team members: Ms. Rikmenlang Jana Nongbet, Ms. Bandahunshisha Khongjee, Ms. Laaiti Myllem Umlong, Ms. Daritngen Khongsti, Ms. Iaimanbha Nongkling] Date: 28th May – 1st June 2018
4. Umran, Ribhoi District [Team members: Ms. Kerdarilin Khongwir, Ms. Phiban Pyngrope, Ms. Dona Pinky Wahlang, Ms. Mebarihun Nongspung, Ms. Nafisa Jane Ramde, Ms. Heena Suting.] Date: 25th June - 2nd July, 2018
5. Kyrdem Village, Ribhoi District: [Team members: Ms. Iooluti Niang, Ms. Ibadahunlang Lytan, Ms.

Du-I-Hi Suam, Ms. Theresa Shadap, Ms. Rakhel Suting, Ms. Larisha Mawiong, Ms. Phidahun Mawlong, Ms. Merilian Khardewsaw, Ms. Aibannangroi Pakem, Ms. Ridashisha Pakem. Date: 28th May – 1st June 2018.

During the internship programme, the volunteers met and interact with the residents of the selected village to create awareness regarding best sanitation practices, personal hygiene, management of wastes, behaviour change on open defecation, reduce the use of plastic and plastic material and its proper disposal, carry out daily cleaning drive of the village street, alleys and drains, etc. The teams achieved their targets by carrying out door to door visits to almost all the households in the villages, distributing of pamphlets, public meetings, announcements through the village public announcement system, cleaning drive along with the residents of the villages. The internship was a success and all the participating volunteers received a *Certificate of Completion* of the internship.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.3 Faculty Empowerment Strategies

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

Response:

1. LADY KEANE COLLEGE EMPLOYEES WELFARE FUND

Contribution to 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) with an objective 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. In the event of death, while in service, the benefit will be given to his/ her nominee or legal heir.

The quantum of benefit shall be decided by the Managing Committee keeping in view the total contribution of the member and his / her length of service in the College.

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. This Scheme has a Locking Period of Five (5) Years for anyone who enters as a member into the Fund from the date of entry.

1. Members may opt for a monthly contribution of either ? 1,000/- (Rupees One Thousand) or ? 500/- (Rupees Five Hundred) only.
2. The College Management will contribute an amount of ? 20,000/- (Rupees Twenty Thousand) only per month.

2. INSURANCE:

a) Group Saving Linked Insurance policy with the LIC of India since 20th August 1996. This policy is for the benefit of both the teaching and non teaching staff (Government sanctioned posts) of the College.

b) Group Health Insurance with ICICI Lombard GIC Ltd. This policy is for the benefit of both the confirmed teaching and non teaching staff (Govt. and College posts).

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 office of the Asst. Registrar of Co - operative Societies, East Khasi Hills, Meghalaya, audits the accounts of the Society annually. Based on the performance of the Society, the Department of Co-operative Societies, Govt. of Meghalaya has classified it as a Class 'A' Society of audit classification.

The Society has a Welfare Fund which provides to the retired members of the College amounting to ? 12,500/- ; a General Loan to members at the rate of 10% interest, the maximum amount of loan granted is ? 15,00,000/- per member; an Extra Ordinary Loan at the rate of 12.5% interest the maximum amount of loan granted is ? 1,00,000/- per member.

4. In case of death of any teaching or non-teaching staff or immediate family of staff, the College provides financial assistance to the bereaved family.

File Description	Document
Any additional information	View Document

6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 6.27

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

2018-19	2017-18	2016-17	2015-16	2014-15
7	11	08	0	0

File Description	Document
Details of teachers provided with financial support to attend conferences,workshops etc. during the last five years	View Document
Any additional information	View Document

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 0.8

6.3.3.1 Total number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	1	2	1

File Description	Document
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	View Document
Any additional information	View Document

6.3.4 Average percentage of teachers attending professional development programs viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Program during the last five years

Response: 15.11

6.3.4.1 Total number of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
18	12	10	12	10

File Description	Document
IQAC report summary	View Document
Details of teachers attending professional development programs during the last five years	View Document
Any additional information	View Document

6.3.5 Institution has Performance Appraisal System for teaching and non-teaching staff

Response:

The Performance Appraisal Reports provides good feedback to the institute. Based on these reports the IQAC can understand the performance of the faculty and also the changing needs of students. One of the main objectives of collecting self-appraisal relates to the promotion/ placement of the staff. Faculty members are required to fill and submit the prescribed proforma for self-appraisal annually. The self-appraisal proforma includes:

- Personal profile: name, designation, department and qualification.
- Teaching – Learning: It includes lectures, seminars, tutorials and practicals taken for each semester, examination duties performed extension, co-curricular activities, contribution to corporate life and management of the institution, and other development activities.
- Research, Publications and Academic contributions: It includes papers/articles/chapters/books published, full papers in conferences proceedings, ongoing or completed projects/consultancies, research guidance, papers presented in seminars/conferences/workshops/ symposia, and lectures/chairmanship at national and international conferences/seminars.

The Performance Appraisal System encourages the faculty to strive for excellence in teaching – learning and research. The appraisal report is based on the annual performance of the employees on the basis of their academic, research and other extra-curricular activities. It is also based upon their relation with the students, colleagues and administration. The views of the employees are reviewed by the Principal and the IQAC of the College.

The Appraisal System for the Non-Teaching Staffs are collected once every two years. The main objective of collecting the self-appraisal of the non-teaching staff was to monitor and to check on the performance of staff. The self-appraisal proforma includes:

- Name, current designation, date of birth, gender, academic qualification.
- Previous appointment before joining the Institution and after joining the Institution.
- Computer or other courses attended organized by the Institution or outside the Institution.

From the above information, the Institution can understand the capability and the experience of the staff in handling the work assigned to him/ her. A comparative study before and after joining the respective post can also be made in term of salary which will determine the efficiency and satisfaction of the staff. Through the various training programmes attended, the respective staff can improve and upgrade themselves in terms of knowledge about computer and other relevant areas.

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

The college has an efficient accounts section which monitors all financial transactions. As the college is a deficit college, its main sources of income are through students' contribution in the form of admission, monthly and annual fees and through financial aids from the UGC, DBT, DPR, NEC and from the state government in the form of grant-in-aid for the salary component of the employees. The tuition fees collected from the students are shared between the college and the state government at the ratio of 40:60

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 4 years. The last audit was completed in 2013 till the financial year 2010-2011. The institution is yet to complete the external audit as it is under process for the financial year 2011-2012 till 2017-2018.

The consolidated statement of receipts and payments of Accounts for the year 2009-10 to 2012-13 are enclosed as Annexures.

The College has a reserve fund /corpus fund of ₹1,79,50,102/- (Rupees One Crore Seventy Nine Lakhs Fifty Thousand One Hundred two only) in fixed deposits for the year 2017-2018.

Whenever the various funding agencies offers applications/proposals for funding under various schemes the Principal of the college is very proactive and meticulously applies for the same. Audited statements along with the Utilization Certificates duly prepared by an authorized auditor are sent to the funding agency.

6.4.2 Funds / Grants received from non-government bodies, individuals, Philanthropists during the last five years (not covered in Criterion III) (INR in Lakhs)

Response: 3.93

6.4.2.1 Total Grants received from non-government bodies, individuals, philanthropists year-wise during the last five years (INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
1.0	1.48	1.0	0.45	0

File Description	Document
Details of Funds / Grants received from non-government bodies during the last five years	View Document
Any additional information	View Document
Annual statements of accounts	View Document

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Response:

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 from the Keanean Guest House and in the form of Centre Fee collected from various agencies for the use of classrooms for competitive examinations of both State and Central Services.

The rental charges of the following are approved by the Governing Body of the College.

- Auditorium – Rs. 5,000/- per day.
- Seminar Hall – Rs. 4,000/- per day.
- Centre fee for training Job Placement – Rs. 1,200/- per month.
- Canteen – Rs. 2,000/- per day (hiring for Special Occasion)
- Class rooms – Rs. 500/- per class room per day.
- Basket Ball court – Rs. 2,500/- per day for a match; Rs. 100/- per day for coaching, more than 25 days is Rs. 2,500/-
- Canteen contract – Rs. 2,000/- per month (for each canteen)
- Canara Bank – Rs. 10,000/- per month
- ATM – Rs. 4,000/- per month

Sl. No.	Particulars	2014-15	2015-16	2016-17	2017-18	2018-19
1.	Canteen	38,000	44,000	47,500	24,000	51,000
2.	Hall Rent	16,320	49,670	50,760	14,320	54,240
3.	Bank Rent	Nil	1,68,000	1,82,000	1,54,000	1,68,000
	Total	54,320	2,61,670	2,80,260	1,92,320	2,73,240
	Grand Total	?10,61,810/- (Rupees Ten Lakhs Sixty One Thousand Eight Hundred and Ten) only				

The annual revenue collected are:

2014 – 2015: ? 54,320/- (Rupees Fifty Four Thousand Three Hundred Twenty) only

2015 – 2016: ? 2,61,670/- (Rupees Two Lakh Sixty One Thousand Six Hundred Seventy) only

2016 – 2017: ? 2,80,260/- (Rupees Two Lakh Eighty Thousand Two Hundred Sixty) only

2017 – 2018: ? 1,92,320/- (Rupees One Lakh Ninety Two Thousand Three Hundred Twenty) only

2018 – 2019: ? 2,73,240/- (Rupees Two Lakh Seventy Three Thousand Two Hundred Forty) only

Total: ? 10,61,810/- (Rupees Ten Lakhs Sixty One Thousand Eight Hundred and Ten) only

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

Response:

The IQAC conducted an Academic Audit from the 17th – 27th April, 2017, for the session 2016-2017 with an aim to evaluate the performance and progress of the departments in both Arts and Science streams and to subsequently recommend and suggest steps that should be taken up to improve the general performance of the departments and the welfare of the students in particular. The Academic Audit Peer Team comprehensively studied the strengths and weaknesses of the departments. The team submitted a number of recommendations that can be followed, taken up and included by the departments for general improvement.

To verify and confirm the performance of administrative practices and functions of the various administrative departments, the IQAC conducted the Administrative Audit on the 19th and 20th November, 2018 for auditing the administrative section of the College. The team visited different sections of the College, viz., the Administrative Office, Human Resource Management (HRM), Financial Management (FM), Library, Organisation and Management (O&M), Hostel and Infrastructure of the College. The Committee submitted various observations along with a set of recommendations to be followed up by the Institution, such as increasing the working space of the office; appointment of a well-trained and qualified Head Assistant; Internal auditor firm should be changed every four years; promotion of remote access to e-resources in the Main Library and appointment of counsellor for hostel students.

Faculty and Cultural Exchange Programme of the College with two Institutions: Thomas Jones Synod College, Jowai and Ambedkar University Delhi. The exchange programmes are in the following areas:

1. Cultural exchange programmes for students:

- The College collaborated with the Ambedkar University Dehli for the International Conference on "Oral Traditions - Continuity and Transformations- North-East India and South-East Asia" held at Shillong from the 1st - 4th of February 2016.
- A team comprising of the Principal, IQAC co-ordinator, four faculty members and seventeen students from the Khasi Traditional Music Course of Lady Keane College visited Ambedkar University Dehli to participate in the Annual Cultural Festival of the University on 2nd & 3rd February 2018.

2. Learning experience exchange programme for students

- The College Weeks had special participation of students from Thomas Jones Synod College during the years 2016, 2017 and 2018.
- The College deputed students to participate in the Thomas Jones Synod College weeks during the years 2016, 2017 and 2018.

3. Exchange of Faculty members between Institution Department.

- In 2017, Thomas Jones Synod College deputed teachers from the Department of English, Economics and Khasi to participate in the faculty exchange programme at Lady Keane College, Shillong.
- Lady Keane College deputed teachers from the Department of English, Economics and Khasi to participate in the faculty exchange programme at, Thomas Jones Synod College in 2017.

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

Response:

To ensure continuous quality enhancement, the Internal Quality Assurance Cell (IQAC) acts as a nodal agency of the institution for quality related issues. This body identifies areas where motivation, training and development are required and implement it. Two of the institutional reviews and implementation of teaching learning reforms facilitated by the IQAC of the College are:

1. At the beginning of each session, a meeting of the principal with the different heads of the department is held to discuss all matters pertaining to the academic aspects. The outcomes of these meetings was to strengthen the methods of teaching for the teaching staff. With the introduction of Professional and Career Oriented Courses, viz. Bachelor of Tourism and Travel Management in the year 2016 and Bachelor in Computer Applications in 2018, there is a need for new teachers recruitment. The IQAC of the College identifies the recruitment of permanent faculty for the Professional Courses and guest faculties for the Career Oriented Courses. In this regard, recruitment of some teachers for different subjects has been completed. As per the record, the numbers of permanent faculty in the last five years is eighty four. The teachers teaches not only regular classes but also remedial classes, tutorial classes, extra classes and mentoring, to help the students improved in their examinations, studies and to groom them and develop their personalities.
2. Promoting innovative teaching through the use of Information and Communication Technology (ICT) in the classroom, using of Interactive Board for teaching, multimedia technology and e-learning, Power Point Presentation on difficult topics, screening documentaries and movies on selected topics and the internet connection through wi-fi for the students. These will help the students to improve their learning and to be more innovative and cope up with the advancement of technology. The IQAC of the College organised a workshop on “The used of Interactive Board” to the Teaching Faculty to train them on how to use it and encouraged them to use it frequently. The introduction of these new technologies into learning help to attract the attention of the students in studies. Out of 44 classrooms 39 classrooms are ICT enabled classrooms.

6.5.3 Average number of quality initiatives by IQAC for promoting quality culture per year

Response: 1.8

6.5.3.1 Number of quality initiatives by IQAC for promoting quality year-wise for the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
1	1	1	4	2

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	View Document
Any additional information	View Document
IQAC link	View Document

6.5.4 Quality assurance initiatives of the institution include:

- 1.Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements**
- 2.Academic Administrative Audit (AAA) and initiation of follow up action**
- 3.Participation in NIRF**
- 4.ISO Certification**
- 5.NBA or any other quality audit**

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: C. Any 2 of the above

File Description	Document
e-copies of the accreditations and certifications	View Document
Details of Quality assurance initiatives of the institution	View Document
Any additional information	View Document
Annual reports of institution	View Document

6.5.5 Incremental improvements made during the preceding five years (*in case of first cycle*) Post accreditation quality initiatives (*second and subsequent cycles*)

Response:

Academic enhancement:

The IQAC of the College conducts regular seminars and workshops to promote research. The College through screening method by the IQAC provides annual financial incentives to both teachers and students for any articles, books, paper publications and minor research projects funded by the College. The College honour the students in the form of cash Awards and Certificates for those securing first division/class position holders in Bachelor Degree in Arts and Science in the University Final Examination. The College provides annual Keanean Student Award in Science and in Arts each to the deserving best students in academics, curricular and extracurricular activities. It also provides participation prizes and cash award to the Rangers, NCC, NSS, YRC and PLVs Units and best Volunteers.

The existing infrastructural facilities like Seminar Hall, Auditorium, Classrooms, etc. are also often utilized by governmental and non-governmental agencies for the conduct of various competitive examinations and also for conducting Career Oriented Courses.

All classrooms are installed with computer LCD projectors. All departments are provided with desktop computers, laptops and printers. Departments are also provided with 24X7 internet connections. The College library has internet facilities which are used mostly by the students.

The College has started the Bachelor of Tourism and Travel Management (BTTM), a Four Year Professional Degree Programme which is spread across 8 semesters within the Choice Based Credit System (CBCS). The Department was established on 3rd August 2017. The objective of the course is to educate and enrich the students with knowledge and expertise relating to Tourism Industry.

The College has introduced a Three Year Professional Course in Computer Applications (BCA) from the session 2019-2020 which aims to provide deeper knowledge to the students in different areas of analytical skills, including analysis involved in computer systems and technology. The course also helps the students develop core competencies in computer applications thereby creating best professionals for the IT industry.

The IQAC of the college has conducted a One Week Workshop on Food and Nutrition to create awareness among students about the importance of physical and mental health which was held from 8th - 12th June, 2015.

The IQAC conducts Academic Audit to verify and confirm the performance of academic practices and procedures of all departments. It was conducted as a part of the process, which ensures the quality of the Institution.

The Institute conducts regular certificate and diploma courses to enable students to get a step ahead in the professional field of their interest. A total of 16 Certificate and Diploma Courses are offered by the Institution. Career Oriented Course in Foreign Languages, viz. German, French and Spanish are also offered by the College. Some of the students studying Fashion Designing as a skilled course have started earning from the products of the outcomes of learning. Personality Development for the students has been a success in collaboration with different agencies.

Administrative enhancement:

The administrative work is decentralised and managed by over twenty six committees comprising of members of teaching and non-teaching staff. The staff are recruited through the process of advertisement in the local newspaper which ensures wide publicizing and are selected after a proper written examination and personal interview. Majority of the staff are young and are well trained in office management procedures by using computers. The access to computer system is open to all staff. The attendance of the office staff is maintained in both register and biometric punching machine. To ensure the smooth functioning of work in the office, computerisation with internet connection has been provided for the entire office.

In addition to the hard copies of various papers and documents, large scale digitalization of the students' mark sheets, scholarships and other related matters was implemented.

The college adopted online and offline admission procedure, the collection of fees is done online through SBI e-collect and through POS machine in the account section of the College. The account section of the College also adopted Tally ERP 9 instead of manual for maintaining the accounts work of the College. The payments and transfer of fund also are done through online payment. The Principal is the disbursing officer of the College.

The College Main Library has a collection of 36,022 books, 440 e-books, 40 e-journals and subscribes to e-resources like INFLIBNET, magazines and newspapers. It has an average of 200 students' footfalls every day. Library management system is used for issuing of books. The library also has a mini museum as a part of educational innovations which is maintained by the College and coordinated by History Department under UGC XI Plan period as a seed money.

The College has a Hostel with a staff quarter within the College premises. The hostel staff is purely residential, food and lodging is provided free of cost. A total of 262 Students can be accommodated in the hostel, students are provided with necessary furniture and facilities. Supply of water to the students hostel is by the bore wells of ground water and rain harvesting. Solar water heaters of 4500 LPG and 2000 LPG capacity has been installed and operated in the hostel and solar LED Light with 1.5 kv was installed to reduce the consumption of electricity in the hostel. Hostel rules and regulations for the boarders are given in the information booklet given along with the admission form at the time of admission.

The IQAC conducts Administrative Audit to verify and confirm the performance of administrative practices and functions of the various administrative departments.

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Number of gender equity promotion programs organized by the institution during the last five years

Response: 16

7.1.1.1 Number of gender equity promotion programs organized by the institution year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
2	4	4	4	2

File Description

Document

Report of the event

[View Document](#)

List of gender equity promotion programs organized by the institution

[View Document](#)

7.1.2

1. Institution shows gender sensitivity in providing facilities such as:

1. Safety and Security
2. Counselling
3. Common Room

Response:

Safety and Social Security:

- The campus has a total of 24 CCTV camera both at College and hostel fixed at various location for surveillance.
- The security is strengthened by deployment of security guards at the entrance and exit point of the college. As a girls college, students are not permitted to leave the premises during college hours except for emergency cases. Students are to have ID cards at all times.
- Anti-ragging Committee is formed as per the U.G.C. guidelines. Discipline committee ensures that a proper discipline is maintained within the campus. Grievance cell is responsible for the redressal of the grievances.
- College has introduced self defense Karate classes for the students under equity grants, RUSA scheme.
- The College has constituted an Equal Opportunity centre within which is the Women's Cell, Prevention of Sexual harassment cell and Cell for differently abled which are working to sensitize teachers, staff and students on various relevant issues. The Cell also encourages students and

teachers to participate in programmes related to crime against women and gender related issues.

Counseling:

The College has a proactive **Students' Cell** in which through its **Career and Moral Counselling Cell** arranges sessions for moral and career counseling class wise by inviting expert professionals to impart necessary counseling to the students. The cell has also recruited trained counselor who offers professional/personal counseling to the students by arranging counseling sessions on a one to one basis and also in groups. During these sessions personal, psycho-social and career guidance are offered to the students periodically or as the need arises. Besides these, mentoring and counseling is also carried on in all departments and necessary guidance is given from time to time as and when required. Personal and moral counseling deals with the handling of personal problems of students. On an average, students from all classes come forward individually or in groups to receive counseling in connection with their personal life. Every case is treated with utmost confidentiality. The college has a separate room, congenial to the purpose, which creates the right atmosphere for students who wish to come forward and seek help. One to one moral counseling was carried out. Inspirational write-ups, quotes, etc were put up in students' bulletin board to enhance their performance and moral character

Common Room:

College has a furnished common room for students. Television with satellite cable connection is installed for recreation. A notice board is placed to display carrier related information and other important information. The room as furnished by the Alumni Association of the college.

7.1.3 Alternate Energy initiatives such as:

1. Percentage of annual power requirement of the Institution met by the renewable energy sources

Response: 0.76

7.1.3.1 Annual power requirement met by the renewable energy sources (in KWH)

Response: 448.89

7.1.3.2 Total annual power requirement (in KWH)

Response: 59294

File Description	Document
Details of power requirement of the Institution met by renewable energy sources	View Document
Any additional information	View Document

7.1.4 Percentage of annual lighting power requirements met through LED bulbs

Response: 0.71

7.1.4.1 Annual lighting power requirement met through LED bulbs (in KWH)

Response: 422.644

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 59294

File Description	Document
Details of lighting power requirements met through LED bulbs	View Document
Any additional information	View Document

7.1.5 Waste Management steps including:

- Solid waste management
- Liquid waste management
- E-waste management

Response:

The NSS Unit of Lady keane college has a project on “Management of wastes (solid & liquid) in the college campus. The Unit started the project by organising a Special Programme on the theme “*Wastes Segregation and Disposal*” on 5th June, 2017 which coincides with the ‘World Environment Day’. In this programme, a lecture was given on Waste Management by Mr. Paul Lokho, Deputy Team Leader, Mott Mac Donald Pvt Ltd, Dhanketi, Shillong and a waste segregation exercise was conducted for students and prizes was given to the best team to collect and segregate the maximum number of wastes. Also, a poster competition was organised on the theme ‘*Waste Segregation*’ and a special prize was given for the best poster. The best poster was taken as a template for creating of awareness about waste segregation in the College Campus through awareness billboards. Waste bins of different colours are installed at various location within the campus in order to help in segregating the different types of wastes. (Eg: Green for wet biodegradable wastes; Blue for paper wastes; Yellow for dry non-biodegradable but recyclable wastes and Red for dry non recyclable wastes and e-wastes).

Waste Paper Recycling : The College has installed a waste paper recycling unit which is operational. Being an educational institution the college has a lot of raw material (i.e., Paper) in which it is recycled to the extend so as to make the college self-sustained with regards to its paper needs

Waste Recycling: The organic food wastes from the hostel and canteens are being converted into organic manure through the Vermi-Composting Unit which is present in the Campus. This vermi-composting unit is also operational.

Liquid Waste Management: The science departments of the college are on a daily basis conducting routine practical experiments which have the potential to cause serious problems to the environment. The

discharge of acids, bases, heavy metals, organic compounds, culture media, etc are of great concern. Therefore, the College has prepared a project on Effluent Treatment Plant (ETP) under RUSA for water treatment to ensure that whatever liquid effluent is released from the Science Block, Canteen and Paper Recycling Plan to the environment is safe and meet the safety guidelines.

E-waste management:

The College is not facing much of a problem of e-waste management. All the damaged components are collected annually and sold as scraps to various agencies. Old electronic equipments and apparatus are returned to the suppliers in a buy back policy.

7.1.6 Rain water harvesting structures and utilization in the campus

Response:

Shillong gets a lot of rain throughout the year yet there is a constant shortage of water supply in the city. Lady Keane College is situated at the heart of the city and having hostel facilities in the campus, is not exempted from this shortage. The management has taken an executive decision to work towards rain water harvesting to take care of solving this crisis.

At the first step of initiation of this project it started from the hostel accommodation of the students as they are residential and water is compulsory for their requirements. The advantage of the college and the hostel which makes it ideal for rain water harvesting is the architectural design of the buildings. Defined as Assam type structures, these buildings have sloping tin roofs thereby making the whole structure feasible and suitable to collect the rain water for harvesting. The tin roofs provide a wider area for the rain water and an easier accessibility to collect the rain.

The roofs of the hostel were installed with gutters to collect the water and this is directed and stored at huge water tanks placed at strategic locations to collect the maximum amount of rainfall possible. This rain water is then directed to a filtration system where it is filtered and made potable for human usage.

This water is used for bathing, washing of clothes and cleaning the hostel premises. Though initiated, the rain water harvesting system, has yet to be implemented it throughout the campus and extend its utility. The rain water harvesting system has reduced the dependency of the college on ground water. As the ground water needs to be pumped for usage, the rain water harvesting has also indirectly lowered the consumption of electricity and thereby reduced the expenses on the electricity bills and also lowered the energy consumption of the college. This in turn has contributed to a small but significant step in trying to reduce consumption of electrical power which is a major cause of Climate Change. We have also limit our usage of ground water and thereby recharge the water table which is being badly depleted and eroded.

The rain water harvesting has also helped in tackling the acute water shortage especially during the months of March and April when the institution has had to buy water from local suppliers to tide over the urgent need of water.

The college in the future will extend the rain water harvesting system to the academic and administrative

block of the campus so that the whole college will benefit from the system of harvesting rain water. Rain water harvesting has helped our dependency on the municipal water supply and also in reducing our consumption of electricity. In the foreseeable future the management will extend the system to the administrative and academic block of the college so as to create zero dependency on pumping ground water for its needs.

7.1.7 Green Practices

- **Students, staff using**
 - a) **Bicycles**
 - b) **Public Transport**
 - c) **Pedestrian friendly roads**
- **Plastic-free campus**
- **Paperless office**
- **Green landscaping with trees and plants**

Response:

The biggest advantage is the location of the College. Located at the heart of the city, commuting to the campus becomes easy. Majority of student uses public transport, those students residing nearby uses pedestrian friendly road and a few students use two wheelers. Majority of our faculty uses private vehicle, two wheelers and some uses public transport and pedestrian road.

Plastic-free campus – In order to minimize the generation of wastes, and as part of the campaign to eradicate plastic bags and to make the college campus a Plastic free zone, the NSS Unit introduced an alternative to plastic in the form of an eco-friendly cotton carrying bag designed and make by the Fashion Designing in Collaboration with the NSS Unit of the College. Also, the College has banned the use and sale of bottle water thereby reducing the plastic wastes generation. Drinking water purification system are installed in many accessible locations in the College buildings at Campus.

Paperless office The College adopts a practice of reusing printed paper no longer needed for final printing if printed on one side only. The College is running a self finance paper recycling unit in the college maintained by the IQAC.

Green Landscaping with trees and plants:

The Institution has a serene campus environment. The Botanical Garden and an Orchid House which has a collection of orchids, an area of about 20,000 sq.ft.is located within the Campus. A Green House which has a collection of about 100 diverse species of plants is available in the campus. These are under the care and supervision of the Botany Department. The Botanical Garden serves as a green belt for environmental protection in which new plants were added to its repository every year. The Green Audit for the campus is being run by the of Department of Chemistry as a project to study the Suspended particulate matter (SPM) in ambient air and to ascertain the level of total suspended particulate matter concentration in the campus. Environment degradation, protection and conservation are a global concern. The college adopts various environmental friendly practices in order to sensitize students on environmental issues by organising seminar, workshops, talk. Internal Quality Assurance Cell (IQAC) has organized a National Seminar on “Environment Consciousness and Sustainability: Know Globally and Act Locally” in the year 2017. “One

Tree One House” programme was organised by the Club LSLA, coordinated by English department on “World Environment Day”, 5th June 2017. Tree plantation programme in the college campus is conducted to mark the “World Environment Day”. The College has also organized a Poster campaign competition and Inter College Quiz competition as a part of Day celebration.

7.1.8 Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years

Response: 0.24

7.1.8.1 Total expenditure on green initiatives and waste management excluding salary component year-wise during the last five years(INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
2.63	0.55	00	0.54	00

File Description	Document
Green audit report	View Document
Details of expenditure on green initiatives and waste management during the last five years	View Document

7.1.9 Differently abled (Divyangjan) Friendliness Resources available in the institution:

1. Physical facilities
2. Provision for lift
3. Ramp / Rails
4. Braille Software/facilities
5. Rest Rooms
6. Scribes for examination
7. Special skill development for differently abled students
8. Any other similar facility (Specify)

A. 7 and more of the above

B. At least 6 of the above

C. At least 4 of the above

D. At least 2 of the above

Response: D. At least 2 of the above

File Description	Document
Resources available in the institution for Divyangjan	View Document
Any additional information	View Document
link to photos and videos of facilities for Divyangjan	View Document

7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years

Response: 3

7.1.10.1 Number of specific initiatives to address locational advantages and disadvantages year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
00	00	01	02	0

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	View Document
Any additional information	View Document

7.1.11 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)

Response: 9

7.1.11.1 Number of initiatives taken to engage with and contribute to local community year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
02	03	02	01	01

File Description	Document
Any additional information	View Document

7.1.12

Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff

Response: Yes

File Description	Document
Any additional information	View Document
URL to Handbook on code of conduct for students and teachers , manuals and brochures on human values and professional ethics	View Document

7.1.13 Display of core values in the institution and on its website

Response: Yes

File Description	Document
Provide URL of website that displays core values	View Document

7.1.14 The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations

Response: Yes

File Description	Document
Details of activities organized to increase consciousness about national identities and symbols	View Document
Any additional information	View Document

7.1.15 The institution offers a course on Human Values and professional ethics

Response: No

File Description	Document
Any additional information	View Document
Provide link to Courses on Human Values and professional ethics on Institutional website	View Document

7.1.16 The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions

Response: Yes

File Description	Document
Provide URL of supporting documents to prove institution functions as per professional code	View Document

7.1.17 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years

Response: 7

7.1.17.1 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
1	2	3	1	0

File Description	Document
List of activities conducted for promotion of universal values	View Document
Any additional information	View Document

7.1.18 Institution organizes national festivals and birth / death anniversaries of the great Indian personalities

Response:

Lady Keane College has always taken it in its stride to make the students aware of their rich there legacy belonging to a country that defied imperialism and fought for its freedom. India declares Gandhi Jayanti and Independence days as national holidays. In 2018 the college organised a Freedom March for the staff and students.

Every year before the birth anniversary of Mahatma Gandhi the college organizes a cleaning drive to mark the occasion. All students are expected to be present for the occasion. Cleaning equipment and material is provided by the IQAC and handed over to the teachers in-charge of the program. At around nine a.m. of the day notified for the cleaning drive, the girls are divided into various groups and coordinated accordingly. All the classrooms, laboratories, departmental rooms, passages, common rooms, library, bathrooms and the compound of the college are dusted, swept and washed accordingly. As the number of students is large the cleaning drive usually finishes around noon time. After the cleaning drive the

management organizes a lunch to celebrate the achievement and as a mark of respect to the Mahatma, greatest freedom fighter the world has ever known.

The cleaning drive is often met with a lot of enthusiasm by the students and they enjoy the feeling of working in teams and as a community of young ladies who are working towards a social cause. This has also encouraged them to understand the importance of the need of clean and healthy surroundings.

Independence day is observed regularly in our college. It has marked the beginning of a new era in the country's history. Every year on the 15th of August, though declared a national holiday our students make it a point to come to the college to celebrate the hoisting of the flag. The NCC wing and guides of the college come in full uniform and at exactly nine a.m. the girls assemble along with the teaching staff and the head of the institution to hoist the national tricolor. The hoisting of the flag is followed by the singing of the national anthem. After a short and patriotic speech by the Principal of the college the students and all those who have attended the occasion are given light refreshments and tea. Though the independence day is a joyous occasion for the people of India yet our college makes it a solemn and dignified occasion to instill in our students that our independence was at the cost of many precious lives of national leaders of both men, women and also the common people. For our college, India's Independence day is a significant celebration, especially for the minority and marginalised section of the country.

Though the college strongly adheres to its secular outlook yet the religious festivals and celebrations of Holi, Diwali and Christmas are also celebrated in the campus by the resident students and faculty.

7.1.19 The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions

Response:

Lady Keane College is an institution which functions under the guidance and aegis of a Governing Body. The Governing Body composition includes the President, Principal as the Secretary, Vice-Principal as the Joint Secretary, Donor's Representative, Non-Official Member, Government Nominee, University Representative, Teacher's Representative and Parent/Guardian Representatives. This body decides on all the financial, administrative, academic and auxiliary matters relating to the institution to ensure a smooth function of the college.

The college has conducted both the administrative and academic audit. The reports of the auditors was submitted to the principal and suggestions given by them have been initiated. To maintain transparency in all its functional units the financial affairs of the college is managed by the accounts section, which is headed by an accountant and two assistants. All financial decisions are decided and passed by the governing body of the college. The college conducts regular audits for all financial matters.

The administrative work is divided between the Principal, Vice-Principal and the Coordinator of the IQAC. The Principal and Vice-Principal deal and look into all matters relating to the non-teaching staff, students and teaching faculty jointly. The admission process is managed by the individual Heads of each Department. The Vice-Principal manages attendance of the students and the regularity records of the teaching and non-teaching faculty. A separate Confidential section is maintained in the college to keep the records of all the employees. The IQAC manages the placement of the teaching faculty and arranges all

the requisite screening needs for their promotions.

The administration runs smoothly under the leadership of a head clerk who keeps all the records, letters and correspondence. These are filed and kept in proper cabinets for record and reference.

Though the system is simplistic in approach yet highly effective in its efficiency level. All financial matters are routed through the head of the institution and this single window approach has proved to be efficient and as the Principal is the head of the institution she bears the responsibility of being accountable for all financial functions.

Regular staff meetings are held to keep the teaching faculty on decisions relating to administrative and academic progress. These meetings provide an open forum to discuss all matters relating to the college whether they be academic, administrative or financial.

Grievances cell of the IQAC helps in maintaining transparency on the administrative affairs of the college. Any grievance relating to the non teaching staff is usually taken to the office of the vice – principal who then relates it to the principal. The matter is then handed over to the office committee which is headed by the Head of the Political Science Department. The matter is then initiated to solve and deal with the matter in a fair and just manner.

The college organizes programs for its non-teaching staff on ethics, values and other matters to elevate their polish their working skills.

7.2 Best Practices

7.2.1 Describe at least two institutional best practices (as per NAAC Format)

Response:

Best Practices - I

Students Progression Beyond the Campus

Objectives:

In the last five years the college has taken upon itself that our main focus will be the students. The view to extend their intellectual growth by activities outside the classroom have been an area unexplored previously and left no doubt of its enriching and beneficial gains to the young and impressionable minds. The idea of expanding their horizons judiciously, to look beyond the campus, to learn from others and also feel a sense of social responsibility towards those who would need their support and help was the desired outcome.

The Context :

Though some of the mechanisms were already in place, adding to them more factors and making the whole process work proved challenging. Yet the idea of the giving our students a practical experience and

a hands on approach towards life made us confident that this was the holistic educational tool we would want our graduates to be equipped for their future.

The main thrust of the whole concept was to encourage the students to not only adjust amongst themselves but also to relate with others from different cultural and social backgrounds. Though the scope to experience and learn from different areas are many, yet selecting and adjusting it to the schedule and limited time frame that students have become a challenge. To introduce new ideas and also make the existing factors work towards the common goal of the complete growth of a students was indeed a challenge.

The Practice:

The college already had extension services towards community development and to keep in mind that the main focus was students participation was to not only make the students involved in existing systems but also to find new and varied avenues where the change and development of the girl student can blossom.

The college was offered by the Law Department of the government to open a Legal Aid office at its premises. This was a golden opportunity as two of the present faculty have law degrees and the location of the college at the center of the commercial hub of the city would also be able to assist people living in the surrounding areas. The inaugural event itself was a learning experience for our girls as it was attended by the Chief Justice and two sitting Judges of the high court along with the top lawyers of the state. The girls were able to listen to the sagacious speech by the judges and also learn about protocol observed at such functions. The students enthusiastically participated at the cultural activities organized for the function. Many volunteered and became paralegals of the Legal Aid cell. The two noted contributions from the students to create awareness about legal services to the people was via the medium of performing street plays in the main market areas and door to door campaign in the suburbs of Shillong.

The college already has an adopted village as part of its extension services. Getting students participation in the activities for the adopted village was the core of future plans in the agenda. The initial activity was conducting a village health camp. The students not only took care to the basic needs of the villagers who attended the program but they also were in-charge of registration and assisting the participants, doctors and nurses.

A huge impact on this ongoing process is the signing of MOUs and Exchange Agreement with other institutions. Lady Keane is logistically located in a small city so in order to learn from the well developed institutions like Ambedkar University in Delhi and also from remote colleges like Thomas Jones College in Jowai through programs during college festivals and faculty exchange programs have enriched our educational outlook.

The college is the first in Northeast India to becoming an institutional member of INTACH (Indian National Trust for Art and Cultural Heritage). From getting our students and faculty involved in an international seminar, attending workshops at Lodhi Estate and jointly organizing a seminar on advocacy to protect the natural heritage of Sohra (Cherrapunji), these have been wholesome experiences for the institution.

On promoting the idea of giving back to society, our students organized a carnival for to raise money for the building of a village school. This selfless activity was managed and approached with enthusiasm appreciated by the village school.

Evidence of Success:

The most important change that can be seen in the students is their outlook and perspective towards their future. They are now aware of legal matters and are conscious of the judicial systems. They are now in the know of their rights and duties as citizens of the country. Opting to be paralegals has also changed them into confident young ladies.

Helping out in activities and programs for the adopted village school and adopted village has sensitized their lives in their thinking process that however small an activity in a collective manner they have contributed in improving the lives of those in rural India. In giving back to society we have been able to inculcate our students with a sense of social responsibility.

Linking our college with institutions in the rural and metropolitan city has been an amazing journey on the whole. To see and observe the different dynamics of how things work and the functional modalities at both ends of the spectrum of rural and urban India is an education in itself. Their management and organizational methods and the system of decision making was a learning experience. Though vastly different in location, structure and functionality yet common modalities can be observed as all are working towards educating and enriching our youth.

Linkage with INTACH has not only educated us about the rich heritage of our country but has opened avenues for our students to opportunities for scholarships and further studies in this previously unknown field of study. Students now have the option to go for heritage studies after their graduation.

Through these activities some of our students have had the opportunity to travel especially for those who have never stepped out beyond these hills. While the faculty have polished their negotiation skills and have an encompassing worldview on education.

Problems Encountered and Resources Required:

Change has always faced opposition. This cannot be more true for this practice in our college. Taking up the challenge for us to step out of our comfort zone has had its fair share of stumbling blocks. This practice was implemented in the most challenging of times as the college shifted from the annual system to the semester system. Though the phasing out was gradual yet at one point of time the faculty had to handle both systems simultaneously thus creating extra workload under a constraint dateline.

Though all activities were student-centric it also involved faculty, guardians and parents for its success as permissions were needed from home and faculty also had to accompany the girls in their journeys.

As the country does not have a uniform academic calendar, adjusting to different schedules of institutions did create a hurdle.

Though the management was benevolent in providing financial assistance for all these activities yet assistance from funds available for such activities at the disposal of the government has yielded very little response.

Notes:

If more linkages and exchange programs between institutions is encouraged their could be a paradigm

shift in the approach towards education in HEIs. Learning and education can be approached with a more holistic method that learning for others is as enriching if not even more successful than learning in the classroom. Students have learnt that whether in metros or villages social interactions have a common goal of working towards a better and progressive nation. These activities give us a firsthand experience of the endeavor of the human spirit amidst varying difficulties to network, socialize and encourage each other to be a better version of themselves. Creates a sense of appreciation of various factors such as traditions, culture, administrations that make systems work. If credits can be implemented for students to academically benefit from such experience it would be encouraging.

Best Practices -II

Sustainable Environmental Efforts

Objectives of the Practice:

The concept of a sustainable approach towards conservation of energy along with concerted efforts to protect the environment were the two major factors kept in mind in implementing various activities within the college. In order for this practice to be a success it was a series of activities over half a decade spread over academic calendars while also seeking the involvement of all stakeholders of the college. The hope to bring down greenhouse emissions, reduce the consumption of energy, progress towards the use of renewable energy sources, segregation of wastes and sensitizing everyone concerned were the challenges taken up by the college.

The Context:

There is no denying that Climate Change is a reality and it needs the collective effort of each human to stall its progress. HEIs play a key role in this prospect as we are not only educating the youth but also by practicing and sensitizing them as they play a key role in protecting this fragile Earth.

Use of solar energy was introduced as a means to provide hot water for the usage of the hostel. Though the only needed factor was installation yet it was a pioneering move as this has reduced the consumption of electricity.

Rain water harvesting has been implemented in the hostel block of the college and has led to a lot of relieve from water shortages in the campus.

The management initiated to make the campus plastic free. The effort to start using LED bulbs, the segregation of waste are some of features of this practice.

The Practice:

The college has taken bold initiatives towards protecting the environment and introducing sustainable measures to do so. Installing solar panels for heating water has definitely reduce the consumption of electricity. Rain water harvesting has also provided relieve from water shortages as this is filtered and can be used for washing clothes and cleaning

Making the campus plastic free was a target goal of the management and this has been put into practice by banning plastic bottled water while at the same time installation of Aquaguard water filters at strategic

locations of the campus so as to take care of the basic need of drinking water.

Segregation of waste has led not only to the installation of color-coded bins in the campus but because of it the college was able to generate enough raw material for its paper recycling unit to function.

All environment activities have been monitored and Green Auditing conducted regularly to observe the progress towards achievable targets. The air quality in the campus is also tested from time to time and pollution levels are low.

The college also observes the, 'World Environment Day', annually, organizing programs encouraging tree plantation. The English on one occasion managed to provide tree saplings for all the students to take home and plant. While recently the IQAC in collaboration with the horticulture department of the government was able to provide free fruit tree saplings to the farmers of the adopted village.

Protecting the environment is an ongoing process and the college takes its role seriously. Extension services towards our adopted village will also see to the preservation of the rivers and water systems of this village by connecting the local village council with the PHE (Public Health Engineering) Department of the state government.

Paper recycling has taken off in the right direction as the used paper provide the pulp for our paper recycling unit.

The College will be working towards the installation of ETP (Effluent Treatment Plant) which will definitely contribute towards a cleaner and healthier environment not only within the campus but also its surroundings.

Evidence of Success:

Lady Keane can easily boast that its campus is one of the cleanest and pristine in the city. The location of the campus is in one of the most polluted and congested part of the city. But because of the greenery where there are more than 103 mature trees and plantation drive is done annually it can be rightfully said that the college are the lungs of the City Centre.

The certificates for the seminar on Environment, 'Know Globally, Act Locally', were printed on our own recycled paper.

LED bulb replacement has found a strong foothold in our college and gradually we hope to achieve 80 to 100 percent usage.

The installation of Solar panels in the campus has provided hot water for the girls, electricity to Block IX of the hostel and also for lighting the campus.

Green Auditing is being conducted by the Department of Chemistry and the NSS unit of the college. They have managed to create the ambience of consciousness to prepare our students in protecting, appreciating and preservation of the environment. Involving the students in waste segregation, tree plantation by organizing activities as cleaning drives and poster competitions.

Our commitment towards the protection of the environment is beyond our campus as we are also sensitizing the community in our adopted village by promoting organic farming , tree plantation and protecting our water systems.

Problems Encountered and Resources Required :

As with all co-curricular activities the time constraint is a major element in such occasions. Students and faculty have to organize and partake in programs at their free time only. If environment protection and preservation was incorporated into the schedule of the semester system and credits awarded there would be a huge boost in the participation aspect and success of the programs.

Funding and financial constraints have also slowed down the activities of protecting the environment. Most of the programs are funded by the college itself as the process of attaining government funding is tedious and difficult to access.

As with all HEIs coordination is a major problem as each Department often functions in an insular manner thereby creating a platform where all interested Departments could work in tandem with each other has proved challenging.

Space is also a major factor in helping the activities towards preservation of the environment. If labs were available for experiments can be conducted and testing carried out this would definitely help.

Notes:

Climate Change is causing drastic damages. We have only one planet and the protection and preservation of this fragile earth is to be addressed in all seriousness, measures have to be taken from top to bottom. Each individual should do their utmost to contribute towards the environment. Stringent measures should be taken at all levels.

Government funding should be easily accessible. Advocacy in and beyond the campus should be carried out regularly. A conceptual plan that each college graduate from the day they join, should have an Environment Report card of which their activities and efforts are recorded and graded . This will lead to such a huge impact not only in the country but also in the world as we produce the maximum number of graduates annually.

7.3 Institutional Distinctiveness

7.3.1 Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust

Response:

The college is the oldest institution for higher education for girls in the North-east region of India. The vision of the founding members is to provide a safe and comfortable environment for girls to study and mature into responsible and educated adults. The one factor that has attracted students from all over is the hostel facilities available in the college premises. In fact Lady Keane college was at one point of time the

only college with a girls hostel. This unique feature attracted students from all over the country and in recent times we have students from our neighboring countries namely, Bhutan, Bangladesh and Sri Lanka.

The college hostel has an accommodation capacity for 275 students. There are various facilities and activities available for the girls. There are various accommodation variations available. Junior students are accommodated on room sharing basis of five. The senior girls have a trio sharing systems. There is also an international accommodation for foreign students. There is a full time warden and her assistants who take good care of the girls. The meals of the students are balanced and well planned. Till date there has never been a grievance concerning the quality of food provided. The menu is also changed from time to time so as to provide variation in the diet of the students.

As with any hostel facility, water is needed in abundance and more so in a girls hostel. The management has taken this seriously and various eco- friendly measures are in place. Rain water harvesting is one method that has alleviated this problem. This measure is wise as Shillong gets a lot of rain almost throughout the year. The rain water harvesting facility has solved a lot of the water shortage problems usually faced by the residents of Shillong. The girls are more comfortable and can wash their clothes and take their baths regularly.

Another important feature of the girls hostel is the availability of solar energy systems installed. Shillong experiences cold weather due to its altitude and climate conditions. The installation of Solar Water Heating system, the college is able to provide hot water for bathing. A system of Solar Photovoltaic Energy system has been put into use and a number of CFL bulbs in the hostel are fueled by solar power. This measure is an amazing feature in the compound as it has solved the much needed energy needed for the smooth functioning of the hostel. Having solar power as an alternative energy source has also led to the reduced electricity consumption of the hostel.

The hostel girls are also privy to a well-equipped gymnasium which they have access to after their academic sessions. A covered basketball, tennis and volleyball courts is at their disposal for them to use at any time they are free. The management has also provided yoga classes to give the girls a complete and healthy life.

The college has a medical health unit on campus and the girls have access to this during the working hours. The unit has a visiting doctor and a full time nurse along with attendants. The unit is also well equipped to take care of minor problems, while the hostel girls have a doctor on call at any time of the day and night to take care any emergency.

5. CONCLUSION

Additional Information :

The College celebrated its 84th Foundation Day on the 25th July, 2019. On this occasion the first floor of the Academic Block V for professional courses under Rashtriya Uchcharat Shiksha Abhiyan (RUSA 1.0) was inaugurated by Shri. Lakhmen Rymbui, Hon'ble Minister of Education, Government of Meghalaya. The Principal and teaching staff were felicitated for receiving awards and academic publications. Students' Volunteers of the different units were also felicitated for receiving University and State Awards. For the first time the College organised the Valediction Day for the Students, Batch 2019.

The College celebrated the 73rd India Independence Day on the 15th August, 2019 by hoisting the National Flag followed by the National Anthem. On this day, the NSS Unit of the College came up with the first music video on the theme Freedom. The Freedom song composed by Assistant Professor, Shri. Nangsan K. Swer, NSS Programme Officer, sang by the talented NSS Volunteers. The song was a multi-lingual song which includes the vernacular languages of the main tribes in Meghalaya, also in English. The interactive video documentary was also filmed to quiz the students of the college regarding the different aspects concerning independent India. Both these videos were released by Dr. (Mrs.) C. Massar, Principal of the College, in the presence of the staff and students in the Seminar Hall of the College. The music video has also been posted online in you-tube ([link=https://youtu.be/59KqZvynGAI](https://youtu.be/59KqZvynGAI)).

The Unit organized a cleaning drive in the campus of the College as one of the activities during the day. A total of 50 tree saplings procured from the Agriculture Department, Government of Meghalaya, out of which 10 Saplings were planted in the College Campus. The other 40 saplings were distributed to the NSS volunteers and staff. An oath taking ceremony by the staff and students on "Swachhta Shapath" was administered by Shri. R. Decruse, Vice Principal of the College.

Concluding Remarks :

The 25th of July, 2019, capped the eighty – fourth milestone in the resplendent history of Lady Keane College as a pioneering institution for women's education in North-East, India. This achievement validates its reputation as a premiere women's college with years of experience and consistent academic performance. The primary focus of the Institute is on developing patterns of quality teaching in all branches of academic pursuits within its domain. Emphasis is laid on a proactive learning process and the cultivation of scholarly habits and scientific methods under the tutelage of highly qualified faculty members. The college has indisputably, established a reputation for encouraging and promoting a healthy interactive relationship between the faculty and students, thereby, inculcating the prime values of social responsibilities and citizenship roles among the young learners. The educational principles adopted and implemented are co-related to the needs of the country and our state in particular. The college strives to provide the students with an updated awareness of career opportunities after graduation. We have made gigantic strides not only in providing quality education and improved infrastructure, but also in opening new and modern channels of learning.

This conclusion would be incomplete without an expression of my deep sense of gratitude to the National Accreditation and Assessment Council (NAAC) Bengaluru for the acceptance of the Institutional Information for Quality Assessment (IIQA) and permission to submit the Self Study Report (SSR) Cycle 3. Our sincere thanks goes to the affiliating University, State Government, President and members of our college Governing

Body, Internal Quality Assurance Cell, (IQAC) and the Faculty of the various Departments. A special acknowledgement must also be made to the advisory Boards, college committees, the alumni, parents, non – teaching staff and students who have ungrudgingly performed the tasks assigned to them, to make our college better.

As we present and submit the SSR Cycle 3, we reaffirm our commitment to continue upholding and uplifting the Vision, Mission and the Motto of the College as a collaborative effort to improve the quality of education and therefore, the quality of life for young women everywhere.

NAAC

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																				
1.1.2	<p>Number of certificate/diploma program introduced during the last five years</p> <p>1.1.2.1. Number of certificate/diploma programs introduced year-wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>2</td> <td>0</td> <td>3</td> <td>0</td> <td>1</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>2</td> <td>0</td> <td>3</td> <td>0</td> <td>00</td> </tr> </tbody> </table>	2018-19	2017-18	2016-17	2015-16	2014-15	2	0	3	0	1	2018-19	2017-18	2016-17	2015-16	2014-15	2	0	3	0	00
2018-19	2017-18	2016-17	2015-16	2014-15																	
2	0	3	0	1																	
2018-19	2017-18	2016-17	2015-16	2014-15																	
2	0	3	0	00																	
1.1.3	<p>Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years</p> <p>1.1.3.1. Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year-wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>15</td> <td>19</td> <td>8</td> <td>7</td> <td>7</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>01</td> <td>11</td> <td>02</td> <td>00</td> <td>7</td> </tr> </tbody> </table>	2018-19	2017-18	2016-17	2015-16	2014-15	15	19	8	7	7	2018-19	2017-18	2016-17	2015-16	2014-15	01	11	02	00	7
2018-19	2017-18	2016-17	2015-16	2014-15																	
15	19	8	7	7																	
2018-19	2017-18	2016-17	2015-16	2014-15																	
01	11	02	00	7																	
1.2.1	<p>Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years</p> <p>1.2.1.1. How many new courses are introduced within the last five years</p> <p>Answer before DVV Verification : 2</p> <p>Answer after DVV Verification: 25</p>																				
1.2.3	<p>Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years</p> <p>1.2.3.1. Number of students enrolled in subject related Certificate or Diploma or Add-on programs year-wise during the last five years</p> <p>Answer before DVV Verification:</p>																				

2018-19	2017-18	2016-17	2015-16	2014-15
114	11	17	42	0

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
80	11	17	42	0

- 1.3.3 Percentage of students undertaking field projects / internships
- 1.3.3.1. Number of students undertaking field projects or internships
 Answer before DVV Verification : 87
 Answer after DVV Verification: 75
- Remark : The HEI has names 1 Bachelore in Science (Botany) B.Sc. Botany Nabam Rupa and 2. Bachelore in Science (Botany) B.Sc. Botany nabam Rupa that have been duplicated. The HEI has included 11 students of Diploma which is not part of Higher Education. Based on the project reports attached with the SSR and the sanction of the principal to undertake minor projects. Certificate of Fashion Design trainees and field trips of History students, study of school infrastructure considered.

- 2.1.1 Average percentage of students from other States and Countries during the last five years
- 2.1.1.1. Number of students from other states and countries year-wise during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
256	234	276	231	193

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
105	57	90	82	94

- 2.1.2 Average Enrollment percentage
 (Average of last five years)
- 2.1.2.1. Number of students admitted year-wise during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
565	641	570	604	643

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15

522	558	538	575	627
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2.1.2.2. Number of sanctioned seats year-wise during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
605	605	590	590	590

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
605	605	590	590	590

2.1.3 Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during the last five years

2.1.3.1. Number of actual students admitted from the reserved categories year-wise during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
515	544	530	531	531

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
470	502	531	517	531

Remark : The number of students actually admitted from the reserved categories year-wise cannot exceed the Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise. In year 2014-15 and 2016-17 the Number of seats earmarked for reserved category as per GOI/State Govt rule is 531 hence Number of actual students admitted from the reserved categories for these years restricted to 531.

2.3.3 Ratio of students to mentor for academic and stress related issues

2.3.3.1. Number of mentors

Answer before DVV Verification : 42

Answer after DVV Verification: 36

Remark : As per the HEI statement in the response dialogue box and the data attached with the Metric in response. The HEI list has 6 teachers that mentor for topics related to students and stress and 30 teachers that take care of groups of students department wise.

2.4.2 Average percentage of full time teachers with Ph.D. during the last five years

2.4.2.1. Number of full time teachers with Ph.D. year-wise during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
26	24	22	21	18

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
26	24	22	21	17

2.4.3 Teaching experience per full time teacher in number of years

2.4.3.1. Total experience of full-time teachers

Answer before DVV Verification : 1280 years

Answer after DVV Verification: 1169 years

2.4.4 Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years

2.4.4.1. Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year-wise during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
2	0	1	0	1

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
00	0	00	0	00

2.4.5 Average percentage of full time teachers from other States against sanctioned posts during the last five years

2.4.5.1. Number of full time teachers from other states year-wise during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
4	4	4	4	4

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
4	4	4	4	4

2.6.3 Average pass percentage of Students

2.6.3.1. Total number of final year students who passed the examination conducted by Institution.

Answer before DVV Verification : 330

Answer after DVV Verification: 321

2.6.3.2. Total number of final year students who appeared for the examination conducted by the institution

Answer before DVV Verification : 445

Answer after DVV Verification: 419

Remark : As per the HEI statement in the response dialogue box and the data attached with the Metric in response.

3.1.1 Grants for research projects sponsored by government/non government sources such as industry ,corporate houses, international bodies, endowment, chairs in the institution during the last five years (INR in Lakhs)

3.1.1.1. Total Grants for research projects sponsored by the non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution year-wise during the last five years(INR in Lakhs)

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
0	3	0	3	12.75

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
0	03	0	1.85	12.75

3.2.2 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years

3.2.2.1. Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year-wise during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
21	20	23	20	20

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
00	00	00	00	00

3.3.3 Number of research papers per teacher in the Journals notified on UGC website during the last five years

3.3.3.1. Number of research papers in the Journals notified on UGC website during the last five

years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
5	5	6	7	9

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
05	04	05	07	08

Remark : The HEI was advised that it had not provided ugc website link. The HEI was to clean up its data and provide only authenticated and complete information in the NAAC prescribed format with ugc website details in Excel file. Only local journal had been quoted which do not fall under Journals notified on UGC website. As per the HEI data attached with the Metric in response. International Journal of Chemtech Research is not eligible. As per the HEI data attached.

3.3.4 Number of books and chapters in edited volumes/books published and papers in national/international conference proceedings per teacher during the last five years

3.3.4.1. Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings year-wise during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
4	7	6	6	4

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
02	04	02	04	02

Remark : Only the following publications (claimed Chapters in books (non verified)) have been identified Enzymes in Food Biotechnology Production, Applications and Future Prospects. This book is by Mohammad Kuddus and not by Gareth Gordon Syngai as claimed. As per the HEI data Chapter 11 is considered. 978-93-5125-106-4 by Saji. 978-0-12-813280-7 The Marvel Plant of Meghalaya: Zanthoxylum acanthopodium DC LAP LAMBERT Academic Publishing People Called Shillong Conference Proceedings of 2nd International Conference on Advanced Informatics for Computing Research(ICAICR 2018). 978-812-287-00040 ISBN does not exist. All the other ISBN/ Conferences are not valid entries. Even though the ISBN 978-812-287-00040 is published on the book it is not registered ISBN. Similarly ISBN 9789382120339 yields Sorry, we could not find any information for this book. Please try a different book. ISBN 9781538656297 Sorry, we could not find any information for this book. Please try a different book. ISBN 9789384869793 Sorry, we could not find any information for this book. Please try a different book

3.4.2 Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years

3.4.2.1. Total number of awards and recognition received for extension activities from Government /recognised bodies year-wise during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
6	1	2	3	0

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
04	1	2	3	0

3.4.4 Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years

3.4.4.1. Total number of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year-wise during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
545	983	408	709	265

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
10	150	87	50	00

3.5.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc during the last five years

3.5.1.1. Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc year-wise during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
13	21	18	17	13

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
06	08	05	07	08

3.5.2 Number of functional MoUs with institutions of National/ International importance, Other Institutions, Industries, Corporate houses etc., during the last five years (only functional MoUs with

ongoing activities to be considered)

3.5.2.1. Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years (only functional MoUs with ongoing activities to be considered)

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
7	5	3	2	2

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
5	1	0	0	0

4.1.4 Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years.

4.1.4.1. Budget allocation for infrastructure augmentation, excluding salary year-wise during the last five years (INR in Lakhs)

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
282.0625	250.77	246.5845	283.1415	201.116

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
18.34	11.92	39.97	11.59	36.81

Remark : The HEI was advised to reconcile and Provide a consolidated audited income/ expenditure highlighting specific expenditure for infrastructure augmentation, excluding salary component. The HEI was requested that the certificate must be duly certified by the CA and counter signed by the principal. The HEI has provided a combined balance sheet rather than extracted for infrastructure augmentation.

4.2.6 Percentage per day usage of library by teachers and students

4.2.6.1. Average number of teachers and students using library per day over last one year

Answer before DVV Verification : 131

Answer after DVV Verification: 27

4.3.3 Available bandwidth of internet connection in the Institution (Lease line)

Answer before DVV Verification : 5-20 MBPS

Answer After DVV Verification: 5-20 MBPS

5.1.2 Average percentage of students benefited by scholarships, freships, etc. provided by the institution

besides government schemes during the last five years

5.1.2.1. Total number of students benefited by scholarships, freeships, etc provided by the institution besides government schemes year-wise during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
2	19	3	8	5

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
2	19	3	06	03

Remark : As per the HEI statement in the response dialogue box and the data attached with the Metric in response. The HEI has provided lists of the students benefited by scholarships, freeships, etc provided by the institution besides government schemes year-wise during the last five years.

5.1.4 Average percentage of student benefited by guidance for competitive examinations and career counselling offered by the institution during the last five years

5.1.4.1. Number of students benefited by guidance for competitive examinations and career counselling offered by the institution year-wise during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
292	547	312	385	282

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
292	447	312	285	282

5.2.2 Percentage of student progression to higher education (previous graduating batch)

5.2.2.1. Number of outgoing students progressing to higher education

Answer before DVV Verification : 106

Answer after DVV Verification: 102

5.4.3 Number of Alumni Association / Chapters meetings held during the last five years

5.4.3.1. Number of Alumni Association /Chapters meetings held year-wise during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
5	2	4	5	2

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
5	2	4	5	2

6.2.3 Implementation of e-governance in areas of operation

1. Planning and Development
2. Administration
3. Finance and Accounts
4. Student Admission and Support
5. Examination

Answer before DVV Verification : C. Any 3 of the above

Answer After DVV Verification: E. Any 1 of the above

6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

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

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
7	13	11	0	0

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
7	11	08	0	0

6.3.4 Average percentage of teachers attending professional development programs viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Program during the last five years

6.3.4.1. Total number of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year-wise during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
20	12	10	12	10

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
18	12	10	12	10

Remark : As per the HEI statement in the response dialogue box and the data attached with the Metric in response.

6.4.2 Funds / Grants received from non-government bodies, individuals, Philanthropists during the last five years (not covered in Criterion III) (INR in Lakhs)

6.4.2.1. Total Grants received from non-government bodies, individuals, philanthropists year-wise during the last five years (INR in Lakhs)

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
3.88	1.48	1.0	0.45	0

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
1.0	1.48	1.0	0.45	0

Remark : The HEI has claimed that the donations have been utilized to Construction of a multi-purpose hall in the Adopted Village School, Madan Umroi Upper Primary School, Ri-Bhoi District. This is contribution for the primary school and not donation for the HEI. Sum of Rs 1.0 Lac for financially weak students is considered.

6.5.3 Average number of quality initiatives by IQAC for promoting quality culture per year

6.5.3.1. Number of quality initiatives by IQAC for promoting quality year-wise for the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
1	1	1	4	2

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
1	1	1	4	2

7.1.9 Differently abled (Divyangjan) Friendliness Resources available in the institution:

1. Physical facilities
2. Provision for lift
3. Ramp / Rails
4. Braille Software/facilities
5. Rest Rooms
6. Scribes for examination
7. Special skill development for differently abled students

8. Any other similar facility (Specify)

Answer before DVV Verification : D. At least 2 of the above

Answer After DVV Verification: D. At least 2 of the above

Remark : The HEI attached data is not relevant to the Metric. As per the HEI initial claim and in confirmation to the claim.

7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years 7.1.10.1. Number of specific initiatives to address locational advantages and disadvantages year-wise during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
2	5	4	3	1

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
00	00	01	02	0

7.1.11 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)

7.1.11.1. Number of initiatives taken to engage with and contribute to local community year-wise during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
17	8	13	11	8

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
02	03	02	01	01

7.1.15 The institution offers a course on Human Values and professional ethics

Answer before DVV Verification : Yes

Answer After DVV Verification: No

Remark : The HEI has provided details of Course on Human Rights which is not the same as Human Values and professional ethics.

2.Extended Profile Deviations

ID	Extended Questions
1.1	Number of courses offered by the institution across all programs during the last five years Answer before DVV Verification : 4

Answer after DVV Verification : 61

1.2 Number of programs offered year-wise for last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
4	3	3	2	2

Answer After DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
03	3	3	2	2

2.1 Number of students year-wise during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
1516	1641	1651	1497	1428

Answer After DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
1516	1642	1651	1496	1398

2.2 Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
544	544	531	531	531

Answer After DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
545	545	531	531	531

2.3 Number of outgoing / final year students year-wise during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
422	455	357	309	276

Answer After DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
419	445	474	401	379

3.2	<p>Number of computers Answer before DVV Verification : 139 Answer after DVV Verification : 20</p>																				
3.3	<p>Total Expenditure excluding salary year-wise during the last five years (INR in Lakhs)</p> <p>Answer before DVV Verification:</p> <table border="1" data-bbox="197 472 986 584"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>307.33</td> <td>262.69</td> <td>320.04</td> <td>417.42</td> <td>378.58</td> </tr> </tbody> </table> <p>Answer After DVV Verification:</p> <table border="1" data-bbox="197 663 986 775"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>301.12</td> <td>259.9</td> <td>295.01</td> <td>242.85</td> <td>239.34</td> </tr> </tbody> </table>	2018-19	2017-18	2016-17	2015-16	2014-15	307.33	262.69	320.04	417.42	378.58	2018-19	2017-18	2016-17	2015-16	2014-15	301.12	259.9	295.01	242.85	239.34
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