YEARLY STATUS REPORT - 2022-2023

Part A	
Data of the Institution	
1.Name of the Institution	Lady Keane College, Shillong
• Name of the Head of the institution	Dr. D. K. B. Mukhim
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	03642223293
• Mobile No:	8837056385
• Registered e-mail	ladykeanecollege@gmail.com
• Alternate e-mail	khlur.m@yahoo.com
• Address	Rhino Pinewalk Road, Secretariat Hills
• City/Town	Shillong
• State/UT	Meghalaya
• Pin Code	793001
2.Institutional status	
• Affiliated / Constitution Colleges	Affiliated
• Type of Institution	Women
• Location	Urban

• Financial Status	**UGC 2f and 12(B)**
• Name of the Affiliating University	**North-Eastern Hill University, Shillong**
• Name of the IQAC Coordinator	**Dr. Ksanbok Makdoh**
• Phone No.	**03642225777**
• Alternate phone No.	**03642223293**
• Mobile	**9863074005**
• IQAC e-mail address	**iqacladykeanecollege@gmail.com**
• Alternate e-mail address	**ksanbok@gmail.com**
3.Website address (Web link of the AQAR (Previous Academic Year)	https://www.ladykeanecollege.edu.in/files/userfiles/file/AQAR%2020 21-2022.pdf
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	https://www.ladykeanecollege.edu.in/files/userfiles/file/CALENDAR%20SESSION%202022-2023.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B**	**2.74**	**2009**	**29/01/2009**	**28/01/2014**
Cycle 2	**A**	**3.09**	**2014**	**24/09/2014**	**23/09/2019**
Cycle 3	**B**	**2.50**	**2021**	**15/02/2021**	**14/02/2026**

6.Date of Establishment of IQAC	**15/05/2008**

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

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Institutional	**Salary**	**State Government**	**2022-2023**	**20,46,01,621**

8.Whether composition of IQAC as per latest NAAC guidelines	`Yes`
• Upload latest notification of formation of IQAC	[View File]()
9.No. of IQAC meetings held during the year	`3`
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	`No`
• If No, please upload the minutes of the meeting(s) and Action Taken Report	[View File]()
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	`No`
• If yes, mention the amount	

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

- `Implementation of NEP 2020`
- `Career Advancement of Teachers and Recruitment of New Faculties`
- `Students' Support`
- `Introduction of College Management Information System (MIS)`
- `Preparation of Infrastructure Development Plan`

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

Plan of Action	Achievements/Outcomes
Implementation of NEP 2020	Implemented from academic session 2023-2024
Introduction of vocational courses	Syllabi prepared as per NEP 2020
Participation in NIRF	Participated in NIRF 2023
To conduct Academic and Administrative Audit	To be conducted in 2024
Coaching for CUET and Competitive examinations	Conducted
Registration of faculties in MOOCs/SWAYAM and Development of e-Contents.	Two Day Workshop on "Development of e-Contents" was organised on the 28th and 30th March, 2023.
Implementation of Free education policy for under privilege students	6 seats are allotted under "Free Education Scheme for Orphans and BPL Students"
Implementation of "Earn while you Learn" mechanism	To be implemented in 2024
Up-gradation of the infrastructure and internet facilities	up-graded and the College Campus is a Wi-fi enabled Campus
Up-gradation of e-resources in the library	Upgraded
To organised Workshop or Lecture on "Artificial Intelligence"	To be conducted in March 2024
To organise a National/International Seminar on Climate Change	To be conducted in February 2024

13.Whether the AQAR was placed before statutory body?	Yes

- Name of the statutory body

Name	Date of meeting(s)
IQAC General Body	14/12/2023

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2021-2022	19/01/2023

15.Multidisciplinary / interdisciplinary

a) The courses offered: Bachelor of Arts, Bachelor of Science, Bachelor of Tourism and Travel Management and Bachelor of Computer Applications.

b) The Institution has implemented NEP 2020 from the Academic Session 2023-2024 as directed by the Affiliating University. The Broad Category of Courses are:

1. Major/Core Course
2. Minor/Core Course
3. Vocational Education & Training (Minor)
4. Multidisciplinary Courses (MDC)
5. Ability Enhancement Courses (AEC)
6. Skill Enhancement Courses (SEC)
7. Value Added Courses (VAC)

c) Students shall be required to successfully complete an internship/apprenticeship/community engagement and service/field-based learning or minor project of 4 credits to get a UG Certificate/Diploma and a Bachelor's Degree. Environmental Studies is included as a VAC.

d) A student opting to exit after the completion of the 1st Academic Year, 2nd Academic Year and 3rd Academic Year shall be awarded a UG Certificate, UG Diploma and Bachelor's Degree in a Major subject respectively. A Student shall require to earn the required Credits as per the North-Eastern Hill University Ordinance.

e) Unemployment is one of the major challenge of the society. Add On courses like Certificate, Diploma and Training Courses are offered. With the implementation of NEP 2020, Vocational and Entrepreneurship Courses will be implemented. The extension units like NCC, NSS, YRC and Rangers regularly conduct awareness programmes related to health, environment, social issues, etc. which are the other challenges in our Society.

f) The College offers Multidisciplinary Courses in addition to the Major and Minor/Core Course. Internship/apprenticeship/community engagement and service/field-based learning or minor project of 4 credits are part of the curriculum and credit framework.

16.Academic bank of credits (ABC):

It will be implemented from the Academic Session 2023-2024 onwards after receiving guidelines from the affiliating University.

17.Skill development:

The Vocational Courses to be offered by the Institution are:

1. Floriculture, Mushroom Cultivation and Vermicomposting
2. Floriculture
3. Office Automation
4. Biochemistry Laboratory Techniques
5. Techniques for Water Analysis – I
6. Techniques for Water Analysis – II
7. Food and Beverage Service Operations
8. Tour Guide and Escort Services
9. Expatiate to Fashion Designing – I
10. Expatiate to Fashion Designing – II
11. Indoor Radon Detection
12. Radon Detection in water and soil
13. English for Tourism
14. Evolution of Khasi Music
15. Voice Culture
16. Classification and Crafting of Khasi Musical Instruments

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

The College offers courses in Hindi, Khasi, Garo, Assamese and Bengali as Elective Subjects/AECs. Add-On course in Khasi Traditional Music, Yoga and spoken Hindi are also offered. Indian Knowledge System are included in the syllabi of various courses.

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

In addition to classroom lectures, various students' projects, seminars, field trips, industrial visits, students exchange programme, competitions, tutorial, mentoring and remedial classes etc are conducted.

20.Distance education/online education:

The College had organised workshops for the teachers on Online

Teachings and e-resource development. The faculties are encouraged to register in MOOCs and Swayam and to develop e-content/s. With the implementation of NEP 2020, students are to attend online courses through MOOCs/Swayam as per the affiliating University guidelines.

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**34**

File Description	Documents
Data Template	View File

2.Student

2.1 Number of students during the year	**1585**

File Description	Documents
Data Template	View File

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**778**

File Description	Documents
Data Template	View File

2.3 Number of outgoing/ final year students during the year	**328**

File Description	Documents
Data Template	View File

3.Academic

3.1 Number of full time teachers during the year	**87**

File Description	Documents
Data Template	View File

3.2 Number of Sanctioned posts during the year	**87**

File Description	Documents
Data Template	View File

4.Institution

4.1 Total number of Classrooms and Seminar halls	**66**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**252.03**
4.3 Total number of computers on campus for academic purposes	**160**

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

To ensure effective curriculum delivery, the Academic Calendar is prepared at the beginning of the year. The Principal convene meetings with the Heads of Departments and also with the faculties to discuss the action plan for the academic calendar where their views and suggestions are considered. Time tables are prepared and department meetings are convened at regular intervals for distribution of workloads and the heads of departments ensure the complete coverage of the syllabus.

For effective delivery, most of teachers combined lectures with power point presentations and chalk- duster mode of teaching. To help slow learners, Remedial classes are allotted in the time table. Mentoring to guide and help students improve their performance is made compulsory.

The College is equipped with central library, department libraries and laboratories to ensure effective delivery of the curriculum. Experiential learning for the students via research-based projects, field trips and internships are also included. Feedbacksfrom teachers and students are collected to identify problems and suggestions are taken up for improvement.

Continuous assessments are conducted by the Departments and the Examination Cell as per the Academic Calendar.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	Nil

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

The Academic Calendar is prepared by the Calendar Committee headed by the Principal of the College. The Website Committee updates the Academic Calendar in the website of the College and students are apprised about the calendar at the beginning of the session. Classes and co-curricular activities are as per schedule given in the Academic Calendar.

Continuous Internal Assessmentsareconducted through tests,assignments and seminar presentation. The tests conducted are either centralised or conducted by the respective departments. The centralised test is conducted by the Examination Cell of the College. Some departments also adopt other methods for internal evaluation like presentations, quiz, role plays, field surveys, group discussions and brochure making.

Submission of internal marks is scheduled by the Examination Cell of the College as per the instructions given by the University that it is affiliated to.

File Description	Documents
Upload relevant supporting documents	[View File](#)
Link for Additional information	https://www.ladykeanecollege.edu.in/files/userfiles/file/NEHU%20Academic%20Calendar%202022-23.pdf

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

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

1.2 - Academic Flexibility

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

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

1

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

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

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

2

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

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

265

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

265

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

1.3 - Curriculum Enrichment

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

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

The International Women's Day on the theme, "Embrace Equity" was celebrated by the Women's Cell in collaboration with The Lions Club Shillong Divas and the Literary Club. The Lady Keane College Nodal Centre for Human Rights observed the 75th International Human Rights Day and had also organized a transgender inclusivity awareness program. The College offers a Certificate Course on 'Human Rights' and Human Rights is part of the curriculum for Political science Honours. A topic on "Ethics" is prescribed in Philosophy honours and

a course of Six Credits on "Tourism Legislation" in Bachelor of Tourism and Travel Management. Environmental Studies is a compulsory paper in the curriculum. "Ecology and Conservation Biology" is prescribed for Botany Honours, "Development Biology and Ecology and Economic Zoology" for Zoology Honours. The NSS Unit of the College collaborated with the Sohryngkham Presbyterian Youth Development to observe the World Environment Day.

The Anti-ragging committee ensures the campus is ragging free. Rules against ragging are displayed in the campus. The Counselling Cell provides counselling as per the needs of the students.

File Description	Documents
Any additional information	[View File](#)
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	[View File](#)

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

16

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

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

932

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

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	**D. Any 1 of the above**

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

1.4.2 - Feedback process of the Institution may be classified as follows	**A. Feedback collected, analyzed and action taken and feedback available on website**

File Description	Documents
Upload any additional information	**No File Uploaded**
URL for feedback report	https://www.ladykeanecollege.edu.in/files/userfiles/file/STUDENTS'%20FEEDBACK%202022-2023.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

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905
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File Description	Documents
Any additional information	[View File](#)
Institutional data in prescribed format	[View File](#)

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

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

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528
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File Description	Documents
Any additional information	[View File](#)
Number of seats filled against seats reserved (Data Template)	[View File](#)

2.2 - Catering to Student Diversity

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

Every classroom consists of students with different learning levels- advanced, average and slow learners. To cater to these different categories of students the college, over the years, had adopted different teaching methods and made mentoring and remedial classes mandatory for all departments. Mentoring programmes is conducted from the first semester till the sixth semester and it is done both at the group and personal level. Slow, average and advanced learners are usually identified through class tests, classroom interaction, presentation and assignments as well as through mentoring programmes Remedial classes are conducted by all departments to help slow learners or anyone who is in need of additional help with regards to academic studies. Giving additional learning materials, conducting re test and educational guidance are some of the ways by which students are encouraged to progress in their studies. Advanced learners are also given additional reading materials, website links, reference of books, papers for self-study. All students are encouraged to take part in various curricular and co-curricular activities to showcase their hidden talents. This academic session saw a number of students winning various inter college competitions like quiz, debate, extempore speech, essay writing, singing and

football.

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

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

Number of Students	Number of Teachers
1585	**87**

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

In addition to lecture method, almost all departments have taken upon themselves to provide rich learning experiences to all students through various curricular and co-curricular activities . Such type of learning has helped students to become more actively involved in their learning. Student centric methods like educational tours, group presentation, student project works and student seminar were taken up by almost all departments. In addition to these common practices, there are some departments who have used participative learning, experiential learning and problem solving methodologies in their teaching- learning process by means of

1. Field trips

2. Book reading session

3. Workshop

4. Awareness programme

5. Panel discussion

6. Role Play

7. Micro Teaching

8. Social Work Activity

9. Internship

10. Project work

11. Theatrical play

12. Student exchange programme

13. Internship for BTTM students

Students are also actively involved in celebrating important events conducted either at the Departmental level or by Extension Services Groups like NSS, NCC and Youth Red Cross like Independence Day Celebration, World Environment Day, World Red Cross Day International Yoga Day, International Youth Day, National Unity Day, World Wildlife Week, World Tourism day, Voluntary Services and Cleaning Drive.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

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

To enhance the learning experience of the students, the teachers have been using Information and Communication Technology (ICT) in combination with the traditional method of teaching. Almost all classrooms have LCD projectors and Wi-Fi connection. Lessons are delivered through M.S Powerpoint and reading materials areshared in Google Classroom. E-Resources through E-books, You Tube Videos, Inflibnet, E-Pathshala,Udemy, E-abhiyan, MOOCs portal, NDL, Research gate are being used by teachers for self-study and the same are referred to students for further readings. Students are also encouraged to use the above mentioned e-resources for their assignments and project works. Online learning platforms like Zoom, Google Meet and Screencastomatic are used by some teachers for online class and departmental activities. WhatsApp Groups are created byall Departments (in addition to information posted in the

notice board) to pass out important instructions and necessary information with regards to classes, assignments or class tests. A two-day workshop on 'Development of E-content' was organised by the IQAC to encourage teachers to take up this important task in lieu with the implementation of NEP2020 in the next academic session.

File Description	Documents
Upload any additional information	**No File Uploaded**
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	**Nil**

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

2.3.3.1 - Number of mentors

87

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

2.4 - Teacher Profile and Quality

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

87

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

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

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

32

File Description	Documents
Any additional information	[View File](#)
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	[View File](#)

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

2.4.3.1 - Total experience of full-time teachers

1397

File Description	Documents
Any additional information	**No File Uploaded**
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	[View File](#)

2.5 - Evaluation Process and Reforms

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

The Exam Cell of the college had several meetings during the academic session 2022-2023. One of the important agenda discussed was internal assessment. Internal assessment includes both assignments and tests. Assignments are handled by all departments. Internal tests were conducted through centralised mode for a few Departments while other departments took upon themselves to conduct the same. The schedule and duration for conducting internal assessment was informed by the Vice Principal of the College to the Heads of Departments. A date was set for all Departments to submit the IA marks in the mark list prepared by the Exam Cell. Re test was given to the students who did not performed well and provision was also made for students who are unable to do the assessment on the said date due to ill health. The submitted IA marks were then sent

back to the Departments for verification. The marks of internal assessments are shown to the students before the final examinations and feedback on assignments was also given to them. All IA marks and attendance in Internal Assessment are properly maintained by all Departments.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	Nil

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

All grievances related to internal examinations or any irregularities with regards to declaration of results were handled by the Exam Cell of the College. Upon receiving the grievances from students, the exam cell verified them and such grievances were forwarded to the Examination Department, North Eastern Hill University for resolution. Marks which are incorrectly printed out or student marked absent due to the oversight on the part of the College or University is promptly resolved by the exam cell. The grievance cell of the college also forwarded the grievances related to examination matters to the exam cell for information and necessary action. The mechanism to deal with internal examination related grievances by the college is therefore transparent, time-bound and efficient keeping in mind the rules and regulations given by the university.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

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

Lady Keane College follows the syllabi prescribed by the North Eastern Hill University. As the Course Outcomes were not provided in the syllabi, the College took upon itself the task of preparing its own Programmes and Course Outcomes. The Programme and Course Outcomes are displayed in the website for all stakeholders to read and understand them. All the teachers are aware about the Programme

and Course Outcomes. The Departments make their students aware about the Course and Programme Outcomes in the orientation programme and induction programme organised by the respective departments. Every department has the hard copy of the syllabus for easy and quick reference for teachers and students.

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

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

The level of attainment of POs, PSOs and Cos are measured on the basis of the performances of all students in the final examinations as well as in the continuous internal examinations. The distribution of marks both for internal and external examinations are set as per the pattern of the University. Attainments of outcomes are also measured through the students' feedback on the course and the teachers as well as the progression of students to higher education.

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

2.6.3 - Pass percentage of Students during the year

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

304

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

2.7 - Student Satisfaction Survey

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

https://www.ladykeanecollege.edu.in/files/userfiles/file/students%20 feedback%202023.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

1.88

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

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

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

1

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

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

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

35

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

3.2 - Research Publications and Awards

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

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

10

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

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

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

national/ international conference proceedings during the year

8

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

3.3 - Extension Activities

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

The NSS, NCC, the Departments of:Tourism and Travel Management, Botany, Education, Khasi and MIL had participated in sensitizing students to social issues and holistic development during the academic year 2022-2023.

NSS activities:

·World Environment Day, 4th June 2023 Tree Plantation Drive,

·World Blood Donor's Day, 21 March, 2023

·State Panel Discussion by Youth Organization, 30th September, 2022

·Cleaning Drive Laitsohpliah to Tyngammasi, 22nd October, 2022, Sohryngkham Village, 24th October, 2022.

·Awareness programme on Menace of substance abuse, 12.11.2022.

·Free tutorial class, 07.12.2022 – 27.01.2023, Sohryngkham for Class X students of 3 Schools.

·Camps at Mawlyngad&Sohryngkham, 23rd -29th January, 2023 and Shnongpdeng on 6th&7thMarch, 2023

NCC activities:

- Traffic Management, October 3, 2022.

- Swachta Abhiyan in the Directorate of NCC, Shillong, December 17, 2022.

- **Women's Day Walkathon, March 8, 2023.**

- **International Yoga Day, 2022.**

Field Tripby Departments:

1. Tourism and Travel Management

- **Mawlynnong Village, 11th April, 2023.**

- **World Tourism Day 2022 awareness programme at Mawshun Village.**

2. Education

West Jaintia Hills District, 28th April 2023.

3. MIL

Mawphlang Sacred Forest, 29th October 2022.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

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

7

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

3.3.3 - Number of extension and outreach programs conducted by the institution through

NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

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

9

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

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

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

1534

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

3.4 - Collaboration

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

5

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

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

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

3

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The college has the necessary infrastructure and physical facilities for imparting quality education and other aspects for the growth and development of the students. The institution keeps on enhancing the physical infrastructure with the increasing number of students. A few classrooms have been newly added and almost all classrooms have LCD projectors. Apart from the existing departmental laboratories, new laboratories have been added each in the department of BTTM and BCA. All departmental rooms are fully equipped with desktops and laptops. The science departments regularly conduct projects for students and teachers. In addition to the central library, most departments have in-house departmental libraries with specialized books for the students. The entire campus is Wi-Fi enabled and has

helped the students and teachers to access the internet for various online and offline teaching-learning purposes.Workshops/seminars/invited lectures were regularly conducted in the Seminar hall. Infrastructure facilities like a ramp, lift, and wheelchairs for differently-able students are available.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

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

With an aim to promote physical education and sports for the students, the institution has an adequate sports complex for conducting different sports and games like basketball, badminton, volleyball etc. These facilities have helped the students achieve success in various competitions. The college has a separate gymnasium with essential fitness equipment and a physical trainer to enable students and teachers to adopt, develop and follow a healthy lifestyle. The yoga sessions conducted from time to time at the college yoga Centre helps in promoting the physical and mental well-being of students. A counseling cell has helped the clients in improving the quality of life through resolving negative thinking, improve communication and coping skills etc. A500 seater college auditorium is able to host different cultural activities and programs that students can showcase their talents and creativity in the form of debate, quiz, extempore speech, drama, skits, songs, rangoli, flower arrangements etc.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

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

46

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

46

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	[View File](#)

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

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

24.29

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

4.2 - Library as a Learning Resource

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

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

Year: 2019 onwards

1. Name of ILMS software – Library Management Software (E-LIB)

2. Nature of automation - Partially

3. Version - 2.0.0 upgraded 2023

4. Year of automation - 2019

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional Information	**Nil**

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	**A. Any 4 or more of the above**

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

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

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

4.79

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

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for

online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

85

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

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

Installation of Bharat fiber provides continuous Wi-Fi connection to all departments and classrooms. LAN connection is set-up with switch in the exam cell enabling sharing of files and internet. Internet bandwidth speed ranges from 60-3300 Mbps. Each department was provided with a Laptop, Desktop system and Internet facility. The total number of desktops and laptops for academic purposes is 160 and for administrative purposes are 31. The IT Technical support staff monitors and maintains the computer systems and networks. The IT cell is responsible for installing and configuring computer systems, diagnosing hardware and software faults. Departmental rooms are fully equipped with ICT facilities.

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

4.3.2 - Number of Computers

191

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

4.3.3 - Bandwidth of internet connection in the Institution	A. ? 50MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

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

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

24.29

File Description	Documents
Upload any additional information	**No File Uploaded**
Audited statements of accounts.	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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

From time to time the Infrastructure Committee with the estate officer of the college conducts regular meetings and oversees the construction, repairing and maintenance of buildings, classrooms, sports complex, laboratories etc. The office committee and the administrativestaffs are working hand-in-hand to ensure smooth functioning and that the tasks are done on time. The heads of different departments conduct regular meetings and took decisions regarding matters related to the requirements in the departments. The IT cell of the college is entrusted to look after the maintenance of computer systems. A medical care unit comprising of a senior doctor and two full time nurses attend to health emergencies. The Central Library has a Library Management System (LMS) and OPAC (Online Public Access Catalogue) which enables the students to conveniently access to the library catalogue. Requirements in library facilities are done by the librarian and library assistants. CCTV cameras are installed at strategic locations to ensure safety

and security in the whole campus. Waste management is carried out by following the government standard protocol. A dedicated team of support staff, viz. laboratory assistants, laboratory technicians, electrician, plumber, cleaners, gardeners, and security guards, provide regular services to the College.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

1049

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	[View File](#)
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	[View File](#)

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

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

6

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

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

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

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

999

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

999

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

5.1.5 - The Institution has a transparent mechanism for timely redressal of student	A. All of the above

grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

4

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

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

5.2.2.1 - Number of outgoing student progression to higher education

94

File Description	Documents
Upload supporting data for student/alumni	**No File Uploaded**
Any additional information	[View File](#)
Details of student progression to higher education	[View File](#)

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

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

0

File Description	Documents
Upload supporting data for the same	[View File](#)
Any additional information	**No File Uploaded**

5.3 - Student Participation and Activities

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

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

29

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

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

Student representation and engagement in various administrative, Co-curricular and Extra-Curricular activities are carried out by the Students Council Body. The Council serves as a bridge between the Administration, the Faculty and the Student Community. All Campus activities is represented by Members of the Students Council. For smooth function, the task is carried out under the supervision of the General Secretary and Assistant General Secretary, who also serve as Student representatives in the Internal Quality Assurance Cell.

Each aspect of Campus life is taken care of by a Secretary and Assistant Secretary. These include: Social and Canteen, Discipline and Cleanliness, Art and Culture, Sports, Quiz and Debate, Student Cell, Equal Opportunity Centre, College Hospitality and Literary Club.

The 7th, 5th and 3rd Semester Students comprise the Electoral College. An Open House Campaign: Know Your Candidate, is conducted, where each candidate speaks for two minutes to convince voters of their candidature. The Students Council Election 2022 was conducted online on 09-08-2022. This was followed by the Investiture Ceremony on 24-08-2022.

Activities carried out by the Students Cell include:

Time and Stress Management on 28-03-2023

Orientation Programme for First Semester on 18-07-2022 to 19-07-2022.

International Youth Day on 12-08-2022.

College Week 2022

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

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution

participated during the year (organized by the institution/other institutions)

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

66

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

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

The Institution boasts of a very active Alumni, who take personal interest in the well-being of the student community, while contributing to the progress of the Institution as a whole. The office bearers of the Alumni include an Advisor, President, Vice President, General Secretary and Treasurer.

The activities under taken by the Alumni for the Academic Session of 2022-23 were:

1. Alumni Award for Meritorious Students based on the Final Semester Results. These include:

Best Graduate in Science,

Best Graduate in Arts,

Mandira Choudhary Award for highest marks in Mathematics,

Ira Choudhary award for highest marks in Physics.

2. Awareness Programme on CUET (PG) conducted for the Sixth Semester Students.

3. Interactive Programme on Mental Health Issues for 4th Semester Students.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

5.4.2 - Alumni contribution during the year (INR in Lakhs)	**E. <1Lakhs**

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

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

Lady Keane college has a record of very distinguished service rendered to the cause of upliftment and empowerment of women through the spread of liberal education. It caters to Girl students from North-East India and other parts of the country. However, from this academic session (2022-2023), boys are also admitted in the Department of Bachelor of Tourism and Travel Management Department. In addition to the Undergraduate courses, the Institution also offers Diploma courses, Certificate Courses, Training programmes and other Add-On courses.

The IQAC is the main Body in the College which is involved in planning, documentation and execution of the plan. Under it there are various committees of which Teaching and Non-teaching staff are the members. These committees are involved in the infrastructure development plan, maintenance, purchase and co-curricular and extra-curricular activities. The College also provides Student Support Services like counselling, mentoring, remedial classes, campus health care, capacity building and skill enhancement Programmes. NCC, NSS, Rangers, Youth Red Cross, Swaachta Team, EBSB Club, etc, plays an important role in developing leadership qualities among students. The College also provide financial support to BPL students.

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

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

Case study: NEP Committee

The NEP Committee of the College was constituted for the effective implementation of NEP 2020. The committee consists of six members including the Convener and Joint Convener. It functioned as follows:

1. Conducted meetings with HODs and staff
2. Conducted workshop on the Curriculum and Credit Framework
3. Prepared the list of courses and subject combinations
4. Conducted counselling for students
5. Planned the Vocational Education and Training Courses to be introduced
6. Prepared the syllabus for the Vocational Education and Training Courses
7. Made suggestions on infrastructure developments and fee structure.

With the tireless efforts of the NEP Committee and the supports of all stakeholders including the Governing Body, Management, staff, students and parents, the NEP 2020 was successfully started from the academic session 2023-2024 onwards.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Infrastructure Development: With the Introduction of Bachelor of Tourism and Travel Management (BTTM), There was a need to upgrade the infrastructure of the Institution. For this purpose, funding was sought from RUSA. The College had constituted the Infrastructure

Committee and the RUSA committee. These two committees were involved in the infrastructure development. Following were the stages:

Stage 1 – Preparation of Detail Project Report (DPR)

Stage 2 – Approval of DPR by RUSA Committee constituted by the college

Stage 3 – Submission of DPR to RUSA Office, Meghalaya which then submits it to RUSA Office New Delhi.

The DPR of the College was approved and an amount of Rs. 10000000.00 (Rupees One Crore) only was sanctioned for the new infrastructure. The Department of BTTM is now housed in this new infrastructure which include class rooms, teachers' room, departmental library, hospitality lab and wash rooms. In addition to rooms allotted to BTTM, some rooms are also allotted to the Department of Bachelor of Computer Applications.

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

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

At the highest level of administration is the Governing Body constituted as per the State Government rule. It is headed by its President and is composed of representatives from North-Eastern Hill University, Shillong, Government of Meghalaya and Teachers and Parents representatives. The Governing Body is totally responsible for the smooth functioning of both the academic and administrative sections. The Principal and the IQAC functions to promote conscious, consistent and catalytic action plans to improve the academic and administrative performance of the institution. Each and every department is headed by the Head of the Department who looks after the daily functioning of the Department. The office section is headed by a Head Clerk who looks after the daily functioning of the Office. Under the IQAC there are various committees which are involved in the planning and execution of programmes related to administration and academics. The various committees are composed of

teaching and non-teaching staff as members. There is also a students' council where members are elected every year representing all the classes. The students' council is actively involved in organising various extra-curricular activities.

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

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	**A. All of the above**

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

6.3 - Faculty Empowerment Strategies

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

1. LADY KEANE COLLEGE EMPLOYEES WELFARE FUND

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

b) An Additional Scheme of Financial Benefit (Estd.2015) ensures morefinancial benefit to members on their superannuation owing to

non- availability of pension benefit.

c) Medical reimbursement: 50% of the medical bills subject to a maximum of Rs. 50000.00 (Rupees Fifty Thousand) per employee.

2. INSURANCE:

a) Group Saving Linked Insurance policy with the LIC of India since 20th August 1996.

b) Employees State Insurance Contribution (ESIC)

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

The college has the Lady Keane College Employees Co-operative Mutual Benefit Society Ltd. [Estd. 1977]. The Society has a Welfare Fund for the retired members of the College, provides General Loan and an Extra Ordinary Loan.

4. TUITION FEE EXEMPTION

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

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

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

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

4

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

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

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

4

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

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

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

14

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

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

Teachers' Self Appraisals are collected at the end of each academic session. The Self Appraisal Form consists of these sections: personal detail, teaching learning, examination duties performed, co-curricular, extra-curricular, professional development activities and Research activities. The IQAC on receiving these Self Appraisals, conduct the Academic Audit and send the report to the various departments with recommendations or suggestions. The information extracted from the Self appraisals is used in the compilation of the AQAR and are also used for the career advancement of teachers.

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

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

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

6.4 - Financial Management and Resource Mobilization

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

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

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	[View File](#)

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

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

0.76

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

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

The source of funds of the College is mainly from the fees of students. The Government sanctions the salary of teaching and non-teaching deficit staffs. Additional funds are applied from Rashtriya Uchchatar Shiksha Abhiyan (RUSA) for Infrastructures and Equity

Initiatives. The College mobilise additional funding in the form of rentals from the support facilities like Canteen, Canara Bank with ATM, Auditorium, Seminar Hall, Sports Complex, Classroom, etc. Revenue is also generated in the form of Centre Fee collected from the State and Central Government and from various agencies for the use of classrooms for competitive examinations. The Management and teachers also apply for external funding from government and non-government agencies for research and for organising seminars, workshops and students related activities.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	[View File](#)

6.5 - Internal Quality Assurance System

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

Lady Keane College Management Information System (MIS)

The growing data content of the college has made the requirement of an MIS a compulsory inclusion in to the daily operations of the institution. The Management Information System or MIS of the college is a custom software service developed by the firm Mass Tech for automating the functioning of the college. Some of these functions are: Administration, Student Management, Examination Management and Fee payment.

Recognition for teachers' and students' contribution/achievement

The College annually organises a felicitation programme during the College Foundation Day.

1. Teaching and non-teaching staff who have reached 25 years of service are given recognition in the form of an award.
2. An incentive is given to teachers for their contribution in the form of publication in books or journals.
3. Students are awarded for winning in various co-curricular and extra-curricular competitions.
4. Students are given incentives for representing the college in various competitions.
5. Students are awarded for academic achievements: position holders in the merit list of the University UG examinations

and best graduates in arts and Science.

6. **Best volunteer awards for students in various extension activities through NSS, Rangers and Youth Red Cross units.**

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	[View File](#)

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

Experiential Learning: In addition to classroom teachings, the curriculum is enriched by various activities like seminars, workshops, invited lectures, project works and fieldtrips. These activities are funded by the College. By engaging students in hands-on experiences and reflection, they are better able to connect theories and knowledge learned in the classroom to real-world situations. Experiential learning experiences help to complete students' preparation for their chosen careers which reinforce course content and theory. Students learn through student- rather than instructor-centered experiences by doing, discovering, reflecting and applying.

Add-On Courses: Add-on courses are designed to supplement the core curriculum of a degree program. These courses are usually offered as certificate or diploma courses, and they provide students with additional skills and knowledge that are relevant to their field of study. With this objective in mind, the IQAC facilitated the introduction of two new add-on courses, namely,

1. **Certificate Course in Vermicomposting, floriculture and nursery management**
2. **Certificate Course in Fundamentals of World religions**

These two courses are managed by the Department of Zoology and Philosophy respectively.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	B. Any 3 of the above

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

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

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

Apart from the facilities provided, the students are also encouraged

to participate in the various co-curricular activities as part of their development process as young adults.

An awareness programme on Mental Health was organised to cater to the needs of the students' holistic well-being. Honing creative expression and talent is a key metric in student development and the Take Back the Arts initiative, served this purpose. The seventh edition of the program was organised during this academic session.

Furthermore, to empower our students, a free coaching class was arranged for school students in Sohryngkham where students of the college volunteered as tutors. Programmes on career opportunities and placement further assisted in the professional development and advancement of the students.

File Description	Documents
Annual gender sensitization action plan	**Nil**
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://www.ladykeanecollege.edu.in/VFhwalBRPT0=/facilities/gymnasium.ghtml

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	**B. Any 3 of the above**

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

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

- **Solid waste management**

Waste segregation is practiced within campus. Separate bins are

installed for biodegradable and non-biodegradable wastes along with instructional boards emphasising on waste management and segregation.

Organic waste is used for preparation of manure in the Vermi-composting Unit and compost pit in the College Hostel.

- Liquid waste management

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

- E-waste management

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

- Waste recycling system

The college operates a paper recycling unit.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	**No File Uploaded**
Geo tagged photographs of the facilities	https://www.google.com/maps/contrib/10104774 4013931824046/photos/@25.5736692,91.8803707, 358m/data=!3m1!1e3!4m3!8m2!3m1!1e1
Any other relevant information	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	C. Any 2 of the above

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

7.1.5 - Green campus initiatives include	
7.1.5.1 - The institutional initiatives for greening the campus are as follows: 1. **Restricted entry of automobiles** 2. **Use of Bicycles/ Battery powered vehicles** 3. **Pedestrian Friendly pathways** 4. **Ban on use of Plastic** 5. **landscaping with trees and plants**	**A. Any 4 or All of the above**

File Description	Documents
Geo tagged photos / videos of the facilities	[View File](#)
Any other relevant documents	**No File Uploaded**

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution	
7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	**B. Any 3 of the above**

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

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-	**A. Any 4 or all of the above**

reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

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

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

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

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

As an effort/initiative to provide an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socio-economic and other diversities, the IQAC in collaboration with Students' Cell, Lady Keane College organised a Poster Competition on the ocassion of Holi and an Essay Competition on the ocassion of Easter Sunday

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	[View File](#)
Any other relevant information	[View File](#)

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

In order for the institute to sensitise its students and employees on the constitutional obligations, the College has a Nodal Centre for Human Rights (LKCNCHR) which caters to this need. This centre not only equip the staff and students with the constitutional knowledge but also seek to address unconstitutional behaviour within the campus.

During the Orientation Programme for the First Semester Students, Shri. Obadiah Lamare, Assistant Professor, Department of Political Science delivered a lecture on "Values, Rights, Duties & responsibility of Citizens".

An awareness program on ethical voting was also organised in pursuit of our democratic rights and duties as citizens of the country by the NSS Cell of the college.

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

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

File Description	Documents
Code of ethics policy document	[View File](#)
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	[View File](#)
Any other relevant information	[View File](#)

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

The institute regularly observes and celebrates national and international commemorative days. International Youth day was observed on the 12th of August, 2022 and a poster competition and a talk on 'Inter-generational solidarity'was organised by the Students' Cell in collaboration with the NSS Unit. Independence Day was also observed and a goodwill visit was organised to the village of Pingwait (formerly adopted by the NSS Unit) on the 15th of August, 2022. National Unity Day was also celebrated in campus and at Pomlakrai village on the 31st of October, 2022.

The College celebrated the Republic Day by unfurling the National Flag on the 26th of January, 2022. The College also participated in a Woman's Day Walkathon to celebrate the spirit of womanhood and the resilience and leadership of women in all walk of life on the 8th of March, 2023.

International Yoga Day was also observed on the 21st of June, 2023, on the theme "Yoga for Humanity" whereby a talk was organised in the College. On the 8th of May, 2023, four students participated in the World Red Cross Day celebration with the Governor at Raj Bhavan.

World Tourism Day was also observed on the 27th of September, 2022.

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

7.2 - Best Practices

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

1. Free Education Scheme

Objective: To provide free access to education to students in need

Free Education Scheme aims to uplift orphaned and economically weaker students through accessible education.

Applicants are screened internally by the institution before awarding the scheme. Financial assistance for students belonging to BPL category is also provided.

This session, one student has been granted the Free Education Scheme until graduation and 12 students have received financial assistance.

The BPL fund is limited as it is funded by the Institution and Staffs.

This scheme allows the institution to empower women through accessible education.

2. Translation Projects

Objective: To expose students to translation work and experience.

This project provides experiential learning and helps the students earn while they learn.

The College is the official institute for the translating of documents for Meghalaya Basin Management Agency. Students are engaged in translating the documents.

From this project, the student translators have earned Rs. 12,000/- and translated documents for World Bank, United Nations and ADB projects.

The work is short notice and strenuous at times and more student translators are required.

Altogether, 8 students have participated in this project for the session 2022-23 and furthers the Earn while you Learn campaign.

File Description	Documents
Best practices in the Institutional web site	[View File](#)
Any other relevant information	No File Uploaded

7.3 - Institutional Distinctiveness

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

Lady Keane College is a pioneer Women's institute in the region established in 1935 with the objective to empower women through education. On 20th of April, a placement drive was organised with ADECCO India Private Limited in the campus and altogether 43 students were shortlisted for the interview. Furthermore, a One-Day Staff Development Workshop on "Women Leading Change: Re-imagining the Future" was organised by the Women's Cell in collaboration with Lions Club Shillong Divas on 5th September 2022, which facilitated a rethinking of the threshold of women's contribution towards society. Students are also encouraged to participated in inter-college competitions to aid their development resulting in them winning multiple inter-college competitions.

The College has taken progressive steps in ensuring that every student of every background feels safe and secure within campus to allow for an academically vibrant environment to prosper. There is CCTV monitoring and security guards manning the entrances and exits of the College campus ensuring safety and security for staff and

students at all times. The College is equipped with all the necessary infrastructure and tools to ensure that women get quality education and experience. The College also boasts of a well-equipped gymnasium and Sports Complex.

File Description	Documents
Appropriate web in the Institutional website	[View File](#)
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

Future Plan 2023-2024

1. To introduce Co-education
2. To set up Entrepreneurship Cell
3. Introducing new Vocational Courses
4. Academic Audit and Administrative Audit (External)
5. To organised Workshop or Lecture on "Artificial Intelligence"
6. To organise a National/International Seminar on Climate Change
7. Fire Safety Audit
8. Construction of New Building
9. Conduct Awareness Programme on Fundamental Rights and Duties
10. Conduct Orientation Programme on Professional Ethics for Teaching, Non-Teaching Staff and Students
11. Conduct Orientation Programme on NEP 2020