YEARLY STATUS REPORT - 2021-2022

Part A

Data of the Institution

1.Name of the Institution　　　　　　　LADY BRABOURNE COLLEGE

- Name of the Head of the institution　　SIULI SARKAR

- Designation　　Principal

- Does the institution function from its own campus?　　Yes

- Phone no./Alternate phone no.　　03322897720

- Mobile no　　9830111872

- Registered e-mail　　prl@ladybrabourne.com

- Alternate e-mail　　i.choudhuridutt@gmail.com

- Address　　P-1/2 Suhrawardy Avenue

- City/Town　　Kolkata

- State/UT　　West Bengal

- Pin Code　　700017

2.Institutional status

- Affiliated /Constituent　　Affiliated

- Type of Institution　　Women

- Location　　Urban

- Financial Status　　UGC 2f and 12(B)

- Name of the Affiliating University   **University of Calcutta**

- Name of the IQAC Coordinator   **Dr. Indrani Choudhuri Dutt**

- Phone No.   **03324408085**

- Alternate phone No.

- Mobile   **9339751146**

- IQAC e-mail address   **iqac@ladybrabourne.com**

- Alternate Email address   **i.choudhuridutt@gmail.com**

3.Website address (Web link of the AQAR (Previous Academic Year)   https://ladybrabourne.com/aqar-2020-21/

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

- if yes, whether it is uploaded in the Institutional website Web link: https://ladybrabourne.com/academic-calendar-2021-22/

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**A**	**85.35**	**2006**	**21/05/2006**	**20/05/2011**
Cycle 2	**A**	**3.2**	**2014**	**10/12/2014**	**09/12/2019**
Cycle 3	**A**	**3.07**	**2022**	**31/05/2022**	**30/05/2027**

6.Date of Establishment of IQAC   **15/06/2007**

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

Institutional/Depa rtment /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Institutiona l	State Allocation Fund	West Bengal State Govt.	2021-22	7385004
Institutiona l	CPE-II	UGC	2021-22	3412773
Faculty	Major Research Project	DST-SERB, Govt. of India	2021-22	411832
Faculty	Major Research Project	DHSTBT, Govt. of West Bengal	2021-22	368000
Faculty	Major Research Project	DHSTBT, Govt. of West Bengal	2021-22	416600
Institutiona l	NET- Fellowship	UGC	2021-22	942560
Institutiona l	Scholarship	Govt. of India and W.B State Govt.	2021-22	15204900
Institutiona l	College Fund	College	2021-22	13579453

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?   **Yes**

- If No, please upload the minutes of the   No File Uploaded

meeting(s) and Action Taken Report

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)

• The IQAC remained alert to the demands of online and hybrid teaching • The IQAC conducted Internal and External audits making up also for the lost year of 2020. The pressure of consecutive audits and motivating the departments to plug in shortfall was handled effectively. • Braving COVID-19 situation the IQAC briefed the Principal to take a realistic view of resource mobilization for NAAC. It chalked a work plan and stuck to it surmounting the challenges of the Pandemic and submitted the SSR according to the timeline of the work- plan. • The IQAC successfully planned the Student Satisfaction Survey for AQAR 20-21 and also sensitized students to be brought under survey in 2021-22. • Student Mentoring was streamlined and organized in a structured manner.

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
a) Motivating departments to structure and record Lesson Plans and time table to cater for online teaching and learning for Covid.	a) Departments focused on the directive and with guidance tried to record all teaching learning activities matching Lesson Plans. Students fared very well in all online examinations.
b) Student Mentoring on reopening of the Campus was planned along the lines of orientation as both batches Entry Years 2020 and 2021 had not been familiar with the actual campus.	b) Interactive session by Internal mentors and Intra-departmental mentors ensured that students became relaxed to adapt to offline programmes and become inclined to feel a sense of belonging to the HEI.
c) Methodical and smart planning made for preparing the SSR, meeting the DVV process and finally to ensure a smooth PTV in May 2022 for the Third Cycle of Accreditation by NAAC.	c) The HEI under the meticulous planning of the IQAC worked with great perseverance, overcoming personal problems and even tragedies brought by the Pandemi and successfully defended the SSR and encountered the interview by the PEER Team Members to bring another 'A'.

13. Whether the AQAR was placed before statutory body?   **No**

- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

14. Whether institutional data submitted to AISHE

Part A	
Data of the Institution	
1.Name of the Institution	LADY BRABOURNE COLLEGE
• Name of the Head of the institution	SIULI SARKAR
• Designation	Principal
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• Alternate phone No.		
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- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2022	18/01/2023

15.Multidisciplinary / interdisciplinary

The HEI being an affiliated college does not have academic autonomy in any of its Programmes. However, it may be mentioned that it runs a Remedial Course. It has undertaken multidisciplinary Projects with success under both CPE Phase I & II schemes involving both science and humanities. Interdisciplinary workshops were also organized under the DBT-STAR College Program by the Departments of Botany, Chemistry, Microbiology, Physics, and Zoology. Outreach programmes were organised by the departments of Mathematics, Geography, Physics, Microbiology, and Zoology as a part of the 'Azadi ka Amrit Mahotsav' an initiative of DST, Govt. of India. Therefore it may be said that there have been modest attempts to expose students to integrated learning after the STEM and HASS models.

16.Academic bank of credits (ABC):

The HEI not having academic autonomy awaits the decision of the affiliating University with regard to the ABC or Academic Bank of Credits.

17.Skill development:

The restrictions of an affiliated College, notwithstanding the HEI is committed to introduce skill-oriented courses and runs Add-on courses beyond College hours in Computer Skills, Public Relations & Advertising, Animation & Multimedia, and Spanish. Very recently the P. G Department of Physics and The UG Statistics Programme have introduced Add-on courses on Python, a high-level, general-purpose programming language.

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

Appropriate integration of Indian Knowledge-The HEI has always believed in blending tradition into its system of student development. The HEI sustains six language departments and of these Sanskrit and Persian may be mentioned introducing students to rich ancient cultures. Students are further given opportunity to develop skills in the Performing Arts that range from Indian Classical, Fusion and contemporary. Without the consent of the Affiliating University a more formal induction of the extant tradition in curricula form is not possible.

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

Focus on Outcome based education- The HEI conducts a Value-based programme where through various means such as seminar, presentations, debates, panel discussions etc students are made

aware of positive approach and internalize honesty, participation, value of peace , woman empowerment etc. Without the consent of the Affiliating University a more formal induction of the extant tradition in curricula form is not possible.

20.Distance education/online education:

Distance-based education- Under the present scenario where the Affiliating University requires the HEI to follow the CBCS curricula in semester-based teaching from 2018. No other mandate has been given to the HEI.

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	569

File Description	Documents
Data Template	View File

2.Student

2.1 Number of students during the year	1763

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	368

File Description	Documents
Data Template	View File

2.3 Number of outgoing/ final year students during the year	632

File Description	Documents
Data Template	View File

3.Academic

3.1	**118**
Number of full time teachers during the year	

File Description	Documents
Data Template	View File

3.2	**113**
Number of sanctioned posts during the year	

File Description	Documents
Data Template	View File

4.Institution

4.1	**69**
Total number of Classrooms and Seminar halls	

4.2	**417.21122**
Total expenditure excluding salary during the year (INR in lakhs)	

4.3	**349**
Total number of computers on campus for academic purposes	

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

- **The Institution's Academic Calendar is designed on the basis of the Master calendar of its affiliating University, The University of Calcutta, with due flexibility for its unique extra-curricular activities.**
- **The Institution follows well-structured central and**

- departmental Time Tables. Strict adherence ensures the completion of syllabi in correspondence with the projection in the academic calendars and bears evidence of proper academic planning.
- Departments prepare Lesson Plans so as to provide maximum learner-friendly dissemination of both UG and PG Courses and these are further examples of meticulous documentation.
- The Course (CBCS is in correspondence with the graded Internal Examination System (Internal Assessment Tests and Tutorials/ Practicals).
- The records of the graded evaluation system help modify teaching plans so as to effectively and efficiently address any gap in learner-receptivity and prepare students better for terminal examinations/semesters.
- In the CBCS Course, the Institution has evolved a system of uploading marks of Internal Assessment in the database designed by the University, duly maintaining back copies at the College level to complete the documentation process.
- During the period 2021-2022, CBCS syllabi had been meticulously covered and a part of this period included the pandemic year when classes were regularly held online, when Educational Institutions in our State remained closed for students as per the notification of the Higher Education Department, Govt. of West Bengal. From 3rd February, 2022 full-fledged offline classes started.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	http://ladybrabournecollege.com/index.php

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

- The College is affiliated to the University of Calcutta and follows its Curricula and Examination guidelines.
- The Academic Calendar of the College is prepared at the beginning of every academic year in correspondence with University Academic Calendar.
- The dissemination of the syllabus is planned to match the academic events designated in the calendar. In the CBCS system, the dissemination corresponds with the Internal Examination and End Semester.
- The College has been consistently designing its teaching

methodology to cater to the curricula and examination process. The College follows the University directives and plans, its teaching, and continuous evaluation processes accordingly. Continuous academic evaluation helps all students including slow learners and this is reflected in their University results.

- Lab Manuals in different subjects are made the point of reference for conducting Practical classes and tests as designated in the Academic Calendar. In this way, a student is being prepared and inducted to face the rigorous examination system of study and fare well in the final examinations conducted by the University.

- All other activities of the College such as value education, cultural activities, sports, and various kinds of Awareness Programs are organized simultaneously with regular academic activities.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://ladybrabourne.com/academic-calendar-2021-22/

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

47

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
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	View File
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

396

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

1.3 - Curriculum Enrichment

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

- Professional Ethics is included in both UG and PG syllabi of various disciplines having component of Term Paper/Dissertation.

1. The paper(s) on Research Methodology in Sociology UG and Political Science PG Courses offer an understanding of the ethics of

research.

2. The UG Core Course (CC) in Philosophy too, includes extensive study of ethics, normative and meta-ethics.

- Gender issues are included in the Women's Studies, Bengali, English, Sanskrit, Persian, History courses which shed light on the various dimensions of power and patriarchy.

1. The UG/PG syllabi of the Language and Literature departments and the Social Sciences departments, offer special papers on

Gender comprising Feminist Perspectives, Feminist Texts, to name a few.

2. Students also participate in the Seminars, Workshops, Awareness and Outreach Programmes organized by the UGC approved

Women's Studies Centre of the College.

- Human values are addressed and included in the UG Core Course of Philosophy -DSE-A(2).

1. Philosophy Generic Elective (GE) Course includes Value Education

2. Institution conducts a Value Education Programme annually.

- Environment and Sustainability are addressed in CC, SEC, and GE Courses in some disciplines like Botany, Geography, Chemistry, Economics, Microbiology, and zoology. Course curriculum also includes AECC Environmental project, a compulsory paper for all students.

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

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

17

File Description	Documents
Any additional information	**No File Uploaded**
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	**No File Uploaded**
Institutional Data in Prescribed Format	View File

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

834

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	**A. All of the above**

from the following stakeholders Students Teachers Employers Alumni	

File Description	Documents
URL for stakeholder feedback report	https://ladybrabourne.com/feedback-analysis/
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	[View File](#)
Any additional information	[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	[View File](#)
URL for feedback report	https://ladybrabourne.com/feedback-analysis/

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 students admitted during the year

682

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

253

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

- An outline of the course of study in the form of Lesson Plans is given to prepare the minds of the students for the progression of the course.
- Each teacher remains particularly sensitive to the responses of the receivers during the early lessons and the slow learners and advanced learners are identified without any overt discriminatory attitude.
- Some of the customized study-help programs in-built in the college's teaching-learning system are

1. Class tutorials

2. Personal sessions are conducted especially for slow learners and also for advanced learners to ensure awareness of their weaknesses.

3. Remedial Classes are arranged to develop language skills and also subject knowledge.

4. Most of the B.Sc. programs have provisions for on-site visits and excursions. These exposures act as stimuli to both slow and

advanced learners:

5. Slow learners gain confidence when hands-on methods are shown or when course outcome becomes an experiential act.

6. Advanced learners benefit from live contact with applied aspect because their natural intellectual curiosity finds necessary outlet

outside the limited classroom exposure.

7. The system of departmental and central Parent-Teacher meetings also add to the institution's plan for student support and

progression. Teachers and mentors, assure the students that their academic issues will be objectively and seriously viewed.

File Description	Documents
Paste link for additional information	https://www.ladybrabournecollege.com/document_view.php?file=criterion/Criterion_2/2.2.1/Supporting_Documents_for_Advanced_and_Slow_Learners_2021-22.pdf
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
1763	118

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

1. Teaching-learning methodologies are evolved according to the scope of the syllabus structured by the affiliating University.

2. The chief method of dissemination is through classroom lectures including interactive sessions.

3. In order to enhance student participation in subjects like Mathematics, Statistics, and Economics, students are asked to suggest probable next steps for completing the calculation.

4. PowerPoint Presentations customize the lesson according to the needs of the learners.

5. Tutorial and practical classes are designed to help out students in writing answers and conducting experiments.

6. In both Science and Arts subjects, students are taken on field trips, excursions, expositional tours, and social work programmes to acquire hands-on training/experience.

7. Many of the Core Courses in the CBCS syllabus requireProject work and the student is trained in decision-making, analytical assessment, and report-writing based on real-time facts.

8. Regular seminars and workshops are organized to keep students updated, broaden their outlook, enhance their communicative skills, and induce critical thinking in them. The six Advanced Research Centres in collaboration with other institutes of Higher Learning and Research Institutes constantly endeavour to organize programmes and seminars.

9. Students are encouraged to undertake self-study in the form of writing assignments and paper presentations. PG students of some departments undertake summer internships.

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

- The College has dedicated computer labs and smart classrooms.
- Each Department is furnished with dedicated computers used for teaching-learning.
- Arts departments also present movie adaptations of texts and various topics.
- The College Library is on itsway to becoming fully computerized.

1. It uses open-source software 'KOHA'.

2. provides lending service by RFID-based Library Management System.

3. It is connected with all Departments through Intranet.

4. Book search and cataloging are all electronically done

including the access through Online Public Access Catalogue (OPAC).

5. Access to e-resources is provided through the N-LIST programof INFLIBNET.

6. Book issue and return through self-touch kiosk and 'Bookdrop box'.

7. Photocopying and scanning facilities are available.

- During the Covid 19 pandemic, ICT facilities were fully availed for conducting the classes (Theory and Practical) and examinations:

1. Admission, verification of relevant documents and University Registration

2. Webinars (State, National and International level)

3. Virtual Sports

4. Annual Prize Distribution Ceremony

5. e-pathshala

- Teachers use Overhead Projectors to disseminate knowledge
- LCD Projectors are used to give powerpoint presentations.
- E-Resources are also shared with students to augment their knowledge
- Students especially PG students are taught to prepare projects with the help of ICT-enabled tools

File Description	Documents
Upload any additional information	[View File](#)
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	[View File](#)

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

97

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

118

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	[View File](#)
Any additional information	[View File](#)
List of the faculty members authenticated by the Head of HEI	[View File](#)

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

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

94

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

1446

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

2.5 - Evaluation Process and Reforms

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

- The institution has a well-established tradition of transparent and robust mechanisms of Internal Assessment subject to the regulations of the affiliating University.
- In the CBCS mode, the University has introduced the semester pattern. In the current system, the Internal Assessment consists of Attendance, Project/Oral Presentation/Book Review/Short Format Tests, etc.

1. Although the semester system requires intensive teaching, leaving little scope for any College specific evaluation system, the Institution has preserved the short Class Test format to train students to make pointed and clear presentation as demanded by the CBCS pattern. The evaluated scripts are always shown to the students to enable them to address their mistakes in future examinations.
2. Internal Assessment examinations are taken in all CC, GE, SEC, DSE and AECC Courses. Student counseling continues as part of the in-built teaching-learning strategy and evaluation outcomes are discussed in detail.

- In the CBCS system, other than normal classroom teaching-learning methods, if necessary any or all of the following are proposed:

1. Remedial coaching.

2. Monitored home study under parental guidance

3. Regular interaction with Departmental teachers and submission of exercises in the problem areas.

4. Parent-Teacher meeting.

File Description	Documents
Any additional information	View File
Link for additional information	https://www.ladybrabournecollege.com/document_view.php?file=criterion/Criterion_2/2.6.3/UG_University_Results/Result_LBC_UG_PG_2021-22.pdf

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

- **There are several checks and balances for ensuring that the process of continuous assessment is rigorously adhered to in every class. But students are given a fair chance to lodge their grievances and question the system if they have logical reasons for the same.**
- **Additional tutorial coaching is provided by their departmental teachers to students who have difficulties in certain areas of their syllabus.**
- **There is also a system of PPR/RTI available under Calcutta University (C.U.) of which we are an affiliate College. The departmental committees for moderation of internal assessment,scrutinizes in detail the marks assigned to students. Internal Assessment scores are displayed and individual students are expected to sign their internal mark sheets to certify validation.**
- **Grievances related to examinations held in the College are rare because wherever permissible by the University, scripts are shown to the students.**
- **Grievances related to external examinations are formally placed before the Controller's department of university which are addressed in due course of time.**
- **There is a Public Information Office (PIO) with two senior teachers in charge which deals with legal issues involving academic grievances of students liaising closely with Law Officer of the Department of Higher Education, Government of West Bengal.**

File Description	Documents
Any additional information	**No File Uploaded**
Link for additional information	**Nil**

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

- **The Institution approaches teaching and learning in a definitive and structured manner.**
- **Faculty members of all disciplines apply themselves to the syllabi framed by the affiliating University at UG and PG levels and internalize the Programme Outcomes (PO).**
- **With reference to the Programme Outcomes formulated by the University, the Programme Specific Outcomes (PSO) and then the detailed Course Outcomes (CO) in relation to both PSOs and POs are discussed at the departmental levels during syllabus allocation meetings atthe beginning of each Academic Session.**
- **Departments mostly record the mapping in dedicated computers but many prefer to document the mapping in departmental files for easy reference.**
- **During the first few Orientation classes, newly admitted students are sensitized about the academic, cultural, socioeconomic, scientific, and technological scope of the syllabus and the rationale of the structure. Once they settle down the idea of CO, PSO and PO are made clear during the teaching-learning process.**
- **Consequently, a large number of students in the institution are able to make up their minds about their academic progression by the final year of study.**
- **The Website displays the POs, PSOs, and COs so that entry-level students can make effective academic and career choices before enrolment.**

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	https://ladybrabourne.com/po-and-pso-cbs/
Upload COs for all Programmes (exemplars from Glossary)	[View File](#)

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

- **The Institution has an in-built system of monitoring syllabus distribution and completion.**
- **All Departments have a well-formulated plan for teaching and learning.**
- **The students' progress is continuously assessed through various kinds of evaluation. Mentor-mentee meetings are held frequently.**
- **At the end of each academic session, faculty members assess the PSOs and COs through Departmental meetings which are meticulously recorded and maintained in the Departments. The Term Report is submitted to the Principal for her perusal.**
- **The Term Report includes a detailed teaching route map employed and the classes taken to complete the syllabus.**
- **The Institution also has its own "Student Feedback Form" which concentrates substantially on the quality and quantity of classroom teaching with specific queries on the nature of the teacher's punctuality, target achievement, and communication skills. The Feedback forms are seen by the respective teachers as well as by the Principal. In case of negative comments, the teachers concerned are consulted and necessary measures are suggested to be taken to address students' grievances.**
- **The Principal in consultation with the IQAC takes the initiative to introduce new Courses along with the consent from the affiliating University as well as the Department of Higher Education, Government of West Bengal.**

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	https://www.ladybrabournecollege.com/document_view.php?file=criterion/Criterion_2/2.6.2/2.6.2_Attainment_CO_PO_21-22.pdf

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

591

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	https://www.ladybrabournecollege.com/document_view.php?file=criterion/Criterion_2/2.6.3/UG_University_Results/Result_LBC_UG_PG_2021-22.pdf

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://ladybrabourne.com/student-satisfaction-survey-2021-22/

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)

11.76100

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 teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

1

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

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

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

2

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**

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

The College provides a suitable environment for excellence in academics, as well as holistic development through the organisation of activities beyond the curriculum. Teachers in the college continued their projects of research and innovation under DST-SERB and WBDST and published their works in reputed journals and in the form of book chapters. Workshops and Seminars were conducted on Climate Change, Population, environmental ethics, and a Career Counselling workshop was also held to educate students about multiple career options. Outreach programmes were organised by the departments of Mathematics, Geography, Physics, Microbiology and Zoology as a part of the 'Azadi ka Amrit Mahotsav' an initiative of DST, Govt. of India. A week-long Awareness and Outreach Programme for School Students was held, in which students from various city schools participated. A Two-day DBT STAR College sponsored Outreach Programme cum Field Activity on "Mangrove Plantation at Sundarbans" was held. A MoU was signed with the Government College of Arts and Crafts for a Skill

Enhancement Course; and also with Jogmaya Devi College and with Raja Peary Mohan College for a Faculty Exchange Programme. A MoU was also signed with Iracle Analytics, Mumbai- Dept. of Statistics, for a 30-hour advance data analysis course.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.ladybrabournecollege.com/document_view.php?file=criterion/Criterion_3/3.2.1/3.2.1_Addl_Information_2021-22.pdf

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

6

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

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

1

File Description	Documents
URL to the research page on HEI website	https://ladybrabourne.com/research-activities-ph-d-programmes/
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

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

44

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

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

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

17

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

3.4 - Extension Activities

3.4.1 - 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 College aims to inculcate in its students a sense of social responsibility. NSS units I and II and different departments of

our college have carried out various Extension activities during 2021-22:

1. Visit to NGO UDBHASH and distribution of food and educational goods for children by NSS Unit of the college on 23rd March 2022.
2. Awareness Programme on AIDS on 31st March 2022 by NSS Units I and II.
3. Awareness Programme on Cerebral Palsy on 22nd April 2022byNSS Units I and II.
4. 7 days Outreach Programme from 17th to 23rd February 2022 organized by NSS units I and II to increase awareness among our students regarding issues of women and child health, nutrition for girls etc.
5. National Science Day Celebration on 28th February 2022.
6. Lady Brabourne College celebrated AZADI KA AMRIT MAHOTSAV, an initiative of R & D, Department of Science & Technology (DST), Govt. of India through a week-long Awareness and Outreach Programme for School Students under 'Synergistic Training programme Utilising scientific and Technological Infrastructure' (STUTI) between 22nd to 28th February 2022.
7. Two-day DBT STAR College sponsored Outreach Programme cum Field Activity on "Mangrove Plantation at Sundarbans" in Collaboration with Purbasha Eco-Helpline Society (NGO)
8. Night School in Hostel

File Description	Documents
Paste link for additional information	https://www.ladybrabournecollege.com/document_view.php?file=criterion/Criterion_3/3.4.1/3.4.1_Supporting_Document_2021-22.pdf
Upload any additional information	View File

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

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

1

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](#)

3.4.3 - 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

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

9

File Description	Documents
Reports of the event organized	[View File](#)
Any additional information	[View File](#)
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	[View File](#)

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

476

File Description	Documents
Report of the event	[View File](#)
Any additional information	[View File](#)
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	[View File](#)

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

19

File Description	Documents
e-copies of related Document	View File
Any additional information	**No File Uploaded**
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

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

4

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 campus housing the Main Building, the Roma Chaudhuri Memorial Building, the New Science Building, the Merged Scheme Building, and the Cottage Building ensures sufficiency of

classrooms and laboratories for the smooth running of classes, examinations, and co-curricular activities. The lush greenery, gardens, open spaces, and huge playground, provide a congenial environment for academic pursuits.

Over the years the infrastructure has been developed and expanded to keep pace with the demands of new requirements. A dormitory for UG students with 10 seats in the hostel building has been a new addition in the year 2021-22. This year, an extension of the water line at the Hostel premises has also been carried out.

Teaching-learning is enhanced by

1. Smart Class Rooms

2. ICT-based lectures

3. Skype sessions

4. International and National Seminars, Workshops, and Symposia

All lab-based Science Departments have their respective laboratories for Practical classes.

A vertical extension of the Merged Scheme Building has been undertaken for the construction of laboratories for the Advanced Research Centres of the Departments of Microbiology and Geography and a Computer Laboratory for the Department of Chemistry.

There are computer facilities with the latest software.

To facilitate students' curricular and co-curricular activities, the College maintains exclusive units like a

1. Plant Fossil Museum

2. Tissue Culture Laboratory

3. Medicinal Plant Garden

4. Butterfly Garden

5. An Animal House Museum Specimen

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://www.ladybrabournecollege.com/document_view.php?file=criterion/Criterion_4/4.1.1_Physical_Facilities_21-22.pdf

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

Vibrant campus life is enjoyed by the students as equal stress is laid on academic and extracurricular activities.

On the occasion of Annual Prize Distribution Ceremony, full-fledged cultural program is put up by the students.

Amidst the pandemic, students organized cultural programs virtually to celebrate College Foundation Day, Teachers' Day, Bhasha Divas, etc.

Gender sensitization /Awareness Programs are often conducted through cultural events.

Institution ensures a holistic development of the pupils through its

1. State-of-the Art gymnasiums in both the College and its Hostel.Trained Gym Instructor comes twice a week on Mondays and Fridays.

2. Yoga classes where well-trained Yoga Teachers take classeson Saturdays and Wednesdays.

3. Self-defence Programs and karate classes held in collaboration with the Community Policing Wing of Kolkata Police.

This year Annual Sports was organized virtually.

1. A special prize of Best Athlete is awarded each year.

2. Students who perform well in sports are sent as participants to the Annual Inter-Government College Sports Meet.

Spacious well equipped Common Rooms – in the College and the

Hostel -- offer recreational facilities with indoor games.

The College thus facilitates its pupils in exploring their budding talents in cultural activities and physical fitness along with academics.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.ladybrabournecollege.com/document_view.php?file=criterion/Criterion 4/4.1.2 Cultural Activities Sports Games 2021-22.pdf

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

29

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://ladybrabourne.com/classrooms-with-ict-facilities-2021-22/
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)

41.72344

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 is the most important information centre of our institution. It has three wings - Main library, Library Annex and Electronic Library.

It houses more than one lakh documents with old and rare books, printed documents, e-books and e-journals and electronic materials etc. Our library follows 'Open access' arrangement for reference collections, Urdu, and Persian books.

Our library functions are fully automated through open source software 'KOHA' (version- 18.11.06.000). Users can access our library collections through OPAC / WEB-OPAC under wi-fi environment along with the traditional library catalogue.

Library circulation system is running under 'RFID' environment - through 'Book-drop box', 'Self-touch kiosk' and 'Theft detector alarm'. Users can issue and return their books independently through this system at any time. Our library remains open from 9:30 a.m. to 5:30 p.m. The library provides scanning, printing and photocopying facilities for the users. Online resources are also available through 'N-LIST' programme of 'INFLIBNET'.

LBC library has developed the 'Institutional Repository (IR)'. The published articles of faculty members are available in this 'IR'.

Library 'Face Book facility' is available to provide user communication beyond the regular hours of the Lady Brabourne College library.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional Information	http://ladybrabourne.com/library/

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)

3.35866

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

25

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

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

The Wi-Fi System which was implemented/extended on all floors of the Admin (Main) Building, Chemistry Building, Physics Building, New Science Building, Roma Chaudhuri Building & Cottage in order to provide Network Access Facilities to all students & Faculty Members throughout the Main Campus was adequately maintained for smooth functioning. This facilitated the holding of virtual classes over the Gsuite platform duringthe pandemic situation. At present all Buildings in the Main Campus is a secure Wi-Fi Zone. No new nodes or access points were added. However, cable was laid to keep provisions for additional points. The total number of nodes present in the College campus (as on June 2022) is 472, which includes 47 active Wi-Fi access points and 425 nodes. The existing internet bandwidth is 45Mbps.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://ladybrabourne.com/computer-facilities/

4.3.2 - Number of Computers

349

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution	**B. 30 - 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)

375.48778

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

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

- **The policy of the Institution is sustainable expansion through creation and enhancement of existing infrastructure.**
- **Providing infrastructural support to all including the economically marginalized and Divyangjan.**
- **Very clear IT Policy of providing internet and intranet though LAN, WAN & Wi-Fi.**

For this purpose the Institution

1. submits plans and proposals from time to time to the Government for approval and financial sanction.

2. Mobilizes funds from other sources such as the UGC, CSIR, DST, DBT etc. for academic growth and DST-FIST, DBT BOOST, DBT- Star College Scheme, RUSA and CPE Phases 1&2, for setting up new labs and improving infrastructure.

3. State Grants are normally utilized for maintaining all Laboratories.

The Institutional Policy entails ensuring the overall well-being of its pupils. Thus,

1. An additional Canteen has been set up in the newly constructed Roma Chaudhuri Memorial Building.

2. For barrier-free movement, two lifts have been installed 3. Ramps, gangways, specially designed toilets, wheelchairs and ladders to climb cots in the hostel have been installed

4. CCTV installed at multiple points in the College and its Hostel.

5. Regular sanitization during the COVID-19 Pandemic was done.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	https://ladybrabourne.com/

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

733

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

29

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

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

File Description	Documents
Link to Institutional website	https://ladybrabourne.com/
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

`630`

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

`630`

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

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

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

8

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	**No File Uploaded**
Details of student placement during the year (Data Template)	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

323

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

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

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

50

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

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.

9

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 unive rsity/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)

- **One student is chosen as a member of the College Governing Body, and the Internal Quality Assurance Cell, thus ensuring active student participation in the administrative processes of the College. It works in tandem with the faculty in the celebration of occasions like Republic Day, Bhasha Divas, National Science Day, International Women's Day, and Independence Day.**
- **The College Magazine and the Wall Magazines of different Departments provide opportunities to showcase and explore their creative writing skills.**
- **Students exclusively organized events like OnlineTeachers' Day Celebration. This year, Annual Sports Day was organized virtually and comprises a series of sporting events in the individual category with enthusiastic student participation.**
- **Online Annual Function was held in the month of December 2021 which involves a multicultural and multilingual soiree, with songs, dance, dance dramas and plays put up by the students in English and Bengali.**

The College thus provides a comprehensive educational program to its students, with co-curricular and extracurricular activities

which foster their skills, and groom them for teamwork, public interaction, public speaking, and leadership roles, as they step out of the Institution into professional spheres.

File Description	Documents
Paste link for additional information	https://www.ladybrabournecollege.com/document_view.php?file=criterion/Criterion 5/5.3.2 Additional Information 2021-22.pdf
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

42

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

Activities of the Alumni Association during 2021-22:

1. The Alumni Association donated Rs. 52,328/- to Lady Brabourne College for the renovation of the Medical Unit of the college on 28.11.2021.

2. Ms. Averee Bhattacharya of Department of English was awarded the Mandalika Banerjee Memorial Silver Medal for the year 2021. The cost of the medal was Rs. 3000/-.

3. The Xth Mandalika Banerjee Memorial Lecture was organized virtually on Google Meet, by the Association in collaboration with the department of English, Lady Brabourne College on 5.1.2022. The speaker was Prof. Abhijit Gupta, Department of English, Jadavpur University, Joint Director, School of Cultural Texts and Records, Director, JU Press. He spoke on "Comics in Bengali in Search of a Lost Archive". The amount paid by the Alumni Associationwas Rs. 5000/-.

4. The Alumni Association spent Rs. 10,800/- in the year 2021 for the maintenance of the college garden.

File Description	Documents
Paste link for additional information	http://ladybrabournealumni.com/
Upload any additional information	View File

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

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

- The institution's aim is to empower women in a holistic sense above caste, creed, community & religion.
- College is managed by the Principal and her Faculty comprising 95% women teachers
- Managing Units like the Governing Body & IQAC strategize, plan and implement with a network of Committees under the Principal & the Teachers' Council.
- Perspective plans include course dissemination strategies to help women students to shed social inhibition & be abreast with mainstream e.g. Gender Studies in many courses, departmental remedial course, Women's Studies GE.
- Providing special care and state of the art lab, library & hi-speed internet facilities to ready women from across social strata to become women with objective vision &

digital familiarity.

- Selection of Career Plans in the form of seminar, counseling etc in campus to address various levels of merit.
- Maintaining and upgrading UG & PG level accommodation so that women students can take advantage of higher education in secure, economic. and accessible environment. (164 words)

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.

· Participative management was evident in the way teachers of each department divided academic assignments to cope with the transition first from online to hybrid and then finally to offline mode by February 2022. The Head of each department communicated with the Teacher's Council Secretary who functioned as a locus. Finally the Principal reviewed the picture so that students were given full care.

· The IQAC Coordinator and the Head of the Data Collection Unit of the IQAC for NAAC Cycle 3 constantly stayed in touch, met in the College with their teams and gave finishing touches to the SSR and fulfilled all the requirements for the submission and aftermath of Accreditation, keeping the Principal in the loop.

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

· Student Mentoring, already an institutional practice, was made formal.

· IQAC members brainstormed together to design feedback forms & also counseling strategies for mentoring.

· The idea was to orient students to accept the physicality of the institution, know its features and become a part of the campus from after the confinement of online experience.

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

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

- **The Organogram represents toe governing mechanism and the functional units of the college.**
- **The Principal is the referral for all final decisions**
- **Planning and devising strategies done by both IQAC and Governing Body.**
- **The various units include the academic departments under their respective Heads, the Principal's committees under their Conveners responsible for various aspects of academic administration and the teacher's Council's Secretary is annually appointed to manage the academic calendar and coordinate the functions of everyday management and functions.**
- **The Librarians manage the intellectual resources in all versions.**
- **Nonteaching Office Staff act as extension of the Principal's Office and manage student affairs and Academic assistants help in laboratory management and ancillary work.**
- **The Hostel Superintendent act as the coordinating authority for all affairs relating to residents of the UG & PG Hostel.**

The College maintains campus harmony and well being through special cells headed by senior IQAC members e.g Grievance Redressal Cell, Anti Ragging Cell, Internal Complaint Committee and the Public Investigating Office to direct academic dispute of a legal nature. These Cells are part of the Principal's Office.

File Description	Documents
Paste link for additional information	**Nil**
Link to Organogram of the institution webpage	https://ladybrabourne.com/
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	View File
Screen shots of user inter faces	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

- **Being a fully govt institution all employees enjoy the privilege of govt health scheme & Sasthya Sathi programme.**
- **Special Quarantine Leave was made available in case either the employee or his/her family members were affected by COVID 19.**
- **Loans from GPF very easily made available through single window service of Principal's Office.**
- **The Principal favourably recommends teachers who receive offers from prestigious institutions for higher studies so that govt leave with pay is made available.**
- **LTC are available as per WBSR.**
- **Medical Leave per year 20 days full pay.**
- **Maternity Leave**
- **CCL available at Principal's discretion.**

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

Nil

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	**No File Uploaded**

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

36

File Description	Documents
IQAC report summary	View File
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

- **Principal prepares ACR for teachers coming under CAS.**
- **CAS papers reflecting Internal performance level and fidelity of informative personal data cross-checked by the IQAC to ensure fairness in career advancement.**

- **Regular updation of physical Service Book.**
- **Implementation of SAR (Self appraisal Report a fully on-line method of reporting and assessment as directed by the Higher Education Department Govt of West Bengal)**
- **Principal goes through Students' Feedback reports and has closed door sessions when required.**
- **Departmental meetings with the Principal are regular features.**
- **Principal confers regularly with IQAC Coordinator, TCS and Service Book & Leave Committees on case to case basis.**
- **The Principal confers with the Head Clerk on all matters relating to Non teaching Staff.**

In case of connection of performance owing to personnel interaction the Special cells like the Grievance Redressal Cell is brought in.

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

• **External Academic Audit for the year 2020 was executed in 2021**

• **External Academic & Administrative Audit for the year 2021 was also conducted in 2021.**

• **Academic Audit was conducted over four days from 10a.m to 5.30 p.m.**

• **Auditors checked the implementation of the Mission and Vision of the College.**

• **The IQAC report was separately seen**

• **They checked departments and all support facilities.**

• **Financial audit at various levels were enquired and looked into.**

· The groundwork for the Action Plan was made.

· SSR was submitted in February 2021 and finally with DVV on 30.6.21. NAAC PTV conducted the Audit for the 3rd Cycle on 27th and 28th May 2022.

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)

26.9

File Description	Documents
Annual statements of accounts	[View File](#)
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 Institution adopts the following strategies

1. **Applies with well planned budget to the various schemes of the Higher Education Department.**
2. **Applies with specific Project Plans to UGC, MHRD, DBT, DST.**
3. **PG departments collect Library and Lab fees from enrolled students.**
4. **Approaches allied Ministries such as Ministry of Women and Child Welfare for various schemes.**
5. **Allows vetted Private sector organizations such as Indian Bank to fund against restricted displays in campus.**
6. **Publishers and booksellers are invited to organize stalls during seminars and workshops and the College is paid for providing space and creates trade opportunities.**

7. **Strategies are underway to promote sale of quality publications of the College.**

8. **Registration fees are charged during open seminars and ancillary expenses are met from there.**

Support facilities run by franchises like the four canteens, the Cheap Store all pay space rentals and commission to the institution.

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

Practice 1

• A system of internal academic audit initiated in 2019 was continued both in 2020-21 and 21-22

• The IQAC Chairperson and IQAC & NAAC Coordinators and other senior IQAC Members made visits to each department in April 2022.

• Detailed examination of teaching learning and learning infrastructure was conducted and advisories given.

• This practice has become a standard one with External audits which later will take place in alternate years.

Practice 2

• The IQAC is committed to bring the Institution under ERP solutions.

• The IQAC Coordinator has conducted surveys and entered into dialogues with concerns offering academic ERP solutions.

• The IQAC members has refreshed the UGC to release the pending sanctioned grant under CPE II 2016 so that the earmarked Non-recurring head money may be used as seed money for setting up the ERP eco system.

· The IQAC hopes to upgrade all its databases and integrate the same once this system is put in place.

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

Practice 1

· The IQAC was specially focused on the quality of online receptivity.

· To this end preparation of special Covid time tables were advised to the departments.

· These were more flexible and student friendly in that explanation in topics were stretched more than would be in offline classes.

· Mini oral quizzes were also suggested.

· Departments across the college adopted this advisory adapting to the special requirement of their discipline.

Practice 2

· Feedback from students was sought during Mentoring sessions.

· Formal feedback often has stereotypical response.

· To overcome this challenge counseling –mentoring sessions were sought from students.

· By taking Covid precautions and maintaining adequate social distancing students were brought in and engaged in conversations to elicit academic, and associated feedback.

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

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	**C. Any 2 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	https://ladybrabourne.com/aqar-2020-21/
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

Gender Equity and Sensitization Programmes:

In order to sensitize students and staff about gender discrimination and disparity, the college regularly organises seminars, workshops and awareness programmes. In the current pandemic situation webinars have been organised that has witnessed enthusiastic participation as is evident in the details of the programmes given below.

2022

8th March.

College level Seminar. Celebration of International Women's Day and Foundation of Women's Study Centre, Lady Brabourne College, Kolkata. Organized by Women's Studies (Generic Elective) Department, Lady Brabourne College. Seminar Entitled. Gender Equity Today for a Sustainable Tomorrow. Speakers. Prof Maleka Begum, Dr Jenia Banerjee. Funded by Women's Studies Centre, Lady Brabourne College.

18th April, 6th May, 23rd August, 6th September, 2022

College level Seminar. Azadi Ka Amrit Mahotsav Special Lecture series1 Organized by Women's Studies Department, Lady Brabourne College. Funded by Women's Studies Centre.

24th August, 2022. Public awareness programme on Women's Health. Organized by Women's Studies (Generic Elective) Department, Lady Brabourne College, in collaboration with Bengal Obstetric and Gynaecological centre. Funded by Lady Brabourne College.

8th SEptember, 25th November, 2022

Organised byWomen's Studies (Generic Elective) Department, Lady Brabourne College, in collaboration with Swayam.

File Description	Documents
Annual gender sensitization action plan	https://ladybrabourne.com/gender-equity-and-sensitization-2022/
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://ladybrabourne.com/safety-and-security-measures/

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy	C. Any 2 of the above

Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	

File Description	Documents
Geo tagged Photographs	[View File](#)
Any other relevant information	[View File](#)

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

Solid waste is disposed off via Kolkata Municipal Corporation's garbage collection and transportation vehicle.

The campus is a 'Plastic-Free Zones'.

The 'Green Bin' collects the degradable waste.

The non degradable waste is collected in the 'Blue Bin'.

Liquid Waste Management

The Department of Chemistry ensures that liquid wastes are drained out into specified basins where they are first diluted 5 times before running them out through the common drainage system. This reduces their toxicity below LD50 level.

Biomedical waste management

In the Department of Microbiology, the biohazard wastes are collected, processed and disposed off to comply with correct safety regulations.

Contaminated needles, syringes, scissors and other sharp things are properly packed in rigid plastic boxes and disposed to municipal trash.

E-waste management

The e-waste or discarded electronic destined for refurbishment and recycling are handed over to a certified and authorised e-waste

recycle.

Waste Recycling System

For composting of biological waste, organic waste are collected in pits have been dug up at the garden for decomposition.

The condensates from air conditioner machines installed at the library moves through a drain-line and are collected into a storage tank .

Hazardous chemical management

Multiple exhaust fans continuously operates. Reagents producing pungent fumes are carried out within fume chambers.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	[View File](#)
Geo tagged photographs of the facilities	[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	[View File](#)

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

A. Any 4 or All of the above

4. **Ban on use of plastic**
5. **Landscaping**

File Description	Documents
Geo tagged photos / videos of the facilities	<u>View File</u>
Various policy documents / decisions circulated for implementation	**No File Uploaded**
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	<u>View File</u>
Certification by the auditing agency	<u>View File</u>
Certificates of the awards received	**No File Uploaded**
Any other relevant information	<u>View File</u>

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	**B. Any 3 of the above**

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

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).

The college takes various initiatives to promote an inclusive environment facilitating tolerance, and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities.Our institution beliefs in equity and equality where everyone needs to feel welcome safe and accepted. Our ultimate aim is Women Empowerment.

The college hostel runs a night school where the students teach the underprivileged children of the adjoining slums.

Since the College started in 1939 with the aim to provide higher education to Muslim women, and the demography of the locality being predominantly of this religious minority community, the institution continues to attract a considerable number of Muslim students. Moreover, the hostel attracts students from the North-eastern States. A unique feature of the institution is that the college has 6 language departments: Bengali, English, Hindi, Sanskrit, Persian and Urdu, as well as an add-on course of Spanish Language, which illustrates its cultural and linguistic diversity.

In the annual programme of our College students perform in various languages and this year an unique medley in popular films was performed by Urdu students reflecting communal unity and progressiveness.

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

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

Annual Value Education seminars are organized by the college to inculcate a sense of core values, gender sensitivity, environment consciousness, etc. among students and employees. The IQAC, Lady Brabourne College. Kolkata in collaboration with Indian Institute of Cerebral Palsy (IICP) have organized a webinar, entitled "Programme on Awareness and Social Responses towards the Differently Abled", on 7th December 2021. The panellists from IICP were Saswati A Mohanti, Sudipendu Dutta, Rahul Singh and Samiya Singh.

The college a logo carrying the motto of "Sangachadwam" meaning harmony and unity. The college celebrates the values of unity, service, patriotism and dedication through the college anthem. Discipline is a core value crucial to the ethos of the college, as stressed in the code of conduct displayed on the college website. The code of conduct includes those for the students, teaching faculties and also the office staffs.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://ladybrabourne.com/nss-national-social-services-2022/
Any other relevant information	meet.google.com/ycb-zhca-rpv

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	A. All of the above

professional ethics programmes for students, teachers, administrators and other staff   4. Annual awareness programmes on Code of Conduct are organized

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

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

CELEBRATION OF VARIOUS EVENTS AT THE COLLEGE CAMPUS

26th January 202215th August 2022. National flag is hoisted in the college and hostel premises on Republic Day. The national anthem is followed by a cultural programme in which staff and students actively participate.

21st February 2022. Celebration of International Mother Language Day. Webinar conducted.

28th February, 2022. Celebration of National Science Day. Webinar conducted.

8th March, 2022. Celebration of International Women's Day. Webinar conducted.

21st June, 2022. World Yoga Day is observed on where yoga poses are performed by students.

26th July, 2022. Van Mahotsav is celebrated by planting of saplings by the Principal, teachers and students.

15th August 2022. National flag is hoisted in the college and hostel premises on Independence Day. The national anthem is followed by a cultural programme in which staff and students

actively participate

5th September, 2022. Teachers' Day is celebrated annually to commemorate the birth anniversary of Dr. Sarvapalli Radhakrishnan.

14th September, 2022. Hindi Diwas is celebrated.Webinar conducted.

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

7.2 - Best Practices

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

BEST PRACTICE 1

Student Mentoring

Every year after the completion of the Examinations of the ODD Semestersthe IQAC determined Mentoring Committee comprising External and Internal Mentors conduct sessions for students. First a Survey Questionnaire, modified annually by the IQAC, is mailed to each student. The Mentors submit a list of Mentees with their registration, email and contact numbers to the IQAC. Thereafter detailed and personal interactive sessions with the students, divided by departments and semesters, take place at segregated venues. The feedbacks are analyzed and the highlights are reported to the Principal and action is taken either immediately.

BEST PRACTICE 2

Internal and External Academic Audits

The HEI started its systematic and standardizing academic audit programme over and above the audit conducted by the Government from 2019. IQAC Members accompanied the Principal, visiting all departments, support facilities, the entire expanse of the campus and collected responses from all Staff and students of the

college. The team exposed themselves to experiences in first hand manner. Experts were invited from the affiliating and other Universities in 2021 twice to make up for 2020 the Covid 19 interruptions. Internal audits continued in 2021 as well. The IQAC made reports for the Internal Audits while the Experts held exhaustive closed-door sessions with the Principal and thereafter submitted their reports and Certificates.

File Description	Documents
Best practices in the Institutional website	https://ladybrabourne.com/best-practices-2021-22/
Any other relevant information	Nil

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

The priority and thrust of Lady Brabourne College includes holistic growth of its pupils coming from diverse backgrounds. The College which began in 1939 to impart education to Muslim women, has now emerged as a multicultural centre for women. Smart Class Rooms, ICT based lectures a fully automated library equipped with INFLIBNET and RFID, computer facilities with Career Counselling and Job Placement Cell, help in learning process. Psychological Counselling Cell, Medical Unit, State-of-the Art gyms, Yoga classes and Self Defence Programmes, Annual Value Education programmes by the IQAC and Gender Sensitization Seminars, and Awareness Programmes ensure a holistic education. Vocational training in Computer Applications, Spanish Language Training, Multi-Media and Animations, Public Relations and Advertising and UGC sponsored Remedial Classes are also conducted.

Several scholarships/endowments from government, non-government and philanthropic resources are available for poor students. The Principal's Welfare Fund, Lunch Box scheme provide food and financial help for poor students. The National Service Scheme of the college and the Night School run by the hostilities benefit the local community. The College accredited with 'A' grade by NAAC, a Centre with Potential for Excellence aims for empowerment women from all sections of the society especially the minority communities.

File Description	Documents
Appropriate web in the Institutional website	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.3.2 - Plan of action for the next academic year

The HEI plans to open skill-enhancing Add- on (Certificate) courses to address areas in the regular CBCS syllabus which has scope of substantiation. The HEI will adopt a policy of increasing scope of experiential learning as far as practicable. Industry visits will be more interactive and processing of inputs to manage outputs will be undertaken. The HEI will address the need for setting up coaching programme for qualifying examinations like NET, JAM, SSC, SLET, WBCS etc Career Counselling will also be addressed to reach out to more stakeholders and an overhauling of the registration process is under consideration. The HEI will plan its general scheme of admission, enrolment, drop-out issues to more competently address NIRF participation. It remains conscious that NIRF participation is integral to measuring incremental quality output of the HEI. HEI is seriously considering implementing ERP Solutions to manage data sourcing, collection, assessment, retention in a more holistic and efficient manner. Green Audit will henceforth be done by a body of certified auditors as a team.