YEARLY STATUS REPORT - 2020-2021

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-new-format/
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	http://ladybrabournecollege.com/document_view.php?file=criterion/Criterion_1/1.1.1/Institutional_Academic_Calendar/Academic_Calendar_2020-21.pdf

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**

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/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Institutional	DST-FIST	DST, India	2020-2021	5382506
Institutional	DBT-STAR	Deptt. of Biotechnology, India	2020-2021	1800000
Faculty	Major Research Project	DST-SERB, India	2020-2021	846158
Faculty	Major Research Project	DHSTBT, Govt. of West Bengal	2020-2021	456400
Faculty	Major Research Project	DHSTBT, Govt. of West Bengal	2020-2021	437400
Institutional	State Allocation Fund	West Bengal State Govt.	2020-2021	6964367
Institutional	College Fund	College	2020-2021	7744038
Institutional	Scholarship	Govt. of India and W.B State Govt.	2020-2021	9744875

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 meeting(s) and Action Taken Report	No File Uploaded
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)

1. Participated in NIRF 2. Preparation of SSR 3. Conducting Academic Audit 2020 and 2021 4. Student Mentoring Initiative with psychological counseling 5. Promoting social awareness and responsibility: Collaborative activities with NGO Anubhooti and Indian Institute of Cerebral Palsy

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
Planning and executing NIRF	**Successful completion of NIRF**
Planning and executing SSR 3rd cycle	**Successful of SSR and DVV**
Planning Academic audit	**Successful conducting of Academic Audit**
Promoting environmental health of the HEI	**Helping the conducting of Green audit**
Planning student mentoring and counselling to combat stress and impact of COVID 19	**Successful virtual interaction between Psychiatrists and Counsellors and Students**
Promoting social awareness and responsibility	**Successful implementation of the same through collaborative initiatives**

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

Year	Date of Submission
2021	**22/02/2022**

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	**1919**

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	**613**

File Description	Documents
Data Template	[View File]()

3.Academic	
3.1 Number of full time teachers during the year	**118**

File Description	Documents
Data Template	[View File]

| 3.2

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

File Description	Documents
Data Template	[View File]

4.Institution	
4.1 Total number of Classrooms and Seminar halls	**69**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**333.75744**
4.3 Total number of computers on campus for academic purposes	**365**

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 completion**

of syllabi in correspondence with the projection in the academic calendars and bears evidence to 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 isin 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 College level to complete the documentation process.

- During the period 2019-2021, CBCS syllabi had been meticulously covered and this included the pandemic year when classes were regularly held online, even though Educational Institutions in our State remained closed for students as per the notification of the Higher Education Department, Govt. of West Bengal.

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	http://ladybrabournecollege.com/index.php

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	A. All of the above

Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

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

1.2 - Academic Flexibility

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

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

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)

0

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

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

495

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 disciplineshaving the 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.**

1. **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 courseswhich shedlight 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 is addressed in CC, SEC and GE

Courses of some disciplines like Botany, Geography, Chemistry, Economics, Microbiology and zoology. Course curriculum also includes AECC Environmentalproject, 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

11

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

773

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

1.4 - Feedback System

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

File Description	Documents
URL for stakeholder feedback report	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	No File Uploaded

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

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://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	http://ladybrabournecollege.com/document_view.php?file=criterion/Criterion_2/2.2.1/2.2.1_Advanced_Slow_Learners.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
1919	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 class-room
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. **Power Point 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, social work programmes toacquire hands-on training/experience.**

7. **Many of the Core Courses in the CBCS syllabus requires Project 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 Centresin 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 departmentsundertake 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 the way 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 Departmentsthrough Intranet.

4. Book search and cataloging are all electronically done including the access through On-line Public Access Catalogue (OPAC).

5. Access to e-resources is provided through N-LIST programme of INFLIBNET.

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

7. Photocopying and scanning facilities are available.

- During the Covid 19 pandemic, ICT facilities were fully availed for conducting the classes (Theory and Prcatical) 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 power point presentations.

- E-Resources are also shared with students to augment their

knowledge

- **Students especially the 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

99

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

91

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

1240

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 mechanism 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 class room teaching-learning methods, if necessary any or all of the following areproposed:-

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	http://ladybrabournecollege.com/document_view.php?file=criterion/Criterion_2/2.6.3/Result_LBC_UG_PG_20-21.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 becausewherever permissible by the University, scripts are shown to the students.

- Grievances related to external examinations are formally placed before the Controller's department of universitywhich 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 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 in the 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, socio-economic, 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 Websitedisplays 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 and are meticulously recorded and maintained in the Departments. The Term Report is submitted to the Principal for her perusal.**

- **The Term Report includes 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 class-room 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	http://ladybrabournecollege.com/document_view.php?file=criterion/Criterion_2/2.6.2/2.6.2_Attainment_CO_PO.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

607

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	http://ladybrabournecollege.com/document_view.php?file=criterion/Criterion_2/2.6.3/Result_LBC_UG_PG_20-21.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-2020-21/

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)

71.22464

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

2

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

7

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 opportunities to excel in Academics, Innovation and Research that goes beyond the Curriculum for creation and transfer of knowledge.. Assimilation and dissemination of knowledge are undertaken through Seminars, Workshops, Endowment Lectures and Webinars. Workshops and summer schools are organized under the auspices of the DBT-STAR and DBT-BOOST College Programs. E-Pathshala has been initiated by the Department of Bengali in collaboration with the respective Bengali Departments of Jogomaya Devi College and Raja Peary Mohan College as per the e-PG Pathshala initiative of the MHRD under its National Mission on Education through ICT. Industrial visits provide students with a real-world perspective on different functions in organizations. Field trips give opportunities to develop visual literacy and learn beyond the classroom. The Skill Enhancement Courses prescribed in the syllabus develop self

employment abilities in students. Internship in collaboration with other Research Institutes helps to develop research aptitude. Faculty Development Programs are organized to improve teachers' efficiency. Undertaking Research Projects and publication of research-oriented books and journals by the Advanced Research Centres and the Women's Studies Centre illustrate the faculty's focus upon knowledge-enhancement.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://ladybrabournecollege.com/document_view.php?file=criterion/Criterion 3/3.2.1/3.2.1_Supporting Document 2020-21.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

3

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

0

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

65

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

37

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. Students of NSS and the College Hostel, conduct

Night School in the Hostel premises for the slum-children andchildren of our Non-teaching Staff. The Department of Bengali and the Women's Studies Centre provided space for domestic helps and the third gender to share their stressful experiences. The students of the Department of Sociology formed Self-Help Groups in villages in order to empower women and have formed a self-funded Welfare Association "Anubhooti" working for underprivileged children and the elderly people. Students of Microbiology and Economics have been working with NGOs for teaching the underprivileged children and also worked to help during Amphan cyclone and Covid-19 pandemic . Dept. of Microbiology produced and distributed hand-sanitizers.They volunteered in the collection of swabs from Covid patients at Peerless Hospital . Students of Geography and Microbiology are preparing the People's Biodiversity Register of Wards of the Kolkata Municipal Corporation Area.

File Description	Documents
Paste link for additional information	http://ladybrabournecollege.com/document_view.php?file=criterion/Criterion_3/3.4.1/3.4.1_Supporting_Documents_2020-21.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

0

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

3.4.3 - 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

2

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

28

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

3.5 - 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

5

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

0

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	**No File Uploaded**
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 a 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:

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

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	http://ladybrabournecollege.com/document_view.php?file=criterion/Criterion_4/4.1.1_Physical_Facilities_available.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 the Annual Prize Distribution Ceremony, a full-fledged cultural program is put up by the students.

Amidst the pandemic, students organized cultural programs virtually to celebrate Annual Day, 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

2. Yoga classes where well-trained Yoga Teachers take classes.

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.

3. Students participated enthusiastically in virtual sports amidst the pandemic

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	No File Uploaded
Paste link for additional information	https://ladybrabourne.com/#

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

28

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://ladybrabourne.com/classrooms-with-ict-facilities-2020-21/
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)

82.93141

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)

Library is the most important information centre of our institution. Presently library has three wings - Main library, Library Annex - both are situated in the main college building and 'Electronic Library', located on the first floor of 'Roma Chaudhuri Building'.

It houses more than one lakh documents withold and rare books, printed documents, electronic materials etc. Our library follows 'Open access' arrangement for the reference books land Urdu books.

Our library functions are fully automated through the open source Library management software 'KOHA' (version- 3.22.09.000). Users can

access our library collections through OPAC / WEB-OPAC under wi-fi environment.

Library circulation system is running under 'RFID' based management system - through 'Book-drop box', 'Self-touch kiosk' and 'Theft detector alarm'.

'Electronic library' comprises of 17 no of computers for internet surfing and consultation of electronic and digital documents. Users are enjoying 'Internet Surfing' and 'Downloading facility in this library.

Online resources through N-LIST of INFLIBNET are also available in our college.

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)

0.059

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

7

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

During this period Wi-Fi Systemhas been implemented/extended on all floors of Administration (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. This facilitated holding of virtual classes over Gsuite platform in the pandemic situation. At present all Buildings in the Main Campus is a secure Wi-Fi Zone. The total number of nodes present in the College campus is 450 which includes 48 Wi Fi access points. Since thenumber of users areincreasing day by day the existing Internet Bandwidthhas been upgraded from 25Mbps to 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

365

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)

250.82603

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 andDivyangjan.**
- **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 over-all 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, wheel chairs 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.

6. Economically marginalized students are provided food free of cost through 'Lunch Box' Scheme.

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

543

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

7

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

1039

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

1039

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

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

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

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

6

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

361

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

45

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.

37

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

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

One studentis 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.

Studentsexclusively organized events like OnlineTeachers' Day Celebration. This year,Annual Sports Day was organized virtually and comprises a series of sporting events in the individual categorywith enthusiastic student participation.

Online Annual Function washeld in the month of December2020 and 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	http://ladybrabournecollege.com/document_view.php?file=criterion/Criterion_5/5.3.2_Supporting_Documents_Upload.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

6

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

5.4 - Alumni Engagement

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

The college has Alumni associations based in Kolkata, New Delhi and even in Bangladesh. The LBC Alumni Association has a deep bond with the college and regularly organize cultural programand fundraising programs.

Some of the activities of the Alumni Association during 2020-21are summarized below:

1. In June 2020, Rs. 50000 was donated to Bharat Sevasram Sangha to support the Amphan victims.

2. This year Mandalika Bannerji Memorial Lecturewas delivered by

Prof. Somdatta Mandal, former Professor of English, Visva-Bharati University on "Texts and Contexts of Diasporic Indian Writing in English". The program was convened on Google Meet on 31st March2021.

3. As in earlier years,this year also College Garden is successfully maintained by a gardener appointed by Lady Brabourne College Alumni Association.

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.

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.

· Gradual but consistent establishment of 100% online teaching and learning and examination system in response to Lockdown and disruption of offline mode of teaching for Covid 19. By July 2020 there was an active Whatsapp Group based communication network as well as induction of first Zoom and G Meet platforms. All administrative work related to teaching, learning, student management including examination, admissions, fees management, were managed through Virtual interactions. With the Principal's guidance all Committees and units coordinated among each other with controlled visits to the College in exemplary manner to manage the affairs of the College.

· AQAR, NIRF and SSR preparation including data sourcing, collation, analysis were all done under the coordination of the IQAC by dividing the Faculty in small, efficient groups who worked at once as independent and integrated units and met all the portal deadlines braving challenging situations in an exceptional year.

File Description	Documents
Paste link for additional information	https://ladybrabourne.com/ssr-3rd-cycle/
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

· The Institution took special care to create comprehensive digital experience for using laboratories to counter the disruption of physical attendance. Members of the Science Faculty developed orientation and application packages/modules as per syllabi to enable students to remain connected to practical teaching-learning

experience and ensure their academic empowerment.

· An enterprising teaching strategy was adopted by the Bengali department in collaboration with Jogmaya Devi College & Raja Peary Mohan College, Uttarpara to conduct syllabus oriented but more intensive & referential online lecture series under the banner of E-Pathshala. Again such strategic deployment allowed the students to not only remain alert but also to acquire interactive knowledge skills with exposure to many teachers.

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.
- Non-teaching 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	**No File Uploaded**
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.**
- **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

5

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

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

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

31

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 & Administrative Audit (including financial audit) for the year 2121 was also conducted in 2121.**

- **The 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.**

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)

25.00000

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. **Approaches allied Ministries such as Ministry of Women and Child Welfare for various schemes.**
4. **Allows vetted Private sector organizations such as Indian Bank to fund against restricted displays in campus.**
5. **Publishers and booksellers are invited to organize stalls during seminars and workshops and the College is paid for providing space and creates trade opportunities.**
6. **Strategies are underway to promote sale of quality publications of the College.**
7. **Registration fees are charged during open seminars and ancillary expenses are met from there.**
8. **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

a) The sudden lockdown and absence of strategies from the existent academic system created a disruptive environment affecting the

mental health of students. The IQAC organized a Student Mentoring Initiative spread over two days conducted on two levels

i. Level I had a Senior Professor of Applied Psychology from the University of Calcutta interacting with students to gauge the extent of damage to their academic pursuits and offering practical solutions to their study habits and methods to suit the new normal.

ii. Level II had a Professional Psychiatrist in conversation with the students to understand their stress levels. Practical guidelines were offered to restore calmness and develop motive to carry on productive activities as the Pandemic progressed.

The IQAC tried to approach the problem of disruption holistically and paved the way for resumption of regular academic work and disseminated sensitivity across all departments to carry on internal mentoring.

b)The IQAC highlighted the initiative of the Microbiology department of manufacturing and distribution of hand sanitizers and the COVID 19 related philanthropic work of Anubhooti, a NGO formed by students of Semester VI 2020. This IQAC publicity and sensitization spread awareness among students across all departments as to the positive ways of countering the fear and depression created by the Pandemic.

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

· The IQAC reviewed the Covid 19 situation after the lockdown and motivated teachers through departmental Heads and other IQAC members within departments to familiarize with Zoom and G Meet tools.

· The Vendor ACE SERVICES was instructed by the IT & Infrastructure Committee to procure G Suite Packages to accommodate students.

· The aim was to continue the process of teaching and learning without undue interruption.

• By October 2020 the new normal teaching-learning process with complete compliance with university deadliness for clearing backlogs in examination was completed.

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)

A. All of the above

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

An undergraduate Generic Elective course in Women's Studies was introduced in 2010-2011, which plays a crucial role in inculcating awareness regarding gender issues and facilitating gender empowerment.

- **Four teacher-members of the UGC sponsored Women's Studies Centre of the college were part of the Expert Committee (from**

University of Calcutta) framed the CBCS syllabus of the Women's Studies Generic Elective course of the University in 2018.

- The syllabus of the Autonomous Post Graduate Department of English have a separate module on Gender Studies.
- The Women's Studies Centre organizes seminars, workshops, awareness programmes on gender sensitization and equity.
- In collaboration with the Kolkata Police, the Women's Studies Centre has organized programmes for training students in the art of self-defense by women trainers. This community policing initiative, 'Sukanya', initiated on March 2019. Training on self-defense includes Taekwondo, Judo, Kick-boxing, Karate, Wushu and Aikido besides jabbing, kicking, choking to ward off stalkers and harassers.
- Security personnel, armed security guards, CCTV cameras at strategic points provide 24x7 safety and security to students.
- Counselling and protection are provided to students. Anti-Ragging measures and the Internal Complaint Committee addresses issues like sexual harassment.
- Common Room with attached toilet ensuring security to the students.

File Description	Documents
Annual gender sensitization action plan	https://ladybrabourne.com/gender-equity-sensitization-2020-21/
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/specific-facilities-provided-for-women/

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	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

Government appointed sweepers and casual workers are employed for cleaning and sweeping.

The college campus and hostel premise have been declared as 'Plastic-Free Zones'.

The 'Green Bin' collects the degradable waste from canteens and hostel kitchen besides the fallen leaves from the garden. The non degradable waste is collected in the 'Blue Bin'.

Liquid waste management

Liquid wastes generated in the laboratories are diluted 5 times before draining into specified basins.

Biomedical waste management

In the Department of Microbiology, biomedical wastes are disposed off after being autoclaved and sterilized.

E-waste management

The e-waste are handed over to a certified and authorized e-waste recycler

(According to E-waste Management Rule, 2016).

Waste Recycling System

A part of degradable waste, are recycled by composting in pits in the garden premise.

Hazardous chemicals

Exhaust fans in laboratories to avoid toxic fumes generated during practical classes.

Reactions producing pungent fumes are carried out within fume chambers.

Adequate Fire-fighting equipments have been also installed in the campus.

Installation of safety shower in the chemistry laboratory to wash off hazardous chemicals in case of accidents.

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

`A. Any 4 or All of the above`

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	View File

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

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

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	View File
Any other relevant information	View File

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

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

The college takes various initiatives to promote an inclusive environment facilitating tolerance, and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities.

Distributing them among the underprivileged inhabitants of the adjacent slum areas twice a year.

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.

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

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

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.

27th July 2020 and 28th July 2021. The IQAC and Department of Philosophy, Lady Brabourne College. Kolkata have organized a webinar, entitled "Students' Mentoring Initiative". Speaker. Dr Usri Banerjee and Rima Mukherjee.

- **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-2020-21/
Any other relevant information	https://ladybrabourne.com/philanthropic-activities/

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional	**B. Any 3 of the above**

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	<u>View File</u>
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	<u>View File</u>
Any other relevant information	<u>View File</u>

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

- **Each year the national flag is hoisted in the college and hostel premises on Independence Day and Republic Day. The national anthem is followed by a cultural programme in which staff and students actively participate, reiterating the national and historical importance of these days.**
- **Teachers' Day is celebrated annually on 5th September to commemorate the birth anniversary of Dr. Sarvapalli Radhakrishnan. Online celebrtaions on 2020 and 2021,**
- **Besides, birth anniversaries / centenaries / sesquicentenaries / bicentenaries of great Indian personalities such as, Mahatma Gandhi, Rabindranath Tagore, Vallabh Bhai Patel, Swami Vivekananda, Sister Nivedita, Netaji Subhash Chandra Bose, Pandit Iswar Chandra Vidyasagar and Munshi Premchand have been observed.**
- **Celebration of International Mother Language Day on 21st February each year.**
- **Celebration of National Science Day on 28th February each year.**
- **Celebration of International Women's Day on 8th March each year**
- **World Yoga Day is observed on 21st June where yoga poses are taught to students and the philosophy of Yoga as a way of life is discussed.**
- **Van Mahotsav celebrated in July each year by planting of saplings.**
- **Hindi Diwas is celebrated in September every year.**

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

7.2 - Best Practices

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

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Best Practice I

  1.  Title of the Practice- Student Mentoring Initiative


  1.  Objectives of the Practice

  •  To address the psychological need of students
  •  To take expert consultation on the prevalent disturbing and
     alien situation precipitated by Covid 19.
  •  To invite interaction from students with experts.
  •  To provide assurance by expert so that future prospects and
     planning may be done

  •

  1.  The Context-

The HEI was acutely conscious of the disturbed condition of the
students due to the Pandemic and Lockdown. Their young lives were
interrupted on both the personal and academic fronts. In July 2020
they were still in the initial stages of the online academic
activities, many still struggling to come to terms with the virtual
world. In this scenario it was considered imperative to pay special
attention to mental health especially as students were confined to
homes with all outlets coming to standstill. Their academic health
was bound to be affected and possibility of future impairments
cannot be ruled out unless serious attention was paid at an early
stage.


  1.  The Practice
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A two-day Webinar was organized by the IQAC in collaboration with the Department of Philosophy on Monday and Tuesday 2th and 28th July 2021 respectively. On 27th July Dr. Ushri Banerjee Asst: Prof. Dept of Applied Psychology & Coordinator M.Phil Clinical Psychology, University of Calcutta held a live interaction with the students enquiring the problems they were facing in their virtual pursuits conducted online.

On 28th July Dr. Rima Mukherji, MRCP (Psych) London, U.K., Clinical Psychologist, Founder director "Crystal Minds" held an interactive session so that students could share how their personal space was being affected, including their relationships with parents, siblings and the ways they were reacting to the lack of social sharing.

Both days saw constant interaction between the students and the external mentors.

5. Evidence of Success

The Orientation of the students under the guidance of the two eminent psychologist/psychiatrists enabled the students to become adjusted to the gruelling online examination system where back-logs were often cleared at one go. Conducting of online classes also became a part of the new normal; performances began to rise. There were no drop-out problems in the continuing semesters. The College also did not receive any intimation from concerned parents about mass behavioural issues at home. When the College reopened for Blended Mode in on 16th November 2021 after a gap of almost two years there was a seamless transition.

6. Problems

The chief concern was that the G suit Package could accommodate 100 heads. Although The HEI provided You Tube Link so that all could listen to the lively debate and advisories. A collateral concern of any such programme conducted on virtual mode is the fragility of the connection of the NET.It is accepted that the virtual mode is not very appropriate for these interactive programmes.

Best Practice II

   1. Title of the Practice- Policy of Reduction of Tuition Fees to help Students pursue Programmes

During COVID 19

1. Objectives of the Practice

- To address stress of students and parents facing economic challenges and hardships precipitated by the Pandemic.
- To ensure smooth and continuous academic progression especially stress free taking of online University examinations.
- To sustain a comfortable academic ecosystem in the HEI so that healthy minds cope with the Pandemic year/s.

1. The Context-

The HEI was acutely conscious of the disturbed condition of the students due to the Pandemic and Lockdown. Many students both from the middle income group and economically challenged group encountered serious shortage of funds owing to pay cuts and even loss of regular employment of their parent/s. In the online mode it was necessary to constantly purchase and update data packs, in addition to the necessary expenditure of every household. To address this scenario the Policy of Fees Reduction was adopted.

1. The Practice

The HEI led by the Principal and staff in charge of fees collection decided to keep both online and offline payment channels open from December 2020. The rate of fees charged was altered to make it more affordable. A staggered payment collection system was introduced so that maximum allowance to meet fees collection road map could be given. Attention was also paid to expedite the process of refund of admission fees. It was kept in mind that due to the Pandemic families were under severe constraints and the HEI took the move in full awareness of its social responsibility of reaching out to its stakeholders and help in their learning outcome.

1. Evidence of Success

The HEI has not experienced any shortfall in its enrolment of Entry years 2020 and 2021. It is clear that the HEI's all-round effort at sustaining teaching-learning had paid off; the policy of fees reduction acted as an encouraging impetus to make the student concentrate on academics and lok towards a brighter future despite the gloom of the Pandemic.

1. Problems

Initially it was a challenge to set up series of meetings during the raging Pandemic with probable vendor-banks. However both online and some offline meets (observing all essential health protocols) could be set up. The commercial approach of the banker had to be modified and extensive sessions had to be conducted to sensitize them of light customising of collection processes to favour needy stakeholders. Finally, as with all online processes, departments continuously liaised with their respective students to acquire information of net accessibility and related problems. The system management process was exhausting and there were unexpected technical blocks.

File Description	Documents
Best practices in the Institutional website	https://ladybrabourne.com/best-practices-2020-21/
Any other relevant information	https://ladybrabourne.com/principals-declaration-for-aqar-criterion-7-2020-21/

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[1]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	View File
Any other relevant information	View File

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.**