YEARLY STATUS REPORT - 2023-2024

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-2022-23/
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	https://ladybrabourne.com/academic-calendar-2023-2024/

5.Accreditation Details

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

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

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

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Institutional	DBT-Builder	Department of Biotechnology, Govt. of India	2023-24	2109560
Institutional	State Allocation Fund	West Bengal State Govt.	2023-24	8482412
Institutional	College Fund	College	2023-24	20164974
Institutional	NET Fellowship	UGC	2023-24	1243340
Faculty	Major Research Project	DHSTBT, Govt. of West Bengal	2023-24	342000
Faculty	Minor Research Project	ICSSR, Govt. of India	2023-24	120000
Faculty	Minor Research Project	UGC	2023-24	150000

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	1
• 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)

As a part of Career Counselling initiative, the IQAC interacted with RICE Academy to bring to the HEI the very successful and result driven "Destination Delhi" IAS training counsellors. A day long demonstration through exhaustive PPT and intensive Q & A was conducted with house-full student participation. Students were enriched and informed to consider Civil Service Examination not merely as a career option but as means of rendering non-combatant national service.

The IQAC planned to gather together all separate databases pertaining to AQAR, DCF II and NIRF work in setting up an integrated data base management but customized to proper data extraction processes. In this year an ERP management system has been introduced.

The IQAC of Lady Brabourne College, Kolkata in collaboration with Educational Multimedia Research Centre (EMRC) organized an orientation programme on MOOCS on the 12th September 2023 for the teachers of the college to familiarize them with the Swayam portal of UGC to promote digital application of academic content and circulation. The event was widely attended by the teachers of the college.

The IQAC has redefined the concept of Value Education in the HEI. In 2023 for example NGO Agami Nirman put up a skit to help spread awareness of acid victims. Instead of mere verbal presentation attempt is made to bring alive the social problem and instill in the students the reality of social injustice and the need to find inner strength to resist and fight such social evils.

The HEI involved its IQAC Members in planning setting up a Research and Development Cell in keeping with its projected vision of making robust its research initiatives. As preamble on 9th August eminent educationists, researchers, educators, scientists were invited to have an interactive session with the Faculty.

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
As a part of Career Counselling initiative, the IQAC planned to conduct some Career oriented sessions during this year.	The IQAC interacted with RICE Academy to bring to the HEI the very successful and result driven "Destination Delhi" IAS training counsellors. A day long demonstration through exhaustive PPT and intensive Q & A was conducted with house-full student participation. Students were enriched and informed to consider Civil Service Examination not merely as a career option but as means of rendering non-combatant national service.
The IQAC planned to gather together all separate databases pertaining to AQAR, DCF II and NIRF work in setting up an integrated data base management but customized to proper data extraction processes.	In this year an ERP management system has been introduced.
The IQAC planned to conduct some Faculty Development Programs aiming to cope up with new generation teaching devices.	The IQAC of Lady Brabourne College, Kolkata in collaboration with Educational Multimedia Research Centre (EMRC) organized an orientation programme on MOOCS on the 12th September 2023 for the teachers of the college to familiarize them with the Swayam portal of UGC to promote digital application of academic content and circulation.
The IQAC planned in setting up a Research and Development Cell in keeping with its projected vision of making robust its research initiatives.	As preamble on 9th August eminent educationists, researchers, educators, scientists were invited to have an interactive session with the Faculty.
As a part of Green Energy	In this year, ISO 14001:2015 and

Initiative, the IQAC planned to acquire the ISO Standardization certificates.	ISO 9001:2015 certificates for the GREEN AND ENVIRONMENTAL AUDIT have been acquired.

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
2022-23	28/02/2024

15.Multidisciplinary / interdisciplinary

The HEI being an affiliated college does not have academic autonomy in any of its Programmes. However, it may be mentioned that it runs a Remedial Course. It has undertaken multidisciplinary Projects with success under both CPE Phase I & II schemes involving both science and humanities. Interdisciplinary workshops were also organized under the DBTSTAR College Program by the Departments of Botany, Chemistry, Microbiology, Physics, and Zoology. Outreach programs were also organized from time to time by different departments of the college. Therefore it may be said that there have been modest attempts to expose students to integrated learning after the STEM and HASS models.

16.Academic bank of credits (ABC):

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

17.Skill development:

The restrictions of an affiliated College, notwithstanding the HEI is committed to introducing skill-oriented courses and runs Add-on courses beyond College hours in Computer Skills, Public Relations and Advertising, Animation and Multimedia, and Spanish.

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture,

using online course)

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

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

The HEI conducts a Value-based program where through various means such as seminars, presentations, debates, panel discussions, etc students are made aware of positive approaches and internalize honesty, participation, the value of peace, woman empowerment, etc. Without the consent of the Affiliating University, a more formal induction of the extant tradition in curricula form is not possible.

20.Distance education/online education:

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

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**1305**

File Description	Documents
Data Template	[View File](#)

2.Student

2.1 Number of students during the year	**1720**

File Description	Documents
Institutional Data in Prescribed Format	[View File](#)

2.2	**368**

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

File Description	Documents
Data Template	View File

2.3 Number of outgoing/ final year students during the year	**581**

File Description	Documents
Data Template	View File

3.Academic

3.1 Number of full time teachers during the year	**112**

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)	**474.06136**
4.3 Total number of computers on campus for academic purposes	**359**

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

- The Institution's Academic Calendar is designed on the basis of the Master calendar of its affiliating University, the University of Calcutta, with due flexibility for its unique extra-curricular activities.
- The Institution follows well-structured central and departmental Time Tables. Strict adherence ensures the completion of syllabi in correspondence with the projection in the academic calendars and bears evidence of proper academic planning.
- Departments prepare Lesson Plans so as to provide maximum learner-friendly dissemination of both UG and PG Courses and these are further examples of meticulous documentation.
- The Course CBCS is in correspondence with the graded Internal Examination System (Internal Assessment Tests and Tutorials/ Practicals).
- The records of the graded evaluation system help modify teaching plans so as to effectively and efficiently address any gap in learner-receptivity and prepare students better for terminal examinations/semesters.
- In the CBCS Course, the Institution has evolved a system of uploading marks of Internal Assessment in the database designed by the University, duly maintaining back copies at the College level to complete the documentation process.
- During the said period 2023-2024, Curriculum based on New Education Policy (NEP) has been introduced. The college is determined to ensure a high quality "right education" that is truely "right education for all". Implementing a holistic and multidisciplinarycurriculum students can learn beyond textbooks.
- Under NEP, College emphasizes on skill development along with traditional academicsby inclusion ofdiffernt skill development courses like Arduino, Latex, Artificial Intelligence etc.

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

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous

Internal Evaluation (CIE)

- **The College is affiliated to the University of Calcutta and follows its Curricula and Examination guidelines.**
- **The Academic Calendar of the College is prepared at the beginning of every academic year in correspondence with University Academic Calendar.**
- **The dissemination of the syllabus is planned to match the academic events designated in the calendar. In the CBCS system, the dissemination corresponds with the Internal Examination and End Semester.**
- **The College has been consistently designing its teaching methodology to cater to the curricula and examination process. The College follows the University directives and plans, its teaching, and continuous evaluation processes accordingly. Continuous academic evaluation helps all students including slow learners and this is reflected in their University results.**
- **Lab Manuals in different subjects are made the point of reference for conducting Practical classes and tests as designated in the Academic Calendar. In this way, a student is being prepared and inducted to face the rigorous examination system of study and fare well in the final examinations conducted by the University.**
- **All other activities of the College such as value education, cultural activities, sports, and various kinds of Awareness Programs are organized simultaneously with regular academic activities.**

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	https://ladybrabourne.com/academic-calendar-2023-2024/

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

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)

1

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

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

237

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

1.3 - Curriculum Enrichment

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

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

1. **The paper(s) on Research Methodology in Sociology UG and Political Science PG Courses offer an understanding of the ethics of research.**
2. **The UG Core Course (CC) in Philosophy too, includes extensive study of ethics, normative and meta-ethics.**

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

1. **The UG/PG syllabi of the Language and Literature departments and the Social Sciences departments, offer special papers on Gender comprising Feminist Perspectives, Feminist Texts, to name a few.**
2. **Students also participate in the Seminars, Workshops, Awareness and Outreach Programmes organized by the UGC approved Women's Studies Centre of the College.**

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

1. **Philosophy Generic Elective (GE) Course includes Value Education**
2. **Institution conducts a Value Education Programme annually.**

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

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

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

16

File Description	Documents
Any additional information	[View File](#)
Programme / Curriculum/ Syllabus of the courses	[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	[View File](#)
Institutional Data in Prescribed Format	[View File](#)

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

195

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	A. All of the above

Teachers Employers Alumni

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

1.4.2 - Feedback process of the Institution may be classified as follows

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

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://ladybrabourne.com/feedback-analysis/

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

605

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

177

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 theprogression 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 built into 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 aspects because their natural intellectual curiosity finds necessary outlets outside the limited classroom exposure.**
7. **The system of departmental and central Parent-Teacher meetings also adds 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/Supporting_Documents_for_Advanced_and_Slow_Learners_2023-24.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
1720	112

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

1. Teaching-learning methodologies are evolved according to the scope of the syllabus structured by the affiliating University.
2. The chief method of dissemination is through classroom lectures including interactive sessions.
3. To enhance student participation in subjects like Mathematics, Statistics, and Economics, students are asked to suggest probable next steps for completing the calculation.
4. PowerPoint Presentations customize the lesson according to the needs of the learners.
5. Tutorial and practical classes are designed to help students write answers and conduct experiments.
6. In both Science and Arts subjects, students are taken on field trips, excursions, expositional tours, and social work programmes to acquire hands-on training/experience.
7. Many of the Core Courses in the CBCS syllabus require 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 Centres in collaboration with other institutes of

> Higher Learning and Research Institutes constantly endeavour to organize educational programmes and seminars.
>
> 9. Students are encouraged to undertake self-study in the form of writing assignments and paper presentations. PG students of some departments undertake summer internships.

File Description	Documents
Upload any additional information	[View File]()
Link for additional information	http://ladybrabournecollege.com/document_view.php?file=criterion/Criterion 2/2.3.1/2.3.1_Addl_Info_2023-24.pdf

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 its way to becoming fully computerized.

1. It uses open-source software 'KOHA'.
2. It provides lending service by RFID-based Library Management System.
3. It is connected with all Departments through Intranet.
4. Book search and cataloging are all electronically done including the access through Online Public Access Catalogue (OPAC).
5. Access to e-resources is provided through the N-LIST program of INFLIBNET.
6. Book issue and return through self-touch kiosk and 'Bookdrop box'.
7. Photocopying and scanning facilities are available.

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

1. Admission, verification of relevant documents and University Registration

2. **Webinars (State, National and International level)**
3. **Virtual Sports**
4. **Annual Prize Distribution Ceremony**
5. **e-pathshala**

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

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

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

2.3.3.1 - Number of mentors

112

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

112

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

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

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

94

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

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

2.4.3.1 - Total experience of full-time teachers

1526

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

2.5 - Evaluation Process and Reforms

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

- **The institution has a well-established tradition of transparent and robust mechanisms of Internal Assessment**

subject to the regulations of the affiliating University.

- In the CBCS/NEP mode, the University has introduced the semester pattern. 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 presentations as demanded by the CBCS/NEP 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/NEP system, other than normal classroom teaching learning methods, if necessary any or all of the following are proposed:

1. Remedial coaching.
2. Monitored home study under parental guidance
3. Regular interaction with Departmental teachers and submission of exercises in the problem areas.
4. Parent-Teacher meeting.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	http://ladybrabournecollege.com/document_view.php?file=criterion/Criterion_2/2.6.3/UG_University_Results/2.6.3_Univ_Result_2023-24.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. However, 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, scrutinize the marks assigned to students. Internal Assessment scores are displayed and individual students are expected to sign their internal mark sheets to certify validation.**
- **Grievances related to examinations held in the College are rare because wherever permissible by the University, scripts are shown to the students.**
- **Grievances related to external examinations are formally placed before the Controller's department of 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 the Law Officer of the Department of Higher Education, Government of West Bengal.**

File Description	Documents
Any additional information	View File
Link for additional information	http://ladybrabournecollege.com/document_view.php?file=criterion/Criterion_2/2.5.2/2.5.2_Addl_Information_2023-24.pdf

2.6 - Student Performance and Learning Outcomes

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

- **The Institution approaches teaching and learning in a definitive and structured manner.**
- **Faculty members of all disciplines apply themselves to the syllabi framed by the affiliating University at UG and PG levels and internalize the Programme Outcomes (PO).**
- **Concerning the Programme Outcomes formulated by the University, the program-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 at 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, socioeconomic, scientific, and technological scope of the syllabus and the rationale of the structure. Once they settle down, the idea of CO, PSO, and PO are made clear during the teaching-learning process.**
- **Consequently, a large number of students in the institution are able to make up their minds about their academic progression by the final year of study.**
- **The Website displays the POs, PSOs, and COs so that entry level students can make effective academic and career choices before enrolment.**

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

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

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

> initiative to introduce new Courses along with the consent from the affiliating University as well as the Department of Higher Education, Government of West Bengal.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	https://ladybrabourne.com/student-satisfaction-survey-2023-24/

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

442

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/UG_University_Results/2.6.3_Univ_Result_2023-24.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-2023-24/

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)

27.21560

File Description	Documents
Any additional information	View File
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

0

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

6

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
Paste link to funding agency website	https://ladybrabourne.com/research-activities-ph-d-programmes/

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 has a very vibrant research environment in that almost all the science departments are actively engaged in various projects with commissioned grants. Workshops and seminars on Research Methodologies as well as talks by eminent scholars help consolidate an environment for subject-specific investigations both for the Humanities and Science Faculty. The DBT STAR program and the DBT Builder enable the departments involved to constantly interact with each other and in the course of such interaction innovative ideas for progressive research work in related areas emerge. The HEI has support facilities like a medicinal garden, a butterfly garden, a plant tissue culture laboratory, etc. These facilities emerge from innovative research work and will help promote further explorations. The HEI has a Research Ethics Committee in place and in view of the roll out of the NEP programme eminent scholars were invited to frame a Research and Innovation Advisory Committee.

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 Documents_2023-24.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

22

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

3

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

36

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

24

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 HEI systematically carries out social upliftment work in the neighbouring underprivileged community through the very activeNSS. Some of the activities regularly undertaken include the distribution of clothes and academic necessities for the children, sanitization campaigns, and blood donation camps. The HEI has been running a night school with the help of its residential students in the adjoining hostel campus. In addition, social awareness programs for sensitizing students on various social issues like feminine hygiene and in terms of such awareness programs the newly developed consciousness of the students will become the channel for spreading awareness among the larger community.

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_2023-24.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	View File
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	View File

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

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

18

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

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

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

785

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

3.5 - Collaboration

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

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

18

File Description	Documents
e-copies of related Document	View File
Any additional information	View File
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

1

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	*View File*
Any additional information	*View File*
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	*View File*

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The college campus housing the Main Building, the Roma Chaudhuri Memorial Building, the New Science Building, the Merged Scheme Building, and the Cottage Building ensures sufficiency of classrooms and laboratories for the smooth running of classes, examinations, and co-curricular activities. The lush greenery, gardens, open spaces, and huge playground, provide a congenial environment for academic pursuits. Over the years the infrastructure has been developed and expanded to keep pace with the demands of new requirements. A dormitory for UG students with 10 seats in the hostel building has been a new addition in the year 2021-22. This year, an extension of the water line at the Hostel premises has also been carried out.

Teaching-learning is enhanced by

1. Smart Class Rooms

2. ICT-based lectures

3. Skype sessions

4. International and National Seminars, Workshops, and Symposia

All lab-based Science Departments have their respective laboratories for Practical classes. A vertical extension of the Merged Scheme Building has been undertaken for the construction of laboratories for the Advanced Research Centres of the Departments of Microbiology and Geography and a Computer Laboratory for the Department of Chemistry. There are computer facilities with the latest software.

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

1. Plant Fossil Museum

2. Tissue Culture Laboratory

3. Medicinal Plant Garden

4. Butterfly Garden

5. An Animal House Museum Specimen

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	http://ladybrabournecollege.com/document_view.php?file=criterion/Criterion_4/4.1.1_Physical_Facilities_23-24.pdf

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

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

On the occasion of Annual Prize Distribution Ceremony, fullfledged cultural program is put up by the students.College Foundation Day, Teachers' Day, Bhasha Divas, etc. are also celebrated every year by the students very enthusiastically. Gender sensitization /Awareness Programs are often conducted through cultural events.Institution ensures a holistic development of the pupils through its

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

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

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

Every year Annual Sports are organized.

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

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

Spacious well-equipped Common Rooms in the College and the Hostel offer recreational facilities with indoor games. The College thus facilitates its pupils in exploring their budding talents in cultural activities and physical fitness along with academics.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	http://ladybrabournecollege.com/document_view.php?file=criterion/Criterion_4/4.1.2_Cultural_Activities_Sports_Games_2023-24.pdf

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

32

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	http://ladybrabournecollege.com/document_view.php?file=criterion/Criterion_4/Classrooms_with_ICT_facilities_2023-24.pdf
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)

50.55

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)

Libraryhas three wings - Main, Library Annex and Electronic Library.

It houses more than 1,20,000 documents with old and rare books, Braille books, e-documentsetc. Our library follows 'Open access' arrangement for general reference collections, Urdu and Persian books.

Our library functions are fully automated through cloud based open source software 'KOHA' (version- 23.05.04.000) and 'D-SPACE'. Users can access our library collections through OPAC / WEB-OPAC under wi-fi environment.LBC library has started 'Automated Digital Attendance System'.

Library circulation system is running under 'RFID' environment - through 'Book-drop box', 'Self-touch kiosk' and 'Theft detector alarm'. Users can issue and return their books independently through this system at any time.

Our library remains open from 10 a.m. to 5:30 p.m. The library provides scanning, printing and photocopying facilities. Resources, available from 'INFLIBNET', are accessible through 'N-LIST' programme.

'Electronic library' comprises of 17 no of computers for internet surfing and consultation of electronic documents (e-books, e-journals) and other online resources.

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	[View File](#)
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)

6.75

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

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

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

92

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

4.3 - IT Infrastructure

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

The Wi-Fi System which was implemented/extended on all floors of Admin (Main) Building, Chemistry Building, Physics Building, New Science Building, Roma Chaudhuri Building & Cottage Building in order to provide Network Access Facilities to all students & Faculty Members throughout the Main Campus was adequately maintained for smooth functioning. At present all Buildings in the Main Campus is a secure Wi-Fi Zone. Cable was laid to keep provisions for additional points.

The total number of nodes present in the College campus (as on June 2024) is 481, which includes 50 (out of which 47 access points are active) Wi Fi access points and 431 nodes.The exsiting internet bandwidth which was 45Mbps was upgraded in March 2024 to 75 Mbps. In addition a broadband line of 100 Mbps was installed to cater to certain important nodes in the College.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://ladybrabourne.com/computer-facilities/

4.3.2 - Number of Computers

359

File Description	Documents
Upload any additional information	View File
List of Computers	View File

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

File Description	Documents
Upload any additional Information	[View File](#)
Details of available bandwidth of internet connection in the Institution	[View File](#)

4.4 - Maintenance of Campus Infrastructure

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

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

423.51

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

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

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

For this purpose the Institution

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

2. Mobilizes funds from other sources such as the UGC, CSIR, DST,

DBT etc. for academic growth and DST-FIST, DBT BOOST, DBT- Star College Scheme, RUSA and CPE Phases 1&2, for setting up new labs and improving infrastructure.

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

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

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

2. For barrier-free movement, two lifts have been installed

3. Ramps, gangways, specially designed toilets, wheelchairs and ladders to climb cots in the hostel have been installed

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

File Description	Documents
Upload any additional information	[View File](#)
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

769

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
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

35

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/courses-offered/
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

`572`

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

`572`

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

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

`A. All of the above`

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
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

16

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

223

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

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

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

87

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

5.3 - Student Participation and Activities

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

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

9

File Description	Documents
e-copies of award letters and certificates	<u>View File</u>
Any additional information	<u>View File</u>
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	<u>View File</u>

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

- **One student is chosen as a member of the College Governing Body, and the Internal Quality Assurance Cell, thus ensuring active student participation in the administrative processesof the College. It works in tandem with the faculty in the celebration of occasions like Republic Day, Bhasha Divas, National Science Day, International Women's Day, and Independence Day.**
- **The College Magazine and the Wall Magazines of different Departments provide opportunities to showcase and explore their creative writing skills.**
- **Students exclusively organized events like the Teachers' Day Celebration. This year, Annual Sports Day was also organized and comprises a series of sporting events in the individual category with enthusiastic student participation.**
- **Annual Function was also held in December 2023 which involved 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 that

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

File Description	Documents
Paste link for additional information	https://www.ladybrabournecollege.com/document_view.php?file=criterion/Criterion 5/5.3.2_Additional_Information_2023-24.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

59

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

5.4 - Alumni Engagement

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

- **Smt. Dipika Chakraborty, a prestigious alumnus of Geography Department and the former President of our Alumni Association, has been contributing Rs. 100000/- annually to the LBCAA for awarding scholarships to the meritorious students of the Geography department. This year 3 PG and 2 UG students received Rs. 20000 each for pursuing higher education in Geography.**
- **The LBCAA donated on 31st January, 2024 a total sum of Rs. 50000/- to 2 organizations viz. Lily Foundation and Sirsha**

- **Niketan for carrying out significant charitable works for the underprivileged .**
- **On January 27, 2024 a seminar was arranged by the LBCAA at the college where Shri Anjan Basu Ray spoke on 'Urban Biodiversity' and generated ample interest among the audience.**
- **The Mondalika Banerjee Memorial Silver Medal was awarded to Smt. Upasana Chandra, the best UG student of the English Department.**
- **On March 18, 2024, the LBCAA handed over a sum of Rs. 3,60,000/- to our college for the renovation of hostel washrooms. The job has been duly completed and has been of immense help to our boarders.**

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)	**B. 4 Lakhs - 5Lakhs**

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.**
- **There is a sub-system of internal committees under the Teachers' Council which regulates and executes all activities related to student affairs and infrastructural developmemt.**
- **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.
- The College is always on the look-out for Add-on Courses which will help women in career development. A course on Public speaking, professional theatre training and audio presentation in studio is a new initiative in this direction.
- 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	https://ladybrabourne.com/vision-mission-priority-and-thrust/
Upload any additional information	View File

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

Aim of the Case: The IQAC planned to gather together all separate databases pertaining to AQAR, DCF II and NIRF work and diagnosed the problem that although data was compiled with sincerity, yet due to various distinctive demands of databases to be managed there remained disparity in final data collation which did not perfectly showcase the achievement of the HEI in automated processes such as DVV. The answer lay in setting up an integrated data base management but customized to proper data extraction processes. The proposal when placed before the Chairperson immediately received a green signal.

Execution: The IQAC data management unit took over the entire responsibility and drew up strategy for vetting vendors.

A special interface was organized where teachers of all levels of the data management team participated in placing queries after each vendor made their presentation.

The inputs from the interface in 2023 became the basis for the issuance of the Work Order in 2024.

File Description	Documents
Paste link for additional information	http://ladybrabournecollege.com/document_view.php?file=criterion/Criterion 6/6.1.2 ERP.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Aim of the Activity: To plug the gap as exposed during NAAC evaluation in 2022 regarding providing placement and career directions of a nationalist colour as part of the fulfillment of the Mission and vision of the College for woman empowerment.

Nature & Strategy of Activity: In continuation of the above aim strategically taken up in the summer of 2022 after the visit of the NAAC Peer Team when Opportunities, a one day Career Counselling and Study abroad interface was arranged, strategy was set in place to address the aspiration of women students for cracking Civil Services Examinations.

Accordingly the IQAC Coordinator and members of the IQAC interacted with RICE Academy to bring to the HEI the very successful and result driven "Destination Delhi" IAS training counsellors.

Outcome: A day long demonstration through exhaustive PPT and intensive Q & A was conducted with house-full student participation. Students were enriched and informed to consider Civil Service Examination not merely as a career option but as means of rendering non-combatant national service.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	http://ladybrabournecollege.com/document_view.php?file=criterion/Criterion 6/6.2.1 RICE PROG Upload.pdf
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 the governing mechanism and the functional units of the college.**
- **The Principal is the referral for all final decisions**
- **Planning and devising strategies done by both IQAC and Governing Body.**

The various units include the academic departments under their respective Heads, the Principal's committees under their Conveners responsible for various

- **aspects of academic administration and the teacher's Council's Secretary is annually appointed to manage the academic calendar and coordinate the functions of everyday management and functions.**
- **The Librarians manage the intellectual resources in all versions.**
- **Nonteaching OfficeStaff 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	http://ladybrabournecollege.com/document_view.php?file=criterion/Criterion_6/LBC_organogram_6.2.2.pdf
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	A. All of the above

Examination

File Description	Documents
ERP (Enterprise Resource Planning)Document	View File
Screen shots of user inter faces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

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

File Description	Documents
Paste link for additional information	http://ladybrabournecollege.com/document_view.php?file=criterion/Criterion_6/6.3.1_Welfare_measures_2023-24_Upload.pdf
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

0

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

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

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

1

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	View File
Reports of Academic Staff College or similar centers	View File
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

26

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
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	http://ladybrabournecollege.com/document_view.php?file=criterion/Criterion 6/6.3.5_Addl_Info_2023-24_Upload.pdf
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

- **The Institution being a fully government one External Fianacial Audit is subject to audit execution of Higher Education Department of the Government of West Bengal.**
- **All Central govt funds such as DBT Star and DBT Builder are regularly audited and Utilization Certificates are sent to the concerned authorities.**
- **Post graduate departments which have partial financial autonomy regularly audit their accounts.**
- **All internal funds are subject to annual audits at the end of each financial year and reports are kept for reference of fund management and execution.**

File Description	Documents
Paste link for additional information	http://ladybrabournecollege.com/document_view.php?file=criterion/Criterion_6/6.4.1_Addl_Info_2023-24_Upload.pdf
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)

15

File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

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

The Institution adopts the following strategies

1. Applies with well planned budget to the various schemes of the

Higher Education Department.

2. Applies with specific Project Plans to UGC, MHRD, DBT, DST.

3. PG departments collect Library and Lab fees from enrolled students.

4. Approaches allied Ministries such as Ministry of Women and Child Welfare for various schemes.

5. 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. Donations against provision of promotional space to organizations lending student support.

9. 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	http://ladybrabournecollege.com/document_view.php?file=criterion/Criterion_6/6.4.3_Addl_Info_2023-24_Upload.pdf
Upload any additional information	View File

6.5 - Internal Quality Assurance System

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

Practice I

- The IQAC has redefined the concept of Value Education in the HEI.
- From being conducted in the traditional mode aligned to moral enrichment of character the objective has progressively become more experiential in nature.

- In 2023 for example NGO Agami Nirman put up a skit to help spread awareness of acid victims. Instead of mere verbal presentation attempt is made to bring alive the social problem and instill in the students the reality of social injustice and the need to find inner strength to resist and fight such social evils.

Practice 2

- The HEI involved its IQAC Members in planning setting up a Research and Development Cell in keeping with its projected vision of making robust its research initiatives.
- As preamble on 9th August eminent educationists, researchers, educators, scientists were invited to have an interactive session with the Faculty.

It was hoped that the discussion and the guidance of the advisory body of great eminence will help settle the Cell into a meaningful asset of the HEI for making a mark on the map of academic research.

File Description	Documents
Paste link for additional information	http://ladybrabournecollege.com/document_view.php?file=criterion/Criterion_6/6.5.1_R_D_AGAMI_NIRMAN.pdf
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

1.The Institution is an affiliated one and has to implement the course structure including teaching, assessment and conducting of examination as per the regulations of the University of Calcutta.

- Exhaustive Student Mentoring is an important annual exercise which enables acquiring first hand information of teaching quality at various departments.
- Students also fill up feedback forms and submit to the Chairperson in sealed envelopes.

Outcome: This exercise enables the formation of a healthy eco-system of breaking down insularity and any tendency to stagnate.

2. The Introduction of NEP required a precise planning to understand and plan the execution of Internship Programmes as part of the mainstream teaching and learning.

The Chairperson held internal meetings and interactive meetings with various facilitators as per guidelines of the Affiliating University. Inputs were gathered and plans were made ready to set in place a Monitoring Unit with senior IQAC members at the helm in 2024.

Outcome: The newly admitted students greatly benefitted from thecounselling sessions made with them. They had the opportunity to discuss with their parents and realize the benefits of diversified learning for their future course of action. The IQAC review helped students to settle in the course.

File Description	Documents
Paste link for additional information	http://ladybrabournecollege.com/document_view.php?file=criterion/Criterion_6/6.5.2_MENTORING_SESSION_Upload.pdf
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/
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Gender Equity and Sensitization Programmes:

In order to sensitize students about gender discrimination and disparity, the College regularly organises seminars, workshops and awareness programmes.

- 28.6.2023. International seminar on "Erasing Gender" organized in collaboration with Rastrabiggan Charchakendra. Speakers. a. Prof. Kanchan Sarker, Dept. of Sociology, Algoma University, Ontario, Canada b. Dr. Basabi Chakraborty, School of Social Sciences, Netaji Subhash Open University.
- 2.12. 2023. Panel Discussion on "Intersectional Feminism: Changing Times and Changing Values", organized in collaboration with Swayam.Panelists. Kalyani Menon Sen, Feminist Researcher and Activist. Prof. Niladri R. Chatterjee, Kalyani University and Koyel Ghosh, feminist-activist and Managing Trustee of Sappho for Equality.
- 19.12.2023. Inter-college Debate Competition. Topic: "Women's Reservation Bill 2023 can truly benefit Indian Women"
- 20.1.2024. Our students were invited to participate in a conversation on "Gender Equality and Climate Change" at the U.S. pavilion at the Kolkata Book Fair Ground.
- 8.3.2024. Celebration of International Women's Day and Foundation Day of the Women's Studies Centre. Online National level seminar.Speaker. Dr. Divya Vaid, Associate Professor, Centre for the Study of Social Systems, School of Social Sciences, JNU, spoke on "Gender and Social Mobility in India."Publications . Gender trajectories. 'Discourses on

difference resistance and Empowerment.' edited by Parna Ghose and Monalisa Jha. Newsletter released in March 2024.

File Description	Documents
Annual gender sensitization action plan	https://www.ladybrabournecollege.com/document_view.php?file=criterion/Criterion_7/7.1.1_Annual_Gender_Sensitization_Action_Plan_2023-24.pdf
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://www.ladybrabournecollege.com/document_view.php?file=criterion/Criterion_7/7.1.1_Specific_Facilities_Provided_For_Women_2023-24.pdf

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

MANAGEMENT OF DEGRADABLE AND NONDEGRADABLE WASTE.

Solid waste management

The College and Hostel premises are cleaned regularly by Government appointed and sweepers from outsourced companies.Government of India mandates the segregation of waste at source based on their nature of degradability. The 'Green Bin' collects the degradable waste. The 'Blue Bin', collects the non-degradable waste. A Smart Bin is present for recycling of plastic waste. The campus is a 'Plastic-Free Zone'. Solid wastes are disposed via Kolkata Municipal Corporation's garbage collectionand transportation vehicle.

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Composting of organic waste:Organic waste is collected in pits at
the garden for decomposition and recycling.


Liquid Hazardous chemical Waste Management


In the department of Chemistry liquid wastes are diluted 5 times
before running them out through the common drainage system. This
reduces their toxicity below LD50 level. The condensates from air
conditioner machines of the library moves through a drain-line and
are collected into a storage tank.


Biomedical waste management


The biohazard wastes from Microbiology Department are packed in
rigid boxes and disposed maintainingsafety regulations.


E-waste management


The e-waste or discarded electronic goods are handed over to a
certified and authorised e-waste recycler (E-waste Management Rule,
2016).
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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

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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	B. Any 3 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	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	B. Any 3 of the above

facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	View File
Any other relevant information	View File

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

The College takes various initiatives to promote an inclusive environment facilitating tolerance, and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities. Our institution beliefs in equity and equality where everyone needs to feel welcome safe and accepted. Our ultimate aim is Women Empowerment. The college hostel runs a night school where the students teach the underprivileged children of the adjoining slums. Since the College started in 1939 with the aim to provide higher education to Muslim women, and the demography of the locality being predominantly of this religious minority community, the institution continues to attract a considerable number of Muslim students. Moreover, the hostel attracts students from the Northeastern States. A unique feature of the institution is that the college has 6 language departments: Bengali, English, Hindi, Sanskrit, Persian and Urdu, as well as an add-on course of Spanish Language, which illustrates its cultural and linguistic diversity. In the annual programme of our College students perform in various languages and this year an unique medley in popular films was performed by Urdu students reflecting communal unity and progressiveness.

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

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

Students are exposed to themes of social justice and social responsibility, the importance of understanding their part in Nation building. A Value Education Programme of 2023 was organized, which featured "Agami Nirman" a NGO which performed a skit on victims of acid attack and the aftermath. An Inter-college Debate Competition was organized, the topic of which was "Women's Reservation Bill 2023 can truly Benefit Indian Women", on 19th December, 2023. The IQAC organized career orientation and workshop in collaboration with RICE-Destination Delhi 2023 attempted to instil in students motive to pursue careers as IAS Officers and participate in the constitutional governance of India in the future.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://www.ladybrabournecollege.com/document_view.php?file=criterion/Criterion_7/7.1.9_Sensitization_to_the_constitutional_obligations_2023-24.pdf
Any other relevant information	https://www.ladybrabournecollege.com/document_view.php?file=criterion/Criterion_7/7.1.9_Sensitization_to_the_constitutional_obligations_2023-24.pdf

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

Annual awareness programmes on Code of Conduct are organized	

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

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

CELEBRATION OF VARIOUS EVENTS AT THE COLLEGE CAMPUS

20.7.2023. CELEBRATION OF VANMAHOTSAB. Principal, Teaching staff, students participated in plantation programmes and cultural programme.

15.08.2023. CELEBRATION OF INDEPENDENCE DAY. Principal, Teachers, non-teaching staffs and students participated in Flag Hoisting and Cultural programme.

14.09.2023. CELEBRATION OF HINDI DIVAS. Seminar was organized by the Department of Hindi.

06.12.2023. CELEBRATION OF SPORTS DAY.

26.01.2024. CELEBRATION OF REPUBLIC DAY. Principal, Teachers and students participated in Flag Hoisting and Cultural programme.

21.02.2024. CELEBRATION OF INTERNATIONAL MOTHER LANGUAGE DAY, (Bhasa Dibosh) .

Seminar organized by the Department of Bengali, participated by Principal, Teachers and students.

28.02.2024. CELEBRATION OF SCIENCE DAY. A Seminar and Poster competition was organized, participated by students from all departments. Speakers. Dr Shyamal Chakraborty, Former Professor, Department of Chemistry, CU.

Dr Kalyan Rudra, Chaiman, West Bengal Pollution Control Board.

Topic for Poster Competition. 'Indigenous Technologies for Viksit Bharat.'

8.8.2024. An online National level Seminar for Celebration of International Women's Day and Foundation Day of the Women's Studies Centre.

Speaker. Dr. Divya Vaid, Associate Professor, Centre for the Study of Social Systems, School of Social Sciences, JNU. Topic- "Gender and Social Mobility in India."

21.06.2024. CELEBRATION OF WORLD JOGA DAY. Joga performance by students.

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	[View File](#)

7.2 - Best Practices

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

BEST PRACTICE 1

Medicinal Plant Garden: a sustainable and healthy practice

Objective of the Practice: The aim was to set up an indigenous medicinal plant garden primarily to promote awareness of an experiential nature to the students of the Botany Department to help them get first hand knowledge of healing and restorative properties of plant and to trace the tradition's origin to the ancient culture of India "ayurveda" and become cognizant of the heritage of the Indian Knowledge System.

Evidence of Success: The well maintained plot lends an ecofriendly zone. The supply of plant oxygen has considerably freshened air and visits by the Pollution Control Board have earned appreciation.

BEST PRACTICE 2

The Journal of Humanities as an IQAC Initiative since 2010

The Objective: To motivate communication of research ideas and crafting of academic papers of national standards and beyond especially in the Liberal arts.There is often a sense of frustration among research oriented teachers which needed to be addressed.

Evidence of Success: There have been three volumes of the Journal of Humanities with the latest volume under preparation. Eminent educationists like vice chancellors of reputed Universities like Jadavpur and Presidency Universities have found the volumes qualitatively appreciable.

File Description	Documents
Best practices in the Institutional website	https://ladybrabourne.com/best-practices-2023-24/
Any other relevant information	https://ladybrabourne.com/best-practices-2023-24/

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 of the HEI is woman empowerment. In 2023-24 the institution began to reorient its vision of woman empowerment by shifting emphasis from giving priority to knowledge-based education to set up steadily an eco-system of skill-based education complementing the traditional approach. The Department of History led the way by entering into an agreement with the Government Art and Craft College and engaged a batch of its Semester 2 students in developing skill sets commensurate with their Major Programme. Explorations of various avenues of Internship Programmes were undertaken with CRY, Webel, Kedman Group, Thriving Miniature Conservations Pvt.Ltd so that foundations of internship programmes may be well grounded by 2024-25. The path is thus being prepared for making the students economically self-sufficient and even aspire for entrepreneurship.

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 will consolidate the implementation of NEP CCF 2022 Course, introduced by the Affiliating University from the Academic Session of 2023-24. The mission is to streamline learning processes under the new course with the exit of the final batch of CBCS students in 2025, setting up a ecosystem for conducting Internship Programmes.**

- **Planning for conducting Research based Undergraduate teaching under the NEP-CCF 2022 with activation of the Research and Development Cell . This will help finalize the teaching-learning process for the 7th and 8th semesters.**

- **Transferring of data to the new integrated ERP Software initiated in 2024 will continue to be processed and completed to facilitate generation of more scientific and academic reports.**

- **Finalizing processes of getting the HEI ISO Standardization especially as part of the green initiativeaddressing the gap still evident in the HEI's profile with reference to Metrics 6.5.3.**

- **To upload the Institutional Development Plan in compliance with UGC requirement emphasizing on Indian Knowledge System incorporation in the process of student and Faculty development. Sessions in January 2024 on Mental well Being and Professional Development with Swami Kamalasthanandaji, Ramakrishna Mission was an inaugural step for other steps like Indian Music Therapy.**