



SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

LAKSHMIBAI COLLEGE

LAKSHMIBAI COLLEGE, ASHOK VIHAR, PHASE-III
110052

<http://lakshmbaicollege.in>

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Lakshmibai College (LBC) is a constituent college of the University of Delhi and one of the premier institutions of higher education for women. Founded in 1965 as Women's College, it was later named in the memory of Rani Lakshmibai, the great warrior, patriot and freedom fighter. A majestic and lifelike statue of Rani Lakshmibai adorns the lawns of the college. The college has well-equipped building, sprawling lawns, sports grounds and staff quarters. In the past five decades, the college has carved a niche for itself in the field of education in liberal arts and social sciences for women. LBC offers a range of value added and short term add-on courses for holistic development of students. LBC is proud of the academic commitment of its faculty, which has several achievements to its credit and has made valuable contribution to the creation of a congenial academic ethos. Apart from academics, our college excels in Sports, NCC and NSS as well. The sports wing of the college is vigorous and vibrant, and has won many trophies and medals. Various committees and societies in the college contribute immensely in curriculum enrichment and building moral and ethical character of students. Students' creativity is evident in wide ranging co-curricular and extra-curricular activities with recently added creativity and innovation centre.

The college aims at fostering social responsibility and citizenship among youth by providing holistic education with a modest infrastructure and all kinds of learner's support facilities to address their intellectual, emotional and financial needs. It is a matter of great satisfaction and pride for Lakshmibai College that from its humble beginnings at Timarpur to its present sprawling premises, the college has taken a quantum leap. Not just in terms of physical expansion, the college has also undergone a radical change in its student and staff profile. From first generation learners to now computer savvy students, the college has taken big strides in tandem with the changing times. The institution celebrated its Golden Jubilee Year in 2015-16. The Golden Jubilee documentary can be viewed on the college website Homepage.

Vision

The vision of the college is stated in its motto of **“Satyam Gyanam Anantam” meaning, true knowledge is endless and can be gained perpetually. Taittiriya Upanishad (11.1).**

Mission

The institution is throbbing with a MISSION:

To inculcate the spirit of integrity, self-awareness and self-reliance among youth;

To impart transversal skills relevant for 21st century life and sustainable development;

To nurture the eternal quest for truth and inquiry, creativity and love for knowledge.

As enshrined in the motto, the vision inspires the management, teachers and students to make Lakshmibai College, a centre of excellence in academics, sports and other cultural activities. In this endeavour, the institution follows a three-fold system with academic, co-curricular and extra-curricular programmes. LBC encourages modern approach to teaching-learning process through the use of ICT resources. Faculty development programmes are conducted for teaching staff. Workshops are conducted on a regular basis to impart skills to students to improve their employability. Students are encouraged to participate in Innovative projects and other research activities. Community outreach and other extension activities are an integral part of campus life. The physical infrastructure including laboratories and ICT tools are regularly upgraded. Lakshmibai College has led by example with clean campus and waste management. For carbon neutrality, the college has adopted a “Reduce, Reuse and Recycle Policy”.

The institution was set up with a mission to impart such knowledge as may be necessary for the all-round development of the character of its girl students thereby making them capable of being better employed in a highly competitive job market. The college aims at developing skilled human resource to meet contemporary challenges. The Placement Cell works towards enabling and empowering our girls. The Placement Cell has recently christened itself as ‘Wings’- an apt metaphor for our concerted efforts to steer and propel the aspirational ascent of our students.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

Faculty Strength

- Competent and committed Faculty with adequate training and research exposure

College Co curricular and extra curricular Strengths/ Participatory Approach

- Ranks amongst the top two in University of Delhi in sports
- NCC wing has vibrant and industrious cadets
- NSS volunteers are highly proactive and dedicated to the cause of social service
- Add on courses such as foreign language courses, NSDC skill courses, English Communication and Women and Legal Literacy are offered
- Volunteer internships for Clean and Green campus
- Internship Program for underprivileged students under “Earn While You Learn Scheme”

Diversity and Inclusivity reflected in our core values may be seen in faculty, staff and students’ profile

Moderate Infrastructural Capacity

The college has enhanced its Physical, Library and Digital infrastructural capacity to provide good quality teaching-learning experiences of all stakeholders.

Good Practices

- A mobile app exclusively meant for the college community is being used for real time communication by students and staff, thereby reducing the usage of paper
- Social media interface using Whatsapp group and official FB page in the name of Lakshmibai College and LBC Principal
- Student council for face to face Principal- student interaction
- Transparent administration and financial transactions with strong ICT Enabled Communication System
- Eco-friendly green campus with “Reduce, Reuse and Recycle Policy” for carbon neutrality and saving energy; solid waste management
- **Wellness and Welfare Initiatives-** Counseling by physicians, psychologists and nutritionist; Wellness and meditation centre (under-construction), Open gym, Creche/ day care centre
- **CSR – Initiative** has been actively involved in community services, organising health checkup camps and blood donation camps
- **WISHVAS** (Women Initiative of Strength, Happiness, Values, Awareness And Service) Student and faculty volunteers teach children and interact with women at Wazirpur slums every Sunday
- **Red Dot project** for production/distribution of sanitary napkins to underprivileged women and create awareness about women’s hygiene
- **Nutri Bite project** to impart entrepreneurial skills to the students and to create awareness about food safety and nutrition
- **RFID Identity cards** to students for cashless transactions within the campus introduced as a pioneering initiative in pre-demonetisation phase
- Energy through solar panels
- Beyond classroom learning and counselling through mentor-mentee programme

Institutional Weakness

- Inadequate number of permanent faculty
- Recruitment rules and roles of non-teaching staff are not aligned to ICT based education. This poses tremendous pressure on teachers using these technologies
- The institution lags behind in innovation and research area
- Minimal industry-academia linkage
- Absence of career oriented professional courses
- Lack of faculty /student exchange program with national/international universities
- The profile of students will be better if we could start residential facility for students
- The college does not have an Auditorium
- Weak alumni-alumnus bond
- Unable to attract a sufficient number of reputed hirers from the corporate world and NGOs for the placement of our students
- The tag of “Off-campus college”

Institutional Opportunity

- Living to learn and grow together by breaking barriers and working with students from different social and cultural background
- Tapping the potential of students from underprivileged groups who have a strong urge to make a

difference

- Enhancing entrepreneur skills of our students as many of them have a strong base in commerce and economics
- Students of Food Technology and Apparel Design and Construction may be trained to become business entrepreneurs and setting up start up
- As we have received sanction for new courses in Psychology (BA Hon Psychology) from 2020-2021, we can also start Certificate/Diploma Courses in Counselling
- The college being a multidisciplinary institution has the potential to start four year Professional Programmes in Teachers Training especially in Arts and Commerce

Institutional Challenge

- Meeting increasing infrastructural requirements in view of resource constraints
- Limited resources and resistance from students, staff and non teaching staff to adopt technology for teaching-learning and administrative work
- Inculcating professional work culture in a government set up
- To motivate faculty and other staff members to assume more responsibilities for institutional growth
- Non- availability of substitute staff against long leave to the permanent staff following government welfare policies
- Low motivation level and lack of promotional opportunities and related benefits
- Maintaining quality of education and employ teaching and evaluation methods in line with the changing needs
- Distribution of administrative work among few staff members
- Adhoc and Guest faculty causing unstable work force
- Diversity in student population poses challenges related to communication and limited availability of books and study material
- No consultancy within the Delhi university system
- Harnessing the power of technology, LMS and E- Learning modules in a traditional set up
- To position the college as one of the best college in Commerce and Humanities
- To meet the image biases of students about a off-campus college

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

Curricular aspects of Lakshmibai College are governed by University of Delhi ordinances; it follows the syllabus prescribed by the University and adheres to its guidelines regarding the number of lectures and tutorials allocated to different courses. The courses offered are very rigorous, challenging and periodically revised by the University. Apart from offering programs in Discipline courses, Language courses, Foundation courses, Inter-disciplinary courses, the college offers skill-oriented programs, which enhance students' employability skills.

The college faculty is actively involved at various levels in the process of framing and revision of courses, designing of the curriculum and implementation of the same as per University's norms and directives. Curriculum enrichment takes place through field visits, internships and educational trips, conducting workshops, seminars, lectures and conferences. Our Institution addresses issues related to Gender, environment

and sustainability, human values and professional ethics through papers being taught through different courses as part of the curriculum.

The college offers a range of value added courses and other short term add -on courses. Various committees and societies in the college contribute immensely in curriculum enrichment and building moral and ethical character of students. Feedback is sought from students, teachers and other stakeholders to make the curriculum more viable and effective.

Teaching-learning and Evaluation

The college caters to the educational needs of students from different geographical areas, socio-economic, cultural and educational background. Equal Opportunity Cell and the Enabling Unit of the college strive to provide an appropriate learning environment for students with special needs. Students are familiarised with the program outcomes, mode of internal assessment as well as college facilities during the Orientation Program of the college. The College encourages the use of Internet and computers by the staff and students to keep them abreast of the latest developments in their respective field of study. An attempt has been made to harness the latest developments in technology to be used for both academic and administrative functioning. The young and experienced faculty members use innovative and traditional teaching pedagogies. The teachers not only use interactive approach for collaborative learning, experiential learning and critical learning approaches are also encouraged. Students are motivated to think critically and to be creative in tackling assignments, projects and other tasks assigned to them.

Lakshmibai College boasts of highly qualified faculty, some of them have been awarded for excellence; others have served or are serving on various academic and administrative bodies. Teachers continuously strive for innovation and professional development for individual and institutional excellence.

Appropriate assessment is incorporated into the learning process to achieve the learning goals of the courses. Internal Evaluation is done periodically with transparency. Sanctity of evaluation system is ensured through Moderation Committee. All the faculty members participate in the evaluation process at the University designated evaluation centres. Grievances related to admissions and evaluations are addressed promptly.

Research, Innovations and Extension

The college encourages its faculty to undertake major and minor research projects, innovation projects sponsored by University of Delhi, pursue doctoral and post-doctoral research. Lakshmibai College has established an Incubation centre for creation and transfer of knowledge. At present, the Incubation Centre is carrying on the Red Dot Project using innovative techniques to enhance easy and low-cost access to sanitary napkins. The various activities of research undertaken by faculty and students foster a culture of creativity and innovation in the college, helping the college achieve its stated vision and mission. To meet the emerging academic and research needs, faculty enrichment programmes, seminars, symposiums, special lectures and workshops are regularly organized. The College has adopted UGC's Academic Integrity Regulation 2018 as code of Ethics to check malpractices and plagiarism in Research. The college also encourages its students to check their assignments through plagiarism detecting software URKUND.

Study leave and duty leave are provided by the college to its faculty pursuing advanced education or participating in National/International seminars, conferences and workshops etc. The students take active

participation in organizing seminars and workshops in the college. The college also supports faculty in getting the required funds for research projects from outside agencies. Our faculty members are engaged in writing research papers and books.

Our faculty and students have been benefitted by the University of Delhi's innovation projects scheme. Advanced learners are encouraged to contribute in such projects under the guidance of the faculty. The University of Delhi has sanctioned laptops to students to foster the spirit of research even outside the college boundaries.

Our college takes great pride in over all development of the students through extension activities and sensitizing them about social issues too. The college CSR – Initiative, has been actively involved in community services. Health checkup camps, blood donation camps are organised. The college's latest initiative is WISHVAS (Women Initiative Of Strength, Happiness, Values, Awareness And Service) volunteers teach children at Wazirpur slums every Sunday. NCC cadets participate in swachta abhiyan, republic day parade, and many camps.

Infrastructure and Learning Resources

The college has expanded its infrastructural capacity in the past few years by building new classrooms and multi purpose rooms; construction of Open Stage for cultural programmes; Installation of Solar Panel, renovation of electrical fittings; laying of new sewer line, rain water harvesting in the campus; Open Gym, Medical Room, a crèche (Parvarish), Health and Wellness Centre with a Meditation Hall(under construction). A Fully furnished Waiting Shed near parking, Admin Block, Vishvakarma Bhawan(with computer lab, Language lab, big classrooms and Gargi Sabha (Multipurpose Hall)); development of Outdoor Canteen Area with boundary and pavement, construction of Sports Ground boundary wall, a Toilet Block; purchase of new furniture for the classrooms and Library, covered Courtyard with transparent roof. There is inclusive infrastructure – lifts (under construction), ramps, especially designed toilets etc. The college provides adequate facilities for a number of indoor games, a shooting range (under construction), outdoor sports and Yoga.

The college has developed a well-stocked, computerized Library (under renovation) with Internet facility; Wi-Fi Connectivity, a computer Lab for students and a spacious air-conditioned reading room (under renovation) and a well-equipped multimedia conference room for students and faculty. The library has been fully automated using LIBSYS (KOHA after August 2019) Software, having remote access to e-journals and e-books provided through DULS(free), Delnet and NList (subscribed). OPAC facility is available for users. Students use smart Identity Cards/Library Cards. Library has barcode scanners for greater efficiency on the Issue/Return counter and RFID Entry Recording System has been installed at the Library Gate.

The college has taken a great leap forward in the technological advancements to create seamless flow of information through free Wi-Fi enabled campus; digital display boards. The college has a mobile App that acts as a direct interface between students and the College Principal. It updates students regarding latest notices, timetable (which can be accessed course wise, teacher wise, room wise, day wise), various activities and programs happening in the college. Smart Identity Cards, powered by MASTER Card with ATM withdrawal facility give an identity to all students and allow them to go cashless within and outside college campus.

Student Support and Progression

Important stakeholders of the higher education ecosystem are its students. The college provides support to all the students in various ways such as freeships, scholarships, career counselling, personal counselling, yoga and meditation. The college aims to provide progressive career opportunities to all its undergraduate and postgraduate students. Various societies constituted by the Staff Council work actively throughout the year, in this regard. Faculty members are always available to help them in academics, provide additional academic support and also to counsel them on various personal and academic challenges faced by them. The placement cell strives to provide placement opportunities to all the students. Students can also share their concerns with the Student's Union advisors. Health check-up camps are organised from time to time for the students. A qualified trained nurse and periodic visits of gynaecologist, psychologist and nutritionist provide a better health environment to the students. The college has a strong grievance redressal system and a well-functioning Internal Complaints Committee providing them a comfortable and peaceful learning environment. The college has an Alumni Association. Its motive is to bring together all the Alumni to share their experiences and to extend their helping hand and provide guidance to the students of the college. Creative thinking is nurtured in the students by motivating them to express their ideas in the annual magazine 'Jyoti', creative board, wall magazine and wall graffiti etc. Academic and extra-curricular achievements of the students and faculty members are recognized and appreciated during the Annual Day Function of the college. Certificates, trophies and prizes are awarded to the deserving students. The college has a zero tolerance policy to ragging and sexual harassment. The campus is a No Smoking Zone.

Governance, Leadership and Management

The college has a clearly stated vision and mission statement. Every possible effort is made to achieve the vision and mission by enhancing the quality of education. Faculty members are constantly encouraged to pursue higher education and attend refresher courses and orientation programmes for their academic growth. The college also organizes professional development courses for faculty and non-teaching staff.

The college promotes a culture of participative management. Designing of quality policies and action plans are done collectively by the Governing Body and the Principal taking inputs from all the concerned stakeholders. The valuable feedback and suggestions given by the staff and students are welcomed by the college administration. The formulated strategies and action plans are implemented both in letter and spirit.

Academic Calendar of the college is prepared keeping the University's calendar as the base and is strictly adhered to, for organizing various co-curricular and extra-curricular activities. Before the commencement of each academic session, staff council committees are formed. The head of institution supervises and closely monitors the implementation of various academic and co-curricular activities along with TICs. The Principal conducts a student's council on the last Wednesday of every month and interacts with the students to take feedback on various institutional processes. The Governing Body, being the highest decision making authority, regularly interacts with the Principal. The office staff also plays an important role in supporting the administrative functioning of the college. As per the University of Delhi norms, all effective welfare facilities are available and appraisal system is followed for all permanent teaching and non-teaching staff. The college conducts regular internal and external audit and prepares an annual budget estimate.

Institutional Values and Best Practices

The institution consistently promotes human values, ethics and gender sensitivity through cocurricular activities and various courses. Celebrations of national and international commemorative days, events and festivals

promote the feeling of togetherness and bonding between students and staff alike. Celebrating such events has encouraged discussion regarding national values, shared experiences and socio-political unity.

Environmental Consciousness is spread in the College through awareness campaigns about clean and green campus and waste management. For carbon neutrality, the college has adopted a “**Reduce, Reuse and Recycle Policy**”. The college has taken several measures to become energy efficient like turning off lights when not in use, replacing tube lights with LED bulbs, switching from old computer monitors to low energy LCD monitors. Computer print outs are taken only when necessary. The campus has installed solar panels and rainwater harvesting in its efforts towards green campus. The college maintains complete transparency in its financial, academic, administrative and auxiliary functions. All the purchases are done through Gem. In case there's is non-availability on GeM then E-Tenders are floated. Payment done to the vendors is online. Paper work has been completely replaced by computerized information reports. The two best practices of our college are: Red Dot Project which is about awareness generation and providing solution to menstrual hygiene management among adolescent and college going girls; Clean & Green Mission And Cleanathon which provides environmental awareness that links to everyday activities. Institutional Distinctiveness is seen through Project Based Learning. Examples of such learning processes are **Red Dot project** for production/distribution of sanitary napkins to underprivileged women and create awareness about women's hygiene; **Nutri Bite project** imparts entrepreneurial skills to the students and to create awareness about food safety and nutrition; **Clean and Green Mission project** includes generation of mass awareness for cleanliness and hygiene amongst students and staff members by holding regular Sensitization Programs.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	LAKSHMIBAI COLLEGE
Address	LAKSHMIBAI COLLEGE, ASHOK VIHAR, PHASE-III
City	New Delhi
State	Delhi
Pin	110052
Website	http://lakshmibaicollege.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	PRATYUSH VATSALA TRIPATHI	011-27308598	9818502739	-	lakshmibaicollege@yahoo.co.in
Associate Professor	LATA SHARMA	-	9811314855	-	latasharma@lb.du.ac.in

Status of the Institution	
Institution Status	Constituent

Type of Institution	
By Gender	For Women
By Shift	Regular Day

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details

Date of establishment of the college	01-01-1965			
University to which the college is affiliated/ or which governs the college (if it is a constituent college)				
State	University name		Document	
Delhi	University of Delhi		View Document	
Details of UGC recognition				
Under Section	Date		View Document	
2f of UGC	01-01-1965		View Document	
12B of UGC	01-01-1965		View Document	
Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

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

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

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	LAKSHMIBAI COLLEGE, ASHOK VIHAR, PHASE-III	Urban	10.06	8013.56

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BA,Economics	36	Senior Secondary		46	40
UG	BA,Hindi	36	Senior Secondary		46	44
UG	BA,Political Science	36	Senior Secondary		92	92
UG	BA,English	36	Senior Secondary		46	46
UG	BA,History	36	Senior Secondary		46	44
UG	BA,Philosophy	36	Senior Secondary		46	41
UG	BA,Sanskrit	36	Senior Secondary		46	27
UG	BSc,Mathematics	36	Senior Secondary		46	46
UG	BA,Business Economics	36	Senior Secondary		30	30
UG	BCom,Commerce	36	Senior Secondary		92	92
UG	BCom,Commerce	36	Senior Secondary		185	185
UG	BA,Ba Programme	36	Senior Secondary		425	425

UG	BA,Psychology	36	Senior Secondary		30	0
UG	BA,Sociology	36	Senior Secondary		30	0
UG	BA,Home Science	36	Senior Secondary		30	0
PG	MA,Political Science	24	Graduate		13	13
PG	MA,Philosophy	24	Graduate		28	28
PG	MA,Sanskrit	24	Graduate		14	14

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				0				155			
Recruited	0	0	0	0	0	0	0	0	34	120	0	154
Yet to Recruit	0				0				1			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				94
Recruited	52	19	0	71
Yet to Recruit				23
Sanctioned by the Management/Society or Other Authorized Bodies				3
Recruited	3	0	0	3
Yet to Recruit				0

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				2
Recruited	1	0	0	1
Yet to Recruit				1
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	21	0	5	36	0	62
M.Phil.	0	0	0	0	3	0	0	21	0	24
PG	0	0	0	0	1	0	0	3	0	4

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	10	19	0	29
M.Phil.	0	0	0	0	0	0	7	8	0	15
PG	0	0	0	0	0	0	12	8	0	20

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	3	7	0	10
M.Phil.	0	0	0	0	0	0	5	6	0	11
PG	0	0	0	0	0	0	5	17	0	22

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

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

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
Diploma	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0
UG	Male	0	0	0	0	0
	Female	2356	1195	0	21	3572
	Others	0	0	0	0	0
PG	Male	0	0	0	0	0
	Female	100	10	0	0	110
	Others	0	0	0	0	0
Certificate / Awareness	Male	0	0	0	0	0
	Female	90	63	0	0	153
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years

Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	0	0	0	0
	Female	197	141	220	247
	Others	0	0	0	0
ST	Male	0	0	0	0
	Female	49	26	51	49
	Others	0	0	0	0
OBC	Male	0	0	0	0
	Female	322	236	286	328
	Others	0	0	0	0
General	Male	0	0	0	0
	Female	645	622	747	725
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	55	64	63	54
	Others	0	0	0	0
Total		1268	1089	1367	1403

3. Extended Profile

3.1 Program

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

Response: 15

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of programs offered year-wise for last five years

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

3.2 Students

Number of students year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
3682	3819	4272	4215	4096

File Description	Document
Institutional Data in Prescribed Format	View Document

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

2018-19	2017-18	2016-17	2015-16	2014-15
686	674	707	675	663

File Description	Document
Institutional data in prescribed format	View Document

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

2018-19	2017-18	2016-17	2015-16	2014-15
1177	1167	1327	1128	708

File Description	Document
Institutional Data in Prescribed Format	View Document

3.3 Teachers

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

2018-19	2017-18	2016-17	2015-16	2014-15
155	164	169	166	186

File Description	Document
Institutional Data in Prescribed Format	View Document

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

2018-19	2017-18	2016-17	2015-16	2014-15
155	155	155	155	155

File Description	Document
Institutional data in prescribed format	View Document

3.4 Institution

Total number of classrooms and seminar halls

Response: 86

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

2018-19	2017-18	2016-17	2015-16	2014-15
1884.70	721.03	243.54	247.73	304.89

Number of computers

Response: 1217

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

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

Response:

Lakshmibai College is a constituent college of the University of Delhi, and it follows the syllabus prescribed by the University and adheres to its guidelines regarding the number of lectures and tutorials allocated to different courses. The courses offered are very rigorous, challenging and periodically revised by the University. The college faculty is actively involved at various levels in the process of framing and revision of courses.

Process of Planning for Effective Implementation of the Curriculum For the effective implementation of curriculum, the College faculty ensures that the teaching workload is distributed in such a way that it yields optimum results. Based on the preferences of the faculty members, the teacher in charge of every department creates their workload with details such as papers to be taught, the number of students in each class or section with the break- up of the workload into theory, practical, tutorial classes well before the commencement of the academic session. On receipt of the workload estimates from the departments, the workload committee verifies the teaching requirements given in respective syllabi. Workload assessment also helps in identifying departments with low workload, so as to strategise and use their expertise for teaching other courses. The verified workload is then placed for approval before the Academic Improvement Committee (AIC), which has recently been renamed the Academic and Extracurricular Planning & Implementation Committee (AEPIC) to coordinate and strengthen all academic and extra-curricular work in the college. The committee acts as a nodal centre and interacts actively with the Admission, Workload and Timetable committees to ensure a smoother academic functioning.

Action plans for effective implementation of the curriculum: The timetable for a given academic session is prepared well in advance and displayed outside classrooms and at other prominent places in the college to ensure transparency and accountability. The timetable is also displayed on the College Website/ college mobile app for students before the beginning of the new semester. Prompt access to such information enables smooth and effective conduct of classes in the College. Teachers' strengths and areas of specialization are kept in mind while allocating papers/texts to be taught. If multiple options are available, students are given a chance to register their preferences with the concerned department, and papers to be taught are finalized keeping expressed preferences in mind. Students regularly meet faculty for tutorials and are assessed throughout the semester on the basis of well thought out work assignments, project presentations and group discussions. Care is also taken to ensure timely, continuous and careful evaluation of student assignments by ensuring a balanced teacher-student ratio. Faculty members periodically switch/rotate the papers they teach so as to remain intellectually engaged and fresh in their ideas and methodologies.

File Description	Document
Link for Additional Information	View Document

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

Response: 17

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

2018-19	2017-18	2016-17	2015-16	2014-15
07	07	03	0	0

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

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

Response: 10.12

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

2018-19	2017-18	2016-17	2015-16	2014-15
05	03	03	02	04

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

1.2 Academic Flexibility

1.2.1 Percentage of new Courses introduced out of the total number of courses across all Programs

offered during last five years**Response:** 0

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

File Description	Document
Details of the new courses introduced	View Document

1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented**Response:** 100

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

Response: 15

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

1.2.3 Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years**Response:** 2.56

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

2018-19	2017-18	2016-17	2015-16	2014-15
153	201	145	0	0

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

1.3 Curriculum Enrichment

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

Response:

Our Institution addresses issues related to Gender, environment and sustainability, human values and professional ethics through papers being taught in different courses as part of the curriculum. Environmental science as a subject is taught to all the students. The History Department has papers on environment. The Political Science and Philosophy Departments have subject paper on feminism/women studies; Hindi and English Departments have papers on feminist/ women's literature. Human Values and Professional Ethics are being taught in courses like Philosophy, Commerce, and Music. The List and Description of courses which address the Gender, Environment and Sustainability, Human Values and Professional Ethics into the Curriculum is attached. The college goes beyond the rigid boundaries of a discipline and integrates activities with curriculum through societies and clubs in the college, for example, Women's Development Cell, Film Club, add-on course on, 'Women and Legal literacy' to sensitize the students, Nutribite Venture, Self Defense, Yoga and Meditation camps. A finely developed social consciousness is sought to be ingrained in the students as pedagogy works in conjunction with the larger life of the institution.

File Description	Document
Link for Additional Information	View Document

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

Response: 8

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

Response: 08

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

1.3.3 Percentage of students undertaking field projects / internships

Response: 6.44

1.3.3.1 Number of students undertaking field projects or internships

Response: 237	
File Description	Document
List of students enrolled	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

1.4 Feedback System

<p>1.4.1 Structured feedback received from 1) Students, 2) Teachers, 3) Employers, 4) Alumni and 5) Parents for design and review of syllabus-Semester wise/ year-wise</p> <p>A. Any 4 of the above</p> <p>B. Any 3 of the above</p> <p>C. Any 2 of the above</p> <p>D. Any 1 of the above</p> <p>Response: A. Any 4 of the above</p>	
File Description	Document
Any additional information	View Document

<p>1.4.2 Feedback processes of the institution may be classified as follows:</p> <p>A. Feedback collected, analysed and action taken and feedback available on website</p> <p>B. Feedback collected, analysed and action has been taken</p> <p>C. Feedback collected and analysed</p> <p>D. Feedback collected</p> <p>Response: C. Feedback collected and analysed</p>	
File Description	Document
Any additional information	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

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

Response: 23.36

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

2018-19	2017-18	2016-17	2015-16	2014-15
1226	1004	1060	705	642

File Description	Document
List of students (other states and countries)	View Document
Institutional data in prescribed format	View Document

2.1.2 Average Enrollment percentage (Average of last five years)

Response: 103.86

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

2018-19	2017-18	2016-17	2015-16	2014-15
1268	1089	1367	1403	1522

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

2018-19	2017-18	2016-17	2015-16	2014-15
1201	1201	1344	1332	1312

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

2.1.3 Average percentage of seats filled against seats reserved for various categories as per

applicable reservation policy during the last five years**Response:** 89.56

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

2018-19	2017-18	2016-17	2015-16	2014-15
623	467	620	675	663

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

2.2 Catering to Student Diversity**2.2.1 The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners****Response:**

The advanced learners are identified through the results of continuous internal assessments, end semester examination results and day-to-day interaction inside and outside the class. Faculty members motivate them to go beyond the curriculum and explore their potential. These students are encouraged to undertake interdisciplinary Innovation Projects. The teachers encourage them to participate in classroom seminars, group discussions, quizzes etc. for developing analytical, problem solving and presentation skills. They are motivated to access latest online journals, reference materials to help them understand the emerging trends in their field of study and participate in in-house research activities. They are trained to use audio visual aids like power point, charts and models for effective presentation. The teachers encourage them to participate in national level paper presentation contests, seminars and project exhibition competitions. They help the students by providing opportunity to develop their creativity by organizing intercollegiate and state level cultural, literary and sports competitions. The students are encouraged to take specialized training through certificate courses. They are continuously encouraged to strive for higher goals by providing them additional inputs for better career planning and growth. The student representatives are appointed at the department level committees to develop leadership skills. They are provided with extra study material. Tutorial classes act as an extended forum for discussion and debate on concepts imparted in the classroom, especially as a space where students' concerns/doubts can be tackled at a more individualized level. Researchers and speakers are invited to present their work and projects, to provide a broader perspective as well as research opportunities to such students. The advanced learners are encouraged through scholarships and prizes. Their skills are also utilized towards helping the slow learners especially during the conduct of tutorials, which will enhance their communication skills. Teachers bridge the knowledge gap of the enrolled students through regular tutorials. Class tests are conducted to assess the students' level of knowledge. Based on this, the teacher modifies his/her teaching methodology. The

institution conducts remedial classes / tutorial classes for slow learners in different subjects to enhance their skills and competence. Students interact with each other through group discussions and presentations thereby enhancing peer learning.

File Description	Document
Link for Additional Information	View Document

2.2.2 Student - Full time teacher ratio

Response: 23.75

2.2.3 Percentage of differently abled students (Divyangjan) on rolls

Response: 0.54

2.2.3.1 Number of differently abled students on rolls

Response: 20

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

2.3 Teaching- Learning Process

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

Response:

The College is engaged in revolutionizing young minds and developing a model of teaching-learning that will aid their maturation into responsible and independent individuals. This involves constant self-introspection and self-improvement on the part of teachers. The present is the product of the past but it is also, seed of the future. Keeping this commitment to mould students into self-governing individuals in mind, learning in Lakshmibai College is very student centric. Different support structures and systems are used to develop skills of students. For example:

Interactive approach: Students are encouraged to participate in class discussions and interact with teachers and peers. Interactive discussion sessions are conducted to inculcate depth of understanding, knowledge and communication among students. The students are encouraged to share information and supplement their knowledge with extra and useful snippets of information.

Collaborative learning: Paper and power point presentations for which students work together in small groups is encouraged.

Project work: fosters the spirit of exploration and teamwork.

Independent learning: in tutorial groups where students do assignments or solve problems. Newsletter and Department magazines are also brought out by students (e.g., English, Economics). Class discussions, quiz, debates, and essay-writing competitions are organized to broaden knowledge base.

Lectures and interaction with eminent experts: Seminars / Workshops are organized and experts are invited. Departmental societies invite eminent speakers from diverse fields in each semester. This enables students to learn about various topics, technological advancements, career opportunities and also interact directly with experts.

Use of ICT and E learning: To harness latest developments in technology to be used for both academic and administrative functioning, the college encourages use of internet and computers by staff and students to keep them abreast of latest developments in their respective field of study. The college has introduced online assignments and checking it for plagiarism with the help of plagiarism software. Some E- Initiatives are complete restructuring of college website, designed and maintained by our faculty, it provides useful links to virtual educational resources like youtube education, MOOCS, Coursera, edX. Lakshmibai College successfully built and launched its official mobile app with I-MADE Platform in July 2016. It provides students, faculty and staff an access to academic and administrative applications including faculty directory, student deals, places around campus, e-notice board, e resources in library and payment facility through RFID cards.

Technological Support Structures:

? Wi-fi enabled campus.

? ICT aided infrastructure (some classrooms have projectors and screens).

? ICT enabled library, connected to INFLIBNET.

? Information Kiosk

? E noticeboard Solutions I Display

? Smart, Interactive Boards

CREATIVE BOARD: a unique e-space that provides opportunity to explore creative potential of students. They can share their creative ventures in the form of poems, short stories, sketches, paintings.

QALAM-The E-magazine: Qalam -the e-magazine is a milestone in the journey of our college in achieving goal of excellence. This bilingual magazine is a platform for exchange of ideas that translate into revolutions.

Academic tours: Organized for students in the form of excursions, educational tours or field trips accompanied by faculty.

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

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

Response: 100

2.3.2.1 Number of teachers using ICT

Response: 155

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

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

Response: 3682

2.3.3.1 Number of mentors

Response: 1

2.3.4 Innovation and creativity in teaching-learning

Response:

The college encourages the teachers to keep themselves abreast of the latest developments in their respective fields. They are encouraged to use computers, internet and library resources to enrich their teaching. The college faculty is also provided training for use of computers, especially viz-a-viz latest software so that they can themselves create modern teaching aids to be used in their classrooms. From time to time, the college faculty adopts approaches/methods such as seminars, conferences and special lectures. The faculty members are encouraged to participate in National/International level seminars. They are provided financial assistance for this purpose. Participation in seminars/ conferences is a stimulant for the faculty members and this gain in ideas and acquired knowledge of recent or redefined conceptual parameters in respective disciplines is then carried over into the classroom. Teachers also interact at the departmental level in the university. The focus of the teaching process is on encouraging students to find answers through conducting research, designing projects, writing creative assignments that teach them to become self-reliant. Students are encouraged to read beyond their core texts and integrate their learning with their surroundings. They are given the opportunity to practice the skills learned based on real-life situations created for them before the real assessment of their ability to put into practice the skills is conducted. Creation of Facebook pages and google groups ensure that students are intrinsically motivated in a way that also entertains them. Discussions are held on Facebook pages while google groups facilitate

the transfer of academic material to the students. Class WhatsApp groups connect the teacher and student on a personal level, and make dissemination, of course, related videos, books and essays easier and faster.

File Description	Document
Any additional information	View Document

2.4 Teacher Profile and Quality

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

Response: 108.39

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

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

Response: 50.97

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

2018-19	2017-18	2016-17	2015-16	2014-15
93	92	84	80	76

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

2.4.3 Teaching experience per full time teacher in number of years

Response: 10.83

2.4.3.1 Total experience of full-time teachers

Response: 1679.33

File Description	Document
Any additional information	View Document

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

Response: 8.33

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

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

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

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

Response: 36

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

2018-19	2017-18	2016-17	2015-16	2014-15
63	63	57	51	45

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

2.5 Evaluation Process and Reforms

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

Response:

The College is mandatorily obliged to adopt all evaluation directives of the University. The academic format of the course has changed from annual to semester. However, from the 2015-2016 academic year, Choice Based Credit System (CBCS) has been introduced. Accordingly, the examination format has also changed. The college adopts evaluation guidelines set by the University of Delhi. Some finer points are mentioned below:

University Mandated Reforms

As a constituent college of the University of Delhi, the college adopted the reforms which were introduced by the University namely,

- (a) Introduction of internal assessment in 2003-2004,
- (b) Replacement of house examination by class tests in 2010-2011 when semester system was introduced and
- (c) Centralized Evaluation.

The weightage of internal assessment was increased in some papers in 2013-2014 in the FYUP.

Further, Choice Based Credit System (CBCS) introduced in 2015-16 brought a variety of subject options including AECC, AEEC/SEC, Generic Electives, Discipline Specific Electives along with core papers of every course. CBCS brought an option of inter-disciplinary studies for all the students and also introduced a set of Skill Enhancement courses for practical upskilling of students along with core knowledge.

College Initiated Reforms

- The college follows the University guidelines but allows the students to improve their performance through multiple tests, presentations and assignments.
- There is a Departmental Moderation Committee for internal assessment to retain parity in marking within the department of the college.
- A Monitoring Committee for Internal Assessment has been formed as per the Ordinance. To ensure transparency, the students are given opportunity to see their evaluated answer scripts in the case of internal assessment.
- Students are also counselled and given special attention in case they are found to be less involved with the subject.
- The students are evaluated continuously under the Continuous Internal Evaluation system. As per the University's guidelines for internal assessment, 25 percent of the total marks of every paper are marked as internal assessment. The break up is 5 percent for attendance, 10 percent for class test and 10 percent for assignment(s)/ project(s)/ presentation(s). The evaluation process of the students is an ongoing process.
- The students are continuously monitored for their progress in all the subjects. The internal assessment is done on the basis of class tests, home assignments, projects, presentations, regularity, and punctuality over an entire semester.

- Students are advised to submit online assignments and get them checked for originality on plagiarism software.
- The students get an opportunity to redo their assignments after constructive suggestions by the teachers. In many cases, students are also given opportunity for retests if they are not satisfied with their performance in a particular test. The diversity of methods of internal assessment over a continuous period of one semester is intended to ensure the acquisition of a level of achievement in the subject area. Attendance is also a significant component of the internal evaluation. A minimum of 66.66 percent attendance is required as per the University rules, which promotes a degree of discipline in the students.

File Description	Document
Link for Additional Information	View Document

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

Response:

Prior to the stipulated four years, the University had an Annual system. Under this scheme, there was one evaluation done at the end of the academic calendar as Final Examinations. House exams were held but the marks obtained were not added to the final tally. However in the new Semester System, 25% of the total marks are awarded as Internal Assessment judged by the attendance (5%), Assignments/Projects (10%), Test/Presentation (10%). The rest of the marks, i.e., 75% come from the student's score in the final examinations. In the CBCS mode (implemented from academic year 2015-16), the distribution of marks for practical examinations (for all the papers of all science courses and some papers of Commerce and Mathematics) is such that almost 50% marks are for continuous evaluation by the teacher during the course of teaching months, the other 50% being examined by the external examiner & internal examiner jointly. Appointment of external examiners for practical examination is done in a completely transparent manner at the university level for all the colleges. Distribution of 25 marks (Continuous evaluation) for practical examination: Test / Assesment / project report for 10 marks Lab / practical records for 10 marks Attendance for practicals attended for 5 marks The Internal Assessment is generated at the end of the semester and displayed on the website. The students can see their marks. This allows for students to double-check their scores and there is opportunity for rectification. They are given enough time for verification before the marks are submitted to the University. Every student signs the hard copy of the internal assessment before it is mailed to examination branch of University. Thus the system is completely transparent.

Weightage for behavioural aspects is not an aspect for assessment as per University guidelines. Independent learning and communication skills are given some weightage with the prior knowledge of the students. From the year 2015-2016, the college has progressed towards a completely web-enabled (online) internal assessment and attendance management system. The assignment and test / project marks are uploaded on the College website. The students can check their marks and approach the concerned teacher directly in case of any clarification or discrepancy. The faculty discusses and shares criteria for internal assessment to enhance transparency and rigour with a view to focus on individual and original work. Written and verbal feedback is encouraged for improvement in quality.

File Description	Document
Link for Additional Information	View Document

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

Response:

The college administration has a well-developed system to address any grievances. The internal assessment marks are uploaded on the website and the students are informed to check their marks. Any grievance is handled by the concerned teacher. The college ensures that the hard copy of internal assessment marks is signed by the teachers before it is sent to the examination branch of the University. The University examination branch also addresses such grievances on receiving the application forms and forwards the grievances related to internal assessment to the college. In case of any grievance regarding attendance, assignment/project or test marks, the records are rechecked and the University and students are informed accordingly. The University also provides re-evaluation facility for the semester end answer scripts at a modest fee.

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

Response:

The college strictly follows the University academic calendar. Before the end of semester, every year, the staff council of the college under Ordinance XVIII, constitutes and assigns responsibilities to the teaching staff members under the various academic and extra-curricular activity committees. Each committee plans its activities for the year. Before the commencement of each semester, a meeting of the Principal, time table committee convener and department teachers' in-charge is held to examine the requirements of various departments regarding course allocation and teaching schedule. The evaluation schedule as notified by the university is followed well in time for each semester. The college strictly follows all the components of internal assessment: assignments, class tests, projects, presentations, group discussions, project work and attendance. Written assignments and oral presentations are taken which improve theoretical and written skills of the students. Students are encouraged to discuss and debate the various aspects of a topic in detail during the lectures and tutorials. The college has setup the IQAC in 2015 with a senior teacher as the Coordinator to plan and consolidate efforts towards achieving further academic excellence.

File Description	Document
Link for Additional Information	View Document

2.6 Student Performance and Learning Outcomes

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

Response:

UGC introduced Choice Based Credit System (CBCS) in 2015-16, which aims to redefine the curriculum keeping pace with the liberalization and globalization in education. It provides an opportunity for the students to choose courses from the prescribed courses comprising core, elective/minor or skill based courses. The courses can be evaluated following the grading system, which is considered to be better than the conventional marks system. In order to bring uniformity in evaluation system and computation of the Cumulative Grade Point Average (CGPA) based on student's performance in examinations, the UGC has formulated the guidelines to be followed. It allows students to choose inter-disciplinary, intra-disciplinary courses, skill-oriented papers (even from other disciplines according to their learning needs, interests and aptitude) and more flexibility for students). It makes education broad-based and at par with global standards. One can take credits by combining unique combinations. For example, Physics with Economics, Microbiology with Chemistry or Environment Science etc. CBCS offers flexibility for students to study at different times and at different institutions to complete one course (ease mobility of students). Credits earned at one institution can be transferred. In line with this common structure of CBCS, Lakshmibai College offers Honours degree in Commerce (B. Com. Hons), Science (B.Sc. Mathematics) and Humanities/ Arts (B.A. Hons.) in 7 disciplines namely Economics, English, Hindi, History, Philosophy, Political Science, and Sanskrit to those who want to specialize in a particular subject. Students of honours courses have to earn a total of 148 credits that includes 14 core papers of 6 credits each; 8 elective papers of 6 credits each including 4 discipline specific elective and 4 generic elective/interdisciplinary papers; 2 AECC papers of 4 credits each i.e. ability enhancement Compulsory Courses (including Environmental science and English communication/ MIL; and 4 SEC papers of 4 credits each i.e. skill enhancement courses. For those who want to study a general model of education, we have B.Com. for Commerce students and B.A. (Programme) for Arts students. Lakshmibai College offers 16 subjects to its students to be studied as Discipline in B.A. (Programme). They include Advertising Sales Management and Sales Promotion (ASMSP), Apparel Design and Construction (ADC), Computer Applications, Economics, English, Food Technology (FT), Hindi, History, Mathematics, Music, Philosophy, Physical Education, Political Science, Punjabi, Sociology, and Sanskrit. A total of 132 credits are to be earned by the students of programme courses comprising 12 core papers of 6 credits each; 6 elective papers of 6 credits each including 4 discipline specific electives (2 for each discipline) and 2 generic elective/ interdisciplinary papers; 2 AECC papers of 4 credits each i.e. ability enhancement Compulsory Courses (including Environmental science and English communication/ MIL; and 4 SEC papers of 4 credits each i.e. skill enhancement courses.

Note:

1. Common guidelines of CBCS by UGC are available at the Link https://ugc.ac.in/pdfnews/8023719_Guidelines-for-CBCS.pdf
2. Common guidelines and structure as followed by the University of Delhi for each Course is available at the link <http://www.du.ac.in/du/index.php?page=cbs-syllabus>

File Description	Document
COs for all courses (exemplars from Glossary)	View Document
Any additional information	View Document
Link for Additional Information	View Document

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

Response:

The learning outcomes of every course are clearly stated in the respective syllabus. These Program outcomes, program specific outcomes and course outcomes are evaluated by the institution in determining and planning teaching, learning and assessment strategies. The institution pays special attention to the fact that timetables of each course are made well in advance, before the semester starts. The work-load is appropriately calculated and ad-hoc/guest teachers are appointed well in time. Continuous internal assessment is carried out by every department. Slow learners are given extra attention by the concerned faculty. Advanced learners are encouraged to participate in inter-disciplinary innovation projects, competitions and seminars. Students are taken for industrial visits, field visits. Students have been provided with well-equipped laboratories, a well-stocked library with an excellent collection of books and Wi-Fi connection. Through carefully designed assignments, problem solving sessions and project work, learning outcome goals are reached. In cases where lack of pre-requisite knowledge is a barrier, additional time is spent on addressing the lacunae through structured instruction either through extra classes, or tutorial sessions. Every course is governed by certain program outcomes (POs) that represent the knowledge, skills and attitudes that teachers are expected to impart and students expected to inculcate at the completion of the course. They describe what students would be able to do and perform at the end of the course. While POs are not discipline specific, Course outcomes (COs), on the other hand are specific to a particular course and subject. They are the resultant knowledge skills the student acquires at the end of a course. They define the cognitive processes that a course provides and are less broader than POs. If the POs are aimed towards the professional expertise of a student, COs are directed towards a discipline specific in-depth knowledge. The CO attainment levels are measured on the basis of the results of the internal assessment and external examination conducted by the university. The assessment is carefully structured and planned through assignments, tests and multiple-choice questions that map with the PO/CO and thus ensure the attainment of CO and PO. CO-PO attainment reflects an emphasis towards development of students with professional skills. It bridges gaps in learning and ensures that instruction is aligned with specific outcomes.

Result Analysis is published as a part of Annual Report and prizes are given to meritorious students every year on annual day.

File Description	Document
Link for Additional Information	View Document

2.6.3 Average pass percentage of Students**Response:** 92.03

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

Response: 1177

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

Response: 1279

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

2.7 Student Satisfaction Survey**2.7.1 Online student satisfaction survey regarding teaching learning process****Response:** 3.01

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

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

Response: 77.83

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

2018-19	2017-18	2016-17	2015-16	2014-15
3.48000	20.50000	30.20000	23.65000	00

File Description	Document
List of project and grant details	View Document

3.1.2 Percentage of teachers recognised as research guides at present

Response: 4.52

3.1.2.1 Number of teachers recognised as research guides

Response: 07

File Description	Document
Any additional information	View Document

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

Response: 0.3

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

Response: 10

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

Response: 168

File Description	Document
Supporting document from Funding Agency	View Document

3.2 Innovation Ecosystem

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

Response:

LBC has established an Incubation centre for creation and transfer of knowledge. **INCUBATION CENTRE: RED DOT PROJECT**, is described below.

Several researches have established that onset of puberty results in significant changes in school participation among girls and there is a correlation between menstrual hygiene and school drop-out rates. Proper menstrual hygiene management is very significant and crucial aspect of female health but has been grossly neglected across the globe. Awareness generation and promotion of low-cost technologies can play a vital role in combating harmful consequences of menstrual hygiene mismanagement. The low and lower middle-class strata lack knowledge and money for availing basic necessities such as sanitary napkins. Females mostly use old and dirty clothes which can lead to extreme forms of infections and diseases such as cancer. The introduction of the concept of handmade sanitary material to students, teachers, college youth and other sections of society eventually would help in addressing the basic health issues.

Objectives:

I. To develop acquaintance in community women and girls with the subject of menstrual hygiene mismanagement,

II. To provide knowledge on important issues regarding Menstrual health and hygiene; for example,

? Understanding on traditional practices during menstruation.

? What is puberty / adolescence and physical and emotional changes happening during puberty.

? Myths related to menstruation.

? Unhygienic practices and their health impacts.

? Management of menstrual waste.

? Products to be used during menstruation.

III. To encourage low cost sanitation technologies

IV. To generate acceptability in community for handmade sanitary materials,

V. To develop mechanism within the institutions with the help of trained population groups for production and sale of sanitary pads.

Goals:

I. Empowering girls and women by combating stigma around menstruation and menstrual hygiene.

II. Capacity building and Awareness generation

III. Involving youth in community development

IV. Advocacy and promotion of gender friendly school culture

V. Production of low-cost sanitary napkins by target community.

Target Beneficiaries:

i. School girls

ii. Women at home

iii. Working women: School teachers, Anganwadi and health workers, midwives, house maids etc.

iv. Volunteers

The innovative techniques have been used that have evolved within the country to enhance easy and low-cost access to sanitary napkins. The student volunteers are encouraged to participate in production process. They are provided a space for discussion and action that they can carry it forward to their respective environments. An effort is being made to build a network of NGOs and private actors to adopt and carry forward similar activities on large scale. Our students have shown great enthusiasm towards producing the napkins, maintaining hygiene and coordinating among themselves. They take pride in calling themselves 'Pad-girls'. People from different walks of life have visited, observed and appreciated the production process and product. There's been extremely positive community response from within the slums.

Other initiatives for creation and transfer of knowledge include formation of Research Committee to guide and encourage staff to undertake research activities and giving grant to meet small research projects undertaken jointly by faculty and students.

File Description	Document
Any additional information	View Document

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

Response: 0

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

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

File Description	Document
Report of the event	View Document
List of workshops/seminars during the last 5 years	View Document

3.3 Research Publications and Awards**3.3.1 The institution has a stated Code of Ethics to check malpractices and plagiarism in Research****Response: Yes**

File Description	Document
Institutional data in prescribed format	View Document

3.3.2 The institution provides incentives to teachers who receive state, national and international recognition/awards**Response: No**

File Description	Document
e- copies of the letters of awards	View Document

3.3.3 Number of Ph.D.s awarded per teacher during the last five years**Response: 0.29**

3.3.3.1 How many Ph.Ds awarded within last five years

Response: 02

3.3.3.2 Number of teachers recognized as guides during the last five years

Response: 07

File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	View Document

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

Response: 0.54

3.3.4.1 Number of research papers in the Journals notified on UGC website during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
15	10	17	15	33

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

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

Response: 0.64

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

2018-19	2017-18	2016-17	2015-16	2014-15
26	24	14	16	27

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

3.4 Extension Activities

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

Response:

Our college is committed towards holistic development of the students through extension activities and sensitizing them towards social issues. In addition to NSS and extension activities organized under various Government Schemes, the college CSR is actively involved in community services. Health checkup camps are organized for students, teachers, staff and women from neighborhood areas. Lakshmibai College CSR celebrated the World Health Day on 7th April 2017, by organising a talk on Women Hygiene and Health by Padmashree Ms.Santosh Yadav. The CSR Committee along with Life Carre organised a musical tribute to Pulwama Martyrs, for college and other female students, teachers, non-teaching staff in the college premises on 21st February 2019. Students paid their homage by lighting candles in the memory of the CRPF Jawans who had lost their lives in the terrorist attack in Pulwama. To spread greater awareness about mechanisms of legal redressal, the college organized a Free Legal Aid Camp on Legal Services Day on 9th November 2017, in collaboration with Delhi State Legal Services Authority. The college Women's Development Cell conducts many gender sensitizing programs throughout the year. The college's latest initiative in 2018-19 is WISHVAS (Women Initiative of Strength, Happiness, Values, Awareness And Service) under which student volunteers teach children and also interact with women at Wazirpur slums every Sunday. A nine-day Yoga Camp was organized in college campus, from June 14 to 21, 2016 in collaboration with Dhyani Yog Foundation and Bharatiya Yog Sansthan. More than 100 students including 40 NCC Cadets participated in the activities meant to foster the spirit of harmony and collaboration. They conducted social awareness rallies, cleaned college campus, painted notice boards, and performed an enthralling dance depicting the culture of all states of India at a park situated in Lawrence Road that attracted wide audience and parents' participation. For the first time ever in University of Delhi, an inter college residential Youth Motivation Camp (June 17-21, 2017) was organized for girls in Lakshmibai College. The students enthusiastically participated in events like Shramdaan, cleanliness drives, rallies in the neighbouring areas and helped in spreading social awareness. Nukkad Nataks on relevant social issues are staged outside the college. Blood Donation camps are organized in collaboration with Indian Red Cross Society every year. Fifteen days self-defence training for college students is held in collaboration with Delhi Police Parivartan Cell. The college Peace Forum celebrated national Youth Day on January 12, 2017 by organizing a Symposium on "Peace Education and Youth". This was attended by large number of students, teachers and principals from other educational institutions. A Peace seminar in India for Implementation of International Law and Cessation of War and achievement of World Peace in collaboration with HWPL South Korea was organised. More than hundred students and teachers attended the program and signed the DPCW petition. Wall Graffiti Society, Lakshmibai College, dedicated and transformed the main college wall into War Hero Wall, featuring the figure of the brave Rani Lakshmibai, India's independence war heroes and Param Veer Chakra awardees along with our Tricolor.

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

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

Response: 3

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

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

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

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

Response: 106

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

2018-19	2017-18	2016-17	2015-16	2014-15
23	28	24	18	13

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

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

Response: 0.18

3.4.4.1 Total number of students participating in extension activities with Government Organisations, Non-

Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
07	07	10	07	05

File Description	Document
Average percentage of students participating in extension activities with Govt or NGO etc	View Document
Any additional information	View Document

3.5 Collaboration

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

Response: 37

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

2018-19	2017-18	2016-17	2015-16	2014-15
04	15	11	05	02

File Description	Document
Number of Collaborative activities for research, faculty etc	View Document
Copies of collaboration	View Document

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

Response: 7

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

2018-19	2017-18	2016-17	2015-16	2014-15
02	01	04	0	0

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

NAAC

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

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

Response:

Infrastructure is the backbone of an institution and its regular up-gradation and maintenance leads to the growth of the college. The main aim of the infrastructure policy of the college is to arrange and manage basic infrastructure necessities for the stakeholders for the smooth conduct of classes, cultural and academic activities. In the last five years the college has worked concretely towards enhancement of its infrastructural capacity for the students as well as the faculty and non-teaching staff. From the building of eight classrooms (Porta cabins) with a spacious Toilet block to the development of Creche by renovating annex block near the Principal's bungalow; executing electrical restructuring by laying new cables underground to constructing new sewer line in the campus; installing solar panels of 76.8W to the opening of Open Gym with MPLAD Fund are among the major developments. Apart from this, the notable steps in infrastructure include fully furnished waiting shed, construction and shifting of admin block, opening up of Vishvakarma Bhawan (a two storey structure behind the library), development of outdoor canteen area with boundary and pavement, construction of open stage and pavements for cultural programmes, aluminium partition in courtyard areas and at other places, creating medical room, girls common room and five other rooms for different purposes. Further rainwater harvesting system has also been installed in the college premises.

Curricular and co-curricular activities– classrooms, technology enabled learning spaces, seminar halls, tutorial spaces, laboratories, botanical garden, specialized facilities and equipment for teaching, learning and research etc.

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

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

Response:

Physical Education Department has been a part of the college since 1965. The college provides adequate facilities for Yoga, a number of indoor games and outdoor sports (sports complex area 5.6 acres approx.). The following facilities are available in the college under its aegis:

Sports - Playground - 01, Gym - 01, one open gym, Basket ball court, Boxing Hall, Judo Hall /

Wrestling / Taekwondo / Yoga- 01, Cricket ground / Soft ball ground / Baseball ground , Volleyball court – 01, Long Jump Pit – 01, High Jump Pit – 01, Kho-Kho court - 01 , Ball Badminton Ground – 01, Archery Ground -01, Netball court - 01, Kabaddi court - 01, Hand ball court - 01, Cricket pitch (wickets) three turf wickets in the middle - 01, Cricket pitch (wickets) practice pitch (two turf and one cemented), 200 m track lanes may be easily laid down on the ground. Store rooms to keep the sports equipment – 02, Toilets and washrooms and changing rooms for sports students - (Male(2) /Female(6)) – 08, Sports Office – 01.

Cultural Activities

The college has 1 music room, 1 Library Courtyard and 1 New stage for holding cultural activities, Additionally, front lawns also witness activities like street plays and book fair.

Music Room: Fully equipped music room has many instruments of string as well as Percussion. It consists of 04 Manual Tanpura, 01 electronic Tanpura, 08 pairs of Tabla, 01 electronic tabla, 03 Harmonium, also has Pakhawaj, Naal, Khol and Dholak.

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

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

Response: 100

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 86

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	View Document
Link for additional information which is optional	View Document

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

Response: 43.99

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

2018-19	2017-18	2016-17	2015-16	2014-15
1657.54340	527.68739	20.92479	5.38619	17.09633

File Description	Document
Details of budget allocation, excluding salary during the last five years	View Document
Any additional information	View Document

4.2 Library as a Learning Resource

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

Response:

- Name of ILMS software - **LIBSYS(till August 2019, KOHA installed from September 2019)**
- Nature of automation (fully or partially) (**Fully**)
- **Version (LIBSYS) : LSEase/C(Rel 6.2)**
- **Version (KOHA) : 18.05.07.000**
- Year of Automation (2007)

Lakshmbai College has a well-stocked, computerized Library with internet facility, Wi-Fi Connectivity and a spacious reading room for student and faculty which remains open to students throughout the year from 9.00 a.m. to 5.30 p.m. from Monday to Friday (Except Saturday, Sundays and Gazetted holidays). Books - in the General and Text Book sections - are issued for one week only. Books in the Reserve Section are issued with advance reservation and prior permission of the Librarian. Reference books and periodicals are available for consultation only. The College library is fully automated and was using LIBSYS Software till August 2019. KOHA software is installed in the library system in the month of August 2019 and now Library is using KOHA from the month of September 2019. Approximately 90,000 books have been put into the Automation process. The Library subscribes to a total of 45 newspapers and magazine and has a rich collection of various reference sources such as encyclopedias, dictionaries, atlas and yearbooks etc. The Library also provides access to about 500 e-journals and 75000 e-books through a host of high quality electronic databases subscribed by Delhi University System (DULS) to its users. The Library has one air-conditioned reading hall and it also houses 20 computers for the users. 225 Braille books & other facilities are available for visually impaired students in the library. Library Tickets and Library Identity Cards are computer generated for staff and students. OPAC (On-Line Public Access Catalogue) facility is available for users. The Library also has a barcode scanner for greater efficiency on the Issue/Return counter. In house remote access to e- resource through D.U. Intranet and remote access through e-resource through N-List by INFLIBNET. Plagiarism facility is available for Library users via URKUND software installed since January 2018 for free using link <https://www.orkund.com/login>

Library has an institutional membership of Developing Library Network (DELNET) and its DATABASES are accessible through world wide web.

File Description	Document
Link for Additional Information	View Document

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

Response:

The College doesn't require manuscripts for undergraduate courses. Encyclopedias, Dictionaries, Yearbooks are Reference Books that are provided to students and teachers on demand for consultation only. Library is enriched with more than 60 such reference books including Encyclopedia Britannica (published by Encyclopedia Britannica, Inc, William Benton, London ; index to volume, 1-23 ; vol.13 is missing) ; Britannica Book of the year (published by Encyclopedia Britannica Inc ; 17 books published between 1966 to 1988) ; Directory of Yearbook (Published by The Times of India Press, Bombay ; 13 books published between 1967 to1980). Some editions of 'Who's Who (A&C Black Ltd., London ; 1967, 1968) ; 'International Who's Who (Europe Publication Ltd, London, 1968 , 1969) and 'United Nations Yearbook' (United Nations Publication ; 1966) . These books are preserved in the reference section of the library and provided to students and teachers for reference only.

4.2.3 Does the institution have the following:

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

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: A. Any 4 of the above

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

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

Response: 2.9

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

2018-19	2017-18	2016-17	2015-16	2014-15
2.88826	2.96688	2.62664	2.44345	3.55422

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

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

Response: Yes

File Description	Document
Any additional information	View Document

4.2.6 Percentage per day usage of library by teachers and students

Response: 2.55

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

Response: 98

File Description	Document
Any additional information	View Document

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

Digitization in higher educational institutions has large-scale ramifications – in teaching-learning process-dissemination of knowledge; tackling with huge amount of student and staff related data, information and enquiries and in the storage, organization and dissemination of data and information. At Lakshmibai College, we truly strive to keep the college, its students and faculty abreast with the latest technology available in order to streamline day-to-day tasks resulting in overall efficiency of the organization. The IT facilities including wifi are availed by faculty members who constantly keep themselves updated regarding the latest technological advancements that are introduced in the college. Some initiatives taken for technological advancements and to create seamless flow of information are:

College website and other related facilities which include:

- Online admissions
- Students' monthly attendance and internal assessment
- Pre-filled customized examination forms for the students
- Display of college timetable
- Dissemination of information to the students through student zone
- Dedicated links for short- term courses
- Students' and parents' feedback
- Alumni registration

The college website is closely monitored to make it free from any glitches and manage traffic smoothly. A dedicated student zone makes it convenient for our girls to access their attendance, assessment marks and other related matters.

- Many of the classrooms are well equipped with projectors along with smart boards to create a more effective teaching-learning environment.
 - A Free Wi-Fi zone/Wi-Fi enabled campus has been created for the students and faculty members of Lakshmibai College.
 - The library is upgraded with an electronic database of all the books. OPAC facility is available for the users. The library is subscribed with NLIST & Delnet and it can be accessed from anywhere.
 - The college has well equipped state of the art Computer labs and VH labs
 - There are digital display boards all around the academic block for displaying important information and notices.
 - The students are given RFID cards, which also serve as SMART CARDS to access and avail various facilities in college. A Student can use this smart card at Library for issuing books, for payment of food in the canteen as this smart card works as online money wallet as well, making almost all the transactions within college cashless like fee payment and various examination related transactions. Other than this college is tirelessly working towards updating and maintaining Lakshmibai College mobile App.
- This app has helped immensely in streamlining various student related queries and acts as direct interface for students with the College Principal.
- The app helps students keeping themselves updated regarding latest notices, their timetables (which

can be accessed course wise, teacher wise, room wise, day wise)

- Various activities and programs happening in the college.
- The app is well integrated with the college website also.

Currently, the college is working on the smooth implementation of Mobile and Web Digital Campus (Student Web Portal), Student Registration Module, Semester Migration, Timetable, Attendance, Assessment Module and Email Integration.

4.3.2 Student - Computer ratio

Response: 3.03

File Description	Document
Any additional information	View Document

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

>=50 MBPS

35-50 MBPS

20-35 MBPS

5-20 MBPS

Response: >=50 MBPS

File Description	Document
Any additional information	View Document

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

Response: Yes

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

4.4 Maintenance of Campus Infrastructure

4.4.1 Average Expenditure incurred on maintenance of physical facilities and academic support

facilities excluding salary component, as a percentage during the last five years**Response:** 26.99

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

2018-19	2017-18	2016-17	2015-16	2014-15
138.95369	71.28181	36.32204	33.80475	43.39589

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

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

- Discipline and punctuality are integral to success.
- Be regular in attending classes.
- Respect your teachers, seniors and fellow classmates. Use only courteous and polite language.
- Take care of college property.
- Take up all the assignments, tests and examinations seriously.
- Read notices/circulars displayed on the college Mobile App/ Notice board/Website/. Ignorance of these shall not be accepted as an excuse for failing to comply with the directions contained in it.
- Use all the resources available in the college judiciously and effectively. The Library, the playground, the canteen and the common room could be your learning and interacting hub.
- File any genuine complaint to the concerned authority without fear.

- Know the location of Fire Extinguishers, Exits and Stairs in case of any emergency.
- Use Dustbins to keep your campus clean.
- Eat at designated places only.
- Switch off Lights and Fans if not in use.
- Save water and Electricity.

Don'ts

- Don't rag and don't be a mute witness to ragging. It is a criminal offence. Strict disciplinary action will be taken against any student indulging in any form of ragging.
- Don't use unfair means during examination.
- Don't use false information/documents for any purpose including admission or examination and failure to return materials taken on loan from the college would be seriously dealt with.
- Don't Smoke and/or consume alcohol /drugs inside the college is strictly prohibited.
- Don't start eating inside the Classroom, Labs or while sitting in Corridors, Stairs or Library or Health Centre.

Computer Lab

Dos

- Read and understand how to carry out an activity thoroughly before using the laboratory.
- Report any broken plugs/exposed electrical wires or fire/accident in the computer lab to your teacher/lab technician.
- Know the location of fire extinguisher/first aid box and how to use them in case of emergency.

Don'ts

- Don't eat or drink in the laboratory.
- Don't insert metal objects such as clips, pins and needles into the computer casings, it may cause fire. Avoid stepping on electrical wires.
- Don't open the system unit casing or monitor casing particularly when power is turned on.
- Do not touch, connect or disconnect any plug or cable without permission of the lab assistant.
- Don't use the computers for other than academic purpose.

Food Technology Lab

Dos

- Follow all instructions given by teacher and lab assistant.
- Report all accidents, injuries, and breakage of glass or equipment to instructor immediately.
- Please wash the utensils well and keep them in their proper place.
- Use Lab Coat and Head Gear.
- Use a different spoon when tasting food.
- Use clean pots/pans and other utensils for food preparations
- Your nails should be cut and hands should be washed with soap and rinsed with water before starting the work.

Don'ts

- Don't eat, use mobile phone and charge, play music or drink in the lab at any time.
- Don't panic in case of an accident. Immediately inform your teacher and lab assistants for help.

ADC & (Dying and Printing Lab)

Dos

- Immediately report any spills, accidents or injuries to your instructor.
- Keep your hands away from your face, eyes, mouth and body while using dyes, chemicals etc.
- Printing blocks, squeegees & bowls/trays to be washed immediately after work
- Leave the Iron in flat horizontal mode (steam iron in standing position), it will avoid accidental fall and breakage.
- Make sure all electric gadgets, machines and gas valves are switched off and unplugged after use.
- Switch off all lights and fans when leaving the lab.

Don'ts

- Don't drink/ eat / run in the laboratory.
- Don't work in the laboratory without supervision.

- Don't leave experiment while in progress.
- Don't block the sink drains with debris.
- Don't use damaged equipment.
- Don't touch/smell/taste dyes/printing paste/binder etc.
- Don't sit on laboratory (sewing, dyeing & printing) tables
- Don't use, run the sewing machine when making any adjustments in the needle area
- Don't pull or push fabric while stitching, it may deflect the needle causing it to break.
- Don't leave pins and needles unattended; they may poke you or someone else.

Canteen

Dos

- Keep the canteen clean.
- Eating utensils should be restored in their proper places after use.

Don'ts

- Don't cut in line to get your food faster.
- Don't carry the food and plates outside the canteen premises.
- Don't start a conversation in the middle of the serving area.
- Don't be disrespectful towards the lunch.
- Don't push and shove people when the serving area is overcrowded.
- Don't play or shout or run.
- Don't remove tables or chairs from the canteen without permission.

Lawn & Sports Ground

Dos

- Take adequate care of college property and fixtures in the lawn and the sports ground.

- Take care of plants, flowers and of everything else in the college lawn/sports ground.
- Students must seek permission before putting up any signs or for any event/activity using college lawn/sports ground.
- Report vandalism and graffiti. Strict disciplinary action will be taken against the miscreant.
- Make optimum and careful use of college facilities.

Don'ts

- Don't damage benches, chairs or other equipment installed in the college lawn/sports ground.
- Don't litter or tread on the grass aimlessly.
- Don't disturb or unnecessarily interfere with the activities of other students in the college lawn/sports ground.
- Don't pluck flowers, leaves or cause damage to the plants and trees of the college lawn/sports ground.

Washroom

Dos

- Do make sure you flush the toilet when you are finished.
- Take care of your belongings inside the washroom.

Don'ts:

- Don't flush sanitary napkin and any other item as it can block the toilet drains.
- Don't leave in open any sanitary napkin or toiletries.
- Don't write anything or stick any labels on the walls of the washroom and door of the toilet.

Library Dos & Don'ts :Already mentioned in 4.2.1

File Description	Document
Link for Additional Information	View Document

Criterion 5 - Student Support and Progression

5.1 Student Support

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

Response: 0.34

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

2018-19	2017-18	2016-17	2015-16	2014-15
07	01	18	23	22

File Description	Document
Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years	View Document
Any additional information	View Document

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

Response: 0.14

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

2018-19	2017-18	2016-17	2015-16	2014-15
13	04	10	0	0

File Description	Document
Any additional information	View Document

5.1.3 Number of capability enhancement and development schemes –

1. For competitive examinations
2. Career counselling
3. Soft skill development

- 4. Remedial coaching
- 5. Language lab
- 6. Bridge courses
- 7. Yoga and meditation
- 8. Personal Counselling

A. 7 or more of the above

B. Any 6 of the above

C. Any 5 of the above

D. Any 4 of the above

Response: B. Any 6 of the above

File Description	Document
Details of capability enhancement and development schemes	View Document
Any additional information	View Document
Link to Institutional website	View Document

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

Response: 0.6

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

2018-19	2017-18	2016-17	2015-16	2014-15
37	77	0	0	0

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

5.1.5 Average percentage of students benefited by Vocational Education and Training (VET) during

the last five years

Response: 0

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

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

File Description

Document

Details of the students benefitted by VET

[View Document](#)

5.1.6 The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

Response: Yes

File Description

Document

Details of student grievances including sexual harassment and ragging cases

[View Document](#)

5.2 Student Progression

5.2.1 Average percentage of placement of outgoing students during the last five years

Response: 1.64

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

2018-19	2017-18	2016-17	2015-16	2014-15
19	18	46	18	0

File Description

Document

Details of student placement during the last five years

[View Document](#)

Any additional information

[View Document](#)

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

Response: 11.47

5.2.2.1 Number of outgoing students progressing to higher education

Response: 135

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

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

Response: 0.84

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

2018-19	2017-18	2016-17	2015-16	2014-15
08	10	15	11	04

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

2018-19	2017-18	2016-17	2015-16	2014-15
1177	1167	1327	1128	708

File Description	Document
Upload supporting data for the same	View Document
Number of students qualifying in state/ national/ international level examinations during the last five years	View Document
Any additional information	View Document

5.3 Student Participation and Activities

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

Response: 141

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

2018-19	2017-18	2016-17	2015-16	2014-15
25	33	36	23	24

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	View Document
e-copies of award letters and certificates	View Document

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

Response:

YES. The college has a Students' Union which is equivalent to the Student Council. There are 2-3 faculty members who act as Students Union Advisers. The President, Vice-President, Secretary, Joint-Secretary and two Councilors are elected every year through election schedule and process as per Delhi University guidelines. To be eligible to stand for election, following the recommendations of the Lyngdoh Commission, as in the case of DUSU, President, Vice President, Secretary and two Councillors are required to attain minimum 75% attendance and have no academic arrears in the year of contesting. The elections take place along with the elections for DUSU. Every year, the students union introduces the new entrants to faculty members and informs them about the various literary and cultural societies of the college at the Orientation Program.

The Students' Union organizes Cultural Festival – Vividha, Independence Day and Republic Day functions every year. It also guides the parents and the students during admission days. Debate, poetry, Extempore, Creative Writing and Quiz competitions are held at Inter College level. The ingenuity and skills of the participants in mehndi, rangoli, candle-making and flower arrangement are judged through back-stage contests. Newly introduced nail art and tattoo making competitions also received active participation from different colleges. The Quick Snack Contest sees an array of innovative mouthwatering dishes served aesthetically by our young chefs. At the fashion show, budding designers of the college impress everyone with their creative apparels.

In addition to Students' Union, election for two student representatives in Internal Complaint Committee are also conducted every year along with Students' Union elections. There are departmental associations/societies as well having elected students as office bearers. The activities generally undertaken by the departmental associations/societies are Expert Lecture, Technical Talk / Quiz, General Quiz, Aptitude Test, Workshop, Group Discussion, Essay Writing, Debates, Educational Trips and Cultural events such as Rangoli Competition, Slogan Writing, Poster making.

The funding for the Students' Union activities comes from fees collected from the students at the time of admission and through sponsorships. The departmental associations collect contributions from the students and teachers of their departments and arrange scholarships as well.

Monthly meeting of Students Council is held with the Principal and direct interaction of students and Principal takes place and handling of grievances of students is done.

The detailed reports of activities of Students' Union and departmental societies is given in annual reports each year.

File Description	Document
Link for Additional Information	View Document

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

Response: 33.6

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

2018-19	2017-18	2016-17	2015-16	2014-15
39	35	36	31	27

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

5.4 Alumni Engagement

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

Response:

The college has an Alumni Association under the leadership of two faculty members. Its motive is to bring together all the Alumni to share their experiences and to extend their helping hand and provide guidance to the students of the college. It organizes its annual meet in the College. The Alumni of NCC and Sports are connected with current students. They keep coming to the college regularly to guide them for future prospects and how to cope up with the load of academics with extra-curricular activities and how to choose appropriate career with the earned qualities of life. The college website provides a link to the alumni to register to the alumni association free of cost.

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

? 5 Lakhs

4 Lakhs - 5 Lakhs

3 Lakhs - 4 Lakhs

1 Lakh - 3 Lakhs

Response: <1 Lakh

File Description**Document**

Alumni association audited statements

[View Document](#)

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

Response: 3

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

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

File Description**Document**

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

[View Document](#)

Any additional information

[View Document](#)

Report of the event

[View Document](#)

NAAC

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

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

Response:

Lakshmibai College (LBC) is one of the premier institutions of higher education for women. The vision of the college is stated in its motto of “*Satyam Gyanam Anantam*” meaning, *true knowledge is endless and can be gained perpetually. Taittiriya Upanishad (11.1)*. The institution was set up with a mission:

- To inculcate the spirit of integrity, self-awareness and self-reliance among youth;
- To impart transversal skills relevant for 21st century life and sustainable development;
- To nurture the eternal quest for truth and inquiry, creativity and love for knowledge.

As enshrined in the motto, the vision inspires the management, teachers and students to make LBC, a centre of excellence in academics, sports and other cultural activities.

The Governing Body (GB) oversees the over-all college functioning and works to ensure realization of its stated mission. It provides guidance for planning, organisation and execution of all activities related to the Institute. The management through head of the institution involves staff members in various activities related to development of college. Two teachers and one non-teaching staff representatives are GB members. They are actively involved in decision-making process to sustain and enhance quality of education imparted by the institution. Each academic session begins with orientation program during which students are acquainted with policies and plans for the year ahead by the Principal, teacher in charges and committee/society conveners. The prospectus, college website, college mobile app and notice boards are also used to communicate these policies and plans with students. Academic and extra-curricular activities are planned and conducted according to academic calendar.

The Principal provides academic leadership and evolves strategies for academic growth in association with various faculties. The faculty is actively involved in decision-making process through its Staff Council; Principal is the ex-officio Chairman of Staff Council. The faculty members are updated regarding college and university activities during staff council meetings as well as through college notice board and website. The matters related with admissions of students, workload, new posts/ vacancies, timetable and co-curricular/extracurricular etc. are discussed and decisions are carried out through its various committees subject to Delhi University provisions and ordinances.

Every faculty member by rotation is teacher-in-charge, giving an opportunity to provide administrative and academic leadership to the department.

As conveners of various college committees, faculty members convene meetings, hold discussions, and forge a consensus. The management is always encouraging and supporting the involvement of staff in the improvement of effectiveness and efficiency of institutional process.

LBC encourages modern approach to teaching-learning process through the use of ICT resources. Faculty development programmes are conducted for teaching staff. Workshops are conducted on a regular basis to impart skills to students to improve their employability. Students are encouraged to participate in Innovative projects and other research activities. Community outreach and other extension activities are an important part of campus life for every student. The physical infrastructure including laboratories and ICT are regularly upgraded.

The college mission is effectively realized by maintaining an open and interactive environment amongst all the stakeholders.

6.1.2 The institution practices decentralization and participative management

Response:

The institution practices decentralization and participative management in the college through its Staff Council, a statutory body with the Principal as chair and the entire teaching faculty as its constituent members. Various committees headed by a convener / conveners are formed in the Staff Council to do the college work. Some of the important committees through which the functioning of the college gets facilitated include Admission Committee, AEPIC, Workload Committee and Time Table Committee.

Case study of Workload Committee to demonstrate decentralization and participative management

To function effectively and democratically, the Workload Committee works consistently in close coordination with all Teacher in charges (TICs), Academic and Extracurricular Planning and Implementation Committee (AEPIC) and the Option Information Committee (OIC). The strategic planning by Workload Committee starts at least 2 months ahead of the beginning of each academic year. The workload for each semester of each department is collected from the respective TICs. This is matched with the data of actual intake of students collected from the office / administrative staff of the college that helps in clarifying the students- teacher ratio. Based on this data and the CBCS guidelines, the number of sections at the Program and Honours level are decided. The total strength of students is also passed on to the OIC and AEPIC who are collectively responsible for aggregating and collecting data for Generic Electives (GE) and Skill Enhancement Courses (SEC) options. These options have to be collected from students as per the CBCS guidelines giving them a fair choice to select a course based upon their interest and aptitude. This exercise leads to the formation of required sections for GE and SEC and information is shared with the Workload Committee. Keeping in view the upper cap of sanctioned strength of teachers of each department, the workload is finalized. The committee also recommends the need for appointment of ad-hoc and guest faculty when teachers proceed on leave for Study, Maternity, Childcare or Extraordinary reasons. Thus, the discretion and judicious distribution of the sanctioned faculty proportional to the need of each department and optimal utilization of human resource (teachers) in the institution is a significant and responsible task of this committee. However, many other faculty members from different committees mentioned earlier are also active participants in this decision-making. The TICs act and interact with their departments with guidance from the Workload Committee. Vacancies arising and their exact numbers are then decided in consultation with the Principal for which the Governing Body's approval is sought. These vacancies get advertised at the beginning of the session to facilitate timely and smooth functioning of the

classes. The Workload Committee is, thus, a fine example of decentralization and participative culture in the Institution.

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

6.2 Strategy Development and Deployment

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

Response:

The purpose of education is not only to prepare students academically, but also to help them develop their aptitude and potential for a holistic growth. A way forward in this direction in Lakshmibai College has been the successful implementation of Add on Courses. These courses also unravel a case in perspective/strategic planning and deployment. Each of the steps taken towards the initiation of such courses is supported by documents.

In May 2015, Academic and Extra curricular Planning and Implementation Committee (AEPIC) requested the faculty members informally to explore different options of add-on courses suitable to the interest of students. On the basis of input received from the faculty members, deliberations were made with the Principal. It was decided that initially the college would team up with well-established National level Government Agencies, Delhi University, well-reputed corporates offices. Collaborations were made with National Skill Development Corporation (NSDC), Department of East Asian Studies, (University of Delhi), Delhi State Legal Services Authority,(DSLISA), NIIT and Ernst & Young to start certificate /diploma courses.

A lecture was organized on 3rd May 2016 for the teaching faculty to orient them towards the relevance of add-on courses and skill development

The admission process was finalized after the Governing Body gave its approval to start Add on Courses with a separate Short term /add on Account (GB Minutes dated 7 May, 2016). All the details pertaining to these courses were uploaded on the college website.

Brochures, banners and posters were used to create awareness about the short-term courses. To encourage students to avail the new opportunity time tables were changed in such a way that there were minimal clash between regular classes and add on course classes. three days including Saturdays were earmarked for these classes.

Some of the teachers volunteered to be the course coordinators and mobilize the students. A special orientation for the newly admitted students was organised and training partners (TPs) were invited to

address them. TPs were also asked to setup kiosks and distribute free flyers besides putting up posters about the relevance of their courses.

The support staff from the non-teaching category were identified and it was decided to give them a fixed annual remuneration for the extra work from the add on courses account. However, the course coordinators are not being given any extra remuneration.

The academic year 2016-17 saw the launch of seven courses. The list of courses to be offered every year is decided by AEPIC, on the basis of feedback received from the students and the course coordinators. The details of year wise courses is given on the website.

File Description	Document
Any additional information	View Document
Strategic Plan and deployment documents on the website	View Document

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

Response:

Internal Organizational Structure and Decision Making Processes

Lakshmibai gets 95% funding from UGC and 5% from Government of NCT, Delhi. It functions under the supervision of Governing Body (GB) whose powers are defined by University of Delhi. GB constitutes of elected Chairman and Treasurer; members from Delhi Government two nominees usually Professors from University and two members of the college faculty (one <10 years and another with >10 years of teaching experience). GB plays an important role in appointment of faculty and non teaching staff , the annual accounts and finance, infrastructure estimates and expansion, purchases, creation of new courses and fees. It is also responsible for granting leave to staff in accordance with University rules. The Treasurer is the custodian of funds and advises GB on its financial policy.

Principal is the member secretary of GB and heads the college. She receives all grants and other funds from central/state governments and other bodies/authorities/ individuals. She is required to undertake teaching, sanction leaves staff, and organize and conduct examinations and evaluation, teaching and as well co curricular activities .

There exists a post of Vice Principal to assist Principal in the discharge of her functions and to manage the routine administrative matters in her absence.

Bursar is a senior faculty who helps the Principal in managing the financial matters of the college with help of Section Officer Accounts,.

Staff Council consists of all teaching faculty; Principal is the ex-officiating chairperson of the council. Decisions related to academics like admissions, workload, new posts/ vacancies, time table and co-curricular/extracurricular are taken by the council through its various committees subject to the provisions and ordinances of Delhi University.

Staff Council Secretary assists Principal in the execution of her work through formation of committees. She also acts as the liaison between the Principal and the teaching staff and in her ex-officio capacity helps the committees.

Administrative Officer is the non teaching head of administration and leads Senior P.A., Section Officer (Accounts) and Section Officer (Administration) to handle the day to day running of the college.

Accounts Department is managed by S.O. (Accounts) with his team of Senior Assistant, Assistant, Junior Assistant and MTS (Office). Senior Assistant manages ledgers, cash books and fee collection. Assistant's job is to update student and staff database. Junior Assistants and MTS (office) manage typing work and student dealing.

S.O. (Administration) is in charge of Senior Assistant, Assistant, Junior Assistant/ Laboratory staff/ JACT/Caretaker/Driver and MTS (office). MTS is responsible for multiple office tasks like diary, dispatch, garden and cleanliness. Caretaker looks after the maintenance of college building and supervises sanitation staff. Contractual sanitation and security staff report to S.O. (Admin).

The Librarian reports directly to the Principal and manages the library through Professional Assistant (PA), Semi-professional Assistant (SPA) and MTS (Library). PA controls the library system, SPA maintains record of books and reading material, Assistant issues books and MTS is responsible for multiple tasks.

Senior Technical Assistant reports directly to Administrative Officer.

File Description	Document
Any additional information	View Document

6.2.3 Implementation of e-governance in areas of operation

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

A. All 5 of the above

B. Any 4 of the above

C. Any 3 of the above

D. Any 2 of the above**Response:** B. Any 4 of the above

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

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

Much before the 'Demonetization' in India in November 2016, the college decided to be cashless and digital campus. This proposal was discussed in a meeting of AEPIC with the Principal (April 13, 2016). The Governing Body, in its meeting held on 7th May 2016, approved the proposal for installing Radio Frequency Identification cards (RFID) system in the college, a very significant digital leap in the form of innovative RFID (Radio Frequency Identification) cards for students and faculty. Various committees were involved such as AEPIC, Purchase Committee, Governing Body, Library, Administration and Bank of India.

The college held talks with PAYTM, Bank of India (BOI), Libsys and others for initiating the work. The proposal from BOI (Kamla Nagar Branch with an extension counter in the college) to take forward the concept of identity card with digital wallet seemed most viable. The bank has had a long association with the college and already had students' database for fee collection; it was also important to maintain confidentiality of this data keeping in mind the security concerns of girl students. Hence, rather than assigning this task to any outside agency, BOI branch in college was considered to be most appropriate for logistical and security reasons.

This service could be activated only with the approved vendors of the BOI and hence the college initiated a limited tender inquiry with list of vendors provided by BOI. The college sent a postal inquiry to the vendors on 26th July 2016. To meet the GFR 2005 (Rule 151), the tender was uploaded on college and University of Delhi (DU) website on 9th August 2016 by college Website Committee giving 15 days time to vendors to get back. These bids were received and after comparison it was decided (by the members) that the work for software development for college management with biometric attendance service and Co-branded plastic card for students of the college be awarded to M/s Ideas Inc- management Pvt. Ltd for a period of one year initially at Rs 100/- inclusive of all taxes per unit, the lowest rate being quoted by them. The total period of contract would be three years which could be terminated at three months' notice by the college.

The vendor would be responsible for supplying, maintenance, repairs and activation/ deactivation/ reactivation of cards for 3 years. Payment was to be made after completion of work. It was also decided

that the BOI may be authorized to open and maintain a bank account to the money related to RFID card recharge and transactions (prepaid or top up) for students and staff. In case of loss, cancellation or return of RFID card at the time of leaving the college, the balance amount would be transferred to a new I card or to the bank beneficiary after verification of College Leaving Certificate signed by AO or SO (Accounts).

The signatures to the above decisions included members of AEPIC, Purchase Committee, Online Admission Coordinators, B.A. Programme Coordinators, Administrative Officer, Section Officer Accounts and Office Superintendent.

File Description	Document
Link for Additional Information	View Document

6.3 Faculty Empowerment Strategies

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

Response:

The faculty/ non-teaching staff welfare schemes are in accordance with the strategies adopted by the Government. Faculty welfare includes Career advancement benefits for those with higher qualifications such as M.Phil and Ph.D as well as opportunities for those who wish to improve their qualifications.. At the institutional level, medical leave is provided to the employee during the tenure of his/her job. There is also provision of maternity and childcare leave for the staff. Duty leaves are also sanctioned if applicable. Teaching staff availed various kinds of leaves in the last five years 2014 -2019, such as Study leave, Maternity leave, Child Care Leave, Extra Ordinary leave, Sabbatical leave and Leave without pay.

Number of Teaching Staff who availed various kind of leaves in the last five years (2014-2019)

Leave	2014-15	2015-16	2016-17	2017-18	2018-19
Study Leave	5	4	2	0	4
Maternity Leave	2	3	6	6	1
Child Care Leave	1	9	10	9	6
Extra Ordinary Leave	0	2	4	3	0
Sabbatical Leave	0	0	0	0	1
Leave Without Pay	0	1	1	2	1

The college also provides various welfare schemes for its teaching and non-teaching staff such as Group insurance scheme, Child Education Allowance, Medical reimbursement, and Travel Concession. It also provides on campus accommodation (Staff quarters for teachers). Employees belonging to Class-IV were provided Uniform and Washing allowances. Full fee concession with due preference at the time of admission are also provided to the ward cases. As per norms, faculty and staff are provided with LTA and Home travel Benefits. Other benefits such Paternity leave can also be availed by the staff.

Medical Reimbursement and Child Education Allowance disbursed in last five years

Particulars	2014-15	2015-16	2016-17	2017-18	2018-19
Medical Reimbursement	33,46,095	36,44,665	46,37,948	38,64,284	75,33,515
Child Education allowance	4,97,965	6,27,174	7,01,282	6,84,000	10,52,445

As per University guidelines, permanent employees of the college who have been offered the option of contributory Provident fund can avail of a Quick Provident Fund Loan facility.

Group Insurance and Medical benefits are provided to employees as per University guidelines.

An Internal Complaint Committee has been in place and was constituted to address complaints.

The grievances of faculty and members are addressed at the Grievance redressal cell, instituted in college with a definite composition.

Informal get-togethers are held for faculty members so that they have an opportunity to interact and share academic and other experiences from their mutual benefit.

In addition to these welfare schemes, CSR activity has also been initiated in the college; three health camps were organized in collaboration with leading hospitals offering free health check-ups to the students and staff.

File Description	Document
Link for Additional Information	View Document

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

Response: 4.79

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

2018-19	2017-18	2016-17	2015-16	2014-15
07	08	06	12	07

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

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

Response: 8.4

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

2018-19	2017-18	2016-17	2015-16	2014-15
07	10	13	04	08

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

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

Response: 18.07

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

2018-19	2017-18	2016-17	2015-16	2014-15
27	32	36	31	25

File Description	Document
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers).	View Document
Details of teachers attending professional development programs during the last five years	View Document
Any additional information	View Document

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

Response:

Appraisal of Teaching Faculty

Lakshmibai College being a constituent college of University of Delhi (DU) has no formal appraisal system for Associate Professors as the post for Professors in DU colleges are not yet formalized. However, for Assistant Professors, appraisal evaluation takes place through a structured process based on the Academic Performance Indicator (API) scores. These indicators include Teaching, Learning and Evaluation related activities, Co-curricular Extension and Professional Development related activities, Research and Academic Contributions.

An appraisal committee is constituted in the college to review cases for promotion and these are forwarded through the Principal to the University for appropriate / necessary action. Some appraisal measures have been in place; for example, self-appraisal of teaching staff in the Principal's Report as faculty achievements. This includes publications, papers presented, participation in seminars, workshops, refresher/ orientation programmes and also award and honours conferred by different bodies.

To recognise contribution of teaching faculty towards development of the institution in recent years, new initiatives in the form of Team LBC award and Best Teacher in charge award have been instituted.

Appraisal of Non-teaching Staff

The Performance Appraisal Report is an important document for the non-teaching staff. It provides the basic and vital inputs for further development of an officer. The officer reported upon, the Reporting Authority and Reviewing Authority therefore undertake the duty of filling up the form with a high sense of responsibility. Performance appraisal is used as a tool for career planning and training, rather than a mere judgmental exercise. Reporting Authorities realize that the objective is to develop an officer so that he/she realizes his/her true potential. It is not meant to be a fault-finding process but a developmental tool. The Reporting Authority and the Reviewing Authority do not shy away from reporting shortcomings in performance, attitudes or overall personality of the officer reported upon. The columns are filled with due care and attention and after devoting adequate time. Any attempt to fill the report in a casual or superficial manner is easily discernible to the higher authorities. The report could either be the entire reporting year, namely, from 1st of April to 31st March or a part of the year (exceeding 3 months). In case the period of report is a full year, it is indicated accordingly; for example, 2007-2008. In case the period of report is less than the entire year, specific start and end dates is indicated, for example, 10th September 2007 – 31st March 2008. It is required to record an overall grade in the scale of 1-10 Numerical Grades. These are on a scale of 1-10, where 1 refers to the lowest grade and 10 to the highest. It is expected that any grading of 1 or 2 (against work output or attributes or overall grade) would be adequately justified in the pen-picture by way of specific failures and similarly, any grade of 9 or 10 would be justified with respect to specific accomplishments. Grades of 1-2 or 9-10 are expected to be rare occurrences and hence the need to justify them.

File Description	Document
Any additional information	View Document

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

Mechanism for Settling Audit Objections:

The accounts of the college are subject to financial audit by a qualified Chartered Accountant appointed by the college. For appointment of the Chartered Accountant, three names are forwarded by the college to the University of Delhi and final approval is sought from the University. The appointment of the internal auditor is for three years. The external auditor is sent by Delhi Government.

The last audit was done on 31 March, 2016. There was no major audit objection. As a result of this audit, some suggestions were made regarding financial matters. The auditor's observations and suggestions were duly taken into consideration.

For settling audit objections, if any, replies are provided with relevant supporting documents to the audit party. If satisfied, the audit party drops the objection. During the audit, if objections are raised, the office refers to the relevant documents in order to clarify. If objections still persist, for example, recovery of some dues, then relevant action is taken and documents are shown to the audit party. Others are clarified with suitable explanations. The college has started Public Financial Management System (PFMS).

File Description	Document
Link for Additional Information	View Document

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

Response: 34.2

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

2018-19	2017-18	2016-17	2015-16	2014-15
8.95	8.05857	7.61808	2.56755	7.005

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

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

Response:

The college mobilises funds through various sources such as tuition fees, examination fee, laboratory fee (Computer and Home Science laboratories) and fee for Students Union annually from the students.

The college also offers Add on courses for which registration fee and course fee are collected under a separate account opened for such courses since 2016. Different departments and societies of the college organize many events like lectures, seminars, symposia and festivals. Grants are often raised through Government sources such as University of Delhi (DU), University Grants Commission (UGC), Indian Council of Social Science Research (ICSSR), Indian Council of Historical Research (ICHR), Indian Council of Philosophical Research (ICPR), Hindi Academy, Sanskrit Academy as well as in the form of sponsorships from corporate bodies and small /medium business concerns.

Recently, the college received generous grants of rupees nine and a half lakhs from Member of Parliament (MP) fund and rupees thirteen lakhs from Member of Legislative Assembly (MLA) fund.

Efforts are made to optimally utilize the funds and infrastructure of the college. A part of the tuition and examination fee is forwarded to the University as per the rules. The sports fee is utilized for training of our sports students; it is a matter of pride that our college is ranked second in the University in the field of

sports. The laboratory fee is used for the purchase and maintenance of laboratory equipment. A segment of the Students Union fund is allocated among the different societies of the college which organize extracurricular activities and events through the year enabling the holistic development of students.

From the Add on course fee, payments are made to the collaborating training partners. The registration fee takes care of the honorarium paid to the support staff; Add on course related field visits and for meeting the expenses towards the valedictory function organized at the end of the course. The college plans to utilize a part of the fee generated through Add on courses towards Innovative and Creative learning for example – setting up of a language laboratory.

The funds from DU, UGC, ICSSR, ICPR etc. are used for research projects and for organizing national seminars.

The MP fund was utilised for building an Open Gym in the college premises. The college is thinking in terms of restructuring the entrance gates through the MLA fund, keeping safety in mind. In so far as the use of infrastructure is concerned, the college premises are used on holidays and Sundays for Non-collegiate Women's Education Board (NCWEB) and Indira Gandhi National Open University (IGNOU) classes.

The college through its college social responsibility (CSR) programme is able to host Health Camps in its campus in collaboration with A grade hospitals like Medanta, Artemis, Max and non- government organizations (NGOs) for free health check ups of students, staff and neighbourhood communities.

6.5 Internal Quality Assurance System

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

Response:

The Internal Quality Assurance Cell (IQAC) is continuously striving for sustainable improvement of various academic and administrative activities of the college keeping in view IQAC's primary objective to develop a system for conscious, consistent and catalytic improvement in the overall performance of institution and promoting holistic academic excellence. IQAC holds staff meetings on the first Wednesday of every month to report, discuss and analyze the activities and future plans of the various departments and societies of the college. It continuously works for the betterment of the institution.

Two practices institutionalized as a result of IQAC initiatives are described as follows:

For institutionalizing the quality assurance strategies and processes the college IQAC encourages teaching and non-teaching staff to upgrade their skills and enhance their knowledge by arranging workshops and development programmes. The college teachers are encouraged to attend the orientation and refresher courses, seminars and workshops. The college also promotes teachers to hold seminars on national level and workshops in the college. Non-teaching staff is also encouraged to attend different skill enhancing programmes held in the college and in the university so that they are abreast with latest technologies in their respective fields, which eventually improve their quality of work and efficiency.

Infrastructure is the backbone of an institution and its regular up-gradation and maintenance leads to the growth of the college. The main aim of the college infrastructure policy is to arrange and manage basic infrastructure necessities for the stakeholders for the smooth conduct of classes, cultural and academic activities. In the last five years the college has worked concretely towards enhancement of its infrastructural capacity for students as well as faculty and non-teaching staff. Building of eight classrooms (Porta cabins) with a spacious Toilet block to the development of Creche by renovating annex block near the Principal's bungalow; executing electrical restructuring by laying new cables underground; constructing new sewer line in the campus; installing solar panels of 76.8W; opening of Open Gym with MPLAD Fund are among the major developments. Apart from this, construction of fully furnished waiting shed, construction and shifting of admin block, opening up of Vishvakarma Bhawan (a two storey structure behind the library), development of outdoor canteen area with boundary and pavement, construction of open stage and pavements for cultural programmes, aluminium partition in courtyard areas and at other places, creating medical room, girls common room and five other rooms for different purposes. Further rainwater harvesting system has also been installed in the college premises.

Our college has taken a great leap forward in the technological advancements in higher education with the introduction of RFID cards for all transactions inside the premises, making it the first college in Delhi University and perhaps in India to go cashless prior to de-monetization. These cards give an identity to all students and also allow them to do cashless transactions within college. The college boasts of its own mobile app, digital display boards, interactive smart boards, information Kiosk strengthening its asset base in different areas

File Description	Document
Link for Additional Information	View Document

6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms

Response:

The college teaching learning process, structures & methodologies of operations and learning outcomes are broadly defined by the University of Delhi. Within this defined framework the faculty uses innovative approaches towards the learning process. The students are guided to make projects and presentations on various topics so as to have in depth knowledge of the subject. The students are encouraged to submit their assignments and projects online along with plagiarism check report. The faculty arranges special lectures by experts in that field. Field visits are also arranged for the students to make the teaching learning process more informative. The students have easy access to useful links for online learning such as edX, Coursera and MOOC as well as access to Inlibnet and Nlist journals.

The challenge that confronts educational institutions in a world where there is veritably an information boom, where the internet can bring worlds of learning to one's doorstep, is to both incorporate these new technologies into our pedagogical practices and also optimize on the factors that make an educational institution more than an information-dispensing tool. Through innovative project topics that encourage

students to learn and apply their minds to critical and practical life strategies and solutions, with the latest technologies at their disposal, through ICT enabled learning spaces, and by encouraging multimedia presentations, our college is moving towards partaking of the new models of teaching and learning.

The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at monthly IQAC Staff Meetings by presentations and discussions on SWOC analysis of each department. With a view to enhancing the quality of the teaching-learning process, several Faculty Development programmes have been embarked upon which include workshops on the methods by which we can upgrade ourselves with newer online platforms such as Moodle.

File Description	Document
Link for Additional Information	View Document

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

Response: 2.6

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

2018-19	2017-18	2016-17	2015-16	2014-15
04	02	05	02	00

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

6.5.4 Quality assurance initiatives of the institution include:

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

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: B. Any 3 of the above

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

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

Response:

IQAC was formed in the college in July 2015. It was decided to start with monthly IQAC staff meetings on first Wednesday of every month to discuss and update every faculty member with yearly plans of each department and society of the college. Academic and extracurricular activities planned for the year are discussed in IQAC meetings. The teacher in-charges and conveners of societies are invited to present the departmental and society plans. Inputs are invited from faculty members in the meetings so as to maintain the quality of activities to be undertaken in the upcoming academic year. At the end of the year, every department and society in charge presents the reports to highlight their achievements. The challenges faced by the departments and societies are also discussed and reviewed so as to enhance the quality in the academic and administrative domains in the coming years. Feedback from the staff is also obtained in the IQAC staff meetings.

IQAC is also working enthusiastically towards NAAC Accreditation preparations. In this regard the NAAC coordinator has been interacting with the staff members in the recent IQAC staff meetings. This exercise is done to motivate and encourage each and every faculty member to get involved in the NAAC process.

Keeping quality enhancement in mind, the IQAC regularly arranges workshops for faculty and non-teaching Staff. Renowned resource persons are invited from different fields for capacity building and skill enhancement of the staff. Various areas covered include basic computer training, MOOCs training, soft skill development, spiritual and emotional development, team building, innovative learning, writing and teaching methodologies and many more.

In order to develop the college campus, many infrastructural improvements have been done. The college has procured equipment to make smart classrooms by installing smart boards and projectors. Other ICT enabled initiatives are installing a digital kiosk, display screens, mobile app, RFID cards with e -wallet to make cashless campus for staff as well as the students. Access to the library is also through these cards.

Infrastructural improvements have been done in the library, canteen and administrative office to enhance the quality and efficiency of the students and the staff. New classrooms, reading rooms, computer labs, open gym, stage for extra curricular activities, washrooms, open sitting areas for students and many more changes have been made.

Feedback from students is taken by the Principal directly through her interactions with the students in student council meeting, which is held on the last Wednesday of every month. Other mechanisms for student feedback are mobile app, website and suggestion box placed in the Principal office. The students can also directly approach the Principal in her office.

NAAC

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

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

Response: 33

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

2018-19	2017-18	2016-17	2015-16	2014-15
08	06	08	04	07

File Description

Document

Report of the event

[View Document](#)

List of gender equity promotion programs organized by the institution

[View Document](#)

7.1.2

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

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

Response:

Institution shows gender sensitivity in providing facilities such as:

Being a women's college, Lakshmibai College has been extremely sensitive and proactive in ensuring the safety and security of its students and staff. The campus has well-maintained security system. Various programs related to gender sensitivity have been organized in the college from time to time. A fully functional medical room for girl students with required facilities is operational within the premises. Workshops for stress free life have been organized by the selected resource persons. Faculty counselors are always available to counsel the students

Safety and Security:

- **Provision of CCTV Cameras and monitoring:** Closed Circuit Television Cameras have been installed at all the arterial points of the college. From outside the gate to the corridors and canteen the cameras provide a complete view. The monitors are installed in the Principal office premises and regularly observed.

- **Presence of PCR vehicle:** An all women PCR vehicle is stationed near the main gate on all days of the week.
- **Deployment of security guards:** Security agency has been hired and male and female security guards are visible and active throughout. No random entry of any individuals permitted. Thorough checking of Identity cards is done before allowing entry on the college premises.
- **Proctorial Committee:** Considering that discipline is most essential and important constituent for the development of any institution, the College has constituted a Proctorial Committee, duly approved by the Principal. For the maintenance of discipline and general conduct of the students in the campus the members of the Committee take regular rounds within the campus. In case of finding anybody indulging into unfair activities or against the discipline, necessary instructions and warnings are issued. The committee ensures that there's no ragging and is vigilant to avoid any untoward incident in the campus. Administration of student related matters pertaining to all acts of indiscipline and misconduct are also delegated to the committee.
- Regular **Self Defense training** in association with Delhi Police is taken up.
- **Internal Complaints Committee:** Lakshmibai College is committed to creating and maintaining an environment which is free of all forms of gender violence, sexual harassment, and discrimination on the basis of sex/gender. Grievance, when reported, is scrutinized and necessary actions are taken immediately. In case of emergency, the Principal conducts meetings and addresses the problems immediately.

Counselling: The college has a counseling psychologist to address the emotional, social, career and physical health concerns students and staff may have at different stages in their lives. The need is to provide a support system focusing on typical life stresses and more severe issues with which people may struggle as individuals and as a part of families, groups and organizations. Counseling psychologist has helped students and staff with physical, emotional and mental health issues so as to improve their sense of well-being, alleviate feelings of distress and resolve crises. They have also been provided assessment, diagnosis, and treatment of psychological symptoms.

- Lakshmibai College has **Grievance Cell** that looks after the issues related to students in particular. The team comprises of Principal, Convenor of the cell and faculty members.
- **Student Council:** An innovative endeavour initiated by our Principal Dr. Pratyush Vatsala is to hold a student's council. Last Wednesday of every month a meeting with the students chaired by the Principal along with the faculty is organized to address the concerns of the students and also, to seek their suggestions on improving various aspects of the college. This open platform has been hugely welcomed by all the students and also, has contributed immensely to the overall growth of the college.
- **Women's Development Centre:** has been proactively involved in organizing various events like health check up camp, poster making, debates, screening of movies, nukkadnataks, workshops, seminars on Gender centric concerns. It also conducts various activities to raise awareness against any kind of injustice resulting from gender bias. It also provides a platform to discuss and share experiences and ideas.
- **Red Dot Project:** The institution has been a forerunner in addressing issues of menstrual health and hygiene. The Red Dot Project is an initiative taken by the college to continue with the Innovation Project (2015-15 entitled *Women Empowerment through Low Cost Technology*) which was an interdisciplinary undergraduate research project. It had two components: Awareness generation and action oriented. Awareness generation was related to providing information through workshops. Action component was related to production of low cost sanitary napkins. This project was selected for display on 94th Foundation Day of Delhi University as one of the best Innovation

Projects. Once the project was over the Principal took keen interest in continuing with it and thus started the Red Dot Project of Lakshmibai College. Red Dot project is open to all the students of the college to participate in the production of the sanitary napkins within the college campus and initiate awareness generation among girls. It has received overwhelming response from the students and staff of the college.

- **Common Room:** Girls' common room is well equipped with seating, recreation and other facilities to provide them their own space to relax and rejuvenate.

File Description	Document
Any additional information	View Document

7.1.3 Alternate Energy initiatives such as:

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

Response: 0.15

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

Response: 921.6

7.1.3.2 Total annual power requirement (in KWH)

Response: 609279

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

7.1.4 Percentage of annual lighting power requirements met through LED bulbs

Response: 76.58

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

Response: 34020

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 44426.88

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

7.1.5 Waste Management steps including:

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

Response:

Waste Management steps:

Lakshmbai College has led by example with clean campus and waste management. For carbon neutrality, the college has adopted a “**Reduce, Reuse and Recycle Policy**”. Growing trees and plants to remove carbon from the atmosphere is another way of offsetting carbon footprint. Becoming energy efficient is one way of reducing the carbon footprint. The college has taken several measures to save energy like turning off lights when not in use, replacing tube lights with LED bulbs, switching from old computer monitors to low energy LCD monitors. Computer print outs are taken only when necessary.

1. Solid Waste Management

GOALS

- To encourage *segregation at source*.
- There should be proper **segregation of waste** into three different categories (wet / Dry / Hazardous) before handing them over to waste collectors. (This sounds very simple, but is not easy to make EVERYONE practice it.)
- The **awareness program** aim at three goals explained below:

Information	Education	Communication
(Making people aware Know what, why and how)	<i>Self-regulation,</i>	The methods, tools, and techn
Knowledge	<i>Self-correction,</i>	(media) used to pass on inform
Awareness	<i>Practice,</i>	and impact on practice so as to
Ability	<i>Responsible well-being & civility</i>	one behave like an educated pe
	(Triggering people to practice, by undoing undesirable behaviour and adopting desirable / healthy behaviour)	One can be illiterate but sti
		‘educated’

Preliminary characterization of the generated waste was carried out in the college and it was observed that the main waste was from garden area. The dead leaves and the waste papers are not allowed to be put on fire. The leaves are buried in the soil itself to make compost and the papers are disposed off. The generated waste is segregated initially at the time of generation by providing colour coded dustbins. The process is regularly monitored and documented at regular intervals. The organic decomposable waste is utilized for the generation of the compost. The remaining waste is used for the creation of wealth for decorating the college premises.

The students are given guidance about making products out of waste material and conveying the message to inculcate the habit of “**Reduce, Reuse and Recycle**” in their daily life.

A plethora of events like workshops and seminars, street plays, documentary films, posters competitions are organized to generate ecological consciousness among staff, students and society. Environment Studies is a compulsory subject for the students.

Steps taken for Solid Waste Management:

- **Segregation at Source:** Efforts are taken to provide sufficient knowledge of segregating bio-degradable from non-bio-degradable wastes. Through the awareness programs the college community are informed about how they should participate and contribute. If primary segregation takes place at the source it considerably reduces the work in secondary segregation.
- **Collection and secondary segregation at the collection site:** There are awareness programs that inform the college community on what should be kept in the Green Bin, and what should go into the Blue bin, and what are hazardous items, and how they should be disposed safely.
- **Facility for Treatment of Waste:** This includes installation of waste recycling machine.
- **Different colored dustbins:** Green, Blue, Red and Yellow dustbins are placed in the college
- **Incinerators:** Along with production of sanitary napkins in the Red Dot project, the college aims to raise awareness about safe and hygienic disposal of napkins as well. Incinerators are one of the safe modes of disposal of sanitary napkins. These have been installed in the student as well as staff washrooms. Awareness generation programs related to use of incinerators are also conducted regularly.
- **Recycle, Reduce, Reuse policy/ Plastic free campus:** Use of plastic bags and cups are discouraged in the campus. Even in the canteen usage of steel plates and paper cups are mandatory. Pet bottle shredder is installed in the canteen to take care of the plastic waste otherwise generated.

1. **Liquid Waste Management:** The institution has well constructed drainage system leading to the closed collection tanks. The tanks are cleaned on a regular basis to avoid stagnation of water. The cleaning workforce has been outsourced.

2. **Hazardous waste management / e-waste management:** Since the college offers only humanities and commerce subjects, there is hardly any hazardous waste. The college is planning to have an agreement with an e-waste management company which charges very nominally and in turn they visit the campus to collect the e-waste from the college. For E waste disposal, government approved vendors have been contacted and the response is awaited.

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

7.1.6 Rain water harvesting structures and utilization in the campus

Response:

Rainwater harvesting refers to the process of collecting excess surface rainfall runoff for a set of desired uses. Artificial recharge to groundwater is advised in areas where groundwater levels are at least eight meters below ground level (mbgl) and the water levels have shown significant temporal decline. The college has a spacious campus with lush green lawns, a large number of trees and a big sports ground serving as a very good platform for the natural rainwater harvesting. The campus is naturally recharging groundwater. The college has also made arrangement for Rainwater harvesting and utilization in the campus. Construction of rainwater harvesting system has been completed and certified by PWD.

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

7.1.7 Green Practices

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

Response:

Lakshmibai College is eco friendly and a lot of effort as well as expenditure is incurred to make the campus eco friendly. Green Practices followed by both the faculty members and the students in the campus are:

- **Clean & Green Mission and Cleanathon:** Lakshmibai College launched a special cleanliness drive and has formally constituted a committee (*Clean & Green Mission and Cleanathon*) to monitor and coordinate cleanliness activities in the college on regular basis. The Clean & Green Mission and Cleanathon provide a means to foster environmental awareness in a way that links to everyday activities and education. The purpose is to give maximum priority to keep the College premises clean, green and hygienic.

- **Environmental Studies:** Students of 1st semester of every subject have to complete EVS course work. The content and objective of the course is to raise awareness about environmental issues and involve young minds pro actively in safeguarding the environment.
- **Awareness programs:** Awareness generation programs related to clean and hygienic practices are held regularly in the college. Various societies also contribute towards such awareness generations through debates, discussions, poster making competitions etc
- **Recycle, Reduce, Reuse policy/ Plastic free campus:** Use of plastic bags and cups are discouraged in the campus. Even in the canteen usage of steel plates and paper cups are mandatory. Pet bottle shredder is installed in the canteen to take care of the plastic waste otherwise generated.
- During the Orientation programme organized on the 20th of July 2018 steel spoons were distributed to new entrants to promote 'say no to plastic' campaign of the college.
- **Solar lights** installed are installed on campus. There is a solar bench as well.
- A No smoking / No drug/No alcohol policy is adopted in the campus.
- **Public Transport:** The College is located just less than 2 km from the metro station. So we encourage our faculty members and students to use the public transport for safety, security and fuel conservation. Car pooling is also encouraged and practiced by the staff members.
- **Paperless office:** The College has taken keen interest to make the office a paper less office. The accounts/office and academic information is stored and maintained through systems mostly. The entire college campus is Wi Fi enabled, making it much easier for paper less activities. Even the official information and circulars are preferred to be sent only through mails.
- **Green landscaping with trees and plants:** The institution has taken several measures for planting to make Green Campus. A number of trees exist at different places in the college. Tree plantation in the campus is the regular activity of the college. The college campus has an herbal garden, nursery, five lawns and a large variety of trees like Neem, Mango, Amla, Mulberry, and Ashok. The Garden committee looks after the work related to the gardens. There is no formal conducting of green audit in the institution but the college maintains a record of the varieties of trees and their number

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

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

Response: 0.17

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

2018-19	2017-18	2016-17	2015-16	2014-15
0.00	0.20	0.09255	0.20575	0.50508

File Description	Document
Details of expenditure on green initiatives and waste management during the last five years	View Document
Any additional information	View Document

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

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

A. 7 and more of the above

B. At least 6 of the above

C. At least 4 of the above

D. At least 2 of the above

Response: A. 7 and more of the above

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

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

Response: 28

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

2018-19	2017-18	2016-17	2015-16	2014-15
09	08	06	01	04

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

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

Response: 18

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

2018-19	2017-18	2016-17	2015-16	2014-15
03	08	04	00	03

File Description	Document
Report of the event	View Document

7.1.12

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

Response: Yes

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

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

Response: Yes

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

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

Response: Yes

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

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

Response: Yes

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

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

Response: Yes

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

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

Response: 30

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

2018-19	2017-18	2016-17	2015-16	2014-15
06	06	05	09	04

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

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

Response:

Lakshmibai College has been taking consistent efforts towards national celebrations and commemorations so as to strengthen the 'we feeling' among students. Celebrating such events has encouraged discussion regarding national values, shared experiences and socio-political unity. Our institution firmly believes that success all over history has come through attainment of the right mix of inclusive institutions and practices, including the awareness about rule of law, rights, duties, freedom & equality. The celebrations of national and international commemorative days, events and festivals have become an important event where the feelings of togetherness and bonding manifest in the hearts and minds of the students and staff alike.

Some of the annual celebrations that the college looks forward to are:

- Swami Vivekananda Jayanti
- Republic Day
- Independence Day
- Martyr's Day
- Ambedkar Jayanti
- Gandhi Jayanti
- Ekta Diwas
- Rani Lakshmibai Jayanti

In the year 2018-19, the CSR Committee of the college in association with Life Care organized 'Ek Shaam Shaheedon ke Naam', a musical tribute to Pulwama Martyrs by live performance of singer Shael. Punjabi society of the college and Punjabi Pracharni Sabha organized Inter College Guru Nanak Ek Samajudharak" competition to commemorate the teachings of the great saint. The Library Committee organized Book Fair 2018-19, in the memory of Dr. A.P.J. Abdul Kalam. Department of Political Science organized a visit of students and faculty members on 22nd February 2019 to the Vice Regal Lodge to commemorate Shaheed Divas. Lakshmibai college volunteers participated in the exhibition on Vikas Purush Shri Atal Bihari Vajpayee Ji held between 19 December-25 December 2014. The Birth Anniversary of Shri Atal Bihari Vajpayee, Former Prime Minister of India was celebrated as Good Governance day on 25th December 2014. College paid glowing tributes to one of our country's greatest freedom fighter and

leader Netaji Subhash Chandra Bose on his 118th birth anniversary the same year.

Such efforts may seem to be a drop in the ocean but the consistency and fervor of holding such festivities not only encourage a free, peaceful, and open political and social culture, but also set a formative background capable of encouraging and sustaining across generations the commitments, character traits, and social dispositions essential to the reproduction and stability of a just and multicultural state. The ability of students coming from diverse social backgrounds to reason collectively to such a consensus (one ingrained in shared moral commitments rather than a *modus vivendi*) over any political ideal depends upon individuals possessing and honoring certain basic commitments and embodying certain essential value system.

To recall what Durkheim theorized.Ceremonies give rise to a collective conscience; a sense of belonging that brings members of a community together. Sacred objects and images play a key role in eliciting a heightened and emotional sense of solidarity.

File Description	Document
Any additional information	View Document

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

Response:

Financial: All the purchases are done through Gem. In case there's is non-availability on GeM then E-Tenders are floated. Payment done to the venders is online. Paper work has been completely replaced by computerized information reports. Pay/Pension slips/ Deduction statement, Annual Income statements, Tax Calculation Sheets, Form 16, Cheque Printing (all categories (Bank Lists for salary/ Pension disbursement, Cashier's Cash Book / Impress Register, Balance Sheet Schedules and Miscellaneous Reports) are automatically generated with initial Data Entry on Programmed Software. The Daily Voucher Entry System has already been in operation.

Academic On line portal is available on the website of the college for students and parents. They can check attendance and internal assessment records from the college website. There's also a facility of plagiarism check.

The College has a well-stocked, computerized library with internet facility, Wi-Fi Connectivity and a spacious reading room which remain open to students throughout the year from 9.00 a.m. to 5.30 p.m. The Library also provides access to about 500 e-journals and 75000 e-books through a host of high quality electronic databases subscribed by Delhi University System (DULS) to its users. Tickets and Library-I Cards have been computer generated for staff and students. OPAC (On-Line Public Access Catalogue) facility has also been provided for users. The Library also has a Scanner Gun for greater efficiency on the Issue/Return counter. The Library is also in process to provide the Eresources through N-List programme of INFLIBNET. On line portal is available on the website of the college for students and parents.

Administrative The college administrative block has been fully computerized. The online registration

process is completed only after realization of the online registration fee. Student Data in the office and mark sheet are generated through software based programmes. All categories of certificates (Character, Migration, Bonafide and College Leaving Certificate) issued to students are generated through programmed software. Student attendance records and Reports are generated electronically. There is Computerization of Leave-related Data for both the Teaching as well as Non-Teaching Staff.

Auxiliary: The college aims at fostering social responsibility and citizenship among youth by providing holistic education with a modest infrastructure and all kinds of learner's support facilities to address their intellectual, emotional and financial needs. Lakshmibai College Mobile App, which is available on App Store, serves as a direct communication platform between students and college authorities to work out dynamic solutions for the problems of campus life. The college has taken a great leap forward in the technological advancements in higher education with the introduction of RFID cards for all transactions inside the premises, making it the first college in Delhi University and perhaps in India to go cashless prior to de-monetization. These cards give an identity to all students and also allow them to do cashless transactions within college. The college boasts of its own mobile app, digital display boards, interactive smart boards, information Kiosk strengthening its asset base in different areas.

7.2 Best Practices

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

Response:

Best practice 1

1. Title of the Practice

RED DOT PROJECT

1. Objectives of the Practice

- 1.To acquaint girls with the subject of menstrual hygiene mismanagement.
- 2.To provide knowledge on important issues regarding menstrual health and hygiene, for example, What is puberty / adolescence and changes happening during puberty and myths related to it; Unhygienic practices and their health impacts; Management of menstrual waste; and Products to be used during menstruation.
- 3.To encourage production of low cost sanitary napkins.
- 4.To generate acceptability in larger community for handmade sanitary materials.
- 5.To develop a mechanism within the college with the help of trained student groups for production and sale of sanitary pads.

1. The Context

The Red Dot Project is an initiative taken by the college to continue with the Innovation Project (2015-16 entitled *Women Empowerment through Low Cost Technology*) which was an interdisciplinary undergraduate research project. It had two components: Awareness generation and action oriented. Awareness generation was related to providing information through workshops. Action component was related to production of low cost sanitary napkins. This project was selected for display on 94th Foundation Day of Delhi University as one of the best Innovation Projects. Once the project was over the Principal took keen interest in continuing with it and thus started the Red Dot Project of Lakshmibai College. Red Dot project is open to all the students of the college to participate in the production of the sanitary napkins within the college campus and initiate awareness generation among girls. It has received overwhelming response from the students and staff of the college.

1. The Practice

The practice and its uniqueness in the context of India higher education.

Contemporary political thinker, Nancy Fraser opines that, “institutionalized patterns of cultural value constitute some actors as inferior, excluded, wholly other, or simply invisible, hence as less than full partners in social interaction, then we should speak of *misrecognition* and *status subordination*.” Both these cultural constructs are visible when one places women and the world face to face.

Sciences rightly have the first claim to inventions and discoveries. The Social Sciences keep exploring the continuity and change within the society which makes every stratum significant.

As members of academics, it becomes one’s responsibility to take such issues to the ground using awareness and information as the working tools. We have used innovative techniques that have evolved within the country to enhance easy and low-cost access to something as essential as sanitary napkins.

Red Dot Project is about awareness generation and providing solution to menstrual hygiene management among adolescent and college going girls. The purpose of the project is to bring about empowerment through awareness generation, facilitation of information and training on handmade sanitary napkins and sustaining the skill by involving others. It is an effort to expand the world view of the students and indulge in empirically relevant activity.

Some of the empirical advantages of the project are mentioned below:

1. Using technology that has been developed in India for production of low-cost sanitary napkins.
2. Providing volunteers, that too the students, a space for discussion and action that they can carry it forward to their respective environments.
3. Encouraging the student volunteers to participate in production process.
4. Involving teachers and students in creating familiarity with hygiene issues.
5. Building a network of NGOs and private actors to adopt and carry forward similar activities on large scale.
6. Educate the beneficiaries on gender and hygiene issues.
7. Providing psychological support through workshops and interactive sessions.
8. Involve various stakeholders so that the project eventually becomes self-sustaining.

Constraints / limitations:

1. Managing time for production within tight time-table schedule is difficult.
2. Wastage of raw materials while training new batches.
3. Napkins prepared are of basic quality so competing with highly advance branded products is impossible
4. Storage and shelf life is challenging.
5. The machines need frequent upkeep and maintenance

1. Evidence of Success

The biggest challenge of the project was to take care of lack of information, misconceptions and adverse attitudes to menstruation that creates a negative self-image among girls. With persistent efforts and involvement of girls the inhibition about this natural phenomenon seems to be taken care of. The confidence of our college girls while talking about this subject to the women and young girls of slums is commendable. Our students have shown great enthusiasm towards producing the napkins, maintaining hygiene and coordinating among themselves. They take pride in calling themselves 'Pad-girls'. There is Raised inquisitiveness of people from different walks of life about the project. They have visited, observed and appreciated the production process and product. There's been extremely positive community response from within the slums. Media has been thoroughly appreciative of the Red Dot Project and has covered it widely.

1. Problems Encountered and Resources Required

1. Infrastructural problem.
2. Financial problem
3. Labour related problem
4. Problems in maintenance and upkeep of machines
5. Lengthy procedures for taking sanction and in settling of bills.
6. Challenges in organizing workshops and training programs.

6. Notes

In order for women and girls to live healthy, productive and dignified lives, it is essential that they are able to manage menstrual bleeding effectively. This requires access to appropriate water, sanitation and hygiene services, including clean water for washing cloths used to absorb menstrual blood and having a place to dry them, having somewhere private to change clothes or disposable sanitary pads, facilities to dispose of used cloths and pads, and access to information to understand the menstrual cycle and how to manage menstruation hygienically. As well as addressing practical needs like this, it is also necessary to promote better awareness among women and men to overcome the embarrassment, cultural practices and taboos around menstruation that impact negatively on women's and girls' lives and reinforce gender inequities and exclusion.

Best practice 2**1. Title of the Practice**

CLEAN & GREEN MISSION and CLEANATHON

1. Objectives of the Practice

Most people care deeply about environmental issues and wish to make a positive change in the environment around them. In pursuant to the vision of *Swachh Bharat*, Lakshmibai College launched a special cleanliness drive and has formally constituted a committee to monitor and coordinate cleanliness activities in college on regular basis. Clean & Green Mission and Cleanathon provides a means to foster environmental awareness in a way that links to everyday activities and study and ties in with the operational requirements of a complex multi-use facility. The purpose is to give maximum priority to maintain College premises clean and hygiene.

1. The Context

Lakshmibai College has been a forerunner in taking initiative in addressing environment issues. In the year 2011 the college established an Environment society *Sanrakshan*. The society organizes various events to generate awareness and to raise a voice against all kinds of environmental concerns. However, it was felt that an orientation towards cleanliness in our day to day life.

Mahatma Gandhi once said, “So long as you do not take the broom and the bucket in your hands, you can not make your towns and cities clean”. Generating mass awareness on cleanliness and hygiene amongst students and staff members, this mission holds regular sensitization programs on keeping the neighborhood and campus clean and also to motivate the students and staff to contribute to this Cleanathon in a proactive manner. The Principal, faculty members and students voluntarily participate by cleaning the playgrounds, classrooms and corridors of the college.

1. The Practice

The practice and its uniqueness in the following context:

1. The teaching, non-teaching staff and students are welcome to join as “clean-a-thon volunteer”:
 2. The effort is towards generating mass awareness on cleanliness and hygiene amongst students and staff members by holding regular ‘Sensitization Programs’ on ‘Clean & Green Mission’ so as to motivate them to contribute to this Campaign in a proactive manner.
 3. Students and Teachers regularly participate in the special cleanliness drive in the college campus on continuing basis.
 4. A team of about 35 teachers and 200 students supervise, monitor and report cleanliness of allotted areas.
 5. There are twenty areas clearly demarcated for the teams that are accountable for its cleanliness.
 6. Events such as debates, poster and slogan competitions, essay writing, poetry writing/ reciting, speeches, skits on ‘Clean & Green Mission’ are organized.
 7. Rallies on themes connected with ‘Clean & Green Mission’ in and around the college campus have been conducted to create mass awareness on such issues.
8. Various sub-committees have been formed to conduct the regular inspection of the toilets, corridors and surrounding of college building.
1. Best volunteers are rewarded with a certificate of appreciation.

Constraints / limitations

1. Unsympathetic attitude towards cleanliness in public places in general.
2. Minimal awareness about segregation of waste at source.
3. Hesitation in taking up cleaning activity.
4. Time constraint for holding public activities.
5. Need for incentives other than appreciation for involving students.

1. Evidence of Success

1. Development of policy and strategy at the college level such as Waste avoidance and reduction, No littering, availability of dustbins, segregation of dry and wet waste
2. Better Teacher-Student Co-ordination in C&G Mission demarcation of area for supervision
3. Strict Enforcement and Monitoring: uploading photos, concept of punishment and reward for worst and best practices respectively
4. Dissemination of information on college app, bulletin boards
5. Increased Participation in 'Cleanathon' activities held every month
6. Our college is the eco-club member of Delhi Government.
7. Cleaner cafeteria and classrooms.
8. Reduction in usage of plastic bags and folders.
9. Waste to Wealth: plastic bottles were collected and utilized for decorating the college exterior wall with bottle hanging plants.

1. Problems Encountered and Resources Required

1. Trained workforce
2. More awareness towards segregation of waste at source
3. Additional financial assistance
4. Better infrastructure
5. Regular supply of cleaning materials

File Description	Document
Any additional information	View Document

7.3 Institutional Distinctiveness

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

Response:

(Nutri-Bites, Menstrual Hygiene from production to incineration & Clean & Green Mission)

Everyday classroom teaching and learning can be made more interesting with hands on learning through innovative projects undertaken by the students to understand the concepts that they are expected to learn each day in class. In our college we have taken this as both a challenge and an opportunity and have experimented with 'Project-based learning' to make learning come alive for our students.

Lakshmibai College believes that the primary purpose of education is to allow a student the opportunity to discover her true calling. The student should be able to discover the drumbeat resonating within her heart and then she should be able to march in the external world in rhythm and harmony with that drumbeat. The goal is to create self-awareness among students to discover their true calling in life. The life skills thus learnt should create healthy interface between society and higher education so as to maintain traditional strengths of Indian society ensuring the potential for growth for social system and at the same time making it internationally vibrant.

Project-based learning has been mainly the instructional approach of empowering students to understand content knowledge on their own. It is followed by display of their new understanding through a variety of presentation methods. The students design, plan and carry out an extended project that culminates with output such as a product, publication, or presentation.

We would like to refer to three examples of such Project-Based Learning processes:

1. 'Nutribite'- an Innovative Project by the Students of Lakshmibai College Through a Self Help Group

Nutribite, a unique initiative by the students of Lakshmibai College, made a humble beginning in January 2017 and has gradually evolved to establish itself as a small food venture, which provides a variety of snacks with taste, nutrition, safety to the college fraternity.

It is run by a self-help group of nearly 15 students from the Department of Food Technology and they put up 6-8 stalls in a year. Nutribite team has been successfully preparing and selling mouth-watering snacks week after week. They are generous in incorporating vegetables, fruits and whole grains in the recipes to improve the fiber content and the nutrient density. Without compromising on the taste and flavour, the amount of fat and sugar is also lowered during the standardization process.

The products are a big hit among the students and the staff. Encouraged by the response, the team has increased its production from 40 servings to more than 100 servings. The success of the venture and the enthusiasm of the self-help group have attracted student volunteers who have helped in sustaining the project. Group messages about the food plaza and the day's menu are posted by WhatsApp/ college app a day before and on the day of the sale to attract the customers.

Nutri Bites- a Food Plaza is an initiative for the students and by the students driven by the commitment to provide a nutritious cum safe snacks with taste at affordable prices. **This endeavor has taught the basics of catering business, instilled entrepreneurial skills, enriched the culinary skills, inculcated creativity and boosted the confidence of a team.**

They also catered on a large scale at the Book Fair organized by the college. For the Tunisian youth who visited the college under the National International Youth Exchange Program, the Nutri Bite team prepared and served traditional Indian snacks, which were relished and highly appreciated by the foreign visitors.

1. **Menstrual Hygiene from production to incineration:** The institution has been a forerunner in addressing issues of menstrual health and hygiene. RED DOT PROJECT trains the students to produce sanitary napkins and hold awareness programs within the college as well as in nearby

slums on the topic. The incinerators installed in the student and staff washrooms equip the college in safe disposal of sanitary napkins.

3.Clean &Green Mission: The broad plan of action under the “C & N Mission” includes generation of mass awareness for cleanliness and hygiene amongst students and staff members by holding regular ‘Sensitization Programs’ on ‘Clean & Green Campus; motivating everyone to contribute to this Campaign in a proactive manner; holding events such as poster and slogan competitions, essay writing, poetry writing/ reciting, speeches, skits on the subject. The students have been marked as per their participation during the activities in lieu of their assignment submission for the internal assessment.

The skill set for such project-based learning is diverse and includes ability enhancement as well as learning group process skills. This holds true to our mission of creating, evolving and demonstrating the knowledge systems that would promote facilitate subjective strengths and individual specific potentials as well as egalitarian concerns for maintaining collective existence. The outcome would be to develop strong knowledge foundations with a requisite set of skills in the learner and build a collaborative link between learner-potential and the educational process.

Students who can dream of starting their own venture in future are encouraged through this mode of learning.

File Description	Document
Link for Additional Information	View Document

5. CONCLUSION

Additional Information :

1. The college has received approval to start New Honours Courses in Sociology, Psychology and Home Science.

2. Expansion in Infrastructural Capacity

The college has renovated, repaired and upgraded its existing infrastructure and created new spaces for teaching learning, curricular and extracurricular activities.

Physical Infrastructure

- New classrooms, Girls Common Room, multi purpose rooms and new furniture
- Open Stage and covered Courtyard with transparent roof
- Toilet Blocks, laying of new sewer line, rain water harvesting
- Fully furnished Waiting Shed near parking
- Admin Block and new Skill Centre (G+2) building
- Sports Ground boundary wall, renovation of pavement and boundary of Outdoor Canteen Area
- Inclusive infrastructure – lifts (under construction), ramps, specially designed toilets etc.
- Installation of Solar Panel, renovation of electrical fittings

Library Infrastructure

- Well-stocked, computerized Library with Wi-Fi Connectivity and internet facility
- Library automation using LIBSYS /KOHA Software
- Access to e-journals and e-books provided through Delhi University System (DULS)
- Computer generated Library Tickets and Identity Cards
- OPAC facility with barcode scanner for Issue/Return counter
- RFID Entry Recording System
- Intranet and remote access through e-resource N-List by INFLIBNET
- Plagiarism facility via URKUND software
- Well furnished reading room and conference room with smart LED screen

Digital Infrastructure

- Free Wi-Fi enabled campus - Online admissions, assessment, attendance, report card and timetable.
- Leave Portal, Automated Offices
- Digital display boards for important information and notices.
- College mobile App - direct interface between students, Principal, teachers and the admin
- Smart identity cards powered by Mastercard introduced 2019-20 for students for cashless transactions and ATM facility
- Transparent administration with strong ICT Enabled Communication System

Institutional Awards and Honours

- Best Managed Campus in 2017
- Green Campus Award 2017
- NCC Achievers Award Best College (SW), 2018

Optimal Utilization Of Resources

The college utilizes its resources to the optimum. On Sundays and other holidays, it is a teaching center for the Non-Collegiate Women's Education Board. IGNOU Study Centre is working on Sundays. The Sports ground when not in use is made available to outside organisations for sports activities and events on payment basis.

Other Facilities: Canteen, Mother Dairy Kiosk, Photostat shop and Bank extension counter within the campus

Concluding Remarks :

Lakshmibai College takes pride in its rich legacy of Women Empowerment by continued focus and persistent efforts towards holistic development of young minds. The College is committed not just to academic excellence of students but also focuses on transforming them into socially aware, empathetic and responsible citizens. Lakshmibai College has grown by leaps and bounds in terms of GER (Gross Enrollment Ratio), Infrastructure Expansion, Staff Enrichment and its contribution as a collective entity towards society as a whole. Our motto "*Satyam Gyanam Anantam*" is the guiding inspiration for us where we believe that true knowledge is power and the quest for knowledge is perpetual.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																																								
2.1.2	<p>Average Enrollment percentage</p> <p>(Average of last five years)</p> <p>2.1.2.1. Number of students admitted year-wise during the last five years Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>1268</td> <td>1089</td> <td>1367</td> <td>1403</td> <td>1522</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>1268</td> <td>1089</td> <td>1367</td> <td>1403</td> <td>1522</td> </tr> </tbody> </table> <p>2.1.2.2. Number of sanctioned seats year-wise during the last five years Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>1201</td> <td>1201</td> <td>1344</td> <td>1332</td> <td>1312</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>1201</td> <td>1201</td> <td>1344</td> <td>1332</td> <td>1312</td> </tr> </tbody> </table> <p>Remark : As per HEI clarification.</p>	2018-19	2017-18	2016-17	2015-16	2014-15	1268	1089	1367	1403	1522	2018-19	2017-18	2016-17	2015-16	2014-15	1268	1089	1367	1403	1522	2018-19	2017-18	2016-17	2015-16	2014-15	1201	1201	1344	1332	1312	2018-19	2017-18	2016-17	2015-16	2014-15	1201	1201	1344	1332	1312
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2.3.2	<p>Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.</p> <p>2.3.2.1. Number of teachers using ICT Answer before DVV Verification : 155 Answer after DVV Verification: 155</p> <p>Remark : Revised documents have been considered.</p>																																								
2.3.3	<p>Ratio of students to mentor for academic and stress related issues</p> <p>2.3.3.1. Number of mentors Answer before DVV Verification : 155 Answer after DVV Verification: 1</p>																																								

Remark : HEI has confirmed that it started formal allotment of mentor-mentee in 2019-20. No proof has been submitted for the years preceding 19-20.

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

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

Answer before DVV Verification:

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

Answer After DVV Verification :

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

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

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

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
15	20	21	30	52

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
15	10	17	15	33

4.2.3 Does the institution have the following:

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

Answer before DVV Verification : A. Any 4 of the above

	<p>Answer After DVV Verification: A. Any 4 of the above Remark : As per the documents submitted.</p>
5.1.6	<p>The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases</p> <p>Answer before DVV Verification : Yes Answer After DVV Verification: Yes Remark : HEI has submitted documents supporting the claim.</p>
7.1.15	<p>The institution offers a course on Human Values and professional ethics</p> <p>Answer before DVV Verification : Yes Answer After DVV Verification: Yes Remark : Relevant documents have been submitted.</p>

2.Extended Profile Deviations

ID	Extended Questions																				
1.2	<p>Total Expenditure excluding salary year-wise during the last five years (INR in Lakhs)</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>1810.60388</td> <td>614.16148</td> <td>107.68192</td> <td>85.67618</td> <td>102.12773</td> </tr> </tbody> </table> <p>Answer After DVV Verification:</p> <table border="1"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>1884.70</td> <td>721.03</td> <td>243.54</td> <td>247.73</td> <td>304.89</td> </tr> </tbody> </table>	2018-19	2017-18	2016-17	2015-16	2014-15	1810.60388	614.16148	107.68192	85.67618	102.12773	2018-19	2017-18	2016-17	2015-16	2014-15	1884.70	721.03	243.54	247.73	304.89
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