

Loreto College IQAC Meeting

August 22, 2023

3.00PM-4:30PM

An IQAC meeting was held on August 22, 2023, at 3.00pm. The following members attended the meeting:

1. Sr. Dr. Christine Coutinho
2. Dr. Suranjana Mitra
3. Prof. Debasish Biswas
4. Ms. Srijita Chakravarty
5. Dr. Ranjita Dawn
6. Dr. Rupa Ghosh
7. Ms. Archita Roy Biswas
8. Dr. Kaustuva Banerjee
9. Dr. Bonny Ghosh
10. Mrs. Kaveri Dutt
11. Ms. Khadeeja Jamil
12. Ms. Harshita sharma

Members Excused: Dr. Gargi Chatterjea, Mrs. Amita Prasad, Mrs. Kavneet Khullar, Mrs. Susmita Bhattacharya, Mrs. Sharmila Mitra Deb, Dr. Sayantani Chatterjee, Dr. Sanghita Sanyal, Mr. Abdul Javed and Mr. Sambhu Sharma

Loreto College IQAC Meeting

Minutes of the Meeting

August 22, 2023

3.00 - 4.30 p.m

An IQAC meeting was held in the IQAC Room on August 22, 2023, at 3.00 p.m.

Agenda 1: Prayer-Sr. Christine Coutinho commenced the meeting with a prayer.

Agenda 2: Members Excused

Dr. Gargi Chatterjee, Mrs. Sushmita Bhattacharya, Mrs. Amita Prasad, Mrs. Kavneet Khullar Mrs. Sharmila Mitra Deb, Dr. Sayantani Chatterjee, Dr. Sanghita Sanyal, Mr. Abdul Javed, Mr. Shambu Sharma had conveyed their apologies for their absence.

Agenda 3: Minutes of the previous meeting

The IQAC coordinator read out the minutes of the previous meeting held on June 30, 2023. The minutes were passed by Dr. Kaustuva Banerjee and seconded by Mrs. Kaveri Dutt.

Agenda 4: Matters arising from minutes

The coordinator updated the members on the following events:

College Events:

- **For Faculty:**

- ✓ A workshop on **Curriculum and Credit Framework** for the faculty members conducted by Sr. Dr. Christine Coutinho and Mrs. Sharmila Mitra Deb (July 1, 2023)

Since students were on study leave from June 27, 2023, only two events were organised by the Department of B.Ed and one event by NSS society during the period July 1, 2023 till date.

- **For Students:**

- ✓ **World Music Day and International Yoga Day by Department of B.Ed** on the theme **One Earth, One Family, One Future** (July 5, 2023)
- ✓ A programme under **Meri Maati Mera Desh** to celebrate **Kargil Vijay Diwas** by NSS Society (August 3, 2023). The B.Ed students were invited to attend the programme.
- ✓ **Independence Day** celebrated by Department of B.Ed on the theme **Nation First, Always First** (August 15, 2023)

- ❖ All students of B.Ed Sem 4 have secured 1st class for the 16th year in succession.

Agenda 5: Proposed IQAC Events:

For Students:

- **Under LEADS (Loreto Empowerment and Development Series)**
 - Talk on Entrepreneurship/ Start-ups titled **Be an Agent of Change** for students of Semester 1
Date: September 8, 2023
 - **WTW Recruitment Talk for Economics Honours students and students interested in pursuing a career in Actuarial Science.**
Date: Yet to be finalised
 - Talk on **Rudimentary Financial Management for Women** for Semester 3 and 5
Date: September 29, 2023
 - Talk on **Sustainable Cities and Communities** by Dr. Sudeshna Chatterjee of World Resource Institute for Sem 1, 2 and 3 students of Department of Economics and Geography
Date: October 4, 2023
 - Talk on **Stress Management during Examinations** for all students of all semesters
Date: Yet to be finalised
- **Promotion of Research**
 - **5-day workshop on Research Methodology in Social Sciences** for Sem 5 advanced learners
Date: October 9-October 13, 2023

For Faculty:

- **Faculty Improvement Programme**
 - Workshop on **Digital Education and Empowerment**
Date: September 15, 2023

Agenda 6: AOB

Sr. Christine Coutinho informed the members that the proposal for starting the Masters programme in Psychology has been approved. Prof. Biswas reiterated that the West Bengal Council for Higher Education will be coming for inspection. After they issue a no-objection certificate there will be an inspection by Calcutta University.

The proposal for starting Honours in Sociology has also been approved, conditional to it being a self-financing subject. This was not regarded as feasible and therefore the College would not be starting Honours in Sociology at this point of time.

The Anti-ragging Committee will be conducting an informative session and has been asked to be vigilant and report any cases of ragging that might take place.

Ms. Debolina Mukherjee has been appointed as a librarian.

The Orientation for the parents of First Year students will be conducted.

One staff member had to opt for voluntary retirement because of ill health. That has been approved by Bikash Bhavan.

Prof Debasish Biswas clarified certain points regarding the CCF pertaining to internship.

3 credits have been allotted for internship. The guidelines have not been finalized. Due to the constraints of providing internship to all students of the University, two alternatives have been suggested Community engagement programme and Field Project. The internship will be for 7 to 15 days and will comprise 75 marks. After completion there will be an evaluation, the modalities of which have not been finalized. The University aims to release the guidelines before the Pujas. Dr. Kaustuva Banerjee asked whether the students will be given 2 weeks off for internship. Internships will take place during the summer was the response.

Prof. Biswas also informed the members that there were some suggestions regarding the CVAC. He stated that proposals for new courses could be given to the University in 15 days. The Syndicate would approve of the proposals, if found suitable.

Concern was expressed about the syllabus of the Human Rights CVAC syllabus not being published. Prof Biswas suggested that the College could frame a syllabus and send it to the Secretary of the Undergraduate Council.

Prof Biswas informed the members that the examination regulations have almost been finalized and published in a fortnight.

Prof. Biswas said that for the NEP to be properly implemented, autonomy is imperative.

Dr. Ranjita Dawn pointed out the challenges of conducting examinations under the new system.

Concern was voiced about students scoring high marks under the CBCS system. If this continues under the new system it will be difficult to accommodate so many students in the fourth year as most of them can easily score above the cut off marks.

Agenda 7: Vote of thanks

There being no other matters for discussion, the meeting ended with a vote of thanks to the members.

Dr. Suranjana Mitra
IQAC Coordinator
Associate Professor
Loreto College, Kolkata

Dr. Debika Guha
Chairperson, IQAC
Officiating Principal
Loreto College, Kolkata

Loreto College IQAC Meeting

December 12, 2023

3.00 - 4.00 p.m.

An IQAC meeting was held on December 12, 2023 at 3 p.m. The following members attended the meeting.

1. Sr. Powlin
2. Mrs. Kaveri Dutt
3. Dr. Debika Guha
4. Dr. Suranjana Mitra
5. Ms. Sharmila Mitra Deb
6. Dr. Sayantani Chatterjee
7. Ms. Srijita Chakravarty
8. Dr. Ranjita Dawn
9. Dr. Rupa Ghosh
10. Dr. Sanghita Sanyal
11. Ms. Archita Roy Biswas
12. Ms. Kaustuva Banerjee
13. Dr. Bonny Ghosh
14. Ms. Khadeeja Jamil
15. Ms Harshita Sharma

Members Excused:

Prof. Debasish Biswas, Mrs. Amita Prasad, Mrs. Kavneet Khullar, Mrs. Susmita Bhattacharya, Dr. Gargi Chatterjea, Mr. Abdul Javed and Mr. Shambhu Sharma.

Loreto College IQAC Meeting
Minutes of the Meeting
December 12, 2023
3.00 - 4.00 p.m.

An IQAC meeting was held in the IQAC room on December 12, 2023 at 3 p.m.

Agenda 1: Prayer

Sr. Powlin commenced the meeting with a prayer.

Agenda 2: Members excused

Prof. Debasish Biswas, Mrs. Amita Prasad, Mrs. Kavneet Khullar , Mrs. Susmita Bhattacharya, Dr. Gargi Chatterjea, Mr. Abdul Javed and Mr. Shambhu Sharma.

Agenda 3 : Minutes of the Previous Meeting

The coordinator read out the minutes of the previous meeting held on August 22, 2023. The minutes were proposed by Ms. Srijita Chakravarty and seconded by Dr. Ranjita Dawn.

Agenda 4 : Matters arising from Minutes

The coordinator updated the members on the following events:

- The National Service Scheme (NSS) Society of Loreto College, Kolkata conducted a Quiz Competition on the occasion of National Sports Day (August 29, 2023)
- Annual Staff Day was celebrated (September 5, 2023)
- Anti-ragging Cell of Loreto College, Kolkata conducted an awareness session for the newly admitted first-year undergraduate students (September 7, 2023)
- Teacher's Day was celebrated by M.A. students (September 14, 2023)
- A talk on '**Artificial Intelligence and the Future Ahead**' was organized for the undergraduate students of the third year (September 14, 2023)
- The students of the Department of B.Ed. organized a programme to celebrate Teachers' Day (September 15, 2023)
- The Social Service Society of Loreto College, Kolkata organized a Blood Donation Camp in collaboration with the Association of Voluntary Blood Donors, West Bengal (September 21, 2023)

- The National Service Scheme (NSS) Society of Loreto College, Kolkata observed NSS Day (September 23, 2023)
- Career Counselling Cell of Loreto College organized a presentation by Mr. Sanjeev Roy, Erasmus Mundus Scholar and UNESCO Fellow (September 26, 2023)
- National Service Scheme (NSS) Society of Loreto College, Kolkata organised a talk to spread awareness of dengue and malaria (September 27, 2023)
- Teach For India, an organisation committed to enhancing education and combating educational disparities in the country, organized a seminar (September 27, 2023)
- Department of Human Rights organized a special lecture on **Gender and Health** for second year students (September 29, 2023)
- The National Service Scheme (NSS) Society organized a series of clean-up drives in collaboration with Bhoomi Foundation in the month of September, 2023 to celebrate World Cleanup Day (September 16, 2023)
- Second-year students of the Department of B.Ed., Loreto College, Kolkata took two pledges in acknowledgement of the importance and relevance of 'Panch Pran' and 'Swachhta' in India (September 29, 2023)
- The National Service Scheme (NSS) Society of Loreto College, Kolkata organized one hour of Shramdaan for Swacchata (October 1, 2023)
- A farewell programme in honour of Mrs. Uttara Hazra was organised by the students (October 3, 2023)
- The Political Science Society conducted an activity, **'The Party Project: Abki Baar Yuvaon ki Sarkaar 2.0'** (October 5, 2023)
- The college hosted the Eastern Regional Finals of **ConQuest**, India's premier national quiz (October 6, 2023)
- World Mental Health Day was observed in collaboration with IQAC (October 6, 2023)
- Department of Economics in collaboration with the Internal Quality Assurance Cell (IQAC) hosted its inter-year quiz competition known as **IGNITION** (October 8, 2023)
- Media Society organized a stand up comedy event (October 9, 2023)
- Department of B.Ed. organized an orientation programme (October 9, 2023)
- Department of B.Ed. celebrated Bharatiya Bhasha Utsav by organising an activity entitled **"Speech on Selected Indian Mathematicians"** (November 9, 2023)
- Ed. teacher-trainees organised and conducted an Antakshri Competition at Our Lady Queen of the Missions School, Salt Lake, and Jewish Girls' School (November 20 and 21, 2023)

- Department of English in collaboration with the Internal Quality Assurance Cell (IQAC) organized two special lectures on **Early Modern Studies** (November 24, 2023)
- Kalakriti, the annual event was organised by the Department of Psychology and the Psychology Society (November 28, 2023)
- The Department of Political Science organized a programme to observe Constitution Day (November 29, 2023)
- The Department of B.Ed. organized an exhibition on Mahatma Gandhi (December 1, 2023)

IQAC Initiatives

- Session on Entrepreneurship titled "**Be an Agent of Change**" organised for Semester 1 students under **LEADS** (September 8, 2023)
- Faculty Development Workshop on **Digital Education and Empowerment** (September 15, 2023)
- Talk titled **Rudimentary Financial Management for Women** by Dr. Gargi Chatterjea for Semesters 3 and 5 students under **LEADS** (September 29, 2023)
- Talk on **Sustainable Cities and Communities** by Dr. Sudeshna Chatterjee for all students of Departments of Economics and Geography, WRI, India under **LEADS** (October 4, 2023)
- **5- Day Workshop on Research Methodology in Social Science for Advanced Learners** sponsored by **Indian Council of Social Science Research – Eastern Regional Centre** (October 9-13, 2023)
- Session on **Professional Ethics – Inspiring Trust and Fostering Integrity** by Mr. Sanjoy Banerjee of PwC tailored for 3rd-year students under **LEADS**

Agenda 5 : Proposed IQAC events

➤ **Under LEADS (Loreto Empowerment and Development Series)**

- Talk on Stress Management during Examinations for students of all semesters
Date: January, 2024
- Session on **Goal Formation** for Semester 1 students
Date: January, 2024
- Session on **Internship for Employability** for Semester 1 students
Date: January, 2024

- 30 - hour course on Basic Mathematics for Competitive Examination
Date: February, 2024
- Add-on course on **Values and Ethics in Professional Life** for interested students
Date: February, 2024
- 4- Day Research Methodology Workshop for Sem 6 and M.A. students of English Department
Date: March, 2024

➤ **Faculty Improvement Programme**

- Online Session on Digital Humanities
Date: January, 2024
- Online Session on Learning Management System
Date: January, 2024
- Online Session on Application of user-friendly digital tools in teaching-learning And Research
Date: February/March, 2024

The IQAC Coordinator stated that a Research Methodology Course would be conducted for the advanced learners of Sixth Semester English Honours students as well as those pursuing their Masters in English. The students of the English Department could not be included in the previous course as it was for the students of the Social Science Departments which did not include English.

Agenda 6: A.O.B.

The IQAC Coordinator was congratulated for successfully conducting such a large number of events across disciplines.

Dr. Dawn raised the issue of Leave rules as it is imperative that teachers who are due for promotion under the Career Advancement Scheme are aware of the Leave Rules. This is necessary as the promotion documents require the number and kind of leave taken by the concerned teacher. Ms. Chakravarty also pointed out that it was important for teachers who are close to retirement to get their service books in order for their pension to be sanctioned. Leaves are an integral part in the preparation of the service books. Prof. Debasish Biswas the Inspector of Colleges had assured Dr. Mitra that he would send Sister Christine Coutinho a copy of the Leave Rules. Dr. Guha requested Dr. Mitra to follow up with Dr. Biswas.

Dr. Sayantani Chatterjee pointed out that Calcutta University has not yet conducted the Inspection for Masters in Psychology. That is the last round to be conducted. Bikash Bhavan has conducted the Inspection. Dr. Guha requested Dr. Chatterjee to talk to the Head of the Psychology Department Dr. Dinaz Jeejeebhoy and to follow up with the University.

Mrs. Sharmila Mitra Deb proposed that an Honours in Sociology could be started by the College. This has several challenges as the Government is not sanctioning any new posts. Some solutions were put forward like increasing the fees or finding out whether State Aided Contractual Teachers could be recruited.

Several members proposed that college timings should be reduced with a single break as in all other colleges and college could take place in two shifts with the introduction of new courses.

Dr. Bonny Ghosh pointed out the College is growing but the number of library staff has been reduced. She said that the college needs more library personnel. There is no non-teaching staff dedicated to the library. Dr. Devika Guha and Dr. Kaustuva Banerjee agreed with Dr. Ghosh and said that the B.Ed. library is opened for much shorter hours than earlier due to the lack of a librarian. Dr. Ghosh was assured that the matter would be looked into.

Agenda 7: Vote of Thanks

There being no other matter for discussion, the meeting was adjourned with a vote of thanks to the chair.

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Dr.Suranjana Mitra
IQAC Coordinator
Associate Professor
Loreto College, Kolkata

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Sr. Dr. Nirmla
Chairperson, IQAC
Acting Teacher-in-charge
Loreto College, Kolkata

Loreto College IQAC Meeting

March 5, 2024

3.00 - 4.30 p.m.

An IQAC meeting was held on March 5, 2024 at 3 p.m. The following members attended the meeting.

1. Sr. A. Nirmala
2. Mrs. Kaveri Dutt
3. Dr. Debika Guha
4. Dr. Suranjana Mitra
5. Ms. Sharmila Mitra Deb
6. Dr. Sayantani Chatterjee
7. Ms. Srijita Chakravarty
8. Dr. Ranjita Dawn
9. Dr. Rupa Ghosh
10. Dr. Sanghita Sanyal
11. Ms. Archita Roy Biswas
12. Ms. Kaustuva Banerjee
13. Dr. Bonny Ghosh
14. Ms. Khadeeja Jamil
15. Ms Harshita Sharma

Members Excused:

Prof. Debasish Biswas, Mrs. Amita Prasad, Mrs. Kavneet Khullar, Mrs. Susmita Bhattacharya, Dr. Gargi Chatterjea, Mr. Abdul Javed and Mr. Shambhu Sharma.

Loreto College IQAC Meeting
Minutes of the Meeting
March 5, 2024
3.00 - 4.30 p.m.

An IQAC meeting was held in the IQAC room on March 5, 2024 at 3 p.m.

Agenda 1: Prayer

Sr. Nirmala commenced the meeting with a prayer.

Agenda 2: Members excused

Prof. Debasish Biswas, Mrs. Amita Prasad, Mrs. Kavneet Khullar , Mrs. Susmita Bhattacharya, Dr. Gargi Chatterjea, Mr. Abdul Javed and Mr. Shambhu Sharma.

Agenda 3 : Minutes of the Previous Meeting

The coordinator read out the minutes of the previous meeting held on December 12, 2023. The minutes were proposed by Dr. Kaustuva Banerjee and seconded by Mrs. Sharmila Mitra Deb.

Agenda 4 : Matters arising from Minutes

The coordinator updated the members on the following events:

1. Conversation with the author Ms. Karuna Ezra Parikh was organised in collaboration with Times of India Group (December 14, 2023). Students of Semester I participated in the event.
2. As directed by the Department of Higher Education, Government of West Bengal an Awareness Camp on West Bengal Student Credit Card Scheme was held (December 15, 2023). All students of Semester I were present.
3. Awards and Investiture Ceremony was held (December 16, 2023)
4. Annual Student Fest 'Samagam' was organised (December 18-20, 2023)
5. Visit to Duare Sarkar Camp was held (December 21, 2023)
6. Christmas Pageant was organised (December 22, 2023)
7. Celebration of Students' Week as per circular of the Department of Higher Education, Government of West Bengal (January 2-8, 2024)

8. Slum Camp was held in Ladies Park on Ramesh Mitra Road at Bhawanipore by National Service Scheme Society (January 8-15, 2024)
9. 44 students from the Department of History (Semester III History Honours and Semester V General) went for a field trip to Jail Museum (January 9, 2024)
10. Visit of Sr. Natalie and Sr. Kate, members of the Loreto Generalate Team Rome (January 10, 2024)
11. Global Reach Event (January 11, 2024)
12. Book reading session by Ms. Ruchira Gupta, Emmy Award Winner, Journalist, Author was organized (January 16, 2024)
13. A special Assembly on Mary Ward was organised by Department of B.Ed. (January 29, 2024)
14. Mary Ward Day was observed (January 30, 2024)
15. Book Reading session by – Dr. Jael Silliman, former Professor, University of IOWA, noted author, feminist and activist organized by Department of History (February 8, 2024)
16. Celebration of International Mother Language Day (February 21, 2024)
17. International Conference on ‘Mapping Memory, History, Texts and Culture’ organized by Departments of English and History sponsored by ICSSR- ERC (February 22-23, 2024)

Participation outside college

- Students of the college participated in a meet and a debate organized by Scottish Church College (January 09, 2024)
Chandraboli Mazumdar (Psychology) won the Best Speaker, Snehabrita Banerjee (English) won the first prize for her presentation.
- 55 students of the college participated in the Global Reach Education Fair in Oberoi Grand (January 15, 2024)
- Students of Departments of English and Geography participated in a conversation on Gender Equality and Climate Change at the U.S. Pavilion at the International Book Fair (January 20, 2024)

- Semester I students of Department of History, English, Economics and Political science were declared winners in the MED GALA event of Jadavpur University held during January 30-31, 2024
- Semester I students of Department of English participated in the finale event on Climate Change through Arts organised by USIS at the American pavilion at the Kolkata International Book Fair on January 31, 2024

Department Events in collaboration with IQAC

- A special lecture on **Indian Foreign Policy since 1991, Trends and Shifts** was organised by Department of Political Science (January 3, 2024)
- Interactive Career Counselling Session on **Navigating Futures: Success in Entrance Exams and Careers in Disaster Management** organized by Department of Geography (January 4, 2024)
- A special lecture on **Understanding the Past for a Sustainable Future-Oral Narratives and Environment** organised by Department of History (January 16, 2024)

Awards

- Loreto College received the 11th Lions Gurukul Award for – Best Maintained College.

Special Mention

- Loreto College has been selected among Best Colleges of Eastern India by Indian Council of Social Science Research (ICSSR). One-Day short term seminar to be organised by ICSSR in our college under the Central Government initiative of Viksit Bharat 2047.

IQAC Initiatives

- Session on **Energy Conservation and Energy Efficiency** was organised for Semester 1 students (February 8, 2024)
- Talk on **Coping with Stress during Examinations** was organised for Semester 1 students (February 29, 2024)
- Signed an agreement with Routledge for publication of Seminar Proceedings **Gender Mainstreaming: The Road Ahead** held on April 1, 2023

Agenda 5 : Proposed IQAC events

➤ Under LEADS (Loreto Empowerment and Development Series)

- Talk on Opportunities in New Zealand for Sem 6 students
Date: March 6, 2024
- Talk by Dr. Vandana Shiva, Environmentalist, Scientist and Activist
Date: April 2, 2024
- Research Methodology Workshop for Undergraduate Students (Sem 6) and Postgraduate students of English Department
Date: May 2024
- Talk on ***Stress Management during Examinations*** for students of Semesters 4 and Semester 6
Date: May, 2024
- Session on **Goal Formation** for Semester 2 students
Date: May 2024
- Series of Talks on ***From Classroom to Corporate***
Date: May 2024
- Workshop on ***Community Engagement Programme***
Date: April 2024

➤ Faculty Improvement Programme

- Online Session on ***Digital Humanities***
Date: May, 2024
- Online Session on Learning Management System
Date: June, 2024
- Online Session on ***Application of user-friendly digital tools in teaching-learning and research***
Date: June 2024

The IQAC Coordinator stated that a Research Methodology Course would be conducted for the advanced learners of Sixth Semester English Honours students as well as those pursuing their Masters in English. The students of the English Department could not be included in the previous course as it was for the students of the Social Science Departments which did not include English.

Agenda 6: A.O.B.

It was informed that Global Reach will come to our college regularly (twice a month) so that the students can consult them during the long break.

Dr. Suranjana Mitra proposed that Dr. Tilak Chatterjee, Principal of Bankim Sardar College and state mentor for NAAC can be invited to our college to deliberate on NAAC.

The college will need coordinators for internship. It was proposed that the Heads of Departments could see to the internship of their respective departments.

Regarding Add - on Courses it was proposed to initiate an Add - on course on Values and Professional Ethics. Interested students could join. It would not be specific to any semester. Dr. Ranjita Dawn suggested that under the CCF system the fourth year would be hectic. So maybe the course could be open to second and third year students.

Sister had a meeting with the M.A. coordinator Mrs. Mangala Gauri Chakraborty who suggested that the M.A. students need motivation. Few of them will be joining the B.Ed course while others will go into research. Dr. Sanyal said that these two M.A. batches don't have exposure to proper term paper and Research Project.

Dr. Bonny Ghosh stated that research projects have been submitted to the library by Psychology and Geography students on a regular basis.

It was suggested to organise a workshop on Community Engagement Programme.

It was mentioned that Green Audit will also take place.

The College has signed Memorandums of Understanding with 16 institutions and the Departments could organize events to take it forward.

SNDT University has proposed a student exchange programme. Mrs. Sharmila Mitra Deb informed that the MoU has expired and SNDT is keen on renewing the MoU. St Xavier's Mumbai St. Ann's College of Education, Mangalore are also keen on having student exchange programmes. We can also have online programmes in collaboration with these colleges.

The suggestions of the College president and vice-president was sought and Harshita Sharma suggested students would be interested in Editing and Publishing Courses,

Digital marketing , search engine optimisation and Entrepreneurship. It was generally agreed that hands on courses are more beneficial than talks.

Dr. Ranjita Dawn proposed a workshop on Financial Skills. Dr. Suranjana Mitra stated that Dr. Gargi Chatterjee the Executive Director of CESC had addressed the students on Rudimentary Financial Management for Women. It was stated that the workshop on financial skills needs to be continued. One could have a 10 hour workshop.

Dr. Sanghita Sanyal proposed to organize a workshop on literature and other arts. Dr Debashish Roychowhury Associate Professor of English, Ananda Mohan College and an eminent Rabindra Sangeet exponent can have a workshop with students.

It was proposed that the college be a part of Netaji Bhavan Research Bureau and renew the library membership of USIS.

Sister informed that Service books have been updated.

Regarding Leave Rules, Professor Biswas had given Dr. Mitra a hard copy of the leave rules which needs to be be ratified by the Governing Body but It can't be modified.

The staff was encouraged to read up and conduct MOOCS.

It was suggested that half a day workshop could be conducted on NAAC recommendations.

Agenda 7: Vote of Thanks

There being no other matter for discussion, the meeting was adjourned with a vote of thanks to the chair.

.....
Dr.Suranjana Mitra
IQAC Coordinator
Associate Professor
Loreto College, Kolkata

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Sr. Dr. Nirmala
Chairperson, IQAC
Acting Teacher-in-charge
Loreto College, Kolkata

Loreto College IQAC Meeting

June 26, 2024

2.00 - 3.30 p.m.

An IQAC meeting was held on June 26, 2024 at 2 p.m. The following members attended the meeting.

1. Sr. A. Nirmala
2. Prof. Debasish Biswas
3. Mrs. Kaveri Dutt
4. Dr. Suranjana Mitra
5. Dr. Sayantani Chatterjee
6. Dr. Ranjita Dawn
7. Dr. Rupa Ghosh
8. Dr. Sanghita Sanyal
9. Ms. Archita Roy Biswas
10. Ms. Kaustuva Banerjee
11. Dr. Bonny Ghosh
12. Dr. Gargee Chatterjee
13. Mrs. Susmita Bhattacharya Chatterjee
14. Mrs. Kavneet Khullar
15. Mr. Abdul Javed
16. Ms. Khadeeja Jamil

Members Excused:

Mrs. Amita Prasad, Mrs. Sharmila Mitra Deb, Ms. Srijita Chakravarty, Ms. Harshita Sharma and Mr. Shambhu Sharma.

Loreto College IQAC Meeting
Minutes of the Meeting
June 26, 2024
2.00 - 3.30 p.m.

An IQAC meeting was held in the IQAC room on June 26, 2024 at 2 p.m.

Agenda 1: Prayer

Mrs. Kaveri Dutt commenced the meeting with a prayer.

Agenda 2: Members excused

Mrs. Amita Prasad, Mrs. Sharmila Mitra Deb, Ms. Srijita Chakravarty, Ms. Harshita Sharma and Mr. Shambhu Sharma.

Agenda 3 : Minutes of the Previous Meeting

The coordinator read out the minutes of the previous meeting held on March 5, 2024. The minutes were proposed by Dr. Ranjita Dawn and seconded by Dr. Sayantani Chatterjee.

Agenda 4 : Matters arising from Minutes

The coordinator updated the members on the following events:

- **Ethical Voting Awareness** organised by the Department of Political Science and NSS in accordance with directives of UGC, Central and State Governments (March 6, 2024)
- Pre- placement talk by Teach for India (March 11, 2024)
- Faculty and students attended India's Techade chips for Vikshit Bharat (March 13, 2024)
- Career Counselling Session on **What it Takes to be a Journalist and How to Adapt to a Changing Media Landscape** (March 14, 2024)
- NSS Unit visited Jwalaberia Adibasi F. P. School located in South 24 Parganas (March 16, 2024)
- Faculty attended Advanced Online Workshop on AI Tools organised by Sacred Heart College (March 17, 2024)

- A group of 21 volunteers from the National Service Scheme (NSS) Unit and the Social Service Society of Loreto College, Kolkata visited Bal Shiksha Sadan School on the occasion of World Happiness Day (March 20, 2024)
- Webinar on Digital Marketing (March 21, 2024)
- Department of Psychology, Loreto College, Kolkata embarked on a field visit to People Power India (March 21 and 22, 2024)
- Faculty attended Basic Workshop on AI Tools for Educators organised by Sacred Heart College (March 23, 2024)
- Career Counselling Cell organised an interactive session on Interview Skills and C.V. Writing (March 28, 2024)
- Basanta Utsav organised by Eastern Cultural Society (April 1, 2024)
- National Service Scheme (NSS) Unit organised a cleaning drive in the college campus (April 4, 2024)
- An interactive session on careers in the Disability Sector, with special emphasis on Autism organised by Career Counselling Cell (April 4, 2024)
- Annual students' meet **Dialego** organised by Department of Political Science (April 5, 2024)
- An industrial visit to the Keventer Agro Limited organised by Department of Economics (April 6, 2024)
- An International Workshop on MOJO (Mobile Journalism) organized by the Department of Journalism & Mass Communication in collaboration with Indo Bangla Media Educators Network (April 15, 2024)
- Celebration of Earth Day Week organised by W.E. Nature Society (April 18 and 19, 2024)
- **VidCraft**, a video-making competition organised by ICT Society (April 22, 2024)
- Loreto College Alumnae Association AGM (April 27, 2024)
- Doodle Art competition organised by ICT Society (April 29, 2024)
- The Globe Gathering organised by Department of English (April 30, 2024)
- Staff Development Seminar on NEP (May 10, 2024)
- Life Skills Certificate Course organised by B.Ed (May 13-16, 2024)
- Inter-departmental Dart Tournament organised by Games Society (May 14, 2024)

- Blood Donation Camp organised by Social Service Society and NSS unit (May 14, 2024)
- Inter-College Students' Meet **Historia** organised by Department of History (May 16, 2024)
- Staff Development Seminar on Life Skills Capacity Building for Faculty Leadership (May 17, 2024)
- Loreto Shield Quiz organised by Literary Society (May 21, 2024)
- An event to celebrate the Crowning of Our Lady organised by AICUF (May 22, 2024)
- Annual Handing Over Ceremony of Student Council (May 24, 2024)
- Know Your Rights organised by Internal Complaints Committee (May 27, 2024)
- An online intra-college inter-departmental debate competition **Diaphonia** organised by the Debating Society (May 28, 2024)
- Inter-College Students' Meet **Ecolore** organised by Department of Economics (May 28, 2024)
- Farewell Programme organised by the Department of B.Ed (May 30, 2024)
- Faculty Development Programme by Wadhvani Foundation on 21st Century Employability Skills (June 6-7, 2024)
- A **Capacity Building Workshop** in observance of International Yoga Day organised by NSS Unit (June 21, 2024)

Participation outside college

- Students of Department of Political Science participated at the International women's Day programme organised by ORF Kolkata (March 8, 2024)
- Students of Department of History participated in a paper presentation organised by Scottish Church College (March 11, 2024)
- Students of the college participated in a meet **Spectrum** organized by NIFT (March 15-16, 2024)
- Students participated in **Sanskriti** organised by Jadavpur University (March 21-23, 2024)
- Students participated to commemorate Mother Language Day Celebration organised by Shrishikshayatan College (March 27, 2024)
- Students participated in ClioVenture'24 organised by Ramkrishna Mission Residential College, Narendrapur (April 2, 2024)
- Students participated in **Xenith** organised by St. Xavier's College (Autonomous) (April 3-4, 2024)

- Students of Department of Economics participated in **Ceteris Paribus** organised by Department of Economics of Lady Brabourne College (April 18, 2024)
- Students of Department of Political Science participated in **Vox Populi** organised by Department of Political Science, RKM, Narendrapur (April 18, 2024)
- Some faculty members attended an Orientation Programme on Ignatian Pedagogical Paradigm (April 19, 2024)
- Students participated in **Bonfire'24** organised by The Bhawanipur Education Society College (April 25-27, 2024)
- Students of Department of Education participated at the Inter College Students' Seminar and Quiz Competition organised by Shrishikshayatan College in collaboration with Shivrath Shastri College (May 14, 2024)
- Students participated in an event organised by West Bengal Pollution Control Board at Biswa Bangla Convention to commemorate World Environment Day (June 10-11, 2024)
- Students of Department of Education participated in the **Pride Programme on Culture and Diversity** organised by the US Consulate General, Kolkata (June 24, 2024)

Department Events in collaboration with IQAC

- Department of Psychology hosted a webinar (April 9, 2024)
- A Talk on The Journey to HUL: Insights From a Loreto Economics Graduate organised by Department of Economics (April 22, 2024)
- A Session on The **Art of Creative Journaling** organised by Department of Education (April 30, 2024)
- Alumnae Lecture Series organised by Department of Geography (May 15, 2024)
- A Special Talk on Gender Based Violence organised by Department of Political Science (May 21, 2024)
- An Inter-College Photography and Reel Making Competition to commemorate International Biodiversity Day organised by Department of Geography (May 22, 2024)
- A Session on Embrace the Presence with Mindfulness organised by Department of B.Ed (June 21, 2024)

Awards:

- Loreto College was awarded Clean Air Champion College by SwitchOn Foundation on March 8, 2024.

Special Mentions:

- Loreto College has signed a MOU with Scottish Church College on 18.6.24

- Loreto College has renewed its MOU with Global Reach for 1 year.
- Loreto College will sign MOU with Shrishikshayatan College soon.
- Loreto College will sign a MOU with Wadhvani Foundation.

IQAC Initiatives

- Talk on Opportunities in New Zealand for Sem 6 Students on March 6, 2024
- Two Day Workshop on Research Methodology in English for Undergraduate Students under LEADS on April 16 and 19, 2024
- Talk by Dr. Vandana Shiva on Earth Democracy and the Rights of Nature on April 24, 2024
- One-Day Workshop on Research Methodology in English for Postgraduate Students under LEADS on May 11, 2024
- A 30-hour Course on Basic Mathematics for Competitive Examinations (May-July, 2024)
- Session on Career Advancement Scheme for Faculty on June 11, 2024
- Life Skills Playshop - Training for Student Council on June 25, 2024

Agenda 5 : Proposed IQAC events

➤ Under LEADS (Loreto Empowerment and Development Series)

- A Certificate Course on Heritage in collaboration with Department of History
- An Awareness programme on Breast and Cervical Cancer in collaboration with a hospital (as was suggested by Mrs. Amita Prasad)
- An event to promote national integration particularly northeast states
- A course on Research Methodology for all students
- A Certificate course on Gender Studies

➤ Faculty Improvement Programme

- Sessions on Massive Open Online Courses of SWAYAM (Study webs of Active Learning for Young Aspiring Minds)
- Prepare modules for SWAYAM

Agenda 6: A.O.B.

Mrs. Kavneet Khullar, Principal Trustee of Akshar suggested that Loreto College can collaborate with Akshar for Training on Inclusive Education for B.Ed students. Duration of training can be decided by both the institutions. Dr. Kaustava Banerjee confirmed that she would take up the matter.

Prof. Debasish Biswas suggested that an Add-on Course on survey, sampling, analysis could be designed because many colleges who have started internship this year have been suggested by NGOs/Institutes that if students come with the basic knowledge, it would benefit them during internships. Dr. Sanghita Sanyal (in charge of the Certificate Courses) suggested that it can be taken forward as a Certificate Course.

Prof. Debasish Biswas also stated that University of Calcutta has suggested that skill-based courses could be introduced as part of Major courses. He stated that value-added course on life skills would be very helpful for the students. He suggested that we can introduce one skill-based subject as a Minor subject. Prof. Biswas stated that students could be given opportunities for internship beyond the list prepared by Board of Studies of respective departments and published by University of Calcutta.

Dr. Gargi Chatterjea suggested that options for employability, finance and mental health based courses should be provided to students.

Mrs. Susmita Bhattacharya Chatterjee opined that mental health of girls are more affected compared to boys because of extra responsibility. So skill-based courses should be introduced like tailoring, aviation. She also suggested that collaborations with IIHM, iLEAD for various opportunities like summer camps, tourism could be made available to students.

Agenda 7

There being no other matter for discussion, the meeting was adjourned with a vote of thanks to the chair. Dr. Suranjana Mitra proposed the formal vote of thanks to all the members for their valuable inputs, constant support and cooperation in all her endeavors as it was her last IQAC meeting.

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Dr.Suranjana Mitra
IQAC Coordinator
Associate Professor

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Sr. Dr. Nirmala
Chairperson, IQAC
Acting Teacher-in-charge

