



YEARLY STATUS REPORT - 2023-2024

Part A	
Data of the Institution	
1.Name of the Institution	LORETO COLLEGE
• Name of the Head of the institution	Sr. Christine Coutinho
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	03340055712
• Mobile No:	9073440497
• Registered e-mail	loretocollege1912@gmail.com
• Alternate e-mail	principal@loretocollege.in
• Address	7, Sir William Jones Sarani
• City/Town	Kolkata
• State/UT	West Bengal
• Pin Code	700071
2.Institutional status	
• Affiliated / Constitution Colleges	Affiliated
• Type of Institution	Women
• Location	Urban
• Financial Status	Grants-in aid

• Name of the Affiliating University	University of Calcutta
• Name of the IQAC Coordinator	Dr. Suranjana Mitra
• Phone No.	9830245047
• Alternate phone No.	
• Mobile	9830245047
• IQAC e-mail address	lciqac@loretocollege.in
• Alternate e-mail address	mitra_suranjana@yahoo.co.in
3. Website address (Web link of the AQAR (Previous Academic Year))	https://www.loretocollege.in/loretocollege/pdf/AQAR_2022_2023.pdf
4. Whether Academic Calendar prepared during the year?	Yes
• if yes, whether it is uploaded in the Institutional website Web link:	https://www.loretocollege.in/loretocollege/academic/IQAC_Calendar_2023_24_Revised-2.pdf

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 4	A	3.07	2021	20/09/2021	19/09/2026
Cycle 3	A	3.26	2013	05/01/2013	04/01/2020
Cycle 2	A	Nil	2007	10/02/2007	09/02/2012
Cycle 1	Five Star	Nil	2000	17/04/2000	16/04/2005

6. Date of Establishment of IQAC

09/04/2005

7. Provide the list of funds by Central / State Government

UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Loreto College, IQAC	Workshop	ICSSR-ERC	Five - Day Workshop on Research Methodology in Social Sciences for Advanced Learners on October 9 -13, 2023	55000
Department of English and History	International Conference	ICSSR-ERC	Two - Day International Conference on Mapping Memory: History, Textsand Culture on February 22 and 23, 2024	75000
8. Whether composition of IQAC as per latest NAAC guidelines			Yes	
<ul style="list-style-type: none"> • Upload latest notification of formation of IQAC 			View File	
9.No. of IQAC meetings held during the year			4	
<ul style="list-style-type: none"> • Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 			Yes	
<ul style="list-style-type: none"> • If No, please upload the minutes of the meeting(s) and Action Taken Report 			No File Uploaded	
10. Whether IQAC received funding from any of the funding agency to support its activities			Yes	

during the year?	
• If yes, mention the amount	55000
11.Significant contributions made by IQAC during the current year (maximum five bullets)	
<p>*In order to foster research and promote institutional quality enhancement and sustenance, the Internal Quality Assurance Cell of Loreto College has adopted relevant quality academic programmes. A five-day workshop on Research Methodology in Social Sciences for Advanced learners sponsored by ICSSR - ERC was organised. Workshop on Research Methodology was also organised for UG and PG students of English. * Sessions were organised to make the students aware of the unplanned urban expansion and loss of ecological system, the prudent use of energy to mitigate environmental risks and dangerous implications of industrial involvement with agriculture. * Session was organized to help the students realise the importance of planning and prioritising work and learn the ways to manage and prevent stress and empower them to with the skills of resilience, perseverance, decision-making and problem -solving. * In order to motivate students, strive for excellence and have exposure and access to real life opportunities and challenges, IQAC has organised events to initiate the students to the idea of start -ups, the need to equip students with sound financial literacy and to promote trust, credibility and social responsibility among students. * Sessions were organised for faculty improvement to foster the development of a high- performing digital education ecosystem and enhance digital skills and competencies for the digital transformation to empower both the educator and the taught and also to help the faculty in their Career Advancement Scheme.</p>	
12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year	

Plan of Action	Achievements/Outcomes
<p>Celebrating Days of National and International Importance</p>	<p>Independence Day, World Mental Health Day, National Education Day, National Pollution Prevention Day, International Human Rights Day, International Biodiversity Day, International Yoga Day, Constitution Day, Celebration of Earth Day, International Women's Day, International Mother Language Day, NSS Day, World Music Day, Kargil Vijay Diwas, National Sports Day, World Clean up Day, World AIDS Day, National Youth Day, World Happiness Day,</p>
<p>Foster Research</p>	<p>Five - Day Workshop on Research Methodology in Social Science for Advanced Learners, Sessions on Research Methodology in English for Undergraduate and Post Graduate students</p>
<p>Inclusive Education</p>	<p>Webinar on Inclusive Education under NEP 2020, Exhibition and session to include the teachings and ideology of Mahatma Gandhi with contemporary ideas</p>
<p>Environmental Awareness</p>	<p>Installation of Air and Noise Quality Sensor Device, Talk on Energy Conservation and Energy Efficiency, Session on Sustainable Cities and Communities, Session on Earth Democracy and Rights of Nature</p>
<p>Enrichment Activities</p>	<p>Ignition - Inter-Year Quiz Competition, Alumnae Lecture Series, Lectures on Early Modern Literature, Special lecture on Indian Foreign Policy, Insights from past pupils about their journeys to other countries for higher studies and experiences</p>

	<p>in the corporate sector International and National Talks and Special Lectures</p>
<p>Career and Placement Opportunities</p>	<p>Sessions for Entrance examination and Careers in Disaster Management, Session on Opportunities in New Zealand by Global Reach, Session on Professional Ethics, Session by IDP IELTS India, Career Couselling session, Webinar on Digital Marketing, Pre - Placement Talk by Teach for India, Global Reach Session on Pursuing Higher Education in Australia, Career Counselling Session on the Erasmus + programme, Session on Teach for India Fellowship, Interview skills and CV writing session, Session on Autism Awareness and Career Opportunities</p>
<p>Skill -based Training for students</p>	<p>Life skills Training, First Aid and Basic Life Support Training, Session on Artificial Intelligence</p>
<p>Skill-Based Training for Teachers</p>	<p>Session on Digital Education and Empowerment, Session on Career Advancement Scheme, Session on Basic and Advanced Artificial Intelligence, Staff Development Seminar on Life Skills Capacity Building, Life Skills Empowerment for Aspiring Educators, Staff Development Seminar on NEP, Faculty Development Programme by Wadhvani Foundation</p>
<p>13. Whether the AQAR was placed before statutory body?</p>	<p>Yes</p>
<ul style="list-style-type: none"> Name of the statutory body 	

Name	Date of meeting(s)
The Governing Body	21/12/2024

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2022-2023	20/02/2024

15. Multidisciplinary / interdisciplinary

Delineate the vision/plan of institution to transform itself into a holistic multidisciplinary institution. Keeping in mind the Vision of the institution and believing that our institution must be a dynamic entity, interdisciplinary programmes were organized. An International Conference titled Reflections on the Impact of Pandemics on People, Places and Communities: A Social Science International Interdisciplinary Conference was organized by Social Science Research Council (SSRC), U.S.A in collaboration with the Department of Geography, Loreto College, Kolkata, India on July 26, 2023. A Five-Day Workshop on Research Methodology and sessions on Research Methodology were organized by Internal Quality Assurance Cell cutting across all departments thereby enhancing understanding of diverse research methods and integrating and provide critical skills to equip students for cross disciplinary challenges. An International Seminar on Mapping Memory: History, Texts and Culture was organised by the departments of English and History. The conference featured multidisciplinary presentations on the concept of "memory" and its dynamic interrelationships with history, literature, art, politics, and society. Staff Development Seminar on NEP was conducted to help the faculty navigate the changes brought by the new policy and to gain insights on effective strategies for establishing partnerships with industry and other stakeholders to facilitate meaningful internship opportunities for students. A Workshop on Life Skills Empowerment for Aspiring Educators was organised to equip the students with essential life skills through a series of interactive sessions and activities. Workshops on AI Tools for students and teachers were organised to enhance creativity, innovation, productivity and efficiency. Faculty development Programme by Wadhvani Foundation to equip the faculty members of Loreto College with advanced e-content and tools that would enable them to train students for the evolving job market. The Library Society organized an inter-disciplinary book club on May 14, 2024 on the theme Witching Hour. It helped in fostering a sense of community, bringing together individuals with a shared passion

for reading and love for learning. Another session was organised on April 16, 2024 on the theme Dynamic Duos in Literature and Pop Culture. The session allowed the students to gain new perspectives on the chosen topic and sharpened their critical thinking skills. Career Counselling Sessions were organised for all students across disciplines to help them understand how their diverse skills and knowledge can be integrated into viable career options. Delineate the Institutional approach towards the integration of humanities and science with STEM and provide the detail of programs with combinations." No session on STEM was conducted by the institution during 2023-2024 but the institution had made attempts to integrate humanities with science and technology by organising sessions on Artificial Intelligence for students and faculty to facilitate multidisciplinary innovation. As Loreto College offers only subjects related to Humanities and Social Science, It enables students to progress at their own pace through adaptive learning platforms integrating their knowledge with the scientific and technological concepts . Does the institution offer flexible and innovative curricula that includes credit-based courses and projects in the areas of community engagement and service, environmental education, and value-based towards the attainment of a holistic and multidisciplinary education. Explain A number of events in the areas of community engagement and service were organised by the institution. On September 21, 2023, the Social Service Society of Loreto College, Kolkata organized a Blood Donation Campaign in collaboration with the Association of Voluntary Blood Donors, West Bengal. On May 14, 2024, a Blood Donation Camp was organised by the Social Service Society (SSS) and the National Service Scheme (NSS) Unit of Loreto College, Kolkata, in collaboration with the Association of Voluntary Blood Donors, West Bengal. The National Service Scheme (NSS) Society of Loreto College, Kolkata organised a talk on September 27, 2023 to spread awareness of dengue and malaria and to encourage students to adopt suitable precautionary measures. On September 24, 2023, a group of 10 volunteers visited St. Joseph's Old Age Home located at AJC Bose Road, Kolkata to offer their services to the elderly in observance of NSS Day. The National Service Scheme (NSS) Society of Loreto College, Kolkata organized a series of clean-up drives in collaboration with Bhoomi Foundation in the month of September, 2023 to celebrate World Cleanup Day on September 16, 2023. The National Service Scheme (NSS) Society in collaboration with the Social Service Society of Loreto College, Kolkata organized "Joy of Giving Week" from October 2 to 13, 2023. All students of Loreto College generously donated items such as clothes, shoes, utensils, and toys, which were then handed over to Goonj Foundation. On October 16, 2023, three volunteers from the National Service Scheme (NSS) Society of Loreto College, Kolkata

participated in the Khadi Mahotsav Rally to promote start-up initiatives involving Khadi and Gram Udyog Bhavan. Kalakriti, the annual event by the Department of Psychology and the Psychology Society of Loreto College was organised on November 28, 2023 to foster inclusivity and talent of differently abled children. On December 1, 2023, the National Service Scheme (NSS) Society of Loreto College, Kolkata observed World AIDS Day by organizing a talk to spread awareness about HIV/AIDS and dispel common myths associated with the disease. The Mahatma Gandhi National Council of Rural Education (MGNCRE) Cell organised a visit to Ramkrishna Old Age Home Trust located on Hari Ghosh Street, Shyambazar on January 13, 2024. The Leadership Training Service (LTS) Society of Loreto College, Kolkata celebrated Communal Harmony Week by conducting three events between January 11 and February 15, 2024. The institution is committed to contributing to the upliftment of society for which the college has organised a number of events. The National Service Scheme (NSS) Society of Loreto College, Kolkata took the initiative of spreading awareness and joy during the festive season. On October 13, 2023, a group of 11 NSS volunteers visited Bal Shiksha Sadan, a Government Primary School to spread awareness regarding the significance of Yoga in our daily lives. The activity ended with the distribution of stationery items. The activity also fostered their sense of social responsibility. The Annual Special Camp organised by the NSS unit of Loreto College, Kolkata was held between January 8 and 15, 2024. Basic lessons on Mathematics, English Grammar, Spoken English, and Social Etiquette were imparted to the children. The NSS volunteers also organised awareness camps focusing on Dengue-Malaria, Human Trafficking, Hygiene, and Menstrual Hygiene. Mosquito repellents, sanitary napkins, exercise books, pens, pencils, crayon boxes, and chocolates were distributed in the slum areas. The National Service Scheme (NSS) Society of Loreto College, Kolkata visited Jwalaberia Adibasi F. P. School located in South 24 Parganas on March 16, 2024. This outreach programme was conducted in collaboration with Samobeto, a non-profit organisation working for marginalised groups in the education and health sectors. A group of 21 volunteers from the National Service Scheme (NSS) Society and the Social Service Society of Loreto College, Kolkata visited Bal Shiksha Sadan School on March 20, 2024 on the occasion of World Happiness Day. The volunteers conducted activities such as the recitation of poems, singing, and dancing. Refreshments were also distributed among the students. The institution offers opportunities to the students to educate themselves in environmental education and conducts various programmes to generate awareness among students about the importance of conservation and preservation of environment. Workshop on Vermicomposting based on the theme of Sustainability and Lifestyle

for Environment (LiFE) was organised on July 26, 2023. The workshop aimed to raise awareness about sustainable practices and educate participants on incorporating these practices into their daily lives. Students attended a workshop on the looming threat of climate change organized by the SwitchON Foundation on August 24, 2023. The Air and Noise Quality Sensor device along with a display unit was installed on September 18, 2024 by West Bengal Pollution Control Board. The National Service Scheme (NSS) Society of Loreto College, Kolkata organized one hour of Shramdaan for Swacchata on October 1, 2023 as part of a nationwide effort towards a "Garbage Free India." A Talk on Sustainable Cities and Communities was organized on October 4, 2023 by the Internal Quality Assurance Cell. To help students broaden their knowledge regarding urbanisation and their relationship with sustainability. On December 4, 2023, the Department of Economics, in collaboration with IQAC, organized an Expert Talk and Poster-Making Competition in observance of Nation Pollution Prevention Day 2023. The theme was Green Energy and Sustainable Development: Challenges and Prospects. Inspiring people to increase greenery on Earth, the Greenovation Club of Loreto College, Kolkata conducted a plant distribution event on January 9 and 10, 2024. A Session on Energy Conservation and Energy Efficiency was organised by the Internal Quality Assurance Cell of Loreto College on February 8, 2024. The W.E. Nature Society of Loreto College, Kolkata, in collaboration with the National Service Scheme (NSS) Unit, organised a two-day workshop on April 18 and 19, 2024 to commemorate Earth Day 2024. On April 22, 2024, the W.E. Nature Society of Loreto College, Kolkata invited the undergraduate students of Semester IV and Semester VI to take a green pledge in order to foster a sense of commitment to environmental sustainability within the student community. A Talk by Dr. Vandana Shiva on Earth Democracy and the Rights of Nature was organised on April 24, 2024. A Kitchen Garden Project was undertaken as a green initiative by the W.E. Nature Society of Loreto College, Kolkata on May 14, 2024. It aimed at reducing the carbon footprint of the college and promoting local food production. The Department of Geography, Loreto College, Kolkata, in collaboration with the Internal Quality Assurance Cell (IQAC), organised an Inter-College Photography and Reel Making Competition to commemorate International Biodiversity Day, observed on May 22, 2024. In June 2024, the project of attaching laminated QR codes to the trees in the Loreto College campus was initiated by the W.E. Nature Society. The QR codes are linked to information about the tree, such as its height, carbon sequestration, cultural significance, and medicinal value. Students attended a programme organised by West Bengal Pollution Control Board celebrated at the Biswa Bangla Convention Centre on June 10 and 11, 2024. The theme "Land Restoration, Desertification,

and Drought Resilience" was chosen for the seminar, in honour of World Environment Day. What is the institutional plan for offering a multidisciplinary flexible curriculum that enables multiple entry and exits at the end of 1st, 2nd and 3rd years of undergraduate education while maintaining the rigor of learning? Explain with examples. What are the institutional plans to engage in more multidisciplinary research endeavours to find solutions to society's most pressing issues and challenges? Describe any good practice/s of the institution to promote Multidisciplinary / interdisciplinary approach in view of NEP 2020. A Workshop on Curriculum and Credit Framework was organised on July 1, 2023 to acquaint the faculty with the newly designed system. A Staff Development Seminar was conducted on May 10, 2024, at Loreto College, Kolkata. The seminar focused on two pivotal aspects of the National Education Policy (NEP) 2020: the Curriculum and Credit Framework (CCF) and Internships. Staff Development Seminar on Life Skills Capacity Building on May 17, 2024 to reinforce the institution's commitment to imparting an educational experience that equips students with the skills necessary to thrive in a rapidly changing world in alignment with NEP requirements. On June 6 and 7, 2024, Loreto College, Kolkata, hosted a Faculty Development Programme organised by Wadhvani Foundation. The programme aimed to equip the faculty members of Loreto College with advanced e-content and tools that would enable them to train students for the evolving job market which is a basic requirement as per NEP guidelines. A Session in alignment with NEP was organised by the Department of Education on November 29, 2023 to observe National Education Day.

16. Academic bank of credits (ABC):

Since we are affiliated to the University of Calcutta, we await directives from the university to register under the ABC as proposed by NEP. As soon as we receive instructions from the university, we will do the needful at the earliest so that the learners can avail the benefits of ABC. No directives were received by the institution regarding ABC from University of Calcutta during July 2023- June 2024.

17. Skill development:

Faculty Development Programme by Wadhvani Foundation was organised on June 6 and 7, 2024 to equip the faculty members of Loreto College with advanced e-content and tools that would enable them to train students for the evolving job market. On May 15, 2024, IDP IELTS India conducted an informative session for students pursuing History Honours and Major in Loreto College, Kolkata. During the session, IDP representatives highlighted their team of expert and certified

counsellors who provide essential support to students. On March 28, 2024, the Career Counselling Cell, Loreto College, organised an interactive session on Interview Skills and C.V. Writing.

International Human Rights Day was celebrated on December 11, 2023 where applications of International Humanitarian Law was discussed.

On November 29, 2023, the Internal Quality Assurance Cell (IQAC) of Loreto College organised a compelling lecture on Professional Ethics - Inspiring Trust and Fostering Integrity tailored for 3rd-year students.

On November 29, 2023, the Department of Political Science at Loreto College, Kolkata organized a programme to observe Constitution Day to provide a holistic understanding of both radical and moderate nationalism, offering insights into the complexities of the nation's ideological journey..

During May 13 -- 16, 2024, the Department of B.Ed. at Loreto College, Kolkata organised an enriching Life Skills Certificate Course for the teacher-trainees of Semester II and IV.

On June 25, 2024, Workshop on Life Skills was organised for the Student Council.

Describe any good practice/s of the institution pertaining to the Skill development in view of NEP 2020. In order to hone the skills of the students, a number of add-on courses are conducted by the institution. Calligraphy and Cursive writing are important skills which help the students to stimulate creativity, develop fine motor skills and improve concentration. Foreign language such as French help students in career opportunities and pursuing advanced courses.

A 30- hour course on Basic Mathematics for Competitive Examination was organised by IQAC. A 30-hour course on Human Rights and Empowerment was organised by the department of Human Rights. A 30-hour course on Python was organised by the department of Computer Science to help students in web development, Data Science and Machine Learning. It develops problem-solving skills and makes them market ready.

A Workshop on Pandemics and Methods of Data Collection: Challenges, Innovation and Lessons Learned was organized by Social Science Research Council (SSRC), U.S.A in collaboration with the Department of Geography, Loreto College, Kolkata, India on July 27, 2023.

A talk on 'Artificial Intelligence and the Future Ahead' was organized in Loreto College, Kolkata on September 14, 2023 for the undergraduate students of the third year.

On October 6, 2023, Loreto College, Kolkata hosted the Eastern Regional Finals of ConQuest, India's premier national quiz on the Indian Constitution, History, and Politics organized by the Centre for Law and Policy Research, Bangalore. The process of organizing the event also gave them the opportunity to develop valuable skills such as team management and communication.

On November 29, 2023, the Internal Quality Assurance Cell (IQAC) of Loreto College organised a compelling lecture on "Professional Ethics - Inspiring Trust and Fostering Integrity" tailored for 3rd-year students. The session centered on the core

values of integrity, honesty, and responsibility. The Department of Geography, Loreto College, Kolkata organised an Interactive Career Counselling Session on "Navigating Futures: Success in Entrance Examinations and Careers in Disaster Management" in collaboration with the Internal Quality Assurance Cell (IQAC) on January 4, 2024 to inculcate the skills of cracking entrance examinations. The Debating Society of Loreto College, Kolkata organised Diaphonia, an intra-college inter-departmental debate competition, on May 28, 2024 to help the students nurture their debating skills. On March 21, 2024, the Semester VI students of Loreto College, Kolkata participated in a Webinar on Digital Marketing organised by YoursthatSenior to enable the students understand the ways of imbibing the skills of digital marketing. The Career Counselling Cell, Loreto College, organised an interactive session on Interview Skills and C.V. Writing on March 28, 2024. On April 15, 2024, an International Workshop on MOJO (Mobile Journalism) was organized by the Department of Journalism & Mass Communication in collaboration with Indo Bangla Media Educators Network. The workshop aimed to explain to the students the nuances and practicality of mobile journalism. On April 3, 2024, the Semester II students of the Department of B.Ed., Loreto College, Kolkata attended a workshop on 'First Aid and Basic Life Support' organised by the Institute of Preventive Awareness, Kolkata and the Department of B.Ed. in collaboration with the Internal Quality Assurance Cell. The Computer Department of Loreto College, Kolkata organised a highly engaging and informative workshop on Artificial Intelligence (AI) tools for its students on April 15, April 17, and April 29, 2024 to upgrade them on AI tools and its applications. On April 30, 2024, the Psychology Society in collaboration with the Department of Psychology, Loreto College, Kolkata, organised an Expressive Arts Therapy session. It was aimed to be a transformative experience, fostering deep emotional exploration and self-expression among the attendees. On May 11, 2024, a research methodology workshop for the post-graduate students of English was organised by the Department of English in collaboration with the Internal Quality Assurance Cell to impart basic and advanced insights into the most common forms of research projects taken up by students of Literature. The Internal Quality Assurance Cell (IQAC) of Loreto College, Kolkata organised a workshop on research methodology for the Semester VI undergraduate students of the Department of English on April 16 and April 19, 2024. A Five - Day Workshop on Research Methodology in Social Science for Advanced Learners was organised during October 9-13, 2023 to inculcate critical thinking and analytical skills. Workshop on Research Methodology in English for Undergraduate and Post Graduate students were organised by IQAC on April 19, 2024 and May 11, 2024 respectively. The Political Science Society conducted its first

event for the session 2023-24 on October 5, 2023. The activity, which was entitled "The Party Project: Abki Baar Yuvaon ki Sarkaar 2.0," was a political party making project. The participating teams were asked to create their own hypothetical political party, including a unique party logo and slogan not resembling those of any existing political party. They were also required to discuss their party manifesto in their presentations.

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

On March 14, 2024, 12 student members and two staff advisors of the Library Society of Loreto College, Kolkata visited the Kolkata Police Limelight Library and Museum. The students went on a tour through the exhibits and information boards. These displays showcased the history of the Kolkata Police Force and the city. The Department of Political Science organized a study tour for third-year students on March 2, 2024, to the Alipore Jail Museum. A total of 35 students participated in the tour. The Alipore Jail Museum offered a comprehensive exploration, encompassing Barracks, Gallows, Police Museum, Galleries on Freedom Fighters, exhibits on display, Open Theatre, and the Cellular Jail with voice assistance. On February 21, 2024, the Library Society commemorated Bhasha Dibosh and International Mother Language Day through a cultural programme. A musical was organised that explored various facets of the day and its significance. On January 16, 2024, a special lecture on "Understanding the Past for a Sustainable Future: Oral Narratives and Environment" was organised for the Semester I students of History Major and IDC. The session helped the students to connect the heritage of a place to its environment and dwelt on how heritage shapes the collective consciousness and identity of a region or locality. The UG Semester V and PG Semester I students of the Department of English, Loreto College, Kolkata set out to explore tales related to the city's water heritage through an excursion entitled "Exploring the Goddess on Earth." on January 14, 2024. On January 9, 2024, Semester III History Honours and Semester V History Elective students of Loreto College, Kolkata visited the Alipore Museum. This was followed by another visit to the Museum by the Semester I History Major students on February 2, 2024. The entire complex featured several exhibits showcasing the life of the people within—their sufferings, their plight, and, most importantly, their pride. The gallows where several of India's bravest sons were hanged till death were haunting as they narrated tales spun out of valour and duty. On December 1, 2023, the Department of B.Ed., Loreto College, Kolkata organized an exhibition on Mahatma Gandhi to commemorate his contribution to various disciplines. The theme of

the exhibition was 'Mahatma Gandhi: Yesterday, Today and Tomorrow.' It focused on different aspects of Gandhiji's life and sought to extend curricular knowledge into practical work.

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

The institutions have taken initiatives to transform its curriculum towards Outcome-based Education by organising several visits to industries and places of heritage and importance. On May 23, 2024, Semester IV students of the Department of English, Loreto College, Kolkata visited the South Park Street Cemetery, accompanied and guided by Dr. Subhasree Basu. The field trip served as an extension of classroom lectures on Graveyard Poetry, which is an integral part of the departmental curriculum. The Semester IV students of the Department of Geography, Loreto College, Kolkata, accompanied by two teachers, embarked on a field trip to Aizawl, Mizoram from April 29 to May 6, 2024. A beautiful hill city, Aizawl, the capital of Mizoram. The field trip effectively bridged the gap between classroom theories and real-world scenarios, enabling students to amalgamate theoretical concepts with practical applications. The Department of Economics of Loreto College, Kolkata organised an industrial visit to the Keventer Agro Limited, located in Barasat, North 24 Parganas, on April 6, 2024. The excursion served as an enriching experience for the students as it bridged the gap between theoretical knowledge and practical application. The Semester VI students of the Department of Psychology, Loreto College, Kolkata embarked on a field visit to People Power India, a prominent human resources and management consultancy firm situated in Park Circus on March 21 and 22, 2024. During their visit, students engaged directly with Mr. Mukherjee, benefiting immensely from his wealth of experience in human resource management (HRM) and organisational development. On March 14, 2024, 12 student members and two staff advisors of the Library Society of Loreto College, Kolkata visited the Kolkata Police Limelight Library and Museum. The Department of Political Science organized a study tour for third-year students on March 2, 2024, to the Alipore Jail Museum. This excursion served as an exposure for the students of the department providing them with a profound understanding of the political history of the country. The UG Semester V and PG Semester I students of the Department of English, Loreto College, Kolkata set out to explore such tales related to the city's water heritage through an excursion entitled "Exploring the Goddess on Earth." The Department of Political Science, Loreto College, Kolkata convened the annual students' meet on April 5, 2024, known as Dialego. This year's theme, "Emerging India in a Multipolar World Order," had set the stage for an engaging exploration of India's evolving position on the global

stage. On May 16, 2024, the Department of History in collaboration with the History Society of Loreto College organized their annual event Historia. On October 8, 2023, the Department of Economics in collaboration with the Internal Quality Assurance Cell (IQAC) hosted the annual inter-year quiz competition known as IGNITION to help students understand the need know the contemporary issues to build a nexus between the theory and the practical. On May 28, 2024, the Department of Economics organised its annual inter-collegiate academic fest, Ecolore on the theme Economic Growth and Distributive Justice: Perspectives for a Changing World to help our students move beyond the curriculum and develop innovative ideas and generate interdisciplinary and collaborative solutions to address the multi-faceted challenges facing the global economy today. Five Semester I students of the Department of English, Loreto College, Kolkata participated in an invigorating event entitled "U.S.-India Arts to Fight Climate Change," held at the U.S. Pavilion of the 47th International Kolkata Book Fair on January 31, 2024. Recognising the looming threat posed by climate change to the Earth's common future and the varied impact it has on the different genders, the United States Consulate General, Kolkata organised a panel discussion at the U.S. Pavilion of the International Kolkata Book Fair on January 20, 2024. Students of Loreto College attended the panel discussion. On February 8, 2024, the Department of History and the History Society of Loreto College, Kolkata hosted noted author, activist, and feminist Dr. Jael Silliman for a discussion on her latest book, Shalome Rides a Royal Elephant. The Times of India, in collaboration with Loreto College, Kolkata, organized a book reading session with the eminent author Karuna Ezara Parikh for the Semester 1 students of the college on December 14, 2023. On December 8, 2023, the Semester I trainees of the Department of B.Ed. at Loreto College, Kolkata celebrated Bharatiya Bhasha Utsav with a thoughtful exploration of the literary works of Shri Subramania Bharati. The event featured a dynamic discussion enhanced by a comprehensive PowerPoint presentation, a soulful recital of poems, and an engaging dramatic performance. On November 29, 2023, the Semester I trainees of the Department of B.Ed. at Loreto College, Kolkata celebrated Bharatiya Bhasha Utsav by organizing and participating in an essay-writing competition on the topic 'Language and its importance.' The event aimed to foster awareness of and appreciation for linguistic diversity among the students. On October 17, 2023, the teacher-trainees of the Department of B.Ed., Loreto College, Kolkata organized a lively and educational quiz on the languages recognized by the Indian Constitution in Class 7B of St. Teresa's Secondary School. A storytelling session in Malayalam and Gujarati was conducted by two B.Ed. trainee teachers at Loreto Day School, Dharamtala on October 11, 2023. The session was attended by 41

students of the school. A second storytelling session in Bengali was conducted by a B.Ed. trainee teacher at Loreto House, Park Street, on October 13, 2023. The total number of students present for this session was 50. On October 9th, 2023, the Media Society of Loreto College organized a standup comedy event 'The Social Satire Slam' in the Media Lab. to provide a holistic educational experience that extends beyond classrooms. On November 29, 2023, the Department of Political Science at Loreto College, Kolkata organized a programme to observe Constitution Day, also known as Samvidhan Diwas. This is an annual event that honours the adoption of the Constitution of India on November 26, 1949. The portrayal provided a holistic understanding of both radical and moderate nationalism, offering insights into the complexities of the nation's ideological journey. The Department of History, Loreto College, in collaboration with the History Society, organized a film screening of Satyajit Ray's Asani Sanket, which was followed by a discussion.. During the interactive session, the students examined the caste system prevalent in early twentieth-century rural Bengal and also noted how the caste system broke down in the face of the hunger and famine that engulfed Bengal during this time.

20.Distance education/online education:

IIT spoken Tutorial - this is in collaboration with IIT Powai to enhance the computing skills of the students.

Extended Profile

1.Programme

1.1	20
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2.Student

2.1	810
Number of students during the year	

File Description	Documents
Data Template	View File

2.2		41
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year		
File Description		Documents
Data Template	View File	
2.3		272
Number of outgoing/ final year students during the year		
File Description		Documents
Data Template	View File	
3.Academic		
3.1		41
Number of full time teachers during the year		
File Description		Documents
Data Template	View File	
3.2		41
Number of Sanctioned posts during the year		
File Description		Documents
Data Template	View File	
4.Institution		
4.1		44
Total number of Classrooms and Seminar halls		
4.2		1,83,89,049
Total expenditure excluding salary during the year (INR in lakhs)		
4.3		122
Total number of computers on campus for academic purposes		

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The college is affiliated to University of Calcutta. Keeping in mind the Mission and Vision of the college, student-centric approach is adopted for curriculum delivery. It ensures teaching methods in alignment with the curriculum's learning goals and outcomes. Proper planning of the content for effective teaching and attainment of learners' goals - academic excellence and women empowerment are the priorities of the faculty. A wide range of subject choices are offered under the CCF.

The learning objectives are defined at the beginning of every semester for every paper and the faculty adopts student-centric methodologies to achieve these objectives. Time plans are prepared for every paper for effective curriculum delivery and students are informed about them. The college library and departmental libraries a treasure house of books and journals including e-resources for easy accessibility of students. Continuous internal assessments and tutorials are conducted to assess the learners' outcomes in addition to paper presentations, group discussions and quiz. Research cell encourages advanced learners to present papers in Research Cell presentations and remedial classes are offered to slow learners to narrow down the learning gaps. Mentoring sessions are regularly held.

Department meetings are held on a regular basis to ensure that the curriculum delivery is effective. Orientation of First year students and faculty -parent interface meetings are organised on a regular basis to ensure smooth functioning of this institution under the able guidance of the principal.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

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

As the college is affiliated to University of Calcutta, all examinations are conducted adhering to the academic calendar. Currently, the institution has two batches of CBCS and one batch under CCF. Under CBCS Continuous Internal Evaluation (CIE) is carried out in the form of University Internal Assessment and tutorials as prescribed by the University. Under CCF, tutorials and practical examinations are held as per the requirement of the university.

The University examination schedule is uploaded on the website. The departments conduct class tests, assignments, discussions, presentations for which rosters are prepared by the departments and shared with the students. The university appoints Internal and External examiners for practical -based papers in subjects like Geography, Psychology, Economics and Education. Examiners and Head examiners for Theory papers are appointed by the university and faculty members assigned with this responsibility ensure smooth conduct of examinations.

B.Ed students are evaluated through Formative and Summative assessments. Both theory and practicum examinations are conducted at the end of every semester. They are assessed on the basis of projects, presentations and internal assessments. External examiners are appointed by the university for practicum papers. Assessment of trainee teachers are also conducted through school internships by the educators forming an integral part of the course.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://www.loretocollege.in/AOAR/CIE_2324.pdf

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.

B. Any 3 of the above

Academic council/BoS of Affiliating University
Setting of question papers for UG/PG programs
Design and Development of Curriculum for Add on/ certificate/ Diploma Courses
Assessment /evaluation process of the affiliating University

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

1.2 - Academic Flexibility

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

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

20

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

3

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

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

75

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during

the year

75

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

1.3 - Curriculum Enrichment

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

Loreto College believes in providing holistic education and encourages interdisciplinary thinking and problem-solving. It fosters ethical responsibility and ensures that institutional practices align with fundamental human rights and ethical standards. Value education classes are taken by the principal where moral values, women's rights are focused to empower them and help them to become responsible citizens. These values are manifested through the activities of NSS, LTS and Social Service Society. Blood donation camps, Cleanliness drive, Dengue-Malaria Awareness Drive, environmental awareness programmes were organized within the premises as well as outreach activities.

A session on Professional Ethics : Inspiring Trust and Fostering Integrity was organised by IQAC. National Pollution Prevention Day, International Biodiversity Day, Earth Day and World Environment Day have been observed through various activities both within the premises as well outside college organized by West Bengal Pollution Control Board where students of the college participated and as outreach activities. The institution has also celebrated World Mental Health Day, National Education Day, International Human Rights Day, Constitution Day, International Women's Day, International Mother Language Day, Kargil Vijay Diwas, World Clean up Day, World AIDS Day, National Youth Day

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

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

7

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

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

443

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

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution

A. All of the above

from the following stakeholders Students
Teachers Employers Alumni

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	View File

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

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

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://www.loretocollege.in/AOAR/Feedback_2_023_2024.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

440

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

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

41

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The institution adopts measures to cater to the needs of the different level of learners. A five-day workshop on Research Methodology in Social Science for Advanced Learners was organised by IQAC to provide theoretical inputs of the research methodology but also expose the participants to the practical aspects of research in Social Sciences and other research related problems which the research scholars confront during their research work. Workshop on Research Methodology in English was also conducted for the undergraduate and post graduate students.

Advanced learners are encouraged to write well-researched papers and present the paper for Research Cell presentation.

Bridge courses are designed in such a manner so as to help the first-year students bridge the gap between school and higher education curriculum.

Remedial classes are organised for slow learners.

Two mentoring sessions are held for every student per semester. The students are divided into groups of six or seven and each teacher shoulders the responsibility of mentoring the students on a one-to-one basis. The departments maintain records of the mentoring sessions.

Sessions were organised to give information to students about pursuing higher studies abroad. Sessions were also held to help students explore alternative career options.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	View File

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
810	41

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

Student centric teaching - learning methods are adopted by the teachers to enhance the learning experiences.

The departments of Economics and Psychology have organised industrial visits to bridge the gap between theoretical knowledge and practical applications.

The departments of History, English and Political Science have organized visits to places of heritage and political importance. The department of Geography conducts field trips for students to remote places to help them gain knowledge about real life situations.

These visits have developed experiential learning for the students.

The department of Psychology organizes Kalakriti to promote inclusive education where specially - abled children showcase their talents. Collaborations with organizations like Mentaid are also helpful in enhancing the learning experiences as these organisations cater to the needs of differently-abled children through educational and vocational training.

The departments of Economics, History and Political Science have organized Ecolore, Historia and Dialego respectively to enhance participative learning through different events.

Term papers, magazines, wall journals, debates, quiz, inter college academic fests are different methods adopted through which the teachers inculcate the knowledge and the skills thereby enhancing the learning experiences.

File Description	Documents
Upload any additional information	View File
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

Information and Communication Technology (ICT) has revolutionized the teaching-learning process by making education more interactive, accessible, and learner-centered. ICT-enabled tools enhance the effectiveness of education by fostering engagement, personalization, and collaboration. The use of Google classroom where e-books, learning materials, assignments are uploaded for the students are still in practice.

Session on Digital Education and Empowerment has been organised by IQAC to confirm the relevance of DH in various aspects of academic life. The use of software to analyse results of datasets required for the curriculum as well as for writing papers and Term papers have helped the students gain knowledge and become skilled to compete with the global economy.

All students of Loreto College enroll for IIT Spoken Tutorial in collaboration with IIT Powai which helps them to adapt themselves to the skills of computing.

Workshop on Artificial Intelligence has been organised for both faculty and students.

Workshops on Research Methodology have been organized to help students learn the skills of research methodology by using software or other ICT tools.

Students have been exposed to the various components and methodologies of digital marketing.

Faculty has been exposed to advanced e content and tools to enable our students to online training facilities for employability skills.

QuarkXPress, a desktop publishing software is used by the Department of Journalism & Mass Communication which assists students to write reports.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://www.loretocollege.in/AOAR/2.3.2_2023_2024.pdf

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

2.3.3.1 - Number of mentors

41

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	No File Uploaded

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

41

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

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

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

/ D.Litt. during the year

25

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

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)**2.4.3.1 - Total experience of full-time teachers**

743

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

2.5 - Evaluation Process and Reforms

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

As Loreto College is affiliated to the University of Calcutta, it conducts the Internal assessments as per the prescribed directives. A staff meeting is held with the principal regarding the smooth conduction of the examinations. The Heads of Department accordingly prepare a roster and share it with the students at least two weeks in advance. Under CCF the Internal Assessment component is absent. Tutorials are conducted as per the requirements of the university.

A Continuous Internal Evaluation is conducted in form of assessments, presentations, term papers, assignments, and projects. The evaluated assignments are discussed with the students for improvement at an individual level. Students are encouraged to clarify their doubts and resubmit the modified assignments. This ensures that the specified learning outcomes and programme specific

outcomes are attained.

The Topics for Term papers are chosen in such a manner so that originality and creativity can be promoted. The faculty members inform the students about Copyright laws and plagiarism. Application-based topics are chosen to understand the ability of the students to express themselves and test their acumen.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

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

The grievances of the students regarding any academic issue are communicated to the Head of the Department and the issue is resolved at the department level. If there is any modification required for any marks related to college assessments, the respective teacher of the department is informed and the change is made in the department record with the Head of the Department's permission.

Internal Complaints Committee settle internal examination related grievances as per the prescribed guidelines.

Internal examinations as per the CBCS system are conducted at the end of every semester and marks are uploaded into the University portal within the stipulated time. It is a transparent, time bound efficient mechanism. In case of grievances with respect to University examinations marks, the student is informed about the dates for submission of Review or RTI forms via the college website. Under CCF, the Internal assessment component is absent. The students are explained the difference between a Review and RTI, which helps them to seek relevant redressal. However, the college does not have the authority to either follow up or ensure time bound results from the University.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

Since the college aims at achieving excellence it imparts knowledge for holistic development of students. Research Methodology workshops were held for all disciplines to promote research. Faculty of the college has been equipped with advanced e content and tools that would enable them to train students to develop employability skills.

With the implementation of the CCF under NEP, students have the flexibility to opt for interdisciplinary courses.

An Orientation Programme for the students is conducted at the beginning of the academic session at which the principal addresses the students giving them an overview of the Core values of the institution and highlights the importance of discipline in every aspect. This is followed by Department Orientations, wherein the teachers provide greater insights to the curriculum. Well - structured Lesson Time Plans Semester and Course-wise with an emphasis on the Programme Outcomes, Programme Specific Outcomes and Course Outcomes are prepared by the department teachers and are displayed in the classrooms and uploaded in the college website. Even though the teaching - learning remains confined to the framework of the degree programme, the teachers ensure to communicate the importance of achieving these on completion of the curriculum. The institution is responsive to the dynamic needs of the students for which an interdisciplinary approach is adopted.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	View File

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

Keeping in mind the student-centric teaching - learning process, the time plans specify the outcomes that are to be achieved and the methods of assessment are incorporated in the Time Plans. They are displayed in the classrooms before the commencement of the session. Every time plan has been designed to provide a detailed description of the objectives so as to focus on outcome-based syllabus.

Keeping in mind, CCF under NEP, Experiential learning, application-based learning outcomes are highlighted.

The methods of assessment include both summative as well as formative assessment methods such as assignments, internal assessments, in addition to presentations, inductive and deductive reasoning, synthesis and analysis, group discussions, problem-solving methods, field surveys and preparation of research papers.

Slow learners are identified and remedial classes are conducted by the teachers of different departments.

Students are exposed to industrial visits, places of importance and heritage as part of experiential learning.

Students are encouraged to participate in inter college academic fests where they get the opportunity of participating in paper-presentation, debate, quiz, essay competition, case study and mock parliament. The different departments in the college organize events to provide a platform to sharpen

Students are also guided competitive and entrance examinations. Records of student progression to institutions of higher education and Placement details are maintained. The feedback of the students for every college initiative is critically analyzed and suggestions incorporated in future endeavours.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://www.loretocollege.in/AQAR/Timeplan_2324.pdf

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

272

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://www.loretocollege.in/NAAC/Annual_Reports_2324.pdf

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

https://www.loretocollege.in/AQAR/SSS_Report_2324.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

1.25

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

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

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

0

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

45

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

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

3

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in

national/ international conference proceedings during the year

5

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

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

For the holistic development of the students, a number of events have been organised by NSS and Social Service Society.

A group of 11 NSS volunteers visited Bal Shiksha Sadan, a Government Primary School to spread awareness regarding the significance of Yoga in our daily lives.

The Annual Special Camp organised by the NSS unit of Loreto College, Kolkata was held between January 8 and 15, 2024. Volunteers imparted basic lessons on Mathematics, English Grammar, Spoken English, and Social Etiquette were imparted to the students, the NSS volunteers also organised awareness camps focusing on Dengue-Malaria, Human Trafficking, Hygiene, and Menstrual Hygiene. Mosquito repellents, sanitary napkins, exercise books, pens, pencils, crayon boxes, and chocolates were distributed in the slum areas. The National Service Scheme (NSS) Society of Loreto College, Kolkata visited Jwalabaria Adibasi F. P. School located in South 24 Parganas on March 16, 2024. health sectors.

A group of 21 volunteers from the National Service Scheme (NSS) Society and the Social Service Society of Loreto College, Kolkata visited Bal Shiksha Sadan School on March 20, 2024 on the occasion of World Happiness Day. The volunteers conducted activities such as the recitation of poems, singing, and dancing. Refreshments were also distributed among the students.

The students have participated in Dengue Malaria Awareness Rally to develop awareness among the members of the society.

The Psychology Society of the college reaches out to the specially - abled children every year through a programme Kalakriti.

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

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

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

0

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

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

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

13

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

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in

collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

665

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

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

55

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	View File

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

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

3

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The institution has always provided upgraded infrastructural facilities for the betterment of the teaching-learning process so as to provide holistic development of the students. Wireless internet connection enables access of content from the web. Wi-Fi facility is accessible on the campus for the faculty and students of the college with AIRTEL Leased Line services (8Mbps) and Alliance Broadband connectivity (50Mbps). Updated GPS devices and meteorological instruments have been procured to impart quality education and equip graduates with employability skills. Quark Express software is installed in eleven computers in the Media lab which assists journalism students in curriculum. The smart boards and projectors in the classrooms facilitate the teaching-learning process. The Concert Hall and auditorium also have mounted projectors. The Central library conducts orientation for the new entrants to appraise them on the facilities offered and rules for the maintenance of the same. In addition to the Central Library, each department has a Seminar library which caters to discipline-specific needs of the students, particularly Journals, Census Reports and Statistical handbooks. Detailed Teaching Plans are displayed in the departments highlighting the Learning Objectives and Outcomes. The air-conditioned auditorium and concert hall provide facilities for both online and hybrid webinars.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://www.loretocollege.in/NAAC/4.1.1_addl_info.pdf

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

Adequate facilities for cultural activities, sports, games (indoor, outdoor shared), gymnasium, yoga centre etc are provided by the institution. Indoor games facilities like Table tennis, carom and chess are available and badminton, throw-ball and basketball courts in the campus are shared with Loreto House school campus. Outdoor sports like kho - kho, shot put, long jump, high jump, and relays

are held in the college lawn. Sr. Stella Lahiry Wellness Centre and Gym equipments including a Multi Gym is an integral part of the infrastructural facility of the college.

The Games Society of Loreto College, Kolkata organised an inter-departmental dart tournament on May 14, 2024.

Yoga is offered as a course to B.Ed students. International Yoga Day is celebrated by students.

The different societies such as the Eastern and Western Culture, Dramatics, AICUF societies and SPICMACAY organize various events and the members also participate in various inter- college events. Samagam, the annual fest of the college and OKTOFEST are organised to provides a platform to display their talents in the field of music dance, art and craft, drama etc. . Basanta Utsav was organised to demonstrate the power of art to foster connection and joy.

These events are held in the Concert Hall (3175 sq.ft) and Auditorium (1890 sq.ft), having a capacity of 400 and 250 respectively. The college has two Grand pianos and one cottage piano in addition to guitars, drums, keyboards, harmoniums and tablas.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.loretocollege.in/AQAR/4.1.2_Addl_2324.pdf

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

28

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

44

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.loretocollege.in/AQAR/4.1.3_2324.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

1064851.55

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

Loreto College Library is a fully equipped lending library. The collection comprises books, e-books, e-journals, print journals, CDs & DVDs, and e-resources from NLIST-IFLIBNET.

Books from the Collection are housed in the Central Library, Post Graduate Library and the Department Libraries. All books are processed in the Central Library.

Library automation

The process of Library automation started in 2001-02 with creation of a database of its holdings using CDS/ISIS for Windows (WINISIS) software, from which it moved on to ILMS LIBSYS in 2004. Retro

conversion of the holdings continued till 2008, by when all holdings were barcoded. Barcoded Membership cards were issued from 2005.

Since 2013 the Loreto College library is fully computerized with integrated open source library management software Koha version 3.22.01.000 which runs on Ubuntu 14 platform which, in 2015 was integrated with the RFID system. It works with the RFID system through a middleware NISO NCIP RFID Server Software Layer.

In 2022-23, server license of the IBM rack server has been renewed. Old Koha server has been converted into stand-alone machine with licensed Windows 10 Pro installed, and Office LTSC Professional Plus 2021(Edu).

All computers in the Central Library (Koha1, Koha2 and Koha3) have been upgraded to licensed Windows 10 Pro, and Office LTSC Professional Plus 2021(Edu) installed in these computers along with two computers in the PG Library.

240 GB SSD and RAM have been installed in three computers in the Central Library for better performance.

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

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources B. Any 3 of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

3,16,266.55

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

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

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

52

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

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

The students and faculty of the college are exposed to several ICT facilities in a well-equipped Computer laboratory. Every department is also equipped with core i3/ core i5 laptops for effective functioning of the department. All are given the opportunity to use scanners, LaserJet printers, LCD projectors and Smart classrooms to empower extensive use of ICT resources. Intranet in the college is characterized by higher communication and data transfer rates within a structured LAN network.

Antivirus Server with Administrative Console is maintained in College for tracking, updating and renewing of antivirus on all client terminals in the College premises.

All software, hardware and operating systems are upgraded with updated versions to upsurge the performance, speed, and capacity of the workstations. Computer Laboratory architecture delivers modified

networking services to facilitate the existing connectivity with improved performance.

Wi-Fi facility is accessible on the campus for the faculty and students of the college with AIRTEL Leased Line services (20Mbps) and Alliance Broadband connectivity (512Mbps). The internet is secured by installing FortiGate device for protection against virus, spam, intrusion and traffic.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.loretocollege.in/AQAR/4.3.1.pdf

4.3.2 - Number of Computers

122

File Description	Documents
Upload any additional information	View File
Student – computer ratio	No File Uploaded

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

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

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

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

6373120.16

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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

In order to attain Programme Specific Objectives, the institution provides well-maintained facilities for which prudent allocation of resources are made. Computer hardware and software infrastructure are maintained properly to ensure a smooth functional system keeping up to the state-of the art.

The faculty and laboratory attendants of the Departments of Geography and Psychology ensure that laboratory equipment is periodically serviced and recalibrated. License for QGIS software is updated periodically.

Technical expertise is sought for maintenance of equipments such as smart boards and projectors Anti-virus for all laptops and desktops in the computer laboratory, media laboratory, library, office and departments are regularly updated. Electronic gadgets which cannot be serviced are disposed through E-waste disposal vendor.

The College Supervisor is in-charge of the overall infrastructure. There is a provision for registering a complaint, on which prompt action is taken by a team comprising of an electrician, plumber and carpenter.

AMC for CCTV camera, Biometric attendance, Wi-Fi network, air conditioners, fire safety system, elevator, water purifiers, generators and reprographic machines are in effect and are renewed annually.

AMC for KOHA and RFID are under the supervision of the Librarian. Sports and Gym equipment are maintained annually by Cosco.

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefitted by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefitted by scholarships and free ships provided by the Government during the year

51

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	No File Uploaded
Number of students benefitted by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year

22

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

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

B. 3 of the above

File Description	Documents
Link to institutional website	https://www.loretocollege.in/loreto/events.php
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

88

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

88

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

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

A. All of the above

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

30

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

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

84

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

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

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg:

JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

23

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File

5.3 - Student Participation and Activities**5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year****5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

0

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

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

The college has an elected Student Council which acts as a liaison between the student community and the administration and is an integral part of the decision - making process of the institution. The college does not have any affiliation to any political party. The Student Council comprises the President, the Vice President, a Treasurer and 20 societies. Each society has a President, Vice President and a Treasurer. All elections are conducted in a fair and transparent manner. The composition of the Student Council is uploaded on the website. The formal oath of office is taken by the

office bearers during the Annual Investiture Ceremony.

The class representatives for every year are elected in the presence of the Head of the Department.

The Student President and Vice President represent the student body in the IQAC where they are given the opportunity to make suggestions which are often implemented after evaluation.

Multifarious activities both academic and non-academic, are organized by the different societies thus facilitating the students to sharpen their organizational skills. Samagam, the annual college fest is entirely organised by the Student body under the leadership of the Student Council. OKTOFEST and Basanta Utsav were organised by the student body.

There are different administrative bodies such as IQAC, Anti ragging Cell, Internal Complaints Committee, Grievance Redressal Cell where students' representatives actively contribute through their feedback . The feedback is analysed and incorporated for betterment of student body.

File Description	Documents
Paste link for additional information	https://www.loretocollege.in/AQAR/5.3.2_Addl_2324.pdf
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

18

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

5.4 - Alumni Engagement

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

Significant contributions have been made by the Alumnae Association of the college. Active alumni engagement strengthens the institution's ability to educate and empower future generation. They serve as mentors for the current students offering insights into career paths , industry trends and skill development. Inspirational talks have been delivered to focus on the skills and knowledge essential for succeeding in the highly competitive world.

Sessions were conducted by past pupils to share their experiences of study abroad and the skills of being successful in entrance examinations. Talks were conducted where past pupils shared their thoughts to help the current students to understand their journey to the corporate sector.

Alumnae lecture series have been organized for academic and professional guidance.

Over 110 alumni and guests of the Department of Geography came back to the Loreto College campus on July 27, 2023 to renew their lifelong connection to this special place. It was a fantastic opportunity to reconnect with friends, classmates and teachers to see how the Department has grown over the last six decades.

Two awards have been instituted by alumnae - Best General Student contributing to College Life and the Best Geography General Student. The deserving candidates are awarded at the Annual Awards Ceremony.

File Description	Documents
Paste link for additional information	https://www.loretocollege.in/AQAR/5.4.1_Addl.pdf
Upload any additional information	View File

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

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

Academic excellence is an integral part of the Vision of the college to which all the faculty and students of the college are committed. In order to facilitate the teaching-learning process, the college readjusts structures and activities to cater to the needs of the students. The staff, students and parents, the Principal and the Founder Body work in close association in order to achieve high level of awareness at the administrative level.

The Mission which aims at 'forming informed and empowered women responding to the needs of the world with competence and compassion' is accomplished with the team work of the Principal, Heads of the Departments and the various committees which have elected representatives from the student community. The academic and administrative staff makes conscious efforts to initiate the Core Values of Striving for Commitment and personal responsibility to facilitate growth for global competencies. Keeping in pace with the rapid social and academic changes, the college has endeavored to be dynamic and responsive to contemporary needs.

A series of expert talks by eminent personalities, session on life skills, workshop on AI tools were organized for the students of the College. The details of the same are uploaded in the college website to empower them .

File Description	Documents
Paste link for additional information	https://www.loretocollege.in/AQAR/6.1.1-2324.pdf
Upload any additional information	View File

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

Loreto College practices a decentralized model of governance thereby enabling a transparent and collaborative governance mechanism. The Organogram displayed in the website is indicative of the delegation of responsibilities across various tiers.

The hierarchical structure headed by the Founder Body and Governing Body work in close association with the Staff and Student Council. The Principal and the IQAC Coordinator make consistent efforts to organize programmes in tune with the Vision of the institution, which aims to form women responsive to the needs of the world.

Integral committees like IQAC, Internal Complaints Committee, Loreto College Provident Fund Trust, Loreto College Alumnae Association, Library Committee and Planning Board have representatives from the teaching and non-teaching staff, students and external experts to steer the institution on relevant matters.

Adhering to the NAAC guidelines, the IQAC has the student President and Vice-President as representatives of the student community. The suggestions given by the student representatives are examined and implemented wherever possible. Contemporary issues like life skills and alternative career options, sessions on higher education abroad and digital marketing, research methodology, sessions on entrepreneurship were some of the recommendations of the students which were addressed through a variety of workshops, and seminars. This instilled a sense of belonging and responsibility amongst the student council, which is a bridge between the management and the student community.

File Description	Documents
Paste link for additional information	https://www.loretocollege.in/AQAR/6.1.2_Addl_2324.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The strategic plan of Loreto College in alignment with the institution's mission, vision and values have integrated environmental awareness and sustainability along with infrastructural expansion. It is imperative to provide best facilities to students to foster a culture of environmental responsibility and transform the college into a leader in sustainability.

1 Installation of Air and Noise Quality Sensor Device along with a display unit

1 A Kitchen Garden Project was undertaken as a green initiative by the W.E. Nature Society of Loreto College, Kolkata on May 14, 2024. It aimed at reducing the carbon footprint of the college and promoting local food production.

1 Solar panels to generate electricity

- Installation of CCTV cameras
- 360 degree camera
- Modernization of the library - E-Journals and books access facility
- Enhancement of E-governance - Computerized attendance system and marks entry, online fee payment, online appraisal and feedback mechanism, Online accounting and investments portal
- Dynamic college website updated with notices and information for students and staff
- Sr. Stella Lahiry Wellness Centre and Gym equipment's including a Multi-Gym

- Modernization of classrooms with audio-visual facilities / e-classrooms. Smart classes, virtual classrooms, videoconferencing facilities.
- Up gradation of the laboratories equipped with state of art instruments and devices like GPS.
- High speed Wi Fi facilities in the campus, facilitating streaming of online and hybrid events
- Classrooms accommodating a large number of students have been provided with sound system

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	Nil
Upload any additional information	View File

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

The Governing Body is the apex decision-making authority, comprising the Province Leader (President), the Principal (Secretary), Sisters from the Loreto Community, a Jesuit academician, representatives from the teaching and non-teaching categories, alumnae and a parent representative. The Principal is the administrative head. She ensures that routine operations are properly conducted, through interactions and meetings with all stakeholders. The Societies for co-curricular activities organize events which are aimed at enhancing the overall development of students under the guidance of the Staff Advisors. The Student Council represents the opinion of the students in important matters of the college. The student representatives put forward their suggestions in IQAC meetings.

Administrative posts like the Bursar, IQAC Coordinator, Officer-in-Charge of Examinations, Dean of General Students and Coordinator of the Post Graduate Section are delegated responsibilities in administrative matter. The Staff representatives act as a bridge between the staff and the Principal. They hold regular meetings to ensure smooth conduct of University examinations and Staff matters. The Librarians are assisted by Helpers for the Central and B.Ed libraries.

The Planning and Monitoring Boards are integral parts of the institution. The Internal Complaints Committee and the Anti-Ragging Cell deal with grievances of students. Office Staff comprising an Accountant, Cashier and Office Assistants, who are in-charge of the salary, tax and audit related matters. Two Management faculty oversee IT-related work.

File Description	Documents
Paste link for additional information	https://www.loretocollege.in/AQAR/6.2.2_addl_2324.pdf
Link to Organogram of the Institution webpage	https://www.loretocollege.in/NAAC/organogram.pdf
Upload any additional information	No File Uploaded

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user interfaces	View File
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

The well-being of the employees is of utmost importance and the following measures are taken to ensure a satisfying working environment:

- Staff are covered under the Pension Scheme, (GPF), gratuity and leave encashment can be availed by retiring staff as per Government norms.

- •Leave as per the guidelines of the Government of West Bengal, Higher Education Department for the teaching and non-teaching staff are sanctioned
- •Child-care leave is granted as per Government norms
- •Fee waiver is extended to wards of teaching and non-teaching staff
- •The Loreto College Provident Fund Trust grants loans to the employees for education/marriage and construction of houses
- •Residential quarters within the college campus is provided to a few Group D staff
- •Staff members who have completed 25 years of dedicated service are felicitated during Teachers Day
- Health camp organized by the National Service Scheme, Social Service Society and All India Catholic University Federation
- An annual festival celebration with gift-giving for non-teaching staff is a salient feature.
- Special provision is made for academic and professional upgradation of teachers by granting leave and appointing substitute teachers Exemption of two classes per semester in case a paper of a faculty member is published in UGC CARE List

File Description	Documents
Paste link for additional information	https://www.loretocollege.in/AQAR/6.3.1_2324.pdf
Upload any additional information	No File Uploaded

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

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

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

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

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

3

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

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

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

23

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

A reliable Performance Appraisal system plays an integral part in the improvement of the organization. Questionnaires and Feedback forms have been designed for each of the stakeholders, i.e. students, teachers, alumnae and employers. Students of all departments submit online Teachers Assessment Questionnaire (TAQ) annually to maintain anonymity of students. The feedback of the students is analysed statistically and these scores provide an overall index of teaching efficiency and are visually represented by statistical representations for each department. The TAQs are analyzed by the Principal with each teacher and the strengths and challenges are addressed helping the teachers to identify the areas which need improvement and thereby enhance the quality of teaching-learning.

The institution follows the Performance Based Appraisal System (PBAS) suggested by the Department of Higher Education, Government of West Bengal. The Academic Performance Indices (API) are calculated by the faculty as per the proforma at the end of the academic year. These scores are integral for their career advancements and promotions. In addition to these, there are the Student Satisfaction Survey, Students' Feedback on Syllabus, Teachers' Feedback on Syllabus and the Alumnae Feedback on Syllabus questionnaires which are uploaded in the college website.

File Description	Documents
Paste link for additional information	https://www.loretocollege.in/AQAR/6.3.5-1_23_24.pdf
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

Loreto College is aided by the Government of West Bengal, thus a Government Auditor appointed by their Audit Department conducts the external financial audit. The Audit Report is placed by the Secretary of the Loreto College Provident Fund Trust (LCPFT) at the Annual General Meeting. The Provident Fund receipts of the individual members are distributed at the AGM. The College conducts internal and external audits regularly. The Annual Accounts is prepared at the culmination of the financial year on March 31 according to the guidelines of The Department of Higher Education, Government of West Bengal and is the systematic examination of the accounts by the government auditor followed by a physical verification of the inventory like documents and vouchers and assets (fixed and movable).The internal audit recommends ways to improve the institution's financial (recurring and non- recurring) and administrative infrastructure. The Internal Auditor appointed by the Bursar's Department of Loreto House Education Society of Calcutta, conducts the audit quarterly and annually. The Budget of the institution is prepared annually and presented to the Bursar's Department of Loreto House Education Society of Calcutta. Utilization Certificates for funds received from external sources from the Government, UGC and other external funding bodies are certified by the Internal Auditor. The Annual Audit of the Loreto College Alumnae Association is prepared by an independent agency under West Bengal Societies Act annually. The Audit Report is read out at the Annual General Meeting.

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

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

719901

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

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

An inventory of funds is generated on the basis of student intake, faculty requirements, library, laboratory and infrastructural requirements for each financial year. These are worked out meticulously by the Principal, Accountant and the Bursar of the Society. Three quotations are submitted by the Departments of Computer, Geography and Psychology for acquiring instruments/ devices for laboratory upgradation. A buy-back policy for redundant devices ensures optimum utilization of funds. An organised system of e-waste is maintained by the college. Efforts are made to explore new avenues for investment with less risk and higher dividends. Enrichment and Add-on-courses tailored to students needs are introduced, which is a means of resource generation. Vermicompost, institution's green initiative is packed in environmental friendly recyclable packets and sold at college events like Reunion, World Environment Day and Parents Orientation at a nominal cost thus ensuring income generation and solid waste management. Loreto College being a private aided institution, receives grant under the Pay Packet Scheme for the salaries of sanctioned staff. The college requests for funding in accordance with the 2F and 12B UGC status. The college has received funds from ICSSR and private sponsors for organising workshop and international seminar. Sponsors are sought for events conducted in the institution as part of the CSR. All Resource Mobilization Funds are deliberated and approved by the Governing Body, Planning Board and are placed before the IQAC.

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

6.5 - Internal Quality Assurance System

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

The IQAC plays a pivotal role in organizing workshops, talks, lectures, both at the national and state level as quality assurance activities. The events organized as IQAC initiatives or in collaboration with different departments are planned and clearly defined in the IQAC calendar with the onset of the academic session. The learning objectives and outcomes are defined keeping in mind the purpose of an event and the benefits that the students will derive from these events. These are uploaded on the website.

IQAC has taken few initiatives - workshops on Research Methodology, sessions on environmental awareness, installation of Air And Noise Quality Sensor device, sessions to inspire students to become entrepreneurs, session on professional ethics to help students adapt themselves to the corporate sector, session on financial literacy. These events were organized keeping in mind the need to make our students aware of the contemporary issues and widen their knowledge horizon along with practical experiences. Faculty Development programme was also conducted to upgrade the research skills of the teachers.

The departments have also been encouraged to organize activities in these areas.

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

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The institution reviews its teaching-learning process, structure,

and methodologies of operations and learning outcomes at periodic intervals.

The following are two examples of institutional reviews and implementation of teaching-learning reforms facilitated by the IQAC:

- **Quality enhancing activities with a focus on Learning objectives and outcomes:** The IQAC plays a pivotal role in maintaining the quality of different activities. International and National Seminars, Workshops on research methodologies, Special Lectures and Talks by eminent personalities, life skill workshops were organized by the different departments, societies and IQAC. The Learning outcomes of the events were clearly specified keeping in mind the knowledge and skills that students should acquire at the end of the events. The Learning Objectives of the respective events are specified by the departments. Learning Objectives and Outcomes help students and guide assessment and evaluation and are uploaded in the college website.

- **Feedback Mechanism:** The Feedback Report of the different events organized by IQAC and the different departments in collaboration with IQAC have clearly defined Learning Objectives and Outcomes thereby promoting Outcome-based learning. The feedback was analysed using methods of statistical interpretation of data particularly bar graphs. For robust Rating mechanism, a well-designed Feedback Form was used for prompt and effective response of the participants. The Feedback reports also highlighted areas of improvement. These Feedback Reports have been uploaded in the College Website.

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

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

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://www.loretocollege.in/loreto/annual_report.php
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

The institution organised activities for the promotion of gender equity during the year. The Internal Complaints Cell organised Know Your Rights to inform about various Acts recognising and upholding the rights of women as citizens, particularly their right to safety.

The Department of Political Science organised a lecture on Gender based violence.

Students participated in a workshop conducted by the Observer Research Foundation (ORF) titled "Let's SWAG: Salute Women Across Generations" at Fairfield, Rajarhat to promote awareness about 'equity' more than 'equality' to ensure gender parity.

.A thought-provoking lecture, aligned with the UN theme of International Women's Day 2024, "Invest in women: Accelerate progress was organised by Women's Study Society of the college.

Department of Human Rights organized a special lecture on Gender and Health to focus on issues related to gender equity, women's reproductive health and rights, public health service delivery, queer rights, and violence against women.

The IQAC had organised events to develop the idea of gender equity through events like financial management for women and Be an Agent of Change.

Anti-ragging cell and the Internal Complaints Committee are vigilant

to track any untoward incident. Helpline numbers are displayed to enable students to contact in case they face problems. CCTV cameras are installed to ensure a safe campus. Mentoring and counselling sessions are regularly held.

File Description	Documents
Annual gender sensitization action plan	https://www.loretocollege.in/AQAR/AGSP-23.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://www.loretocollege.in/AQAR/7.1.1_23.pdf

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

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Solid waste is managed through the separation of biodegradable wet waste through the use of colour-schemed collection bins -yellow and blue. Wet vegetable waste from the Canteen is used to feed earthworms in the vermi-compost troughs. The vermicompost thus generated is used for the fruit-bearing trees and flowering plants in the campus and sell to stakeholders.

E-Waste is collected in a special labeled wooden box beside the college office and this is disposed off to a collection center. Liquid Waste management is through proper sewerage system to prevent leakage and contamination of waste-borne diseases. Rainwater run-off steps through a spacious lawn to recharge the deep-water aquifer of

underground water table.

Loreto College being a Liberal Arts College does not use hazardous chemicals and radio-active material. Biomedical waste in the form of solid napkins is disposed off by women support staff appropriately.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	https://www.loretocollege.in/AQAR/7.1.3_23.pdf
Any other relevant information	No File Uploaded

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: B. Any 3 of the above

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic
5. landscaping with trees and plants

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	View File

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

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

D. Any 1 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	View File

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

B. Any 3 of the above

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

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

Loreto College has always tried to provide an inclusive environment by welcoming students of different backgrounds such as cultural, regional, socioeconomic and linguistic thereby promoting social justice. Seats are reserved for SC/ST and OBC candidates.

The National Service Scheme (NSS) Society of Loreto College, Kolkata distributed stationery items to students of Bal Shiksha Sadan, a Government Primary School thereby fostering a sense of responsibility.

Volunteers from NSS unit participated in Khadi Mahotsav Rally to promote start-up initiatives including Khadi and Gramudyog.

NSS volunteers also organised awareness camps focusing on Dengue-Malaria, Human Trafficking, Hygiene, and Menstrual Hygiene. Mosquito repellents, sanitary napkins, exercise books, pens, pencils, crayon boxes, and chocolates were distributed in the slum areas. As a corollary to the Human Trafficking awareness camp, basic self-defence training was given to the children, especially the older girls, many of whom are students of the Adarsh Hindi High School situated close to the Park.

The Leadership Training Service (LTS) Society of Loreto College, Kolkata celebrated Communal Harmony Week. The events aimed to promote the importance of respecting traditions and celebrating cultural diversity to foster social unity.

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

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

On November 29, 2023, the Department of Political Science at Loreto College, Kolkata organized a programme to observe Constitution Day, also known as Samvidhan Diwas to inculcate the sense of responsibility and values among students.

On September 23, 2023 10 NSS volunteers visited St. Joseph's Old Age Home to offer their services to the elderly.

The National Service Scheme (NSS) Unit organised a talk on September 27, 2023 to spread awareness of dengue and malaria.

The National Service Scheme (NSS) Unit 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).

The National Service Scheme (NSS) Society of Loreto College, Kolkata organized one hour of Shramdaan for Swacchata on October 1, 2023 as part of a nationwide effort towards a "Garbage Free India."

NSS volunteers visited Bal Shiksha Sadan, a Government Primary School to spread awareness regarding the significance of Yoga in our daily lives.

On December 1, 2023, the National Service Scheme (NSS) Society of Loreto College, Kolkata organized a talk to spread awareness about HIV/AIDS.

Blood Donation Camps were organised by NSS, Social Service Society in collaboration with the Association of Voluntary Blood Donors, West Bengal on May 14, 2024 and September 21, 2024.

The students participated in a programme organised by West Bengal Pollution Control Board on World Environment Day. Environmental awareness is generated through different events and activities.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	No File Uploaded
Any other relevant information	View File

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

4. Annual awareness programmes on Code of Conduct are organized

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

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

On July 5, 2023 Department of B. Ed celebrated World Music Day and International Yoga Day.

On August 3, 2023, the NSS Unit observed Kargil Vijay Diwas.

The NSS Unit on August 29, 2023 observed National Sports Day.

The Annual Staff Day was celebrated on September 5, 2023.

The NSS Unit observed NSS Day on September 23, 2023.

The Department of Education observed National Education Day on

November 29, 2023.

On November 29, 2023, the Department of Political Science observed Constitution Day.

On December 11, 2023 International Human Rights Day was observed.

On February 21, 2024, the Library Society commemorated Bhasha Dibosh and International Mother Language Day.

A group of 21 volunteers from NSS Unit and the Social Service Society visited Bal Shiksha Sadan School on March 20, 2024 on the occasion of World Happiness Day.

The W.E. Nature Society in collaboration with the NSS Unit on April 18 and 19, 2024 commemorated Earth Day 2024.

In collaboration with IQAC

On August 15, 2023 Department of B.Ed. celebrated India's 77th Independence Day. On December 4, 2023, the Department of Economics observed Nation Pollution Prevention Day 2023.

On March 7, 2024, the Women's Study Society observed International Women's Day.

The Department of Geography observed International Biodiversity Day, observed on May 22, 2024.

NSS Unit and Department of B.Ed observed International Yoga Day on June 21, 2024.

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

7.2 - Best Practices

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

Title of the Practice: Fostering Research Initiatives

Loreto College aims to cultivate a research-oriented mindset, empower students with critical thinking skills, develop ethical values and prepare them for future academic, professional, and societal challenges and foster innovation by integrating knowledge from diverse disciplines and thereby enhance employability skills. Keeping in mind the Vision and Mission of the institution, the institution promoted research to achieve academic excellence, boost self-confidence and communication skills. The IQAC had organised a five -day workshop on Research Methodology in Social Science for Advanced learners and sessions for undergraduate and post graduate students of English. The sessions were highly engaging and enriching. The students actively participated in all the sessions and presented well-researched papers.

Title of the Practice: Sustainability Awareness

Loreto College aims at instilling an environmentally responsible mindset among students for protecting and preserving natural resources and cultivate a long- term vision for sustainability by promoting actions that mitigate the negative effects of urbanisation and industrialisation. Keeping in mind the Sustainable Development Goals, the institution had organised several events and has made significant changes within the campus and beyond. Attempts have been made to educate individuals about pressing environmental challenges. The institution has celebrated National Pollution Prevention Day, World Environment Day, Earth Day, International Biodiversity Day and World Clean-up Day. Several sessions were organised to raise awareness and help students to make eco-friendly choices. The students were highly enthusiastic in engaging themselves in such endeavours both within and outside the campus.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	No File Uploaded

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

The performance of a college is a testament to its dedication to

fulfilling its priorities and thrust The faculty and the students of Loreto College are committed to academic excellence, research initiatives, community engagement and environmental sustainability in alignment with the Vision and Mission of the institution. A student of Loreto College has deep rooted values and disciplines and stand out with grace and dignity in different aspects of professional life across the globe.

Women Cell of Loreto College aims at educating underprivileged children and first generation learners over the last twenty five years and has been successful in empowering them. NSS unit reaches out to underprivileged children through different activities. Blood Donation camps, visit to old-age homes are different forms of community engagements.

Workshops on Research Methodologies have been conducted to encourage students to undertake research activities and a number of students have written well-researched papers across disciplines and presented them for Research Cell presentations.

The institution organises a number of programmes to generate environmental awareness among students and has taken several steps for environmental sustainability both within and outside the campus like solar panels, installation of Air and Sound Quality device, kitchen project, QR codes for trees, plant distribution and commemoration of Earth Day, National Pollution Prevention Day, International Biodiversity Day.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The college is affiliated to University of Calcutta. Keeping in mind the Mission and Vision of the college, student-centric approach is adopted for curriculum delivery. It ensures teaching methods in alignment with the curriculum's learning goals and outcomes. Proper planning of the content for effective teaching and attainment of learners' goals - academic excellence and women empowerment are the priorities of the faculty. A wide range of subject choices are offered under the CCF.

The learning objectives are defined at the beginning of every semester for every paper and the faculty adopts student-centric methodologies to achieve these objectives. Time plans are prepared for every paper for effective curriculum delivery and students are informed about them. The college library and departmental libraries a treasure house of books and journals including e-resources for easy accessibility of students. Continuous internal assessments and tutorials are conducted to assess the learners' outcomes in addition to paper presentations, group discussions and quiz. Research cell encourages advanced learners to present papers in Research Cell presentations and remedial classes are offered to slow learners to narrow down the learning gaps. Mentoring sessions are regularly held.

Department meetings are held on a regular basis to ensure that the curriculum delivery is effective. Orientation of First year students and faculty -parent interface meetings are organised on a regular basis to ensure smooth functioning of this institution under the able guidance of the principal.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

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

As the college is affiliated to University of Calcutta, all examinations are conducted adhering to the academic calendar. Currently, the institution has two batches of CBCS and one batch under CCF. Under CBCS Continuous Internal Evaluation (CIE) is carried out in the form of University Internal Assessment and tutorials as prescribed by the University. Under CCF, tutorials and practical examinations are held as per the requirement of the university.

The University examination schedule is uploaded on the website. The departments conduct class tests, assignments, discussions, presentations for which rosters are prepared by the departments and shared with the students. The university appoints Internal and External examiners for practical -based papers in subjects like Geography, Psychology, Economics and Education. Examiners and Head examiners for Theory papers are appointed by the university and faculty members assigned with this responsibility ensure smooth conduct of examinations.

B.Ed students are evaluated through Formative and Summative assessments. Both theory and practicum examinations are conducted at the end of every semester. They are assessed on the basis of projects, presentations and internal assessments. External examiners are appointed by the university for practicum papers. Assessment of trainee teachers are also conducted through school internships by the educators forming an integral part of the course.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://www.loretocollege.in/AQAR/CIE_2324.pdf

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

B. Any 3 of the above

process of the affiliating University	
File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File
1.2 - Academic Flexibility	
1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented	
1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented	
20	
File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File
1.2.2 - Number of Add on /Certificate programs offered during the year	
1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)	
3	
File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	View File
1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year	
75	

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

75

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

1.3 - Curriculum Enrichment

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

Loreto College believes in providing holistic education and encourages interdisciplinary thinking and problem-solving. It fosters ethical responsibility and ensures that institutional practices align with fundamental human rights and ethical standards. Value education classes are taken by the principal where moral values, women's rights are focused to empower them and help them to become responsible citizens. These values are manifested through the activities of NSS, LTS and Social Service Society. Blood donation camps, Cleanliness drive, Dengue-Malaria Awareness Drive, environmental awareness programmes were organized within the premises as well as outreach activities.

A session on Professional Ethics : Inspiring Trust and Fostering Integrity was organised by IQAC. National Pollution Prevention Day, International Biodiversity Day, Earth Day and World Environment Day have been observed through various activities both within the premises as well outside college organized by West Bengal Pollution Control Board where students of the college participated and as outreach activities. The institution has also celebrated World Mental Health Day, National Education Day, International Human Rights Day, Constitution Day, International Women's Day, International Mother Language Day, Kargil Vijay Diwas, World Clean up Day, World AIDS Day, National Youth Day

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

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

7

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

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

443

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

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	A. All of the above
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File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	View File

1.4.2 - Feedback process of the Institution may be classified as follows	A. Feedback collected, analyzed and action taken and feedback available on website
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File Description	Documents
Upload any additional information	View File
URL for feedback report	https://www.loretocollege.in/AQAR/Feedback_2023_2024.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

440

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

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of

supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

41

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The institution adopts measures to cater to the needs of the different level of learners. A five-day workshop on Research Methodology in Social Science for Advanced Learners was organised by IQAC to provide theoretical inputs of the research methodology but also expose the participants to the practical aspects of research in Social Sciences and other research related problems which the research scholars confront during their research work. Workshop on Research Methodology in English was also conducted for the undergraduate and post graduate students.

Advanced learners are encouraged to write well-researched papers and present the paper for Research Cell presentation.

Bridge courses are designed in such a manner so as to help the first -year students bridge the gap between school and higher education curriculum.

Remedial classes are organised for slow learners.

Two mentoring sessions are held for every student per semester. The students are are divided into groups of six or seven and each teacher shoulders the responsibility of mentoring the students on a one-to-one basis. The departments maintain records of the mentoring sessions.

Sessions were organised to give information to students about pursuing higher studies abroad. Sessions were also held to help students explore alternative career options.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	View File

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
810	41

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

Student centric teaching - learning methods are adopted by the teachers to enhance the learning experiences.

The departments of Economics and Psychology have organised industrial visits to bridge the gap between theoretical knowledge and practical applications.

The departments of History, English and Political Science have organized visits to places of heritage and political importance. The department of Geography conducts field trips for students to remote places to help them gain knowledge about real life situations.

These visits have developed experiential learning for the students.

The department of Psychology organizes Kalakriti to promote inclusive education where specially - abled children showcase their talents. Collaborations with organizations like Mentaid are also helpful in enhancing the learning experiences as these organisations cater to the needs of differently-abled children through educational and vocational training.

The departments of Economics, History and Political Science have organized Ecolore, Historia and Dialego respectively to enhance

participative learning through different events.

Term papers, magazines, wall journals, debates, quiz, inter college academic fests are different methods adopted through which the teachers inculcate the knowledge and the skills thereby enhancing the learning experiences.

File Description	Documents
Upload any additional information	View File
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

Information and Communication Technology (ICT) has revolutionized the teaching-learning process by making education more interactive, accessible, and learner-centered. ICT-enabled tools enhance the effectiveness of education by fostering engagement, personalization, and collaboration. The use of Google classroom where e-books, learning materials, assignments are uploaded for the students are still in practice.

Session on Digital Education and Empowerment has been organised by IQAC to confirm the relevance of DH in various aspects of academic life. The use of software to analyse results of datasets required for the curriculum as well as for writing papers and Term papers have helped the students gain knowledge and become skilled to compete with the global economy.

All students of Loreto College enroll for IIT Spoken Tutorial in collaboration with IIT Powai which helps them to adapt themselves to the skills of computing.

Workshop on Artificial Intelligence has been organised for both faculty and students.

Workshops on Research Methodology have been organized to help students learn the skills of research methodology by using software or other ICT tools.

Students have been exposed to the various components and methodologies of digital marketing.

Faculty has been exposed to advanced e content and tools to enable our students to online training facilities for employability skills.

QuarkXPress, a desktop publishing software is used by the Department of Journalism & Mass Communication which assists students to write reports.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://www.loretocollege.in/AQAR/2.3.2_2023_2024.pdf

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

2.3.3.1 - Number of mentors

41

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	No File Uploaded

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

41

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

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

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

25

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

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

2.4.3.1 - Total experience of full-time teachers

743

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

2.5 - Evaluation Process and Reforms

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

As Loreto College is affiliated to the University of Calcutta, it conducts the Internal assessments as per the prescribed directives. A staff meeting is held with the principal regarding the smooth conduction of the examinations. The Heads of Department accordingly prepare a roster and share it with the students at least two weeks in advance. Under CCF the Internal Assessment component is absent. Tutorials are conducted as per the requirements of the university.

A Continuous Internal Evaluation is conducted in form of assessments, presentations, term papers, assignments, and projects. The evaluated assignments are discussed with the students for improvement at an individual level. Students are encouraged to clarify their doubts and resubmit the modified assignments. This ensures that the specified learning outcomes and programme specific outcomes are attained.

The Topics for Term papers are chosen in such a manner so that originality and creativity can be promoted. The faculty members inform the students about Copyright laws and plagiarism. Application -based topics are chosen to understand the ability of the students to express themselves and test their acumen.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

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

The grievances of the students regarding any academic issue are communicated to the Head of the Department and the issue is resolved at the department level. If there is any modification required for any marks related to college assessments, the respective teacher of the department is informed and the change is made in the department record with the Head of the Department's permission.

Internal Complaints Committee settle internal examination related grievances as per the prescribed guidelines.

Internal examinations as per the CBCS system are conducted at the end of every semester and marks are uploaded into the University portal within the stipulated time. It is a transparent, time

bound efficient mechanism. In case of grievances with respect to University examinations marks, the student is informed about the dates for submission of Review or RTI forms via the college website. Under CCF, the Internal assessment component is absent. The students are explained the difference between a Review and RTI, which helps them to seek relevant redressal. However, the college does not have the authority to either follow up or ensure time bound results from the University.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

Since the college aims at achieving excellence it imparts knowledge for holistic development of students. Research Methodology workshops were held for all disciplines to promote research. Faculty of the college has been equipped with advanced e content and tools that would enable them to train students to develop employability skills.

With the implementation of the CCF under NEP, students have the flexibility to opt for interdisciplinary courses.

An Orientation Programme for the students is conducted at the beginning of the academic session at which the principal addresses the students giving them an overview of the Core values of the institution and highlights the importance of discipline in every aspect. This is followed by Department Orientations, wherein the teachers provide greater insights to the curriculum. Well - structured Lesson Time Plans Semester and Course-wise with an emphasis on the Programme Outcomes, Programme Specific Outcomes and Course Outcomes are prepared by the department teachers and are displayed in the classrooms and uploaded in the college website. Even though the teaching - learning remains confined to the framework of the degree programme, the teachers ensure to communicate the importance of achieving these on completion of the curriculum. The institution is responsive to the dynamic needs of the students for which an interdisciplinary approach is adopted.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	View File

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

Keeping in mind the student-centric teaching - learning process, the time plans specify the outcomes that are to be achieved and the methods of assessment are incorporated in the Time Plans. They are displayed in the classrooms before the commencement of the session. Every time plan has been designed to provide a detailed description of the objectives so as to focus on outcome-based syllabus.

Keeping in mind, CCF under NEP, Experiential learning, application -based learning outcomes are highlighted.

The methods of assessment include both summative as well as formative assessment methods such as assignments, internal assessments, in addition to presentations, inductive and deductive reasoning, synthesis and analysis, group discussions, problem-solving methods, field surveys and preparation of research papers.

Slow learners are identified and remedial classes are conducted by the teachers of different departments.

Students are exposed to industrial visits, places of importance and heritage as part of experiential learning.

Students are encouraged to participate in inter college academic fests where they get the opportunity of participating in paper -presentation, debate, quiz, essay competition, case study and mock parliament. The different departments in the college organize events to provide a platform to sharpen

Students are also guided competitive and entrance examinations. Records of student progression to institutions of higher education and Placement details are maintained. The feedback of

the students for every college initiative is critically analyzed and suggestions incorporated in future endeavours.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://www.loretocollege.in/AOAR/Timeplan_2324.pdf

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

272

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://www.loretocollege.in/NAAC/Annual_Reports_2324.pdf

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

https://www.loretocollege.in/AOAR/SSS_Report_2324.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

1.25

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

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

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

0

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

45

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

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

3

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

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

5

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

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

For the holistic development of the students, a number of events have been organised by NSS and Social Service Society.

A group of 11 NSS volunteers visited Bal Shiksha Sadan, a Government Primary School to spread awareness regarding the significance of Yoga in our daily lives.

The Annual Special Camp organised by the NSS unit of Loreto College, Kolkata was held between January 8 and 15, 2024. Volunteers imparted basic lessons on Mathematics, English Grammar, Spoken English, and Social Etiquette were imparted to the students, the NSS volunteers also organised awareness camps

focusing on Dengue-Malaria, Human Trafficking, Hygiene, and Menstrual Hygiene. Mosquito repellents, sanitary napkins, exercise books, pens, pencils, crayon boxes, and chocolates were distributed in the slum areas. The National Service Scheme (NSS) Society of Loreto College, Kolkata visited Jwalaberia Adibasi F. P. School located in South 24 Parganas on March 16, 2024. health sectors.

A group of 21 volunteers from the National Service Scheme (NSS) Society and the Social Service Society of Loreto College, Kolkata visited Bal Shiksha Sadan School on March 20, 2024 on the occasion of World Happiness Day. The volunteers conducted activities such as the recitation of poems, singing, and dancing. Refreshments were also distributed among the students.

The students have participated in Dengue Malaria Awareness Rally to develop awareness among the members of the society.

The Psychology Society of the college reaches out to the specially - abled children every year through a programme Kalakriti.

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

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

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

0

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

3.3.3 - Number of extension and outreach programs conducted by the institution through

NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

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

13

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

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

665

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

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

55

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	View File

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

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

3

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The institution has always provided upgraded infrastructural facilities for the betterment of the teaching-learning process so as to provide holistic development of the students. Wireless internet connection enables access of content from the web. Wi-Fi facility is accessible on the campus for the faculty and students of the college with AIRTEL Leased Line services (8Mbps) and Alliance Broadband connectivity (50Mbps). Updated GPS devices and meteorological instruments have been procured to impart quality education and equip graduates with employability skills. Quark Express software is installed in eleven computers in the Media lab which assists journalism students in curriculum. The smart boards and projectors in the classrooms facilitate the

teaching-learning process. The Concert Hall and auditorium also have mounted projectors. The Central library conducts orientation for the new entrants to appraise them on the facilities offered and rules for the maintenance of the same. In addition to the Central Library, each department has a Seminar library which caters to discipline-specific needs of the students, particularly Journals, Census Reports and Statistical handbooks. Detailed Teaching Plans are displayed in the departments highlighting the Learning Objectives and Outcomes. The air-conditioned auditorium and concert hall provide facilities for both online and hybrid webinars.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://www.loretocollege.in/NAAC/4.1.1_addl_info.pdf

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

Adequate facilities for cultural activities, sports, games (indoor, outdoor shared), gymnasium, yoga centre etc are provided by the institution. Indoor games facilities like Table tennis, carom and chess are available and badminton, throw-ball and basketball courts in the campus are shared with Loreto House school campus. Outdoor sports like kho - kho, shot put, long jump, high jump, and relays are held in the college lawn. Sr. Stella Lahiry Wellness Centre and Gym equipments including a Multi Gym is an integral part of the infrastructural facility of the college.

The Games Society of Loreto College, Kolkata organised an inter-departmental dart tournament on May 14, 2024.

Yoga is offered as a course to B.Ed students. International Yoga Day is celebrated by students.

The different societies such as the Eastern and Western Culture, Dramatics, AICUF societies and SPICMACAY organize various events and the members also participate in various inter-college events. Samagam, the annual fest of the college and OKTOFEST are organised to provides a platform to display their talents in the field of music dance, art and craft, drama etc. . Basanta Utsav

was organised to demonstrate the power of art to foster connection and joy.

These events are held in the Concert Hall (3175 sq.ft) and Auditorium (1890 sq.ft), having a capacity of 400 and 250 respectively. The college has two Grand pianos and one cottage piano in addition to guitars, drums, keyboards, harmoniums and tablas.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.loretocollege.in/AOAR/4.1.2_Ad_d1_2324.pdf

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

28

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

44

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.loretocollege.in/AOAR/4.1.3_23_24.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

1064851.55

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

Loreto College Library is a fully equipped lending library. The collection comprises books, e-books, e-journals, print journals, CDs & DVDs, and e-resources from NLIST-IFLIBNET.

Books from the Collection are housed in the Central Library, Post Graduate Library and the Department Libraries. All books are processed in the Central Library.

Library automation

The process of Library automation started in 2001-02 with creation of a database of its holdings using CDS/ISIS for Windows (WINISIS) software, from which it moved on to ILMS LIBSYS in 2004. Retro conversion of the holdings continued till 2008, by when all holdings were barcoded. Barcoded Membership cards were issued from 2005.

Since 2013 the Loreto College library is fully computerized with integrated open source library management software Koha version 3.22.01.000 which runs on Ubuntu 14 platform which, in 2015 was integrated with the RFID system. It works with the RFID system through a middleware NISO NCIP RFID Server Software Layer.

In 2022-23, server license of the IBM rack server has been renewed. Old Koha server has been converted into stand-alone machine with licensed Windows 10 Pro installed, and Office LTSC Professional Plus 2021(Edu).

All computers in the Central Library (Koha1, Koha2 and Koha3) have been upgraded to licensed Windows 10 Pro, and Office LTSC Professional Plus 2021(Edu) installed in these computers along with two computers in the PG Library.

240 GB SSD and RAM have been installed in three computers in the Central Library for better performance.

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

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

B. Any 3 of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

3,16,266.55

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

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

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

52

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

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

The students and faculty of the college are exposed to several ICT facilities in a well-equipped Computer laboratory. Every department is also equipped with core i3/ core i5 laptops for effective functioning of the department. All are given the opportunity to use scanners, LaserJet printers, LCD projectors and Smart classrooms to empower extensive use of ICT resources. Intranet in the college is characterized by higher communication and data transfer rates within a structured LAN network.

Antivirus Server with Administrative Console is maintained in College for tracking, updating and renewing of antivirus on all client terminals in the College premises.

All software, hardware and operating systems are upgraded with updated versions to upsurge the performance, speed, and capacity of the workstations. Computer Laboratory architecture delivers modified networking services to facilitate the existing connectivity with improved performance.

Wi-Fi facility is accessible on the campus for the faculty and students of the college with AIRTEL Leased Line services (20Mbps) and Alliance Broadband connectivity (512Mbps). The internet is secured by installing FortiGatedevice for protection against virus, spam, intrusion and traffic.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.loretocollege.in/AOAR/4.3.1.pdf

4.3.2 - Number of Computers

122	
File Description	Documents
Upload any additional information	View File
Student – computer ratio	No File Uploaded
4.3.3 - Bandwidth of internet connection in the Institution	A. ? 50MBPS
File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	View File
4.4 - Maintenance of Campus Infrastructure	
4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)	
4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)	
6373120.16	
File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File
4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.	
<p>In order to attain Programme Specific Objectives, the institution provides well-maintained facilities for which prudent allocation of resources are made. Computer hardware and software infrastructure are maintained properly to ensure a smooth functional system keeping up to the state-of the art.</p>	

The faculty and laboratory attendants of the Departments of Geography and Psychology ensure that laboratory equipment is periodically serviced and recalibrated. License for QGIS software is updated periodically.

Technical expertise is sought for maintenance of equipments such as smart boards and projectors Anti-virus for all laptops and desktops in the computer laboratory, media laboratory, library, office and departments are regularly updated. Electronic gadgets which cannot be serviced are disposed through E-waste disposal vendor.

The College Supervisor is in-charge of the overall infrastructure. There is a provision for registering a complaint, on which prompt action is taken by a team comprising of an electrician, plumber and carpenter.

AMC for CCTV camera, Biometric attendance, Wi-Fi network, air conditioners, fire safety system, elevator, water purifiers, generators and reprographic machines are in effect and are renewed annually.

AMC for KOHA and RFID are under the supervision of the Librarian. Sports and Gym equipment are maintained annually by Cosco.

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

51

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year

22

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

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

B. 3 of the above

File Description	Documents
Link to institutional website	https://www.loretocollege.in/loreto/events.php
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
88	
5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
88	
File Description	Documents
Any additional information	View File
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File
5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	A. All of the above
File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File
5.2 - Student Progression	
5.2.1 - Number of placement of outgoing students during the year	
5.2.1.1 - Number of outgoing students placed during the year	

30

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

5.2.2 - Number of students progressing to higher education during the year**5.2.2.1 - Number of outgoing student progression to higher education**

84

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

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

23

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File

5.3 - Student Participation and Activities**5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year****5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

0

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

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

The college has an elected Student Council which acts as a liaison between the student community and the administration and is an integral part of the decision - making process of the institution. The college does not have any affiliation to any political party. The Student Council comprises the President, the Vice President, a Treasurer and 20 societies. Each society has a President, Vice President and a Treasurer. All elections are conducted in a fair and transparent manner. The composition of the Student Council is uploaded on the website. The formal oath of office is taken by the office bearers during the Annual Investiture Ceremony.

The class representatives for every year are elected in the presence of the Head of the Department.

The Student President and Vice President represent the student body in the IQAC where they are given the opportunity to make suggestions which are often implemented after evaluation.

Multifarious activities both academic and non-academic, are organized by the different societies thus facilitating the students to sharpen their organizational skills. Samagam, the annual college fest is entirely organised by the Student body under the leadership of the Student Council. OKTOFEST and Basanta Utsav were organised by the student body.

There are different administrative bodies such as IQAC, Anti ragging Cell, Internal Complaints Committee, Grievance Redressal

Cell where students' representatives actively contribute through their feedback . The feedback is analysed and incorporated for betterment of student body.

File Description	Documents
Paste link for additional information	https://www.loretocollege.in/AOAR/5.3.2_Addl_2324.pdf
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

18

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

5.4 - Alumni Engagement

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

Significant contributions have been made by the Alumnae Association of the college. Active alumni engagement strengthens the institution's ability to educate and empower future generation. They serve as mentors for the current students offering insights into career paths , industry trends and skill development. Inspirational talks have been delivered to focus on the skills and knowledge essential for succeeding in the highly competitive world.

Sessions were conducted by past pupils to share their experiences

of study abroad and the skills of being successful in entrance examinations. Talks were conducted where past pupils shared their thoughts to help the current students to understand their journey to the corporate sector.

Alumnae lecture series have been organized for academic and professional guidance.

Over 110 alumni and guests of the Department of Geography came back to the Loreto College campus on July 27, 2023 to renew their lifelong connection to this special place. It was a fantastic opportunity to reconnect with friends, classmates and teachers to see how the Department has grown over the last six decades.

Two awards have been instituted by alumnae - Best General Student contributing to College Life and the Best Geography General Student. The deserving candidates are awarded at the Annual Awards Ceremony.

File Description	Documents
Paste link for additional information	https://www.loretocollege.in/AQAR/5.4.1_Ad_d1.pdf
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

Academic excellence is an integral part of the Vision of the college to which all the faculty and students of the college are committed. In order to facilitate the teaching-learning process, the college readjusts structures and activities to cater to the needs of the students. The staff, students and parents, the Principal and the Founder Body work in close association in order

to achieve high level of awareness at the administrative level.

The Mission which aims at 'forming informed and empowered women responding to the needs of the world with competence and compassion' is accomplished with the team work of the Principal, Heads of the Departments and the various committees which have elected representatives from the student community. The academic and administrative staff makes conscious efforts to initiate the Core Values of Striving for Commitment and personal responsibility to facilitate growth for global competencies. Keeping in pace with the rapid social and academic changes, the college has endeavored to be dynamic and responsive to contemporary needs.

A series of expert talks by eminent personalities, session on life skills, workshop on AI tools were organized for the students of the College. The details of the same are uploaded in the college website to empower them .

File Description	Documents
Paste link for additional information	https://www.loretocollege.in/AQAR/6.1.1-2324.pdf
Upload any additional information	View File

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

Loreto College practices a decentralized model of governance thereby enabling a transparent and collaborative governance mechanism. The Organogram displayed in the website is indicative of the delegation of responsibilities across various tiers.

The hierarchical structure headed by the Founder Body and Governing Body work in close association with the Staff and Student Council. The Principal and the IQAC Coordinator make consistent efforts to organize programmes in tune with the Vision of the institution, which aims to form women responsive to the needs of the world.

Integral committees like IQAC, Internal Complaints Committee, Loreto College Provident Fund Trust, Loreto College Alumnae Association, Library Committee and Planning Board have representatives from the teaching and non- teaching staff,

students and external experts to steer the institution on relevant matters.

Adhering to the NAAC guidelines, the IQAC has the student President and Vice-President as representatives of the student community. The suggestions given by the student representatives are examined and implemented wherever possible. Contemporary issues like life skills and alternative career options, sessions on higher education abroad and digital marketing, research methodology, sessions on entrepreneurship were some of the recommendations of the students which were addressed through a variety of workshops, and seminars. This instilled a sense of belonging and responsibility amongst the student council, which is a bridge between the management and the student community.

File Description	Documents
Paste link for additional information	https://www.loretocollege.in/AQAR/6.1.2_Ad_dl_2324.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The strategic plan of Loreto College in alignment with the institution's mission, vision and values have integrated environmental awareness and sustainability along with infrastructural expansion. It is imperative to provide best facilities to students to foster a culture of environmental responsibility and transform the college into a leader in sustainability.

1 Installation of Air and Noise Quality Sensor Device along with a display unit

1 A Kitchen Garden Project was undertaken as a green initiative by the W.E. Nature Society of Loreto College, Kolkata on May 14, 2024. It aimed at reducing the carbon footprint of the college and promoting local food production.

1 Solar panels to generate electricity

- Installation of CCTV cameras

- 360 degree camera
- Modernization of the library - E-Journals and books access facility
- Enhancement of E-governance - Computerized attendance system and marks entry, online fee payment, online appraisal and feedback mechanism, Online accounting and investments portal
- Dynamic college website updated with notices and information for students and staff
- Sr. Stella Lahiry Wellness Centre and Gym equipment's including a Multi-Gym
- Modernization of classrooms with audio-visual facilities / e-classrooms. Smart classes, virtual classrooms, videoconferencing facilities.
- Up gradation of the laboratories equipped with state of art instruments and devices like GPS.
- High speed Wi Fi facilities in the campus, facilitating streaming of online and hybrid events
- Classrooms accommodating a large number of students have been provided with sound system

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	Nil
Upload any additional information	View File

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

The Governing Body is the apex decision-making authority, comprising the Province Leader (President), the Principal (Secretary), Sisters from the Loreto Community, a Jesuit academician, representatives from the teaching and non-teaching categories, alumnae and a parent representative. The Principal is the administrative head. She ensures that routine operations are

properly conducted, through interactions and meetings with all stakeholders. The Societies for co-curricular activities organize events which are aimed at enhancing the overall development of students under the guidance of the Staff Advisors. The Student Council represents the opinion of the students in important matters of the college. The student representatives put forward their suggestions in IQAC meetings.

Administrative posts like the Bursar, IQAC Coordinator, Officer-in-Charge of Examinations, Dean of General Students and Coordinator of the Post Graduate Section are delegated responsibilities in administrative matter. The Staff representatives act as a bridge between the staff and the Principal. They hold regular meetings to ensure smooth conduct of University examinations and Staff matters. The Librarians are assisted by Helpers for the Central and B.Ed libraries.

The Planning and Monitoring Boards are integral parts of the institution. The Internal Complaints Committee and the Anti-Ragging Cell deal with grievances of students. Office Staff comprising an Accountant, Cashier and Office Assistants, who are in-charge of the salary, tax and audit related matters. Two Management faculty oversee IT-related work.

File Description	Documents
Paste link for additional information	https://www.loretocollege.in/AQAR/6.2.2_addl_2324.pdf
Link to Organogram of the Institution webpage	https://www.loretocollege.in/NAAC/organogram.pdf
Upload any additional information	No File Uploaded

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user interfaces	View File
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

The well-being of the employees is of utmost importance and the following measures are taken to ensure a satisfying working environment:

- Staff are covered under the Pension Scheme, (GPF), gratuity and leave encashment can be availed by retiring staff as per Government norms.
- Leave as per the guidelines of the Government of West Bengal, Higher Education Department for the teaching and non-teaching staff are sanctioned
- Child-care leave is granted as per Government norms
- Fee waiver is extended to wards of teaching and non-teaching staff
- The Loreto College Provident Fund Trust grants loans to the employees for education/marriage and construction of houses
- Residential quarters within the college campus is provided to a few Group D staff
- Staff members who have completed 25 years of dedicated service are felicitated during Teachers Day
- Health camp organized by the National Service Scheme, Social Service Society and All India Catholic University Federation
- An annual festival celebration with gift-giving for non-

teaching staff is a salient feature.

- Special provision is made for academic and professional upgradation of teachers by granting leave and appointing substitute teachers Exemption of two classes per semester in case a paper of a faculty member is published in UGC CARE List

File Description	Documents
Paste link for additional information	https://www.loretocollege.in/AQAR/6.3.1_23_24.pdf
Upload any additional information	No File Uploaded

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

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

48

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

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

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

3

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

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

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

23

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

A reliable Performance Appraisal system plays an integral part in the improvement of the organization. Questionnaires and Feedback forms have been designed for each of the stakeholders, i.e. students, teachers, alumnae and employers. Students of all

departments submit online Teachers Assessment Questionnaire (TAQ) annually to maintain anonymity of students. The feedback of the students is analysed statistically and these scores provide an overall index of teaching efficiency and are visually represented by statistical representations for each department. The TAQs are analyzed by the Principal with each teacher and the strengths and challenges are addressed helping the teachers to identify the areas which need improvement and thereby enhance the quality of teaching- learning.

The institution follows the Performance Based Appraisal System (PBAS) suggested by the Department of Higher Education, Government of West Bengal. The Academic Performance Indices (API) are calculated by the faculty as per the proforma at the end of the academic year. These scores are integral for their career advancements and promotions. In addition to these, there are the Student Satisfaction Survey, Students' Feedback on Syllabus, Teachers' Feedback on Syllabus and the Alumnae Feedback on Syllabus questionnaires which are uploaded in the college website.

File Description	Documents
Paste link for additional information	https://www.loretocollege.in/AQAR/6.3.5-1_2324.pdf
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

Loreto College is aided by the Government of West Bengal, thus a Government Auditor appointed by their Audit Department conducts the external financial audit. The Audit Report is placed by the Secretary of the Loreto College Provident Fund Trust (LCPFT) at the Annual General Meeting. The Provident Fund receipts of the individual members are distributed at the AGM. The College conducts internal and external audits regularly. The Annual Accounts is prepared at the culmination of the financial year on March 31 according to the guidelines of The Department of Higher Education, Government of West Bengal and is the systematic examination of the accounts by the government auditor followed by

a physical verification of the inventory like documents and vouchers and assets (fixed and movable).The internal audit recommends ways to improve the institution's financial (recurring and non- recurring) and administrative infrastructure. The Internal Auditor appointed by the Bursar's Department of Loreto House Education Society of Calcutta, conducts the audit quarterly and annually. The Budget of the institution is prepared annually and presented to the Bursar's Department of Loreto House Education Society of Calcutta. Utilization Certificates for funds received from external sources from the Government, UGC and other external funding bodies are certified by the Internal Auditor. The Annual Audit of the Loreto College Alumnae Association is prepared by an independent agency under West Bengal Societies Act annually. The Audit Report is read out at the Annual General Meeting.

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

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

719901

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

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

An inventory of funds is generated on the basis of student intake, faculty requirements, library, laboratory and infrastructural requirements for each financial year. These are worked out meticulously by the Principal, Accountant and the

Bursar of the Society. Three quotations are submitted by the Departments of Computer, Geography and Psychology for acquiring instruments/ devices for laboratory upgradation. A buy-back policy for redundant devices ensures optimum utilization of funds. An organised system of e-waste is maintained by the college. Efforts are made to explore new avenues for investment with less risk and higher dividends. Enrichment and Add-on-courses tailored to students needs are introduced, which is a means of resource generation. Vermicompost, institution's green initiative is packed in environmental friendly recyclable packets and sold at college events like Reunion, World Environment Day and Parents Orientation at a nominal cost thus ensuring income generation and solid waste management. Loreto College being a private aided institution, receives grant under the Pay Packet Scheme for the salaries of sanctioned staff The college requests for funding in accordance with the 2F and 12B UGC status. The college has received funds from ICSSR and private sponsors for organising workshop and international seminar. Sponsors are sought for events conducted in the institution as part of the CSR. All Resource Mobilization Funds are deliberated and approved by the Governing Body, Planning Board and are placed before the IQAC.

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

6.5 - Internal Quality Assurance System

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

The IQAC plays a pivotal role in organizing workshops, talks, lectures, both at the national and state level as quality assurance activities. The events organized as IQAC initiatives or in collaboration with different departments are planned and clearly defined in the IQAC calendar with the onset of the academic session. The learning objectives and outcomes are defined keeping in mind the purpose of an event and the benefits that the students will derive from these events. These are uploaded on the website.

IQAC has taken few initiatives - workshops on Research Methodology, sessions on environmental awareness, installation of Air And Noise Quality Sensor device, sessions to inspire students

to become entrepreneurs, session on professional ethics to help students adapt themselves to the corporate sector, session on financial literacy. These events were organized keeping in mind the need to make our students aware of the contemporary issues and widen their knowledge horizon along with practical experiences. Faculty Development programme was also conducted to upgrade the research skills of the teachers.

The departments have also been encouraged to organize activities in these areas.

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

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The institution reviews its teaching-learning process, structure, and methodologies of operations and learning outcomes at periodic intervals.

The following are two examples of institutional reviews and implementation of teaching-learning reforms facilitated by the IQAC:

- **Quality enhancing activities with a focus on Learning objectives and outcomes:** The IQAC plays a pivotal role in maintaining the quality of different activities. International and National Seminars, Workshops on research methodologies, Special Lectures and Talks by eminent personalities, life skill workshops were organized by the different departments, societies and IQAC. The Learning outcomes of the events were clearly specified keeping in mind the knowledge and skills that students should acquire at the end of the events. The Learning Objectives of the respective events are specified by the departments. Learning Objectives and Outcomes help students and guide assessment and evaluation and are uploaded in the college website.

- **Feedback Mechanism:** The Feedback Report of the different events organized by IQAC and the different departments in collaboration

with IQAC have clearly defined Learning Objectives and Outcomes thereby promoting Outcome-based learning. The feedback was analysed using methods of statistical interpretation of data particularly bar graphs. For robust Rating mechanism, a well-designed Feedback Form was used for prompt and effective response of the participants. The Feedback reports also highlighted areas of improvement. These Feedback Reports have been uploaded in the College Website.

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

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

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://www.loretocollege.in/loreto/annual_report.php
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

The institution organised activities for the promotion of gender equity during the year. The Internal Complaints Cell organised Know Your Rights to inform about various Acts recognising and upholding the rights of women as citizens, particularly their right to safety.

The Department of Political Science organised a lecture on Gender based violence.

Students participated in a workshop conducted by the Observer Research Foundation (ORF) titled "Let's SWAG: Salute Women Across Generations" at Fairfield, Rajarhat to promote awareness about 'equity' more than 'equality' to ensure gender parity.

.A thought-provoking lecture, aligned with the UN theme of International Women's Day 2024, "Invest in women: Accelerate progress was organised by Women's Study Society of the college.

Department of Human Rights organized a special lecture on Gender and Health to focus on issues related to gender equity, women's reproductive health and rights, public health service delivery, queer rights, and violence against women.

The IQAC had organised events to develop the idea of gender equity through events like financial management for women and Be an Agent of Change.

Anti-ragging cell and the Internal Complaints Committee are vigilant to track any untoward incident. Helpline numbers are displayed to enable students to contact in case they face problems. CCTV cameras are installed to ensure a safe campus. Mentoring and counselling sessions are regularly held.

File Description	Documents
Annual gender sensitization action plan	https://www.loretocollege.in/AOAR/AGSP-23.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://www.loretocollege.in/AOAR/7.1.1_23.pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	C. Any 2 of the above
File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded
7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management	
<p>Solid waste is managed through the separation of biodegradable wet waste through the use of colour-schemed collection bins -yellow and blue. Wet vegetable waste from the Canteen is used to feed earthworms in the vermi-compost troughs. The vermicompost thus generated is used for the fruit-bearing trees and flowering plants in the campus and sell to stakeholders.</p> <p>E-Waste is collected in a special labeled wooden box beside the college office and this is disposed off to a collection center. Liquid Waste management is through proper sewerage system to prevent leakage and contamination of waste-borne diseases. Rainwater run-off steps through a spacious lawn to recharge the deep-water aquifer of underground water table.</p> <p>Loreto College being a Liberal Arts College does not use hazardous chemicals and radio-active material. Biomedical waste in the form of solid napkins is disposed off by women support staff appropriately.</p>	

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	https://www.loretocollege.in/AQAR/7.1.3_23.pdf
Any other relevant information	No File Uploaded

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

- 1. Restricted entry of automobiles**
- 2. Use of Bicycles/ Battery powered vehicles**
- 3. Pedestrian Friendly pathways**
- 4. Ban on use of Plastic**
- 5. Landscaping with trees and plants**

B. Any 3 of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	View File

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the

D. Any 1 of the above

**following 1.Green audit 2. Energy audit
3.Environment audit 4.Clean and green
campus recognitions/awards 5. Beyond the
campus environmental promotional activities**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	View File

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

B. Any 3 of the above

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

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

Loreto College has always tried to provide an inclusive environment by welcoming students of different backgrounds such as cultural, regional, socioeconomic and linguistic thereby promoting social justice. Seats are reserved for SC/ST and OBC candidates.

The National Service Scheme (NSS) Society of Loreto College, Kolkata distributed stationery items to students of Bal Shiksha Sadan, a Government Primary School thereby fostering a sense of responsibility.

Volunteers from NSS unit participated in Khadi Mahotsav Rally to promote start-up initiatives including Khadi and Gramudyog.

NSS volunteers also organised awareness camps focusing on Dengue-Malaria, Human Trafficking, Hygiene, and Menstrual Hygiene. Mosquito repellents, sanitary napkins, exercise books, pens, pencils, crayon boxes, and chocolates were distributed in the slum areas. As a corollary to the Human Trafficking awareness camp, basic self-defence training was given to the children, especially the older girls, many of whom are students of the Adarsh Hindi High School situated close to the Park.

The Leadership Training Service (LTS) Society of Loreto College, Kolkata celebrated Communal Harmony Week. The events aimed to promote the importance of respecting traditions and celebrating cultural diversity to foster social unity.

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

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

On November 29, 2023, the Department of Political Science at Loreto College, Kolkata organized a programme to observe Constitution Day, also known as Samvidhan Diwas to inculcate the sense of responsibility and values among students.

On September 23, 2023 10 NSS volunteers visited St. Joseph's Old Age Home to offer their services to the elderly.

The National Service Scheme (NSS) Unit organised a talk on September 27, 2023 to spread awareness of dengue and malaria.

The National Service Scheme (NSS) Unit 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).

The National Service Scheme (NSS) Society of Loreto College, Kolkata organized one hour of Shramdaan for Swacchata on October 1, 2023 as part of a nationwide effort towards a "Garbage Free India."

NSS volunteers visited Bal Shiksha Sadan, a Government Primary School to spread awareness regarding the significance of Yoga in our daily lives.

On December 1, 2023, the National Service Scheme (NSS) Society of Loreto College, Kolkata organized a talk to spread awareness about HIV/AIDS.

Blood Donation Camps were organised by NSS, Social Service Society in collaboration with the Association of Voluntary Blood Donors, West Bengal on May 14, 2024 and September 21, 2024.

The students participated in a programme organised by West Bengal Pollution Control Board on World Environment Day. Environmental awareness is generated through different events and activities.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	No File Uploaded
Any other relevant information	View File

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

A. All of the above

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

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

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

On July 5, 2023 Department of B. Ed celebrated World Music Day and International Yoga Day.

On August 3, 2023, the NSS Unit observed Kargil Vijay Diwas.

The NSS Unit on August 29, 2023 observed National Sports Day.

The Annual Staff Day was celebrated on September 5, 2023.

The NSS Unit observed NSS Day on September 23, 2023.

The Department of Education observed National Education Day on November 29, 2023.

On November 29, 2023, the Department of Political Science observed Constitution Day.

On December 11, 2023 International Human Rights Day was observed.

On February 21, 2024, the Library Society commemorated Bhasha Dibosh and International Mother Language Day.

A group of 21 volunteers from NSS Unit and the Social Service Society visited Bal Shiksha Sadan School on March 20, 2024 on the

occasion of World Happiness Day.

The W.E. Nature Society in collaboration with the NSS Unit on April 18 and 19, 2024 commemorated Earth Day 2024.

In collaboration with IQAC

On August 15, 2023 Department of B.Ed. celebrated India's 77th Independence Day. On December 4, 2023, the Department of Economics observed Nation Pollution Prevention Day 2023.

On March 7, 2024, the Women's Study Society observed International Women's Day.

The Department of Geography observed International Biodiversity Day, observed on May 22, 2024.

NSS Unit and Department of B.Ed observed International Yoga Day on June 21, 2024.

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

7.2 - Best Practices

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

Title of the Practice: Fostering Research Initiatives

Loreto College aims to cultivate a research-oriented mindset, empower students with critical thinking skills, develop ethical values and prepare them for future academic, professional, and societal challenges and foster innovation by integrating knowledge from diverse disciplines and thereby enhance employability skills. Keeping in mind the Vision and Mission of the institution, the institution promoted research to achieve academic excellence, boost self-confidence and communication skills. The IQAC had organised a five -day workshop on Research

Methodology in Social Science for Advanced learners and sessions for undergraduate and post graduate students of English. The sessions were highly engaging and enriching. The students actively participated in all the sessions and presented well-researched papers.

Title of the Practice: Sustainability Awareness

Loreto College aims at instilling an environmentally responsible mindset among students for protecting and preserving natural resources and cultivate a long-term vision for sustainability by promoting actions that mitigate the negative effects of urbanisation and industrialisation. Keeping in mind the Sustainable Development Goals, the institution had organised several events and has made significant changes within the campus and beyond. Attempts have been made to educate individuals about pressing environmental challenges. The institution has celebrated National Pollution Prevention Day, World Environment Day, Earth Day, International Biodiversity Day and World Clean-up Day. Several sessions were organised to raise awareness and help students to make eco-friendly choices. The students were highly enthusiastic in engaging themselves in such endeavours both within and outside the campus.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	No File Uploaded

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

The performance of a college is a testament to its dedication to fulfilling its priorities and thrust. The faculty and the students of Loreto College are committed to academic excellence, research initiatives, community engagement and environmental sustainability in alignment with the Vision and Mission of the institution. A student of Loreto College has deep rooted values and disciplines and stand out with grace and dignity in different aspects of professional life across the globe.

Women Cell of Loreto College aims at educating underprivileged children and first generation learners over the last twenty five

years and has been successful in empowering them. NSS unit reaches out to underprivileged children through different activities. Blood Donation camps, visit to old-age homes are different forms of community engagements.

Workshops on Research Methodologies have been conducted to encourage students to undertake research activities and a number of students have written well-researched papers across disciplines and presented them for Research Cell presentations.

The institution organises a number of programmes to generate environmental awareness among students and has taken several steps for environmental sustainability both within and outside the campus like solar panels, installation of Air and Sound Quality device, kitchen project, QR codes for trees, plant distribution and commemoration of Earth Day, National Pollution Prevention Day, International Biodiversity Day.

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

7.3.2 - Plan of action for the next academic year

Loreto College aims to achieve academic excellence by expanding academic offerings, fostering research and innovation, and strengthening our connection with the community. Through strategic investments in infrastructure, cutting-edge programs, and partnerships, the college is paving the way for a brighter tomorrow, where every student is empowered to thrive and make a meaningful impact on the world.

- Infrastructural Expansion: 4 classrooms
- Appoint a social worker and then adopt more villages and register under Unnat Bharat Abhiyan (UBA)
- Introduction of New Courses - B.Com, Sociology (Major), Tourism and Sales Management, Advertising, Sales promotion and Sales Management as Minor subjects
- Introduction of new Method subjects for B.Ed - Mathematics, Political Science and Psychology
- Recycling of Waste Water
- College Journal with an ISSN number
- Allocate funds for students' research

- Registration of Loreto College Incubation Cell
- Introduction of LMS for all students
- Introduction of NCC
- Introduction of Certificate courses
- More collaborations with NGOs, industries, foreign institutions
- Coaching for competitive examinations in collaboration with a reputed institute
- Placement Cell to be active
- Equip students with employability skills
- Registration for Academic Bank Credit when University of Calcutta sends directives
- Administration department to be shifted to the ground floor
- Preparation for autonomy - a team has been formed to evaluate opportunities and complexities of Autonomy