# The Annual Quality Assurance Report (AQAR) of the IQAC
## (For Affiliated/Constituent Colleges)

Institutions Accredited by NAAC need to submit an Annual self-reviewed progress report i.e. Annual Quality Assurance Report (AQAR) to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the IQAC at the beginning of the Academic year. *The AQAR period would be the Academic Year. (For example, July 1, 2017 to June 30,2018)*

## AQAR 2017-2018
### Part – A

**Data of the Institution**
*(data may be captured from IIQA)*

1. Name of the Institution

- Name of the Head of the institution:          Sr. Christine Coutinho

- Designation:          Principal

- Does the institution function from own campus:          Yes

- Phone no./Alternate phone no.:          033-22640952

- Mobile no.:          9874562153

- Registered e-mail:          loretcol@cal2.vsnl.net.in

- Alternate e-mail:          christine_cout@yahoo.co.in

- Address          :          7, Sir William Jones Sarani

- City/Town          :          Kolkata

- State/UT          :          West Bengal

- Pin Code          :          700071

2. Institutional status:
- Affiliated /Constituent:          Affiliated
- Type of Institution: Co-education/Men/Women          Women
- Location :Rural/Semi-urban/Urban:          Urban

- Financial Status: Grants-in aid/ UGC 2f and 12 (B)/ Self financing (please specify)

  Grant-in-aid and UGC 2f and 12 (B)

- Name of the Affiliating University:        University of Calcutta
- Name of the IQAC Co-ordinator:           Dr. Sukanya Dasgupta
- Phone no. :                              033-24925039
- Alternate phone no.                 -
- Mobile:                                  9830636226
- IQAC e-mail address:                     loretociqac@gmail.com
- Alternate Email address:            -

**3.** Website address:

Web-link of the AQAR: (Previous Academic Year):

**4.**        Whether Academic Calendar prepared during the year?  **YES**

if yes, whether it is uploaded in the Institutional website: Weblink:

http://www.loretocollege.in/loretocollege/academic/Col%20Calendar%202018-19.pdf

http://www.loretocollege.in/loretocollege/academic/IQAC_CALENDAR.pdf

**5.** Accreditation Details:

| Cycle | Grade | CGPA | Year of Accreditation | Validity Period | |
|-------|-------|------|----------------------|-----------------|---|
| 1st | 5 Star | - | 2000 | from:2000 | to:2005 |
| 2nd | A | - | 2006 | from:2006 | to:2011 |
| 3rd | A | 3.26 | 2013, extended up to 2020 | from:2013 | to:2020 |
| 4th | | | | from: | to: |
| 5th | | | | from: | to: |

**6.**        Date of Establishment of IQAC:     DD/MM/YYYY:  **09.04.2005**

**7.**        Internal Quality Assurance System

| 7.1 Quality initiatives by IQAC during the year for promoting quality culture | | |
|---|---|---|
| Item /Title of the quality initiative by IQAC | Date & duration | Number of participants/beneficiaries |
| • Participation in NIRF<br>• UGC Advisory Committee Unit<br>• PAROSH implemented<br>• AAA<br>• Environmental consciousness promoted through use of solar cells to generate power | 2017, 2018<br>27 March, 2018<br>28 December, 2017<br>19 December, 2017<br><br>11 April, 2018 | 875<br>875<br>875<br>875<br><br>875 |

| | | | |
|---|---|---|---|
| • 30 hours of library work for students with low attendance to achieve academic quality | 2 April-25 May 2018 | 136 | |
| • Inclusive Education: PWD (Persons with Disability) washroom built | 26 October 2017 | 3 | |
| | | | |

**8.** Provide the list of funds by Central/ State Government-

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

| Institution/ Department/Faculty | Scheme | Funding agency | Year of award with duration | Amount |
|---|---|---|---|---|
| Loreto College | RUSA | RUSA | 2015- 2018 (3 years) | 72,91,667/- |
| Loreto College | VENDIGO | Govt. of West Bengal | 2017 | 65,000/- |
| | | | | |

**9.** Whether composition of IQAC as per latest NAAC guidelines: Yes/No:**YES**
  *upload latest notification of formation of IQAC
  http://www.loretocollege.in/loretocollege/academic/Composition%20of%20the%20IQAC.pdf

**10.** No. of IQAC meetings held during the year: 5

The minutes of IQAC meeting and compliance to the decisions have been uploaded on the institutional website…….Yes/No

  (Please upload, minutes of meetings and action taken report)
  http://www.loretocollege.in/loretocollege/academic/IQAC%20Minutes.pdf

**11.** Whether IQAC received funding from any of the funding agency to support its activities during the year?      **NO**

        If yes, mention the amount:                Year:

**12.** Significant contributions made by IQAC during the current year (maximum five bullets)
  • Promotion of Research by faculty and students facilitated by the Dr. A.P.J. Abdul Kalam Research Cell
  • Anti-Plagiarism Workshop for First Year students and faculty
  • Parent-Teacher Meeting to strengthen students' academic progression
  • Faculty attended workshops on the Choice Based Credit System to be newly implemented at the University of Calcutta
  • Public speaking course for SC, ST and Minority community and 'Spoken Tutorial' in collaboration with IIT, Mumbai

**13.** 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 |
|---|---|
| Academic Calendar | List of all college activities including examination dates |
| IQAC Calendar | List of academic and quality enhancing programmes |
| Teaching Time Plans | Students informed of teaching schedules |
| College website upgraded | Stakeholders aware of all information online |
| Legal awareness for women | Empowerment of women through awareness of their legal rights |
| PAROSH set up | Protection against sexual harassment, release of pain through sharing with student community |
| 30 hours of library work for weak students and students with low attendance | Better results in the University examinations |
| Public speaking course for SC, ST and minority community | Enhancement of confidence levels in economically and socially under privileged students. Skills imparted to perform better at interviews. |
| Spoken Tutorials in collaboration with IIT Mumbai | Skill and Ability Enhancement |

**14.** Whether the AQAR was placed before statutory body?          Yes /No:   Yes

   Name of the Statutory body: Founder Body/Governing Body  Date of meeting(s): 4.8.2018

**15.** Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning?
   **Yes/No:**                                        Date:

 **16.** Whether institutional data submitted to AISHE:                    **YES**

      Year: 2017                    Date of Submission: 30.09.2017

**17.** Does the Institution have Management Information System?     **YES**
    If yes, give a brief description and a list of modules currently operational. (Maximum 500 words)

   All admissions are on-line. Application Forms for admission are uploaded on the website. Selection of candidates is done based on an index factor calculated by the respective departments; this is on the basis of merit. Students are also selected in the Reserved Category; this list is attached separately to ensure chances for them in Higher Education. Data required by the University is sent on-line based on the information drawn from the Application Forms for admission.

Student information is available on the website. All relevant information regarding the college, notices and announcements are uploaded on the website. Marks obtained by students at all Internal examinations are entered into the college website by the teachers. On-line internal-examination results are released; marks uploaded on the website within 3 weeks of completion of the last examination. All Fees are paid on-line in the bank. Likewise fees for University Examination and Add-on courses are also remitted online.

SMS through notification gateway is sent to parents regarding low attendance and academic performance etc. Parent Teacher meetings are also held. Information is disseminated through college website, Social Network: Information to stakeholders through college website. Staff informed through SMS, Whatsapp group and verbally through meetings. Staff salary notification and generation of salary slips is done online. Staff maintains a record of leave availed of online. Finance & Accounting MIS-transaction with bank is conducted online. Ledger records are maintained electronically through Tally. Students evaluate teachers on-line through TAQ (Teaching Assessment Questionnaire) and outcome are evaluated, analyzed and computed. Likewise evaluation by parents is also available on the website.

# CRITERION I –CURRICULAR ASPECTS

## 1.1 Curriculum Planning and Implementation

### 1.1.1 Institution has the mechanism for well-planned curriculum delivery and documentation. Explain in 500 words

While revision and upgradation of the syllabi is done at the University level, the college has a mechanism for effective, documented curriculum delivery. At the commencement of each academic year, every faculty member provides the students with individual time plans and reading lists for each course which are displayed in the classrooms. These time plans are adhered to, so that the student is able to gauge with a degree of clarity, what portion of the curriculum will be delivered within the stipulated time frame. These time plans are also preserved each year as documentation. Besides traditional lectures and seminars, infrastructure for the use of ICT in classrooms, like power point presentations, smart boards and audio-visual support are all available to make the delivery of the curriculum enabling and interesting for the students. In some departments, bridge courses or supplementary courses are held in order to make the curriculum delivery more holistic and effective. Tutorials are held with mentoring and participative learning encouraged. Internal assessment is done transparently with examined scripts shown to students. Inter-personal skills are enhanced through Value Education.

### 1.1.2 Certificate/ Diploma Courses introduced during the Academic year

| Name of the Certificate Course | Name of the Diploma Courses | Date of introduction and duration | focus on employability/ entrepreneurship | Skill development |
|---|---|---|---|---|
| Jewellery Designing | | July 2017 (2 sessions) | YES | YES |
| Public Speaking | | 10 July 2017 and 31 August 2017 (2 sessions) | YES | YES |

## 1.2 Academic Flexibility

### 1.2.1 New programmes/courses introduced during the Academic year

| Programme with Code | Date of Introduction | Course with Code | Date of Introduction |
|---|---|---|---|
| | | SOCIOLOGY ELECTIVE | 1 JULY 2017 |

### 1.2.2 Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the Academic year.

| Name of Programmes adopting CBCS | UG | PG | Date of implementation of CBCS / Elective Course System | UG | PG |
|---|---|---|---|---|---|
| N.A. | | | | | |

Already adopted (mention the year): N.A.

### 1.2.3 Students enrolled in Certificate/ Diploma Courses introduced during the year

| | Certificate | Diploma Courses |
|---|---|---|
| No of Students: 12 | Jewellery Designing | |

## 1.3 Curriculum Enrichment

### 1.3.1 Value-added courses imparting transferable and life skills offered during the year

| Value added courses | Date of introduction | Number of students enrolled |
|---|---|---|
| Human Rights and Empowerment | September 2017 | 28 |
| Value Education | July 20, 2017 | All students of the college: 900 |
| Advanced Computer | July 17, 2018 | 3 |
| Legal Awareness | Dec 7, 2017 | 260 |
| Public Speaking | 10 July 2017 | 28 |

| | | |
|---|---|---|
| Foreign Languages (Spanish, French) | 2 Nov, 2017 | 44 |
| Spoken Tutorial | 11 Sept, 2017 | 372 |

1.3.2 Field Projects / Internships under taken during the year

| Project/Programme Title | No. of students enrolled for Field Projects / Internships |
|---|---|
| 4 Field Projects (Geography Dept) | 84 |
| 3 Internships | 3 |

**1.4 Feedback System**

1.4.1 Whether structured feedback received from all the stakeholders.

| 1) Students | 2) Teachers | 3) Employers | 4) Alumni | 5) Parents |
|---|---|---|---|---|
| Yes/ No: **YES** | Yes/ **No** | YES/ **No** | YES/ **No** | YES/ **No** |

1.4.2 How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

The TAQ taken by students of all batches is given to each teacher by the Principal after being collated, statistically analyzed and tabulated, clarifying, if need be, for quality enhancement in teaching methodology. Observations on general trends are also made. A self-appraisal is prepared by each teacher. The Principal intervenes and addresses possible areas of improvement. She also evaluates these with each teacher, motivating her/him to look at specific areas where growth is needed.

Efforts are made to motivate parents to process feedback forms on the College.

Evaluation of all college programmes with the respective stake-holders is conducted. An annual feedback – 'Looking Back To Look Forward' is done with the teachers. Similarly a feedback is done with the out-going Student Council before they leave college.

## CRITERION II -TEACHING-LEARNING AND EVALUATION

**2.1 Student Enrolment and Profile**

**2.1. 1 Demand Ratio during the year**

| Name ofthe Programme | Number of seats available | Number of applications received | Students Enrolled |
|---|---|---|---|
| B.A./B.Sc | 340 | 3236 | 309 |
| B.Ed. | 50 | 415 | 49 |
| MA | 25 | 150 | 23 |

**2.2 Catering to Student Diversity**

2.2.1. Student - Full time teacher ratio (current year data)

| Year | Number of students enrolled in the institution (UG) | Number of students enrolled in the institution (PG) | Number of full time teachers available in the institution teaching only UG courses | Number of full time teachers available in the institution teaching only PG courses | Number of teachers teaching both UG and PG courses |
|---|---|---|---|---|---|
| 2017-18 | 309 | 32 | 36 | 6 | 6 |

**2.3 Teaching - Learning Process**

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

| Number of teachers on roll | Number of teachers using ICT *(LMS, e-Resources)* | ICT tools and resources available | Number of ICT enabled classrooms | Number of smart classrooms | E-resources and techniques used |
|---|---|---|---|---|---|
| 46 | 42 | Smart boards, overhead projectors, laptops. Access to e journals, J Stor, e books like EBSCO, Oxford, Cambridge, Sage. Access to N-List via Inflibnet. | 40 | 10 | Smartboards, You Tube streaming |

2.3.2 Students mentoring system available in the institution? Give details. (maximum 500 words)

There is a tutorial system in some departments where teachers act as academic mentors. A student counsellor meets every student of the college and offers counseling to those seeking personal help. She also enables academic mentoring. Help by both college teachers and the counsellor is availed of by parents as well, depending upon the gravity of the need.

| Number of students enrolled in the institution | Number of fulltime teachers | Mentor: Mentee Ratio |
|---|---|---|
| 875 | 39 | 22.43:1 |

**2.4 Teacher Profile and Quality**

**2.4.1 Number of full time teachers appointed during the year**

| No. of sanctioned positions | No. of filled positions | Vacant positions | Positions filled during the current year | No. of faculty with Ph.D |
|---|---|---|---|---|
| 36 | 36 | 0 | 0 | 19 |

**2.4.2 Honours and recognitions received by teachers**

*(received awards, recognition, fellowships at State, National, International level from Government, recognized bodies during the year )*

| Year of award | Name of full time teachers receiving awards from state level, national level, international level | Designation | Name of the award, fellowship, received from Government or recognized bodies |
|---|---|---|---|
| 2017 | Sukanya Dasgupta (National level) | Associate Professor in English | UGC Travel Grant to attend an international conference |
| 2017 | Sr. Christine Coutinho (State level) | Principal | 'Siksha Ratna' Award from the Dept. of Higher Education, Govt. of West Bengal |
| 2018 | Subhasree Ghosh (National level) | Assistant Professor in English | UGC Travel Grant to attend an international conference |

**2.5 Evaluation Process and Reforms**

2.5.1 Number of days from the date of semester-end/ year- end examination till the declaration of results during the year: 6 months. (Results declared by the university).

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| Progra mme Name | Programme Code | Semester/ year | Last date of the last semester-end/ year- end examination | Date of declaration of results of semester-end/ year- end examination |
|---|---|---|---|---|
|  |  |  |  |  |

2.5.2 Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Continuous evaluation is carried out throughout the year through regular tests, objective tests, projects, student paper presentations, seminars, quizzes etc. Routine tests are given and open book tests are conducted and much appreciated by students as critical thinking and creativity come to the fore. Some departments take regular, weekly tutorials. Remedial instruction is given to slow learners and challenged students.

Undergraduate students are encouraged to submit research paper abstracts for the English Department peer-reviewed journal *Critical Imprints*. 1 student paper is then chosen for publication in the journal.

Mid-term tests and Selection examinations help to prepare the students for University Examinations. Corrected answer scripts are shown to the students for scrutiny. The teachers explain about as to how scoring by the students can be better in forthcoming examinations by expressing themselves more appropriately in response to questions.

Peer evaluation is also employed by teachers to empower and enable students to help each other particularly in areas where creative and original thinking will benefit them. Group assessment is conducted by teachers when students are assigned group presentations on curricular and co-curricular, academic topics.

The University enables students to apply for re-evaluation of University answer scripts.

2.5.3 Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

As an affiliated college, the Calcutta University calendar is adhered to. In addition to this, an Academic College Calendar is prepared and printed which contains a list of all the interactive and innovative programmes to be conducted by the college, both at the faculty and student level. Detailed schedules with dates are given for Mid-Term and Selection Examination.  Students prepare for these examinations accordingly. Each member of the staff and student community receive a copy of the college calendar to enable them to plan for activities.

An IQAC Calendar is also prepared; this enumerates academic programmes and activities for quality enhancement to be held in the college. When new programmes to enable quality enhancement are offered during the course of the year, these are availed of for the benefit of the staff and students. The IQAC evaluates such activities during their meetings.

**2.6 Student Performance and Learning Outcomes**

2.6.1 Program outcomes, program specific outcomes and course outcomes
for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)http://www.loretocollege.in/loretocollege/program_outcomes.php

2.6.2 Pass percentage of students

| Progra m me Code | Programm e name | Number of students appeared in the final year examination | Number of students passed in final semester/year examination | Pass Percentage |
|---|---|---|---|---|
|  | B.A. | 144 | 144 | 100% |
|  | B.SC | 65 | 65 | 100% |
|  | B.ED | 45 | 45 | 100% |
|  | MA | 10 | 10 | 100% |

**2.7 Student Satisfaction Survey**

2.7.1 Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

http://www.loretocollege.in/loretocollege/academic/TAQ_Questionnaire.pdf

http://www.loretocollege.in/loretocollege/academic/Sample_TAQ_Scores.pdf

http://www.loretocollege.in/loretocollege/academic/Student_Survey.pdf

# CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

**3.1 Resource Mobilization for Research**

3.1.1 Research funds sanctioned and received from various agencies, industry and other organizations

| Nature of the Project | Duration | Name of the funding Agency | Total grant sanctioned | Amount received during the Academic year |
|---|---|---|---|---|
| Major projects | | | | |
| Minor Projects | | | | |
| Interdisciplinary Projects | | | | |
| Industry sponsored Projects | | | | |
| Projects sponsored by the University/ College | 1 year | Loreto College | Rs. 14,000 | Rs. 14,000 |
| Students Research Projects *(other than compulsory by the College)* | 1 year | Loreto College | Rs. 14,000 | Rs. 14,000 |
| International Projects | | | | |
| Any other(Specify) | | | | |
| Total | | | | |

**3.2 Innovation Ecosystem**

3.2.1 Workshops/Seminars Conducted on Intellectual Property Rights **(IPR)** and Industry-Academia Innovative practices during the year:

| Title of Workshop/Seminar | Name of the Dept. | Date(s) |
|---|---|---|
| Anti-Plagiarism and Intellectual Property Rights Workshop conducted by IP Attorneys | Students of all departments of the college and staff | 7.5.2018 and 25.7.2018 |
| SWOC conducted by ITC | All staff | 17.06.2017 |

**3.2.2 Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year**

| Title ofthe innovation | Name of the Awardee | Awarding Agency | Date of Award | Category |
|---|---|---|---|---|
| N.A. | | | | |

**3.2.3 No. of Incubation centre created, start-ups incubated on campus during the year**

| Incubation Centre | Name | Sponsored by |
|---|---|---|
| 1 | Dr. A.P.J. Abdul Kalam Centre for Student Research Projects | Loreto College |

| Name of the Start-up | Nature of Start-up | Date of commencement |
|---|---|---|
| | | |

**3.3 Research Publications and Awards**

3.3.1 Incentive to the teachers who receive recognition/awards: N.A.

| State | National | International |
|---|---|---|
| Certificate awarded | | |

3.3.2 Ph. Ds awarded during the year *(applicable for PG College, Research Center):* N.A.

| Name of the Department | No. of Ph. Ds Awarded |
|---|---|
| N.A. (Loreto College is an affiliated college, University of Calcutta) | N.A. |

3.3.3 Research Publications in the Journals notified on UGC website during the year

| | Department | No. of Publication | Average Impact Factor, if any |
|---|---|---|---|
| National | English | 1 | |
| Inter-national | Education | 1 | |

3.3.4 Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

| Department | No. of publication |
|---|---|
| Education | 7 |
| Hindi | 1 |

3.3.5 Biblio-metrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or Pub Med/ Indian Citation Index

| Title of the paper | Name of the author | Title of the journal | Year of publication | Citation Index | Institutional affiliation as mentioned in the publication | Number of citations excluding self-citations |
|---|---|---|---|---|---|---|
| | | | | | | |

| N.A. | | | | | | |
|---|---|---|---|---|---|---|
| | | | | | | |

| 3.3.6 h-index of the Institutional Publications during the year. (based on Scopus/ Web of science) | | | | | | |
|---|---|---|---|---|---|---|
| Title of the paper | Name of the author | Title of the journal | Year of publication | h-index | Number of citations excluding self-citations | Institutional affiliation as mentioned in the |

| | | | | | publication |
|---|---|---|---|---|---|
| | | | | | |

3.3.7 Faculty participation in Seminars/Conferences and Symposia during the year :

| No. of Faculty | International level | National level | State level | Local level |
|---|---|---|---|---|
| Attended Seminars/ Workshops | 6 | 6 | 4 | 45 |
| Presented papers | | 2 | 1 | |
| Resource Persons | 1 | 4 | 1 | 1 |

| | |
|---|---|

**3.4 Extension Activities**

3.4.1 Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organizations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

| Title of the Activities | Organizing unit/ agency/ collaborating agency | Number of teachers **co- ordinated** such activities | Number of students participated in such activities |
|---|---|---|---|
| Spoken Tutorial | IIT Bombay: IT literacy through Open Source Software, an initiative of National Mission on Education through ICT, MHRD, Govt. of India. | 2 | 372 |
| Good Governance Yatra | Govt. of India | 2 | 2 |
| Thalassemia Day | Loreto College | 2 | 45 |
| 2 Blood Donation Camps | Association of Voluntary Blood Donors & Lion's Blood Bank | 3 | 123 |
| Slum Camp | Loreto College | 3 | 50 |
| Hygiene Camp | CHIP (Children in Pain) | 2 | 11 |
| Health Camp for Support Staff | Medica Super specialty Hospital | 3 | 10 |
| Candle March for Asifa | Loreto College | 4 | 100 |
| Gift a Library | Loreto College | 2 | 93 |

| World Literacy Day | Loreto College | 2 | | 300 | |
|---|---|---|---|---|---|

**3.4.2 Awards and recognition received for extension activities from Government and other recognized bodies during the year**

| Name of the Activity | Award/recognition | Awarding bodies | No. of Students benefited |
|---|---|---|---|
| | | | |

**3.4.3 Students participating in extension activities with Government Organisations, Non-Government Organizations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year**

| Name of the scheme | Organising unit/ agency/ collaborating agency | Name of the activity | Number of teachers **coordinated** such activities | Number of students participated in such activities |
|---|---|---|---|---|
| Aids awareness programme | Physical Education Dept, Jadavpur University, Kolkata | Lecture by Ms. Puneet Kochar | 2 | 800 |
| International Women's Day | Loreto College | Panel Discussion on Breaking the Glass Ceiling: Women Achievers | 3 | 900 |
| Gender Issue | Kolkata Cultural Monks and Mayo College, Ajmer | Snapchat Surpanekha | 2 | 320 |
| Film Screening and interactive session | Rahi Foundation | 'The Little Girls We Were…and the Women We Are.' | 2 | 900 |
| T.B. Seals Campaign | West Bengal Tuberculosis Assoc | Sale of seals for awareness And to raise funds for the association. | 3 | 800 |
| "The Position of Transgenders in Contemporary Indian Society" | Women's Cell, Loreto College | Panel Discussion to raise awareness | 3 | 100 |

**3.5 Collaborations**

3.5.1 Number of Collaborative activities for research, faculty exchange, student exchange during the year

| Nature of Activity | Participant | Source of financial support | Duration |
|---|---|---|---|
| Seminar | Depts of English, Loreto College, Bhawanipur Education Society College (organizers) and participants from colleges and universities in other parts of West Bengal. | Loreto College and Bhawanipur Education Society College | 1 day (February 7, 2018) |
| Ecolore: Inter college Economics meet for students | Department of Economics from 18 colleges including Loreto College (170 participants) | 12 External Sponsors (Catalyst, Career Launcher, SS Constructions, Natura Veda etc.) | 1 day (December 7, 2017) |

3.5.2 Linkages with institutions/industries for internship, on-the-job training, project work, sharing of research facilities etc. during the year

| Nature of linkage | Title of the linkage | Name of the partnering institution/ industry /research lab with contact details | Duration **(From-To)** | participant |
|---|---|---|---|---|
| Part of a team to study perceptions of people on climate change and documenting adaptation practices in the agriculture sector | Internship | Environment Dept., Govt. of West Bengal | 1 month | Uzma Faiz |
| B.Ed. Internship Programme | Internship for Training | 12 schools within Kolkata | 1 semester | 46 B.Ed. Students |

3.5.3 MoUs signed with institutions of national, international importance, other universities, industries,

corporate houses etc. during the year

| Organization | Date of MoU signed | Purpose and Activities | Number of students/teachers participated under MoUs |
|---|---|---|---|
| Holy Cross College, Agartala | January 20, 2018 | Academic Exchange | 2 |
| Sawansukha Jewelers, Kolkata | November 2, 2017 | Jewel Camp Add-on Enrichment Course for students | 14 |

**CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES**

**4.1 Physical Facilities**

4.1.1 Budget allocation, excluding salary for infrastructure augmentation during the year

| Budget allocated for infrastructure augmentation | Budget utilized for infrastructure development |
|---|---|
| **82,00,000** | **60,69,313** |

4.1.2 Details of augmentation in infrastructure facilities during the year

| Facilities | Existing | Newly added |
|---|---|---|
| Campus area | 2.75 acres | |
| Class rooms | 40 | |
| Laboratories | 1 Computer Lab 1 B.Ed Computer Lab 2 Geography 2 Psychology | 1 B.Ed Computer Lab 1 Media Lab |
| Seminar Halls | 2 | |
| Classrooms with LCD facilities | 1 | |
| Classrooms with Wi-Fi/ LAN | 40: Every floor in the college is Wi-fi enabled with Airtel Broadband 16mbps speed and BSNL GPON Broadband 10 mbps connectivity respectively. | 3 |
| Seminar halls with ICT facilities | 2 (Auditorium and Concert Hall) | 1 (Conference room) |
| Video Centre | 0 | 1 (Media Lab) |
| No. of important equipment's purchased (≥ 1-0 lakh) during the current year. | 15 | |
| Value of the equipment purchased during the year (Rs. in Lakhs) | Rs. 98,46,463/- | Rs.33,58,248/- |
| Others | | |

**4.2 Library as a Learning Resource**

4.2.1 Library is automated {Integrated Library Management System-ILMS}

| Name of the ILMS software | Nature of automation (fully or partially) | Version | Year of automation |
|---|---|---|---|
| KOHA | FULLY | 3.22.01.000 | 2004 (LIBSYS); 2014 (KOHA) |

4.2.1 Library Services:

| | Existing | | Newly added | | Total | |
|---|---|---|---|---|---|---|
| | No. | Value | No. | Value | No. | Value |
| Text Books and | | | | | | |
| Reference Books | 67498 | Rs 2242813 | 752 | Rs 513386 | 68250 | Rs 2756199 |
| e-Books | 196+ e-books from NLIST | Rs 1460640 | 06 | Rs 62566 | 202+ NLIST e-books | Rs 1523206 |
| Journals | 70 8(print)+ 4Print+ online 29 Print+ Online | Rs 619433 | 14 renewals | Rs 206773 | 111 | Rs 826206 |
| e-Journals | 6000+from NLIST | Rs5750 (NLIST) | 6000+ | Rs 5750 | 6000 + FromNLIST | Rs 5750 |
| Digital Database | | | | | | |
| CD & Video | 576 | Included in Books | | | 576 | Included in Books |
| Library automation | 1 Comp 10 Thin Clients

1 HP server model ML10 (HP1TB)
1 HP server model ML10 (HP2TB)



Koha (custm+ instl)
1 NISO NCIP RFID Server soft ware | Rs 125000



Rs 75285


Rs 87045




Ins+conf Rs3500

Rs 80000

Rs 130000



Rs 102960

Rs 343028 | Card Printer+ ribbon

Printer LJ

5 nos. Monitors

2 sets desktop computers

3 nos.UPS | Rs 47825



Rs 9492


Rs 26485


Rs 54830


Rs 6228 | | Rs 2718152 |

| | | | | | |
|---|---|---|---|---|---|
| | 1Staff Station | Rs 352619 | | | |
| | 1Self Checkout Kiosk | Rs 250046 | | | |
| | 1Bookdrop Station | Rs 85714 | | | |
| | 02 Hand held reader | Rs 938095 | | | |
| | 2000 Smart cards | | | | |
| | 50000 RFID tags | | | | |
| Weeding (Hard & Soft) | 377 (books) | | 291 (books) | | 668(books) |
| Others: Institutional subscription renewals | | | | | Rs 14250 |

| Digital repository | Dspace (Installation+ Customization +training | | Rs 55000 | | |
|---|---|---|---|---|---|
| | 36 items digitized | Rs. 100000 | | | Rs. 1, 55,000 |
| Security tags | 40 000 antitheft | Rs 60000 | 1 pair antitheft gate antennae | Rs 71600 | Rs 783622 |
| | CCTV | Rs132855 | | | |
| | 1 pair security gates RFID | Rs 376310 | | | |
| | 50000 anti theft stickers RFID | Rs 119048 | | | |
| | 1 Biometric Attendance system | Rs 23809 | | | |

**4.3 IT Infrastructure**

4.3.1 Technology Upgradation (overall)

| | Total Computers | Computer Labs | Internet | Browsing Centres | Computer Centres | Office | Departments | Available band width (MGBPS) | Others |
|---|---|---|---|---|---|---|---|---|---|
| Existing | 71 | 41 | | 2 (comp lab, library) | 3 | 10 | Laptop (31) | Airtel (16 mbps) BSNL (10 mbps) | |
| Added | 19 | 2 | | | | | Laptop (1) | | |
| Total | 90 | 43 | | | | | | | |

4.3.2 Bandwidth available of internet connection in the Institution (Leased line)

- MBPS /GBPS
Airtel Broadband 16mbps
BSNL GPON Broadband 10 mbps

4.3.3 Facility for e-content

| Name of the e-content development facility | Provide the link of the videos and media centre and recording facility |
|---|---|
| N.A. | N.A. |

4.3.4 E-content developed by teachers such as: e-PG-Pathshala, CEC (under e-PG-Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS)etc

| Name of the teacher | Name of the module | Platform on which module is developed | Date of launching e - content |
|---|---|---|---|
| | | | |

**4.4 Maintenance of Campus Infrastructure**

4.4.1 Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

| Assigned budget on academic facilities | Expenditure incurred on maintenance of Academic facilities | Assigned budget on physical facilities | Expenditure incurred on maintenance of physical facilities |
|---|---|---|---|
| 10,00,0000/- | 8,29,734/- | 30,00,000/- | 26,11,754/- |

4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. *(maximum 500 words)* (information to be available in institutional Website, provide link)

Upgradation of the computer systems is generally done on quarterly basis. To fulfill the emergency demands, individual system upgradation is carried out keeping in mind the need for update, deployment and maintenance of the computers in the institution.

Hardware and Software maintenance of computers and accessories are done by Macktech Systems and Services through renewable Annual Maintenance Contracts.

Laptops and Projectors are maintained by Infodata Corporation through renewable Annual Maintenance Contract
Jackson Generator AMC with Garuda Power Pvt. Ltd. The elevator Annual Maintenance Contracts(AMC) is with Otis
Elevator Company.AMCs for website maintenance by M.B. Technosoft Consultants (P) Ltd. , EPABX with Accord
Commination's Ltd. , CCTV with Comptronics Solutions, Biometric system with Solus-Advanced Access Control &
Security Solutions
AMC of KOHA software and RFID in the library is with AVIOR Technologies. Sports equipment is maintained by
COSCO

| **CRITERION V - STUDENT SUPPORT AND PROGRESSION** | | | |
|---|---|---|---|
| **5.1 Student Support** | | | |
| 5.1.1 Scholarships and Financial Support | | | |
|  | Name /Title of the scheme | Number of students | Amount in Rupees |
| Financial support from institution | Scholarships from the College | 28 | 2,03,948/- |
| Financial support from other sources | | | |
| a) National | Kanyasree | 1 | 25,000/- |
| b) International | | | |

5.1.2 Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

| Name of the capability enhancement scheme | Date of implementation | Number of students enrolled | Agencies involved |
|---|---|---|---|
| Bridge Course on **Classical Myth and Literature** | July 2017 | 87 | Dept. of English, Loreto College |
| Bridge Course on the **Bible and Literature** | July 2017 | 50 | Dept. of English, Loreto College |
| Bridge Course on **Social and Political History of England** | July 2017 | 50 | Dept. of English, Loreto College |
| Bridge Course on **Practical Criticism** | July 2017 | 50 | Dept. of English, Loreto College |
| Capability enhancing course on **Research Methodology** | September 2017 | 25 | Dept. of English, Loreto College |
| **Bridge Course in Geography** | July-Aug 2017 | 30 | Dept. of Geography, Loreto College |
| **Remedial coaching** | January-March 2018 | 16 | All departments, Loreto College |
| Capability enhancing course on **Public Speaking** | July 2017-18 | 28 | Junior Chamber International (JCI) |
| **Lecture on removing barriers for the differently-abled** by Matan Barkowitz. Motivational speaker and scientist | 22 September 2017 | 900 | Loreto College |
| **'The promotion of literacy in a digital world'**: a training session in collaboration with the Oxford University Press | 8 September 2017 | 300 | Loreto College and Oxford University Press |
| Ability in foreign languages | 2 July, 2017 | 44 | Loreto College |
| Ability in music | 2 July, 2017 | 4 | Loreto College |
| Spoken Tutorial | 11 Sept, 2017 | 372 | (IIT Mumbai) |
| Jewellery Design capability enhancement course | September – December 2017 | 14 | Loreto College |
| Calligraphy and Cursive Writing capability enhancement course | September – December 2017 | 84 | Loreto College |
| Geographic Informatics System Course | September – December 2017 | 30 | Loreto College |

|  |  |  |  |
|---|---|---|---|
|  |  |  |  |

5.1.3 Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

| Year | Name of the scheme | Number of benefited students by Guidance for Competitive examination | Number of benefited students by Career Counselling activities | Number of students who have passed in the competitive exam | Number of students placed |
|---|---|---|---|---|---|
|  |  |  |  |  |  |

5.1.4 Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

| Total grievances received | No. of grievances redressed | Average number of days for grievance redressal |
|---|---|---|
| PAROSH-Prevention And Redress Of Sexual Harassment | 0 | 0 |
| ICC-Internal Complaints Committee | 8 | 3 days each |

**5.2 Student Progression**

5.2.1 Details of campus placement during the year

| On campus | | | Off Campus | | |
|---|---|---|---|---|---|
| Name of Organization s Visited | Number of Students Participated | Number of Students Placed | Name of Organization s Visited | Number of Students Participated | Number of Students Placed |
| Schoogle, Biswajit Sarkar IP Attorneys | 15 | 7 | Cognizant, TCS, Netscribes, Spicejet, Jet Airways, Indigo | 65 | 38 |

5.2.2 Student progression to higher education in percentage during the year

| Year | Number of students enrolling into higher education | Programme graduated from | Department graduated from | Name of institution joined | Name of Programm e admitted to |
|---|---|---|---|---|---|
| 2017-18 | 17 | B.Sc Part III (Hons) | Economics | University of Calcutta., Madras School of Economics, XIMB, TISS Mumbai, XISS Ranchi, Symbiosis Pune, IISWBM Kolkata, KJ Somaiya Institute of Management | Masters course in Economics, Management, Law, Business Analytics and Fashion Technology |

| 2017-18 | 9 | | B.A. Part III (Hons) | Education | MA In Social Work in Disability Studies and Action, TISS; MBA in HR and Finance, ICFAI Business School, Hyderabad; MA in Education, Victoria University, Melbourne, Australia, Christ University, Bangalore, Calcutta University | Masters course. |
|---------|---|--|----------------------|-----------|------|------|
| | | | | | Mumbai, Gokhale Institute of Politics and Economics Pune, NIFT Bangalore, University of Manchester | |
| | 26 | | B.A. Part III (Hons) | History | Calcutta University, Azim Premji University, Jawaharlal Nehru University, Presidency University, Ambedkar University, Tata Institute of Social Sciences | Masters course |
| | 4 | | B.Sc. Part III (Hons) | Psychology | Tata Institute of Social Science (Mumbai), BHU, Jamia Milia Islamia University, Fergusson College, Hyderabad Central University, Calcutta University | Masters course |
| | 15 | | B.A. Part III (Hons) | English | University of Calcutta, Delhi University, Cardiff University, Asian College of Journalism, Mount Carmel Bangalore | Masters course in English, Journalism, Mass Communication, Media. |

| | 16 | B.A. Part III (Hons) | Geography | TISS Mumbai, Guwahati, JNU, Symbiosis Pune, Monash University, Australia ;Azim Premji University, Bangalore. | Master's course in Geography, Natural Resource Management, Disaster Management, Geoinformatics, Development Studies, Tourism Management, Water Policy and Governance. |
|---|---|---|---|---|---|

5.2.3Students qualifying in state/ national/ international level examinations during the year(eg: NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State GovernmentServices)

| Items | No. of Students selected/ qualifying | Registration number/roll number for the exam |
|---|---|---|
| NET | 2 (English) 1 (Political Science) | Roll Nos. 91023313, 15039639 Roll No. 91018692 |
| SET | | |
| SLET | | |
| GATE | | |
| GMAT | | |
| CAT | | |

| | | |
|---|---|---|
| GRE | 1 | |
| TOFEL | | |
| Civil Services | | |
| State Government Services | | |
| Any Other | | |

5.2.4 Sports and cultural activities / competitions organized at the institution level during the year

| Activity | Level | Participants |
|---|---|---|
| Inter Department Kabaddi tournament, Inter Department KhoKho tournament, 'Solving the Rubik's Cube (Speedcubing)' Intra College Table Tennis Tournament. The society hosted four events in the college annual fest 'Samagam'- Basketball, Table Tennis, Carrom and Throwball. Inter-Department Professor Student Badminton | Institutional and inter- collegiate level | Students and teachers |
| Annual Sports Day | Institutional | Students and teachers |
| Inter year drama competition | Institutional | Students |
| Inter collegiate fest | Inter-collegiate level | Students |
| Pinkathon Women's Marathon | State level | Students and teachers |
| Heritage Course excursion to Barrackpore and Hooghly, places of historical/cultural interest | Institutional | Students and teachers |
| Rowing | International | 1 student |

**5.3 Student Participation and Activities**

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

| Year | Name of the award/ medal | National/ International | Sports | Cultural | Student ID number | Name of the student |
|------|--------------------------|-------------------------|--------|----------|-------------------|---------------------|
| 2017 | Silver Medal | National | Rowing | | | Shreya Iyer |
| 2017 | Gold Medal | National | Rowing | | | Shreya Iyer |
| 2018 | Gold Medal | National | Rowing | | | Shreya Iyer |
| 2018 | Silver Medal | National | Rowing | | | Shreya Iyer |

5.3.2 Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The Student President and Vice President are members of IQAC. The Student Council is very active and responsible for all student activities throughout the year. They also act as the liason between the Principal, faculty and the student body as a whole.

The Student President and Vice-President are also members of the ICC. They sit in at meetings and their suggestion are given due consideration. The Student President and Vice-President also meet the Principal daily for 30 minutes to consider, evaluate, plan and conduct student and Society activities in college. These Council members present the annual report of the college on Annual Investiture and Awards Ceremony day.

Society Staff Advisors along with Student Society President, Vice-President and Treasurer members discuss and dialogue all society activities

**5.3 Alumni Engagement**

5.3.1 Whether the institution has registered Alumni Association? Yes/No, if yes give details (maximum 500 words):

The Loreto College Alumnae Association was registered in 2000 at the address 7 Middleton Row, Kolkata 700071.

5.3.2 No. of ~~registered~~ enrolled Alumni: 568

5.3.3 Alumni contribution during the year (in Rupees) **: 1, 32, 159**

5.3.4 Meetings/activities organized by Alumni Association **:**

7 Meetings of the Executive Council were conducted during the course of the year. Annual General Meeting for registered members was conducted on 21.04.2018. Open Day held for NGOs and women entrepreneurs. This day is a much awaited day for both Alumnae and present students. 18 NGOs run by women and 12 women entrepreneurs displayed and sold their products, thus benefitting financially. At the College reunion held on 3 February, 2018, 105 students of yester year joined in and reminisced on their college days. Former Principals were also present.

The Inter Loreto School Debate as part of the 175 years of Loreto in South Asia celebrations was organized by the Alumnae Association. 4 students from 8 Loreto schools around India participated in the school debate conducted on 4 August, 2017. An Exhibition Debate featuring eminent alumnae debates from among the alumnae of the college debated against present students on 'Conventional education cannot guarantee empowerment today on 5 August, 2017. This was a much enjoyable event.

A Seminar conducted by Max Weber-Stiftung, Germany, was organized and hosted in the college, thanks to some Alumnae. The college benefitted academically and financially.

# CRITERION VI –GOVERNANCE, LEADERSHIP AND MANAGEMENT

## 6.1 Institutional Vision and Leadership

6.1.1 Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The Admission Committee counsels prospective candidates for admission before the Application Forms for admission are released The Admissions Committee (for admissions) involves all members of the staff who co-operate and work at different levels. They also sit in at interface meetings and meet parents and students prior to admission.

Planning Board (for financial planning and implementation) involves the participation of teachers and non-teaching staff. Every grant to the college is discussed in this Board. Budgets for each department at the beginning of the academic year also form part of the discussions. The Library committee prepares and plans for the book budget with individual departments.

There is a Building Committee with members from faculty, architects, engineers, contractors and office staff to assist with the planning and execution of vertical extension of the college and planning for infrastructure associated with the new wing.

6.1.2 Does the institution have a Management Information System (MIS)?
Yes/No/Partial:**YES**

## 6.2 Strategy Development and Deployment

6.2.1 Quality improvement strategies adopted by the institution for each of the following (with in 100 words each**):**

- ❖ Curriculum Development: Curriculum is set by the University. Suggestions from the CBCS Workshop on Projects and Tutorials (Dept. of English) were forwarded to the University of Calcutta. Academic mentoring of students is done by the teachers.

- ❖ Teaching and Learning: Introduction of Sociology as an elective subject was an initiative of the college. Workshops, seminars, regular use of ICT in classrooms contributed to enhancement of Teaching-Learning. The Neelu Sancheti Singhvi Memorial Lecture on a relevant topic broadens the perspective of students. A Media Lab has been furnished; this benefits the students of Journalism and Mass Communications and serves as a Language Lab for the B.Ed. students. The UGC sponsored COC Course on Human Rights and Empowerment concluded after 5 years. This course, because of its employability value, has been continued as an add-on course initiative by the college.

- ❖ Examination and Evaluation: All year round evaluation through class tests, tutorials, student seminars/presentations keeps the students in touch with their subject. It also enhances and helps students grow in confidence for University examinations. Results of internal examinations are published online. The students also receive a hard copy of the results which their parents have to sign. Parent-teacher meetings are conducted for students who have low attendance and are those who have not performed well in college.

- ❖ Research and Development: The Research Cell holds regular meetings and programmes and presentations to broaden the academic perspectives through presentations of research done by students and faculty. 5 Research Cell presentations were conducted during the year.

- ❖ Library, ICT and Physical Infrastructure /Instrumentation: New classrooms were created with an additional 4th floor; these bright and airy classrooms house the B.Ed. and M.A Courses. Computers were purchased to replace older versions. A conference room was created and furnished and an air conditioner installed therein. 2 new water coolers were introduced for students, a beautiful spacious students' common room was furnished for B.Ed. and M.A. students. A toilet for persons with disability was also constructed.

| | |
|---|---|
| ❖ | Human Resource Management- An annual staff development seminar was conducted for all the teaching staff. Student's Day was organized for their motivation. An annual retreat was conducted for Christian students. |
| ❖ | Industry Interaction /Collaboration: SWOC was conducted in collaboration with ITC. An Anti-plagiarism workshop was organized in collaboration with IP Attorneys. |
| ❖ | Admission of Students: The procedure for online admissions was refined. Information from application forms for admission was used for the filling up of University Registration and Examination Forms. The admission procedure was speeded up and involved all staff members. |

6.2.2 : Implementation of e-governance in areas of operations:

| | |
|---|---|
| ❖ | Planning and Development<br>There is a Building Committee with members from faculty, an architect, an engineer, contractor, teachers and office staff to assist with the planning and execution of vertical extension of the college, planning for infrastructure associated with the new wing.<br>The Planning Board, comprising teachers, non-teaching staff, discusses financial matters regarding grants received, needs of departments so as to plan and budget. |
| ❖ | Administration<br>MIS is in place. The website displays notices before admission, and reports of recent events written by students. Most of the Accounts documentation is digitally maintained, student information likewise. |
| ❖ | Finance and Accounts |

Planning Board (for financial planning and implementation) involves the participation of teachers and non-teaching staff. Every grant to the college is discussed in this Board. Budgets for each department at the beginning of the academic year also form part of the discussions. The Library committee prepares and plans for the book budget with individual departments. TALLY

| | |
|---|---|
| ❖ | Student Support: The Student Council liaison between the students and the staff. Academic support is provided to weak students. The Library welcomes students for reference and study. A Book Bank is also available. In case of serious illness, students are visited in hospital by staff and companions. So too during bereavement of family members. Financially challenged students receive sponsorship through 'Earn While You Learn' Scheme. |
| ❖ | Examinations: |

**6.3 Faculty Empowerment Strategies**

6.3.1 Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

| Year | Name of teacher | Name of conference/ workshop attended for which financial support provided | Name of the professional body for which membership fee is provided | Amount of support |
|---|---|---|---|---|
| 2017 | Sanghita Sanyal | Sexual Harassment of Women at Work Place | AIACHE (All India Association for Christian Higher Education), New Delhi. | Rs. 5000 |
| 2017 | Srijita Chakraborty Sanghita Sanyal | Orientation Programme on Combating Gender-based Violence against Women and Girls for College and University teachers, Guwahati | Ministry of Women and Child Development, New Delhi | Govt. Sponsored |

6.3.2 Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

| Year | Title of the professional development programme organized for teaching staff | Title of the administrative training programme organized for non-teaching staff | Dates (from-to) | No. of participants (Teaching staff) | No. of participants (Non-teaching staff) |
|---|---|---|---|---|---|
| 2018 | Workshop on Academic Autonomy for an Institution | | 5-6 April, 2018 | 46 | |
| 2017 | SWOC ANALYSIS | | 17 June 2017 | 46 | |

6.3.3 No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

| Title of the professional development programme | Number of teachers who attended | Date and Duration (from – to) |
|---|---|---|
| Orientation Progrmme | 2 | July 10 - Aug 4, 2017 July 6 – Aug 2, 2017 |
| 'Narrative Ideas and Practices' (Psychology Training) | 1 July 24-27, 2017 and | December 12-15, 2017 organized by Mental Health Foundation, Kolkata in association with Ummeed Child Development Center, Mumbai |

6.3.4 Faculty and Staff recruitment (no. for permanent/fulltime recruitment):

| Teaching | | Non-teaching | |
|---|---|---|---|
| Permanent | Fulltime | Permanent | Fulltime/temporary |
| Economics: 2 Mathematics: 1 Psychology: 2 | | | |

6.3.5 Welfare schemes for

| | |
|---|---|
| Teaching | Fee Concession to children of staff |
| Non teaching | Medical Insurance, Health Camp |
| Students: | Health Home facility for students, testing for Thalassemia |

**6.4 Financial Management and Resource Mobilization**

6.4.1 Institution conducts internal and external financial audits regularly

 (with in 100 words each**). YES.**

 **Internal Management Audit** by Loreto House Educational Society.

 **External Audit done** by Bikash Bhavan, Govt. of West Bengal**.**

6.4.2 Funds / Grants received from management, non-government bodies, individuals, philanthropies

| during the year(not covered in Criterion III) | | |
| --- | --- | --- |
| Name of the non-government funding agencies/ individuals | Funds/ Grants received in Rs. | Purpose |
| Past pupils | Rs 15000 | |

6.4.2 Total corpus fund generated

**6.5 Internal Quality Assurance System**

6.5.1 Whether Academic and Administrative Audit (AAA) has been done?

| Audit Type | External | | Internal | |
| --- | --- | --- | --- | --- |
| | Yes/No | Agency | Yes/No | Authority |
| Academic | Yes | University of Calcutta | | |
| Administrative | Yes | University of Calcutta | | |

6.5.2 Activities and support from the Parent – Teacher Association (at least three): Parent-Teacher meetings held to assess the academic progress of students; parents contacted on a monthly basis regarding low attendance

6.5.3 Development programmes for support staff (at least three)
(Conducted by the Government):
Workshop on modalities of e-pension
RUSA meetings
PFMS Workshop

6.5.4 Post Accreditation initiative(s) (mention at least three):
Research Cell established to foster academic research among staff and students;
Introduction of skill/capability enhancement certificate courses
Enhanced use of ICT by faculty in the teaching-learning process
Initiatives for a green campus - solar electricity; barrier free campus-ramps, toilet for persons with disability

**6.5.5**

a. Submission of Data for AISHE portal        : (Yes /No)  YES

b. Participation inNIRF                        : (Yes /No)  YES

c. ISO Certification                           :  (Yes/No)

d. NBA or any other quality audit              : (Yes/No) YES (CAG Audit)

6.5.6 Number of Quality Initiatives undertaken during the year

| Year | Name of quality initiative by IQAC | Date of conducting activity | Duration (from-----to------) | Number of participants |
| --- | --- | --- | --- | --- |
| 2017 | Legal Awareness Course | 7 December, 2017 | 1 day | 260 |
| 2017 | Public Speaking Course for SC, ST and Minority students | 10July and 31 August 2017 (2 sessions) | 8 days | 28 |
| 2018 | Workshop on Autonomy | 5 and 6 April, 2018 | 2 days | 44 |
| 2018 | Anti-Plagiarism and Intellectual Property Rights Workshop conducted by IP Attorneys | May 7, 2018 | 1 day | 300 |

# CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

## 7.1 - Institutional Values and Social Responsibilities

### 7.1.1 Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

| Title of the programme | Period (from-to) | Participants | |
|---|---|---|---|
| | | Female | Male |
| Panel discussion on International Women's Day | 9 March, 2018 | 900 | |
| Seminar on Literature and Gender | 9 February, 2018 | 100 | |
| Value Education class on Gender and Equity | July 2017-January 2018 | 234 | |

### 7.1.2 Environmental Consciousness and Sustainability/Alternate Energy initiatives such as: Percentage of power requirement of the College met by the renewable energy sources

Workshop on Vermicomposting for all staff and students
Labeling of trees in the campus with their botanical names;
Solar photo-voltaic cells with grid system with Calcutta Electric Supply Corporation commissioned for 15 KW
Sale of seeds by the Nature Club to encourage planting of trees and plants
Bird baths installed on trees
Celebration of Environment Day, Earth Day and Water Day

### 7.1.3 Differently abled (Divyangjan) friendliness

| Items Facilities | Yes/No | No. of Beneficiaries |
|---|---|---|
| Physical facilities | | |
| Provision for lift | YES | 4 |
| Ramp/ Rails | YES | 4 |
| Braille Software/facilities | | |
| Rest Rooms: PWD Washroom | YES | 3 |
| Scribes for examination | YES | 1 |
| Special skill development for differently abled students | | |
| Any other similar facility(Sound Recorder for visually-challenged) | YES | 1 |

### 7.1.4 Inclusion and Situatedness

Enlist most important initiatives taken to address locational advantages and disadvantages during the year

| Year | Number of initiatives to address locational advantages and disadvantages | Number of initiatives taken to engage with and contribute to local community | Date and duration of the initiative | Name of the initiative | Issues addressed | Number of participating students and staff |
|---|---|---|---|---|---|---|
| 2017 | Being located in the heart of the city, the college can cater to drop out women from disadvantaged backgrounds who wish to pursue | 1: Women's Cell caters to students coming from under privileged sections within the local community. | July 3, 2017 to April 30, 2018 | Women's Cell Initiative | Literacy and education of under privileged women | 45 |

| their education | | | | | |
|---|---|---|---|---|---|
| | | | | | |

7.1.5 Human Values and Professional Ethics

Code of conduct (handbooks) for various stakeholders

| Title | Date of Publication | Follow up (maximum 100 words each) |
|---|---|---|
| College Prospectus for students | July 2017 and June 2018 | Value Education classes |

7.1.6 Activities conducted for promotion of universal Values and Ethics

| Activity | Duration (from-------to-------) | Number of participants |
|---|---|---|
| Value education classes | July 2017-May 2018 | 900 |
| Kalakriti (initiative by the Dept., of Psychology to encourage creativity in differently-abled children) | November 23 – 24, 2017 | 225 |
| Compulsory social service for students | July 2017-May 2018 | 260 |
| 2 Blood Donation camps to encourage students to donate blood | September 2017 <br> 31 January 2018 | 101 <br> 22 |

7.1.7 Initiatives taken by the institution to make the campus eco-friendly (at least five)

Solar cells; workshop on vermicomposting; bird baths;  sale of seeds and saplings by students of the Nature Club in association with Sutton Seeds; labeling of trees

**7.2 Best Practices**

Describe at least two institutional best practices
Upload details of two best practices successfully implemented by the institution as
per NAAC format in your institution website, provide the link

http://www.loretocollege.in/loretocollege/academic/Best_Practices.pdf

**7.3 Institutional Distinctiveness**

Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust
Provide the weblink of the institution in not more than 500 words

http://www.loretocollege.in/loretocollege/academic/Performance_of_the_institution.pdf