



Yearly Status Report - 2018-2019

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 own campus		Yes
Phone no/Alternate Phone no.		033-40055712
Mobile no.		9874562153
Registered Email		loretocollege1912@gmail.com
Alternate Email		christine_cout@yahoo.co.in
Address		7 Sir William Jones Sarani (Formerly Middleton Row)
City/Town		Kolkata
State/UT		West Bengal
Pincode		700071

2. Institutional Status	
Affiliated / Constituent	Affiliated
Type of Institution	Women
Location	Urban
Financial Status	state
Name of the IQAC co-ordinator/Director	Dr. Sukanya Dasgupta
Phone no/Alternate Phone no.	03324925039
Mobile no.	9830636226
Registered Email	loretociqac@gmail.com
Alternate Email	loretocollege1912@gmail.com

3. Website Address	
Web-link of the AQAR: (Previous Academic Year)	https://www.loretocollege.in/loretocollege/iqac.php
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	https://www.loretocollege.in/loretocollege/academic/Col%20Calendar%202018-19.pdf

5. Accrediation Details					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
3	A	3.26	2013	05-Jan-2013	04-Jan-2020

6. Date of Establishment of IQAC	09-Apr-2005
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7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by	Date & Duration	Number of participants/ beneficiaries

IQAC		
AV Media and Communications Marketing Course	24-Jul-2018 3	6
German Language Course	24-Jul-2018 3	9
Spoken Tutorial in collaboration with IIT Mumbai for all students of all classes	11-Sep-2018 9	795
Orientation of the students (1st year) for CBCS	09-Jul-2018 1	259
Vermi-composting, herbal garden	30-Jul-2018 12	259
Inclusive College: washrooms for PWD, sound recorder for a visually challenged student	03-Aug-2018 4	3
Book Exhibition for students, faculty and students of other colleges in the vicinity	18-Aug-2018 1	1000
Staff Seminar on Autonomy: Opportunities and Challenges, Dr. Uma Joseph, St. Francis College, Hyderabad	21-Aug-2018 1	39
Editing and Publishing Course	27-Aug-2018 2	28
Workshop on Parenting Young Adults	01-Dec-2018 2	290
MoU with The Bhawanipur Education Society College	11-Jan-2019 36	969
A faculty member from Slippery Rock University, Pennsylvania gave a series of invited lectures to students of the Masters Course in English	01-Feb-2019 4	10
Self-defence	12-Mar-2019 4	11
Mentoring Workshop for Faculty	27-Apr-2019 2	48
Commemoration of 100 years of the Jallianwala Bagh Massacre	14-May-2019 1	361
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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 3	7291667
Loreto College	ICSSR	ICSSR	2018 1	101000
Loreto College	UGC	UGC	2018 1	430469
Loreto College	Salary Grant	State Government	2018 1	51908592
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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

5

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

No

12. Significant contributions made by IQAC during the current year(maximum five bullets)

Parent Teacher Meeting to strengthen students' academic progression and Parenting Workshops

'Spoken Tutorial' in collaboration with IIT, Mumbai

Vermi-composting and herbal garden

MOUs signed with The Bhawanipur Education Society College and West Bengal State University

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13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
Academic Calendar	Lists all college activities including examination dates
IQAC Calendar	List of academic and quality enhancing programmes
Teaching Time Plans displayed	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
Self-defence	Empowering women to defend themselves physically from abuse
Environmental consciousness	Vermi-composting initiated and 4 batches of vermi-compost sold
Commemoration of Important National days	100 years of Jallianwala Bagh Massacre, celebration of Rabindra Jayanti, Gandhi Jayanti (150 years), Independence Day and Teacher's Day
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14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
Governing Body	18-Jul-2019

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?

No

16. Whether institutional data submitted to AISHE:

Yes

Year of Submission

2019

Date of Submission

19-Feb-2019

17. Does the Institution have Management Information System ?

Yes

If yes, give a brief descripton and a list of modules currently operational (maximum 500 words)

All admissions are online. 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. Data required by the University is sent online based on the information drawn from the application forms for admission. All relevant information regarding the college, notices and announcements are uploaded on the website. Information to stakeholders is disseminated through the college website and social network platforms. Marks obtained by students at all internal examinations are entered into the college website by the teachers. Internal examination results are uploaded on the website within three weeks of completion of the last paper and are accessible to the students with their confidential user name and password. All fees: college, university examinations and add on courses, are remitted online. Staff salary notification and generation of salary slips is done online. Finance Accounting MIS transaction with bank is conducted online. Ledger records are maintained electronically through Tally.ERP. Attendance of students and leave record of staff is available on the website. Both students and staff have a unique username and password to assess the portal. SMS through notification gateway is sent to parents regarding low attendance and academic performance. Students evaluate teachers online through TAQ (Teaching Assessment Questionnaire) and the results are evaluated, analyzed and computed. In addition to this, a Student Departmental Survey and Departmental Performance Appraisal are also conducted online.

Part B

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

Loreto College is affiliated to University of Calcutta and makes every effort to deliver the syllabus effectively. Detailed lesson plans and reading lists are put up on the college website and class notice boards. A timeline for the entire academic year is provided to the students. An orientation is given to students at the beginning of the academic year to clearly state the methods of curriculum delivery. Keeping the objective of academic excellence with all

round development in mind, teachers are given sufficient freedom to introduce and implement innovative teaching- learning methods. Access to an excellent library with digital resources, a media lab, free Wi-Fi and a computer laboratory equipped with the latest in information technology assist the teachers in preparing their lessons and lectures. Student participation is greatly encouraged and the classroom teaching is designed in a way that invites questions and critical responses. Regular internal assessments and assignments are conducted to help students connect with the curriculum. Guest lectures and talks by specialists are regularly arranged by the respective departments. Remedial teaching is carried out to support weak students. Each Department holds regular meetings to discuss the functioning of the Department and to formulate future plans. Departments maintain minute books and record books to document activities. The special activities of the college are also posted on the college website. A daily diary is maintained where the events and instructions for each day are recorded by the Principal including programmes related to effective curriculum delivery. Adequate steps are taken for the efficient and planned implementation of the curriculum. Prompt recruitment of teachers, promotion of a positive work culture, adherence to institutional vision, staff development seminars, supervision and review through departmental meetings, student-parent-faculty interface sessions as well as the Principal's meetings with the departments are some of the ways which aid in effective curriculum delivery. The different departments, with the support of the college, organise talks, national and international seminars in collaboration with UGC and other national research bodies and university departments. The seminar proceedings and publications are accessible to students, faculty members and for public circulation enabling to further research. Research is encouraged in both teachers and students. The institution also has a Dean of General Studies who ensures that elective subjects are not neglected and closely monitors the performance of students in the same. The Heads of Departments interact with the Principal on a routine basis regarding methods adopted for and progress made in curriculum delivery.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
German		24/07/2018	3	Yes	Yes
Editing and Publishing		27/08/2018	2	Yes	Yes
Audio Visual Media and Marketing Communication		24/07/2018	2	Yes	Yes
Self Defence		12/03/2019	4	Yes	Yes

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BA	No new courses introduced	02/07/2018
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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	Programme Specialization	Date of implementation of
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CBCS		CBCS/Elective Course System
BA	English Honours	02/07/2018
BA	Education Honours	02/07/2018
BA	History Honours	02/07/2018
BA	Political Science Honours	02/07/2018
BA	Geography Honours	02/07/2018
BA	Psychology Honours	02/07/2018
BSc	Geography Honours	02/07/2018
BSc	Psychology Honours	02/07/2018
BSc	Economics Honours	02/07/2018
BA	Hindi General	02/07/2018
BA	Bengali General	02/07/2018
BA	Human Rights General	02/07/2018
BA	Journalism and Mass Communication General	02/07/2018
BA	Sociology General	02/07/2018
BSc	Mathematics General	02/07/2018
BA	Film Studies General	02/07/2018
MA	English	02/07/2018

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

	Certificate	Diploma Course
Number of Students	54	0

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
Web Designing	18/07/2018	3
Value Education	20/07/2018	921
Foreign Languages (Spanish, French, German)	20/07/2018	32
Piano	20/07/2018	3
Legal Awareness	08/09/2018	261
Spoken Tutorial	11/09/2018	795
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BEd	B.Ed. School Internships	83
BEd	B.Ed. Field Projects	58
BA	B.A. Field projects	30
BSc	B.Sc. Field projects	62

BA	B.A. Internships	10
BSc	B.Sc. Internships	7
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	No
Parents	Yes

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

Feedback Obtained
<p>The College administration puts together a list of factors that could be improved by getting feedback and has based questionnaires on these. A userfriendly format with multiplechoice questions was incorporated. Different versions were developed to cater to different stakeholders like students, teachers, parents and alumnae. These digital questionnaires were incorporated on the website, so that maximum number of persons would have access to it and enable quick and easy digital analysis to ensure prompt response to the feedback. The questionnaires are available on the website. Students are addressed in class about this, the purpose and the rationale are explained to them, details regarding the mode of accessing the questionnaire are given and then they are left to fill in their responses by themselves. They are also informed about their responsibility to give constructive feedback. Students are also asked to communicate with their parents and guardians and to request them to fill in the questionnaire specifically formulated for them. The Department takes every measure to ensure that the feedback received is anonymous and that students can respond freely without any observation or supervision by teachers. Students fill in data using their confidential password. It is therefore not possible for anyone to view students' responses. Then the data is collated with the help of specially programmed software. Thus the anonymity of the respondents is assured to make the data more authentic and credible. The data filled in the questionnaires is collected digitally by ICT professionals. This helps to keep the information derived from different groups of stakeholders distinct and separate. Different items of each questionnaire are calculated and percentages are arrived at via statistical analysis. These percentages, recording responses to each option of each item of individual questionnaires are communicated by email to the heads of the relevant departments. There are three kinds of survey reports - TAQ (Teaching Assessment Questionnaire), Student Departmental Survey and Departmental Performance Appraisal. The statistical analysis is provided by the institution to the Department or to the concerned teachers in the case of TAQs. The Heads of Department convene a meeting with the faculty members of their discipline. The data from the questionnaires is examined and discussed. The members of the department together arrive at ways of dealing with issues that emerge in the survey. Next, the faculty meets the Principal and apprises her of these matters and the steps they propose to take. With the help and guidance of the Principal, the concerns expressed by the stakeholders are addressed promptly and effectively. The management addresses administrative issues where improvement may be required. The action on the feedback is taken within one to three weeks.</p>

CRITERION II – TEACHING- LEARNING AND EVALUATION**2.1 – Student Enrolment and Profile**

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	English Honours	50	1176	50
BA	Education Honours	50	124	42
BA	Geography Honours	5	85	7
BA	History Honours	50	157	43
BA	Political Science Honours	50	330	49
BA	Psychology Honours	24	395	25
BSc	Geography Honours	25	311	25
BSc	Psychology Honours	6	290	9
BSc	Economics Honours	30	298	36
BA	General	50	100	31
BSc	General	25	17	1
BEd	B.Ed.	50	409	38
MA	English	25	235	21
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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 fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	878	43	37	0	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
48	48	6	30	14	3
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2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

The practice of 'Mentoring' is an important aspect of life at Loreto College. Mentoring is carried out by all the teachers of the various departments in order to encourage and assist students in matters beyond academics. Students today are exposed to undue emotional and physical stress which tends to affect their overall health and well being. Students often feel awkward to seek professional help for their concerns due to inhibitions or are simply confused as to whom to approach. In such situations it is important that students have someone who can guide them on the right path and help them address their issues in the most effective way possible. The objective of the Mentoring programme is to give students access to immediate assistance. Each student is assigned a mentor and the ratio of mentor mentee is roughly 1:21. The mentor and mentees meet regularly and an official record of these meetings is maintained. The mentoring sessions are an open unbiased platform for the students to voice their concerns and apprehensions about their personal and academic issues. Based on the trepidations expressed by the students they are advised on the best course of action by the mentor or are further referred to the College counsellor if there is need for professional assistance. Besides conducting mentoring sessions at regular intervals the mentors maintain an open channel of communication whereby the mentee can approach the mentor at any point of time for assistance. Establishing a relationship outside the formal classroom setting allows teachers to provide additional attention to students and their issues. The encouragement and assistance of the mentors helps nurture the ambitions and aspirations of the students and infuse them with the positivity and drive essential to overcome all obstacles. The mentoring sessions also help normalize conversations around issues which may seem unapproachable to the mentees thus building a relationship of confidence and respect between the mentor and mentee. The mentoring programme does not only benefit the mentee. By stepping into the role of a mentor, teachers are exposed to a host of problems encountered by the young generation today. It is important for teachers to grow and adapt to the changing times in order to connect with and reach out to students.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
921	43	1 : 21

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
43	43	0	5	24

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised 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
2019	Not applicable	Assistant Professor	Not Applicable

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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

Programme 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
BA	08	Semester 1	04/01/2019	25/02/2019
BSc	09	Semester 1	04/01/2019	25/02/2019
BA	11	Semester 1	04/01/2019	25/02/2019
BA	08	Semester 2	12/07/2019	30/08/2019

BSc	09	Semester 2	12/07/2019	30/08/2019
BA	11	Semester 2	12/07/2019	30/08/2019
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The college follows the modalities of conducting the Continuous Internal Evaluation as prescribed by the University of Calcutta. In the last five years there have been some changes in the mode of evaluation based on the type of programme (111 or CBCS). For the Three Year Annual System Undergraduate Programme (20142019) emphasis is on Selection Examinations conducted roughly 2 months before the students' final University Examinations. The students' performance on this examination along with their regularity of attendance (minimum 75) determines whether or not the student can appear for the final examination. Apart from this, group projects and presentations which aim at fostering peer learning and mentoring are also encouraged all through the year. Tutorials are held at regular intervals by all teachers to assess learning outcome. Evaluation in a continuous mode has helped improve student regularity and participation in practicals as there are marks for each class attended and assignments completed. Each department has worked out the details of how the CIE will be carried out for each paper, taking care that learning objectives of each paper are achieved through the different assignments. The assignments are designed such that they not only test the knowledge base of the students but also prepare them for time management during examinations. CIE is used as a method of assessing whether learning outcomes for all courses are being achieved. It provides an opportunity to relook at and modify teaching strategies if the students are not performing well.

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

The college follows the academic calendar of the University of Calcutta. In the annual system, every new academic year begins in July and ends in June. The University sends schedules of undergraduate, postgraduate and B.Ed. examinations ahead of time. The Calendar Committee of the college consults the calendar provided by the University to finalize the college calendar. The Continuous Internal Evaluation(CIE) process of the college is scheduled coordinated with the University calendar of final projects, vivavoce, practical examinations, internals. The examination dates are marked on the calendar with important college events and holidays The college calendar is uploaded on the college website at the beginning of each academic year. Copies of college calendar are given to teaching and non teaching staff of the college and the students. The dates for the publication of results are not mentioned in the college calendar, the results are published within three weeks from the date the internal examination ended. Teachers regularly consult the college calendar to confirm the availability of a date before setting tests and assignments.

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)

https://www.loretocollege.in/NAAC/2.6.1_addl_info.pdf

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
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08	BA	English Honours	41	41	100
08	BA	History Honours	33	33	100
08	BA	Political Science Honours	43	43	100
08	BA	Education Honours	32	31	96.88
08	BA	Psychology Honours	22	22	100
08	BA	Geography Honours	4	4	100
09	BSc	Economics Honours	22	22	100
09	BSc	Geography Honours	22	22	100
09	BSc	Psychology Honours	6	6	100
11	BA	General	32	13	40.63
19	BEd	B.Ed.	45	45	100
27	MA	English	22	22	100
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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)

https://www.loretocollege.in/loretocollege/academic/TAO_Questionnaire.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 organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Total	00	NA	0	0
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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
NA	NA	01/07/2019

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NA	NA	NA	01/07/2019	NA
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
0	NA	NA	NA	NA	01/07/2019
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
NA	0

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

Type	Department	Number of Publication	Average Impact Factor (if any)
National	English	2	0
National	Education	2	0
International	English	1	0
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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Geography	1
Education	1
Economics	4
Journalism and Mass Communication	1
Political Science	1
History	1
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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
NA	NA	NA	2019	0	NA	0
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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
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Identities Embedded in Our Bodies: Gendered Constructions at Work	Dr. Ranjita Dawn	Indian Journal of Social Work	2018	195634	0	Department of Education, Loreto College, Kolkata
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	0	18	0	0
Presented papers	0	13	0	0
Resource persons	0	9	0	0

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3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Slum Camp	Loreto College	3	50
Compulsory Community Service for outgoing students	St. Joseph's Old Age Home, Ankur Kala, Rainbow schools, Shishu Bhavan, Hope Foundation	2	328
Health Camp	Dr. Biswambhar Agarwal, a visiting consultant at AMRI Hospitals and Apollo Gleneagles Hospitals, in association with Dr. Reddy's Laboratories and Divine Nursing Home	4	20
Malaria and Dengue Awareness	Ms. Ramsha Ansari and Ms. Afreen Jamal of College of Medicine and JNM Hospital, Kalyani and members of SAMSA South Asian Medical Students' Association (SAMSA)	3	40
Fire Protection and Prevention in	Mr. Utsab Majumdar, Senior Manager	2	250

Educational Institution	Training, G4S Secure Solutions (Pvt.Ltd)		
Soap Drive (Annual Event)	Loreto College	2	750
Spoken Tutorial	IIT Bombay	2	754
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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	Number of students Benefited
Blood Donation Camp - Social Service Society	Shashi Bhusan Ray Memorial Challenge Trophy	Association of Voluntary Blood Donors, West Bengal	921
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations 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 participated in such activities	Number of students participated in such activities
TB Seals Campaign	WB Tuberculosis Association	TB Seals Campaign	2	921
Swachh Bharat Mission	Loreto College	Swachhta Pakhwada	3	31
Swachh Bharat Summer Internship 100 hours	Jagannathpur Primary School in Shibrampur, AshutiII, Gram Panchayat	Swachh Bharat Summer Internship	3	7
Aids Awareness	College of Medicine and JNM Hospital, Kalyani and members of SAMSA South Asian Medical Students' Association (SAMSA)	Red Ribbon Club Programme	3	921
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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: Gender Identity: An Interdisciplinary Perspective and its Repercussion in the Education Industry	B.Ed. Departments of Loreto College and University of Calcutta with participants from other colleges and	ICSSR	2

	universities		
Seminar: Child Sexual Abuse: An Integrative CrossFunctional Approach	Departments of Human Rights, Sociology, Journalism and Mass Communication pf Loreto College, O.P. Jindal Global University, Haryana and The Bhawanipur Education Society College	Loreto College, Kolkata, O.P. Jindal Global University and The Bhawanipur Education Society College	2
Ecolore: An Annual Student Economic Summit	Department of Economics from 18 colleges including Loreto College	Catalyst, Ratnasagar Herbals Pvt. Ltd and other individual sponsors	1
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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	Duration To	Participant
B.Ed. Internship Programme	Internship for Training	Jewish Girls' School, St Paul's Boarding and Day School, St Teresa's Higher Secondary School, St Thomas' School, Modern High School for Girls, Our Lady Queen of the Missions School , Loreto House, Loreto Entally, Dharamtala, Sealdah, Bowbazar, Elliott Rd	02/07/2018	31/05/2019	83
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate

houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
The Bhawanipur Education Society College	11/01/2019	Academic Exchange	969
West Bengal State University	21/06/2019	Academic Exchange	969
View File			

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
359.5	139.51

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Laboratories	Newly Added
Seminar Halls	Existing
Seminar Halls	Newly Added
Classrooms with LCD facilities	Existing
Classrooms with Wi-Fi OR LAN	Existing
Classrooms with Wi-Fi OR LAN	Newly Added
Seminar halls with ICT facilities	Existing
Seminar halls with ICT facilities	Newly Added
Video Centre	Existing
Video Centre	Newly Added
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Existing
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
Value of the equipment purchased during the year (rs. in lakhs)	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
No file uploaded.	

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	2014

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Reference Books	68250	2756199	683	470951	68933	3227150
e-Books	202	1523206	0	0	202	1523206
Journals	70	826206	39	298094	109	1124300
e-Journals	6000	5750	0	5750	6000	11500
CD & Video	576	0	24	0	600	0
Weeding (hard & soft)	377	0	291	0	668	0
Others (specify)	1	14250	0	0	1	14250
Others (specify)	36	155000	0	0	36	155000
Others (specify)	40000	60000	0	0	40000	60000
Others (specify)	1	132855	0	0	1	132855
Others (specify)	1	376310	0	0	1	376310
Others (specify)	50000	119048	0	0	50000	119048
Others (specify)	1	23809	0	0	1	23809
Library Automation	1	125000	7	81315	8	206315
Library Automation	10	75285	0	0	10	75285
Library Automation	1	87045	0	0	1	87045
Library Automation	1	3500	0	0	1	3500
Library Automation	1	80000	0	0	1	80000
Library Automation	1	130000	0	0	1	130000
Library Automation	1	102960	0	0	1	102960
Library Automation	1	343028	0	0	1	343028
Library	1	352619	0	0	1	352619

Automation						
Library Automation	2	250046	0	0	2	250046
Library Automation	2000	85714	0	0	2000	85714
Library Automation	50000	938095	0	0	50000	938095
Library Automation	0	0	1	47825	1	47825
Library Automation	0	0	1	9492	1	9492
Library Automation	0	0	3	6228	3	6228
View File						

4.2.3 – 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
NA	NA	NA	02/07/2018
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	84	43	0	5	3	10	31	10	0
Added	3	2	0	0	0	0	1	200	0
Total	87	45	0	5	3	10	32	210	0

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

8 MBPS/ GBPS

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
NA	NA

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
7	357924	22.65	1087588

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)

There are a number of committees to ensure that physical, academic and support facilities are maintained. AMC's for all computers including Library automation and servers as well as maintenance contracts for water coolers and Aqua Guard are dealt with. Loreto College has the following Departments offering UG Courses: English, Geography, History, Political Science, Education, Psychology, Economics, Journalism and Mass Communication, Mathematics, Human Rights, Sociology, Bengali, Hindi, and Film Studies, Computer Department. The Institution also offers B.Ed. course and Post Graduation in English. Each Department has been allotted classrooms with adequate seating arrangement for students as well as for teachers. Each classroom has a white board mounted on the wall. A total of 14 Smartboards including ICT in the Concert Hall has been set up. The institution is well equipped with a total of 10 movable Projectors. The institution provides each Department as well as the IQAC Coordinator and PG Convenor with a personalized laptop. At present there are 32 laptops. The institution also has a total of 55 Desktops ICT facilities are frequently used both by faculty members as well as students. There are 4 laboratories set up within the institution. There are internet facilities which include both WiFi and Broadband services. Other physical facilities available in the institution include: Printers : 10 Scanners: 4 Cameras: 3 Pen drives: 9 Hard disc/Hard drives: 2 Whiteboards: 1 Splitter: 1 GIS software has been installed in a total of 6 laptops and 12 desktops (Department of Geography) The Institution has adequate facilities for sports, games (indoor, outdoor), gymnasium, yoga centre etc. and cultural activities Sports Facilities: The College has a lawn which is spacious enough to hold athletics events such as shot put and discus. There is a common room cum sports room with adequate furniture for storage of sports equipment. The college also shares a badminton, throwball and basketball court with the school. Indoor sports facilities are available like chess, carom, table tennis, scrabble etc. All students of the college are members of the Games Society and participate in various intercollege, state, national and interuniversity competitions for basketball, badminton, chess etc. They participate in sport festivals of other colleges, IITs and Universities. The college has gymnasium equipment such as tread mills, twister, exercising cycles. The Games Society has a faculty member as staff advisor and student representatives who plan and execute the events of their society. Students actively participate in intra and inter college events throughout the year and bring several laurels to the college. Cultural Activities: Cultural activities are conducted either in the Concert Hall or Auditorium. Yoga: Yoga is practiced by the students of the B.Ed. Department. The practice of assimilating the faculties of mind and body and harnessing energy for better growth has now found its place and importance throughout the world. In the course, the students learn the Asanas with stepbystep guidance of how each pose is done, along with precautions and benefits of each pose. The Asanas include the Padmasana, Bhujangasana, Trikonasana, Vriksasana.

https://www.loretocollege.in/loretocollege/academic/Procedures_policies_for_maintainence.pdf

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 Loreto College	15	160230
Financial Support			

from Other Sources			
a) National	Kanyasree and Post Matric Scholarship Scheme Minorities (CS)	10	228000
b) International	NA	0	0
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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	01/08/2018	50	Dept. of English, Loreto College
Bridge Course on the Bible and Literature	02/07/2018	50	Dept. of English, Loreto College
Bridge Course on Social and Political History of England	02/07/2018	50	Dept. of English, Loreto College
Capability enhancing Course on Research Methodology	03/09/2018	50	Dept. of English, Loreto College
Bridge Course in Geography	02/07/2018	32	Dept. of Geography, Loreto College
Remedial coaching	02/01/2019	395	All departments, Loreto College
Ability in foreign languages	20/07/2018	32	Loreto College
Ability in music	20/07/2018	3	Loreto College
Value Education	20/07/2018	921	Loreto College
Self defence	12/03/2019	11	Loreto College
Spoken Tutorial	11/09/2018	795	IIT Mumbai
Calligraphy and Cursive Writing capability enhancement course	03/09/2018	64	Loreto College
Geographic Information System Course	03/09/2018	30	Loreto College
Annual career counseling programmes for the B.Ed. students	08/09/2018	45	Loreto College
AV Media and Marketing Communications	24/07/2018	6	Loreto College

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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 for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2018	Catalyst Learning Services : Workshop to prepare for interviews	0	328	0	0
2018	Azim Premji University, Bangalore delivered capacity building session on careers in Social Sciences	0	261	0	0
2018	Ashoka University conducted a session on Young India Fellowship	0	261	0	0

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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	Number of grievances redressed	Avg. number of days for grievance redressal
1	1	45
1	1	45

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Cognizant, Indigo, Schoogle, ICICI Bank, Gems Academia	77	21	Emami, Viacom, MK Solutions, Teach For India, Oral School for Deaf Childre	50	33

n,Christ the King Church School, B. D. M. I. School, Auxillium Convent, Loreto Day School, Sri Sri Academy, South Calcutta Public School, St. Teresa's Secondary School, etc.

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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2018	7	B.Sc. Honours	Geography	University of Calcutta	M.Sc., Geography
2018	4	B.Sc. Honours	Geography	TISS, Hyderabad	M.A., Disaster Management
2018	1	B.Sc. Honours	Geography	TISS, Mumbai	M.A., Disaster Management
2018	1	B.Sc. Honours	Geography	West Bengal University of Teacher's Training, Siliguri	B.Ed.
2018	1	B.Sc. Honours	Geography	Banaras Hindu University	M.A., Conflict Management
2018	1	B.A. Honours	History	Rabindra Bharati University	M.A., History
2018	1	B.Sc. Honours	Geography	IIPS, Mumbai	M.A., Population Studies
2018	1	B.Sc. Honours	Geography	TISS, Mumbai	M.A., Water Policy
2018	1	B.Sc. Honours	Geography	Symbiosis University, Pune	M.A., Geoinformatics
2018	1	B.Sc. Honours	Geography	Banaras Hindu	M.A., Geography

				University	
2018	1	B.A. Honours	History	Jindal Global School	M.A., Public Policy And Governance
2018	1	B.A. Honours	History	University of Calcutta	M.A., Archaeology
2018	1	B.A. Honours	History	University of Delhi	M.A., History
2018	3	B.A. Honours	History	Presidency University	M.A., History
2018	1	B.A. Honours	History	Rabindra Bharati University	M.A., History
2018	7	B.A. Honours	History	Jadavpur University	M.A., History
2018	1	B.A. Honours	History	Deccan College of Ancient Indian History and Archaeology	M.A., Archaeology
2018	1	B.A. Honours	History	Azim Premji University	M.A., Development
2018	1	B.A. Honours	History	TISS, Hyderabad	M.A., Rural Development and Governance
2018	3	B.A. Honours	History	University of Calcutta	M.A., Ancient History and Culture
2018	4	B.A. Honours	History	University of Calcutta	M.A., Modern History
2018	1	B.A. Honours	History	IGNOU	M.A., History
2018	1	B.A. Honours	History	Garware Institute Of Career Education And Development, University of Mumbai	M.A., Tourism Management
2018	1	B.Sc. Honours	Economics	S.P Jain Institute of Management and Research, Mumbai	GFMB
2018	5	B.Sc. Honours	Economics	University of Calcutta	M.Sc Economics

2018	2	B.Sc. Honours	Economics	Gokhale institute of Politics and Economics	MSc. International Business Economics and Finance
2018	1	B.Sc. Honours	Economics	Jadavpur University	M.A. Economics
2018	1	B.Sc. Honours	Economics	Azim Premji University	M.A. Development
2018	1	B.Sc. Honours	Economics	Symbiosis University, Pune	M.A. Economics
2018	7	B.A. / B.Sc. Honours	Psychology	University of Calcutta	M.A. Applied Psychology
2018	1	B.A. Honours	History	University of Calcutta	M.A., Archaeology
2018	1	B.A. Honours	History	University of Delhi	M.A., History
2018	3	B.A. Honours	History	Presidency University	M.A., History
2018	7	B.A. Honours	History	Jadavpur University	M.A., History
2018	1	B.A. Honours	History	Deccan College of Ancient Indian History and Archaeology	M.A., Archaeology
2018	1	B.A. Honours	History	Azim Premji University	M.A., Development
2018	1	B.A. Honours	History	TISS, Hyderabad	M.A., Rural Development and Governance
2018	3	B.A. Honours	History	University of Calcutta	M.A., Ancient History and Culture
2018	4	B.A. Honours	History	University of Calcutta	M.A., Modern History
2018	7	B.A. Honours	English	Loreto College, Kolkata	M.A., English
2018	1	B.A. Honours	English	National Institute of Criminology and Forensic Sciences, New Delhi	Criminology and Criminal Justice
2018	1	B.A. Honours	English	University College	M.Sc., Public

				London	Policy
2018	1	B.A. Honours	English	Shri Shikshayatan College	M.A. ,English
2018	1	B.A. / B.Sc. Honours	Psychology	Mount Carmel College	MSc. Psychology
2018	2	B.A. Honours	Political Science	St. Xavier's University, Kolkata	M.A. in Political Science
2018	2	B.A. Honours	Political Science	School of Social Sciences Pondicherry Central University	M.A in Politics and International Relations
2018	1	B.A. Honours	Political Science	Azim Premji University	M.A. in Development Programme
2018	1	B.A. Honours	Political Science	Presidency University	M.A. Political Science
2018	1	B.A. Honours	Political Science	Tata Institute of Social Sciences, Mumbai	M.A. in Regulatory Governance
2018	1	B.A. Honours	Political Science	Tata Institute of Social Sciences, Hyderabad	M.A. in Public Policy and Governance
2018	1	B.A. Honours	Political Science	Jamia Milia Islamia University, Delhi	M.A in Mass Communication
2018	1	B.A. Honours	Political Science	Jamia Milia Islamia University, Delhi	M.A in Human Resource Management
2018	1	B.A. Honours	Political Science	Mount Carmel College, Bangalore	M.A in Public Policy
2018	1	B.A. Honours	Political Science	IISWBM, Kolkata	MBA in Human Resource Management
2018	1	B.A. Honours	English	Xavier's Institute of Communication	PG Diploma in Journalism
2018	1	B.A. Honours	Political Science	Asian College Of Journalism,	Post Graduate Diploma in

				Chennai	Print Journalism
2018	1	B.A. Honours	Political Science	OP Jindal Global University, Sonipat	M.A in Public Policy
2018	2	B.A. Honours	Political Science	Jadavpur University, Kolkata	M.A in International Relations
2018	1	B.A. Honours	Political Science	Lady Brabourne College, Kolkata	M.A, Political Science
2018	1	B.A. Honours	Political Science	MIT World Peace University, Pune	M.A Political Leadership and Government
2018	1	B.A. Honours	Political Science	IFIM Law School, Bangalore	LLB
2018	1	B.A. Honours	Political Science	University of Calcutta	M.A. Political Science
2018	1	B.A. Honours	Political Science	Lady Brabourne College, Kolkata	M.A. Political Science
2018	1	B.A. Honours	Political Science	St. Xavier's College, Kolkata	Diploma in Mass Communication and Public Relations
2018	1	B.A. Honours	English	St. Xavier's University, Kolkata	M.A., Social Work
2018	2	B.A. Honours	English	Commits, Bangalore	M.A. Journalism and Audio-Visual Communication
2018	5	B.A. Honours	English	St. Xavier's University, Kolkata	M.A., English
2018	4	B.A. Honours	English	Commits, Bangalore	M.A., Marketing and Management Communication
2018	7	B.A. Honours	English	Loreto College, Kolkata	M.A., English

2018	1	B.A. Honours	English	National Institute of Criminology and Forensic Sciences, New Delhi	Criminology and Criminal Justice
2018	1	B.A. Honours	English	University College London	M.Sc., Public Policy
2018	1	B.A. Honours	English	Shri Shikshayatan College	M.A., English
2018	1	B.A. Honours	English	Statesman Print Journalism School	PGDM in Print Journalism
2018	1	B.A. Honours	English	Xavier's Institute of Communication	PG Diploma in Journalism
2018	1	B.A. Honours	English	LPU	M.A., English
2018	1	B.A. Honours	English	Jadavpur University Kolkata	M.A., Linguistics
2018	1	B.A. Honours	English	Jadavpur University Kolkata	M.A., Comparative Literature
2018	1	B.A. Honours	English	English and Foreign Languages University, Hyderabad	M.A., English
2018	7	B.A. Honours	English	University of Calcutta	M.A., English
2018	1	B.A. Honours	English	Presidency University	M.A., English
2018	1	B.A. Honours	English	Statesman Print Journalism School	PGDM in Print Journalism
2018	1	B.A. Honours	History	IGNOU	M.A., History
2018	1	B.A. Honours	English	LPU	M.A., English
2018	1	B.A. Honours	History	Garware Institute Of Career Education And Development, University	M.A., Tourism Management

				of Mumbai	
2018	1	B.Sc. Honours	Economics	S.P Jain Institute of Management and Research, Mumbai	GFMB
2018	5	B.Sc. Honours	Economics	University of Calcutta	M.Sc Economics
2018	2	B.Sc. Honours	Economics	Gokhale institute of Politics and Economics	MSc. International Business Economics and Finance
2018	1	B.A. Honours	Education	TISS, Mumbai	M.A. Education
2018	1	B.A. Honours	Education	Amity University, Kolkata	M.A., Applied Psychology
2018	1	B.A. Honours	Education	St. Joseph's College, Bangalore	M.A., Advertising and Public Relations
2018	1	B.A. Honours	Education	Banaras Hindu University	M.A., Education
2018	1	B.A. Honours	Education	Aliah University	M.A., Education
2018	1	B.Sc. Honours	Geography	Banaras Hindu University	M.A., Conflict Management
2018	1	B.Sc. Honours	Geography	IIPS, Mumbai	M.A., Population Studies
2018	1	B.Sc. Honours	Geography	TISS, Mumbai	M.A., Water Policy
2018	1	B.Sc. Honours	Geography	Symbiosis University, Pune	M.A., Geoinformatics
2018	1	B.Sc. Honours	Geography	Banaras Hindu University	M.A., Geography
2018	1	B.A. Honours	History	Jindal Global School	M.A., Public Policy And Governance
2018	1	B.A. Honours	Education	TISS, Mumbai	M.A. Education
2018	1	B.A. Honours	Education	Amity University, Kolkata	M.A., Applied Psychology

2018	1	B.A. Honours	Education	St. Joseph's College, Bangalore	M.A., Advertising and Public Relations
2018	1	B.A. Honours	Education	Banaras Hindu University	M.A., Education
2018	1	B.A. Honours	Education	Aliah University	M.A., Education
2018	1	B.Sc. Honours	Economics	Jadavpur University	M.A. Economics
2018	1	B.Sc. Honours	Economics	Azim Premji University	M.A. Development
2018	1	B.Sc. Honours	Economics	Symbiosis University, Pune	M.A. Economics
2018	7	B.A. / B.Sc. Honours	Psychology	University of Calcutta	M.A. Applied Psychology
2018	9	B.A. / B.Sc. Honours	Psychology	St. Xavier's College	M.Sc. Psychology
2018	1	B.A. / B.Sc. Honours	Psychology	St. Xavier's College	1 Year PGDM in Human Resource Management
2018	1	B.A. / B.Sc. Honours	Psychology	IISWBM, University of Calcutta	MBA- Human Resource Management
2018	2	B.A. / B.Sc. Honours	Psychology	Indian Institute of Psychology and Research (IIPR) Bangalore	M.Sc in Psychological Counseling
2018	1	B.A. / B.Sc. Honours	Psychology	TISS, Mumbai	M.A. Applied Psychology
2018	9	B.A. / B.Sc. Honours	Psychology	St. Xavier's College	M.Sc. Psychology
2018	1	B.A. / B.Sc. Honours	Psychology	St. Xavier's College	1 Year PGDM in Human Resource Management
2018	1	B.A. / B.Sc. Honours	Psychology	IISWBM, University of Calcutta	MBA- Human Resource Management
2018	2	B.A. / B.Sc. Honours	Psychology	Indian Institute of Psychology and Research (IIPR) Bangalore	M.Sc in Psychological Counseling

2018	1	B.A. / B.Sc. Honours	Psychology	TISS, Mumbai	M.A. Applied Psychology
2018	1	B.A. / B.Sc. Honours	Psychology	Mount Carmel College	MSc. Psychology
2018	2	B.A. Honours	Political Science	St. Xavier's University, Kolkata	M.A. in Political Science
2018	2	B.A. Honours	Political Science	School of Social Sciences Pondicherry Central University	M.A in Politics and International Relations
2018	1	B.A. Honours	Political Science	Azim Premji University	M.A. in Development Programme
2018	1	B.A. Honours	Political Science	Presidency University	M.A. Political Science
2018	1	B.A. Honours	Political Science	Tata Institute of Social Sciences, Mumbai	M.A. in Regulatory Governance
2018	1	B.A. Honours	Political Science	Tata Institute of Social Sciences, Hyderabad	M.A. in Public Policy and Governance
2018	1	B.A. Honours	Political Science	Jamia Milia Islamia University, Delhi	M.A in Mass Communication
2018	1	B.A. Honours	Political Science	Jamia Milia Islamia University, Delhi	M.A in Human Resource Management
2018	1	B.A. Honours	Political Science	Mount Carmel College, Bangalore	M.A in Public Policy
2018	1	B.A. Honours	Political Science	IISWBM, Kolkata	MBA in Human Resource Management
2018	1	B.A. Honours	Political Science	Asian College Of Journalism, Chennai	Post Graduate Diploma in Print Journalism
2018	1	B.A. Honours	Political Science	OP Jindal Global University, Sonipat	M.A in Public Policy

2018	2	B.A. Honours	Political Science	Jadavpur University, Kolkata	M.A in International Relations
2018	1	B.A. Honours	Political Science	Lady Brabourne College, Kolkata	M.A, Political Science
2018	1	B.A. Honours	Political Science	MIT World Peace University, Pune	M.A Political Leadership and Government
2018	1	B.A. Honours	Political Science	IFIM Law School, Bangalore	LLB
2018	1	B.A. Honours	Political Science	University of Calcutta	M.A. Political Science
2018	1	B.A. Honours	Political Science	Lady Brabourne College, Kolkata	M.A. Political Science
2018	1	B.A. Honours	Political Science	St. Xavier's College, Kolkata	Diploma in Mass Communication and Public Relations
2018	1	B.A. Honours	English	St. Xavier's University, Kolkata	M.A., Social Work
2018	2	B.A. Honours	English	Commits, Bangalore	M.A. Journalism and Audio-Visual Communication
2018	5	B.A. Honours	English	St. Xavier's University, Kolkata	M.A., English
2018	4	B.A. Honours	English	Commits, Bangalore	M.A., Marketing and Management Communication
2018	6	B.A. Honours	Education	University of Calcutta	M.A., Education
2018	7	B.Sc. Honours	Geography	University of Calcutta	M.Sc., Geography
2018	4	B.Sc. Honours	Geography	TISS, Hyderabad	M.A., Disaster Management
2018	1	B.Sc. Honours	Geography	TISS, Mumbai	M.A., Disaster

					Management
2018	1	B.Sc. Honours	Geography	West Bengal University of Teacher's Training, Siliguri	B.Ed.
2018	1	B.A. Honours	English	Jadavpur University Kolkata	M.A., Linguistics
2018	1	B.A. Honours	English	Jadavpur University Kolkata	M.A., Comparative Literature
2018	1	B.A. Honours	English	English and Foreign Languages University, Hyderabad	M.A., English
2018	7	B.A. Honours	English	University of Calcutta	M.A., English
2018	1	B.A. Honours	English	Presidency University	M.A., English
2018	6	B.A. Honours	Education	University of Calcutta	M.A., Education
View File					

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

Items	Number of students selected/ qualifying
CAT	4
GRE	1
View File	

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

Activity	Level	Number of Participants
Embellish	Institutional	8
Passion Play in collaboration with AICUF, Dramatics Society	Institutional	54
Battle of the Bands	Institutional	24
Footloose	Institutional	24
Sur	Institutional	22
Tarang	Institutional	30
Feminisia	Institutional	12
Epanorama	Institutional	32
Teen Ductus	Institutional	10
Earthusiasm	Institutional	14
Keep it Real	Institutional	18

Social Quest	Institutional	12
Nail Story	Institutional	8
Stylin Chic	Institutional	16
MeLange De La Culture	Institutional	22
Amal Ghatak Quiz	Institutional	16
Loreto Shield Quiz	Institutional	14
Creative Writing Competition	Institutional	8
Poetry Slam	Institutional	10
Aranya	Institutional	8
Comic Strip making	Institutional	8
Meme making competition	Institutional	8
Postcard writing competition	Institutional	6
Ashoke Chatterjee Memorial Essay writing competition	Institutional	12
Wealth out of Waste	Institutional	8
Two Minutes to Fame	Institutional	8
Street Play	Institutional	36
Pictorial Essay writing	Institutional	6
Snapshots	Institutional	8
Century Reflections	Institutional	6
Historia	Institutional	90
Psych Up	Institutional	16
Kalakriti	Institutional	220
Cine Pic	Institutional	12
Click A Flick	Institutional	14
Faith Quest	Institutional	8
Actomania	Institutional	10
Inter department Bible Quiz	Institutional	21
Christmas Pageant AICUF in collaboration with Dramatics Society	Institutional	34
Treasure Hunt	Institutional	8
Bookamalgam	Institutional	8
The Mock Newsroom	Institutional	6
Live News Reporting	Institutional	10
Handmade Tale	Institutional	10
International Womens Day	Institutional	969
Rabindra Jayanti	Institutional	341

Independence Day	Institutional	375
Teachers Day	Institutional	969
Samagam College Fest	Institutional	969
Intercollege Chess	Institutional	12
Intercollege Throwball	Institutional	45
Intercollege Badminton	Institutional	32
Inter department teacher student Badminton tournament	Institutional	42
Sports Day	Institutional	544
Through a Kaleidoscope	Institutional	10
TechnoArt Essay writing	Institutional	6
Paramento	Institutional	10
Vistoso	Institutional	8
Damayanti Shield	Institutional	16
Where there is a Will, There is a Play	Institutional	24
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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/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	0	National	0	0	0	Not Applicable
No file uploaded.						

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

Loreto College has a democratically elected Student Council consisting of members elected by and from among the student body. It is headed by a Student President and VicePresident, and also comprises the Class Representatives and SubRepresentatives of each Department (including the PG Department of English and the B.Ed. Department), all of whom are elected from the final year class.

There are 20 functioning societies in the college that enrich the social, cultural, corporate and cocurricular life of the college, while facilitating multifaceted development of students. Each society is headed by a President and VicePresident elected from the third years, and a Treasurer elected from second years. The societies function under the guidance of staff advisors from among the faculty, while the Student Council as a whole functions under the direct guidance of the Principal. Once constituted, the Council takes a formal oath of office received by the Principal on the day of the Annual Investiture Ceremony.

The specific role and activities of the Student Council are as follows: • Conducts an orientation for new first year students. • Spots talent and organize auditions for students so as to enable them to participate in intercollege and intracollege events, competitions and activities. • Organizes intercollege and intracollege events, activities and competitions through the respective societies. • Organizes and performs in cultural programmes such as

Teachers' Day, Farewell to outgoing batch of students or teachers, Freshers' Welcome etc. • Organizes and performs in programmes held in commemoration of National Days like Independence Day, Gandhi Jayanti etc. • Student Council is the main architect of the annual intercollege festival, Samagam, for which they organize sponsorship and see to the logistics of the various activities. • Each society head presents the Annual Society Report while the Student President and Vice President read out the Student Council Report, at the end of the third year academic calendar. • The President and Vice President also present the Annual College Report during the Awards Ceremony. • Apart from the above, the Student Council assists in every college programme, academic and nonacademic, as volunteers, ushers, looking into hospitality arrangements, etc. Academic and Administrative Bodies that have Student Representatives: • Unfair Means, Vigilance - Student President and Vice President • IQAC (Internal Quality Assurance Cell) - Student President and Vice President • AntiRagging Cell • Student Welfare and Grievance Redressal Cell

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

The Loreto College Alumnae Association was registered under the West Bengal Registrar of Societies in 2000. The registered address of the Association is 7 Middleton Row, Kolkata 700071. As per its Constitution, the Loreto College Alumnae Association has an Executive Committee that acts as the working committee and comprises of 17 members. The Principal of the college is the exofficio President. There is also an Honorary VicePresident, Honorary Secretary, Honorary Joint Secretary, Honorary Treasurer and Honorary Joint Treasurer. Besides the office bearers there are executive committee members, two of whom are coopted every year. As per the Constitution, the VicePresident, Secretary and Treasurer retire every year along with the coopted members. The Secretary conducts and chairs meetings of the Executive Committee regularly and all decisions regarding the functioning of the Association are taken during these meetings. The Alumnae Association holds an Annual General Meeting every year during which the required number of Executive Committee members retire and new members are nominated to join the committee. The Association charges a Life Membership fee of Rs 550 from all those who wish to be registered members. Of this, Rs 50 is charged as Registration fee and Rs 500 as membership fees. All accounts are audited by a registered chartered accountant and auditing firm. The Association organizes an Annual Reunion and contributes to college life in several ways including providing assistance during Open Day and other activities. It also gives a prize to the best General Course student on Awards Day.

5.4.2 – No. of enrolled Alumni:

584

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

6 Meetings of the Executive Council were conducted during the course of the year. Annual General Meeting for registered members was conducted on April 27, 2019. An Open Day was held for NGOs and women entrepreneurs. This day is a much awaited day for both Alumnae and present students. 16 NGOs run by women and 12 women entrepreneurs displayed and sold their products, thus benefitting financially. At the College reunion held on February 9, 2019, 105 students of yesteryear joined in and reminisced on their college days. Former Principals

were also present. The Annual Loreto College Alumni Association Prize was awarded to Jayanti Gorait (3rd year Geography General)

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 college was awarded a grant by RUSA, when a Planning Board was instituted with the Principal in the Chair and some members of the faculty and accounts staff. For the utilization of funds and other finances from different funding bodies, the Planning Board meets and discusses for proper fund utilization. For the purchase of books and e-journals, the Library Committee places before the Heads of Departments, who consult the faculty members for the choice of books to be purchased. The Monitoring Board of the college which includes faculty, working along with the Planning Board to have an overview of the work undertaken out of the funds allocated to the college, help ensure completion of the expenditure appropriately and planning further. Likewise, the Planning and Monitoring Boards work in unison for proper allotment of funds to different Departments, as needed, especially so with books and laboratory equipment for the new CBCS system introduced by the University of Calcutta. There is a Building Committee consisting of the Principal, members of faculty, a chief architect, engineers, contractors and office staff to assist with the planning and execution of the vertical extension of the college on the fourth floor. Building Committee meetings are held frequently to ascertain the progress of the construction. The contractors participate in the meetings and inform the committee members of the challenges faced. Suggestions are made and queries are addressed regarding the pace and quality of the construction. The Principal often consults faculty members regarding their requirements for new classrooms. For instance, the members of the Psychology Department were consulted regarding the construction of new classrooms for a proposed Masters programme in Psychology to be started in the next few years. The architect makes necessary suggestions taking cognizance of the fact that space is limited and that the college is housed in a heritage property. The accountant presents bills related to construction and the committee members examine these. The supervisor of the support staff is also a member of the Building Committee and offers suggestions or points out possible daily problems in plumbing or electrical connections that might surface during construction.

6.1.2 – Does the institution have a Management Information System (MIS)?

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):

Strategy Type	Details
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. Creative class assignments in the form of crossword puzzles, open book tests continue to sustain the enthusiasm of students. Results of internal examinations are

	<p>published online. The annual course students also receive a hard copy of the internal examination results, which their parents have to sign. Parentteacher meetings are conducted for students who have low attendance and are those who have not performed well in college.</p>
Research and Development	<p>The Research Cell holds regular meetings and programmes to broaden the academic perspectives through presentations of research conducted by students and faculty. Several Research Cell presentations were made during the year. Faculty members and students make presentations at various seminars within and outside college and are encouraged to continue with further research. Some research has been published in books and journals. Adjustments are made in the faculty timetable to facilitate research.</p>
Curriculum Development	<p>Curriculum is set by the University. Suggestions from the CBCS Workshop on Projects and Tutorials were forwarded to the University of Calcutta. Academic mentoring of students done by the teachers has become more relevant with the introduction of CBCS.</p>
Teaching and Learning	<p>Workshops, seminars, regular use of ICT in classrooms have contributed to enhancement of TeachingLearning. The annual Neelu Sancheti Singhvi Memorial Lecture on relevant topics broadens the perspective of students. The 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. Enrichment Courses like AV Media and Marketing Communications, Editing and Publishing and German have been introduced along with Self defence.</p>
Library, ICT and Physical Infrastructure / Instrumentation	<p>The Library Committee enables furnishing the Library with relevant books, based on updates in the curriculum. Computers were purchased to replace older versions and appropriate software. The Media Laboratory which is now shared with the Economics Department has been provided with the necessary hardware and software. A conference room was created and furnished with an air conditioner therein. Two toilets for persons with disability were also constructed. All</p>

	<p>notices are displayed on the Digital Board daily for the students.</p>
Human Resource Management	<p>2 staff development seminars on Autonomy, 1 Staff Seminar on Mentoring was conducted and another on Selfprotection was initiated for the faculty. A member of the staff was awarded on Teachers' day for ten years of commitment to NSS and all other social service in the college. Students' Day was organized for their motivation. Soft skill training has been introduced as part of the curriculum for undergraduate and discernment for PG students, respectively. Guest lectures, motivational talks and other valuebased selfdevelopment programmes were offered to students regularly. An annual retreat was conducted for Christian students.</p>
Industry Interaction / Collaboration	<p>The Placement Cell conducted interactive sessions between students and Schoogle, Cognizant and other industry partners. Skills for preparation for competitive examinations, and those needed to apply for study abroad have been imparted by training organizations. Collaboration with other colleges (Commits, Bengaluru) and Universities (O.P. Jindal University) to widen the ambit for further studies have resulted in sharing at Seminars and an MoU with West Bengal State University, respectively. Placements have been offered to our outgoing students by ICICI Bank, Indigo, ITC, the Galaxy Group, Gems International.</p>
Admission of Students	<p>The procedure for online admissions at all levels was refined this academic year. This was done in response to a directive of the Department of Higher Education which required the entire admission process to be taken care of online without any human intervention. Queries with regard to the admission process were addressed through emails. Information from online application forms for admission was used for the filling up of University Registration and Examination Forms.</p>

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

E-governace area	Details
Planning and Development	The annual budget is prepared and

submitted to the Central Society Office online for its approval. Trend of students' elective subject choices per semester is visible and demand is identified online. Caste, religion and state wise statistics are available online, helping the administration identify trends and focus areas. Data pertaining to admissions with respect to total number of forms filled up, final enrollment figures helps in identifying trends in admission, enabling the institution in future plans. Demand for offered courses also helps assess their popularity and subsequently has an impact on decisions as requesting increase in seats.

Administration

Management Information System 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 and student information, likewise. Fees are remitted by students through online transaction. Attendance of students is available to them and their parents online and this has helped to some extent correct absenteeism by them. Biometric attendance for the staff and leave taken by them, both teaching and non teaching staff is calculated online. Staff salaries are also maintained online.

Finance and Accounts

All fees: college, university examinations and add on courses, are remitted online. Staff salary notification and generation of salary slips is done online. Finance Accounting MIS transaction with bank is conducted online. Ledger records are maintained electronically through TallyERP. The annual budget is prepared and submitted to the Central Society Office online for approval. Wherever possible, administrative transactions are performed online.

Student Admission and Support

All admissions are online. Application forms for admission are uploaded on the website. Selection of candidates is based on an index factor calculated by department faculty based on merit. Data required by the University is sent online based on the information drawn from the application forms. All fees: college, university examinations and addon courses, are remitted online.

	<p>Online attendance is accessed by students with a unique username and password. SMS through notification gateway is sent to parents regarding low attendance and academic performance. Students evaluate teachers online, the results are evaluated, analyzed and computed online for anonymity.</p>
Examination	<p>Question papers for internal exams are submitted by the teachers in soft copy. Previous years' examination question papers are available online. Notices regarding examinations are posted on the college website and the social network platform. Internal examination results are declared online within 3 weeks of the completion of the last paper. Information regarding University examinations and availability of University results are informed to the students through the sms gateway and through website notices.</p>

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
2018	Srijita Chakravarty	National Workshop for IQAC / NAAC Coordinators	Xavier Board of Higher Education in India, Mangalore	15200
2018	Archita Roy Biswas, Sharmila Mitra Deb	Workshop Choice Based Credit System	Muralidhar Girls' College, Kolkata	600
2018	Somdatta Goswami	Workshop Microeconomics and Mathematical Economics	Department of Economics Surendranath College	200
2018	Sr. Dr. Christine Coutinho, Devika Guha	National Workshop for Faculty Members	Xavier Board of Higher Education	11000
2018	Sr. Dr. Christine Coutinho	Principals Meeting at Asansol	Loreto Day School Bowbazar	725
2018	Sr. Dr. Christine Coutinho	Loreto Principal's Meeting Course	Asansol Loreto Educational Society	6000

		Fees		
2018	Sr. Dr. Christine Coutinho	Seminar National Workshop Annual General Meeting	Xavier Board of Higher Education in India	4000
2018	Sharmila Mitra Deb , Srijita Chakravarty	Workshop Excellence in Higher Education : Emerging Concerns and The Road Ahead	Patna Womens College, Patna	11000
2018	Sr. Dr. Christine Coutinho, Sharmila Mitra Deb	Stress Management	The Bhawanipur Education Society College	236
2018	Sr. Dr. Christine Coutinho	Seminar Administrative Academic Audit	Xavier Board of Higher Education in India, Bangalore	2451

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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 organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2018	Autonomy: Challenges and Opportunities - Dr. T. Uma Joseph	NA	21/08/2018	21/08/2018	38	0
2019	Mentorship Workshop - Mrs. Ranjana Das	NA	27/04/2019	27/04/2019	47	0
2019	Mentorship Workshop - Mrs. Ranjana Das	NA	04/05/2019	04/05/2019	47	0

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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	Number of teachers	From Date	To date	Duration
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professional development programme	who attended			
Orientation Programme	1	18/07/2018	14/08/2018	28
Orientation Programme	1	05/03/2019	29/03/2019	25
Refresher Course	1	01/11/2018	26/11/2018	26
Refresher Course	1	01/11/2018	26/11/2018	26
Refresher Course	1	14/02/2019	06/03/2019	21
Refresher Course	1	14/02/2019	06/03/2019	21
Refresher Course	1	14/02/2019	06/03/2019	21

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
2	2	0	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Fee Concession to children of staff, PF Loans, Deputation for Professional Upgradation such as enrollment for M.Ed.	Medical Insurance, Health Camp, PF Loans	Students' Health Home facility for students, Sponsorships, Earn while you Learn, Payment of Fees in installments at request

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

<p>Yes. Quarterly Internal Management Audit is conducted by Loreto House Educational Society of Calcutta by the Auditor appointed by the Society. This stringent audit puts into place, through accountability, all expenditure as per the budget prepared before the commencement of the financial year. As an aided college, the annual External Audit by Auditors appointed by Bikash Bhavan, Govt. of West Bengal, come in for the Government audit as and when assigned. The Government audit is due for 2 years for want of instructions from the Directorate of Higher Education. The regular internal audit enables the external audit to be completed more satisfactorily.</p>

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/ Grnats received in Rs.	Purpose
Joyce Naronha, Balinda Naronha, Atreyi Basu, Sr	44742	Donation for Building

Claire, Sr Christine
Coutinho, Josephine
Carvalho

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6.4.3 – Total corpus fund generated

44742

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	Xavier Board of Higher Education in India	No	NA
Administrative	Yes	Xavier Board of Higher Education in India	No	NA

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

- ParentTeacher meetings held to assess the academic progress of students
- Parents contacted on a monthly basis regarding low attendance
- Parenting Workshops for parents of First year undergraduate students

6.5.3 – Development programmes for support staff (at least three)

None

6.5.4 – Post Accreditation initiative(s) (mention at least three)

- Research Cell established to foster academic research culture among staff and students
- Introduction of skill/capabilityenhancement Enrichment certificate courses
- Enhanced use of ICT by faculty in the teachinglearning process
- Initiatives for a green campus solar electricity, vermicomposting, herbal garden
- Barrier free campusramps, toilet for persons with disability
- Hostel for financially challenged students of Minority Community
- PG Course in English
- Introduction of Sociology and Statistics (Electives)
- Setting up of Antiragging Cell, ICC, Student Welfare Committee, Equal Opportunities Cell, Women’s Development Cell
- MOU with The Bhawanipur Education Society College and West Bengal State University
- Plans for Autonomous Status

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	Yes
c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	AV Media and Communicatio	02/07/2018	24/07/2018	13/10/2018	6

	ns Marketing Course				
2018	German Language Course	02/07/2018	24/07/2018	13/10/2018	9
2018	Spoken Tutorial in collaboration with IIT Mumbai for all students of all classes	02/07/2018	11/09/2018	15/06/2019	795
2018	Orientation of the students (1st year) for CBCS	02/07/2018	09/07/2018	09/07/2018	259
2018	Vermicomposting, herbal garden	02/07/2018	29/07/2018	15/06/2019	259
2018	Inclusive College: washrooms for PWD, sound recorder for a visually challenged student	02/07/2018	03/08/2018	05/11/2018	3
2018	Book Exhibition for students, faculty and students of other colleges in the vicinity	02/07/2018	18/08/2018	18/08/2018	1000
2018	Staff Seminar on 'Autonomy: Opportunities and Challenges', Dr. Uma Joseph, St. Francis College, Hyderabad	02/07/2018	21/08/2018	21/08/2018	39
2018	Editing and Publishing Course	02/07/2018	27/08/2018	13/10/2018	28
2018	Workshop on Parenting	30/11/2018	01/12/2018	15/12/2018	290

	Young Adults				
2019	MoU with The Bhawanipur Education Society College	30/11/2018	11/01/2019	31/12/2019	969
2019	A faculty member from Slippery Rock University, Pennsylvania gave a series of invited lectures to students of the Master's Course in English	30/11/2018	01/02/2019	15/05/2019	10
2019	Self defence	04/02/2019	12/03/2019	15/06/2019	11
2019	Mentoring Workshop for Faculty	30/11/2018	27/04/2019	04/05/2019	48
2019	Commemoration of 100 years of the Jallianwala Bagh Massacre	29/04/2019	14/05/2019	14/05/2019	361
2019	Participation in AAA	30/11/2018	30/05/2019	01/06/2019	969
2019	MOU with West Bengal State University	30/11/2018	21/06/2019	31/12/2019	969
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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	Period To	Number of Participants	
			Female	Male
Seminar on Sexual Harassment Against Women in the Workplace and at Home organized by	14/02/2019	14/02/2019	275	0

PAROSH and the Women's Studies Society				
A National seminar on Gender Identity: An Interdisciplinary Perspective and its Repercussion in the Education Industry organized by the B.Ed department in collaboration with ICSSR	15/02/2019	16/02/2019	120	0
A National Seminar, Child Sexual Abuse: An integrative Cross-Functional Approach by the Department of Human Rights, Sociology and Journalism & Mass Communication	01/03/2019	02/03/2019	174	0
Syed Tasveer Nasreen gave a talk on International Women's Day on the Triple Talaq	08/03/2019	08/03/2019	790	0
The Laxmi Chatterjee Memorial Award for Lifetime Contribution for the Empowerment of Women was awarded to alumnus Mrs. Anuja Gupta, co-founder of the Rahi Foundation for her exemplary work with survivors of Child Sexual Abuse.	08/03/2019	08/03/2019	790	0

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources

Renewable energy source - Solar Photo voltaic Panels Percentage of power requirement of the College met by renewable energy sources : 54 (approx) In the month of November 2018, Total power requirement : 1553 units approx Renewable energy generated and used : 850 units approx Percentage 54.73

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Provision for lift	Yes	4
Ramp/Rails	Yes	4
Rest Rooms	Yes	2
Scribes for examination	Yes	1
Any other similar facility	Yes	1

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2018	1	0	02/07/2018	12	St. Thomas Church, a place of worship, a heritage place is open for students to offer prayers.	Students and faculty visit this historic Church for spiritual solace	50
2018	1	0	01/03/2018	9	Teaching internship done by B.Ed. students	Practice Teaching which is a compulsory part of the B.Ed. programme is done by the students in renowned English medium schools which	83

						happen to be located within 2 km radius of the college, for eg. Loreto House, Loreto Elliot Road etc	
2018	1	0	02/07/2018	12	Compulsory community service done by outgoing students within 5 km radius of the college	St. Joseph's Old Age Home, Ankur Kala, Rainbow schools, Shishu Bhavan, Hope Foundation	328
2018	1	0	18/08/2018	1	Book exhibition in the college	To enable the teachers and students pursuing their graduation in Loreto College and other colleges in the vicinity to purchase books pertaining to their syllabus not easily available elsewhere .	1000
2018	1	0	24/09/2018	1	Students attended a seminar at the Kolkata Metro	Students and faculty of Loreto College participated on	90

					Bhavan Ja waharlal Nehru Road (adjacent to the college) on 'Rain or Shine Kolkata Metro is mine.'	their exp eriences of using the metro.	
2018	1	0	25/11/201 8	3	Three days exhi bition was organized in the College Concert Hall by the Loreto Province Archives.	To create community awareness of the co ntributio n and pio neering role the Order of the Institute of Blessed Virgin Mary (Loreto) and in the disse mination of education in English among the girl child and women	350
2018	1	0	30/09/201 8	1	Field trip for History Honours and General students to the Indian Museum	An enriching experien ce observing the ancient s culptures and artifacts made history come alive to the students.	40
2018	1	0	23/11/201 8	1	An educat ional	An insight	27

					<p>tour for students of the Bengali Department to Jorasanko Thakur bari, (Rabindranath Tagore's city residence), Rajendra Krishna Mullick's Marble Palace and Swami Vivekananda's Home.</p>	<p>into nineteenth century Bengali literature .</p>	
2019	1	0	09/02/2019	1	<p>Open Day organized by Loreto College Alumnae Association at which women entrepreneurs and NGOs put up their produce, wares and crafts for sale</p>	<p>To provide support to women entrepreneurs and NGOs, a service to the underprivileged</p>	300
2019	1	0	03/03/2019	1	<p>Students enrolled for Heritage Course visited four Chinese Temples in Kolkata</p>	<p>To familiarize them with the history of the Chinese community and their culture in Kolkata.</p>	63
2019	1	0	19/03/2019	1	<p>Students enrolled for Heritage Course visit the</p>	<p>To perceive the demographic composition of the</p>	70

					South Park Street Cemetery.	Christian community in Kolkata in the 19th century
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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
The Code of Conduct in the College Prospectus for students	02/07/2018	Weekly Value Education classes held throughout year, teaching morals, values, softskills and lifeskills and Professionalism in teaching to B.Ed. students help follow up the Code of Conduct enshrined in the college prospectus. Ethics regarding examination conduct, seminar etiquette, and behaviour expected of college students are among the discussions at these classes. Twice a week Assembly helps bring areas needing immediate attention to be brought to the students. The Student Council liaise between the students and the staff and help enhance communication with the administration.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Weekly Value Education classes for every class	20/07/2018	15/05/2019	921
Kalakriti (initiative by the Dept., of Psychology to encourage creativity in differentlyabled children)	13/09/2018	13/09/2018	220
Compulsory social service for outgoing students	02/07/2018	15/05/2019	328

Blood Donation camps to encourage students to donate blood	22/09/2018	22/09/2018	55
Blood Donation camps to encourage students to donate blood	07/02/2019	07/02/2019	48
Blood Donation camps to encourage students to donate blood	06/05/2019	06/05/2019	33
Rabindra Jayanti celebrated to promote Tagore's Universal values of Peace and Nationalism	14/05/2019	14/05/2019	341
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

Solar Photo voltaic cells Vermicomposting Distribution of seeds to staff and students on Earth Day Sale of seeds and saplings by students of the Nature Club in association with Sutton Seeds on Open Day Herbal garden Underground tanks for waterharvesting (work in progress)

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practice #1: Title of the Practice: Green initiatives
The Practice: A holistic education is imperative to create socially responsible individuals. Higher education cannot limit itself to merely providing academic training. It is important that students are made aware of their duties and responsibilities towards society and the world at large. Being sensitive and responsive to the environment is a trait that has to be inculcated in children at a young age in school and be reinforced at the level of higher education. To set an example and inspire all stakeholders to opt for environment friendly alternatives, Loreto College has initiated the following practices : • Solar energy • Rainwater harvesting • Vermi composting • Saving paper • Herbal garden • E waste management

Best Practice #2: Title of the Practice : Value Education
The Practice: The Principal of the College conducts Value Education classes once a week throughout each academic year with every batch of students ranging from the undergraduates to the post graduate and B.Ed students. It has become imperative to include Value Education in the context of higher education in India to impart life skills to technologically competent but often spiritually and emotionally impoverished students, who despite their academic credentials, find it difficult to cope with real life situations. Value Education classes emphasize the need for a commitment to integrity, care, respect, discipline and discernment while teaching soft skills like decision making, participating in group discussions and communication strategies. It also teaches life skills to cope with gender issues, compatibility in family life and coping with anger and stress. These classes stress on the need for morals and ethics in a commercially driven and material world where one is likely to face unscrupulous colleagues or associates.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your

institution website, provide the link

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

7.3 – Institutional Distinctiveness

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

Loreto College is a part of the Order of the Institute of the Blessed Virgin Mary, founded by Mary Ward. The founder's vision was to empower women to take charge of the future and make a difference in the world. An extension of that commitment, Loreto College, Kolkata is proud of its contribution to society in nurturing women of substance and compassion in the 107 years of its existence. The creative and sensitive approach of the College coupled with the desire to accommodate change helps create an environment conducive for the holistic development of students. While the College encourages academic excellence it lays great emphasis on personality development and community service. The aim of empowerment is not just to help students realise their privileged position but to also educate them on how to utilize their privilege to alleviate the suffering of others. Values and concern for the community can never be taught, they are imbibed through example and practice. Therefore through its own ingenious ways, the College tries to inculcate these values in students. Some of the established practices of the College in this regard are:

- Value education: The Principal of the College conducts weekly Value Education classes throughout the year with every batch. The objective of these classes is to impart life and soft skills which help the students stand out in the world of mechanical learning and working processes.
- Social Service Society and NSS: There is an active Social Service Society which along with the NSS acts as the perfect platform for students to reach out to society at large. By organising blood donation camps, cleaning campaigns under Swachh Bharat Abhiyan and visits to NGOs these societies encourage participation from students. Mandatory Social Service is a compulsory aspect of the curriculum for final year students.
- Inclusive Education: Providing equal access to the differentlyabled is a priority of the College. The College is now a barrier free campus with the installation of ramps, construction of special washrooms, upgradation of lift facilities and availability of writers and sound recorders for the visuallychallenged. In this regard special mention ought to be made of Kalakriti, a special programme organized by the Psychology Department each year to showcase the talents of the differentlyabled and provide a forum for theoretical discussions on inclusive education.
- The Loreto College Womens Cell: The Women's Cell of the College was founded in September 1996 to provide free nonformal education to young women who have had no opportunity to go to school. With the main thrust being adult literacy, teachers comprising college staff, retired staff, alumnae and friends offer voluntary service in the Womens Cell to help students who had dropped out from school, to pass the board exams through the National Indian Open School.
- A Public Speaking Course for SC, ST and Minority community students is held to impart selfconfidence in students coming from lessprivileged homes and for first generation learners.

Provide the weblink of the institution

https://www.loretocollege.in/loretocollege/academic/Institutional_Distinctivene_ss.pdf

8.Future Plans of Actions for Next Academic Year

In order to grow with the changing needs of the times, Loreto College tries its best to stay abreast with the latest developments in the teachinglearning sphere and attempts to upgrade infrastructural facilities in a timely manner. Some of the efforts in this regard are:

- The College is in the process of applying for autonomy and hopes to complete all necessary steps as soon as possible.

Infrastructural facilities are being prepared for the same. • As part of its academic expansion, and in order to attract more students, the College is considering the prospect of offering courses in Sociology Honours and Masters in Psychology and relevant electives such as Gender Studies, Editing and Publishing with the introduction of autonomy. Infrastructure for this is in the process of being prepared. • Considering the demand for Mathematics teachers, the college is planning to apply to the University for this subject as a school teaching subject for the B.Ed. Department. • The College wishes to recruit more teachers in substantive posts for stability and intends on pursuing the matter with the Department of Higher Education. • New enrichment courses such as the add-on course, Preparation for Competitive Examinations are part of the expansion process. • New student development programmes are being considered for the betterment of all students. Recognizing the importance of on-the-job training, the College wishes to enable and encourage students to pursue internships. • Staff Development Programmes for the non-teaching and support staff are being conceptualized to help with their growth in a personal and professional capacity. • The College is in the process of enhancing the available ICT facilities, both software and hardware, so as to upgrade ICT facilities to aid both teachers and students in the teaching-learning process. • Cantilever classrooms: To utilize the limited ground space in the best possible way a cantilever system has been planned to increase the number of classrooms. • To enhance the ambience in an eco-friendly manner, the college plans to landscape the open space in the college and provide drip irrigation to the trees and plants. • Rainwater harvesting: Considering the high-rise buildings in the radius of the College, efforts are working towards the creation of an infrastructure to facilitate rainwater harvesting on a large scale and position storm water drains all along the surface of the large terrace to collect rainwater. An underground tank has already been built for this purpose. • To ensure safety for all in the College campus, Fire Security equipment is being installed on the premises.