



## Yearly Status Report - 2019-2020

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>		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

<b>2. Institutional Status</b>	
Affiliated / Constituent	Affiliated
Type of Institution	Women
Location	Urban
Financial Status	Self financed and grant-in-aid
Name of the IQAC co-ordinator/Director	Dr. Sukanya Dasgupta
Phone no/Alternate Phone no.	03340055712
Mobile no.	9830636226
Registered Email	loretocollege1912@gmail.com
Alternate Email	christine_cout@yahoo.co.in

<b>3. Website Address</b>	
Web-link of the AQAR: (Previous Academic Year)	<a href="https://www.loretocollege.in/loretocollege/pdf/AOAR_2018-2019.pdf">https://www.loretocollege.in/loretocollege/pdf/AOAR_2018-2019.pdf</a>
<b>4. Whether Academic Calendar prepared during the year</b>	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	<a href="https://www.loretocollege.in/loretocollege/academic/Academic_Calendar_19_20.pdf">https://www.loretocollege.in/loretocollege/academic/Academic_Calendar_19_20.pdf</a>

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

<b>6. Date of Establishment of IQAC</b>	09-Apr-2005
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<b>7. Internal Quality Assurance System</b>
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Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries

NAD Seminar hosted in Loreto College MHRD and UGC collaboration	08-Jul-2019 2	83
Vermi-compost sold to parents of students	18-Jul-2019 5	526
Book Exhibition by the Library. The Exhibition was open to 12 colleges of which librarians of 4 colleges visited the exhibition	20-Aug-2019 1	750
WE Nature Society propagated the use of Steel re-usable straws instead of plastic straws	19-Sep-2019 3	750
Annual Fest Samagam	19-Sep-2019 3	850
Muskaan- A play on AIDS awareness	27-Sep-2019 1	550
We The Women	30-Sep-2019 1	700
Panel Discussion on Gandhi by the History Department, Prof. Rajsekhar Basu, Sarbani Gooptu and Priyanka Das , Moderated by Prof. Ranjit Sen	07-Nov-2019 1	77
Talk by S. Sen of Catalyst Institute by Department of Economics	11-Nov-2019 1	70

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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
College	NSS	State Government- UGC	2019 330	4000
College	RUSA	State Government- UGC	2019 330	416666
College	Constitution Day	Central Government	2019 1	6600
College	UGC-NAD	UGC	2020 2	60420

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**9. Whether composition of IQAC as per latest**

Yes

<b>NAAC guidelines:</b>	
Upload latest notification of formation of IQAC	<a href="#">View File</a>
<b>10. Number of IQAC meetings held during the year :</b>	9
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	<a href="#">View File</a>
<b>11. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	No

<b>12. Significant contributions made by IQAC during the current year(maximum five bullets)</b>
<ul style="list-style-type: none"> <li>• Applied for NIRF , 2020</li> </ul>
<ul style="list-style-type: none"> <li>• Outreach to Government school in locality</li> </ul>
<ul style="list-style-type: none"> <li>• Signed two new MOUs: SNTD Women’s University, Mumbai and NSHM Knowledge Campus, Kolkata</li> </ul>
<ul style="list-style-type: none"> <li>• Initiated a very successful transition to online teaching enabling the smooth completion of the syllabus for the ongoing Semesters during Lockdown. The first webinar followed by many more was initiated by the IQAC along with multiple online competitions organized with students.</li> </ul>
<ul style="list-style-type: none"> <li>• Several collaborative programmes were held on campus such as Barkha Dutt’s We the Women, The Eastern Zonal Finals of ConQuest, (the Annual National level Annual Quiz Contest) in collaboration with the Centre for Law and Policy Research, Bangalore, the Italian Embassy, Culture Monks, Kolkata and Loreto College hosted a concert on Rabindranath Tagore’s songs translated in Italian and composed for piano, and a book reading session with HarperCollins.</li> </ul>

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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	Achievements/Outcomes
Submission of AQAR, SSR	Submitted AQAR in September 2019 and SSR on December 21st 2019
Participation in NIRF, 2020	Participated and ranked 75
Signing of MoUs with other institutions for academic enrichment	Two MoUs signed: SNTD Women’s University, Mumbai & NSHM, Knowledge

	Campus, Kolkata
Staff developments Seminars/workshops	Workshop on Selfprotection for teaching Staff held on July 13, 2019
Staff developments Seminars/workshops	Workshop on CANVAS (LMS) held on Jan 4, 2020 by Alumnus, Shireen Hyrapiet, Houston Community College, USA
Ensuring collaborations with institutions with which the College has MoUs and encouraging other collaborative events.	The Eastern Zonal Round of ConQuest 2019 was held in collaboration with the Centre for Law and Policy Research, Bangalore on August 17, 2019. A workshop on Indian Constitutional History was also conducted for the students by the Centre for Law and Policy research, Bangalore on August 16, 2019
Ensuring collaborations with institutions with which the College has MoUs and encouraging other collaborative events.	Barkha Dutt brought We, The Women to Loreto College on September 30, 2020
Ensuring collaborations with institutions with which the College has MoUs and encouraging other collaborative events.	A Students' Seminar on Mental Health and Hygiene: Social and Institutional Concern was organized in collaboration with Bhawanipur Education Society College on November 12, 2019 (the College has signed an MoU with Bhawanipur Education Society during the previous NAAC cycle)
Ensuring collaborations with institutions with which the College has MoUs and encouraging other collaborative events.	The Department of History in collaboration with Raja Rammohan Roy Foundation Library, Ministry of Culture, observed Constitution Day to commemorate the 70th Anniversary of the adoption of the Constitution of India on November 26, 2019
Ensuring collaborations with institutions with which the College has MoUs and encouraging other collaborative events.	The History Department organized a book reading/discussion session in collaboration with HarperCollins on December 2, 2019. Avik Chanda discussed his book Dara Shukoh: The Man Who Would be King
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<b>14. Whether AQAR was placed before statutory body ?</b>	Yes
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Name of Statutory Body	Meeting Date
Governing Body	29-Oct-2020

<b>15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?</b>	No
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<b>16. Whether institutional data submitted to AISHE:</b>	Yes
Year of Submission	2020
Date of Submission	18-Feb-2020
<b>17. Does the Institution have Management Information System ?</b>	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	<p>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 in 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 enrichment 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 access 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</p>

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, affiliated to University of Calcutta, commits itself to the effective delivery of the University syllabus. An orientation was organised for students at the beginning of the academic year to clearly state the methods of curriculum delivery. Detailed lesson plans and reading lists were prepared with a timeline for the entire academic year. Teachers are given freedom to introduce innovative teaching-learning methods. They have access to an excellent library with digital resources, a media lab, Wi-Fi and a computer laboratory with the latest in information technology. During the Pandemic teachers adapted to online modes of teaching from March 2020. The course for Semesters 2 & 4 was completed through live/pre-recorded online classes. Study and reference material were also made available to students. Monthly records of classes have been maintained. Regular internal assessments were conducted. Guest lectures, student academic meets, seminars and webinars were arranged. Remedial teaching was provided to weak students. 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 and Principal's meetings with the Department are some of the structured ways which aid in effective 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
Spoken Tutorial	Nil	15/07/2019	180	Yes	Yes

#### 1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BSc	Statistics General	02/07/2019
<a href="#">View File</a>		

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

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BSc	Statistics General	02/07/2019

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

	Certificate	Diploma Course
Number of Students	821	Nil

#### 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
Legal Awareness	10/07/2019	273
Spoken Tutorial	15/07/2019	821
Piano	22/07/2019	8
Competitive Exam	01/08/2019	17
Editing and Publishing	22/07/2019	16
Spanish	10/07/2019	15
<a href="#">View File</a>		

### 1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	Geography	20
BSc	Geography	5
BA	Environmental Education	213
BSc	Environmental Education	60
BA	Education	42
BEd	B.Ed.	44
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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>Questionnaires are prepared by the college administration based on a list of factors that need improvement so that effective feedback may be gathered from the concerned stakeholders such as students, parents, and employers before bringing in constructive changes. These questionnaires are posted on the College Website and are user-friendly, with multiple choice questions which allow easy and relevant digital analysis. The identity of those who fill up the questionnaires is protected, eg. students fill in data using their confidential password. Others are unable to view the students' responses and anonymity is maintained. The TAQ gives teachers first-hand information about their effectiveness in the classroom. The results of the TAQ are also discussed by the Principal with each staff member. Both the strengths and weaknesses are looked into. Constructive suggestions to rectify weaknesses are given special attention. Much importance is given to these problem areas when the TAQ is discussed in the next academic session as a follow-up. This has proved to be an invaluable tool in enhancing the quality of the teaching-learning process. The questionnaire on infrastructure is an important guide towards maintaining the</p>



college. Problems relating to washroom drainage, increased lighting in some classrooms are some issues that have been reflected in the response to the questionnaire. Immediate steps have been taken to resolve these problems. That the infrastructure is under the scrutiny of the students, enables the college to continuously focus on the maintenance of the college campus. The college is in the process of adding cantilever classrooms with two additional airy classrooms. Maintenance of the classrooms and equipment including the library has continued uninterrupted even during the pandemic. The employers' questionnaire pertains to the B.Ed. department. The B.Ed. course, being a professional degree leading to employment of B.Ed. trainees of the College is given much attention employability high due to the excellent training provided by the faculty of the B.Ed. department. To maintain its high standards and reputation an Employer's Feedback has proved to be of great value. It helps the B.Ed. department to stay abreast with the requirements of the profession which has changed considerably with time. The Department now focusses on training their students in the use of advanced IT tools in improving their teaching methods, while not losing the value of human interaction with their prospective school children. The College does not have the ability to alter the syllabus, but the request by parents and alumnae to impart skills beyond academics has encouraged the College to continue with to offer Enrichment Courses on Publishing and Editing, Legal Awareness, French, Spanish and Human Rights and Empowerment. Thus, feedback has proved to be invaluable in giving insight needed to strive for all-round improvement in the institution in fulfilment of its mission. It is through an effective feedback process that an institution of 109 years' standing has adapted herself to the challenges of generations.

## **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	General	50	86	43
BSc	EconomicsHonours	30	450	24
BSc	PsychologyHonours	12	636	12
BSc	GeographyHonours	25	543	19
BA	PsychologyHonours	18	720	17
BA	PoliticalScience Honours	50	501	43
BA	History Honours	50	267	44
BA	GeographyHonours	5	222	3
BA	EducationHonours	50	149	42
BA	English Honours	50	1697	42

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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
2019	902	43	38	Nil	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	1

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

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

Mentoring is a supportive relationship that inspires young minds to bloom to their full potential. Students tend to feel awkward to seek professional help for their concerns either due to inhibitions or are simply confused as to whom to approach. In such situations it is important that students approach one with whom they are familiar - a teacher who can guide them on the right path and help them address their challenges in a more effective way. This is the fundamental principal of the mentoring system available to the students in Loreto College. Thus the objective of the Mentoring programme is to give students access to immediate assistance. Each student is assigned a mentor and the mentor: mentee ratio is approximately 1: 21. The mentoring system has contributed to instilling a sense of belonging and security in the students. The encouragement and assistance of the mentors helps nurture the aspirations of the students and infuse them with the positivity and drive essential to overcome all obstacles. The mentoring sessions also help bring to the fore issues which may seem taboo/ personal 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 also important for teachers to grow and adapt to the changing times in order to connect with and reach out to students. The mentoring system has been well-structured. 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. In addition to 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 problems. Based on the trepidations expressed by the students, the mentors assist in advising the best course of action or refer them to the College counsellor should there be need for professional assistance. It must be noted that mentoring as a tool for establishing a strong connect with students has worked well during the course of the pandemic. This unprecedented situation has unleashed terrible stress and trauma in the students. Many of the students reached out to their mentors for help and quite a few were finally referred to the college counsellors for further assistance. That the students had a point of reference has helped them immensely to deal with their stress and trauma. The mentors made themselves available over the phone after class hours so as to reach out to the pupils in need. Their wisdom and experience have lifted many students from depression.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
945	44	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
44	44	Nil	4	27

#### 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	Nil	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	11	Semester 3	25/01/2020	05/03/2020
BSc	09	Semester 3	25/01/2020	05/03/2020
BA	08	Semester 3	25/01/2020	05/03/2020
BA	11	Semester 1	26/02/2020	22/09/2020
BSc	09	Semester 1	26/02/2020	22/09/2020
BA	08	Semester 1	26/02/2020	22/09/2020
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#### 2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The Continuous Internal Evaluation system followed by Loreto College is based on the guidelines provided by the University of Calcutta. The system of Continuous Evaluation has undergone changes in the last six years, based on the type of programme (111 Annual system or CBCS). For the Three Years' Annual System Undergraduate Programme the emphasis is on Selection Examinations conducted roughly 2 months prior the students' final University Examinations. The students' performance in this examination along with their regularity of attendance (minimum 75 percent) determines whether 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. For the CBCS system, tutorials are held once a week for each course to assess learning outcomes. Internal Examinations are conducted by the college before the University Semester Evaluation. Further term papers, viva voce or projects are also part of the continuous mode of assessment. Marks are also assigned for attendance: this helps improve student regularity and participation in class. Each department has worked out the details of how the CIE is to be conducted for the courses, ensuring that learning objectives of each paper are achieved through different assignments which are designed such that they not only test the knowledge-base of the students but also prepare them for time management during examinations. CIE also provides a mechanism to review and modify teaching methods if the students do not perform satisfactorily.

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

The academic calendar of the University of Calcutta is strictly followed by Loreto College. In the annual system, every new academic year begins in July and ends in June. The College calendar is prepared ensuring consonance with that of the University. For the CBCS system the academic year is divided into two semesters, each of a duration of 15-18 weeks. 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 before finalizing the college calendar. The Continuous Internal Evaluation (CIE) process of the college is also scheduled in coordination with the University calendar of final projects, viva voce, practical examinations, internals. The college calendar is prepared according to University examination dates, with important annual college events interspersed and holidays included. The college calendar is uploaded on the college website and printed copies are handed to the students, teaching and non-teaching staff. The dates for the publication of results of internal examinations are not mentioned in the college calendar: the results are published within three weeks from the last date of the internal examination. Teachers and students regularly consult the college calendar to plan their own schedule according to the deadlines set by the University. In order to ensure that opportunities of exposure for the students are not lost, a little flexibility is permitted in the college calendar through the conduct of innovative programmes, guest lectures this brings the joy of surprises to the students.

**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](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
08	BA	English Honours	35	35	100
08	BA	History Honours	44	44	100
08	BA	Political Science Honours	33	33	100
08	BA	Education Honours	27	27	100
08	BA	Psychology Honours	19	19	100
08	BSc	Geography Honours	6	6	100
09	BSc	Economics Honours	24	24	100
09	BSc	Geography Honours	18	18	100

09	BSc	Psychology Honours	11	11	100
11	BA	General	56	54	96
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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/2.7.1.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	0	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
Research Methology: A Workshop on How to Write a Term Paper	Political Science	03/08/2019
Entrepreneurship in India: A Session by Mr. Atul Khanna, Director Founder, Tooltech	All Departments	07/02/2020
The Coir Board of India conducted an Entrepreneur workshop on Enterpreneurship in Coir Products	All Departments	17/02/2020

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
No file uploaded.				

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

Incubation Center	Name	Sponsered By	Name of the Start-up	Nature of Start-up	Date of Commencement
0	NA	NA	NA	NA	01/07/2019
No file uploaded.					

### 3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
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0	0	0
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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	Nil

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	Journalism and Mass Communication	1	Nil
National	History	2	Nil

[View File](#)

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
English	3
Political Science	1
Journalism and Mass Communication	1
B.Ed.	1
History	4
Economics	3
Sociology	1
Education	2

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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	Nil

No file uploaded.

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
Financial Integratio n: Its Imp lication for Money Laundering - An intro spection,	Mr. Mainak Bha ttacharjee	The Gains and Pains of Financial Integratio n and Trade Libe ralization	2019	Nil	2	NA

Gains and Pains of Financial Integration and Trade Liberalization						
Monetary Policy of RBI and its impact on the Financial Inclusion in Rural India	Mr. Mainak Bhattacharjee	The Impact of Monetary Policy in the 21st Century, Perspectives from Emerging Market Economies	2019	Nil	3	NA
Digital Journalism : Theorizing on Present Times	Dr. Soumya Dutta	Media Watch	2019	Nil	1	NA
<a href="#">View File</a>						

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	41	44	32	69
Presented papers	Nil	10	Nil	Nil
Resource persons	Nil	9	Nil	Nil
<a href="#">View File</a>				

### 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
Legal Awareness and Waste Management Workshop	Department of Human Rights, Loreto College	2	273
International Year for the Rights of Disabled Persons	Department of Human Rights, Loreto College	2	273
Blood Donation Camp	Association of Voluntary Blood Donors Lion's Blood Bank	6	112

Adoption a primary school, Bal Siksha Sadan	NSS	3	5
Malaria and Dengue Awareness Programme	NSS society in collaboration with College of Medicine and JNM Hospital	3	30
Old Age Home Visit	St Joseph's Old Age Home	6	150
Slum Camp	Ladies Park near Ramesh Mitra Avenue, Bhawanipore	4	65
Relief for Bulbul storm	Loreto College	6	103
Cleaning Drive	B.Ed. Department	3	50
Health Camp	Lions Club	6	180
<a href="#">View File</a>			

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
NA	NA	NA	Nil
No file uploaded.			

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
Health Camp	Lions Club	Health Camp	4	180
Cleaning Drive	B.Ed. Department Loreto College	Cleaning Drive	3	50
Relief for Bulbul storm	Loreto College	Relief for Bulbul storm	4	103
Slum Camp	Ladies Park near Ramesh Mitra Avenue, Bhawanipore	Slum Camp	3	65
Old Age Home Visit	St Joseph's Old Age Home	Old Age Home Visit	2	150
Malaria and Dengue Awareness Programme	NSS society in collaboration with College of Medicine and JNM Hospital	Malaria and Dengue Awareness Programme	3	30
Adoption a primary school,	NSS	Adoption a primary school,	3	5



Bal Siksha Sadan		Bal Siksha Sadan		
Blood Donation Camp	Association of Voluntary Blood Donors Lion's Blood Bank	Blood Donation Camp	3	112
International Year for the Rights of Disabled Persons	Department of Human Rights, Loreto College	International Year for the Rights of Disabled Persons	2	273
Legal Awareness and Waste Management Workshop	Department of Human Rights, Loreto College	Legal Awareness and Waste Management Workshop	2	273
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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
NA	NA	NA	0
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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	02/07/2019	14/03/2020	81

House,  
Loreto  
Entally, Dha  
ramtala, Seal  
dah, Bowbazar  
, Elliot Rd

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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
NSHM School of Media and Communication	20/01/2020	Academic Exchange	4
The Shreemati Nathibai Damodar Thackersey Womens University	23/01/2020	Academic Exchange	2
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#### **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
262	261.93

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
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Classrooms with Wi-Fi OR LAN	Existing
Classrooms with Wi-Fi OR LAN	Newly Added
Video Centre	Existing
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



Total	94	45	0	5	3	10	31	210	0
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4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

210 MBPS/ GBPS
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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	<a href="https://www.loretocollege.in">https://www.loretocollege.in</a>

#### 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
8	789047	30	2568596

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)

A well-structured system is in place to ensure proper maintenance of physical, academic and support facilities. The policy that all equipment in the College needs to be in working condition, else repaired or replaced through offers taken up governs maintenance of facilities and equipment. AMCs for all computers (desktops and laptops) including library automation and servers as well as maintenance contracts for water coolers, Aqua Guard, elevator and Wi-fi are in place. Renewal of all contracts is the responsibility of the Accounts Office and supervision over maintenance of these facilities is taken care of by the librarians, computer teachers and the facility caretakers. Loreto College has 17 Undergraduate Departments offering UGC courses in addition to a B.Ed. department and a Post-Graduate Department of English. Each Department has been allotted classrooms with adequate seating arrangement for students and teachers. Cleanliness and maintaining the desks and chairs is the responsibility of the Class IV staff who work under the supervision of the facility caretakers. An inventory of furniture is maintained, ensuring that all students have seating accommodation. Departments have been given each at least a laptop and whiteboards/ screens an inventory is maintained, laptops are serviced and anti-virus update the Computer Department checks for installation of Antivirus software annually. A Maintenance book in the College office where Departments report problems pertaining to the physical facilities in the classrooms such as a non-functioning fan or light helps ensure regular repairs. The Departments that have laboratories - Psychology and Geography - are responsible for the upkeep of instruments. Records are maintained meticulously including a detailed inventory. The College lawn is spacious enough to hold athletics events such as shot put and discus the garden and lawn is maintained by a gardener who works under the supervision of the facility caretaker. All financial expenditure is remitted by the Accounts Office for the maintenance of the lawns and flower beds. Gymnasium facilities as tread mill, twister and exercising cycles are available in 2 students' Common Rooms indoor games like chess, carom, table tennis, scrabble is also played in both Common Rooms. Inventories are maintained by the Games Society and the gymnasium equipment are regularly serviced. The college also shares a badminton, throw ball and basketball court with Loreto House School with which she shares her campus. The responsibility of maintaining such facilities are shared by both institutions. Cultural activities are conducted in the Concert Hall or Auditorium. The

College possesses three grand pianos and other musical instruments like a drum set, guitars, synthesizer, harmoniums, cymbals. All musical equipment are inventoried. They are also serviced as and when required. The sound system in the Concert Hall and Auditorium and in classrooms is maintained regularly. All plumbing issues and maintenance of facilities in the toilets are also the responsibility of the Class IV staff and a plumber who comes in weekly or when called upon. The fire-fighting facilities have an AMC and are tested quarterly through routine fire drills. The system is certified by the State Fire Department.

[https://www.loretocollege.in/loretocollege/academic/PP\\_1920.pdf](https://www.loretocollege.in/loretocollege/academic/PP_1920.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	27	178092
Financial Support from Other Sources			
a) National	Aikyashree (post-matric scheme), Kanyashree, Cadet Welfare Society Scholarship	56	743000
b) International	NA	Nil	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
Personal Counselling	01/07/2019	945	Professional Counsellor
Bridge Course	01/07/2019	75	Faculty, Loreto College
Mentoring	01/07/2019	945	Faculty, Loreto College
Remedial Classes	01/07/2019	235	Faculty, Loreto College
Value -Education Soft Skill development classes	03/07/2019	945	Principal, Loreto College
Regular classes on Yoga - theory and practical applications, held in weekly mode.	09/07/2019	81	Department of B.Ed., Loreto College
Basic Computer Course	04/07/2019	471	Mary Ward Computer Centre, 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
2019	Competitive Examination	19	Nil	Nil	Nil
2019	A workshop was conducted by Mr. Sauraveshwar Sen of Catalyst Learning Services on grooming and soft skills for the outgoing batch of M.A English and Undergraduate III Yr General Students	Nil	60	Nil	Nil
2020	Entrepreneurship in India: A Session by Mr. Atul Khanna, Director & Founder, Tooltech (7th February)	Nil	100	Nil	Nil
2020	The Coir Board of India conducted an Entrepreneur workshop on Entrepreneurship in Coir Products	Nil	945	Nil	Nil

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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	30

## 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
Zoutons, Sunknowledge Services Inc., Chowman Restaurants, SIP Abacus, Teach for India, Grapevine Media Solutions, Art Fervour, Uttoran Foundation (NGO), Disha Eye Hospital, De Gournay, London, Weaving Minds, Coral Lush, Aashman Foundation	70	19	Madhustali Vidyapeeth, St. Anthony's Convent Inter College, St. Stephens School, Kothari International School, Daughters Of The Cross Convent School, St. Xaviers School, St. Arnolds Convent School, Indus Valley World School, St Marys Inter College	43	17
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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	Department graduated from	Name of institution joined	Name of programme admitted to
2019	1	B.Sc. Honours	Geography	TISS Mumbai	M.A./M.Sc. in Disaster Management
2019	4	B.A / B.Sc. Honours	Geography	TISS Mumbai	M.A. in Natural Resource and Governance
2019	1	B.A. Honours	Education	Benaras Hindu University	MA in Education
2019	1	B.A. Honours	Education	Assam Don Bosco	Master's in Social

				University	Work
2019	1	B.A. Honours	Education	Christ University	MSc in Educational Psychology
2019	1	B.A. Honours	Education	Azim Premji University	MA in Education
2019	1	B.Sc. Honours	Economics	University of Calcutta	Ph.D
2019	5	B.Sc. Honours	Economics	University of Calcutta	M.A. in Economics
2019	2	B.Sc. Honours	Economics	Gokhale Institute of Politics and Economics (GIPE), Pune	M.A. in Economics
2019	1	B.A. Honours	Geography	Symbiosis Institute of Geoinformati cs, Pune	M.A. in Natural Resource and Governance
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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
NET	1
TOFEL	1
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Sur	Institutional	10
Piece To Camera	Institutional	2
Century Reflections	Institutional	2
Imaginoprism	Institutional	1
Book Making	Institutional	3
Stylin Chic	Institutional	2
Interpretation Game	Institutional	2
Damayanti Shield Debate	Institutional	2
Psyntesis	Institutional	3
Table Tennis	Institutional	4
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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	Number of awards for	Student ID number	Name of the student
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			Sports	Cultural		
2019	Not Applicable	National	Nil	Nil	Nil	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 Vice-President, and also comprises the Class Representatives and Sub-Representatives 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 co-curricular life of the college, while facilitating multifaceted development of students. Each society is headed by a President and Vice-President 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 on the day of the Annual Investiture Ceremony. The Principal meets the Council to empower them to lead by honing their qualities and skills and be role models for the student community. Experience, reflection and action form the basis of pedagogics on which the Council receives nurturing. Once constituted, the Council takes a formal oath of office on the day of the Annual Investiture Ceremony. Students' opinion is valued. IQAC, Student-welfare and Grievance Cell, Anti-ragging Cell and the Unfair Means committee have student-representatives.

#### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

The Loreto College Alumnae Association (LCAA) was established in January 2000 and has 600 members approximately. It was established with the objective of providing linkage between former students of the college and their alma mater. Since its inception, the LCAA has been committed to the cause of education and empowerment of women through regularly organizing seminars, workshops and debates on issues affecting women. Distinguished alumnae are often invited as resource persons at such events. The LCAA has a 17 member Executive Committee that looks into the functioning of the association, and holds regular meetings in the college. The following outline the contribution of the LCAA:

- The LCAA organizes the Annual Reunion for all past pupils (irrespective of whether they are members) in which retired teachers are invited as well. This provides a platform for stimulating exchange between former students and their former teachers, as well as among friends and batch mates. It was held on 8/02/2020 in college.
- The Annual Open Day is a special initiative of the LCAA, in collaboration with the college. It helps NGOs in raising funds, and extends support to women entrepreneurs. The college grounds are thrown open on the day, where NGOs and women entrepreneurs are invited to set up stalls and sell their products. It was also held on 8/02/2020.
- The LCAA awards a prize every year to a student in the General Course for all round contribution to college life.
- Through regular organization of seminars, workshops, debates, etc., the LCAA ensures that issues such as education and empowerment of women are reflected upon, entrepreneurial skills are imparted to women who need it and finally recognition is given to those alumnae who have imbibed college values to work for the betterment of other women.

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 :

During the course of 2019-2020, the Executive Committee of the Loreto College Alumnae Association (LCAA) held 5 meetings. The year 2020 was singular and incomparable because of the Corona virus pandemic. Due to the lockdown restrictions and social distancing norms imposed by the ongoing pandemic, the Annual General Meeting could not be held as per usual schedule in March-April 2020. The Executive Committee, in a virtual meeting held on 25th July 2020, unanimously resolved to extend the tenure of the office bearers and continue with its existing composition till such time as an Annual General Meeting may be held. The Annual Open Day, a special initiative of Loreto College and its Alumnae Association, was held on February 8, 2020. This was an endeavour to help NGOs in raising funds, and extend support to women entrepreneurs. As many as 12 NGOs and 19 women entrepreneurs participated in the event. After the Open Day, the Annual Reunion for past pupils was held on the same evening, which was attended by about 100 members - including former students, current faculty, retired teachers, Sisters of the Community, and former Principals of the College. A small lucky draw event was organized on the occasion and 30 prizes were given away. All attendees were also given a hamper. The Loreto College Alumnae Association Prize is awarded every year to a student in the General Course for all round contribution to college life. The recipient for the year 2019 was Jessica Rodrigues of Third 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)

(I) In light of the increasing responsibilities of the Principal, the post of the Academic and Administrative officer (AAO) was instituted in September 2019. The position and functions of the AAO can be looked upon as a case study displaying the commitment of the College towards reinforcing decentralization and participative management. The AAO is in constant interaction with the Principal, IQAC Coordinator, Heads of Departments and the Student Council to decide on several college activities. She also acts as the liaison between the staff, students and the Principal. After the post was instituted the college witnessed a diverse range of activities on a large scale. During the first 3 months of the pandemic more than 25 online competitions were held and this was enabled by close coordination between the Principal, AAO, the teaching staff and the students. The AAO also officiates on behalf of the Principal whenever the latter leaves station on official duty. The creation of the AAO's post has helped streamline routine matters pertaining to the running of the college, giving more time to the Principal to focus on other administrative and consultative issues collaborations and growth and development of infrastructure. (II) AD HOC COMMITTEE ON MANAGING VIRTUAL LEARNING The onset of the pandemic and transition to digital teaching platforms posed a tremendous challenge for the teaching community and students. The regular system of administration faced a number of handicaps in ascertaining the requirements of the new mode of interaction. In order to enable a smooth transition to the virtual mode and address possible exigencies arising from it an Ad Hoc Committee was created. The Committee comprising of the Principal, Academic and

Administrative Officer, IQAC Co-ordinator, Co-coordinator for Virtual Learning, two representatives of the teaching staff, members of the Time Table Committee, representative of the office staff, Student President and Vice-President worked on:

- exploring various digital platforms to ascertain which one would be most viable and student-friendly
- designing a special timetable for conducting online classes
- reaching out to students facing difficulties in accessing online classes and offering assistance
- organising programmes that could motivate students and bring together members of the academic community to deliberate upon the challenges of our times
- offering access to wider range of e-resources with the support of the Liberians
- encouraging students to seek the services of the College counsellors whenever required
- maintaining a record of online teaching and activities
- conducting elections for the position of class representatives in order to maintain continuity in channels of communication between the staff and students
- addressing grievances of students arising from the new mode of teaching

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
Admission of Students	Admission was conducted online as per the directive of the Department of Higher Education, West Bengal. Admission was completed without the physical involvement of the faculty members or meetings of candidates. In order to improve the process of admission an email id was created for applicants to send queries, if any, and all enquiries were addressed diligently by an office staff. The list of selected candidates for General and Reserved Categories was displayed on the College website. Verification of documents was completed once the students joined the college.
Industry Interaction / Collaboration	Opportunities for interactions with collaborators are seized: GEMS Education UAE addressed the B.Ed. (July, 2019) on Employment Prospects in GEMS Educational Institutions in the UAE, Pearl Academy on Non-academic Career Opportunities (January, 2020), Coir Board of India on Entrepreneurship with Coir in India (February, 2020), O.P. Jindal Global University on Emerging Careers (February, 2020). The College also organised programmes with Culture Monks, HarperCollins, hosted Barkha Dutt's We the Wome, Centre for Public Policy and Research, Bangalore, Ram Mohan Roy Library Foundation, Ministry of Culture, Coal India. Loreto College also signed MOUs with SNTD

	Women's University, Mumbai and NSHM.
Human Resource Management	<p>- A workshop on Self-protection for Staff. (July 13, 2019) - A workshop on Canvas (January 4, 2020) - Dr. Suparna Ghosh and Mrs. Shankhabela Mukherjee of the History and Psychology Departments respectively, were commissioned to complete M.Ed with full salary protection - Staff is deputed to attend Seminars e.g., 2 staff members attended a National Conference organised by the Xavier Board of Higher Education Revisioning Higher Education in India, September 2019, another attended Student-centric Approach to LMS and Open Sources, January 2020 - Relief of 6 classes was provided to the Academic and Administrative Officer on her appointment.</p>
Library, ICT and Physical Infrastructure / Instrumentation	<p>The Library has been investing in e-books and e-journals. A massive overhaul of the fire-fighting system now fulfils the requirements of the Fire Department, Government of West Bengal. The staff has been trained in the use of this equipment. In an attempt to beautify the canteen, the students took the initiative to tastefully paint the walls. The College registered for Google Suite to host large classes and Webinars/workshops. The Computer Department purchased laptops/Desktops/printers worth Rs. 299356/- for upgrading the facilities. A plan to build 2 cantilever classrooms has been approved and is in the process of execution.</p>
Teaching and Learning	<p>The academic session witnessed a revolution in teaching-learning. With the abrupt lockdown and no clarity about the future, the teachers devised ways of reaching out to students to complete the syllabus for the Semester. Various methods were used - recorded lectures on Google classroom, live virtual classes on Zoom/Google Meet/Cisco Webex /Skype. Teachers who were conservative about IT and had confined themselves to PowerPoint presentations also experimented. Assessments were taken online through Google form, screen sharing gave the faculty the opportunity to show relevant documentaries or lectures. This revolution will leave a permanent mark on the teaching-learning process.</p>

<p>Curriculum Development</p>	<p>Loreto College follows the syllabus framed by the University of Calcutta. With the introduction of CBCS system, the College chose Skill Enhancement and Discipline-specific courses from a list provided by the University. 35 marks for Internal Assessment is assigned to the College, setting of question papers and assigning topics for term papers gave the teachers an opportunity to participate directly in the evaluation process. Through term papers students were encouraged to investigate dimensions of the syllabus which might have remained unexplored. The academic session also provided opportunity for several Seminars/workshops that took the students beyond the confines of the syllabus.</p>
<p>Research and Development</p>	<p>Publication during the year: a peer-reviewed journal, Critical Imprints Vol VIII, the UG students' Poetry Forum, Vol VII, Art's Sake the M.A. student's initiative, (all of the English Department), Psychopathology and Psychotherapy: A Review of Causes, Consequences and Curative Measures, edited by the faculty of the Psychology Department and Dr. Sr. Claire Macfarland, a peer-reviewed e-journal, Ruminations by the Economics Department. 5 UG students completed an interdisciplinary research project A Study of Correlates of Mental Health in Children with Cerebral Palsy and Autism. The College Research Cell provides a forum for students and teachers to share their research initiatives.</p>
<p>Examination and Evaluation</p>	<p>On account of the pandemic, the College conducted the Final University Examinations for the last outgoing batch of (Annual System) students. Following the directives of the University the College was responsible for conducting the examination online, correcting the answer scripts electronically and filling the University marks portal. This posed a challenge overcome with collaborative effort of the office staff and faculty. The teachers also used innovative methods for Continuous Internal Assessment while also taking online classes for the CBCS Semester pupils so as to complete the syllabus. There was extensive use of Google classroom and</p>

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

E-governance area	Details
<p style="text-align: center;">Planning and Development</p>	<p>The Management Information System has a database of details of staff, students, financial matters and all the important information necessary, thus helping the administration identify trends and focus areas for planning for future all-rounded growth of the college. Similarly, data pertaining to admissions, University registration and results form part of the data for the academic progress of the institution. Budgeting, and planning for expenditure on fixed assets is expedited at the click of the mouse. Information sought by the Department of Higher Education, likewise is available in the system.</p>
<p style="text-align: center;">Administration</p>	<p>Much of college administrative work is done online. Important administrative notifications are communicated through the College Website which displays the College prospectus, codes of conduct, accreditation and ranking certificates. Attendance of students is available to them and their parents. An Examination portal receives examination answer scripts. Results of internal examinations is available online. Every student has a unique identification number, the use of which indicates fee status, displays admit cards, University registration number and roll number. The Biometric attendance for the staff, investments made for tax purposes and leave taken by both teaching and non-teaching staff is calculated online.</p>
<p style="text-align: center;">Finance and Accounts</p>	<p>Fees for college, university examinations and add-on courses, are remitted online. The entire processing of the salaries of staff, generation of salary slips every month is done online. Salary transfer, once received from the Government Treasury, is notified individually by the bank. Investments for tax savings by the staff is uploaded online by individual teachers for the convenience of the account's office. Ledger records are maintained electronically through Tally ERP. The annual budget is prepared and submitted to the Central Society Bursar's Office online for approval.</p>

	Payments are to a great extent made through online money transfer through the bank.
Student Admission and Support	The process of admission was conducted online as per the directive of the Department of Higher Education, West Bengal. Selection of candidates was based on an index factor. Data required by the University for registration was sent online based on the information drawn from the application forms. All fees: college, university examinations and add-on courses, were deposited online. 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.
Examination	In the course of the pandemic the College conducted the online Annual and Semester University Examinations. Assignments and projects for internal examinations were received from students in the online mode. From preparing the question papers, corrections and recording of marks into the University portal, submission of answer scripts was done online. This was a challenge for the administration, faculty and students, both of whom were briefed on the entire process. Students were sent a presentation giving the details of how they were to appear for the examination online, a helpline extended support to them on the days of the examinations.

### 6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2019	Sr. Dr. Christine Coutinho	Principals' Workshop at Jyoti Niwas College, Bengaluru Evolving Trends in Higher Education-	-	17704

		DISHA International Conference, St. Xavier's College Mumbai		
2019	Ms. Sanghita Sanyal	Learning Management System and Open Resources: A Student-Centric Approach	Ethiraj College for Women, Chennai	6968
2019	Ms. Sharmila Ray Kumam , Dr. Sayantani Chatterjee Dr. Soumya Dutta	2nd Globalized Education Forum	Indian Chamber of Commerce	3750
2019	Mrs Sharmila Mitra Deb Ms. Srjita Chakravarty	The 23rd Triennial Conference of Xavier Board of Higher Education in India	Xavier Board of Higher Education in India, Bangalore	34800
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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)
2019	Workshop on Self-protection for Staff by Mrs. Ranjana Das and Mrs. Sonali Panda	Workshop on Self-protection for Staff by Mrs. Ranjana Das and Mrs. Sonali Panda	13/07/2019	13/07/2019	46	5
2020	Workshop on 'Canvas	Using LMS, Canvas	04/01/2020	04/01/2020	47	Nil
<a href="#">View File</a>						

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

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration



Professional Training, M. Ed. Course	2	01/07/2019	30/06/2020	365
Refresher Course -Ethics, Value, Culture Society	1	06/09/2019	19/09/2019	14
Refresher Course -Research Methodology	1	14/10/2019	26/10/2019	13
Refresher Course -Behavioural Sciences	3	10/02/2020	24/02/2020	15
Orientation Programme Planning and Management of College Finances, NIEPA	1	06/01/2020	10/01/2020	5
National Level Faculty Development programme	1	08/06/2020	09/06/2020	2
Faculty Development Programme on E-Learning and ICT Tools for Effective Teaching-Learning	1	08/06/2020	13/06/2020	6
Short Term Course - National Workshop on Statistical Analysis using SPSS'	1	22/06/2020	26/06/2020	5
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
4	4	Nil	Nil

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Fee Concession to children of staff, PF Loans, Deputation for Professional Upgradation	Medical Insurance, Health Camp, PF Loans, Residential Accommodation	Students' Health Home facility for students, subsidized hostel accommodation,

such as enrollment for M.Ed.

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)

Internal Audit is done by the Bursar's Department of Loreto House Education Society of Calcutta, through an Internal Auditor, quarterly and annually. All queries are answered promptly. Utilization Certificates for funds received from external sources from the Government, UGC and other external funding bodies are certified by the Internal Auditor Since the college is aided by the Government of West Bengal, its Audit Department sends their appointed Government Auditor, for the external financial audit. The Budget of the institution is prepared and presented to the Bursar's Department of Loreto House Education Society of Calcutta.

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
Exide Industries Ltd., Raja Rammohan Roy Library Foundation, Catalyst Learning Services, Bank of Baroda, Sr. Claire, Theresa Jessica D Souza, Samagam etc.	5555757	Donation for building, EDUQUEST, Ecolore, Kalakriti, Loreto Shield Quiz, Historia, Seminars, We The Women
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6.4.3 – Total corpus fund generated

5555757

#### 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	No	NA
Administrative	Yes	Xavier Board of Higher Education	No	NA

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

i) Report Cards distributed to assess the academic progress of students ii) Parents contacted on a monthly basis regarding low attendance iii) Parenting Workshop 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)

i) Research Cell established to foster academic research culture among staff and students ii) Introduction of skill/capability enhancement Enrichment certificate courses iii) Enhanced use of ICT by faculty in the teaching-learning process

#### 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
2019	IIT Spoken Tutorials	02/07/2019	10/07/2019	18/12/2019	167
2019	Piano	02/07/2019	20/07/2019	14/12/2019	8
2019	Calligraphy	02/07/2019	11/07/2019	12/12/2019	15
2019	Cursive Writing	02/07/2019	09/07/2019	17/12/2019	80
2019	Spanish	02/07/2019	10/07/2019	10/12/2019	15
2019	NAD Seminar - hosted in Loreto College - MHRD and UGC collaboration	02/07/2019	08/07/2019	09/07/2019	83
2019	Vermi-compost sold to parents of students	02/07/2019	18/07/2019	29/07/2019	526
2019	Workshop for 1st year students	02/07/2019	07/11/2019	08/11/2019	285
2019	Book Exhibition by the Library. The Exhibition was open to 12 colleges of which librarians of 4 colleges visited the exhibition	02/07/2019	20/08/2019	20/08/2019	750
2019	WE Nature	02/07/2019	19/09/2019	21/09/2019	750

Society propagated the use of Steel re-usable straws instead of plastic straws

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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
Workshop on Self-Protection for Teaching and Non-Teaching Staff	13/07/2019	13/07/2019	45	5
Workshop by the Political Science Department Consent: A connection between Gender, Justice and Democracy	28/08/2019	28/08/2019	35	Nil
We The Women	30/09/2019	30/09/2019	700	Nil
A lecture delivered by Ms. Sukanya Gupta on the occasion of Human Rights Day organized by Swayam on Women Empowerment	13/11/2019	13/11/2019	800	Nil
A workshop on Legal Awareness for Women and Waste Management was conducted by Ms. Monalisa Saha, Assistant Professor, Burdawan University	16/01/2020	16/01/2020	260	Nil

<p>The Principal, Staff and students attended One Billion Rising held at Allen Park organized by the Kolkata Mary Ward Social Centre in collaboration with Loreto Day School Elliot Road as part of the Global One Billion Rising Movement</p>	<p>31/01/2020</p>	<p>31/01/2020</p>	<p>65</p>	<p>Nil</p>
<p>Women's Study Society in collaboration with Basanti Devi College and Bhowanipur Education Society College organized a Panel Discussion on Social Injustice: Issues Challenges and Proposed Suggestions for Gender and Equality</p>	<p>14/02/2020</p>	<p>14/02/2020</p>	<p>850</p>	<p>Nil</p>
<p>International Women's Day was celebrated and Dr. Reena Sen received the Laxmi Chatterji Lifetime Memorial Award for her immense contribution to the cause of differently-abled women and children. Dr. Sen &amp; Mrs. Sujata Chatterjee spoke on the occasion</p>	<p>08/03/2020</p>	<p>08/03/2020</p>	<p>800</p>	<p>Nil</p>

The Debating Society organized an online debate on Religion is the Enemy of Gender Equality	01/04/2020	01/04/2020	50	Nil
An online Article/Fiction/Poster/Illustrations Competition was organized by the Women's Study Society on Home and Fighting Domestic Violence during Lockdown	08/06/2020	08/06/2020	65	Nil
International Webinar Mapping the Pandemic: Plight of Women Migrant Labourers and the Human Mind	24/06/2020	24/06/2020	46	4
The B.Ed. Department organized a poster making Competition on Gender, School and Society: Living in the New Normal	30/06/2020	30/06/2020	75	Nil

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 - Period- July 2019- June 2020 Renewable Energy Source- Solar Photo-voltaic Panels Total power requirement by the College- 29,900 units approx Renewable energy generated- 12,928 units approx. Percentage of power requirement of the College met by renewable energy source- 43.09

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Provision for lift	Yes	3
Ramp/Rails	Yes	3
Rest Rooms	Yes	3
Scribes for examination	Yes	Nil
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
2019	1	Nil	17/08/2019	1	Eastern Zonal Round of ConQuest 2019, held in collaboration with the Centre for Law and Policy Research, Bangalore	Policy	45
2019	1	Nil	20/08/2019	1	A Book Exhibition cum sale was organized. The Centralized location of the college contributes to the footfall at this annual event	Shared Knowledge	750
2019	1	Nil	30/09/2019	1	We The Women hosted by Barkha Dutt was held in Loreto College	Celebrating Women	700
2019	1	Nil	02/12/2019	1	A conversation with Avik Chanda on his book Dara Shukoh: The Man	Exposure to the students to author	77

					Who Would be King, was organized in Loreto College in collaboration with HarperCollins .		
2020	1	Nill	17/01/2020	1	A presentation Load Set Fire on the Centenary of Jallianwala Bagh directed by Mr. Parnab Mukherjee, performed by the students of Mayo College Girls School, Ajmer and organized by the Culture Monks was held at Loreto College.	Exposure to reflective and Critical thinking	880
2020	1	Nill	18/01/2020	1	Songs of Love and Destiny was hosted in Loreto College in collaboration with Italian Embassy, New Delhi and Culture Monks - a performan	Confluence of Music	150



					ce by Gloria Companer and Francesca Cassio		
2020	1	Nill	28/01/2020	1	The Department of English in association with the American Centre located half a kilometer away from the College presented Jazzonia - The Jazz Age: Looking Back in Celebration	Confluence of the Arts	75
2020	1	Nill	24/02/2020	1	Mr. Ishan Chakraborty, Department of English, Jadavpur University addressed the students on Disability and Inclusion: Challenging the Ableist Structures in Education	Inclusiveness	75
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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)
Ethical Policy and Practices for Loreto in	02/09/2019	Parents were exposed to parenting for College

India for parents

youth at a workshop conducted in groups to enable interaction - July 2019. At the request of the parents a Workshop was conducted for their wards on Commitment to Higher Education

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Coal India Ltd., in collaboration with The Hindu, celebrated Vigilance Awareness Week	06/11/2019	06/11/2019	550
Human Rights Day was celebrated by the Human Right's Department in collaboration with Swayam, an NGO.	13/11/2019	13/11/2019	800
Weekly Value Education classes for every class	20/07/2019	14/03/2020	945
Compulsory Social Service for outgoing students	02/07/2019	14/03/2020	273
The Department of Human Rights and the Department of Journalism and Mass Communication organized a workshop titled Responsible Use of Social Media and Role of Youth in Good Governance	07/08/2019	08/08/2019	75
Loreto College celebrated the 73rd Independence Day by the unfurling of the flag followed by a cultural programme which celebrated India's unity in diversity	15/08/2019	15/08/2019	350
Celebration of Teacher's Day	05/09/2019	05/09/2019	930
Investiture Ceremony, an annual event which	07/09/2019	07/09/2019	80

reinforces the values of leadership in the Student Council			
Kalakriti (initiative by the Department of Psychology) to encourage creativity in differently-abled children	14/09/2019	14/09/2019	85
Muskaan - A play directed by Lushin Dubey was performed in Loreto College. The play dealt with the World wide menace of AIDS, with sympathy and humor	27/09/2019	27/09/2019	550

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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 installed
- Vermicompost distributed to the parents
- Reusable Steel Straws were advocated as against eco-unfriendly plastic straws in the college canteen
- Use of Plastic Bags in the campus was highly discouraged
- Beautification of a Verandah with a variety of attractive plants

## 7.2 – Best Practices

### 7.2.1 – Describe at least two institutional best practices

Best Practice #1 1. Title of practice - Government School Adoption Programme 2. Objectives of the practice- Abiding by its vision and mission, the College believes that giving back to society is an essential attribute of a purpose-driven life and personality development. The objective behind adopting a Municipal school is to engage our students in community development and outreach activities in a constructive way. The exposure is aimed at helping our students appreciate the gratuitous privileges they have received to enable them grow in sensitivity to the needs of the less fortunate. This collaboration shall help students to use their skills to inspire young children to bridge the gap of opportunities and strive for a better future. 3. The Context- The long-standing plan for adopting a Government school was to extend its existing community service activities. While the College Women's Cell offers academic assistance to young girls hailing from the weaker sections in completing school studies, this pilot programme of the NSS Society in adopting a municipal school will deepen its involvement with the immediate community by assisting children from a young age group. Attracting children to come to school so that a stronger foundation is laid to enable them to pursue education to a higher level and thereby prevent drop-outs is a challenge that would need to be circumvented. For these dreams to materialize the College engaged with civic authorities, assuring them of commitment. To ensure the smooth functioning of this extension programme the College chose a nearby school, so that work could continue unhindered and be monitored for long-term academic progress. 4. The Practice- On September 4, 2019, the NSS Society adopted a Primary Government School Bal Siksha Sadan in Stephen Court, Park Street, Kolkata. This school is within 100 metres of the College campus. Volunteers from the Society pay weekly

visits to the school to teach students of classes II and III. This initiative has been regularized with volunteers going to the school in rotation during the course of the academic calendar. Volunteers teach the students basic English and Mathematics. General knowledge is also incorporated into the lessons to give the students a holistic learning experience. The method of teaching that is followed, is interactive word games and brain teasers are employed as tools to sustain interest. The personal interest shown by the NSS volunteers in the children was evident they looked forward to every visit and actively participated in the teaching-learning activities transacted. In India majority of students in the age group of 6-12 years are enrolled in Government-run institutions. Government schools are the most accessible options for students hailing from financially-challenged backgrounds. However, the lack of quality exposure leaves these students at a disadvantage. Through this initiative the College aims to foster a partnership between higher education and primary education. Not only are the students of the Government school to benefit, but the college students learn to use their education to help uplift those in need.

The USP of the Indian education system lies in its emphasis on values and ethics, problem-solving and experiential learning. This principle resonates with the mission of our College to form 'informed and empowered women responding to the needs of society'. Making higher education more socially responsible and relevant is the need of the hour. This initiative is not devoid of limitations - the academic calendar of the school differs from that of the College the University examination schedules and term breaks at times coincide with the working period of the school. Therefore, planning a functional routine, keeping in mind both the school and College calendars has been a challenge we have been working to overcome this as we are bound by the University calendar.

5. Evidence of success- This initiative has been a success as evident in the letter received from the school acknowledging the efforts of the NSS unit of the College and granting permission to continue with our efforts into the next academic year. The follow-up of classes prepared by the volunteers helped bring consistency through revision of lessons regularly (tables in Mathematics, the days of the week, months of the year, etc.).

Creative teaching methods adopted such as brain-teasers made learning interesting, enhanced classroom participation and interaction and ensured 100 attendance in class. Since the medium of instruction in the school was Hindi, it was thought that communication in simple English would improve conversation ability in the language. Hence teaching and instruction in colloquial English was administered by the volunteers, especially while teaching grammar (adjectives and tense). The students also picked up discipline and courtesy, as was visible in the manner in which they learnt to wish and address their teachers. Efforts made to impart the need of maintaining hygiene in their dress bore fruit in the students donning clean clothes with pride, combing their hair and cleaning themselves.

6. Problems encountered- Human power and resources are the two problems that were encountered while implementing this initiative. In order to reach out more effectively and create an impact the number of students involved in the programme will have to be higher. Constraints were also felt with regard to resources required in terms of teaching aids and material. As the NSS initiated the pilot programme and highlighted these limitations, the most feasible solution to this would be more institutional involvement. By involving the entire College, issues of human resource would be resolved easily. The number of volunteers would increase and students would not too be pressurized to manage their academic requirements with their extra-curricular responsibilities. The quality of assistance will also be enhanced as students of various departments could use their subject knowledge to put together a more inclusive plan of action.

7. Notes- • A Municipal/Government primary school was adopted by us as we believe that education is the tool that can bring a change in the world and we need to ensure that this tool is used right from the stage of primary education • Education is the wealth that can never be taken away

from these children and it will make them self dependent and self reliant in the future • Our educational institution is leading by example and ensuring that no one is denied the right to education • The adoption of the school has given us a chance to not just teach them but also learn from them- to give us a chance to pull them up and making us realize how fortunate we are because not only could we help them but also realize our own capabilities Best Practice #2

1. Title of Practice- Outreach programme Out-reach Assistance and Engagement with the Lodha Tribal Community of Gangasagar Island and Village Communities at Gosaba, Sundarbans 2. Objectives of the practice- The objective is to reach out and assist the people of the Lodha tribal community, residing on the Gangasagar Island and village communities at Gosaba, Sundarbans. Through material assistance we hope to provide for some health and sanitary needs necessary to maintain a healthy standard of living, conduct health camps in the intervals for checks of routine health, providing sanitary napkins to the village girls and women, awareness on menstrual hygiene to the adolescents, supply of Covid 19 relief materials to marginalized families and communities. The girls of the Lodha Community will be supported for their education in the hostel. 3. The context- The College first reached out and interacted with the members of these tribal communities in the aftermath of cyclone Amphan that devastated parts of West Bengal in May 2020. Remoteness from the mainland, with transport being through few and far between boats and the pandemic further exacerbated their marginalization. Being cut off from the mainland, reaching basic survival necessities to the community who were in dire straits was an urgency. Struck that the Lodha Community were considered as untouchable and to help improve the overall standard of living, the College wished to design a blueprint for involvement with this community. 4. The practice- In the aftermath of cyclone Amphan, the tribals of rural West Bengal faced the herculean task of starting life afresh. Being on the fringes of the State, the rural communities stand at an immense disadvantage. The inhabitants of the Sundarbans visited, had lost their houses and Eucalyptus trees in large numbers these cash-crop trees lined the pathways/roads in the villages. The fields too bore the brunt of the cyclone. To reach relief material in the form of food and clothes and household necessities was of prime importance. While the devastation by the cyclone held good for the people of the Lodha tribal community, a small group of disadvantaged people who are identified as members of the marginalized untouchable community living on the Gangasagar island, the living conditions spoke of an existence of deprivation and neglect. The impoverished and dilapidated houses with no doors are etched in the mind. In order to help with the relief efforts in rural West Bengal, Loreto College decided to extend support to the Lodha tribal community. continued...(check link)

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\\_Practice\\_1920.pdf](https://www.loretocollege.in/loretocollege/academic/Best_Practice_1920.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

Founded in 1912, one of the core goals of Loreto College, is to form women responsive to the needs of our world. Service to society and academic excellence have always been the focal areas of training imparted to the students. In the academic year 2019-2020, the College opened its doors to educational and cultural collaborations. Holistic education is a vital aspect of training imparted in Loreto College and this intention was strengthened with the multiple collaborations with institutions of higher education and cultural agencies. The locational advantage of the campus- being situated in the heart of Kolkata, having a well-maintained campus, strong infrastructure and other

facilities has made Loreto College an attractive option for collaborations. Academic and cultural association is integral to creating a drive for knowledge through experiential learning. Hosting the Kolkata Chapter of Barkha Dutt's 'We the Women' and the Eastern Zonal Final Round of ConQuest, a National-level Annual Quiz Contest, organised by the Centre for Law and Policy Research, Bangalore proved beyond doubt that such events can be immensely enriching experiences for the students. Our students were not mere spectators for We the Women. They were involved to a great extent in the organisation and execution of the programme - assisting with logistics, audience management and hospitality. An event like ConQuest gave our students a taste of tough competition in the quizzing circle by competing with the best teams from the Eastern zone. The Student Council also had a hands-on experience in event management while being involved in the promotional work for the event. The College hosted veteran theatre personality, Lushin Dubey who performed her play Muskaan in the College Concert-Hall. The spectacular script and performance brought out the pains of AIDS victims through humour. Such experiences help students analyse social stigma in a different light. Students were encouraged to interact with the actors and even assist backstage. The proficiency of one of our students in assisting the professional actor was so impressive that the actor, with the consent of the Principal, requested for the student to assist her for other shows in the city. The performance of Load Set Fire, to commemorate the centenary of Jallianwala Bagh massacre by the students of Mayo College Girls School, Ajmer directed by the renowned director, Parnab Mukherjee and presented by Culture Monks, Kolkata was another invaluable exposure for students. It was a spectacular directional masterpiece that left everyone spellbound. The College had the honour of hosting an evening of Rabindara Sangeet in Italian organised by the Italian Embassy, New Delhi and Culture Monks, Kolkata. MoUs signed with SNTD University and NSHM Knowledge Campus, Kolkata led to plans of partnering with the Media School of NSHM to host the first Kolkata Media Conference. Students of both institutions had meetings at each other's campuses to plan out the mega event. They were jointly involved in raising finances, planning events etc. Unfortunately this programme took place virtually due to the pandemic but the experience gained in the process was invaluable.

Provide the weblink of the institution

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### **8.Future Plans of Actions for Next Academic Year**

- Sessions for the empowerment of students through a series of lectures and workshops
- Sessions in Inspirational talks for students so that they can model their lives on some persons who have made a difference in society
- Invest in a higher order server so as to prepare for extended and more intense IT work
- Offer the Non-teaching staff some self-development sessions
- A series of Staff Development sessions/ talks/ workshops
- Active MoU with institutions of repute for the good of the college, and to sustain the existing ones
- To provide for more classrooms through the construction of a cantilever structure in one part of the college building