YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	**LORETO COLLEGE**
• Name of the Head of the institution	**Sr. Christine Coutinho**
• Designation	**Principal**
• Does the institution function from its own campus?	**Yes**
• Phone no./Alternate phone no.	**03340055712**
• Mobile no	**9874562153**
• Registered e-mail	**loretocollege1912@gmail.com**
• Alternate e-mail	**christine_cout@yahoo.co.in**
• Address	**7, Sir William Jones Sarani**
• City/Town	**Kolkata**
• State/UT	**West Bengal**
• Pin Code	**700071**
2.Institutional status	
• Affiliated /Constituent	**Affiliated**

• Type of Institution	**Women**
• Location	**Urban**
• Financial Status	**Grants-in aid**
• Name of the Affiliating University	**University of Calcutta**
• Name of the IQAC Coordinator	**Dr. Sushma Sahai**
• Phone No.	**9830667214**
• Alternate phone No.	
• Mobile	**9830667214**
• IQAC e-mail address	**lciqac@loretocollege.in**
• Alternate Email address	**sushmasahai@gmail.com**
3.Website address (Web link of the AQAR (Previous Academic Year)	**https://www.loretocollege.in/loretocollege/pdf/AQAR_2019-2020.pdf**
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	**https://www.loretocollege.in/loretocollege/academic/IQAC_Calendar_2020_2021.pdf**

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 4	**A**	**3.07**	**2021**	**20/09/2021**	**19/09/2026**

6.Date of Establishment of IQAC	**09/04/2005**

7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR /TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
N/A	**N/A**	**N/A**	**N/A**	**0**

8.Whether composition of IQAC as per latest NAAC guidelines	**Yes**

• Upload latest notification of formation of IQAC	**View File**
9.No. of IQAC meetings held during the year	2
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	**Yes**
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**

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

* Developed a robust online feedback mechanisms for assessing the relevance and implementation of the online teaching – learning from students and faculty. Enhancing the use of e-resources and ICT tools to facilitate teaching – learning process during the pandemic. Facilities and services of the Library extended to facilitate sharing of e-resources such as academic material and university question papers. Documentation of faculty research activities through a standardized proforma and uploaded on the website * Organization of Faculty Development Programmes on Guidelines for Promotion as per CAS Guidelines and Impact of NEP on Higher Education * Encouraged organizing Bridge Courses for the freshers from different School Boards to enable them to be at par, at the onset of higher education. This facilitated addressing issues of student diversity and different social and cultural backgrounds. A range of short duration certificate and add -on courses were introduced like French, which were not part of the curriculum. * Initiated the Loreto LEADS Programme, i.e., Loreto Empowerment and Development Series for Students. This entailed a series of International and National Webinars on themes like Gender Equality, entrepreneurship, and academic opportunities overseas to name a few. * Commemorated days of international and national importance like International Women's Day, Yoga Day, Music Day and Environment Day to name a few. Birth anniversaries of famous personalities like Mahatma Gandhi, Vidyasagar, Dr. Radha Krishna and Satyajit Ray were observed where in online programmes were organized by the students.

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

Plan of Action	Achievements/Outcomes

Facilitating e-teaching and learning	• Appropriate use of ICT to enable uninterrupted teaching – learning process • Feedback taken from students and faculty on issues & challenges of online mode of education
Faculty Development Programmes	• Organized FDP on IPR, NEP and Guidelines on promotion of college teachers • A series of Wellness Webinars for the staff
Inclusivity	• Webinars and Special Lectures on Disability and Children with special needs organized • Organized Kalakriti – A Department of Psychology initiative, showcasing talents of the differently abled children of various schools • Aspire for inclusive classroom and respect student diversity
Outreach/ Extension Activities	• MGNCRE Programme
Enrichment Activities	• Organized several International & National Webinars/Special lectures/Web talks/Panel discussion/online competitions • Organized Certificate and Add – on courses for students
Alumni engagement	• Organized International Webinars were students interacted online with their respective department alumni for applying to internationally reputed institutes like Oxford University, Glasgow University, University of Munich, Singapore University, Manchester University to name a few
Mentoring	• Favourable Mentee: Mentor Ratio • Regular mentoring sessions to enable students voice concerns during the pandemic • Address mental health issues
Encouraging Advanced Learners	• Encouraging and guiding research-based projects • Continuous guidance to prepare for entrance exams/group discussions/GRE for progression to institutes for higher education • Organized International Webinars for gaining exposure for pursuing academics overseas
Supporting Slow Learners	• Frequent and continuous Remedial classes taken • Financial assistance extended to the needy students
Implementation of Curriculum	• Teaching Plans with specified Learning Objectives & Outcomes for each course uploaded on the website prior to commencement of the Semester • Follow a structured

	timetable and conducted tutorials/ term papers/projects as per schedule
Promoting Research culture	• Platform provided by Research Cell to encourage faculty and students to share their research findings
Website upgradation by college	• Redesigned and upgraded the existing website which facilitated access to information and structured documentation
Counsellor Outreach	• Online Counselling enhanced to address mental issues

13. Whether the AQAR was placed before statutory body?   Yes

• Name of the statutory body

Name	Date of meeting(s)
Governing Body	06/12/2021

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2019-2020	18/02/2020

15. Multidisciplinary / interdisciplinary

16. Academic bank of credits (ABC):

17. Skill development:

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

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

20. Distance education/online education:

Extended Profile	
1.Programme	

1.1 Number of courses offered by the institution across all programs during the year	20
File Description	**Documents**

Data Template	View File

2.Student

2.1 Number of students during the year	907

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	32

File Description	Documents
Data Template	View File

2.3 Number of outgoing/ final year students during the year	314

File Description	Documents
Data Template	View File

3.Academic

3.1 Number of full time teachers during the year	44

File Description	Documents
Data Template	No File Uploaded

3.2 Number of sanctioned posts during the year	44

File Description	Documents
Data Template	View File

4.Institution

4.1 Total number of Classrooms and Seminar halls	44
4.2 Total expenditure excluding salary during the year (INR in lakhs)	1,147,228

4.3 Total number of computers on campus for academic purposes	117

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

Loreto College, affiliated to University of Calcutta, commits itself to the effective delivery of the University syllabus. An academic orientation was organized by each department for students at the beginning of the academic year to state the methods of curriculum delivery. Detailed lesson plans and reading lists were prepared with a timeline for the 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. During the Pandemic the 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 on academic matters are some of the structured ways which aid in effective curriculum delivery.

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

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

The College follows the CBCS Academic Calendar of the University of Calcutta at all levels. The Continuous Internal Evaluation process of the College is coordinated with the University

calendar.

The CBCS, curriculum at the under graduate level involved continuous evaluation through tutorials, projects and viva-voce before the final semester examination, all conducted as per instruction of the University. The college has a parallel system of continuous assessment conducted by the teachers for all courses.

M.A (English) students were assessed on the basis of two end-semester examinations and an internal assessment. Continuous academic assessment was also carried out through written class and home assignments, group discussions, paper presentations and debates.

The B.Ed. Department of conducted formative and summative assessments. Formative assessment included regular tutorials, class assignments, home assignments, projects and seminar presentations, both in theory and practicum throughout the year. Continuous assessment of school online internship included assessment of performance of teacher-trainees by teacher-educators. Summative assessment included internal examinations on all papers at the end of the semester before the trainees appeared for the final examination of University of Calcutta.

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

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

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

Any additional information	**View File**

1.2 - Academic Flexibility

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

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

20

File Description	Documents
Any additional information	**View File**
Minutes of relevant Academic Council/ BOS meetings	**View File**
Institutional data in prescribed format (Data Template)	**View File**

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

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

5

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

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

118

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

1.3 - Curriculum Enrichment

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

Loreto College holds Value Education classes for all students. The Principal addresses students regarding contemporary issues, human values and integrity of creation, using this platform to inculcate ethics and moral/gender-based values. Religious

instruction is given to Christian students to reinforce the sacred values of the Bible.

The Undergraduate, B.Ed. and M.A. English syllabi also deal with gender discourse. There is also a sustained effort to instill gender-sensitivity through workshops, seminars and experiential teaching. The Women's Study Society remains focused on women's issues.

The environment is the focus of sections of courses in Geography and Human Rights. There is a compulsory course on Environment Studies both in the CBCS and Annual System at the Undergraduate level. Moreover, an active WE Nature Society supplements the values of respecting the environment through various programmes.

The Student Council Investiture Ceremony and the Handing Over Ceremony by outgoing Student Council inculcates a sense of accountability and commitment among students. A strict code of conduct in consonance with UGC guidelines has been put in place. Matters of plagiarism and cheating are dealt with stringently by the Unfair Means Committee.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

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

12

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	View File
Institutional Data in Prescribed Format	View File

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

676

File Description	Documents

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

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	**A. All of the above**

File Description	Documents
URL for stakeholder feedback report	**https://www.loretocollege.in /AQAR/Feedback.pdf**
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	**View File**
Any additional information	**View File**

1.4.2 - Feedback process of the Institution may be classified as follows	**A. Feedback collected, analyzed and action taken and feedback available on website**

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

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

390

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	**View File**

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

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

32

File Description	Documents
Any additional information	**No File Uploaded**
Number of seats filled against seats reserved (Data Template)	**View File**

2.2 - Catering to Student Diversity

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

Slow learners are initially identified by keen observation through non-verbal communication perceived in class. Quick and articulate learners are identified through performance in examinations, class-room interactions and grasp of concepts. Under the CBCS system, one tutorial period per week for each course is mandatory and is employed to work at the strengths and weaknesses of the students. Some departments conduct Bridge Courses for the First Year students to facilitate the transition from school to an Honours course.

Once the advanced learners and slow learners have been identified, the departments attempt to customise their classes, lectures and assignments keeping in mind the different learning abilities of the students.

Initiatives are taken by the teachers to engage advanced learners in self-study in the well-stocked library which accords the students the freedom to explore areas beyond the prescribed syllabi.

Regular mentoring sessions are conducted for students in accordance with their learning abilities. The slow learners are given further support through special remedial classes. The progress of weaker students is periodically assessed. Advanced learners are encouraged to cultivate their research skills by undertaking independent research exercises, to publish student papers in peer-reviewed journals or make presentations for the Research Cell.

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

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

Number of Students	Number of Teachers
907	44

File Description	Documents
Any additional information	**View File**

2.3 - Teaching- Learning Process

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

A variety of methods are employed to make the learning process dynamic. Supervised Research Cell presentations, class presentations, group discussions, peer-teaching, panel discussions, term papers, wall journals, debates, role- playing, quizzes are some of the common methods used across departments to make learning more inclusive.

Experiential learning pedagogy is integral to the learning-teaching process. The students of the Department of Geography go on field trips as part of their curriculum; Kalakriti, organised by the Department of Psychology, gives an opportunity to interact with children across levels of disability. B.Ed. students undertake experiential practice teaching in schools and also do internships with the deprived and those with disability; the Human Rights and Empowerment course enables students to unravel Human Rights issues.

The Departments of Economics, History and Political Science host inter-college student meets aimed at honing the skills of students as debaters and researchers. In the Department of Journalism & Mass Communication's media-lab, students design newspaper pages using QuarkXPress, write reports, features, editorials and articles. Problem-solving skills of students are cultivated in the departments of Geography, Psychology, Economics and Mathematics through mind-maps and quizzes, cross-word puzzles

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

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

Teachers use ICT in order to enhance syllabi delivery and make lessons more interactive. Each department has their own laptop and specific smart classrooms are used for lessons requiring audio-visual aids. All College computers have the latest

licensed edition of software, helping teachers and students stay abreast with technological advancement. During the pandemic as classes shifted to virtual platforms, teachers made the most of the available options to make sure curriculum delivery did not suffer. The staff was given the liberty to experiment and acquaint themselves with a number of online platforms such as Google Meet, Zoom, Cisco Webex, Microsoft Teams etc. and decide which one would serve their method of teaching best. The Google classroom extension was optimally utilised to post study material, assignments, grade quizzes, hold discussions and maintain a record of students' performance. Regular assessments were conducted for students of semester 2 and 4 through quizzes designed on google forms, mock tests and mailed assignments which were corrected and returned to students with comments. Webinars, debates and other extra-curricular activities were carried out on virtual platforms in order to interact with the students and keep them engaged in a constructive manner.

File Description	Documents
Upload any additional information	**View File**
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	**View File**

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

2.3.3.1 - Number of mentors

44

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	**View File**
Circulars pertaining to assigning mentors to mentees	**View File**
Mentor/mentee ratio	**View File**

2.4 - Teacher Profile and Quality

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

44

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

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

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

24

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

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

2.4.3.1 - Total experience of full-time teachers

666

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

2.5 - Evaluation Process and Reforms

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

At the commencement of each semester, students are informed of the mode of parallel (University and College) Continuous Internal Evaluation. Teachers recommend a basic structure of Assessment of theory and practicals and guidelines for dealing with absenteeism.

The faculty have flexibility in deciding on the nature of assignments so that creativity is not compromised. Assessment includes presentations, term papers, assignments, and projects by students who are mentored by teachers at regular intervals with feedback. Dates for the assignments are announced by the faculty in the respective classes at least a week in advance.

Evaluated assignments are shared with students and teachers discuss the areas that require improvement at an individual level. Students are encouraged to clarify their doubts and resubmit the modified assignments. This ensures that the specified learning outcomes and programme specific outcomes are attained. Students are also assessed by the teachers based on their participation in the class.

With the pandemic continuous internal assessments were taken online primarily through Google Classroom and Google forms. The

effectiveness of the online mode of Continuous Internal Assessment was not disrupted, but relentless efforts were taken by the faculty to assess the progress of students regularly by incorporating interactive online platforms.

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

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

With the introduction of the CBCS system Internal examinations for the University are held at the end of each semester and the marks are entered into the University portal. If students have grievances with their University internal assessments they can apply for Review with the University. All assistance is provided to students with regard to registering their complaints with the University. The students may also apply for RTI, which is handled by the University.

Assessment of the parallel college internal examination system is effective and time-bound. All assessments are returned to the students along with the feedback and grades, and students seek clarification of their scripts from their individual teachers. The department maintains a record of the marks/grades obtained by each student. Parents of weaker students are called for a Parent-Teacher interface at which suggestions are made for the academic progress of these students. Mentoring of weak students also helps them grow in confidence; their progress thereafter shows significant improvement.

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

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

An Orientation Programme is held for students at the commencement of the academic session; the Principal informs students about the Vision and Mission of the College and how students can realise the high ideals, goals and objectives stated therein, followed by departmental orientations where the Heads of Departments communicate the curriculum with an emphasis on the POs, PSOs and COs. These are also uploaded on the website. This helps to acquire a sense of the scope and content of the discipline and the possibilities for employment, further studies and research. In the first few classes individual teachers also elaborate at length on the desired learning

outcome of the course they teach. This is further reinforced by the display of teaching plans of respective teachers on Department notice boards . These measures ensure that synergy is achieved between learning outcome and objectives. All courses and programmes impart comprehensive knowledge, critical thinking, interdisciplinary approach to widen knowledge-base, equip students with the spirit of social welfare and generate a passion for research and inculcate realisation that learning is a lifelong process. Students are enabled to undertake co-curricular research projects under the guidance of the teachers to sharpen course outcomes and higher order thinking.

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

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

The level of attainment of POs, PSOs and COs is measured in the following manner:

- Continuous Internal Assessments in the form of home assignments, tests, presentations, tutorials, group discussions, mid-term and selection examinations are conducted to assess teaching-learning efficacy
- Departments review the performance of students in the University Examinations
- Departments maintain a record of students' progression to higher education
- Departments track the performance of students in entrance exams for pursuing higher education in India
- Documentation of records of students who pursue higher studies abroad
- Performance of students in competitive exams for placement is logged
- Records of placement of former students after acquiring their degree is maintained
- Students are encouraged to participate in student-centric activities like research projects, practical/field-based work, mock parliaments, debates, quizzes, essay competitions, and presentation of papers in intra-/inter-college and national seminars. The performance of the students is gauged in these events to assess the level of skills the College has successfully inculcated in students.
- Reports of mandatory social service are assessed for social commitment

Information thus collected helps the departments and the College to assess whether the POs, PSOs and Cos are realised.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	**https://www.loretocollege.in /NAAC/2.6.2_addl_info.pdf**

2.6.3 - Pass percentage of Students during the year

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

316

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

2.7 - Student Satisfaction Survey

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

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

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0

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

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

0

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	**View File**

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

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

0

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

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

In 2020-2021, when academic instruction was conducted in the online mode, Loreto College continued with its culture of promoting initiative for creation and transfer of knowledge in several ways. The college focussed on organising a large number of Webinars, inviting renowned experts from diverse fields in India and overseas, which needless to say, the College could not have afforded or organised under normal circumstances. Some renowned scholars who conducted academic sessions were Christophe Jaffrelo, James Manor, David Schultz and Nivedita Menon. This has helped the College build up a rich archive of lectures and a network with multiple institutions in India and overseas; it is hoped that this will open doors to greater collaboration. A series of inspirational talks were organised to motivate students during the pandemic. Derek O'Brien and Lt. Gen (Retd.) Z. Shah were some well-known personalities who addressed students. The college Research Cell encouraged research among students on relevant issues, like mental health, for which formal presentations of their research work was organised. The regular publication of the College newsletter, Glimpses kept all stakeholders abreast with events that were conducted in College, particularly when in the fully online mode.

File Description	Documents
Upload any additional information	**View File**

Paste link for additional information	Nil

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

2

File Description	Documents
Report of the event	**View File**
Any additional information	**No File Uploaded**
List of workshops/seminars during last 5 years (Data Template)	**View File**

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

0

File Description	Documents
URL to the research page on HEI website	**Nil**
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	**View File**
Any additional information	**View File**

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

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

3

File Description	Documents
Any additional information	**No File Uploaded**
List of research papers by title, author, department, name and year of publication (Data Template)	**View File**

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

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

File Description	Documents
Any additional information	**No File Uploaded**
List books and chapters edited volumes/ books published (Data Template)	**View File**

3.4 - Extension Activities

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

This year the extension activities mainly involved sensitizing and creating awareness about Covid-19 and to analyze its impact on the socio-economic and natural environment of the country. Student volunteers organized national webinars on the pandemic and social work, debated on the impact of pandemic on environment and organized creative writing competitions. Students also tried their best to provide information on Covid relief to the needy and organized Dengue/Malaria awareness programme to sensitise people of the locality that they live in on general health and hygiene. In December 2020, the NSS Society organized a Reach-out Program to educate the underprivileged slum children and to spend quality time with them during the pandemic. The AICUF Society worked on reaching out to the needy and shared their experience on how the social reach-out touched them especially during post-Cyclone Yash. The student members of the Social Service Society made masks from used garments and distributed these among the needy of their immediate community. The activities have helped the students in character building and oriented them towards community development and social upliftment.

File Description	Documents
Paste link for additional information	**https://www.loretocollege.in/loretocollege/dpl/NSS-2020.pdf**
Upload any additional information	**No File Uploaded**

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

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

1

File Description	Documents
Any additional information	**No File Uploaded**

Number of awards for extension activities in last 5 year (Data Template)	**View File**
e-copy of the award letters	**View File**

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

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

23

File Description	Documents
Reports of the event organized	**View File**
Any additional information	**No File Uploaded**
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	**View File**

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

450

File Description	Documents
Report of the event	**View File**
Any additional information	**No File Uploaded**
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	**View File**

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

98

File Description	Documents
e-copies of related Document	**View File**

Any additional information	**No File Uploaded**
Details of Collaborative activities with institutions/industries for research, Faculty	**View File**

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

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

0

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

Classrooms in the college are spacious, and well-ventilated. Each Department is allotted at least 1 class room with a mounted projector in additions to a movable projector. Students have individual seating arrangements in class rooms either with a desk and chair or a chair with writing facility. 14 class rooms have smart boards. The Concert Hall and auditorium also have mounted projectors for larger interactive classes. Each Department as well as the IQAC Coordinator and PG Convenor are provided with a laptop. The college has a total of 72 desktops; internet facility is available throughout the college building. The college has a media lab, a conference room and laboratory facilities for the Geography and Psychology Departments.

Other physical facilities include printers, scanners, cameras, pen drives: and adequate numbers of hard discs/hard drives:. GIS software has been installed in a total of 6 laptops and 12 desktops (Department of Geography). The Psychology laboratory has adequate instruments and up-to-date software practical programmes on 6 laptops.

External storage facilities for departmental material is

provided. Likewise, display notice boards are available in each classroom. Students are also assigned lockers to keep their study material and faculty members likewise

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

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

The College has a lawn spacious enough to hold athletic events such as shot put, long jump, high jump, and relays. There are two common rooms -cum-sports rooms (690 sqft each), which house gym equipment like treadmills, twister and several exercise cycles in addition to indoor sports facilities like chess, carom, table tennis, and scrabble. The college shares badminton, throw-ball and basketball courts with Loreto House School, housed in the campus.

Cultural activities are conducted either in the Concert Hall (Hall: 2255 sqft; stage : 920 sqft) with seating arrangement for 400 persons, or the Auditorium (Auditorium : 1575 sqft, Stage : 315 sqft) which accommodates 250 persons.

These facilities were established at the inception of the college; an additional common room for the B.Eds. and post-graduates was added in 2016.

The college has 2 grand pianos and one cottage piano. Guitars, a drum set, keyboard, harmoniums and tablas also lend melody to cultural programmes.

The footfall per day in the under-graduate common room is approximately 300+. All undergraduate students are members of the Games Society; they participate in inter- college, state, national and inter-university competitions. Yoga is offered as a course to all B.Ed students.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://www.loretocollege.in/NAAC/4.1.2_addl_info.pdf

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

44

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

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

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

4,143,808

File Description	Documents
Upload any additional information	**No File Uploaded**
Upload audited utilization statements	**View File**
Upload Details of budget allocation, excluding salary during the year (Data Template	**View File**

4.2 - Library as a Learning Resource

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

Loreto College Library is a fully equipped lending library which provides information to all who wish to pursue self-learning. It supports the teaching, learning and research activities of the College by providing information resources in an appropriate range of formats, suitable study space and facilities for individuals and groups, and efficient user-focused services, thereby enabling the development of empowered women through self-learning.

The collection comprises books, e-books, e-journals, print journals, CDs & DVDs, and e-resources from NLIST-IFLIBNET

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

Library Automation The process of Library automation started in 2001-2002 with creation of a database of its holdings using

CDS/ISIS for Windows (WINISIS) software, from which it moved on to ILMS LIBSYS in 2004. Retro conversion of the holdings continued till 2008, by when all holdings were barcoded. Barcoded Membership cards were issued from 2005.

Since 2013 the Loreto College library is fully computerized with integrated open source library management software Koha version 3.22.01.000 which runs on Ubuntu 14 platform which, in 2015 was integrated with the RFID system comprising Integrated Self Check in Check out kiosk; Book drop station; Security Gates with all accessories; Multipurpose RFID Staff Work Station; Portable Shelf Management Reader/ Inventory System Hand-held Reader; Self-adhesive RFID Tags for books; Anti-theft stickers and Bar coded Smart cards for users. The Koha software works with the RFID system through a middleware NISO NCIP RFID Server Software Layer

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	https://www.loretocollege.in/NAAC/4.2.1_addl_info.pdf

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

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

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

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

2,43,252

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

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

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

2

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

4.3 - IT Infrastructure

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

The students and teachers of the college are exposed to various ICT facilities in a well-equipped Computer laboratory. All are given the opportunity to use core i3/core i5 laptops and desktops, scanners, LaserJet printers, LCD projectors and Smart classrooms to empower extensive use of ICT resources. Intranet in the College is characterized by higher communication and data transfer rates within a LAN network.

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

All software, hardware and operating systems are upgraded to increase the performance, speed, and capacity of the workstations. Computer Laboratory architecture was redesigned with modified networking facilities.

Wi-Fi facility is available on the campus for the faculty and students of the college with AIRTEL Leased Line services (8Mbps) and Alliance Broadband (50Mbps). The internet is secured by installing FortiGate device for protection against virus, spam, intrusion and traffic.

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

4.3.2 - Number of Computers

117

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	View File

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

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

4.4 - Maintenance of Campus Infrastructure

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

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

1,757,100

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

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

Geography and Psychology laboratory equipment is housed within the respective laboratories and a Laboratory Instructor and Attendant, respectively, are responsible for making these available to students, as per requirement. For both the depts, licensed software has been installed in the computers and laptops. Experimental instruments are serviced regularly.

The Library is overseen by Librarians, Helpers, who ensure that students can avail of the facilities which includes automated circulation through KOHA and RFID, access to books, journals, remote access to e-resources including NLIST.

Gym equipment is accessible to all students; so too the piano; other musical equipment needs to be issued. Sports facilities are issued by the Games Society office bearers, and maintained by the College Supervisor.

The Computer laboratory is accessible during college hours and is under the supervision of the teachers of the Department. It is ensured that all equipment is in working condition.

The classrooms are opened in the morning and shut after cleaning by the Support staff at the end of the day.

All equipment is supported by Annual Maintenance Contracts; technicians are available on call this is the responsibility of the Caretaker; AMCs are renewed in a timely manner, as per a record maintained.

File Description	Documents
Upload any additional information	**View File**
Paste link for additional information	**https://www.loretocollege.in/loretocollege/academic/PP_1920.pdf**

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

46

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

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

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

34

File Description	Documents

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

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

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

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

907

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

907

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

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

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

16

File Description	Documents
Self-attested list of students placed	**View File**
Upload any additional information	**View File**
Details of student placement during the year (Data Template)	**View File**

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

5.2.2.1 - Number of outgoing student progression to higher education

132

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

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

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

9

File Description	Documents
Upload supporting data for the same	**View File**
Any additional information	**No File Uploaded**
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	**View File**

5.3 - Student Participation and Activities

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

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

0

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

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

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.

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

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

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

6

File Description	Documents
Report of the event	**View File**
Upload any additional information	**No File Uploaded**
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	**View File**

5.4 - Alumni Engagement

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

Loreto College Alumnae Association (LCAA) was established in 2000. The current membership is approximately 600. LCAA is committed to the cause of education and empowerment of women and regularly organizes programmes on women's issues. A 17-member Executive Committee administers the association and holds regular meetings.

The LCAA has undertaken the following development programme during this academic year

• On 27/09/2020 LCAA organized a Webinar-cum-Panel discussion on 'Covid-19: Entrepreneurial Challenge or Opportunity? Conversations with Loreto College Achievers.' An eight-member panel comprising Loreto alumnae, i.e. women who have made their mark as entrepreneurs (in India and overseas); deliberated on how they were coping with the challenges caused by the lockdown.

• LCAA organized the virtual Annual Reunion on 20/02/2021.

• LCAA ran a special appeal on social media urging people to donate 4G enabled smart phones/tablets/laptops etc. for disadvantaged and underprivileged students; these were collected at Loreto College on working days throughout the month of June 2021 and given to needy students

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

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

File Description	Documents
Upload any additional information	**View File**

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

Our founder Mary Ward's core values of justice, freedom, sincerity, truth and joy permeate the entire educational experience in Loreto College. The mission of College is to form women responsive to the needs of our world especially those on the fringes of society. Dreams of sound academic expansion go hand in hand with making the campus more aesthetic and eco-friendly, providing scope to students to pursue undergraduate research while developing their talents as they prepare to take their place in society. This commitment lies at the heart of governance, design of future plan of action and responsibility of teachers. The commitment of the College to the holistic empowerment of women is evident from its perspective plan that systematically seeks to broaden the base of training extended to students, sensitive them to the needs of others through a strong social outreach programme, commitment and consciousness towards the environment by setting up a green campus and move towards autonomy enabling the college to provide a more comprehensive skill-based education to students. All decisions by the administration and commitment of teachers are conditioned by the blue print laid down by the College perspective plan.

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

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

In August, 2021 Loreto College received financial assistance of INR 2 Lakhs from the P.C. Chandra Group as part of the Company's Corporate Social Responsibility scheme Gyandhara Prakalpo for upgradation of existing library/establishing a new library, etc.

The responsibility of utilising this fund was assigned to the Library. The librarians decided on the use of the fund in light of the existing needs of the library. On close scrutiny It was decided that the money would be utilised for two purposes: purchase of books for Sociology, in light of the fact that the college had applied for permission to begin with Honours in Sociology, and purchase of e- books. Sociology books were bought in keeping with the Sociology Honours syllabus prescribed by the University and recommendations of the Faculty of the Sociology Department of the College who is also a member of the Library Committee. Decision with regard to the e-books was taken in consultation with all Departments through their representatives on the Library Committee that works closely with the librarians. Judicious use of the fund received was possible due to the decentralised mode of decision making involving all stakeholders

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The Strategic Plan of the College spelt out the plan of action to set up a green campus and over the years much has been done towards realizing the objectives of the plan. However, when the College was approached by the Mahatma Gandhi National Council of Rural Education, to set up a Swachhta Action Plan (SAP) as a consequence of workshops held on Aspects of Swachhta in Campus, Campus Jal Shakti and Campus Post Covid 19 Sanitation plan the College decided to expand on the Green Campus project. The College formed a Swachhta Action Plan Committee comprising of students, faculty and support staff.

Some of the new initiatives were started:

- Colour coded bins are used to segregate dry and wet waste
- The College made arrangement to collect rainwater and use it for domestic purposes.
- Signages across the campus helped create awareness on conservation of resources and maintenance of a clean and hygienic campus
- Auto-controlled indicator has been installed within the water reservoir in college to fill the over-head tanks automatically to avoid the wastage of water due to overflow of tanks.

File Description	Documents
Strategic Plan and deployment documents on the website	**View File**
Paste link for additional information	**https://www.loretocollege.in /loretocollege/pdf/NSS-220821.pdf**
Upload any additional information	**No File Uploaded**

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

The Governing Body is the highest decision-making authority. The GB comprises the Province Leader (President), the Principal (Secretary), Sisters from the Loreto Community, a Jesuit academician, representatives from the teaching and non-teaching categories, alumnae and a parent representative.

The Principal nurtures the Student Council, as well as Office-bearers of various Societies, each of which are guided by Staff Advisors with the Administrative and Academic Officer at the helm. The Staff Representatives also work in close coordination with the Principal.

Administrative posts include Bursar, IQAC Coordinator, Officer-in-Charge of Examinations, Dean of General Students and Convener of the Post Graduate Section. Librarians are assisted by Library Helpers.

The Planning and Monitoring Boards look into the financial planning. The Student Welfare Committee, Internal Complaints Committee, Unfair Means Committee and the Anti-Ragging Cell deal with grievances of students.

Office Staff comprises of an Accountant and Cashier and Office Assistants. There are two Management faculty who look into IT-related work.

There is a Facility Caretaker under whom work a gardener, guard and housekeeping staff. Government post appointments are made as per Government norms; service rules as per University of Calcutta Statutes are followed.

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

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

A. All of the above

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

6.3 - Faculty Empowerment Strategies

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

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

Provide the list of existing welfare measures for teaching and non- teaching staff within a maximum of 200 words

List of welfare measures for teaching and non-teaching staff:

• The College provides Mediclaim Insurance Policy by the National Insurance Company for Group D staff.

• 25 years of continuous dedicated service is celebrated

• Two Free Covid 19 Vaccination was provided to the students, teaching and non – teaching staff and their families

• Staff are covered under the Pension Scheme, gratuity; leave encashment can be availed of by retiring staff as per Government norms.

• Leave to teaching and non-teaching staff is sanctioned as per the guidelines of the University of Calcutta Statutes.

• Child-care leave is granted as per Government norms.

• Loan facility from the Provident Fund for house building, education, marriage of children is available to all staff.

• Children of teaching and non-teaching staff receive a fee waiver, if sought.

• Some Group D staff are provided with residential quarters within campus.

• A picnic and a Christmas programme for the Group D staff is

held every year. Gifts and monetary contribution are extended.

File Description	Documents
Paste link for additional information	**https://assessmentonline.naac.gov.in/storage /app/hei/SSR/105500/6.3.1_1575280025_3912.pdf**
Upload any additional information	**View File**

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

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

10

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

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

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

0

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

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

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

Term Course during the year

7

File Description	Documents
IQAC report summary	**View File**
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	**View File**
Upload any additional information	**View File**
Details of teachers attending professional development programmes during the year (Data Template)	**View File**

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

These mechanisms are crucial to quality improvement in the sphere of academics and other areas such as infrastructure development. For instance, towards the end of the academic year, all students of the College of all years, take the online TAQ (Teachers Assessment Questionnaire). Thus, the anonymity of the student is maintained. This is processed and scores are calculated statistically and depicted as an overall index of teaching efficiency made available for the teachers annually. The TAQ outcomes for the 21 points on the Questionnaire are discussed individually with the Principal, where strengths are appreciated and teachers are encouraged to work on improvement in areas of weaknesses. This process of evaluation undoubtedly contributes to the enhancement of the teaching-learning process of the institution.

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

6.4 - Financial Management and Resource Mobilization

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

Institution conducts internal and external financial audits regularly

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

Internal Audit is done by the Bursar's Department of Loreto House Education Society of Calcutta, through an Internal Auditor, quarterly and annually.

Utilization Certificates for funds received from external sources from the Government, UGC and other external funding bodies are certified by the Internal Auditor.

Since we are a college aided by the Government of West Bengal, its Audit Department sends their appointed Government Auditor annually, for the external financial audit.

The Budget of the institution is prepared annually and presented to the Bursar's Department of Loreto House Education Society of Calcutta.

Library Budget is annually released in consultation with those responsible for purchase of books; based on the proposed changes in the curriculum new equipment/software/books are budgeted for and the sum assigned in the financial year

The Loreto College Alumnae Association has an annual audit of its accounts.

Responses to clarification or objections raised at the time of audits are given in a timely manner to the respective authorities.

The Principal and the auditor dialogue regarding clarifications and putting into practice the recommendations.

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

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

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

120470

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

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

Being private and aided, the College receives grant under the Pay Packet Scheme for the salaries of sanctioned staff. Other salaries are paid from the college fund. Students' tuition fees also contribute to the funds as does interest from investments.

In order to enable better academic growth, the policy of the college is to approach government bodies like UGC, and ICSSR for funding. This academic year the college received funds from ICSSR for the publication of the proceedings of a Seminar.

The Resource Mobilization is not limited to government sources. CSR departments of Corporate organizations are approached. Private sponsors, are also approached for financial support. Lions District 3222B1 Welfare Trust, Girl To Be Foundation among several others has come forward to supports sponsor students.

All major plans for mobilization of funds are discussed and approved by the Planning Board. They are also placed before the IQAC.

On the basis of its 2F and 12B UGC status, the college applies for funding to the UGC and the Government in the prescribed format for recurring and non-recurring expenditure as per the regular 5-year plans. For non-government funding, the college applies through appeal letters or sponsorship forms.

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

6.5 - Internal Quality Assurance System

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

IQAC has facilitated the creation of a learner-centric environment conducive to quality education by helping enable the required knowledge and technology for participatory teaching-learning process. During the academic year with all online classes, the IQAC ensured the appropriate use of ICT to enable uninterrupted teaching-learning process.

Upholding the Vision of IQAC which aims at being instrumental in organizing programmes on quality-related themes and facilitating the creation of a learner-centric environment, the IQAC initiated the LORETO LEADS Programme 'Loreto Empowerment and Development Series' for students with the objective of organizing several thought-provoking enrichment programmes for which Structured Analysis of Feedback and Action was taken.

In accordance with the strategies of IQAC- credibility of assessment and evaluation process- an online Survey on Education Responses to COVID-19 was conducted to commemorate National

Education Day observed, November 11, 2020. With challenges in the field of education during the pandemic, the IQAC of Loreto College took the initiative to reach out to two of its valuable stakeholders, students and teachers. Their response to the effectiveness of the teaching-learning process on a virtual platform deemed cause for reflection, feedback and action; the Feedback Report has been uploaded in the College Website.

On the basis of the feedback actions were taken and the Feedback Report has been uploaded in the College Website.

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

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

During the lockdown, online teaching was initiated. Regular classes were held online to finish the Semester 2 & 4 classes. After the successful transition to online teaching it was decided that a blended approach to teaching and organizing events will be adopted once normalcy is restored. The inhibition of using IT in classes has been overcome to a large extent as a result of the Pandemic. This can be considered as an incremental improvement made in the area of the teaching learning process, videos, online referencing have become the order of the day in the teaching-learning process

In addition to this, the possibility of organizing online events for academic enrichment and motivation has been established.

With the help of the college Google Suite A/c web talks by researchers and persons renowned in different fields of academic the world over have enriched both faculty and students through deliberations; these were vetted by the IQAC modified if need be to ensure quality enhancement. All departments submit a detailed report specifying the learning objectives and outcomes of the events organised and these are uploaded on the website.

File Description	Documents
Paste link for additional information	**https://www.loretocollege.in /AQAR/6.5.2.pdf**
Upload any additional information	**View File**

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements	B. Any 3 of the above

Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	

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

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Loreto College consistently strives to address issues like gender equality through academic content. Legal Awareness for Women and Value Education classes are held to create awareness of the rights of women.

The college has instituted the Internal Complaints Committee (ICC) which holds regular orientation/sensitization programmes, maintains active mobile helpline and/or email, regular tracking of reported incidents of sexual harassment.

There is the Anti-Ragging Committee. Anti-ragging posters with a helpline number are displayed at prominent places within the campus.

The Women's Development Cell (WDC) undertakes activities such as installation and maintenance of sanitary napkin vending machines.

CCTV cameras have been installed at the main gates and in the most sensitive areas.

 Entry into College is permitted on producing valid identity cards.

A separate toilet is available for male staff and male visitors.

The College hostel functions on a strict set of rules stated to students and parents during admission.

Counselling is an integral part of the College.

The college provides Common Rooms for the undergraduate, the B. Ed and the M.A. students. They are kept out of bounds for male teachers and non-teaching staff

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

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	C. Any 2 of the above

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

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

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

E-Waste is collected in a special labeled wooden box beside the college office and this is disposed off to a collection center.

Liquid Waste management is through proper sewerage system to prevent leakage and contamination of waste-bourne diseases. Rainwater run-off steps through a spacious lawn to recharge the deep-water aquifer of underground water table.

Loreto College being a Liberal Arts College does not use hazardous chemicals and radio-active material. Biomedical waste in the form of solid napkins is disposed off by women support staff appropriately. Used face-masks are deposited in a bin on the ground floor of the college to suitable disposal.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	View File

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

E. None of the above

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

7.1.5 - Green campus initiatives include

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

1. **Restricted entry of automobiles**
2. **Use of bicycles/ Battery-powered vehicles**
3. **Pedestrian-friendly pathways**
4. **Ban on use of plastic**
5. **Landscaping**

C. Any 2 of the above

File Description	Documents
Geo tagged photos / videos of the facilities	No File Uploaded
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	View File

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

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

B. Any 3 of the above

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

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	**C. Any 2 of the above**

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

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

The College admission policy encourages diversity and inclusiveness. Being an English medium college with a National standing, it attracts students from the North- East. Equal representation is given to students of all three main Boards (CBSE, ISC, HS). Though the College is a religious minority institution and is not required to follow the government stipulated quota of reservation for ST, SC, OBCs, in order to promote inclusiveness in higher education not only are seats reserved for Christians but the College reserves seats for ST, SC & OBCs. The College welcomes physically challenged students and extends all possible support to them.

Programmes organized were:

- Rabindra Jayanti through the rendition of the songs and reading of excerpts of Tagore's works

  - International Webinar on Whose Lives Matter? Contextualizing Racial and Ethnic Discrimination organized in which resource persons shared insights on racial discrimination

- Independence Day to emphasize the rich cultural diversity of India

  - A Special Lecture on 'Making Home': Exploring the Geographies of Place making in Anglo-Indian households
  - Special Lecture on Tribes and Social Exclusion in India: A Sociology of Education Approach was organized
  - India as a Plural Society: Contexts and Categories Webinar as indicators of commitment to social integration and harmony

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

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

The Vision and the Mission of the College is committed to character building. A strict code of conduct for all, value education classes and assembly for students, discipline maintained on campus with regard to punctuality and cleanliness, decentralized and democratic modes of functioning of the staff and student bodies are the regular ways in which the values of good citizenship is promoted.

- To commemorate and honour the Father of the Nation, during Gandhi Jayanti month, the teacher-trainees:

  - Inter – College Online Debate Competition Gandhian Values are preached in Indian schools but not practiced by Indian Citizens   organized by B.Ed.

- Department National Webinar titled Perspectives and Reflection of Gandhi's Philosophy of Education towards an Atmanirbhar Bharat organized by B.Ed. Department

- **Dr. Anindita Bandyopadhya of the History Department presented 'Mohandas Karamchand Gandhi: Man with a Difference-The Beginning' reflecting on his vision for the nation.**

- **Dr. Sandeep Shastri, Pro VC, Jain University addressed the students, deliberating on We, the People: India's Constitutional Framework and Democratic Values' to commemorate Constitution Day wherein the relevance of the Indian Constitution in today's world was discussed**
- **Though the above eternal values , rights and duties of citizens of India to nation-building were instilled**

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	**https://www.loretocollege.in /AQAR/7.1.9.pdf**
Any other relevant information	**Nil**

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized	**C. Any 2 of the above**

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

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

The following events were held during the academic year:

- **Loreto College celebrated 74th Independence Day online**

.Teachers Day celebrated on September 5, 2020

- **Tribute was paid to the Father of the Nation, Mahatma Gandhi through a rendition of songs, dance and skit organized by the students of the History Society.**

- **A special assembly on the Life and Teachings of Mary Ward to commemorate our revered founder Mary Ward's death anniversary**

- **International Women's Day was celebrated by the Women's Study Society. A Special Lecture Mother, the Maker of Society: Changing role of Mother's in Contemporary India**

- **Women in Leadership in Crisis situations was discussed in a webinar to keep Human Rights Day**

  - **Constitution Day - We the People: India's Constitutional Framework and Democratic Values in 2020 was observed on December 12, 2020**

- **Rabindra Jayanti was celebrated with an collage of songs, dances and recitations was put together by the staff and students.**

  - **World Environment Day, International Yoga Day, World Music Day was also kept up**
  - **The Department of B.Ed., Loreto College, Kolkata, organized a virtual National Reading Day Celebration programme. The virtual celebration conducted by the B.Ed. trainees on June 19, 2021 was telecast in the official YouTube channel- Loreto College Kolkata.**

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

7.2 - Best Practices

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

BEST PRACTICE 1

1. Title of the Practice

Free Covid -19 vaccination camps were organized for students, parents and staff in collaboration with Kolkata Municipal Corporation on June 24 and September 27, 2021.

2. Objectives of the Practice

What are the objectives / intended outcomes of this "best practice" and what are the underlying principles or concepts of this practice (in about 100 words)?

Vaccination is the only scientifically proven method to fight the Covid-19 virus. It protects individuals against the virus and contributes towards building wellness of the masses. The College management realized that organizing a free vaccination camp within the security of the College campus would be the most effective path towards preparing students to be ready to resume normal campus life as soon as the Government decided to open up institutions of higher education. Considering the need to vaccinate immediate family members, the College opened the vaccination camp to parents as well.

3. The Context

What were the contextual features or challenging issues that needed to be addressed in designing and implementing this practice (in about 150 words)?

The vaccination camp was held on June 24, 2021, at a time when free vaccines were not easily accessible. Slots for students over 18 years of age were scarce in the city. Most institutions were arranging for private vaccination camps at a considerable cost. This was not in keeping with the vision of the College. The College administration therefore had to put tremendous effort in approaching Kolkata Municipal Corporation which was burdened with the responsibility of conducting free public camps at vaccination centres in the city. The responsibilities of running a free camp efficaciously and safely was another challenge for the College. It involved delving into an area where there was little experience. It was also at time when faculty and non-teaching staff were not open to attending large gatherings. The fear of contacting Covid loomed large as was the challenge of conducting a second camp 84 days later.

4. The Practice

Describe the practice and its uniqueness in the context of India higher education. What were the constraints / limitations, if any, faced (in about 400 words)?

Higher Education has the responsibility to help students realise their duty vis-a-vis society. In order to be prepared to resume interactive Teaching-Learning promptly at the announcement of resumption of classes on campus by the Government, the College made all necessary arrangements. Loreto College was one of the two colleges in West Bengal that brought the opportunity of free vaccination on campus. This outreach was extended to the families of the students to help create a safer environment for

them which would assist in building a safer domestic space, which in turn would make the campus environment safer. Two vaccination camps were planned in a way to make sure that all students could receive both the doses on time.

The classrooms, the canteen and a large Concert Hall were sanitized and prepared for usage during the camp. These rooms served as a waiting, registration, vaccination and post-vaccination recovery area. Provisions were made for an infirmary with 2 beds. The vaccine vials were procured from the Government Hospital assigned to the College by the Kolkata Municipal Corporation.

1. Two vaccinators were arranged for, to administer the vaccine and a doctor was present throughout the duration of the vaccination camp. A team from the Health Department, Government of West Bengal paid a surprise inspection visit during the process of the vaccination and were satisfied with the arrangements.

The students were brought in first according to time slots assigned to them in accordance with a separate enrolment process through the college website. The registrations into the vaccination portal were verified subsequent to which vaccinations were administered. Throughout the process, it was ensured that all maintained physical distancing and other COVID norms such as the use of proper masks (N95, disposable surgical masks).

A register was maintained to ensure that 'time in and time out' in the post-vaccination recovery area was recorded in order to ensure that every vaccinated student maintained the mandatory 30 mins post-vaccination observation period.

Likewise, the above procedure was followed for the parents of the students.

Each beneficiary successfully received their vaccination certificate within a very short span of time from the CoWin portal. The whole process took place smoothly and there was no case needing special medical assistance.

5. Evidence of Success

Provide evidence of success such as performance against targets and benchmarks, review/results. What do these results indicate? Describe in about 200 words.

The objectives of holding the vaccination camp were met satisfactorily. 248 doses of Covisheild vaccine were administered successfully under strict medical supervision and adherence to Covid protocol, free of cost. The requirements of the Government portal were meticulously taken care by the office staff on duty. Each vaccine recipient received their

certificate from the portal to their registered telephone numbers. There was no case of medical emergency. All vials used/unused, emergency medications/injections and syringes were returned by the College to the Shambhunath Pandit Hospital, which had been assigned by Kolkata Municipal Corporation as supplier of vaccines and other medical provisions.

The College was then set to conduct the second free vaccination in a gap of 84 days to enable students to take their second dose on campus, thereby completing their immunization process free of cost. Parents, teaching and non-teaching staff of the College also benefitted from this endeavour. Some teachers and parents took their second dose. This successful collaboration with Kolkata Municipal Corporation will help the College in similar situations in the future. It may be noted that Loreto College is one of the few colleges to have conducted a free vaccination camp for students, parents and staff on campus.

6. Problems Encountered and Resources Required

Please identify the problems encountered and resources required to implement the practice (in about 150 words).

Three members of the office staff undertook a training conducted by the Health Department, Government of West Bengal on June 23, 2021 to use the Government portal to ensure that each vaccine administered at the camp was registered. Elaborate arrangements had to be made to ensure that Covid protocol was maintained. Procuring the vaccine from a Government-assigned hospital and returning the used/unused Covishield vaccine vials was the responsibility of the College. The College had to organize for nurses to administer the vaccines in consultation with Kolkata Municipal Corporation and a doctor to be present on the premise. Several computers were installed in rooms where tokens were issued and vaccination administered. The mandatory post-vaccination wait of half an hour also posed a challenge to those on duty. A register was maintained to note the time of entry and exit post receiving the vaccine. The police was informed of the camp.

7. Notes (Optional)

Please add any other information that may be relevant for adopting/ implementing the Best Practice in other Institutions (in about150 words).

Pursuing the Kolkata Municipal Corporation for the conduct of a vaccination camp for the incumbents of the college and their families involved much communication and correspondence with several refusals along the way. Perseverance and follow-up of with the relevant authorities was imperative for the success of the implementation of the best practice. On the successful conduct of the first vaccination camp the college administration

immediately entered into negotiations with Kolkata Municipal Corporation to administer the second dose of the vaccine in the month of September. Following instructions meticulously in conformity with the Health Department regulations regarding pick-up and return of the vaccine vials is important.

BEST PRACTICE 2

1. Title of the Practice

Green Campus Project: A Step Forward

2. Objectives of the Practice

What are the objectives / intended outcomes of this "best practice" and what are the underlying principles or concepts of this practice (in about 100 words)?

Loreto College has been committed to building a green campus. The college Strategic Plan document clearly reflects its commitment to this cause. Much has been achieved through introducing solar electricity, vermicomposting, herbal garden and landscaping. However, in the academic 2019-2020 Loreto College has had the opportunity to be part of the Swachta Campus Scheme under the expert guidance of the   Mahatma Gandhi National Council of Rural Education.   This opportunity has reinvigorated the institution's dedication towards a clean, green campus by way of instituting a structured plan of action for sustaining and furthering the objective of the green campus plan. 100/100

3. The Context

What were the contextual features or challenging issues that needed to be addressed in designing and implementing this practice (in about 150 words)?

The Strategic Plan of the College spelt out the plan of action to set up a green campus. Over the years the College has made significant progress in this regard, which has been documented. In order to expand the reach of the Green Campus project the College had to plan further initiatives. In this regard, when the College was approached by the Mahatma Gandhi National Council of Rural Education, to set up a Swachhta Action Plan (SAP) as a consequence of workshops held on Aspects of Swachhta in Campus, Campus Jal Shakti and Campus Post-Covid 19 Sanitation plan was set up. The College formed a Swachhta Action Plan Committee consisting of students and faculty across disciplines who devised and implemented several policies. The only challenge encountered was the need to maintain Covid protocols while furthering the project.

4. The Practice

Describe the practice and its uniqueness in the context of India higher education. What were the constraints / limitations, if any, faced (in about 400 words)?

As per the UGC guidelines for Swachh Bharat- Swasth Bharat Scheme "The idea of cleanliness or swachhata is prevalent in all the civilizations across all the times. It concerns not only physical and mental health of human beings but also their spiritual development. The whole philosophy of the Father of the Nation, Mahatma Gandhi is based on cleanliness and related personal hygiene which says that spiritual and religious development of a man hinges upon the cleanliness. He had even said that 'Sanitation is more important than independence." In order to help support the Sustainable Development Goals and to raise consciousness among all stakeholders the Swachhta Action Plan Committee was set up. This committee comprises five faculty members, ten students and three non-teaching staff. This body is responsible for ensuring the fulfillment of the Swachh Green Campus Programme. The College Swachh Policy was devised along with inputs from the various departments.

The Swachh Committee initiated a programme to make useful and environmentally-friendly articles from throw-aways, organized a tree-plantation drive after which they took the Swachhata Pledge. Webinars and debates were also organized by the enthusiastic committee to create awareness about care and precautionary measures during the COVID 19 Pandemic. A programme was also conducted to help create awareness regarding the spread of Malaria and Dengue and its dangers. Water, Earth, Environment Days were celebrated online, as was Yoga Day. In order to promote consciousness to conserve the green cover to reduce the use of paper and felling of trees, the Committee promoted digital note-taking, the use of e-mail for correspondence and supported the issue of e-certificates for participation in programmes.

Regular maintenance of the facilities in the College during the 20 months of Lockdown and post-lockdown curfew was undertaken while enhancing growth of herbs in the herbal garden nursery. The lawn was maintained with regular watering through sprinklers.

The students were encouraged to practice these green-centred activities at home; students were motivated to spend an hour a day in cleaning activities; the need for maintaining personal hygiene was depicted through e-posters that were displayed at different levels including the college website. A programme in memory of the late Sundarlal Bahuguna of the Chipko movement was also conducted by the Committee. An effort was made to reach out to the less-privileged wherein they were instructed on the need of social distancing and Covid- hygiene.

5. Evidence of Success

Provide evidence of success such as performance against targets and benchmarks, review/results. What do these results indicate? Describe in about 200 words.

- The College has successfully implemented the following
- LED lights are used on campus and part of the energy requirement is met by solar panels.
- Solid, liquid and E waste is properly segregated before disposal and colour coded bins are used to segregate dry and wet waste
- The College has arrangement to collect rainwater and use it for domestic purposes.
- Signages across the campus help create awareness on conservation of resources and maintenance of a clean and hygienic campus
- Auto-controlled indicator has been installed within the water reservoir in college to fill the over-head tanks automatically to avoid the wastage of water due to overflow of tanks.
- The College has a herbal garden and a vermicomposting unit
- Covid -19 related sanitization measures for maintaining protocol and managing waste have also been put into place
- Our efforts have led to the College being awarded the One District One Green Champion Award, 2021
- The solar panels installed are connected through a grid to the CESC network; these serve in providing 40% of the electricity requirements of the college, thereby reducing the electricity costs considerably. As much as approximately 1900 units of photovoltaic electricity is generated mostly for 6 summer months of the year

6. Problems Encountered and Resources Required

- Please identify the problems encountered and resources required to implement the practice (in about 150 words).

This practice involved extensive brainstorming by stakeholders in order to come up with a holistic policy. The policy had to reflect the vision for the institution while keeping in mind the limits in terms of infrastructure and human resource. The restrictions imposed upon free movement and association due to the Covid 19 pandemic hindered the avenues for the committee to meet and deliberate on site. Given the size of the institution in terms of numbers and the infrastructure, the requirement of man power to carry out the tasks at hand while adhering to protocol proved to be challenging. Acquiring supplies and constantly monitoring and reviewing the implementation of various measures also proved to be a strenuous task, which was overcome by the unstinted dedication of the committee members.

7. Notes (Optional)

The programme would not have been successful had it not been for the enthusiastic students of the Swachhata Action Plan Committee and the inspired faculty who co-operated whole-heartedly for the implementation of the programme. Inter-departmental Swacchata competitions among students would add fuel to the fire of energy to the continuation of the project. Follow-up and regular evaluation have enabled the spirit and the Swacchata Programme to the kept alive. The efforts of the Swacchata are far-reaching as students carry forward their learning on cleanliness at their homes and post photographs of their success. This has encouraged students to start small nurseries at home with medicinal plants. This has also proven to reduce stress

File Description	Documents
Best practices in the Institutional website	**https://www.loretocollege.in/AQAR/Best_Pract.pdf**
Any other relevant information	**Nil**

7.3 - Institutional Distinctiveness

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

The institution with its history since 1912 of being a liberal Arts College which started for the purpose of preparing young ladies to be nation-builders has a legacy of commitment and dedication to diverse responsibilities, no matter how small. Holistic education and striving for excellence are hallmarks that the pupils imbibe. A Loreto College student stands out as one with grace and dignity, while being simple and rooted in deeply spiritual values and discipline and has dotted the globe with her presence in a variety of fields of work.

While in college, the students are provided with opportunities and exposure to the wider world in academics and at large. During the year webinars brought the world closer to both faculty and students. Creativity came to the fore as societies devised new ways of keeping their members entrusted with fresh ideas of activities. There was never a dull moment and in one semester there were as many as 52 activities that the students were involved in, proving that with their Staff Advisors, the sky is the limit, and online teaching learning mode could be as vibrant as in the physical mode.

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

7.3.2 - Plan of action for the next academic year

Loreto College would continue to serve young girls who pursue higher education under its mantle. The College has endeavored to keep pace with rapid social and academic changes congruous with the current pandemic whom empowerment of young women through value-based holistic education. Keeping in mind the radical transformation in teaching-learning process one of the first endeavours would be to strengthen our e-resource base and develop a rich digital resource library which would archive video recordings of all events organized by the various departments and college during the pandemic. Plan to introduce add-on courses and certificate courses with focus on Outcome-based education.

Organize International lecture series on environmental sustainability. Initiate series of Empowerment and Development Sessions for students on gender equality, entrepreneurship, financial independence.

Series of Faculty Development Programmes on IPR, Research Methodology, Advanced use of ICT, MOOCS, etc.

Create an active Incubation Centre for students.

Create a Wellness Centre

Installation of Solar garden lights.

Commemorating days of International and National importance.

Encourage faculty to undertake research projects and publish in UGC CARE Journals and reputed journals with high Impact Factor. Provide a platform to students to showcase their research and motivate them to publish the findings in recognized journals/books.