YEARLY STATUS REPORT - 2021-2022

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_2020-2021_F.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/calendar.php**

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
NSS	NSS	University of Calcutta	2021-2022-1 yr	36178/-

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)

Upholding the Vision of IQAC which aims at being instrumental in organizing programmes on quality related themes and facilitating creation of a learner – centric environment, the academic year witnessed the following major contributions: • The curtain raiser of the Azadi Ka Amrit Mahotsav celebrating 75 Years of Independence was organized on Matryr's Day. Social and cultural events, showcasing of scientific accomplishments and technological advancements were part of these celebrations.

• The International Lecture Series on Environmental Sustainability was initiated to address and raise awareness about the environment in collaboration with International Union for Conservation of Nature (IUCN) Commission on Ecosystems Management (CEM) and Resilience Innovation Knowledge Academy (RIKA), Japan

- Enhancing the use of e-resources and ICT tools to facilitate teaching – learning process and conducted workshops/seminars on Research Methodology, Intellectual Property Rights (IPR) and Entrepreneurship

- Commemorated days of international and national importance like World Intellectual Property Day, International Women's Day, World Cancer Day, National Organ Donation Day, National Education Day, International Mother Language Day, National Pollution Prevention Day, Yoga Day, Music Day and World Environment Day to name a few. Birth anniversaries of famous personalities like Mahatma Gandhi, Maulana Abul Kalam Azad, Dr. B.C. Roy and Dr. Radha Krishna were observed

- Organized 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 conducted like Spanish, Basic Mathematics for Competitive Exams, Self-defence, Piano and IIM-Bootcamp which were not part of the curriculum.

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
Skill Enhancement Initiatives	• Soft skills and Life skills – Capacity-enhancement programmes
Faculty Incentives	• Incentive for publications in UGC-CARE Journals • Financial assistance for membership in professional bodies
Implementation of Curriculum	• Teaching Plans with specified Learning Objectives & Outcomes for each course uploaded on the website prior to commencement of the Semester • Timetable followed meticulously and tutorials/ term papers/projects carried out as per schedule
Foster Research	• Organized Workshops/Seminar/Webinars on Research Methodology and Intellectual Property Rights • Platform provided by Research Cell to encourage faculty and students to share their research findings
Upgradation of Infrastructure	• Wellness Centre – Gym • State of art Laboratory Equipment and Instruments
Inclusive Education	• Special Lectures and Web talks on Disability and Gifted Children • Talents of the differently-abled children of various schools showcased in Kalakriti - A

	Department of Psychology Initiative • Aspire for inclusive classroom and respect student diversity
Environmental Consciousness	• International Lecture Series on Environmental Sustainability addressing issues on climate change and ecological sustainability
Environmental Consciousness Outreach/ Extension Activities	• Mahatma Gandhi National Council of Rural Entrepreneurship (MGNCRE) Programme • Adoption of a village
Enrichment Activities	• IIM Shillong Bootcamp • Certificate and Add – on courses for students • Organized numerous International & National Webinars/Special lectures/Web talks/Panel discussion/online competitions
Robust Placement	• Encourage recruiters to offer suitable positions • Regular guidance to determine specific knowledge and proficiency – Pre-placement programmes
Mentoring	• Favourable Mentor Mentee:Ratio • Regular mentoring sessions to enable students voice their concerns • Address mental health issues
Motivating 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
Assistance to Slow Learners	• Frequent and continuous Remedial classes taken • Financial assistance extended to the needy students

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

- Name of the statutory body

Name	Date of meeting(s)
The Governing Body	27/02/2023

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2021-2022	18/01/2023

15. Multidisciplinary / interdisciplinary

- Interdisciplinary Webinar *Contexts, Curriculum and Institutions: Social Sciences in Universities in India*, organized by the Department of Sociology and the Department of Education, and approved by IQAC, Loreto College
- A Webinar titled *APA Style Research paper Referencing and Formatting* was organized by the Department of Psychology, Loreto College in collaboration with the IQAC, Loreto College. The participants were from the Departments of Psychology, Education and B.Ed.
- *Young India Fellowship* was conducted by the Outreach office of Ashoka University, Delhi focused on exposure to multidisciplinary thoughts through inspiring faculty, diverse peers, mentorship and experimental learning. The students were given an overview of the whole programme emphasising the different multidisciplinary courses offered, the opportunities and placement options, the success stories, the eligibility criteria along with the financial aid programme and the procedure of application.

16. Academic bank of credits (ABC):

The College is yet to register with the Academic Bank of Credits (ABC). Affiliated to the University of Calcutta, our degree-giving institution, we await a directive from our parent body to register for the ABC portal. We are eager to take advantage of this great initiative by the UGC and promote flexibility for students. Once we receive the directive, we will act swiftly to ensure our registration is complete. This endeavour will undoubtedly benefit students in the long run.

17. Skill development:

Add-on courses have enhanced skill-development in addition to the gits and talents and creativity that our students have been able to hone while in college

- Editing and Publishing Enrichment Course has empowered students who have obtained employment in the field for which they have trained, even in dramatics.
- Calligraphy and Cursive Writing have been foundational for our pupils in creative media and advertising and personality depiction.
- Honing entrepreneurial skills and transforming hobbies and talents for employment dand employment generation.
- Self – defence has empowered the students not just in self-protection, but also in coming to others' assistance.
- Mock Newsroom has enabled our pupils in speech delivery and

- communication skills.
- French and Spanish has motivated our pupils to take on advanced course in the foreign language that they are initiated into for career prospects and further study courses.
- The Debating Society of Loreto College, Kolkata organised the first edition of its National level debating competition- *Vivaad* . The motion was - "This house believes that Social Media has been unjustly persecuted for the indiscretion of its users." . Students from 15 colleges/ universities from Kolkata, Delhi and Bangalore participated in the event.

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

- The Partition of India, 1947: Continuities, Legacies and Silences - The Department of English and the Department of Bengali, in collaboration with the Literary Society of Loreto College. There were presentations by students which highlighted a distinct aspect of the 1947 Partition, drawing on sources such as literature, film, and visual iconography. The event also included an enriching exhibition on the theme of Partition, conceptualised and created by the students. Various Partition narratives, interviews, and precious items such as coins, statues, and stamps from both sides of the border were on display.
- English department of Loreto College study trip to the Natya Shodh Sansthan Theatre Museum, Kolkata. The museum is India's largest repository of archival material and documentation covering the entire history of Indian Theatre and includes dedicated galleries on Sanskrit, Folk, and Modern Theatre. The trip was organised to enhance the students' understanding of Indian Theatre for their course on 'Text and Performance'
- The National Service Scheme Society of Loreto College, Kolkata in collaboration with IQAC organized a web talk on Immunoboosters in Siddha Medicine to create awareness on natural ways to promote immunity on December 15, 2021. The resource person for the web talk was Dr N. Abdul Azees, MD (Siddha), Siddha and Varmam Specialist, Maria Siddha College, Coimbatore, Tamil Nadu. Dr Azees illuminated the audience with information on the Siddha medicine - a traditional system of healing that originated in South India and is considered to be one of India's oldest systems of medicine.

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

- **Basic Mathematics for Competitive Exams Enrichment Course –
  Structured to meet the demands of preliminary stage
  Mathematics for any Government competitive examinations. The
  objective is to help students acquire skills in solving
  quantitative aptitude by simple methods.**
- **Geography Field Trip to Lateybunga, Shashbani, Dhari Tehsil,
  Nainital District, Uttarakhand for enhancing skills in data
  collection and analysis**
- **Human Relations Field Visit – As an introduction to HR as a
  carrer option Department of Psychology**
- **Visit to South Park Street Scottish Cemetery and Nursery–
  For a practical understanding of Scottish Literature and
  Poetry and learning the skills of nurturing plants
  Department of English**
- **Social Service undertaken by Third Year students- for
  sensitizing students to respond to the needs of the
  underpriviledged in community**
- **Building Entrepreneurship Mindset – Interactive sessions
  organized by the Loreto College Incubation Centre (LCIC) in
  collaboration with IIM Calcutta Innovation Park. The session
  focused on how and why should one become an entrepreneur and
  spoke about the role of an entrepreneur and helped students
  gain an insight into what it takes to plan and execute a
  successful start-up.**

20.Distance education/online education:

- **Loreto College Alumnae Association facilitated a Bootcamp-
  Certificate Course on Career Aspirants & Decision-making
  conducted by IIM Shillong for 76 past and present students
  of Loreto College Kolkata from February 25 to March 6, 2022.
  This course was designed as a capsule of the different
  dimensions of management. This initiative was immensely
  insightful and helped in changing the perceptions of the
  participants as they were mostly from the liberal arts and
  social science background. This exposure to management as a
  career option has borne fruit.**
- **IIT Spoken Tutorial- a collaboration with IIT Powai and
  Loreto College wherin students undertook training in Libre
  Office Writer and obtained certificates. This enhances their
  computing skills.**

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	906

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	23

File Description	Documents
Data Template	View File

2.3 Number of outgoing/ final year students during the year	301

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	View File

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	10103452

in lakhs)	
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

Upholding the Vision of Loreto College, the teaching – learning process aims at achieving academic excellence and empowerment of students. The college is affiliated to University of Calcutta; it strives to incorporate relevant content beyond the set curriculum. The flexibility to opt from a range of subjects is facilitated under the CBCS system.

The faculty have adopted interactive student – centric methods, which aims at achieving the Learning Objectives stated at the outset of each semester. The Central and Department Seminar libraries are a storehouse of both books and e-resources which are accessible to the students. The previous years' University examination question papers, uploaded department-wise on the college website enables weak students to prepare for exams as per expected norms. Continuous internal assessments-tutorials, term papers and presentations individual and a group-wise are conducted; team spirit is reflected during student academic presentations at the formal platform of Research Cell events, organized for faculty and students. Regular mentoring and remedial classes help identify learning gaps and address these for advanced and slow learners.

A structured system motivated by the Principal ensures decentralization and smooth functioning of the institution. Regular department meetings ensure monitoring of the implementation of curriculum delivery and organize allied events. Interface meetings of faculty and parents and orientation for new entrants encourage active participation of all stakeholders.

File Description	Documents
Upload relevant supporting document	**View File**
Link for Additional information	**https://www.loretocollege.in /AQAR/Timeplan_21_22.pdf**

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

Loreto College, affiliated to University of Calcutta adheres to the Academic Calendar and University examination schedule declared in the website. Under the CBCS system for undergraduate students, continuous internal assessments were conducted by all the departments as are University Internal examinations. The roster for the same is prepared by the respective departments and shared with the students. Internal and external examiners are appointed by the University for practical courses like Geography, Psychology and Education and Head examiners across various departments from Loreto College, ensured that the examinations were conducted smoothly and the evaluation and scrutiny of all the scripts appropriately undertaken.

The post graduate department of English assessed students on the basis of continuous academic assessment. This was carried out through written class and home assignments, group discussions, paper presentations and debates.

Formative and summative assessments were conducted by the Department of B.Ed. through tutorials, paper presentations and projects both theory and practicum, and internal examinations at the end of the semester.

Assessment of teacher-trainees during school internship by teacher educators formed an integral part of the course. External examiners appointed by the University conducted practical examinations both at the B.Ed and undergraduate level and assessed the students through viva voce.

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

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs	A. All of the above

Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University	

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

1.2 - Academic Flexibility

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

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

20

File Description	Documents
Any additional information	**View File**
Minutes of relevant Academic Council/ BOS meetings	**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)

6

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

226

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

The underlying philosophy of higher education at Loreto College instils professional ethics which include values like integrity, honesty, transparency and mutual respect. One of the Best Practices of the college is that Value Education classes are taken by the Principal wherein the focus is on issues relating to women's rights, dignity and moral values which empower students to become sensitive and active members of the community. The sacred values of the Bible are reinforced during Religious Instruction classes held every week for Christian students. Values were inculcated amongst the students are manifest through activities undertaken as members of NSS, Social Service and LTS societies. Blood donation camps and cleaning campaigns under Swachh Bharat Abhiyan are undertaken within the premises and outreach initiatives.

The Women's Study Society, focuses on gender related issues and has organized several programmes based on gender equity and equality. Gender studies is an integral part of the Undergraduate, postgraduate and B.Ed syllabi.

The International Lecture Series on Environmental Sustainability, commemoration of International Mountain Day and National Pollution Day organized by the college in addition to the compulsory course on Environment Studies have been instrumental to achieve specific learning objectives. The W.E. Nature Club organized activities spreading environment consciousness.

The Internal Complaints Committee and Unfair Means Committee are vigilant and prompt in addressing issues as per the specified code of conduct. The Student Council conducts itself with utmost diligence, integrity and dedication.

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

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

7

File Description	Documents

Any additional information	**View File**
Programme / Curriculum/ Syllabus of the courses	**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

403

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/Feedback2122.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	

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

318

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

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

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

23

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

2.2 - Catering to Student Diversity

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

The institution makes a conscious effort not to create any academic distinction in students and label them as particular types of learners. Aware of general scholastic abilities of students. Bridge Courses are scientifically designed for the First Year students to facilitate transition from school to higher education.

Every new semester cycle, each department forms groups of mentees who are allotted a particular professor-in-charge for mentoring with a mentor: mentee ratio 1:6 ensure that a patient hearing is given to challenges faced by students, opening avenues to resolve the same. Remedial classes are conducted regularly for the slow learners. They are encouraged to spend time reading in libraries outside the class hours. Under the CBCS system, one tutorial period per week to understand the strengths and weaknesses of the students for each course is mandatory

Advanced learners are motivated to undertake research projects

and publish them independently in renowned journals. Initiatives like a Boot Camp in collaboration with IIM Shillong witnessed large number of student registrations and imparted managerial and employability skills. Special programmes for advanced learners like higher studies have disseminated information on the nuances of pursuing education overseas and in premier institutes in India.

The IQAC-initiated Loreto LEADS facilitated interaction with bureaucrats and corporate personalities to impart professionalism, employability skills and career counseling.

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
906	**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

Loreto education believes that learning is a social and experiential process. It promotes the value that it is a classroom environment in which students can learn to think critically and solve real world problems. Teachers act as a catalyst and help students to work toward their goals and incorporate new knowledge and skills that add to their range of learning experiences. Peer-teaching, term papers, wall journals, debates on contemporary issues, quiz and mental maps are some of the common methods used across departments to make learning student-centric. QuarkXPress, a desktop publishing software is used by the Department of Journalism & Mass Communication which assists students to write reports.

The Department of Geography incorporates experiential learning pedagogy as it organizes field visits to remote locations and provides a platform for students to learn from real life experiences. Heritage walks are undertaken by the Departments of History and English

Inclusive education is promoted by organizing events like Kalakriti, hosted by the Department of Psychology which provides a platform to differently-abled children to showcase their

talent. Collaborations with organizations like MENTAID and Shruti Disability Centre are encouraged as they impart educational and vocational training to the differently-abled. B.Ed. students undertake experiential practice teaching in schools and initiate internships with the underprivileged.

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

ICT has led to a new student-learning and modified teaching methods. Mobile learning (m-learning) as a form of e-learning is used for sharing course materials and access to digital library. The hybrid mode of teaching adopted post- pandemic was effective due to ease of holding interactive classes through Google classroom, post study material, assignments and adapt to innovative methods like crosswords and quiz. This was possible due to an upgraded WiFi in the campus with a suitable bandwidth. The department laptops were WiFi- enabled which ensured that the faculty were able to take uninterrupted classes and enhance syllabi delivery. Assignments were conducted through Google forms in different formats, were evaluated and returned by teachers.

ICT in education helps the students to compete in the global economy by becoming part of a skilled workforce. In Loreto all students enroll for the IIT Spoken Tutorial and Geography students enlist for IIT Bombay Software Training Student Development Programme on QGIS. These certifications open up better opportunities for students progressing to higher education.

Workshops on Research Methodology organized by the Departments of Geography Psychology and Political Science contributed to the enhancement of research skills of students and faculty. Webinars were organized on IPR, inclusiveness, gender equity, career options and IQAC-initiated International Lecture Series on Environmental Sustainability to strive towards the sustainable development goals. Collaboration with International Union for Conservation of Nature enabled the students and faculty to interact with Lead authors of IPCC.

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

25

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

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

2.4.3.1 - Total experience of full-time teachers

723

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.

Affiliated to the University of Calcutta, Loreto College conducts the Internal assessments as per the prescribed directives. The Principal in consultation with the teachers discuss the nuances of smooth conduction of the examinations at a staff meeting each Semester. The Heads of Department accordingly prepare a roster and share it with the students at least two weeks in advance.

Continuous Internal Evaluation as per the teaching plans discussed at the commencement of each semester is conducted in form of tutorials, presentations, term papers, assignments, and projects. Evaluated assignments are shared with students and teachers who discuss the areas which 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.

Originality and creativity are promoted by the faculty. The students are regularly briefed on Copyright laws and plagiarism guidelines. Research papers are screened and evaluated as per plagiarism-detecting software, which streamlines and adds to a repository of scholarly articles.

Open-ended applicaton-based topics are chosen for Term Papers/Assignments to evoke creativity and originality and higher-order thinking among students. This tests background reading and proactive ability of expression in students

File Description	Documents
Any additional information	**View File**
Link for additional information	**https://www.loretocollege.in /AQAR/CIE1.pdf**

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

Loreto College has an active Students' Council which acts as a platform for interaction between students, teachers and management. The students communicate their grievances regarding any academic issue to the Heads of the Department. The issue in most cases is resolved at the department level. In case of modifications needed in the marks obtained, the changes are incorporated online within a stipulated time period of three weeks.

Unfair Means Committee and Internal Complaints Committee settle related grievances as per the prescribed guidelines.

Internal examinations as per the CBCS system are conducted at the end of every semester and marks are uploaded into the University portal. In case of grievances with respect to University examinations, the college offers guidance about the procedures to register a complaint. The students are explained the difference between a Review and RTI, which helps them to seek relevant redressal. However, the college does not have the authority to either follow up or ensure time bound results from the University.

Drafts of internal assessment term papers are corrected and any misgivings are settled before the final submission date.

File Description	Documents
Any additional information	**View File**
Link for additional information	**https://www.loretocollege.in /AQAR/CIE.pdf**

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.

Loreto College aligned to its Vision and Mission is committed to academic excellence. The Loreto community works towards imparting comprehensive knowledge, critical appraisal, research promotion and employability skills to its students.

The implementation of the Choice Based Credit System implemented from 2018-2019 onwards at under graduate level offers flexibility through interdisciplinary electives. The academic session commences with an Orientation Programme for the students at which the Principal provides an overview of the Core values of the institution and emphasises the inculcation of discipline in every sphere. This is followed by Department Orientations, wherein the teachers provide greater insights to the curriculum. Faculty-designed structured Lesson Time Plans Semester and Course-wise with an emphasis on the Programme Outcomes, Programme Specific Outcomes and Couse Outcomes, are displayed in the classrooms and uploaded in the college website. Despite classroom teaching-learning being extremely focused within the framework of the degree programme, at the micro-level the Heads of Departments communicate the importance of these in the achievement of the completion of the curriculum. Thus, the institution is responsive to the dynamic needs of the students and incorporates the emerging areas of research in the teaching process. An interdisciplinary approach is adopted with emphasis on career alternatives and contemporary employment opportunities.

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 Time plans of individual teachers - course and Semester-wise incorporates the method of assessment which is discussed with the students. These are displayed in the classrooms and website. Each course elaborates its nature and specifies the outcomes that are to be accomplished. This approach is envisioned to provide a focused, outcome-based syllabus with an objective to structure the teaching-learning experiences in a student-centric manner.

Different methods are executed to assess the students over the duration of the programme. These include written assignments and oral examinations, group discussions and presentations, problem-solving exercises, field study, experimental design-planning, seminars, preparation and presentation of research papers. The performance of students in the Internal examinations conducted prior to the final University examinations, acts as a precursor and enables the teachers to conduct remedial classes for below-average performers. Each department guides students to appear for competitive and entrance examinations. Records of student progression to institutions of higher education and Placement details are maintained.

Students are motivated to participate in mock parliaments, debates, quizzes, essay competitions, and presentation of papers in intra-/intercollege events. These are platforms wherein the skills imparted by the college come to the forefront.

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

File Description	Documents
Upload any additional information	**View File**
Paste link for Additional information	**https://www.loretocollege.in /AQAR/Timeplan_21_22.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

274

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_2122.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)

2 lakhs

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

Loreto College has strivento create an ecosystem for creativity and innovation during the year, through one of its best practices under the aegis of the Loreto College Incubation Centre (LCIC);thusnurturing and empowering Undergraduatestudents of the college as a launching pad for entrepreneurial self-employment skill that will lead to employing others in a business model.

Simultaneously, academic progression so as tomutually gainthe best from others through seminars, webinars in the blended mode byresource persons from around the globe have enhanced the intellectual acumen of both staff and students towards critical thinking and problem-solving. To further encourage and motivate research, a ResearchPolicy was introduced, giving relief of two classes to help faculty use this additional time tofurther research and publications fortransfer of knowledge. Proceedingsof seminars organized by the college are crystalized in the form of published hard copy volumes to ensure dissimation of knowledge.The college has also supported research by granting paid leave to faculty for the completion of M.Ed./Ph.D., to benefit both college and faculty. Students too are provided with seed moneyfor Undergraduateacademic research, leading to presentations and publications.

This two-fold initiative of motivating entrepreneurship and research has benefitted two of the most important stakeholders of the institution.

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

6

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	**View File**
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

8

File Description	Documents

Any additional information	**View File**
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

The student volunteers of NSS Cell of Loreto College undertook various extension activities both online and offline as educational institutions re-opened after a twenty month closure. The extension activities involved sensitizing and creating awareness about the importance of maintaining Covid-Protocols in the educational institutions, achieving a clean and green environment, ways of prevention of vector borne diseases like Dengue and Malaria, attainment of productivity through self-reliance and many more. Student volunteers organized webinars with doctors to spread the awareness on maintaining protocols in the post Covid situation and also how to keep oneself healthy based on simple home remedies. The Society also organized a Special Camp Program through which the volunteers spent quality time for over a week with the underprivileged children in various parts of Kolkata and its suburbs either individually or through local organizational support. Events like webinar on rural entrepreneurship and a self-defence workshop were also organized to motivate students to help the rural poor to find employment through entrepreneurship and to generate awareness among women to focus on their self-protection ability. The extension activities have helped the students in building their character, leadership and to orient them towards community development for social upliftment.

File Description	Documents
Paste link for additional information	**https://www.loretocollege.in/loretocollege/dpl/NSS-2021-2022.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

5

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

13

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

715

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

7

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

12

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.

Committed to provide holistic development of the students, the college has strived to maintain a upgraded and functional infrastructure. Wireless internet connection has been installed in all the computers and laptops which enable access of content from the web. The speed of the AIRTEL Leased-Line Connectivity (8Mbps) and Alliance Broadband Connectivity (512Mbps) has promoted a digital learning environment, especially for the Geography and Psychology laboratories which engage in teaching softwares like GIS and SPSS. Updated GPS devices and meteorological instruments have been procured to impart quality education and equip graduates with employability skills. Quark Express software is installed in eleven computers in the Media lab which assists journalism students in curriculum.

The classrooms are equipped with smartboards and high resolution overhead projector which facilitates the teaching-learning process. The Concert Hall and auditorium also have mounted projectors. The Central library conducts orientation for the new entrants to appraise them on the facilities offered and rules for the maintenance of the same. Each department has a Seminar library which caters to discipline-specific material, particularly Journals, Census Reports and Statistical handbooks. Detailed Teaching Plans are displayed in the departments highlighting the Learning Objectives and Outcomes. The air-conditioned auditorium and concert hall provide facilities for both online and hybrid webinars.

File Description	Documents

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

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

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

The college has well-furnished indoor facilities (since 1958) for Table tennis, carom and chess. The badminton, throw-ball and basketball courts in the campus are shared with in-campus Loreto House school. Outdoor sports like kho - kho, shot put, long jump, high jump, and relays are held in the college lawn. The Games Society organizes the Teacher-Student Inter-Department Badminton Tournment which promotes active participation and team spirit.

The college calendar is dotted with various cultural programmes indicating a vibrant ethos. The members of the Eastern and Western Culture, Dramatics, AICUF societies and SPICMACAY hosts and participates in various intra and inter- college events. The Annual Fest Samagam offers a platform to showcase the talents of youth in the field of music and dance. Rabindra Jayanti is celebrated in a special way in Loreto, hosted by the teaching and administrative staff, as a tribute to Rabindranath Tagore through presention of rendition of Gurudev's songs, dances and plays for the students. These events are held in the Concert Hall (3175 sq.ft) and Auditorium (1890 sq.ft), having a capacity of 400 and 250 respectively. The college has two Grand pianos and one cottage piano. Guitars, drums, keyboards, harmoniums and tablas lend melody to cultural programmes.

Yoga is offered as a course to B.Ed students and International Yoga Day is celebrated by students demonstrating yogasanas, a key to wellness.

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)

10103452

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 efficient user-focused services.

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 and the Department Libraries. All books are processed in the Central Library.

LibraryAutomation Library automation started 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 holdings were barcoded and Membership cards issued-2005.

Since 2013 the College Library is fully-computerized with integrated open-source LMS Koha version 3.22.01.000 running on Ubuntu 14 platform, 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 and accessories through a middleware NISO NCIP RFID Server Software Layer.

An IBM rack server has been installed with Xeon Silver Processor, 64 GB RAM, and 2TB SAS hard disk drive space for RFID middleware. Xeon Silver Processor, 16 GB RAM, and 300 GB hard disk drive space for KOHA software and DSPACE. KOHA version upgraded to 21.11.01.00. and DSPACE upgraded to version 6.3. RFID middleware has been upgraded,compatible with upgraded KOHA software.

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	A. Any 4 or more 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)

593719

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

50

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

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 configured and upgraded to increase the performance, speed, and capacity of the workstations. Computer Laboratory architecture was redesigned with modified networking facilities.

Intranet in the College is characterized by higher communication and data transfer rates within a LAN network.

Wi-Fi facility is available on the campus for the faculty and students of the college with upgraded AIRTEL Leased Line services (8Mbps) and Alliance Broadband (512Mbps). The internet security has been upgraded by installing an additional 100 user Sonicwall FortiGATEdevice for protection against virus, spam, intrusion and traffic.

360 degrees camera and a DSLR camera with acceessories enable offline and online webinars, seminars through live streaming in the classroom, laboratory, auditorium and concert hall to bring the best of the acdemic world to the staff and students.

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

4.3.2 - Number of Computers

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)

2891236

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.

Financial and human resources are rationally allocated for the maintenance of computer hardware and software infrastructure. This ensures a glitch-free functional system, acting as a catalyst for access to state-of-art equipment which facilitates attainment of Programme Specific Objectives.

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

Anti-virus for all laptops and desktops in the Computer

laboratory, Media laboratory, library, office and departments are regularly updated. Technical assistance is sought for maintenance of smart boards and projectors. Electronic gadgets which cannot be serviced are disposed through E-waste disposal vendor.

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

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

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

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

47

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

26

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/cevents.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

906

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

253

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	**A. All of the above**

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

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

19

File Description	Documents
Self-attested list of students placed	**No File Uploaded**
Upload any additional information	**No File Uploaded**
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

253

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

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)

The Student Council is one of the pillars of Loreto College. It has no affiliation to any political party and upholds the core values of the institution.

Elections for the posts of President, Vice-President and Treasures are held in a transparent manner. The Class Representatives are elected by the respective Department Semester-wise in presence of the Head of the Department. The Council takes a formal oath of office during the Annual Investiture Ceremony. The composition of the Student Council is uploaded on the college website.

The Council comprises 3 office bearer of 20 Societies Dramatics, Literary, Sports, Debating, Western and Eastern Cultural that organize multiple activities engaging students at academic and non- academic levels.

The highlight of the activities is Samagam, the Annual Inter-College Youth Fest organized over three days. The Student

Council has a proactive role and hosts a multitude of events providing a platform for students to showcase their talents.

Administrative bodies like IQAC, Student-welfare and Grievance Cell, Anti-ragging Cell and the Unfair Means Committee have student-representatives, the suggestions of whom are incorporated and a feedback is obtained to gauge the success of the same. The student community is an integral part of the decision- making process of the College. The Student Council are trained in value based discernment.

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

16

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 is a registered body. All important decisions are taken by the Loreto College Alumnae Association Executive Committee which is an elected body of members.

In the year 2021-22 Loreto College Alumnae Association organized a Certificate Course on Career Aspirants and Decision-Making for the present and former students of the college. It was a 30-hour course of evening classes from February 25-March 6,2022, conducted by the Indian Institute of Management, Shillong. This initiative taken by the Loreto College Alumnae Association gave the opportunity for the Loreto College students to attend the Bootcamp with one of the premier management institutions of the country. This was for the purpose of developing an awareness a knowledge-base and a set of basic management skills in the

students in as many opt for managerial courses and assignments after graduation. The Director of IIM Shillong vistied Loreto College and at the Investiture ceremony distributed Bootcamp certificates to those students who successfully completed the course.

College Alumnae have contributed towards critical thinking and progression through the Alumnae Lecture Series wherein academic and professional experiences are shared. Career Assessment Testing through the intervension of an alumnus and Pearl Academy is an annual endeavour for the outgoing class.

Annual awards instituted by alumnae are the Best General Student contributing to College Life and the Best Geography General Student, which are awarded to deserving recipients at the Annual Awards Ceremony.

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

An integral aspect of the Vision of Loreto College is that the faculty and the students are committed to academic excellence. Being a dynamic entity, the college caters to the changing needs and readjusts structures and activities to facilitate the teaching- learning-process. Oriented towards the goal of achieving high levels of awareness at the administrative level so that education becomes a continuous process involving staff, students and parents, the Principal and the Founder Body work in close association. The Mission which aims at 'forming informed and empowered women responding to the needs of the world with competence and compassion' is accomplished with the team work of the Principal, Heads of the Departments and the various committees which have elected representatives from the student community. A conscious effort of initiating the Core Values of Striving for Commitment and personal responsibility to facilitate growth for global competencies are made by the academic and administrative staff of the college. Keeping in

pace with the rapid social and academic changes, the college has endeavored to be dynamic and responsive to contemporary needs. A series of Motivational talks and Wellness Seminars by eminent personalities were organized for the staff and students of the College. The details of the same are uploaded in the college website.

File Description	Documents
Paste link for additional information	**https://www.loretocollege.in /AQAR/6.1.1_21_Minutes.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.

A decentralized model of governance is practiced in Loreto College. This enables a transparent and collaborative governance mechanism. The Organogram displayed in the website is indicative of the delegation of responsibilities across various tiers. The hierarchical structure headed by the Founder Body and Governing Body work in close association with the Staff and Student Council. The Principal, Academic Administrative Officer and the IQAC Coordinator make consistent efforts to organize programmes in tune with the Vision of the institution, which aims to form women responsive to the needs of the world.

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

Adhering to the NAAC guidelines, the IQAC has the student President and Vice-President as representatives of the student community. They are encouraged to share their experiences and impressions and the IQAC coordinator has implemented the suggestions offered by them. Contemporary issues like mentoring for pursing higher education abroad, research methods, financial security and preparing for competitive examinations were some of the recommendations of the students which were addressed through a variety of workshops, seminars and webinars. This instilled a sense of belonging and responsibility amongst the student council, which is a bridge between the management and the student community.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Infrastructural expansion is imperative to providing best facilities to students. Keeping in tune with the Strategic Plan, the college has made conscious efforts to not only maintain the existing infrastructure but also ensure its expansion.

Initiatives taken for Infrastructural expansion:

- Fumigation device
- Sanitizer dispensers have been installed at strategic locations
- Installation of CCTV cameras
- 360 degree camera
- Modernization of the library – E-Journals and books access facility
- Enhancement of E-governance - Computerized attendance system and marks entry, online fee payment, online appraisal and feedback mechanism, Online accounting and investments portal
- Dynamic college website updated with notices and information for students and staff

- Sr. Stella Lahiry Wellness Centre and Gym equipment's including a Multi-Gym

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

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

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

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

The Principal is the administrative head and works in close association with the Academic and Administrative Officer to ensure academic conduct and administration. The Principal ensures that routine operations are properly conducted, through interactions and meetings with all stakeholders. The Societies for co-curricular activities organize events which are aimed at enhancing the overall development of students under the guidance of the Staff Advisors. The Student Council represents the opinion of the students in important matters of the college.

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

The Planning and Monitoring Boards look into the financial matters. The Internal Complaints Committee and the Anti-Ragging Cell deal with grievances of students.

Office Staff comprising an Accountant, Cashier and Office Assistants, who are in-charge of the salary, tax and audit-related matters. Two Management faculty oversee IT-related work.

Service rules as per University of Calcutta Statutes are followed and Government post appointments are made as per Government norms.

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

- ·Staff are covered under the Pension Scheme, (GPF), gratuity and leave encashment can be availed by retiring staff as per Government norms.
- ·Leave as per the guidelines of the University of Calcutta Statutes for the teaching and non-teaching staff are sanctioned
- ·Child-care leave is granted as per Government norms
- ·Fee waiver is extended to wards of teaching and non-teaching staff
- ·The Loreto College Provident Fund Trust grants loans to the employees for education/marriage and construction of houses
- ·Residential quarters within the college campus is provided to a few Group D staff
- ·Staff members who have completed 25 years of dedicated service are felicitated during Teachers Day
- Health camp organized by the National Service Scheme, Social Service Society and All India Catholic University Federation
- Free Covid vaccination camp was provided to teaching and non-teaching staff and their families.
- An annual festival celebration with gift-giving for non-teaching staff is a salient feature.
- Special provision is made for academic and professional upgradation of teachers by granting leave and appointing substitute teachers.
- During the Covid period, provisions were provided to non-teaching staff and a needy family was adopted by the college.

File Description	Documents
Paste link for additional information	**https://www.loretocollege.in /AQAR/6.3.1.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

11

File Description	Documents
IQAC report summary	**View File**
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	**No File Uploaded**
Upload any additional information	**View File**

Details of teachers attending professional development programmes during the year (Data Template)	**View File**

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

A reliable Performance Appraisal system plays an integral part in the improvement of the organization. Questionnaires and Feedback forms have been designed for each of the stakeholders, i.e. students, teachers, alumnae and employers. The Teachers Assessment Questionnaire (TAQ) is submitted online by students of all departments annually. The appraisal is anonymous and the feedback of the students is calculated statistically. These scores aid in the computation of an overall index of teaching efficiency and are visually represented by cartographic techniques for each department. The TAQs are analyzed by the Principal with each teacher and the strengths and challenges are addressed. This dialogue facilitates identifying areas which need improvement and enhances the quality of teaching- learning.

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

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

6.4 - Financial Management and Resource Mobilization

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

Loreto College is aided by the Government of West Bengal, thus a Government Auditor appointed by their Audit Department conducts the external financial audit. The Audit Report is placed by the Secretary of the Loreto College Provident Fund Trust (LCPFT) at the Annual General Meeting. The Provident Fund receipts of the individual members are distributed at the AGM.

The College conducts internal and external audits regularly. The Annual Accounts is prepared at the culmination of the financial year on March 31 according to the guidelines of The Department of Higher Education, Government of West Bengal and is the

systematic examination of the accounts by the government auditor followed by a physical verification of the inventory like documents and vouchers and assets (fixed and movable).The internal audit recommends ways to improve the institution's financial (recurring and non- recurring) and administrative infrastructure. The Internal Auditor appointed by the Bursar's Department of Loreto House Education Society of Calcutta, conducts the audit quarterly and annually. The Budget of the institution is prepared annually and presented to the Bursar's Department of Loreto House Education Society of Calcutta. Utilization Certificates for funds received from external sources from the Government, UGC and other external funding bodies are certified by the Internal Auditor.

The Annual Audit of the Loreto College Alumnae Association is prepared by an independent agency under West Bengal Societies Act annually. The Audit Report is read out at the Annual General Meeting.

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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)

163616

File Description	Documents
Annual statements of accounts	View File
Any additional information	No File Uploaded
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

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

Three quotations are submitted by the Departments of Computer, Geography and Psychology for acquiring instruments/ devices for laboratory upgradation. A buy-back policy for redundant devices

ensures optimum utilization of funds. The college has an organized system of management of E-waste.

Efforts are made to explore new avenues for investment with less risk and higher dividends. Enrichment and Add-on-courses tailored to students needs are introduced, which is a means of resource generation.

Vermicompost an integral output of the institution's green initiative. Vermicompost is packed in environmental friendly recyclable packets and sold at college events like Reunion, World Environment Day and Parents Orientation at a nominal cost. This ensures not only sustainable management of the solid waste generated on campus but also income-generation.

Loreto College being a private aided institution, receives grant under the Pay Packet Scheme for the salaries of sanctioned staff The college requests for funding in accordance with the 2F and 12B UGC status. Upholding the Vision of excellence in higher education, the college has received funds from ICSSR. Sponsors are sought for events conducted in the institution as part of the CSR

All Resource Mobilization Funds are deliberated and approved by the Governing Body, Planning Board and are placed before the IQAC.

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

6.5 - Internal Quality Assurance System

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

The IQAC has acted as a nodal agency for coordinating quality-related activities and has stressed that each of the programmes organized in the college have specified Learning Outcomes of the same. Webinars, Special Lectures and Talks by eminent personalities were organized by all the departments. The departments list out the Objectives of their respective events as well as specify the associated Learning Outcomes. These are statements that describe the knowledge or skills students should acquire by the end of a particular course / programme. Thus, the aim of IQAC is to focus on the potential applications of knowledge and skills that would help students in the future and would guide assessment and evaluation. The Learning Objectives and Outcomes are uploaded in the college website.

One of the new initiatives of IQAC is the introduction of International Lecture Series on Environmental Sustainability to address and raise awareness about the environment. The highlight

was the privilege to collaborate with the International Union
for Conservation of Nature (IUCN), Commission on Ecosystems
Management and IPCC Lead Author on Mountain Ecosystems for the
first lecture and with Resilience Innovation Knowledge Academy
(RIKA), Kyoto University, Japan. The IQAC has consistently
recommended the departments and societies to organize events in
line with the Sustainable Development Goals aiming at a safe and
sustainable world across 17 diverse goals..

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

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

The institution reviews its teaching-learning process, structure, and methodologies of operations and learning outcomes at periodic intervals. The following are two examples of institutional reviews and implementation of teaching-learning reforms facilitated by the IQAC:

- Focus on Learning outcome

Webinars, Special Lectures and Talks by eminent personalities were organized and IQAC has acted as a nodal agency for coordinating quality-related activities and has stressed that each of the programmes organized in the college have specified the Learning Outcomes of the same.

The departments listed the Objectives of their respective events and specified the associated Learning outcomes. These are statements that describe the knowledge or skills students should acquire by the end of a particular course / programme.Learning Objectives and Outcomes help students and guide assessment and evaluation and are uploaded in the college website.

- Robust Feedback Mechanism

The academic year witnessed numerous events ranging from International / National Webinars, Special Lectures, Panel Discussion, and Workshops organized in collaboration with IQAC. The format of the reports of these events were standardized and highlighted the Learning Objectives and Outcomes. This promoted a culture of Outcome-based learning. Programme Ratings were incorporated in the Report, assessing the effectiveness of the event. The rating in a cartographic format reflected the opinion of the participants who expressed their views through Feedback Forms.This mode of evaluation was robust and prompt, which helped not only to celebrate our achievements but also highlighted areas for improvement. These Feedback Reports have been uploaded in the College Website.

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

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

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 remains consistently committed to addressing issues pertaining to gender equity and equality. Efforts are made to ensure a safe campus with the installation of CCTV cameras at strategic locations. The Internal Complaints Committee conducts sensitization programmes and is vigilant in tracking incidents of sexual harassment. This is facilitated with the help of an active mobile helpline and/or email. The Anti-ragging committee displaysposters with a helpline number in prominent places within the campus. Sanitary napkin vending machines have been installed by the Women's Development Cell. Counselling and mentoring sessions are undertaken regularly by counsellors for the staff and students. Informative and interactive Legal awareness and Value education classeshave been an integral part of the institution's ideology.

Programmes organized to promote gender equity:

- Internal Complains Committee organized an awareness campaign collaborated with RAHI Foundation an organization that works for women survivors of Incest and Child Sexual Abuse
- Panel Discussion on Gender Dynamics in Disaster Risk and Resilience – Women's Studies Society
- Webinar Financial Independence and Technology as an enablerThe objective of this webinar was to create awareness on financial literacy for women
- Interactive session with the NGO Paint It Red which works on initiating conversations on the much tabooed topic of menstruation.

A Loreto graduate is trained to face the challenges of the world with confidence and strives to stand up for pertinent issues revolving around gender equity, cultural and religious diversity.

File Description	Documents
Annual gender sensitization action plan	https://www.loretocollege.in/AQAR/AGSP-21.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_21.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	A. 4 or All of the above

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

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

Solid waste is managed through the separation of biodegradable wet waste through the use of colour-schemed collection binsyellow 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	C. Any 2 of the above

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

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: 1. Restricted entry of automobiles 2. Use of bicycles/ Battery-powered vehicles 3. Pedestrian-friendly pathways 4. Ban on use of plastic 5. Landscaping	B. Any 3 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	**View File**

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	**A. Any 4 or all of the above**

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

Loreto College believes that love for the poor and those with disability enables our college to become a place where the glory of God is manifested and where social justice and equal access will contribute to the quality of our nation. Though it is a minority college, Loreto College welcomes students from all across the country and all denominations,promotinginclusiveness; seats are reserved for ST, SC & OBCs. Students with special needs and differently abled are extended unconditional support from the staff and they can avail of a conducive infrastructure to fulfill their needs.

Programmes organized to promote the spirit of harmony and inclusiveness:

- Mrs. Sudha Murty, delivered the annual Dr. Neelu Singhvi Sancheti Memorial Lecture on November 13, 2021. She emphasized that the feeling of nationalism can only gain ground when young people are made aware of the glorious past and they respect their cultural heritage with a spirit of patriotism.

- The Leadership Training Service Society of Loreto College organized a 'Slogan Writing on a Poster' competition and an online event as part of its celebration of Communal Harmony Week on December 20, 2021
- Inspirational talk Be YourOwn Hero by alumnus Portia Conradshed light on the plight of the Drukpa Nuns, their protest against oppressive patriarchy and their final uprising as an independent organization of nuns, devoted to social welfare and martial arts.

The annual Christmas Pageant was pre-recorded and uploaded on the College YouTube Channel on December 25, 2021.

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	

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

Value-based development of the college, in consonance with the charisma and vision of our Founder, Mary Ward, whose faith in women inspires us and who said, 'Women in time to come will do much' is the spark that continues to glow in our hearts.

Inspired by the Gandhian Vision that the future of India lies in its villages, the NSS Society visiteda remote village, Harishpur, North 24 Parganas. The students noted theabysmal quality of their housing, sanitation and drinking water facilities. The volunteers highlighted various developmental initiatives regardingeducation, waste management, sanitation and vocational training.

Loreto College in collaboration with the Mahatma Gandhi National Council of Rural Education (MGNCRE), the Ministry of Human Resource Development, Government of India took an initiative to celebrate the World Environment Day. Though still during the Lockdown.,the students prepared a video explaining the What, Why and How?aspects of the campus' green initiatives. They highlighted vermicompost initiatives, solar panels and the automated water controller installed to regulate the overflow of water pumps.

Students enthusiastically cleaned the college. The objective was that National Cleanliness Day must not be understood as a one day project, rather, an everyday practice.

Inspirational talk on Ethics in Public Life highlighted the importance of commitment, ethics and sincerity on personal and professional fronts.

The ICT Society organized an Advertisement Poster Designing Competition #MakeInIndia. As India pledges to encourage and implement the principles ofAatmanirbhar Bharat, promoting the use of Indian products /Swadeshi.is an essential step toward achieving the goal.

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_2122.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	A. All of the above

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

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 depict efforts icommemorating national / internation events during the academic year:

- Doctors' Day Webinar was organized on July 1, 2021dedicated to the birth anniversary of the great doctor and statesman of the country, Dr B.C. Roy. This was a humble effort to acknowledge the contributions of doctor's humane service to mankind during the pandemic.
- A Tribute to Ocean of Knowledge commemorating Pandit Ishwar Chandra Vidyasagar's Bicentenary Birth Anniversary July 19,2021
- Loreto College celebrated 75th Independence Day on August 15, 2021
- Teachers Day celebrated on September 5, 2021
- On October 2, 2021 the students marked the birth anniversary of Mahatma Gandhi and Lal Bahadur Shastri sharing thesame birth day. The Theme was Peace and Harmony.
- National Education Day November 11, 2021
- National Organ Donation Day November 27, 2021
- National Pollution Prevention Day December 2, 2021
- International Mountain Day December 11, 2021
- Constitution Day 2021, the College organized an Intra -

College Debate The Constitution of India is the most comprehensive document to be adhered by for the functioning of the countryon the December 13, 2021
- Azadi Ka Amrit Mahotsav celebrating 75 Years of Independence was organized on January 30, 2022
- National Cleanliness Day
- World Cancer Day February 3, 2022
- Veerangana 2022 International Women's Day – National Service Scheme Society, March 8, 2022
- World Down Syndrome Day celebrated by the Department of Education, Loreto College in collaboration with MENTAID, Kolkata on March 24, 2022
- World Intellectual Property Day April 26, 2022
- World Environment Day June 5, 2022
- International Yoga Day June 25, 2022
- World Music Day was celebrated on June 25, 2022

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	**View File**

7.2 - Best Practices

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

Best Practices -I for 2021-2022

TITLE OF THE PRACTICE

The LORETO LEADS Programme, - Loreto Empowerment and Development Series for Students

OBJECTIVE

The Internal Quality Assurance Cell of Loreto College aims at enhancement of quality culture and academic excellence. Upholding the Vision of IQAC which focuses on being instrumental in organizing programmes on quality-related themes and facilitating the creation of a learner – centric environment, the LORETO LEADS Programme was initiated to add value to the lives of the stakeholders. Imbibing Skill enhancement, dissemination of knowledge and fostering global competencies from young alumnae of the college were the prime objectives of this practice, which would empower students for life.

Best Practices -II for 2021-2022

TITLE OF THE PRACTICE

Loreto College Incubation Centre

OBJECTIVE

The Loreto College Incubation Centre (LCIC) aspires to promote a culture of social entrepreneurship and innovation amongst the students of the College. We acknowledge that an institution must be a dynamic entity that readjusts structures and activities in response to the changing needs of society and the world at large. The LCIC hopes to contribute to women's empowerment and environmental sustainability with unswerving commitment and a prioritization of human values contributing to build an interdependent India and to enable students to empower others, in keeping with the Sustainable Development Goal No. 12 stating responsible consumption and production, rethink, reduce, reuse, refurbish, repurpose and recycle.

File Description	Documents
Best practices in the Institutional website	**https://www.loretocollege.in /AQAR/Best_Practices_2021_2022.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

Loreto College,a liberal Arts College of 112 years standing has prepared young women students to be nation-builders. Its legacy of commitment and dedication to the cause of excellence in Higher Education has had a ripple effect on students who have found their niche in society around the globe. A Loreto College student stands out as one with grace and dignity, while being simple and rooted in deeply spiritual values and disciplinewith her presence in a variety of fields of work.

The students are provided with exposureto the wider world in sound academics. During the year seminrs in the blended mode by professionals have enabled critical thnking from a global perspective.Widening our tents to include school dropouts has resulted in an increased number of less priviledged girls joining the Women's Cell from NGOs; this is because of the academic success of Women's Cell students over the years.

Graduating young women portray qualities of self-esteem and confidence in their demeanour and endeavour.

Enabling the initiative of 'Make from Home' and 'MarketGlobally' has promoted the spirit of entrepreneurshipamong students to the point that they employ others to sustain their skill-based

entrepreneural model while still in college, indicating 'Women-Power'.. This follows the ideal of 'Make in India' and 'Start-Up 'programs launched by the Central Governmentas Nation-building initiative.

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

In keeping with the vision and mission of Loreto College and withthe pace ofrapid social and academic changesthe College has endeavored to keep congruous with the times so as toempoweryoung women through value-based holistic education. The College is updating itself for the ongoingradical transformation in the teaching-learning environment.

Plans to introduce add-on courses and certificate courses with focus on Outcome-based education, based on positive feedback reeived from students, Logical Reasoning and Data Interpretation, Bootcamp on career aspirants and decision making offered by IIM-Shillong will continue to be offered.

Organize International seminars on Gender Mainstreaming and Women in Sports as an IQAC initiative.

StaffDevelopment Programmeon NEP: The Role of Higher Education Institutions to be organized in preparation for the implementation of NEP 2020.

Enhance theIncubation Centre for promoting Entrepreneurship.

Sustaining and maintaining active MoUswith 15 institutes under Xavier Board of Higher Education.

Promoting the vision of inclusiveness, the College embarked on signing aMoU with Mentaid.This collaboration has seen active participation between the two organizations.

Celebrate the completion of the Silver Jubilee of the College Outreach Program, The Womens Cell.

The annual Gift a Library to a Goverment School initiative and Share a Toy with underpriviledged children would be undertaken to bring a smile to the eyes of many.

Provide a platform to students to showcase their research and motivate them to publish the findings in recognized journals/books.

Commemorating days of International and National importance.