



YEARLY STATUS REPORT - 2022-2023

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. Suranjana Mitra				
• Phone No.	9830245047				
• Alternate phone No.					
• Mobile	9830245047				
• IQAC e-mail address	lciqac@loretocollege.in				
• Alternate Email address	mitra_suranjana@yahoo.co.in				
3.Website address (Web link of the AQAR (Previous Academic Year)	https://www.loretocollege.in/loretocollege/pdf/AQAR_2021-2022.pdf				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://www.loretocollege.in/loretocollege/academic/IQAC_Calendar_2022_23A.pdf				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 4	A	3.07	2021	20/09/2021	19/09/2026
6.Date of Establishment of IQAC			09/04/2005		
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
Loreto College, IQAC	National Seminar	ICSSR-ERC	One Day National Seminar on April 1, 2023	Rs. 1, 10,000	
Department of Education and History in collaboration with IQAC	International Seminar	National Commission for Women	One Day International Seminar on September 10, 2022	Rs. 1,14,311/-	
Department of History	Webinar	ICSSR-ERC	April 23, 2022	Rs. 20,700/-	
8.Whether composition of IQAC as per latest NAAC guidelines			Yes		

<ul style="list-style-type: none"> • Upload latest notification of formation of IQAC 	View File
9.No. of IQAC meetings held during the year	3
<ul style="list-style-type: none"> • 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?	Yes
<ul style="list-style-type: none"> • If yes, mention the amount 	110000

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

*In order to promote institutional quality enhancement and sustenance, the Internal Quality Assurance Cell of Loreto College has adopted relevant quality academic programmes. Certificate courses for competitive examinations were organised to help the students build confidence and thinking skills, help stay focused and save time. * Environment awareness programmes were organized to help the students realise the need to unleash the knowledge and capability of women for effective climate change mitigation and the importance of prudent use of fossil fuels. * Talks were organized to help the students realise the need to develop values of humility, discipline, modesty and time management while balancing academics and other passions; to improve quality of education and help them gain information about alternative career opportunities. * In order to motivate students, strive for excellence and have exposure and access to better human resources, IQAC has organised events where hybrid mode was used to accommodate national and international speakers. Online feedback forms are circulated to students and/ or teachers to understand the impact of the programme, relevance and outcome of the event. * National seminar was organised for faculty and students to analyse the ways in which societal institutions and power structures impact gender mainstreaming.

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
Celebrating Days of National and International Importance	Independence Day, International Day for Preservation of the Ozone Layer, National Education Day, National Pollution Prevention Day, International Human Rights Day, World Book Day and Copy right Day
Foster Research	Talk on Unravelling Man's Life and Society: A Qualitative Discussion, Talk on Interrogating Qualitative Research: Differences, Challenges and Possibilities, A Special Lecture on Research Methods and Social Sciences: Anomaly or Necessity
Inclusive Education	Panel Discussion and Talks

Environmental Awareness	Talk on Energy Conservation and Energy Efficiency, Workshop on Datasets and Techniques in Vulnerability Assessment of Climate Change Impact International Symposium on Environmental sustainability,
Enrichment Activities	Ignition - Inter-Year Quiz Competition, Online Poster-Making Competition on Self-Harm Awareness 30-hour course on logical Reasoning and Data Interpretation, 30-hour course on Basic Mathematics for Competitive Examination International and National Seminars/Talks and Special Lectures
Placement Opportunities	Talk on WTW India Early Careers Recruitment 2022/23

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

Name	Date of meeting(s)
The Governing Body	21/02/2024

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2022-2023	20/02/2024

15. Multidisciplinary / interdisciplinary

1. Multidisciplinary / interdisciplinary:

1. Delineate the vision/plan of institution to transform itself into a holistic multidisciplinary institution.

Keeping in mind the Vision of the institution and believing that our institution must be a dynamic entity, interdisciplinary programmes were organized.

- A National Seminar was organized by Internal Quality Assurance Cell on *Gender Mainstreaming: The Road Ahead*, cutting across all departments manifesting different aspects of the society such as social, political, economic, psychological, inclusive education thereby giving a holistic idea on gender mainstreaming.
- An International Seminar on *Women in Sports in India: Politics, Nationalism & Media* by the departments of Education and History in association with Internal Quality Assurance Cell was organised.
- The Library Society organized an inter-disciplinary book club on November 10, 2022 on the theme *Humane Face of Economics: The 'Sen' Way*. As students from different disciplines exchanged invaluable insights on a wide array of issues delineated in the works of Prof. Amartya Sen, the objectives of facilitating students' critical thinking abilities and fostering research interests beyond curriculum saw to their fruition.

1. Delineate the Institutional approach towards the integration of humanities and science with STEM and provide the detail of programs with combinations.

- To provide a holistic, interdisciplinary approach to learning that combines science, technology, engineering, arts and mathematics, on August 16, 2022, the Department of B.Ed. in collaboration with the Internal Quality Assurance Cell organized a workshop on 'STEAM Experiential Learning' which was conducted by International S.T.E.A.M Research (ISR) for teacher-trainees as it harnesses the natural symbiosis between these disciplines to foster creative problem-solving, collaboration and critical thinking. The workshop was conducted by Dr. George Panicker and his team and they asserted that the teaching and learning ecosystem model of the present generation must promote invention literacy through innovation, collaboration and cooperation between various institutions, organizations, community networks.

1. Does the institution offer flexible and innovative curricula that includes credit-based courses and projects in the areas of community engagement and service, environmental education, and value-based towards the attainment of a holistic and multidisciplinary education. Explain

The institution is committed to contributing to the upliftment of society for which the college had adopted a Government Primary School, Baal Shiksha Sadan in 2018.

- On August 31, 2022 the students from Baal Shiksha Sadan were invited to Loreto College for a short programme. An interactive session on *Pollution and its Impact* was conducted by College TCS-YEP students with the help of a short video on the topic. The session was followed by a sit-and-draw activity. The session was engaging and educative.
- An Anti- Tuberculosis Campaign was organised by the Social Service Society of Loreto College throughout the month of August, 2022. This initiative was launched by the Bengal Tuberculosis Association, Kolkata to raise funds for anti-tuberculosis initiatives in the State. Social Service Society of the college raised funds by selling anti tuberculosis seals to students provided by Bengal Tuberculosis Association which was then donated to support the Anti Tuberculosis campaign.
- On November 9, 2022, the students of the college attended a session by Teach for India where they were enlightened on the education crisis in India through a presentation to make them aware of the urgency to reach out to bring an end to educational inequality in our country.
- On November 11, 2022, the National Service Scheme (NSS) Society of Loreto College actively participated in the Dengue Awareness Rally organized by the NSS, University of Calcutta to develop awareness among the members of the society regarding the disease, its symptoms and the measures to be adopted prevent the disease.
- The Social Service Society of Loreto College, Kolkata conducted a toy collection drive, Toy Joy from November 5-12, 2022 to bring smiles to the faces of young children.
- The National Service Scheme (NSS) Society of Loreto College organized its annual Special Camp from November 19-25, 2022 in the Gol Talab slum area of Taltala to socialize with the underprivileged children of the area and to spread awareness on the importance of education, health, cleanliness, and co-curricular activities.
- The Psychology Society of the college reaches out to the specially -

abled children every year through a programme *Kalakriti* to be able to overcome the society's constraints and become more compassionate and develop the capacity to break free from one's own limitations and the constraints of the society. This year it was held on November 22, 2022.

- On May 23, 2023, the students of the Department of B.Ed., Loreto College, Kolkata, organized an awareness campaign on the current state of the handloom industry in West Bengal. The campaign intended to prioritize local handloom products made painstakingly by weavers and artisans.
- On May 25, 2023, a Blood Donation Camp was organized by the National Service Scheme (NSS) Society, Social Service Society, and AICUF in the Loreto College campus, in collaboration with the Lions Club of Calcutta, Mahanagar and Lions Clubs International District 322B1.

The institution offers opportunities to the students to educate themselves in environmental education and conducts various programmes to generate awareness among students about the importance of conservation and preservation of environment.

- On November 13, 2022, the members of the W.E. Nature Society and some of the postgraduate students of the college participated in the Wildlife Awareness Rally (WAR) organised by the NGO Anubhab to raise awareness about endangered wildlife species among the students and citizens of Kolkata and to encourage them to go green to protect our wildlife and their habitats from environmental threats.
- On April 25, 2023, the Indian Institute of Social Welfare and Business Management (IISWBM) observed Earth Day by promoting environment friendly energy sources, sustainable goods, and a smart climate in which students of Third Year Geography Honours participated.
- The National Service Scheme (NSS) Society and the Department of B.Ed. of Loreto College conducted an awareness campaign on "Innovative Ways to Conserve Water" at Bal Shiksha Sadan, a co-educational primary school in Kolkata adopted by the college. The campaign, entitled "Sustain the blue by saving the green," was carried out on two occasions: March 27, 2023 and April 26, 2023.
- On May 11, 2023, the W.E. Nature Society, in collaboration with the N.S.S Society and the Department of B. Ed. conducted a peaceful walk PHERI, to keep in line with the spirit of water conservation and restoring the earth, and to spread awareness on the same.
- On June 5, 2023, students along with two faculty members participate in a programme organized by West Bengal Pollution Control Board to join in on the worldwide celebration and highlight various issues based on this year's theme - 'Beat Plastic Pollution' as adopted by the United Nations Environment Programme (UNEP) at Biswa Bangla Convention Centre.
- The National Service Scheme (NSS) Society of Loreto College, Kolkata organized a series of activities to celebrate World Environment Day 2023 to instill in the students a sense of responsible citizenship and commitment to the Mission LiFE movement under India's G-20 Presidency.

1. What is the institutional plan for offering a multidisciplinary flexible curriculum that enables multiple entry and exits at the end of 1st, 2nd and 3rd years of undergraduate education while maintaining the rigor of learning? Explain with examples.

2. What are the institutional plans to engage in more multidisciplinary research endeavours to find solutions to society's most pressing issues and challenges?
3. Describe any good practice/s of the institution to promote Multidisciplinary / interdisciplinary approach in view of NEP 2020.
 - A Staff Development Seminar was held on May 19 & 20, 2023 on *NEP: The Role of Higher Educational Institutions* to promote multidisciplinary approach in view of NEP 2020 to promote the idea of making education multidisciplinary.
 - Multidisciplinary Seminars at the international and national level were organized to inculcate the idea of making education more holistic.

16. Academic bank of credits (ABC):

Since we are affiliated to the University of Calcutta, we await directives from the university to register under the ABC as proposed by NEP. As soon as we receive instructions from the university, we will do the needful at the earliest so that the learners can avail the benefits of ABC.

17. Skill development:

In order to hone the skills of the students, a number of add-on courses are conducted by the institution.

- Editing and Publishing course offers practical, hands -on education to those who want a career in editing, communication and book production. It helps to develop editorial skills and helps one to learn about the publishing process and understand how to improve written communication.
- Human Rights and Empowerment Course was organized where a constellation of presenters from academia and civil society organisations, engaging workshops and educative field visits were the defining features of the course. The theme for this year was *Democratic Citizenship for Women: Moving from Formal Equality to Transformative Equality*. As part of their practical work the students visited the SLARTC Training Centre in Chapuria near Barrackpore on June 21, 2023 to understand the process of empowering people at the grass-root level. On June 28, 2023 students attended an event at the American Centre, Kolkata.
- Calligraphy and Cursive writing are important skills which help the students to stimulate creativity, develop fine motor skills and improve concentration.
- Foreign languages such as Spanish and French help students in career opportunities and pursuing advanced courses.
- A 30 - hour course in Logical Reasoning and Data Interpretation help the students improve problem solving skills, develop verbal aptitudes and quantitative aptitudes.
- On August 26, 2022, IBM conducted a workshop for Semester 3 and 5 students on the IBM Skill Build Project to build digital skills, workplace skills and life skills in students for enhancing their employability. This is in alignment with the National Education Policy 2020.
- On August 31, 2022, Semester III students attended a C.V. Building Workshop organized by the college to develop the skills of preparing a good CV.

- The Loreto College Incubation Centre celebrated young entrepreneurs by organizing a sale and exhibition of unique business ideas by students on September 23, 2022.
- The Mahatma Gandhi National Council of Rural Education (MGNCRE) Cell of Loreto College Kolkata in collaboration with National Service Scheme (NSS) Society organized an Exhibition-cum- Sale of hand-made items by students on November 7, 2022 within the college premises to celebrate National Entrepreneurship Month (October 20 – November 19, 2022). This gave an opportunity to the students to showcase their entrepreneurial skills.
- On December 15, 2022, a presentation was organized by the B.Ed department for Semester 3 trainee students where The Galaxy Education System (TGES) emphasized promotion of better teaching-learning experiences with the availability of technology.
- On February 22, 2023, a workshop was organized to equip students on how to make use of personal branding to stand out from the competition and to establish one's personal identity as well as monetize one's passion. The skills to think innovatively and leverage available opportunities in order to create a professional brand for themselves were also a part of this workshop.
- In an effort to empower young women, Loreto College held a Legal Awareness Workshop for all final-year students on February 25, 2023. Students were equipped with the knowledge as to how they may respond instantly if their rights are violated.
- On November 19, 2022 the Debating Society organized its first offline event after the pandemic, Diaphonia, an interdepartmental debating competition to sharpen their skills.
- On March 13 and 14, 2023, two students represented Loreto College, Kolkata as Prajatantra Debate Finalists at the National Youth Conclave 2023 held at Vigyan Bhawan, New Delhi.
- On March 4, 2023, two students participated in the national-level debating competition organized by the prestigious Calcutta Debating Circle.
- A workshop on First -Aid and Health Education was organised by the Institute of Preventive Awareness (IPA) for the B.Ed students on March 15, 2023. The workshop highlighted various common situations where first aid may need to be urgently administered before the injured person can receive proper medical care. The second segment of the workshop focused on a discussion of healthy foods and practices to follow to prevent diseases such as diabetes, hypertension, and osteoporosis.
- Fortis Hospital, Anandpur Kolkata, conducted a Basic Life Support (BLS) training for students and faculty of Loreto College, Kolkata, on May 11, 2023. The BLS training covered various emergency situations, such as choking, cardiac arrest, and injuries, and demonstrated the proper techniques to provide immediate assistance to anyone in need. As part of BLS participants were trained in CPR (Cardiopulmonary Resuscitation). The workshop was very effective as it equipped the participants with the skills of how to respond during an emergency.
- Loreto College observes International Yoga Day every year. The National Service Scheme (NSS) Society of Loreto College, Kolkata celebrated the 9th International Yoga Day (June 21, 2023) by conducting a three-fold event with the objectives of sensitization, mobilization, and popularization of Yoga among the youth
- On June 23, 2023, a workshop on self-defence was organized to broaden the spectrum of the participants' knowledge about various

techniques of self-defence, which may be regarded as basic life skills in today's world.

- Value education is an integral part of Loreto education. Values of Love, Freedom, Justice and Sincerity are inculcated and are encouraged to help those in need and become responsible citizens.
- Special assemblies were held on January 30 and 31, 2023 respectively to commemorate the life and contributions of Mary Ward, foundress of the Institute of the Blessed Virgin Mary (IBVM) to serve as a powerful reminder of the vision and values that Mary Ward embodied, which continue to inspire and empower the Loreto community.

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

- On March, 25, 2023, the Department of B.Ed. organized a webinar on 'Tribal Empowerment & Preservation of Tribal Heritage' in association with the Internal Quality Assurance Cell.
- International Mother Language Day was observed on February 21, 2023 to spread awareness on linguistic diversity and promote multilingualism.
- On February 6, 2023, Loreto College, Kolkata was invited by The Hindu to a sports conclave organized by the Sportstar (The Hindu) at The Oberoi Grand, Kolkata. Nine selected students of several departments from the third year accompanied attended the event.
- On September 8, 2022, the Second- and Third-Year History students were taken to the Indian Museum to experience an exhibition hosted by D.A.G. entitled March to Freedom to Celebrate 75 years of Indian Independence which showcased the Indian Freedom Movement through art, photographs and posters.
- On August 16, 2022, the College hosted Honourable member of the Rajya Sabha, Mr. Derek O'Brien for an informative and invigorating session pertaining to The Expectations of and From Young Citizens.

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

- On February 16, 2023, a field trip to RBI Museum, Kolkata was organized by the Department of Economics with a view to offer deep cognitive learning beyond classroom facts and concepts.
- On February 20 and March 2, 2023, the third-year students of the Department of English, Loreto College visited St. John's Church, Kolkata to broaden the students' acquaintance with Kolkata's rich colonial history and added fresh dimensions to their study of postcolonial theory and literature.
- On March 18, 2023, the Second-Year students of the Department of English, Loreto College went on a field trip to the South Park Street Cemetery under the guidance of Dr. Subhasree Basu. The trip was intended as an extension of classroom lectures on Thomas Gray and Graveyard Poetry.
- On March 20, 2023, the Department of History in collaboration with the History Society of Loreto College organized their annual event Historia.

- On March 28, 2023, the Department of Economics in collaboration with the Internal Quality Assurance Cell (IQAC) hosted the annual inter-year quiz competition known as IGNITION to help students understand the need know the contemporary issues to build a nexus between the theory and the practical.
- On April 11, 2023, a performance was held under the aegis of the Literature and the Other Arts programme, an initiative by the Department of English, Loreto College was organized to showcase literature in conversation with allied art forms such as music, cinema, dance, painting, and theatre.
- On April 28, 2023 the Departments of English and Bengali of Loreto College, Kolkata, in collaboration with the Internal Quality Assurance Cell (IQAC), organised a colloquium on Text and Performance which included paper presentations, dance demonstration and highlighted the origin and evolution of puppetry in the West and in India.
- On May 3, 2023, the Department of Economics organised its annual inter-collegiate academic fest, Ecolore on the theme Human Capital and its Role in Sustainable Development in the Post-Pandemic Era to help our students move beyond the curriculum and develop innovative ideas and generate interdisciplinary and collaborative solutions to address the multi-faceted challenges facing the global economy today.
- On May 4, 2023, the Department of English of Loreto College, Kolkata organised an event entitled The Trumpet of Prophecy: Romanticism and its Afterlives to commemorate the influence of English Romanticism on art, literature, music, and culture. The highlight of the event was a guided virtual tour of Dove Cottage, best recognised as William Wordsworth's residence in Grasmere Village, Cumbria from 1799 to 1808 along with a quiz competition.
- On May 6, 2023, the Second Year Honours and General students of the History Department were taken on a field trip to Jorasanko Thakur Bari to get a glimpse of life during the Bengal Renaissance and understand the lifestyle and ethos of zamindari families of the nineteenth century.
- On June 14, 2023, the first-year students of the Department of English, Loreto College presented a creative dramatic endeavour based on the literary works of Bankimchandra Chattopadhyay.

20.Distance education/online education:

IIT spoken Tutorial - this is in collaboration with IIT Powai to enhance the computing skills of the students.

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	863
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	49
File Description	Documents
Data Template	View File
2.3 Number of outgoing/ final year students during the year	356
File Description	Documents
Data Template	View File
3.Academic	
3.1 Number of full time teachers during the year	43
File Description	Documents
Data Template	View File
3.2 Number of sanctioned posts during the year	43
File Description	Documents
Data Template	View File
4.Institution	
4.1 Total number of Classrooms and Seminar halls	44
4.2 Total expenditure excluding salary during the year (INR in lakhs)	1,74,45,502
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

The college is affiliated to University of Calcutta. Keeping in mind the Mission and Vision of the college, curriculum delivery involves proper planning of the content for effective teaching and attainment of learners' goals - academic excellence and women empowerment. A wide range of subject choices are offered under the CBCS system.

The learning objectives are defined at the beginning of every semester for every paper and the faculty adopts student-centric methodologies to achieve these objectives. Time plans are prepared for every paper for effective curriculum delivery and students are informed about them. The college library and departmental libraries a treasure house of books and journals including e-resources for easy accessibility of students. Continuous internal assessments and tutorials are conducted to assess the learners' outcomes in addition to paper presentations, group discussions and quiz. Advanced learners are encouraged to present papers in Research Cell presentations and remedial classes are offered to slow learners to narrow down the learning gaps. Mentoring sessions are regularly held.

Department meetings are held on a regular basis to ensure that the curriculum delivery is effective. Orientation of First year students and faculty -parent interface meetings are a regular feature to ensure smooth functioning of this institution under the able guidance of the principal.

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

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

As the college is affiliated to University of Calcutta, all examinations are conducted adhering to the academic calendar. Under CBCS Continuous Internal Evaluation (CIE) is carried out in the form of University Internal Assessment and tutorials as prescribed by the University. The University examination schedule is uploaded on the website. The departments conduct class tests, assignments, discussions, presentations for which rosters are prepared by the departments and shared with the students. The university appoints Internal and External examiners for practical -based papers in subjects like Geography, Psychology, Economics and Education. Examiners and Head examiners for Theory papers are appointed by the university and faculty members assigned with this responsibility ensure smooth conduct of examinations. B.Ed students are evaluated through Formative and Summative assessments. Both theory and practicum examinations are conducted at the end of every semester. They are assessed on the basis of projects, presentations and internal assessments. External examiners are appointed by the university for practicum papers. Assessment of trainee teachers are also conducted through school internships by the educators forming an integral part of the course.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://www.loretocollege.in/AQAR/CIE_2223.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 Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

B. Any 3 of the above

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

1.2 - Academic Flexibility

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

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

20

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
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)

4

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
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

111

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

1.3 - Curriculum Enrichment

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

Loreto College believes in instilling professional ethics among the students such as mutual respect, integrity, transparency. Value education classes are taken by the principal where moral values, women's rights are focused to empower them and help them to become responsible citizens. These values are manifested through the activities of NSS, LTS and Social Service Society. Legal Awareness workshop was organized to make students aware of those laws which deal with the defence of the rights of women and children. Blood donation camps, Cleanliness drive, Dengur-Malaria Awareness Drive, Anti -Tuberculosis Campaign, were organized within the premises as well as outreach activities.

A National Seminar titled Gender Mainstreaming: The Road Ahead was organized by the Internal Quality Assurance Cell to understand the need for policy changes, gender budgeting and appropriate legislations. National Pollution Prevention Day, World Ozone Day, Earth and Water Day and World Environment Day have been observed through various activities both within the premises as well outside college organized by West Bengal Pollution Control Board and IISWBM where students of the college participated and as outreach activities. An international symposium on Environmental sustainability was organized. A seminar was organized to promote Energy Conservation and Energy Efficiency conducted by PCRA, Government of India.

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

8

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

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

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/Feedback2223.pdf
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File

1.4.2 - Feedback process of the Institution may be classified as follows

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://www.loretocollege.in/AQAR/Feedback2223.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

278

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

49

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

To cater to the needs of the different level of learners, Bridge courses are designed in such a manner so as to help the first -year students bridge the gap between school and higher education curriculum. Two mentoring sessions are held for every student per semester. The students are divided into groups of six or seven and each teacher shoulders the responsibility of mentoring the students on a one-to-one basis. The departments maintain records of the mentoring sessions.

Remedial classes were organized by for slow learners where the individual needs of the learners were catered to separately.

Advanced learners were always motivated to write papers, conduct surveys for analysis under the able guidance of faculty member/s and were given a platform to present their paper through Research Cell of the college. They have also been motivated to participate in inter-college academic fests and seminars for paper presentation. Sessions on career opprotunities was organized for advanced learners

Sessions were organized to create opportunities for employability and make them aware of alternative career options and impart employability skills.

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
799	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 focuses on student centric teaching - learning methods. Teachers play an important role to create a classroom environment so as to enhance the learning experiences. Term papers, magazines, wall journals, debates, quiz, inter college academic fests are different methods adopted through which the teachers inculcate the knowledge and the skills thereby enhancing the learning experiences.

The departments of History, English, Bengali have organized visits to places of heritage. The department of Geography conducts field trips for

students to remote places to help them gain knowledge about real life situations. The students of the department of Economics visited RBI museum.

The department of Psychology organizes Kalakriti to promote inclusive education where specially - abled children showcase their talents. Collaborations with organizations like Mentaaid are also helpful in enhancing the learning experiences as these organisations cater to the needs of differently-abled children through educational and vocational training.

The departments of Economics and History have organized Ecolore and Historia respectively to enhance participative learning through different events.

Students of the B.Ed. Department undergo rigorous school internship in 12 schools as part of experiential learning

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 enabled teachers to make the teaching- learning more effective. The hybrid mode of teaching-learning was effective through Google classroom where e-books, learning materials, assignments are uploaded for the students. The use of software to analyse results of datasets required for the curriculum as well as for writing papers and Term papers have helped the students gain knowledge and become skilled to compete with the global economy. All students of Loreto College enroll for IIT Spoken Tutorial in collaboration with IIT Powai which helps them to adapt themselves to the skills of computing. Talks and seminars have often been organized in a hybrid mode thereby, facilitating the students to listen to experts from across the country as well as the world. Talks have been organized to help students learn the skills of research methodology by using software or other ICT tools. QuarkXPress, a desktop publishing software is used by the Department of Journalism & Mass Communication which assists students to write reports.

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

43

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	No File Uploaded
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2.4 - Teacher Profile and Quality

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

43

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

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

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

24

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

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

2.4.3.1 - Total experience of full-time teachers

742

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.

As Loreto College is affiliated to the University of Calcutta, it conducts the Internal assessments as per the prescribed directives. After a staff meeting with the principal regarding the smooth conduction of the examinations, the Heads of Department accordingly prepare a roster and share it with the students at least two weeks in advance. A Continuous Internal Evaluation is conducted in form of tutorials, presentations, term papers, assignments, and projects. Teachers discuss the evaluated assignments with the students for 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. Topics for Term papers are chosen in such a manner so that originality and creativity can be promoted. The faculty members inform the students about Copyright laws and plagiarism. Application -based topics are

chosen to understand the ability of the students to express themselves and test their acumen.

File Description	Documents
Any additional information	View File
Link for additional information	https://www.loretocollege.in/AQAR/2.5.1_2223.pdf

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

The grievances of the students regarding any academic issue are communicated to the Head of the Department and the issue is resolved at the department level. If there is any modification required for any marks related to college assessments, the respective teacher of the department is informed and the change is made in the department record with the Head of the Department's permission. 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 within the stipulated time. In case of grievances with respect to University examinations marks, the student is informed about the dates for submission of Review or RTI forms via the college website. 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.

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

2.6 - Student Performance and Learning Outcomes

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

The college aims at achieving excellence. Keeping in mind the Vision and Mission of the college, it imparts knowledge for holistic development of students. Promotion of research is highlighted and employability skills are imparted to the students. Since the implementation of the Choice Based Credit System from 2018-2019 onwards at under graduate level, students have the flexibility to opt for interdisciplinary electives.

An Orientation Programme for the students is conducted at the beginning of the academic session giving the students an overview of the Core values of the institution and highlights the importance of discipline in every aspect. This is followed by Department Orientations, wherein the teachers provide greater insights to the curriculum. Well - structured Lesson Time Plans Semester and Course-wise with an emphasis on the Programme Outcomes, Programme Specific Outcomes and Course Outcomes are prepared by the department teachers and are displayed in the classrooms and uploaded in the college website. Even though the teaching - learning remains confined to the framework of the degree programme, the teachers ensure to communicate the importance of achieving these on completion of the curriculum. The institution is responsive to the dynamic needs of the students for which an interdisciplinary approach is adopted.

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.

Keeping in mind the student-centric teaching - learning process, the time plans specify the outcomes that are to be achieved. The methods of assessment are incorporated in the Time Plans and displayed in the classrooms before the commencement of the session. Every time plan has been designed to provide a detailed description of the objectives so as to focus on outcome-based syllabus. The methods of assessment include both summative as well as formative assessment methods such as assignments, internal assessments, in addition to presentations, inductive and deductive reasoning, synthesis and analysis, group discussions, problem-solving methods, field surveys and preparation of research papers. Slow learners are identified and remedial classes are conducted by the teachers of different departments. Students are encouraged to participate in inter college academic fests where they get the opportunity of participating in paper -presentation, debate, quiz, essay competition, case study and mock parliament. The different departments in the college organize events to provide a platform to sharpen their skills and help them to improve and make them more confident. Students are also guided competitive and entrance examinations. Records of student progression to institutions of higher education and Placement details are maintained. 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	No File Uploaded

Paste link for Additional information

https://www.loretocollege.in/AQAR/Timeplan_22_23.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

326

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_2223.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
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

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	No File Uploaded
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

Keeping in mind the Vision of the institution and believing that our institution must be a dynamic entity, the institution has taken initiatives for creation and transfer of knowledge.

Student Exchange Programme was organized by the Department of B.Ed

Events like National and International Seminars, Talks, Commemoration of National Days, Celebratory Lectures were organized by the college in collaboration with MOU colleges and students of Loreto College have also participated in different events such as International Webinars, Weekly Reading Sessions to enrich themselves organized by institutions with which the college has signed a Memorandum of Understanding.

Teachers serve as resource persons in different academic institutions sharing their expertise and thereby enriching students of other institutions.

The institution has hosted the East Regional Finals of the 6th Edition of Con-Quest, India's Premiere National Quiz thereby expanding their knowledge horizon.

Students were also given the opportunity to participate in programmes organized by other institutions such as IISWBM, West Bengal Pollution Control Board, SportStar East Sports Conclave

Visits to the different sites of importance such as Indian Museum, RBI Museum, Jorasanko Thakur bari and Rabindra Bharati Museum, St. John's Church, Natya Shodh Sanathan have added a new dimension to their knowledge pool.

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

File Description	Documents
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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	No File Uploaded

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

2

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

16

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 members of the NSS and Social Service Society have organized events to sensitize students to social issues and have contributed to the society through the various activities. This has led to holistic development of the students.

The institution is committed to contributing to the upliftment of society for which the college had adopted a Government Primary School, Baal Shiksha Sadan in 2018. The volunteers of the NSS society conducted an interactive session on Pollution and its Impact and a Sit and Draw

competition for the students of Bal Siksha Sadan. They have organized Anti-Tuberculosis campaign, toy collection drive to bring smiles to the faces of young children, Blood Donation camp in collaboration with Lions Club of Calcutta, Mahanagar and Lions Club International District 322B. The students have participated in Dengue Awareness Rally to develop awareness among the members of the society. An annual camp was organized by NSS Society for underprivileged children to spread awareness on the importance of education, health, cleanliness, and co-curricular activities.

The Psychology Society of the college reaches out to the specially - abled children every year through a programme Kalakriti.

The students of the Department of B.Ed., Loreto College, Kolkata, organized an awareness campaign on the current state of the handloom industry in West Bengal.

File Description	Documents
Paste link for additional information	https://www.loretocollege.in/loretocollege/dpl/NSS-2022-2023.pdf
Upload any additional information	View File

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

2

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	View File

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

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

16

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

428

File Description	Documents
Report of the event	View File
Any additional information	View File
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

3

File Description	Documents
e-copies of related Document	No File Uploaded
Any additional information	View File
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

6

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.

The institution has always provided upgraded infrastructural facilities for the betterment of the teaching-learning process so as to provide holistic development of the students. Wireless internet connection enables access of content from the web. Wi-Fi facility is accessible on the campus for the faculty and students of the college with AIRTEL

Leased Line services (8Mbps) and Alliance Broadband connectivity (50Mbps). It 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 smartboards and projectors in the classrooms facilitate 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. In addition to the Central Library, each department has a Seminar library which caters to discipline-specific needs of the students, 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.

Adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc are provided by the institution. Indoor games facilities like Table tennis, carom and chess are available for students since 1958. The badminton, throw-ball and basketball courts in the campus are shared with Loreto House school campus. 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 Tournament which promotes mutual respect and active participation.

Cultural programmes are carried out round the year to generate spirit of vibrancy. The teaching and the administrative staff celebrate Rabindra Jayanti every year through rendition of songs, dances, recitation, plays of Kabiguru Rabindranath Tagore. The faculty members and office staff of the college performed in a programme titled Shrabon Gaan in the month of August as a tribute to Kabiguru Rabindranath Tagore. The different societies such as the Eastern and Western Culture, Dramatics, AICUF societies and SPICMACAY organizes various events and the members also participate in various inter- college events. Samagam, the annual fest of the college provides a platform to display their talents in the field of music dance, art and craft, drama etc.

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.

File Description	Documents
Upload any additional information	View File

Paste link for additional information	Nil
---------------------------------------	-----

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)

2049069

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.

Library automation

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

In 2022-23, server license of the IBM rack server has been renewed. Upgradation of Koha software and RFID middleware required upgradation of hardware of Self Check In Check Out Kiosk and Book Drop station. Accordingly, old CPU of these two machines have been replaced with higher configuration HP CPU, model number 280G6389A1PA and upgraded to licensed Windows 10 Pro.

All computers in the Libraries (Koha1, Koha2 and Koha3) have been

upgraded to licensed Windows 10 Pro, and Office LTSC Professional Plus 2021 (Edu) .

240 GB SSD and RAM have been installed in three computers in the Central Library for better performance.

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

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)

4,18,915

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

52

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

4.3 - IT Infrastructure

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

The students and teachers of the college are exposed to several ICT facilities in a well-equipped Computer laboratory. All are given the opportunity to use core i3/core i5 laptops and desktops, scanners, LaserJet printers, LCD projectors and Smart classrooms to empower

extensive use of ICT resources. Intranet in the college is characterized by higher communication and data transfer rates within a structured LAN network.

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

All software, hardware and operating systems are upgraded with updated versions to upsurge the performance, speed, and capacity of the workstations. Computer Laboratory architecture has been redesigned with modified networking services to facilitate the existing connectivity with improved performance.

Wi-Fi facility is accessible on the campus for the faculty and students of the college with AIRTEL Leased Line services (20Mbps) and Alliance Broadband connectivity (400Mbps). The internet is secured by installing FortiGate device for protection against virus, spam, intrusion and traffic.

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

4.3.2 - Number of Computers

122

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. \geq 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)

5824997

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.

In order to attain Programme Specific Objectives, the institution provides well-maintained facilities for which prudent allocation of resources are made. Computer hardware and software infrastructure are maintained properly to ensure a smooth functional system keeping up to the state-of the art.

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

Technical expertise is sought for maintenance of equipmentsuch as smart boards and projectors Anti-virus for all laptops and desktops in the computer laboratory, media laboratory, library, office and departments are regularly updated. 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

31

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

12

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

563

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

563

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

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

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded

Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File
5.2 - Student Progression	
5.2.1 - Number of placement of outgoing students during the year	
5.2.1.1 - Number of outgoing students placed during the year	
16	
File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	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	
128	
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	
17	
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	No File Uploaded
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 college has an elected Student Council which acts as a liaison between the student community and the administration. The elected Student Council which is a representative of the student body is an integral part of the decision - making process of the institution. The college does not have any affiliation to any political party. The Student Council comprises the President and the Vice President and 20 societies. Each society has a President, Vice President and a Treasurer. All elections are conducted in a fair and transparent manner in the presence of the principal. All students take part in the elections. The composition of the Student Council is uploaded on the website. The formal oath of office is taken by the office bearers during the Annual Investiture Ceremony.

The class representatives for every year are elected in the presence of the Head of the Department.

Multifarious activities both academic and non-academic, are organized by the different societies thus facilitating the students to sharpen their organizational skills.

There are different administrative bodies such as IQAC, Anti ragging Cell, Unfair Means Committee, Grievance Redressal Cell where students' representatives actively contribute through their feedback. The feedback is analysed and incorporated for welfare of students of the college.

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

5

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

The Alumnae Association of the college has significantly contributed to the development of the institution through different talks and seminars by sharing their experiences helping the students to develop the values of discipline, modesty and time management to understand the richness of college life. Inspirational talks have been delivered to focus on the skills and knowledge essential for succeeding in the highly competitive world. An alumnus of the college associated with Pearl Academy has helped our outgoing batch of students through her deliberation on various career paths and the idea of personal branding to stand out from the competition.

Open Day was organized by the Loreto College Alumnae Association in which a considerable number of entrepreneurs and NGOs participated. Students were motivated to showcase their creativity as part of the event.

To empower young women, a legal awareness workshop was conducted by an alumnus to give them an overview of important laws to make them aware of the ways to protect themselves if their rights are violated.

Alumnae lecture series have been organized for academic and professional guidance.

Two awards have been instituted by alumnae - Best General Student contributing to College Life and the Best Geography General Student. The deserving candidates are awarded 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

The faculty and the students of Loreto College are committed to academic excellence which is an integral part of the Vision of the college. The college caters to the changing needs and readjusts structures and activities to facilitate the teaching-learning-process. The staff, students and parents, the Principal and the Founder Body work in close association in order to achieve high level of awareness at the administrative level.

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 by eminent personalities were organized for the 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/6.1.1-2223.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 alternative career options, mentoring for pursuing higher education abroad, research methods, and preparing for competitive examinations were some of the recommendations of the students which were addressed through a variety of workshops, and seminars. 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	https://www.loretocollege.in/AQAR/6.1.2-2223.pdf
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:

- 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, 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_add1_2223.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
- 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.

File Description	Documents
Paste link for additional information	https://www.loretocollege.in/AQAR/6.3.1_2223.pdf
Upload any additional information	No File Uploaded

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

4

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

1

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	View File
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

227801

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. Students of all departments submit online Teachers Assessment Questionnaire (TAQ) annually to maintain anonymity of students. The feedback of the students is calculated statistically and these scores provide an overall index of teaching efficiency and are visually represented by statistical representations for each department. The TAQs are analyzed by the Principal with each teacher and the strengths and challenges are addressed helping the teachers to identify the areas which need improvement and thereby enhance 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 proforma 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_2223.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. .

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)

227801

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

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

An inventory of funds is generated on the basis of student intake, faculty requirements, library, laboratory and infrastructural requirements 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. An organised system of e-waste is maintained by the college. 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, institution's green initiative is packed in environmental friendly recyclable packets and sold at college events like Reunion, World Environment Day and Parents Orientation at a nominal cost thus ensuring income generation and solid waste management. 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. The college has received funds from ICSSR and National Commission for Women for organising national and international seminars. 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 plays a pivotal role in organizing seminar, talks, lectures, symposium both at the national and international level as quality assurance activities. The events organized as IQAC initiatives or in collaboration with different departments are planned and clearly defined in the IQAC calendar with the onset of the academic session. The learning objectives and outcomes are defined keeping in mind the purpose of an event and the benefits that the students will derive from these events. These are uploaded on the website. The learning objectives and outcomes are stated to understand the enhancement of knowledge and psychomotor skills of the students.

IQAC has taken few initiatives - 1. Introducing a 30-hour Course on Logical Reasoning and Data Interpretation to help students gain an edge over others in the competitive examinations, 2. Conducting a talk on Quality Education one of the Sustainable Development Goals, organizing an International Symposium on Environmental Sustainability and a National Seminar on Gender Mainstreaming. These events were organized keeping in mind the need to make our students aware of the contemporary issues and widen their knowledge horizon along with practical experiences.

The departments have also been encouraged to organize activities in these areas.

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 objectives and outcomes: The IQAC has been instrumental in maintaining the quality of different activities. International and National Seminars, Workshops, Special Lectures and Talks by eminent personalities were organized by the different departments, societies and IQAC. The Learning outcomes of the events were clearly specified keeping in mind the knowledge and skills that students should acquire at the end of the events. The Learning Objectives of the respective events are specified by the departments. Learning Objectives and Outcomes help students and guide assessment and evaluation and are uploaded in the college website.

- Feedback Mechanism: The Feedback Report of the different events organized by IQAC and the different departments in collaboration with IQAC have clearly defined Learning Objectives and Outcomes thereby promoting Outcome-based learning. The feedback was analysed using methods of statistical interpretation of data particularly bar graphs. For robust Rating mechanism, a well-designed Feedback Form was used for prompt and effective response of the participants. The Feedback reports

also highlighted areas of 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 in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

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

Different activities have been organized by the institution for the promotion of gender equity during the year. The NSS society organized events to promote and empower entrepreneurial activities spearheaded by women. Departments have also organized programmes to make students Anti-ragging cell and the Internal Complaints Committee are very active in organizing programmes for sensitizing the students and is vigilant to track any untoward incident. Helpline numbers are displayed to enable students to contact in case they face problems. CCTV cameras are installed to ensure a safe campus. Legal awareness programmes are conducted to make the students aware of their rights. Mentoring and counselling sessions are regularly held.

Programmes organized for the promotion of gender equity:

National Seminar on Gender Mainstreaming was organized by IQAC.

Students attended a webinar on Gender Equity in Higher Educational Institutions organized by Nirmala College, Ranchi. Loreto College has signed a MOU with Nirmala College.

Lecture Demonstration on Sexual Harassment was organized by Internal Complaints Cell.

The Mahatma Gandhi National Council of Rural Education (MGNCRE) Cell of

Loreto College, Kolkata in collaboration with the National Service Scheme (NSS) Society celebrated Women Entrepreneurship Day.

International Women's Day was observed through a special assembly

A panel discussion was organized in collaboration with Sanlaap to sensitize the students regarding the menace of human and sex trafficking

File Description	Documents
Annual gender sensitization action plan	https://www.loretocollege.in/AQAR/AGSP-22.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_22.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 bins -yellow and blue. Wet vegetable waste from the Canteen is used to feed earthworms in the vermi-compost troughs. The vermicompost 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-borne 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.

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

C. Any 2 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
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

B. Any 3 of the above

(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

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	No File Uploaded

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 has always believed in promoting inclusiveness and hence tried to provide an inclusive environment by welcoming students of different backgrounds such as cultural, regional, socioeconomic and linguistic thereby promoting social justice. Seats are reserved for SC/ST and OBC candidates. Several initiatives were undertaken by the institution for inculcating the values of tolerance and harmony among the students.

- A Talk by Prof. Sandeep Shastri advocating Humane bonding in a society to improve the quality of life
- Commemoration of National Education Day where Mr. Barry O'Brien focused on the need for character - building and encouraged the young audience to make a difference in the society
- The NSS Society organized annual Special Camp in the Gol Talab slum area of Taltala to socialize with the underprivileged children of the area and to spread awareness on the importance of education, health, cleanliness, and co-curricular activities.
- A Poster Making activity was organized by the B.Ed. Department of Loreto College, Kolkata based on the theme, 'Ek Bharat Shreshtha Bharat' to create realization of an integrated country where individuals from different states and Union Territories understand and accept each other.

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

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

The National Service Scheme (NSS) Society organized its annual Special Camp from November 19-25, 2022 in the Gol Talab slum area of Taltala to spread awareness on the importance of education, health, cleanliness, and co-curricular activities. A Dengue-Malaria Awareness Drive, a Cleanliness Drive, and a free eye-checkup session in collaboration with Drishti Eye Care Centre for the women and children of the area.

The NSS Society of Loreto College actively participated in the Dengue Awareness Rally.

An Anti- Tuberculosis Campaign was organised by the Social Service Society. The initiative helped the Social Service Society collect Rs. 3000 and donate the money to the Anti Tuberculosis campaign.

The NSS Society in collaboration with Lions Club International Dist. 32231 and Lions Club of Calcutta, Mahanagar organized a Health Camp on March 18, 2023.

The NSS Society celebrated World Environment Day 2023. A 'Campus and Canteen Clean Up' activity was conducted on May 27, 2023. The second segment included an 'Oath Taking Ceremony' organized on June 3, 2023. 'No Plastic Day' campaign that was conducted within the college campus on the same day. A documentary screening was organised by NSS in collaboration with Department of B.Ed. and WE Nature Society on June 17, 2023 in the college hall.

Blood Donation Camps were on May 25, 2023.

The students participated in a programme organised by West Bengal Pollution Control Board on World Environment Day.

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_2223.pdf
Any other relevant information	Nil

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

A. All of the above

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

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

75th year of Independence Day was celebrated on 15.8.2022 based on the theme Azadi ka Amrit Mahotsav

International Day for Preservation of Ozone layer was commemorated
16.9.2022

Women's Entrepreneurship Day was celebrated through an Exhibition-cum-
sale of hand-made items by students on 17.11. 2023

National Education Day was celebrated with an invigorating lecture and
the release of a college publication, Education...Gleanings on
23.11.2022

National Pollution Prevention Day was celebrated. Dr. Kalyan Rudra,
Chairman of West Bengal Pollution Control Board addressed the students;
this was followed by a poster presentation by the students on 2.12.2022

International Human Rights Day was celebrated on 9.12.2022

International Mother Language Day was observed to spread awareness on
linguistic diversity and promote multilingualism on 21.2, 2023

International Women's Day was celebrated on 6.3. 2023

World Down Syndrome Day and World Autism Day were observed 21.3.2023 and
2.42023

The Indian Institute of Social Welfare and Business Management (IISWBM)
observed Earth Day on 25.42023

World Book Day and Copyright Day was celebrated on 29.4.2023

Earth and Water Day was celebrated on 11.5.2023

World Environment Day was celebrated through a series of activities
during May-June 2023. Students accompanied by faculty members attended a
programme organised by West Bengal Pollution Control Board at Biswa
Bangla Convention Centre on 5.6.2023

International Yoga Day was celebrated on 21.6.2023

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.

Environmental Consciousness

In order to live by the principles of sustainability, Loreto College has
conducted several programmes and has participated in programmes in
collaboration with MOU institutions and other institutions such as West
Bengal Pollution Control Board, IISWBM to generate environmental
awareness among the students. This is congruous with the Sustainable
Development Goals. There has been active participation of students in

events which aim at reduction of single-use plastic usage, judicious utilization of natural resources, prevention of pollution. The institution promotes environment -friendly energy source such as the solar energy and promoting innovative ways to conserve water within and beyond the campus through water harvesting

Title of the Practice

Entrepreneurial Skill Promotion

Loreto College aims at empowering women by motivating them to launch their innovative business by providing them with seed money and promoting their unique business ideas through exhibition-cum-sale of hand -made products by students. The college acts as a catalyst of entrepreneurship development by encouraging innovation and creativity thereby boosting self-confidence, fostering mindset and skills and providing freedom to work. This in turn will enable students to empower others. The role of the institution is to impart certain life skills to keep pace with changed needs of the society. By creating an environment of entrepreneurial development, the institution seeks to invigorate the economy.

File Description	Documents
Best practices in the Institutional website	https://www.loretocollege.in/AQAR/Best_Practices_2022_2023.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 stands for its commitment and dedication to empower women through excellence in Higher Education. A student of Loreto College has deep rooted values, discipline and stands out with grace and dignity in different aspects of professional life across the globe. The students are exposed to alternative career options and opportunities of pursuing higher studies both nationally and internationally through seminars and talks.

Women Cell of Loreto College aims at educating underprivileged children and first generation learners over the last twenty five years and has been successful in empowering them.

Loreto College takes initiative in promoting and empowering entrepreneurial activities of the students. The students of the college are motivated to work towards the expansion of the ventures in future through exhibition -cum-sale of handmade products of the students. Loreto College Incubation Centre plays a pivotal role in encouraging young women entrepreneurs to promote their unique business ideas.

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

The college aims at achieving excellence. Keeping in mind the Vision and Mission of the college, it imparts knowledge for holistic development of students. The college aims at empowering students through different programmes. Faculty Development Programmes are organised keeping in mind the social and academic changes thereby enabling teachers to update the teaching-learning methods.

Plans to organise Workshop on Research Methodology for Advanced Learners and Add on and Certificate courses with focus on Outcome-Based Education

Continue to conduct seminars and Talks under LEADS related to Sustainable Development Goals, Financial Management, Entrepreneurship, Environmental Sustainability

Organise Seminars and Talks on Alternative Career Options

Conduct Workshops on Internships and Goal Formation to help students shape their future

Organise events in collaboration with MOUs to sustain and maintain active MOUs with the institutions

Organise events on Entrepreneurship to empower our students

Organise Faculty Improvement programmes such as Digital Education and Empowerment, LMS, Digital Humanities

Commemorate days of National Importance

Publication of the Seminar Proceedings Gender Mainstreaming: The Road Ahead by a reputed publisher