



**LORETO COLLEGE**  
**7, Sir William Jones Sarani**  
**(formerly Middleton Row)**  
**Kolkata 700071**

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**Ref.No.LC/IQAC-1/20-21**

Date: November 13, 2020

Dear Sr. Christine,

The IQAC Meeting will be held on Wednesday, November 18, 2020 at 3.00 p.m. to deliberate on the points listed in the Agenda mentioned below. Your presence will be much appreciated.

Thank you.

Yours sincerely,

*Sushma Sahai*

Dr. Sushma Sahai

IQAC Coordinator

## **AGENDA**

- Prayer
- Welcome Address
- Members Present
- Minutes of the previous meeting
- Matters arising out of the Minutes
- College Events
- Suggestions for future course of action
- Proposals for introduction/continuation of programmes
- Website Matters
- A.O.B.
- Vote of Thanks

## **LORETO COLLEGE IQAC MEETING**

### **MINUTES OF THE MEETING**

**November 18, 2020**

**3.00 – 4.45 p.m.**

A Virtual IQAC meeting on Google Meet was held on November 18, 2020, at 3.00 p.m. The following members attended the Web meeting:

1. Sr. Christine Coutinho
2. Dr. Sushma Sahai
3. Prof. Debashish Biswas
4. Mrs. Kaveri Dutt
5. Mrs. Sharmila Mitra Deb
6. Mrs. Kavneet Khullar
7. Dr. Gargi Chatterjea
8. Mrs. Amita Prasad
9. Dr. Ranjita Dawn
10. Ms. Srijita Chakrabarti
11. Dr. Sayantani Chatterjee
12. Dr. Rupa Ghosh
13. Ms. Bonny Ghosh
14. Ms. Sanghita Sanyal
15. Ms. Iesha Tandon (Student President)
16. Ms. Shaoni Ghosh (Student Vice-president)

Members Excused: Mrs. Sushmita Bhattacharya, Mr. Javed, Accounts Section, Mr. Siddhartha Sengupta

#### **Agenda 1: Prayer**

Sr. Christine Coutinho commenced the meeting with a prayer.

#### **Agenda 2: Welcome Address**

The Coordinator welcomed the new committee members of IQAC 2020-2022. She requested Sr. Christine Coutinho, Chairperson of IQAC to introduce the members.

#### **Agenda 3: Minutes of the previous meeting**

The coordinator read out the minutes of the previous meeting held on September 7, 2020. The minutes were resolved and passed by Mrs. K. Dutt and Mrs. S. Mitra Deb.

#### **Agenda 4: Matters arising from minutes**

Sister updated the members on the following:

- Pearl Academy Career Assessment Programme was successfully conducted with the Third years.
- The college has joined the Mahatma Gandhi National Council of Rural Education Programme (MGNCRE) under the Department of Higher Education, Ministry of Education, Government of India to achieve the objectives of sustainable development, active community engagement and *swachhta* related activities. This is being supervised by the National Service Scheme (NSS). Dr. Rupa Ghosh, Staff Advisor of NSS briefed the members

that it is about maintaining overall *Swachhata* of the college premises, cleaning and redressal drives around the college locality with the objective of maintaining greenery and water preservation.

- It was suggested that college should start thinking of conducting rural/informal school coaching by students.
- The Chairperson informed the members that she had contacted the IQAC Coordinator of City College, the college assigned to Loreto College under the PRAMARSH Scheme. Sister was informed about the reconstitution of their IQAC and hence there was no initiative from the Mentee institution.

In response to this, Prof. Biswas proposed that Loreto College could offer their services to other colleges, namely institutions in suburban and remote settings.

- Prof. Biswas suggested that a proper and regular mechanism must be thought of and monitored, which would analyze the feedbacks and action taken to address pertinent areas.

### **Agenda 5: College Events**

The coordinator updated the members regarding the college activities and programmes organized and undertaken by the various departments and societies of the college. She informed the members that on Saturdays special Motivational Talks were organized for students, where eminent personalities from different walks of life interacted with students and encouraged them especially during the pandemic situation.

#### **COLLEGE EVENTS**

September 12, 2020	An exclusive interactive session with Lt. General (Retd.) Zameer Uddin Shah PVSM, SM, VSM, Former Vice Chancellor, Aligarh Muslim University, Former Deputy Chief of Army Staff (Personnel and Systems), was organized for the student community
September 15, 2020	<i>Sonic immunity Liminality: To remember the International Day of Democracy</i> , written, directed, and curated by Pranab Mukherjee. Students of Loreto College featured in this venture, which was supported by Culture Monks, 21 Media Services, Suha. P. Chakraborty, and Asiya Zahoor
September 16, 2020	An exclusive interactive session with Prof. David Schultz, Department of Political Science, Hamline University School of Law, University of Minnesota was organized for students
September 24, 2020	The Department of History, Loreto College organized a Web talk on Being Upper Skagit
September 26, 2020	An exclusive interactive session with Mr. Kanchan Gupta, renowned journalist and political analyst was organized for the student community
September 27, 2020	The Loreto College Alumnae Association organized a Panel Discussion on Covid – 19 <i>Entrepreneurial Challenge or Opportunity? Conversations with Loreto College Achievers</i> . The aim was to deliberate how women entrepreneurs have negotiated the pandemic lockdown
October 2, 2020	The students of the B.Ed department hosted a virtual <i>Gandhi Jayanti Programme</i> on and paid homage to the Father of our Nation

October 15, 2020	Interdisciplinary Webinar for Students, <i>Out of the Shadows: Confronting Abuse of Children and Women</i> was organized by the Departments of Education, Human Rights and Sociology in association with Internal Quality Assurance Cell
October 16, 2020	IQAC – approved National Webinar <i>Perspectives and Reflection of Gandhi's Philosophy of Education towards an Atmanirbhar Bharat</i> organized by the Department of B.Ed. Loreto College, Kolkata
October 16, 2020	Web talk <i>Prospects of Advertising during the Pandemic and in the Post Pandemic Scenario</i> by Department of Journalism & Mass Communication
October 17, 2020	Women's Study Society organized a webinar in association with IQAC of Loreto College, <i>How Popular Culture Shapes Gender</i>
October 17, 2020	Inter- College Online Debate Competition organized by The Department of B. Ed. Loreto College. The topic was <i>Gandhian Values are preached in Indian schools but not practiced by Indian citizens</i>
November 11, 2020	On <i>National Education Day</i> the IQAC initiated an exercise to obtain feedback from students and teachers pertaining to their views on the online mode of teaching-learning process. This would help IQAC to evaluate the credibility of the assessment and evaluation process

#### **Agenda 6: Awareness about IQAC**

The coordinator explained in detail the objective behind the establishment of IQAC, the vision, mission, goals and strategies of IQAC through a PowerPoint presentation. She made the members aware of all the activities Loreto College has undertaken aligning with the stated vision and as per the NAAC guidelines. She explained how IQAC is constantly trying to instill a culture of quality among the students and staff of the college.

#### **Agenda 7: Suggestions for future course of action and Introduction of new courses**

- The coordinator encouraged the departments to organize Webinars and various online activities, wherein IQAC will provide all the collaborative assistance as per NAAC guidelines. She requested the staff representatives to communicate the same to their respective departments
- As part of the agenda on proposals for new programmes, the coordinator informed the members that the Department of Geography and Department of English have been at the commencement of the academic year for freshers with a Bridge Course for 20 years and 2 years respectively. She proposed the idea of inception of similar Bridge courses in the other departments which would enable the freshers to embark on college life. She requested the teaching faculty representatives to inform her on the decision of initiating Departmental Bridge courses after briefing the departments.
- Mrs. Mitra Deb stressed on the need to organize programmes on Intellectual Property Rights (IPR) and Laws, programmes envisioning incubation centres and environmental protection. These areas are specifically mentioned in the NAAC-AQAR and hence our college needs to focus on them.

### **Agenda 8: Website matters**

The coordinator updated the new members about the tradition of the college to reshuffle committees at regular intervals so as to infuse a fresh lease of ideas. She informed the members about a newly reconstituted Website Committee which would have the following members: Dr. Soumya Dutta, Dr. Sanhita Sanyal, Ms. Sumedha Verma, Dr. Debasree Sinha, Ms. Chandrani Sengupta and Ms. Meghna Banerjee.

The Coordinator suggested that the College Website needs to be updated at the earliest. She informed the members that all the departments should send the details of the activities and in order to maintain the quality culture it was important to specify the Learning Outcomes of the same to the Website Committee within a week of completion of the event. Ms. Sanyal was accepted as the IQAC-Website Committee liaison-contact as she is a part of both the committees.

### **Agenda 9: AOB**

As a part of the AOB, Sr. Coutinho, Chairperson requested the newly inducted External members, viz., Mrs. Prasad (Employer Representative), Dr. Gargi Chatterjee (Industry Representative) and Mrs. Kavneet Khullar (Alumnae Representative) to give suggestions for future programmes. From their discourse, the following were valuable suggestions:

- Mrs. Prasad suggested that the teacher trainees should be groomed and given more hands-on training on the online teaching methods and techniques in order to cater to the needs of the hour. This would enhance their adaptability and employability as they would bring in these tools to the school, especially in the current pandemic situation.
- Dr. Chatterjea stressed that in order to enhance employability of students they should be encouraged to explore more job opportunities seriously. She recommended that a Secretarial course is a career option. Dr. Chatterjea suggested that courses on financial investments and awareness of Mental Health issues are the need of the hour.
- Mrs. Khullar stressed on the need of awareness programmes for children with Special needs. She recommended that programmes raising awareness for special education amongst students should be organized.
- Dr. Dawn informed that a collaborative programme of the Department of Education with Akshar was scheduled but was cancelled due to the pandemic.
- Ilesha Tandon and Shaoni Ghosh, as representatives of the students-body were also requested to think of more ideas and suggestions to be presented in the next meeting.

### **Agenda 10: Vote of Thanks**

The meeting ended with a vote of thanks to the Chair and the members present.

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Dr. Sushma Sahai  
IQAC Coordinator  
Associate Professor  
Loreto College, Kolkata

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Sr. Dr. Christine Coutinho  
Chairperson, IQAC  
Principal  
Loreto College, Kolkata

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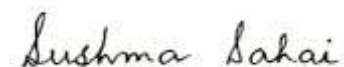
Date: May 7, 2021

Dear Sr. Christine,

The IQAC Meeting will be held on May 18, 2021, at 3.00 P.M. to deliberate on the points listed in the Agenda mentioned below. Your presence is highly appreciated.

Thank you.

Yours sincerely,



Dr. Sushma Sahai

IQAC Coordinator

### AGENDA

- Prayer
- A word of welcome
- Members present
- Minutes of the previous meeting
- Matters arising out of the Minutes of the previous meeting
- Report on College events
- New Initiatives
- A.O.B.
- Vote of thanks

**LORETO COLLEGE IQAC MEETING**  
**MINUTES OF THE MEETING HELD ON**  
**May 18, 2021**  
**3.00 – 4.30 p.m.**

A Virtual IQAC meeting on Google Meet was held on May 18, 2021, at 3.00 p.m. The following members attended the Web meeting:

1. Sr. Christine Coutinho
2. Dr. Sushma Sahai
3. Prof. Debashish Biswas
4. Mrs. Kaveri Dutt
5. Mrs. Sharmila Mitra Deb
6. Mrs. Kavneet Khullar
7. Dr. Gargi Chatterjea
8. Mrs. Amita Prasad
9. Dr. Ranjita Dawn
10. Ms. Srijita Chakrabarti
11. Dr. Sayantani Chatterjee
12. Dr. Rupa Ghosh
13. Ms. Bonny Ghosh
14. Ms. Sanghita Sanyal
15. Mr. Abdul Javed
16. Ms. Iesha Tandon (Student President)
17. Ms. Shaoni Ghosh (Student Vice-president)

Members Excused: Mrs. Sushmita Bhattacharya and Mr. Siddartha Sengupta

**Agenda 1: Prayer**

Sr. Christine Coutinho commenced the meeting with a prayer.

**Agenda 2: Welcome Address**

The Chairperson welcomed committee members of IQAC.

**Agenda 3: Minutes of the previous meeting**

The coordinator read out the minutes of the previous meeting held on November 18, 2020. The minutes were passed by Mrs. K. Dutt and seconded Mrs. Khullar, respectively.

**Agenda 4: Matters arising from minutes**

Sister updated the members on the following:

- The college was awarded the *One District One Green Award* organized by the Mahatma Gandhi National Council of Rural Education Programme (MGNCRE) under the Department of Higher Education, Ministry of Education, Government of India. This was in response of achieving the objectives of sustainable development, active community engagement and *swachhta*-related activities. Sister, congratulated Dr. Rupa Ghosh, Staff Advisor of National Service Scheme (NSS) who had supervised this initiative.

- She also mentioned other activities of NSS including offering coaching in Mathematics to slum children by students and teachers of Loreto College.
- Sister informed that a Resolution has been passed in the Governing Body regarding mentoring of other colleges, for NAAC Accreditation, as suggested by Prof. Biswas in previous IQAC meeting.

### Agenda 5: College Events

The coordinator updated the members regarding the college activities and programmes organized and undertaken by the various Departments and Societies of the college.

#### COLLEGE EVENTS

December 10, 2020	Human Rights Day – Department of Human Rights
December 12, 2020	Constitution Day – <i>We the People: India's Constitutional Framework and Democratic Values in 2020</i> with Dr. Sandeep Shastri, Pro-Vice Chancellor, Jain University, Bengaluru
December 19, 2020	Legal Awareness Workshop for Third Year students - Department of Human Rights
December 24 -26,2021	Reach out Programme by NSS members
January 2, 2021	Workshop on Story Map - Department of Geography
January 2, 2021	Haiku Workshop – Department of English
January 13, 2021	Web talk on <i>Stressors in Online Teaching from the Perspectives of Both Students and Teachers and Their Management</i> by Dr. Jai Ranjan Ram - Department of B.Ed
January 16, 2021	Panel Discussion on <i>Financial Economics and Data Analytics: An Academia-Industry Interaction on Career Prospects</i> - Department of Economics
January 16 & 18, 2021	Christmas in Fine Arts, Films and Literature – Student Presentations, Department of English
January 18, 2021	Web Talk <i>Dis-ABILITY: Nothing is Impossible</i> - Department of Education in collaboration with Sruti disAbility Rights Centre, Kolkata
January 19, 2021	Web-talk on <i>An Overview of History of Sociology</i> by Mr. Rakesh M. Krishnan, Research Scholar, University of Hyderabad, and until recently was associated with FLAME University, Pune - Department of Sociology
20 January 2021	Workshop on Social Entrepreneurship organized by NSS in collaboration with MGNCRE
22 January 2021	Historia – Annual event - Department of History
January 26, 2021	SEREC Initiative Programme Theme: Vivek Subhasitam - NSS
January 26, 2021	Online Mathematics Awareness Programme with Under-privileged Children- - NSS



January 28, 2021	Inter-semester Panel Discussion for students - Department of Education
January 30, 2021	Inter-Year Quiz - Department of Economics
January 30, 2021	Web Talk on News and Reporting – Department of Journalism and Mass Communication in collaboration with NSHM
February 5, 2021	Web talk on <i>The Happy Teacher</i> by Mrs. Ushashi Ghosh, Academic Coordinator, The Heritage School, Kolkata – Department of B.Ed.
February 9, 2021	Ecolore – Annual Event - Department of Economics
February 11, 2021	Web - talk on <i>Positioning Sociology in Relation to Other Disciplines</i> , by Ms. Lakshmi Krishnakumar, Assistant Professor, Faculty of Law, SRM Institute of Science and Technology, Chennai - Department of Sociology
February 12, 2021	The Ratna Chatterjee Memorial Lecture organized by Department of English – <i>Edward Lear’s Indian Journals - A Retelling of His Journey Through India 1873 - 1875</i>
February 13, 2021	<b>Staff Development Webinar</b> – <i>Intellectual Property Rights and Copyright Laws in India</i> - Advocate Rudraman Bhattacharyya
February 19, 2021	Alumnae Lecture Series - Department of Geography
February 27, 2021	Special Lecture on ‘ <i>Making Home</i> ’: <i>Exploring the Geographies of Place – Making in Anglo – Indian Households</i> , by Maria Anne Fitzgerald, Research Scholar, Delhi School of Economics, Department of Geography
February 25, 2021	Kalakriti – Annual Event - Department of Psychology
March 2, 2021	<b>Staff Development Webinar</b> on <i>Guidelines for Promotion of Teaching Staff</i> – Mr. Tushar Kanti Ghara, Joint Director of Public Instruction, Department of Higher Education, Government of West Bengal - <b>IQAC Initiative</b>
April 10, 2021	<b>Staff Development Webinar</b> on <i>Impact of the National Education Policy on Higher Education</i> – Prof. Debasri Banerjee, Department of Education, University of Calcutta – <b>IQAC Initiative</b>
April 13, 2021	Web talk on <i>Career Prospects of Financial Economics</i> – Dr. Sitangshu Khatua, Associate Professor in Finance, St. Xavier’s University, Kolkata - Department of Economics
April 24, 2021	<b>Loreto Empowerment and Development Series for Students Loreto LEADS Webinar</b> on <i>Introduction to Start Ups</i> – Dr. Kalpeshkumar Gupta, Associate Professor of Law and Coordinator of Entrepreneurship Development Cell at Parul Institute of Law, Parul University, Vadodara – <b>IQAC Initiative</b>
May 8, 2021	<b>Loreto Empowerment and Development Series for Students Loreto LEADS Webinar</b> on <i>Women in Leadership: Achieving an Equal Future in a</i>

May 18, 2021

Orientation programme for Semester II – Department of Geography

### **Agenda 6: New Initiatives**

- On March 13 and 19, 2021, a presentation titled, Introduction to Loreto College was made for the parents of the outgoing Class XII students of Loreto Elliot Road, Loreto Convent Entally, Loreto Day School, Sealdah and Loreto Day School, Dharamtala. This presentation focused on the commitment of Loreto College over the years to academic excellence while nurturing students to be sensitive and tolerant citizens.
- A Parents' Orientation for the parents and guardians of first year students was organized on March 4 & 5, 2021. As the freshers embarked on a new beginning, with the added challenges posed by the Pandemic, students and parents were bound to have serious concerns and adjustments issues. In view of this, the IQAC conducted this orientation with the help of an experienced counsellor Mrs. Marie Gasper. The orientation was well-attended and the interaction between the parents and Mrs. Gasper was productive.
- Staff Development Webinars
  - Intellectual Property Rights & Copyright Laws in India
  - Guidelines for promotion for Teaching staff
  - Impact of National Education Policy on Higher Education
- Loreto Empowerment and Development Series (Loreto LEADS) for students has been initiated to provide an interactive platform to students on contemporary issues. The first was on Startups and the second Gender Equity.

### **Agenda 7: Action taken on suggestions**

1. Prof. Biswas had, in an earlier meeting, suggested that a proper and regular mechanism must be thought of and monitored, which would analyze the feedbacks and action taken to address pertinent areas. Keeping that in mind IQAC evaluated and analyzed the feedback from students and teachers pertaining to their views on the online mode of teaching-learning process. This initiative was taken to commemorate *National Education Day* on November 11, 2020.

### **ACTION TAKEN**

The following actions were taken on the basis of the feedback:

1. In response of the feedback from students regarding online classes being strenuous, the teachers have been requested to teach effectively for 45 minutes.
2. In response to the access to reading material, several steps have been taken by the College Library to enable students as well as teachers to gain access to library resources during the Pandemic. These are as follows:

- Library orientation was conducted online to acquaint Users with method of accessing e-resources offered by NLIST and also e-books and e-journals procured by the College
  - Detailed User Manual giving guidelines for accessing all e-resources (NLIST and e-books and e-journals procured by College) uploaded in college website
  - PG and UG students registered for NLIST
  - Question papers uploaded in college website
  - Book chapters according to requirements of teachers and students are scanned and can be accessed by teachers and students by logging in with their User ID.  
(Log in Dialogue Box created under E-resources where all information related to the Library, Manual of E-Resources, Question papers and scanned book chapters according to needs of teachers and students uploaded. To access this Dialogue Box students are required to use their User ID and password given by College)
3. Mentoring for all semesters has resumed. This is important to address the alarming rise in the cases pertaining to the mental health of students.
  4. Remedial sessions for both slow and fast learners are being conducted regularly.
  5. A second counsellor has been appointed to address the grievances of both students and teaching faculty online.

This Feedback Report has been uploaded in the College Website.

- I. As part of the agenda on proposals in the last meeting, Bridge course was taught by the departments of Geography and English, which enabled the freshers a foundation to embark on college life.
- II. The Loreto LEADS venture addressed and would continue to explore issues on Intellectual Property Rights (IPR) and Laws, programmes envisioning incubation centres, gender equity and environmental protection.
- III. Keeping in mind the suggestions provided by our members to organize programmes to raise awareness on inclusion of persons with disability, careers and training teachers to adapt to the current teaching – learning methodology, Mrs. Mitra Deb stressed on the need to organize programmes in these areas as specifically mentioned in the NAAC-AQAR and of topical relevance; hence the focus on them.

The following programmes were organized addressing these suggestions:

- Web talk on *Stressors in Online Teaching from the Perspectives of Both Students and Teachers and their Management* by Dr. Jai Ranjan Ram-Department of B.Ed.
- Panel Discussion on *Financial Economics and Data Analytics: An Academia-Industry Interaction on Career Prospects*
- Web Talk *Dis-ABILITY: Nothing is Impossible* - Department of Education in collaboration with Sruti disAbility Rights Centre, Kolkata
- Web talk on *The Happy Teacher* by Mrs. Ushashi Ghosh, Academic Coordinator, The Heritage School, Kolkata – Department of B.Ed.

- Research cell presentation on *Psychological Aspects of Lockdown- A Study* done during the lockdown imposed due to COVID-19, by two students of the Department of Psychology. The students presented a paper the aim of which was to measure and assess the psychological aspects of living under the lockdown imposed nationwide due to the outbreak of Sars-Cov-2 or Covid-19
- Staff Development Webinar – Intellectual Property Rights and Copyright Laws in India
- Loreto Empowerment and Development Series for Students Loreto LEADS Webinar on Introduction to Start Ups

#### **Agenda 8: Suggestions for future course of action**

- IQAC is planning to organize a Workshop on Entrepreneurship for students – conducted by Rishihood University, Sonipat. This would facilitate the transfer of knowledge regarding the nuances of starting an amateur entrepreneur and help sharpen their employability skills
- Organize an interactive session with our students on how to face an interview board and how to prepare for group discussions.
- The coordinator encouraged the Departments to organize Webinars and online activities, wherein IQAC will provide the collaborative assistance as per NAAC guidelines. She requested the staff representatives to communicate the same to their respective departments

#### **Agenda 9: AOB**

- Mrs. Khullar suggested to organize a Workshop – Seagull Foundation Peaceworks. Mrs. Prasad who is an active associate with the latter volunteered to liaise with Ms. Chakravorty of the Department of History for regular updates
- Proposals on organizing about workshops on Art and Music Therapy were discussed by Mrs. Khullar
- Prof. Biswas pointed out that scanned book chapters may be circulated through group mails by faculty members
- Prof. Biswas informed the members that Netaji Subhas Open University and Commonwealth Educational Media Center for Asia had organized a two-weeks' **Faculty Development Programme: Development of Courses for SWAYAM**, wherein MOOCs were part of the programme. Likewise, the faculty could avail of such courses/ develop their own
- Mrs. Prasad suggested that the college could extend an invitation to Mrs. Anita Bhatia, an Alumnus and currently Assistant Secretary General of United Nations.
- Mrs. Prasad suggested that programmes on Human Resource Development could be organized, in which Alumnae would contribute from their experiences. This would unlock the potential of Human Resource as a career option
- Prof. Biswas informed that the outgoing students of the Department of Comparative Literature, Jadavpur University, donate their textbooks, for their juniors

- Sister informed that IIM - Shillong would be conducting a 30 hours' Course on Finance for students. This is an Alumnae initiative and Mrs. Sharmila Ray Kumam is co-ordinating with IIM. The Alumnae of the college could enroll for the same in addition to the third Years'
- Dr. Chatterjea stressed on the need of courses in Computer Education which would impart employability skills for students. She suggested that students should be acquainted with relevant software which would facilitate research
- Ilesha Tandon, President of the Student Council requested if the college could arrange for interface between alumnae who are pursuing higher education overseas and the student community. This would enable exchange of ideas and equip them to apply to international institutions
- The student representatives also suggested that Peer group mentoring could be organized, where the seniors would be able guide students of the junior classes in mobilizing resources and other issues related to college curriculum

#### **Agenda 10: Vote of Thanks**

The meeting ended with a vote of thanks to the Chair and the members present.

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Dr. Sushma Sahai  
IQAC Coordinator  
Associate Professor  
Loreto College, Kolkata

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Sr. Dr. Christine Coutinho  
Chairperson, IQAC  
Principal  
Loreto College, Kolkata