

18AC MEETING: 16 JULY, 2019, 10 A.M.

Members present:

1. Contribution 16/7/2019
2. Living one Muk
3. Ashtoria Lahai
4. Anuradha Chatterjee
5. Sayantani Chatterjee
6. Benny Ghosh
7. A. Vamsidhar
8. Shamula Hitra Dob
9. Raina Lawrence
10. Mehi Mehar
11. Sayita Chakravarty
12. Askanjan Dasgupta
13. Archis Ghani
14. Siddhartha Sarkar Dasgupta

Minutes of the IQAC meeting held on 16.7.2019

Members present:

Sr. Dr. Christine Coutinho
Dr. Sukanya Dasgupta
Mrs. Anuradha Chatterji
Mrs. Arshiya Ghani
Ms. Sharmila Mitra Deb
Dr. Suranjana Mitra
Dr. Sushma Sahai
Dr. Sayantani Chatterjee
Ms. Srijita Chakravarty
Ms. Bonny Ghosh
Mr. Abdul Javed
Mr. Siddhartha Sankar Dasgupta
Ms. Raina Lawrence
Ms. Mehr Akhtar

Apologies :

Prof. Debasish Biswas
Mrs. Kaveri Dutt
Dr. Debika Guha

The meeting started with a prayer.

The minutes of the previous meeting were read and approved.

Matters arising from previous minutes

a. Action Taken Report on the meeting with the Administrative and Academic Audit team held on 30.0.2019

- The AAA team had suggested that the college start 'moodle' as a part of using ICT in the teaching learning process. Ms. Chandrani Sengupta was supposed to hold a workshop for the teachers on how to use the e learning platform but she being indisposed, was unable to do so. However, the college has registered for moodle on 27.06.2019 and a workshop will be held shortly.
- Mentoring and Remedial classes for students have been taking place regularly.
- Minutes have to be hand written and signed on all pages.

b. Loreto College is mentoring City College which is applying for accreditation by NAAC. City College requested that the second mentoring meeting be done in August as they required time to prepare. City College had requested special mentoring regarding SWOC analysis.

Sukanya Dasgupta

Matters discussed:

1. The College is applying for reaccreditation by NAAC and all teachers have been asked to answer one specific metric. The IQAC and DQAC members can help with compiling the data of their respective departments.
2. All documents that have already been collected for NAAC earlier have been made available to the teachers.
3. The college has provided funding to two teachers Mrs. Sharmila Mitra Deb and Ms. Srijita Chakravarty who presented papers at a conference in Patna Women's College. Teachers are also encouraged to attend Orientation Programmes and Refresher Courses. If more than one teacher applies for the course, then the teacher whose date of promotion is closer is given preference.
4. An Orientation and Workshop on *Parenting Young Adults* will be conducted by Mrs. Marie Gasper for the parents of the First Year students. Mrs. Gasper will be conducting the workshop over five days and will talk to the parents of the students of two disciplines per day. The teachers of the respective subjects can meet the parents on the same day after the workshop. This is part of an ongoing IQAC initiative.
5. The college has signed Memorandums of Understanding with The Bhawanipur Education Society College and West Bengal State University. Sophia College, Ajmer and Providence College for Women, Tamil Nadu have also approached the college for the purpose of signing MoUs. It was suggested that video conferencing would be an effective means of communication with both the institutions and Loreto College will open discussions with both the colleges.
6. The Education Department has decided to organize a workshop on mental health. They have requested the IQAC Coordinator Dr. S. Dasgupta to contact the Principal of The Bhawanipur Education Society College, Mrs. S Chakraborty. The two colleges can collaborate and the seminar will be an IQAC initiative. It will involve an exchange of students and staff of both colleges who will participate in the seminar.
7. Ms. Bonny Ghosh suggested that the teaching staff and students of The Bhawanipur Education Society College should be invited for the Book Fair that will take place in Loreto College in August. Sr. Christine explained the modalities of the book fair whereby various publishers and vendors put up books for sale in the college to enable the students and the teaching staff to purchase the required books.
8. Three teachers of the Geography Department Dr. S. Sahai, Mrs. K Banerjee and Dr. D Sinha will conduct the Green Audit for the college.
9. The college has started with vermicomposting and this can be used as a means of revenue generation. To begin with it was decided to sell it to those interested parents who were coming for the Workshop on *Parenting Young Adults*.

Ananya Dasgupta

10. The college canteen has been renovated and it has been designed by the students of the college. Firefighting sprinklers need to be installed and murals need to be done. The flooring and the kitchen have been completed.
11. The Third Year results have been declared. All Honours students have passed. Astha Agarwal of Political Science Honours has secured a first class and topped Calcutta University.
12. Ms. Anuradha Chatterji informed the members that *Swayam* a non-government organization working for support towards women will be celebrating twenty five years of its foundation in 2020. A national conference will mark the event and the director Mr. Anuradha Kapoor would like Loreto College to be the venue. The logistics were discussed and it was decided that parallel sessions could be held to reach out to a wider audience.
13. With regard to the MoU with West Bengal State University, the VC had suggested that LED lights could be used. A resolution was passed regarding the use of LED bulbs and lights.
14. A NAD seminar was conducted on 08.07.2019 under the aegis of the Ministry of Human Resources Development and the UGC. Loreto College was the venue and 83 delegates attended the Seminar.
15. The admission process had been modified by the West Bengal Government for the new academic session. As a result the college has been facing a number of problems. Since the teachers cannot meet the future students before the actual admission no counseling can take place to advise the students on the subjects they should opt for. Also some students from Bengali medium backgrounds have taken admission and they might face problems as the medium of instruction is in English. The IQAC can take the initiative of writing to the Hon'ble Education Minister on the difficulties faced by Minority Colleges as a result of the new admission system and suggest some changes.

There being no other matters to discuss the meeting ended with a vote of thanks to the chair.

Anuradha Dasgupta

IBAC Meeting: 26 September 2019, 10.30 A.M

Members present:

- 1) K. D. D.
- 2) Debika Guha
- 3) Sujita Chakravarty
- 4) Sukma Bahai
- 5) Anuro
- 6) Anshu Ghani
- 7) Bonny Ghosh
- 8) Manu Mukherjee
- 9) Sayantani Chatterjee
- 10) Rainer Lawrence
- 11) Swapan Jit
- 12) A. J. J.
- 13) Siddhartha Sankar Dasgupta
- 14) Anurupa Dasgupta
- 15) Antika

LORETO COLLEGE

IQAC MEETING

26 SEPTEMBER, 2019. 10.30A.M.

AGENDA

1. PRAYER
2. MINUTES OF THE PREVIOUS MEETING
3. NAAC: IQA AND SSR PREPARATION
4. M.A (ENGLISH) AND B.A. RESULTS, 2019
5. AAA REPORT
6. COLLEGE EVENTS: REPORTS
7. ANY OTHER BUSINESS
8. VOTE OF THANKS

Minutes of the IQAC meeting held on 26.09.2019

A prayer was offered at the start of the meeting.

Members Present:

Sr. Christine Coutinho, Prof. Debasish Biswas, Dr. Sukanya Dasgupta, , Ms. Arshia Ghani, Dr. Suranjana Mitra, Dr. Debika Guha, Dr. Sushma Sahai, Dr. Sayantani Chatterjee, Ms. Srijita Charavarty, Ms. Bonny Ghosh, Mr. Abdul Javed, Mr. Siddhartha Shankar Dasgupta, Ms. Raina Lawrence, Ms. Mehr Akhtar

Mrs. Sharmila Mitra Deb and Ms. Anuradha Chatterji were unable to attend.

The minutes of the last meeting were read and passed.

Matters discussed

1. As part on an ongoing IQAC initiative, the Parenting and Mentoring Workshop conducted by Mrs. Marie Gasper for the parents of First Year Students met with great success and many of the parents requested that another similar workshop be held for students. Mrs. Gasper would be meeting the students over two days on November 7 & 8, 2019
2. The report of the Academic and Administrative Audit by the Xavier Board of Higher Education was tabled and passed.
3. A Memorandum of Understanding has been signed between Loreto College and West Bengal State University.
4. The Department of Education would be conducting a workshop on mental health. The Head of the Department requested the IQAC coordinator to contact Bhowanipur Education Society College. Both the colleges are collaborating for the workshop which would be an IQAC initiative.
5. A Book Fair and Exhibition was held in the Concert Hall on August 18, 2019. Students and teachers from all departments purchased books. It was also attended by the librarians of Sarsuna College, Scottish Church College and Bhowanipur Education Society College.
6. Sister Christine informed the members that she had checked the first draft of the green audit. A quantitative report will be completed by November. The college is getting in touch with Mr. Kalyan Rudra for procuring better instruments for water testing. This would be done through the Geography Department.
7. Vermi-composting, solar energy, renewal of the soil and landscaping has been done. The college is no longer using plastic straws and is promoting the use of steel straws.
8. The first batch of vermi-composting had been generated and sold. The proceeds from the sale would be audited.
9. The renovation of the canteen has almost been completed and only the painting remains to be done.

Sukanya Dasgupta

10. Swayam had approached Loreto College to celebrate the Silver Jubilee year of its foundation in 2020.
11. Regarding admission of students it was decided to write to the Education Minister Dr. Partha Chatterjee for counseling to be held before admission, since students coming from Bengali medium colleges are finding it difficult to cope in college where the medium of instruction is in English only.
12. Firefighting equipment is being installed in the college.
13. AAA had suggested that the college uses LMS. Edifyers can also be an alternative to Moodle as it can accommodate more users.
14. The AQAR and IIQA reports are almost done and ready to be sent to NAAC.
15. SSR for NAAC is also almost completed; the college is accredited till January 4, 2020.
16. The B.Ed. results have been excellent with all students securing first class. The PG II (Annual System) results in English were declared with 8 First Classes. The UG Semester II and UG Part II Honours results were also commendable since many of the students are first generation learners.
17. The college will hold 2 events, a play *Muskaan* on AIDS awareness and a day long programme *We the Women* by journalist Barkha Dutt.
18. The college has filled the initial form for NIRF. This is the fourth year that the college is applying for NIRF.
19. Students are performing very well in the IIT spoken tutorials. Ms. Bonny Ghosh informed the members that the college had approached IIT Mumbai for permission to use the IIT logo on the certificates.
20. The college fest SAMAGAM took place in September and a number of colleges participated.

There being no other matter for discussion the meeting ended with a vote of thanks to the Chair

Ankanya Dasgupta

18AC Meeting : 16 December 2019 10.30 AM.

1. Contests
2. Arshia Ghani.
3. ~~Kona~~
4. Sukanya Dasgupta
5. Shreya Dasgupta
6. Shikhar Chakravarty
7. Rishi Kumar
8. Nishu Kumar
9. Debika Guha
10. Siddhanta Saha Dasgupta
11. Anjana Mitra
12. Gayatri Chatterjee
13. Anshu Dasgupta
14. Boumy Ghosh

IQAC MEETING: 16.12. 2019
MINUTES

All members were present except Prof. Debashis Biswas, Abdul Javed and Anuradha Chatterji who sent their apologies.

The minutes of the previous meeting was read and passed.

Matters arising:

The IQAC Coordinator informed the members that the AQAR and the IIQA had been submitted and the SSR would be submitted by the end of December. The NIRF data had also been submitted.

On November 7 and 8, as part of an IQAC initiative, a student seminar and workshop on Mental Health was organized by the Dept. of Education in collaboration with Bhawanipur Education Society College. The keynote address was delivered by Ms. Saloni Priya.

The renovation of the canteen was completed and the students would be painting the walls as part of the interior décor.

There would be an inspection from the Fire Fighting Department on 17 December, 2019.

On 20 December, Shireen Hyrapiet, an alumnus of the college and currently teaching at Houston Community College, U.S.A would be making a presentation to the staff on CANVAS as part of the initiative to incorporate LMS in the college.

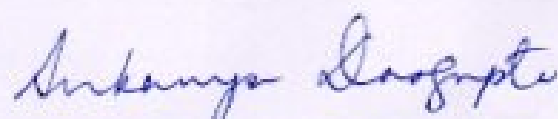
An AIDS Awareness programme entitled 'Muskaan' and another programme 'We the Women' was held at Loreto College.

On 7 November, 2019, the History Department organized a panel discussion on Gandhi. The panelists were Professors Rajsekhar Basu, Sarbani Gooptu and Priyanka Das and the moderator was Prof. Ranjit Sen.

It was decided that in January/February there would be an Open House for Class XII students of Loreto schools to visit the college and see the criteria for admission.

Enrichment Courses to be offered this semester would be French, Public Speaking and Jewellery Designing.

A 2 day workshop on Democracy and Protest in Asia would be held on February 14 and 15, 2020 in collaboration with Asia in Global Affairs and WBSE.



IBAC Meeting : 4 February 2020, 10.30am

1. K. Dutt
2. Pantich
3. Adar
4. Sujitachakravarty
5. Bonny Ghosh
6. Anurag Chakraborty
7. Sujana Mitra
8. Shampa Mitra Deb
9. A. Jannal
10. Siddhanta Sankar Dasgupta.
10. Nemi Kumar
12. Subhoma Chakraborty
13. Sujoy Dasgupta

IQAC MEETING: 04.02. 2020
MINUTES

All members were present except Raina Lawrence, Sayantani Chatterjee, Arshia Ghani and Debika Guha who sent their apologies.

The minutes of the previous meeting were read and passed.

Matters arising:

The IQAC Coordinator informed the members that the SSR for NAAC had been submitted on 21 December, 2019 and that the college was awaiting the DVV. The Student Satisfaction Survey had also been conducted by NAAC.

The NCTE input had been submitted for the B.Ed.

Sister Christine informed the members that the painting and decoration of the canteen had been completed.

Sister Christine also informed the members that she had attended a NIPA meeting in Delhi where it had been felt that the Spoken Tutorial fees charged (in collaboration with IIT Mumbai) were too high but Sister felt that we should continue to offer the course.

The planned Open House for Loreto schools to visit the college has had to be postponed since most schools were having Selection examinations. Professor Biswas suggested opening up this event to other non Loreto schools as well.

Piano, Audio Visual and Marketing Communication Course, Calligraphy and Cursive Writing would be offered as Enrichment Courses this semester. It was suggested that the possibility of offering French as a Generic Elective should be explored.

The LMS system CANVAS had been found to be very expensive and thus it was suggested that MOODLE be used, which would be financially more viable.

The UGC has been encouraging institutions to open B.Voc courses and the college would see if Travel and Tourism and Editing and Publishing could be offered under this aegis.

All programmes like the programme organized by Culture Monks and the lecture by Francois Quiviger were on schedule. Sports Day would be held at Loreto Entally on 1 February and Mary Ward Day would be celebrated on 3 February, 2020.

Mrs. Mitra Deb informed the members that the programme on Democracy and protest in Asia would be held in March since SNDT University with which an MoU had been signed would also like to be a collaborator along with NSHM.



A.O.B.: Sister Christine informed the members that an MoU had been signed with SNDT University th would enable student exchange. The School of Media and Communication at NSHM would have Lore College as an Associate Partner for the Kolkata Media Summit.

On 5 February, 2020, Mr. Rajiv Mehrotra from O.P. Jindal University would give a talk on emerging careers. COMMITS, Bangalore would also be coming to the college on 6 February, 2020. The Xavier Institute of Social Work had already visited the college and Prof. Biswas suggested approaching TISS give similar talks since many of our students apply to TISS.

There being no other matters to discuss the meeting ended with a vote of thanks to the Chair.

Ankanya Dasgupta

LORETO COLLEGE

IQAC MEETING

2 JULY, 2018
MINUTES

A prayer was offered at the start of the meeting.

Members present: Sr. Christine Coutinho, Sukanya Dasgupta, Abdul Javed, Siddhartha Shankar Dasgupta, Bonny Ghosh, Sayantani Chatterjee, Debika Guha, Suranjana Mitra, Sushma Sahai, Sharmila Mitra Deb, Srijita Chakravarty, Raina Lawrence, Mehr Akhtar.

The minutes of the previous meeting were read and passed.

Matters discussed:

1. A decision was taken on starting the following courses at the earliest:
AV Media and Communications Marketing
German Language
Spoken Tutorial in collaboration with IIT Bombay
Editing and Publishing
2. As part of efforts of the college to promote environment consciousness in the students the IQAC decided to initiate Vermi-composting and develop a Herbal Garden. The Principal expressed special interest in this project and took up the responsibility of taking immediate steps in this direction.
3. An important decision was taken by the IQAC towards enhancing inclusivity in the college by deciding on the construction of washrooms for PWD. It was also decided that a sound recorder would be made available to visually disabled students.
4. As recommend by Prof. Biswas at an earlier meeting the IQAC members decided that an Orientation on the CBCS System be conducted for the 1st year students. This was slated on July 9, 2018.
5. The Principal proposed a staff seminar on Autonomy to be conducted by Dr. Uma Joseph from St. Francis College, Hyderabad with great expertise and experience in the area of Autonomy for Institutions of Higher Education. This was accepted by the other members
6. The IQAC on the proposition of several members decided to hold a book exhibition for the students and faculty of the colleges in the vicinity. Various book dealers would be contacted for the purpose

LORETO COLLEGE

IQAC MEETING 30 NOVEMBER, 2018

Members present:

Sr. Christine Couitinho
Ms. Arshia Ghani
Dr. Sukanya Dasgupta
Dr. Suranjana Mitra
Ms. Anuradha Chatterji
Ms. Sharmila Mitra Deb
Ms. Srijita Chakravarty
Mr. Abdul Javed
Mr. Siddhartha Shankar Dasgupta
Ms. Aastha Agarwal
Ms. Sriyam Yagnik

The minutes of the previous meeting were read and passed.

Matters discussed:

1. Sr. Christine had informed the members in the previous meeting that the application form for Statistics Elective had been submitted to the Higher Education Dept. Subsequently this was followed up and the inspection for Statistics is due on Wed, 6 Jan, 2019.
2. It was decided by the members of the IQAC that the college should undergo an Academic and Administrative Audit as recommended by NAAC. This was strongly supported by all members and the Principal suggested that it could be conducted by The Xavier Board of Higher Education. She ensured that she would get in touch with the Xavier Board of Higher Education and do the needful.
3. The members were informed that an online attendance system for the students would be introduced. Application and granting of leave for teachers would also be introduced online.
4. The college also had a number of sponsored talks to enhance employability among the students. Globysyns gave a talk related to preparation for competitive examinations and overseas studies while the IAS Academy at RICE conducted talk on preparing for civil services.
5. It was suggested that someone trained in the field on career counselling should assist the Placement Cell of the college which the staff would only play an advisory role.
6. Sr. Christine informed the members that the form for NIRF has been filled on 29 November.
7. A discussion was undertaken on signing MoU's with other institutions. The IQAC Coordinator informed the members that a proposal for an MoU had come from the The Bhowanipur Education Society College for educational and cultural exchanges. This was welcomed by the members of the IQAC. The Principal also informed the members that she sought to enter into similar collaborations with West Bengal State University O. P. Jindal Global University.
8. An online college newsletter *Glimpses*, was due to be published biannually.
9. Initiatives for Green campus included segregation of waste, vermicomposting.
10. A talk was given on fire safety measures and domestic staff members were taught the fire drill. Sister Christine informed the members that water harvesting and fire safety measures for the entire college would only be possible after the completion of the 4th floor.
11. The members were informed that the legal awareness course resource person enquired about the ICC and helpline phone numbers were displayed on all classroom boards and public places within the campus.
12. A regular mentoring system for students was suggested. The need for a new counsellor was also reiterated. Mrs. Arshia Ghani suggested the name of Ranjana Das. A decision was also taken that a workshop on Mentoring for Faculty be organized at the earliest.
13. It IQAC Coordinator suggested that a Workshop on Parenting Young Adults be organised. This was instantly accepted by the other members.

14. The IQAC Coordinator informed the committee that on her invitation a faculty member from Slippery Rock University, Pennsylvania had agreed to deliver a series of lectures to the students of the Masters Course in English, this was appreciated by the members of the IQAC as a good quality enhancement endeavour

There being no other matter for discussion, the meeting ended with a vote of thanks to the Chair

**LORETO COLLEGE
IQAC MEETING**

4 FEBRUARY, 2019. 3 P.M.

A payer was offered at the start of the meeting.

Members present:

Sr. Christine Coutinho
Ms. Anuradha Chatterji
Dr. Sushma Sahai
Dr. Sayantani Chatterji
Dr. Suranjana Mitra
Mr. Abdul Javed
Ms. Aastha Agarwal

Ms. Kaveri Dutt
Ms. Arshia Ghani
Dr. Debika Guha
Ms. Bonny Ghosh
Ms. Srijita Charavarty
Mr. Siddhartha Shankar Dasgupta
Ms. Shriyam Yagnik

Mrs. S. Mitra Deb, Dr. S Dasgupta and Prof. D. Biswas were unable to attend the meeting and asked to be excused.

The minutes of the last meeting were read out and passed.

The members were informed that Semester I under the CBCS system was completed and all deadlines as per university norms were met.

The publication of the 1st issue of the college biannual newsletter "Glimpses" was circulated in the meeting for everyone's perusal.

The Principal proposed starting a Self-Defense course. She informed the members that a faculty member of the Psychology Department trained in Karate was keen on conducting the course. The members of the committee welcomed this proposition and agreed that the programme be started at the earliest.

A workshop on 'Parenting' was conducted for 1st year parents in two sessions by Mrs. M. Gasper. This was an IQAC initiative and records and documentation were maintained.

It was mentioned that an MoU has been signed with The Bhawanipur Education Society College effective from 11th January 2019. The Principal informed the members that the college had approached the Bhawanipur Education Society College for financial support to conduct a joint Seminar on Child Sexual Abuse.

Efforts to sign an MoU with the West Bengal State University was still underway. The Principal informed the members that the Mou was currently with the Registrar of West Bengal State University.

The inspection for Statistics (Elective) was due on 6th February. Room G5 had been allotted for Statistics.

The members were apprised that a counsellor has been appointed for which Mrs. Arshiya Ghani was thanked for intervening in the search for one.

The Women's Cell had been a part of the College Annual Sports this year. There was active participation by the M.A. students as well.

Four small rooms were ready on the 4th floor for the Women's Cell classes. Rooms for M.A. in Psychology were also being prepared and those for another Master's programme would be provided in the future.

The second stage of documentation for the NIRF form has been filled up and submitted.

The AAA (academic and Administrative Audit) will be conducted by Xavier Board within the first quarter of this year. It will be a three-day visit. The cost would be considerable.

It was hoped that Xavier Board or CII (Confederation of Indian Industry) would be approached for SWOC analysis to be conducted by Xavier Board or CII (Confederation of Indian Industries).

Mary Ward Day was celebrated on 30th. 'Mann Ki Baat' was shown to the students as per UGC guidelines.

The farewell for Mrs. Dorothy Das was held on 31st January. The farewell for the 3rd year students was due on 13th February.

A possibility of offering Mathematics as a method paper in B.Ed. was being considered by the Founder Body.

Placement for UG, B.Ed. and M.A. students needed to be put in place. ICICI Bank was carrying out their recruitment process on 4th February in the college. B.Ed. students have been absorbed by Gems Academia. 7 students were recruited by Scoogle.

The IIT spoken Tutorial Test was conducted for 3rd Year students. 2nd year students will also take this test. This was an offer of Moodle by AISHE (All India Survey of Higher Education).

AOB: Dr. Debika Guha informed the members that the B.Ed. department would be organizing a two-day national seminar on 'gender and Identity' in collaboration with Department of Education, University of Calcutta on 15th and 16th February. The seminar would be being sponsored by ICSSR. Proceedings will be documented in the form of a publication.

The next IQAC meeting would be held shortly.

There being no other matters for discussion ended with a vote of thanks to the chair.

LORETO COLLEGE

IQAC MEETING

1 APRIL, 2019. 3 PM.

MINUTES

A prayer was offered at the start of the meeting.

Members present: Sr. Christine Coutinho, Arshia Ghani, Anuradha Chatterji, Sukanya Dasgupta, Raina Lawrence, Mehr Akhtar, Abdul Javed, Siddhartha Sankar Dasgupta, Bonny Ghosh, Sayantani Chatterji, Debika Guha, Suranjana Mitra.

Dr. Sushma Sahai, Ms. Sharmila Mitra Deb, Ms. Srijita Chakravarty, Prof. Debashis Biswas and Ms. Kaveri Dutt were unable to attend the meeting.

The minutes of the last meeting were read and passed.

Sister Christine informed the members that the college has NAAC accreditation for 7 years which expires on 4 January 2020. The NAAC visit therefore would probably take place in October or November since all the students should be in college during the visit.

Sister Christine also informed the members that she had attended a detailed and exhaustive training programme on the Academic and Administrative Audit in Bangalore and that draft policies had to be drawn up for each department. The deadline for submission would be 6 weeks from the time of registration. A powerpoint presentation would have to be made for the AAA team. It was also suggested that the Xavier Board or the CII could conduct a SWOC analysis sometime in the future.

Regarding the MoU to be signed with WBSU, Sister Christine has been in touch with the Vice Chancellor and Loreto College had been asked to give another copy of the proposed MoU. The final MoU would have to be signed on stamp paper.

With reference to the newly-introduced CBCS system, the Semester I results of the 1st Yr General students have been declared. Several students in the General Course had not cleared 1 paper. The Selection results of the Second Year General students had also not been satisfactory. 30 hours of library work had been made mandatory for quality control.

It was noted that another Counsellor was required for the college. Dr. Sayantani Chatterjee informed the members that a full time counselor should have specialization in clinical psychology with a registration number.

An anti-ragging Cell and a Grievance Redressal Cell needed to be set up.

At the end of April and early May, a mentorship training programme would be conducted for all the faculty members.

The Alumnae members were to be encouraged to fill up the online questionnaire available on the college website regarding feedback.

The Political Science Department members were taking the initiative to guide the students as to how to cast their vote wisely in the coming elections.

The advisors, organizers and B.Ed students had an evaluatory session on the seminar on Child Abuse organized by the departments of Journalism, Human Rights and Sociology. Feedback and review from all the stakeholders including the collaborators were obtained.

There being no other matters for discussion, the meeting ended with a Vote of Thanks to the chair.

LORETO COLLEGE
IQAC MEETING
29 APRIL, 2019, 3 P.M.
MINUTES

All members were present except for Prof. Debashis Biswas and Mr. Siddhartha Shankar Dasgupta who sent their apologies.

The meeting began with a short prayer.

The minutes of the previous meeting were read and passed.

Matters arising:

1. The members were informed that the AAA team would visit the college from 30 May to 1 June, 2019.
2. As part of the IQAC initiatives it was suggested that
 - a) To commemorate 100 years of the Jallianwalabagh Massacre, a programme would be organized for the faculty and staff in May. Another programme on the Non-Cooperation Movement could be organized in August.
 - b) A programme would be organized in October-November on Mental Health Day.
 - c) The WE Nature Club and the IQAC would take the initiative to start a herbal garden within the college premises.
 - d) It was decided that First Year students who had unsatisfactory attendance or low marks in Semester 1 be asked to do 30 hours of library work. This was an IQAC initiative for quality improvement.
 - e) As an IQAC initiative it was decided that a stock taking of equipment would take place.
 - f) As an IQAC initiative it was suggested that International Days according to the United Nations Calendar could be celebrated with different departments taking the responsibility in turn.
3. The IQAC Coordinator was asked to review an MoU to be signed between WBSU and Loreto College.
4. Regarding the progress of the building the members were informed that it was unlikely to be completed by end May but that a completion certificate could be hoped for before partitions were made in the new Psychology classrooms. The Women's Cell would be given 4 rooms.
5. An Anti-Ragging Cell had been established with the Coordinator as Ms. Srijita Chakravorty.
6. A Student Welfare and Grievance Redressal Cell had also been established comprising of the Principal, 2 student representatives, 1 teacher and 1 member of the office staff.

7. A new Counsellor was needed. Mrs. Ranjana Das's services were acknowledged but since she could offer her services only once a week it was decided that another counsellor was required as well.
8. While water harvesting was a future plan for the college, funds to the amount of Rs. 2 crore or more were required for the project.
9. The student representatives on the IQAC were requested to inform the student body that parents needed to answer the online feedback form.
10. The Psychology Department would take the initiative to hold a workshop on the Semester 3 syllabus at the end of July.