

## **LORETO COLLEGE IQAC MEETING**

### **MINUTES OF THE MEETING**

**September 27, 2021**

**10.00 a.m. – 11.15 a.m.**

A Virtual IQAC meeting on Google Meet was held on September 27, 2021, at 10.00 a.m. The following members attended the Web meeting:

1. Dr. Sushma Sahai
2. Dr. Sumita Banerjee
3. Dr. Amrita Dasgupta
4. Dr. Debika Guha
5. Dr. Suranjana Mitra
6. Mrs. Soma Ganguly
7. Dr. Dinaz Jeejeebhoy
8. Dr. Ranjita Dawn
9. Ms. Srijita Chakravarty
10. Ms. Sreeparna Dasgupta
11. Dr. Soumya Dutta
12. Dr. Rupa Ghosh
13. Ms. Bonny Ghosh
14. Ms. Sreya Sen
15. Dr. Satyabrata Kundu
16. Ms. Meghna Chakravarty

Members Excused: Dr. Rakhi Roy Haldar

#### **Agenda 1: Welcome Address**

The Coordinator welcomed the Heads of Honours, Single member and B.Ed departments. She also extended her gratitude to members for representing extension activities and the library. She thanked each of the members for organizing a variety of events, each of them having a positive impact on the participants.

#### **Agenda 2: Members present**

All members invited for the meeting were present. The coordinator informed the members present that Dr. Rakhi Roy Halder had excused herself.

#### **Agenda 3: AQAR Data Collation**

The coordinator informed the members that the Annual Quality Assurance Report for the academic year 2020 – 2021 has to be submitted by December 31, 2021. She updated the members on the new format of the Report which had a no. of data templates pertaining to the seven criteria.

She told the members that she had emailed the AQAR form, Excel Data Templates and specified the sections for the respective faculty members. The data needed was delegated in the following manner:

- Department-related data across various criteria was tabulated and explained to the Heads of the Departments
- Data pertaining to Research was delegated to Dr. Suranjana Mitra, Head, Research Cell
- Dr. Rupa Ghosh was requested to provide information on Extension Services
- Dr. Soumya Dutta was given charge of data pertaining to Student Progression, specifically Placement and Internships
- Ms. Bonny Ghosh was entrusted with the responsibility to provide information about specific growth in the Library
- Dr. Ranjita Dawn and Dr. Jeejeebhoy were requested to share data on sports-related activities
- Dr. Amrita Dasgupta and Dr. Mitra were in-charge of data pertaining to cultural activities

The coordinator informed the members present that she has requested Mr. Samik Bandhopadhyay for data pertaining to the college, Mr. Javed for information on finance/accounts related matters, Ms. Chandrani Sengupta for IT infrastructure, Dr. Sinha for Alumni Engagement, Mrs. Uttara Hazra for examination results and Mrs. Annie Biswas for Add - On and Certificate courses.

She reiterated that each of the members would need to refer to the AQAR form and only the concerned data template which she had shared with them in a tabular form via email was to be worked upon.

The last date for submission was decided as November 7, 2021.

#### **Agenda 4: Suggestions for future course of action**

- The Coordinator informed the members that all the departments have to send the details of the activities. She suggested that in order to maintain the quality-culture it was important to include the feedback obtained from the participants, in addition to the Learning Outcomes in the Report submitted to the IQAC, within a week of completion of the event.

In order to standardize the format of the reports, the coordinator informed the members that she would mail Reports of events organized by IQAC for their perusal. She reiterated that these were samples and one is free to either follow that format or devise one of their own.

- On the basis of a suggestion in the IQAC meeting held on May 18, 2021, the coordinator informed the members present that the student representatives proposed the formation of an E-resource Bank which would be useful for students particularly during the current pandemic period and due to limited access to the library. They had also suggested initiation of Peer teaching.

In response, Dr. Mitra updated the members that the Department of Economics had initiated Peer teaching in 2016, but due to several challenges this venture was not continued. Most of the faculty members present had reservations regarding uploading their presentations and notes in the e-bank.

- The coordinator suggested that each of the departments and societies should plan events commemorating days of international / national importance. This was agreed upon by the members.

#### **Agenda 5: AOB**

With no other business, the meeting concluded for the day.

#### **Agenda 6: Vote of Thanks**

The meeting ended with a vote of thanks by the Coordinator.

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

## **LORETO COLLEGE IQAC MEETING**

### **MINUTES OF THE MEETING**

**January 11, 2022**

**1.15 p.m. – 2 p.m.**

A Virtual IQAC meeting on Google Meet was held on January 11, 2022, at 1.15 p.m. The following members attended the Web meeting:

1. Mrs. Sharmila Mitra Deb
2. Dr. Sushma Sahai
3. Dr. Sumita Banerjee
4. Dr. Amrita Dasgupta
5. Dr. Debika Guha
6. Dr. Suranjana Mitra
7. Dr. Dinaz Jeejeebhoy
8. Dr. Ranjita Dawn
9. Ms. Srijita Chakravarty

#### **Agenda 1: Welcome Address**

The Coordinator welcomed the Heads of Honours, B.Ed. departments and Dean, General department. She also extended her gratitude to members for submitting relevant documents pertaining to the AQAR 2020 - 2021. She thanked each of the members for organizing a variety of events, under the pandemic situation.

#### **Agenda 2: Members present**

All members invited for the meeting were present.

#### **Agenda 3: AQAR**

The Coordinator thanked the Heads of the Departments for their cooperation in providing data required for the AQAR. She informed the members that the Annual Quality Assurance Report for the academic year 2021–2022 would also have the same requirements and hence in order to cater to the same it would be systematic to document all department activities. She reiterated that the members could refer to the AQAR form and data template which she had shared via email for the next AQAR 2021 – 2022.

#### **Agenda 4: Suggestions for future course of action**

- The Coordinator suggested that each of the departments and societies should plan events focusing on the following topics/ themes – Intellectual Property Rights, Research Methodology, Gender issues and Entrepreneurship. Events commemorating days of international and national importance and programmes on career counselling and preparation for competitive examinations would be appreciated. She also suggested that the departments organize some events for advanced learners. The Coordinator consented on the point raised by Dr. Jeejeebhoy that presentation by students on the Research Cell platform is considered as initiatives taken by the department for advanced learners.

Dr. Jeejeebhoy had a query whether events of the above nature could be organized by the Societies. The Coordinator clarified that all events would be recognized and appreciated by the institution.

- In order to update the institution data base pertaining to student progression and alumni, the coordinator suggested that each department could identify outstanding alumni and provide details to Mrs. Mitra Deb. Mrs. Mitra Deb suggested that these could feature in the Department page of the website. This was agreed by all members present.
- The Coordinator informed the members that the University question papers have been uploaded on the college website. Dr. Mitra suggested that all the question papers of DSE and SEC options be uploaded, since this question bank could be useful for all forthcoming Semesters. It was decided that all the

departments would send the question papers Semester-wise to the Librarian on the completion of the University examinations. This would be beneficial for the students, as they could access all the question papers.

**Agenda 5: AOB**

With no other business, the meeting concluded for the day.

**Agenda 6: Vote of Thanks**

The meeting ended with a vote of thanks by the Coordinator.

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Dr. Sushma Sahai  
IQAC Coordinator  
Associate Professor & Head  
Department of Geography  
Loreto College, Kolkata

**LORETO COLLEGE IQAC MEETING**  
**MINUTES OF THE MEETING HELD ON**  
**June 18, 2022**  
**3.00 – 4.30 p.m.**

An IQAC meeting was held in the IQAC Room on June 18, 2022, at 3.00 p.m.

The following members attended the 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 Chairperson welcomed committee members of IQAC.

**Agenda 3: Members present:** Ms. D' Sena attended in an online mode and Mrs. Dutt & Mrs. Khullar had conveyed their apologies for absence.

**Agenda 4: Minutes of the previous meeting**

The coordinator read out the minutes of the previous meeting held on May 18, 2021. The minutes were resolved and passed by Mrs. Amita Prasad and Prof. D. Biswas respectively.

**Agenda 5: Matters arising from minutes**

Sister updated the members on the following:

- The Chairperson informed the successful completion of the Loreto College Alumnae Association facilitated Bootcamp – Certificate Course on Career Aspirants & Decision – making conducted by IIM Shillong for past and present students of Loreto College, Kolkata from February 25 to March 6, 2022.

- The Chairperson informed the members than ten Memoranda of Understanding (MoU) were signed with the following colleges:
  - i) Jesus and Mary College, New Delhi (composite with D. El. Ed.)
  - ii) St. Xavier's College (Autonomous), Mumbai
  - iii) Patna Women's College (Autonomous), Patna (composite with B.Ed.)
  - iv) St. Francis College for Women, Begumpet
  - v) Providence College for Women (Autonomous), Coonoor
  - vi) Loyola Academy, Secunderabad
  - vii) Salesian College, Sonada-Siliguri
  - viii) Nirmala College, Ranchi
  - ix) St. Ann' College of Education (Autonomous), Secunderabad (B.Ed. College)
  - x) Mount Carmel College of Teacher Education for Women, Kottayam (B.Ed. College)
- Loreto College Incubation Centre (LCIC) a Start Up has been initiated. The preliminary project of the Incubation Centre focuses on making a range of bags out of used fabric. This eco- friendly and sustainable venture hopes to inculcate the values of environmental consciousness among the community while training students in business operations. The Loreto College Incubation Centre organized its first sale on June 7, 2022 that was a success.
- Book launch of a College Publication, 'The Loreto Institution and Higher Education: Centenary Essays' Edited by Dr. Mridula Kapoor on June 01, 2022
- The Critical Imprints – Annual Peer-reviewed Journal by the Department of English, Vol IX (2021)
- She informed the members that enrichment courses on Calligraphy, Spanish and Mathematics for Competitive Examinations were offered to the students this semester and next year the college plans to introduce an Advanced Course in Mathematics for Competitive Examinations.

## Agenda 6: 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

July 1, 2021	<b>Doctor's Day Webinar</b> – Dr. Juhi Neogi, Critical Care Unit, The Calcutta Medical Research Institute, Kolkata
July 19, 2021	<b>A Tribute to Ocean of Knowledge</b> commemorating Pandit Ishwar Chandra Vidyasagar's Bicentenary Birth Anniversary (2020-2021) - Departments of Education & B. Ed
July 24, 2021	<b>International Lecture Series on Environmental Sustainability</b> in collaboration with <b>International Union for Conservation of Nature (IUCN) Commission on Ecosystems Management (CEM) - Mountain Ecosystems Specialists Group</b> – Dr. Heidi Steltzer, Fort Lewis College, University of Colorado, U.S.A and IPCC Lead Author on Mountain Ecosystems
September 29, 2021	<b>International Lecture Series on Environmental Sustainability</b> in collaboration with <b>Resilience Innovation Knowledge Academy (RIKA)</b> – Dr. Ranit Chatterjee, Kyoto University, Japan

October 5, 2021	<b>Panel Discussion</b> on Gender Dynamics in Disaster Risk and Resilience – Women’s Studies Society
November 11, 2021	<b>National Education Day</b>
November 13, 2021	<b>Dr. Neelu Singhvi Sancheti Memorial Lecture</b> – Department of Education
November 16, 2021	<b>Manju Dasgupta Memorial Lecture</b> – History and the Study of Gender – Department of History
November 20, 2021	<b>Loreto LEADS Webinar</b> on Financial Independence and Technology as an enabler
November 20, 2021	<b>Web Talk</b> - The Beacon Beckons – Steering Graduates to a Career in Civil Services – Department of Economics
November 25, 2021	<b>Webinar</b> on <i>APA Style Research Paper Referencing and Formatting</i> – Department of Psychology
November 27, 2021	<b>National Organ Donation Day Webinar</b>
December 2, 2021	<b>National Pollution Prevention Day</b> – Department of Economics
December 8, 2021	<b>Web Talk</b> on Covid Protocols in Educational Institutions – National Service Scheme Society
December 10, 2021	<b>National Webinar</b> on Psychoanalysis Today, in an Era of Quick – Fix – Department of Psychology
December 11, 2021	<b>International Mountain Day</b> – Department of Geography
December 15, 2021	<b>Web talk</b> on Natural Way to Promote Immunity – National Service Scheme Society
December 17, 2021	<b>Webinar</b> on Historical Research – Department of History
December 18, 2021	<b>Webinar</b> on Understanding Right to Health as a Human Right through Environmental Litigation in India
January 30, 2022	<b>Azadi Ka Amrit Mahotsav</b> – Curtain Raiser
February 3, 2022	<b>World Cancer Day</b> – Webinar on Close the Gap – Theme 2022
February 8 -9, 2022	<b>Azadi ka Amrit Mahotsav Two – Day Workshop</b> on Techniques of Scientific Research Writing and Prevention of Plagiarism – Department of Geography
February 19, 2022	Inter- Departmental Quiz – Ignition – Department of Economics
February 21, 2022	International Mother Language Day – Library Society
February 24, 2022	<b>Webinar</b> on Rural Entrepreneurship- <b>Mahatma Gandhi National Council of Rural Entrepreneurship (MGNCRE) Cell</b>
March 8, 2022	<b>Veerangana 2022 International Women’s Day</b> – National Service Scheme Society
March 12, 2022	<b>Round table</b> on Federalism and Mutual Understanding in collaboration with SNDT Women’s University, Mumbai & Quebec Government Office in Mumbai

March 12, 2022	<b>Webinar</b> on Nationalism in Bengal – Azadi ka Amrit Mahotsav – Department of History
March 24, 2022	<b>World Down Syndrome Day</b> - Department of Education
March 26, 2022	<b>Alumnae Webinar</b> on Using Material Objects in Qualitative Research – Department of Geography
March 30, 2022	Write Your Mind – Inter- Year Online Essay Competition – Department of Economics
April 4, 2022	<b>Webinar</b> on Unfolding the Mystery of Autism – Department of Education
April 9, 2022	Debating Child Marriage in India- Force, Freedom and Social Protection – Department of Education
April 21, 2022	<b>Web Talk</b> on Understanding Popular from a Sociological Lens - Department of Sociology
April 23, 2022	<b>Azadi ka Amrit Mahotsav ICSSR Sponsored National Webinar</b> – Some Facets of Revolutionary Nationalism in Bengal - Department of History
April 26, 2022	World Intellectual Property Day - <b>Loreto LEADS Webinar</b> on Usage of IPR in Academic Domain
May 12, 2022	<b>Special Lecture</b> titled The Ethnographic Method: Themes, Perspectives and Scope – Department of Sociology
May 14, 2022	<b>Loreto LEADS Webinar</b> on From Classroom to Corporate
May 14, 2022	<b>Webinar</b> on Contexts, Curriculum and Institutions: Social Sciences in Universities in India – Department of Sociology and Education

## Agenda 7: New Initiatives

### 1. International Lecture Series on Environmental Sustainability

- The International Lecture Series on Environmental Sustainability was initiated by IQAC to address and raise awareness about the environment. It was a privilege to collaborate with the International Union for Conservation of Nature (IUCN) Commission on Ecosystems Management (CEM) - Mountain Ecosystems Specialists Group for the first lecture by Dr. Heidi Steltzer, Fort Lewis College, University of Colorado, U.S.A and IPCC Lead Author on Mountain Ecosystems on July 24, 2021.
- The second International Lecture Series on Environmental Sustainability was in collaboration with Resilience Innovation Knowledge Academy (RIKA), the resource person was Dr. Ranit Chatterjee, Kyoto University, Japan on September 29, 2021.

### 2. Azadi Ka Amrit Mahotsav

- The curtain raiser of the Azadi Ka Amrit Mahotsav celebrating 75 Years of Independence was organized on Matryr's Day January 30, 2022. Social and cultural events, showcasing of scientific accomplishments and technological advancements will be a part of these celebrations. The series of events to commemorate the 75th anniversary of India's independence will be based on public participation and revolve around five themes- the freedom struggle, ideas, achievements, actions and resolve at 75.



- Events organized under the aegis of Azadi Ka Amrit Mahotsav are as follows:

- ✚ **Azadi ka Amrit Mahotsav Two – Day Workshop** on Techniques of Scientific Research Writing and Prevention of Plagiarism – Department of Geography February 8 -9, 2022
- ✚ **Webinar** on Nationalism in Bengal – Azadi ka Amrit Mahotsav – Department of History, March 12, 2022
- ✚ **Veerangana 2022 International Women’s Day** – National Service Scheme Society, March 8, 2022
- ✚ **Azadi ka Amrit Mahotsav ICSSR Sponsored National Webinar**– Some Facets of Revolutionary Nationalism in Bengal - Department of History, April 23, 2022
- ✚ **World Intellectual Property Day - Loreto LEADS Webinar** on Usage of IPR in Academic Domain, April 26, 2022

### 3. Commemoration of days of International and National importance

- ✚ Doctors’ Day Webinar July 1, 2021
- ✚ *A Tribute to Ocean of Knowledge* commemorating Pandit Ishwar Chandra Vidyasagar’s Bicentenary Birth Anniversary July 19, 2021
- ✚ National Education Day November 11, 2021
- ✚ National Organ Donation Day November 27, 2021
- ✚ International Mountain Day December 11, 2021
- ✚ World Cancer Day February 3, 2022
- ✚ International Women’s Day March 8, 2022
- ✚ World Down Syndrome Day March 24, 2022
- ✚ World Intellectual Property Day April 26, 2022

### Agenda 8: Action taken on suggestions

The following actions were taken on the basis of the feedback from students and members:

1. Two International Webinars titled *Overseas Academic Opportunities* was organized under The Loreto LEADS venture in response to the recommendation given by Iesha Tandon, President of the Student Council in the last meeting. The resource persons were alumni pursuing higher education from prestigious universities in United Kingdom, United States of America, Singapore and Germany. This helped students gain information about admission procedure, scholarships, visa modalities, focus on a realistic Statement of Purpose and how to prepare themselves as a competent graduate.
2. On the basis of the suggestion given by Dr. Chatterjea, the first Loreto LEADS Webinar for the academic year 2021 – 2022 focused on *Financial Independence and Technology as an enabler* was Ms. Chhavi Wadhwani, Executive Director, Head of Securities Reference Data Technology, India at Morgan Stanley Advantage Services. The main objective of this webinar was to create awareness among the students regarding attaining financial literacy. The session was geared specifically towards women and the financial challenges they face as they navigate their careers, families and lives
3. Under the Azadi Ka Amrit Mahotsav the World Intellectual Property Day was commemorated with a Loreto LEADS Webinar on *Usage of IPR in Academic Domain*. Dr. Deevanshu Shrivastava, Head, School of Public Policy, Jagran Lakecity University, Bhopal.

4. As per the suggestions for future course of action the IQAC and valuable suggestion by Mrs. Prasad regarding the growing importance of HR, under the aegis of the Loreto LEADS Series organized a Webinar - *From Classroom to Corporate* on how to face the interview board and how to write a Resume. This was conducted by Ms. Aditi Mukherjee, Executive Vice President & Head HR, National Commodity & Derivatives Exchange Limited (NCDEX), Mumbai. The Reports of all these events are uploaded to the college website.
5. Staff Development Webinar on Wellness a College Initiative had a session with eminent alumna and Professor of Dance in the Uday Shankar Chair at the Rabindra Bharati University, Amita Dutt. Her presentation focused on The Power of Dance in Achieving Well Being – Physical and Mental. This was one of the suggestions made by Mrs. Khullar in the last meeting.
6. Web Talk - *The Beacon Beckons – Steering Graduates to a Career in Civil Services* – Department of Economics
7. Panel Discussion on *Gender Dynamics in Disaster Risk and Resilience* – Women's Studies Society
8. Webinar on *Unfolding the Mystery of Autism* – Department of Education
9. National Webinar on *Psychoanalysis Today, in an Era of Quick – Fix* – Department of Psychology
10. Two – Day Workshop on *Techniques of Scientific Research Writing and Prevention of Plagiarism* – Department of Geography
11. Research cell hosted two presentations, the first was on *An Assessment of the Intention of Married individuals in Kolkata towards Professional Psychological Help seeking and its Predictors* by students of the Department of Psychology.

The second group presented a paper titled *An Exploratory Study on Mental Health and Interpersonal relationships of Adults during work from home situation in Covid 19 Pandemic*.

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

- Prof. Biswas informed the members about the Tata CSR - NQT (National Qualifier Test) of 100 hours training by Tata Consultancy Services and Bengal Business Programme Workshop held at Surendranath College on May 18- 19, 2022. He suggested that students could avail this opportunity.
- Dr. Chatterjea reiterated the need to organize programmes on Mental health, computer literacy and secretarial training. These would impart confidence and equip them to seek employment in the future.
- Ms. Aparajita Roy, Student Vice – President had the following suggestions:
  1. Workshops / Webinars on Logical Reasoning for the students since this forms an integral part of competitive examinations across all disciplines.
  2. Loreto LEADS Webinar / Seminar addressing Gynecological issues with the students.

The members thanked Ms. Roy for her valuable suggestions. In response to the first one, the coordinator suggested that a 30-hour Certificate Course on Logical Reasoning could be planned, as per UGC guidelines. This was seconded by Prof. Biswas.

In response to the second suggestion, Mrs. Prasad recommended that Dr. Suma Chakraborty, Radiologist, Peerless Hospital could be approached as a Resource Person for the same.

- Mrs. Prasad stressed on the importance of Internships and enquired about the procedure the college as on the same. In response, the student representative updated the members that the college encouraged students to avail of the opportunities offered by the UGC programme, Internshala. This was an official platform for students to undertake Internships. Sister added that the college was approached by German Portals for student internships. She stressed that the credibility of the organization offering internships is of prime importance for the safety and security of the students.

#### **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