

LORETO COLLEGE IQAC MEETING
MINUTES OF THE MEETING
November 30, 2024
11.00 a.m. – 3.00 p.m.

A IQAC meeting was held in the Conference Room on November 30, 2024, at 11.00 a.m. The following members attended the meeting:

Dr. Sister. A. Nirmala

Mrs. Gargi Chatterjea

Mrs. Nandini Bhattacharjee

Mrs. Sushmita Bhattacharya

Dr. Amrita Dasgupta

Dr. Suparna Bhattacharyya

Dr. Ranjita Dawn

Dr. Kaustuva Banerjee

Dr. Rupa Ghosh

Dr. Bonny Ghosh

Dr. Sanghita Sanyal

Dr. Soumya Dutta

Ms. Sanjula Sanker

Members Excused: Mrs. Kavneet Khullar, Prof Debasish Biswas, Dr. Sayantani Chatterjee and Ms. Sreeparna Dasgupta had conveyed their apologies for their absence.

Agenda 1: Prayer

Dr. Sister A. Nirmala commenced the meeting with a prayer.

Agenda 2: Welcome Address

Dr. Amrita Dasgupta, the IQAC Coordinator, welcomed Mrs. Gargi Chatterjea and Mrs. Nandini Bhattacharjee and introduced all the members present.

Agenda 3: Minutes of the Previous Meeting

The coordinator read out the minutes of the previous meeting held on June 26, 2024. The minutes were passed by Dr. Ranjita Dawn and seconded by Dr. Suparna Bhattacharyya

Agenda 4: Matters Arising from Minutes

- Sister A. Nirmala stated that MOU has been signed with the Wadhwani Foundation for equipping the students with employability skills. 2 days training has been imparted to some of the selected teachers to become certified trainers and train the students.
- Sanjula Sanker, the student president informed that after the designated professors addressed the students there has been a substantial increase in the number of enrolments with two departments showing total enrolment.
- Sister informed the members that 26 collaborative videos have been made with Wadhwani Foundation. Partnership has been initiated with IIM Calcutta Innovation Park. They will be providing seed money to encourage entrepreneurship among students.
- Dr Sanghita Sanyal informed all present that talks are on regarding add-on course on Gender Studies.
- Dr Suparna Bhattacharyya informed that the Heritage Course has already been designed.
- Sister also informed that to take care of the mental health of the students there is a registered counsellor and regular records of students visiting the counsellor is maintained by the Head of the Departments. She takes the students for nature walk and meditation sessions for their mental wellbeing. The Psychology department is looking into the mental wellbeing of the support staff.
- Sister stated that there is an Internal Committee to look into the cases of sexual harassment. As a male member Mr. Mainak Bhattacharjee has been inducted into the IC. She further stated that mentor mentee relationship is very strong in the college which help the students. The format used in St. Xavier's College has been a learning experience.
- Sanjula Sanker agreed with Sister and stated that there is space for dialogue. Students are always visiting the college counsellor. Dr. Rupa Ghosh chipped in and stated that the Counsellor regularly interacts with the Head of the Departments. Dr. Kaustuva Banerjee opined that the mentor mentee process helps in identifying the problems of the students and links it to further counselling.

- Dr. Ranjita Dawn suggested that there is a need to rope in more special education institutions apart from Mentaaid.
- Sister Nirmala stated that following the suggestions given by the Inspector of Colleges Data Interpretation Courses can be taken up.
- Dr. Sanghita Sanyal informed the members that following the suggestions given by the Inspector of Colleges a part of the Data Interpretation Course is taken up by Dr. Satyabrota Kundu in his add-on course and another part is taken by Ms Daita Lahiri in her statistics classes.
- Dr. Amrita Dasgupta, the IQAC Coordinator, informed that placement cell is working on employability of the students.
- Sister Nirmala informed all present that every department of the college has done a workshop on Research Methodology. Very productive workshop has also been conducted on MOOCS and Swayam. However, awareness campaign on Breast and Cervical Cancer has not been done yet.

Action Taken: Mrs. Gargi Chatterjea expressed her satisfaction at the actions already taken on the areas which were identified in the last 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

August 2,2024- **A Special Talk on Gender Sensitization** was organised by IQAC in collaboration with Women Studies Society and Internal Committee

November 14,2024- **A Talk on Significance of AI in Social Science** was organised by the Department of Computer Science in collaboration with IQAC

November 25,2024- **EMRC MOOC Workshop** for Faculty was organised by IQAC

November 26,2024- **EMRC MOOC Workshop** for Faculty was organised by IQAC

November 26,2024- **Constitution Day Celebration** was organised by IQAC in collaboration with Department of Political Science and National Service Scheme

November 27,2024- **A Special Talk on The Art and Science of Sustainability** was organised by IQAC

November 29,2024- A **Seminar on Artificial Intelligence** was organised by the Department of B.Ed. in collaboration with ICSSR and IQAC

Agenda 6: New Initiatives

Leadership and Faculty Development for Student Progression

- Dr. Amrita Dasgupta informed the members present about participation of Dr. Suparna Bhattacharyya, Dr. Ranjita Dawn, Mrs. Archita Roy Biswas, Mr. Mainak Bhattacharjee, Ms. Taniya Mondal and Mrs. Nayanika Saha in the life skill and leadership training programme.
- Dr . Suparna Bhattacharyya stated that it was a very successful programme and they were able to cover some of the life support skills. She also informed the members about the proposal which the team has written to the ICSSR about a seminar cum workshop in the month of January on life skills which is not limited to the students but also faculty members from colleges across Kolkata. She briefed the members about the programme on life skills and employability skills organised by the Calcutta University in collaboration with Infosys which she and Nayanika Saha attended. They will be organising a two days programme with a resource person training the students during the semester break, after they complete semester V, on life skills and employability skills.

Institutional Values and Best Practices- Sustainability and Environment

- Dr. Dasgupta briefed the members present about the visit to Tarumitra ashram by two faculty members, Ms. Taniya Mondal and Mrs. Nayanika Saha, along with some of the students. They visited Patna Women's University. It was an enriching experience for both the faculty members and students.

- Dr. Dasgupta informed the members about the energy saving methods being implemented across the campus. Green audit will start from this week. Energy efficient practices are to be implemented across classrooms, staff rooms and canteen.
- She also stated that NSS is very active and organised sapling donation drive and planting nearly 200 to 300 saplings near Allen Park.

Student Support Initiatives

- Dr. Amrita Dasgupta stated that her tenure as IQAC Coordinator started with the formation of the apolitical student council and investiture ceremony. She informed that there has been orientation session on anti-ragging by the anti-ragging cell. College organised session on gender sensitization and right to safety. Plans are in place to have session on cyber security in collaboration with Shakespeare Sarani Police Station. Comprehensive admission process was conducted for the new batch of students. Detailed orientation programme was organised for the first year students regarding the facilities in the college and their academic expectations.
- Student grievances and issues were discussed in detail and members present agreed to the solutions.
- It was mentioned by Dr. Amrita Das Gupta that a silent protest march was organised in protest of the R.G. Kar incident which was first of its kind in Kolkata.

Curricular Aspect- Courses for Skill Development

- The college is aiming to have a language school -German, French, Spanish are already on offer. Korean and Japanese are in the pipeline. Dr Sanghita Sanyal informed that she is trying to introduce Arabic course as well. In add-on courses guitar, calligraphy, artificial intelligence, machine learning and data analytics, film and media appreciation course, mathematics for competitive examinations of various levels, web designing and python are running successfully.
- Mrs. Nandini Bhattacharjee enquired about the progress of the History Heritage Course. Dr. Suparna Bhattacharyya explained that there is a tie up with INTAC. The course was offered from 2005 as a ten days certificate course where archaeologists and architects used to take part. Presently in the 30 hours certificate course

there is field work, report writing, speakers coming from outside and workshops. Mrs. Bhattacharjee suggested that collaboration with the organisation of Swapna Liddle can also be explored.

- Dr. Kaustuva Banerjee informed all that one B.Ed life skill course has been conducted with the semester III outgoing batch and another one is underway with the evolution process going on. There will be a 30 hours certificate course on story performance where students will be practising voice modulation and theatrical devices of teaching.
- Sister also informed that an agency will prepare the interested students for MUN.

Collaborations-Industry Academia Linkage and Extension Activities

- Dr. Amrita Dasgupta informed the members that college has recently signed a number of MOUs and a number of other MOU possibilities are also explored.
- Academic MOUs are looked into by the IQAC coordinator; MOUs regarding foreign collaborations are being looked into by Mrs. Sharmila Mitra Deb, MOUs regarding industry linkage are being looked into by Dr. Sanghita Sanyal and MOUs regarding NGOs are being looked into by Dr. Ranjita Dawn.
- It was decided in the meeting that Dr. Suparna Bhattacharyya and Dr. Kaustuva Banerjee will help the IQAC coordinator in reviewing the MOU proposals.

Extended Curricular Engagements

- Sister informed that college has adopted a village and a social worker will be hired by the college to look into the social outreach programmes.
- It was decided that NSS and SSS can collaborate for activities like food donation drive.

Indian Knowledge System

- As a part of the integration of the Indian Knowledge System, Sister suggested that every Monday at 8.30 a.m. five minutes of meditation can be practiced in the class rooms.

Infrastructure

- Sister also informed the members about the renovation works that have been initiated in the college. All the washrooms except the staff room washroom have been renovated. 84 racks have been changed in the library. Workstations have been put up for the staff. Alumni is donating ACs for the staff room.
- Dr. Amrita Dasgupta informed that new gym is coming up and workstations have come up in the staff rooms for the teachers.
- Sister informed all there are a number of wellness activities that are being organised but it will take some time before a proper wellness-centre can come up.
- Sister stated that water purification is also being looked into and an expert will come down to test the water for unnecessary iron content and other impurities.

E-Governance

- Sister informed that ABC ids for the students have been effectively taken up by Dr. Satyabrota Kundu. Dr. Kundu has shared the information that ABC ids of all 240 UG students are complete, in B.Ed all 50 students are complete, P.G. English all 25 students are complete and in P.G. Psychology 1 out of 14 is left because of aadhar link issue.
- Dr. Soumya Dutta briefed the members present on the progress made by the website redesign committee regarding the website.

Curricular Aspects-Online and Blended Learning

- Dr. Amrita Dasgupta informed that the college is now a local chapter of Swayam.
- Sister stated that Swayam, MOOCs, E-library, Wadhwani Foundation and blended learning are all part of the digital learning that the college has initiated.

Student Participation Outside College

- Ms. Sanjula Sanker, the student president, shared their enriching experience of visiting Shiv Nadar University in Greater Noida.

Extended Curricular Engagements

- A beautiful teachers' day programme and a memorable farewell programme for the outgoing students was organised by the college.

Curriculum Enrichment-Internships

- Dr. Dasgupta highlighted the crucial role being played by the internship committee and the placement cell and observed that more industry linkages will help both.
- It was decided in the meeting that internship should be made compulsory for the students.

Finance Management

- Sister informed that IQAC budget can be integrated in the finance mapping of the college.

Employee and Support Staff Welfare

- Dr. Amrita Dasgupta stated there is a team in place to take care of the welfare of the employees and the role of the Teachers Council is very important during times of emergency.
- Dr. Dasgupta informed the members present about the welfare plans for the support staff which includes skill development workshops, regular health checkups, financial management, mental well-being and recognition.
- Department of Psychology and the Social Worker will look into mental health and community welfare.

Agenda 7: Media Coverage

- Dr. Dasgupta thanked Dr. Soumya Dutta for a substantial increase in the media coverage of college events.

Agenda 8: AOB

As a part of the AOB, the following were the suggestions for future programmes.

- Dr. Dasgupta highlighted that in the race for points in NAAC and ranks in NIRF according to the new education policy we should not leave out the traditional education system totally. The college needs more humanistic approach.
- Mrs. Gargi Chatterjea opined that employability of the students' needs to be encouraged. They should learn how to make best use of the money they are earning. She also enquired about any progress regarding mental health of the students.
- Mrs. Gargi Chatterjea opined that awareness sessions are required to train the girls about what needs to be done to avoid harassment. They should be made aware of their rights.

- Two members of the team Mr. Mainak Bhattacharjee and Mrs. Taniya Mondal will be attending the same programme sometime next year-life skill
- Dr. Ranjta Dawn informed that in the month of January two students along with her will be attending the JPIC South Asia General Meet which will be held in Asansol.
- Sr. Nirmala observed that there are no such certificate course programmes for the M.A. and B.Ed students and the IQAC team needs to come up with something for them.
- Dr. Kaustuva Banerjee opined that the Data Science Course can be opened for the M.A. and B.Ed students.
- Sister also informed that transport bus of the college is not there in the pipeline right now.
- Sister also urged the IQAC members to encourage staff members for Faculty Development Programmes.
- Sister Nirmala requested the IQAC team to take up gender audit since this is now compulsory for all the colleges.
- A session will be organised with Mr. Joydeep Sarangi as resource person regarding the NAAC Binary system.
- Sister informed that the process of autonomy will take more time as infrastructure is not ready yet.
- She further informed that there will be one panel discussion where experts will be called to address issues related to autonomy.
- Sister proposed that there needs to be training in the month of February for NAAC preparation.
- Dr Amrita Dasgupta opined that publication and collaboration should be given utmost importance.
- Sister requested the IQAC members to motivate the staff for more publications.
- Sister requested Dr. Rupa Ghosh and Dr. Kaustuva Banerjee to look for an agency which will conduct Academic Administrative Audit.
- Sister also requested Dr. Soumya Dutta and Mr. Abdul Javed to look into ISO 14000 and ISO 15000 for the college.
- Sister opined that more sanitary pad vending machines are required in the college.
- Dr. Kaustuva Banerjee proposed that a roadmap should be there for a follow up action plan in case of differences of opinion among staff members.

Agenda 9: Vote of Thanks

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

**LORETO COLLEGE, IQAC MEETING
MINUTES OF THE MEETING
March 25, 2025**

The following members were present at the meeting :

Sister Dr. A Nirmala, Teacher-in-Charge

Dr. Amrita Dasgupta, Coordinator

Ms. Sreeparna Dasgupta

Dr. Sanghita Sanyal

Dr. Kaustuva Banerjee

Dr. Rupa Ghosh

Dr. Ranjita Dawn

Dr. Suparna Bhattacharya

Dr. Sayantani Chatterjee

Dr. Soumya Dutta

Dr. Bonny Ghosh

Ms. Tanushua Goswami (Student Representative)

Mr. Abdul Javed

Our esteemed external members

Prof. Debashish Biswas

Mrs. Susmita Bhattacharya.

Mrs. Nandini Bhattacharya

Mrs. Kavneet Khullar

Dr. Gargi Chatterjee

Member excused:

Ms. Sanjula Shanker

MINUTES:

The meeting began with a **prayer** by Dr. Suparna Bhattacharya.

The minutes of the last meeting were present and ratified by the members of the IQAC and the external members of the committee. They were passed by Dr. Kaustuva Banerjee and Dr. Sanghita Sanyal and Mrs Kavneet Khullar seconded it.

Matters arising from the minutes:

1. Mr. Debasish Biswas suggested that the college must look at the guidelines for outreach programme given by the UGC.
2. He also suggested that the intention of introducing Indian Knowledge System is to make it a part of every course and not to be introduced as a separate course. Sr. Nirmala reiterated the same.

Report presentation by IQAC members

New Initiatives/ IQAC collaborated events

Suggestion and Clarification by the esteemed members of the committee

1. Report on the Research and Development Cell was read out by Dr. Sayantani Chatterjee.
2. Report on Faculty Resources and Training was read out by Dr. Kaustuva Banerjee.
3. Report on Infrastructure was read by Dr. Bonny Ghosh
4. Report on the Placement Cell was read by Dr. Kaustuva Banerjee
5. Report on Internship by students was read by Dr. Ranjita Dawn. She also mentioned about the status of various MOUs with various NGOs, while Dr. Sanghita Sanyal spoke briefly on the status of MOUs and linkages with the Industries.
6. Introduction on the different audits conducted by the college was reported by Dr. Amrita Dasgupta. Details regarding Gender Audits for all stakeholders was read out and explained by Dr. Suparna Bhattacharya.
7. Report on Green Audit was presented by Dr. Amrita Dasgupta.
8. Report on the Institutional Development Plan (IDP) – it was shared that the internal audit AAA was conducted by every Department to assess and review their own performance, for the years 2021-2022, 2022-2023 and 2023-2025. It was also stated that an external audit would be conducted by External members from various colleges and universities to provide an objective and independent evaluation for the academic year 2024-2025.
9. It was also reported that SWOC was completed for students, faculty, non-teaching staff, Group D staff, Alumnae and Parents.
10. In this context Mr. Debashish Biswas suggested that SWOC analysis should also be conducted for 'our employers' that is, those institutions which recruit our students.
11. Dr. Gargi Chatterjee sought clarification on Gender Audit which was explained by Dr. Suparna Bhattacharya. Dr. Chatterjee further stated since this was a girls' college,

so greater awareness of Rights is needed. In response, Dr. Sanghita Sanyal clarified that IC conducts regular Awareness programmes including POSH for students. One awareness programme for Faculty members is to be done soon.

12. Dr. Chatterjee stated that greater awareness of cyber crimes is needed particularly as our students will be joining the workforce.
13. Dr. Kaustava Banerjee stated that the B.Ed. Department had already organized a session on 'How to Create a Safe Classroom'.
14. The report on NSS and Community Engagement was presented by Dr. Rupa Ghosh. Sr. Nirmala pointed out that the college was not getting any more funds for NSS. In response, Mr. Debashish Biswas advised that the college should get in touch with Dr. Debarati Das for advice on this matter.
15. The report on Add-on Programmes was presented by Dr. Sanghita Sanyal. Sr Nirmala suggested that courses on Event Management, Cloud Kitchen, Digital Marketing, Data Science etc should be introduced to enable students to be job-ready. Sr Nirmala also informed the members that Sushmita Gomes had been employed by the college to coordinate the running of the add-on programmes. She also mentioned that the Add-on programmes have generated a revenue of 8 lakhs and the college had earned 2 lakhs which would be utilized as scholarship/grants for students in need.
16. Prof. Debashish Biswas shared that Ramakrishna Mission runs a very successful course on Fashion Design.
Kavneet Khullar suggested that a course on Art appreciation, should be organized and volunteered to help out in this matter. She also stated that her organization had started a Sign Language course. Dr. Sanghita Sanyal said that she will get in touch with Mrs. Khullar regarding the same.
17. Prof. Debashish Biswas also suggested that the college should offer courses on Content Writing.
18. Report on the Wellness Cell was presented by Dr. Amrita Dasgupta
19. Mrs. Kavneet Khullar, along with other external members acknowledged and appreciated the fact that so many activities were being held in the college.
20. Sr. Nirmala shared that the college gym was ready for use.
21. The Report on College activities was presented by Ms. Sreeparna Dasgupta.
22. The Student Vice-President Ms. Tanushua Goswami provided more details on the College Activities and stated that the college has a very structured and organized Student Council. She also shared that from the next academic year a core-committee would be created with the Student Council and this would facilitate further decentralization.
23. Sr. Nirmala added that Tanushua had completed two internships – one with the UN and another with Apollo Hospitals.
24. Report on Incubation Cell was presented by Dr. Rupa Ghosh
25. Report on Indian Knowledge System was presented by Dr. Soumya Dutta.
26. Sister stated that the college's IDP will be ready by June 2025.
27. The formation of the CAS Committee was discussed by Dr. Amrita Dasgupta

28. Dr. Suparna Bhattacharya spoke on the NAAC Steering Committee and its upcoming meeting in April 2025.
29. Dr. Soumya Dutta spoke on the newly formed Social Media Society and its function.
30. Dr. Bonny Ghosh spoke on SWAYAM.
31. Dr. Amrita Dasgupta spoke on Experiential Learning.
32. CSR was discussed by Dr. Ranjita Dawn.
33. Mrs. Sushmita Bhattacharya, Councillor thanked Sister for sending the NSS students to the Chandni Chowk by-lane to paint the walls that was supposed to happen the next day, that is March 26, 2025.
34. Dr. Soumya Dutta shared the college's plans on Autonomy.
35. The meeting ended with Sister Dr. Nirmala's suggestion that the date of the next meeting of IQAC with external members should be in June 2025.