The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. *(Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)*

Part – A

AQAR for the year *(for example 2013-14)*   2014-2015

1. Details of the Institution

1.1 Name of the Institution   Loreto College

1.2 Address Line 1   7 Sir William Jones Sarani

Address Line 2   (formerly Middleton Row)

City/Town   Kolkata

State   West Bengal

Pin Code   700 071

Institution e-mail address   loretcol@cal2.vsnl.net.in

Contact Nos.   033 2264 0952; 033 4005 5712

Name of the Head of the Institution: Sister Christine Coutinho

Tel. No. with STD Code: 033 2265 3444

Mobile:

> +91 9874562153

Name of the IQAC Co-ordinator:

> Dr. Ranjana Banerjee

Mobile:

> +919831074969

IQAC e-mail address:

> loretociqac@gmail.com

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)*

> 14870

OR

1.4 **NAAC Executive Committee No. & Date:**
*(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)*

> EC/62/RAR/165 dated 05/01/2013

1.5 Website address:

> www.loretocollege.in

Web-link of the AQAR:

> http://www.loretocollege.in/AQAR2014-15.pdf

For ex. http://www.ladykeanecollege.edu.in/AQAR2012-13.doc

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	5 Star	-	2000	5 years
2	2nd Cycle	A	-	2006	5 years
3	3rd Cycle	A	3.26	2012	Up to Jan 4, 2018
4	4th Cycle	-	-	-	-

1.7 Date of Establishment of IQAC :   DD/MM/YYYY

> 09.04.2005

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((*for example AQAR 2010-11submitted to NAAC on 12-10-2011)*

    i.   AQAR 20.12.2013 submitted to NAAC on 10.10. 2013 (DD/MM/YYYY)
  ii.   AQAR 2013-2014 submitted to NAAC on 20.12.2014 (DD/MM/YYYY)
 iii.   AQAR 2014-2015 submitted to NAAC on   (DD/MM/YYYY)
 iv.   AQAR_____ _____ (DD/MM/YYYY)

1.9 Institutional Status

University   State [-]   Central [-]   Deemed [-]   Private [-]

Affiliated College   Yes [√]   No [-]

Constituent College   Yes [-]   No [√]

Autonomous college of UGC   Yes [-]   No [√]

Regulatory Agency approved Institution   Yes [-]   No [√]

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution   Co-education [-]   Men [-]   Women [√]

                  Urban [√]   Rural [-]   Tribal [-]

Financial Status   Grant-in-aid [√]   UGC 2(f) [√] UGC 12B [√]

             Grant-in-aid + Self Financing [-] Totally Self-financing [-]

1.10 Type of Faculty/Programme

Arts [√]   Science [-] Commerce [-] Law [-]   PEI (Phys Edu) [-]

TEI (Edu) [-] Engineering [-]   Health Science [-]   Management [-]

Others   (Specify)
| B.Sc. in Geography, Psychology & Economics |
| B.Ed. |

1.11 Name of the Affiliating University *(for the Colleges)*
| University of Calcutta, Kolkata |

√

1.12 Special status conferred by Central/ State Government - UGC /CSIR/DST/DBT/ICMR etc.

Autonomy by State/Central Govt. / University [   ]

University with Potential for Excellence [   ]   UGC-CPE [√]

DST Star Scheme [   ]   UGC-CE [   ]

UGC-Special Assistance Programme [   ]   DST-FIST [   ]

UGC-Innovative PG programmes [   ]   Any other (*Specify*) [   ]

UGC-COP Programmes [√]

2. IQAC Composition and Activities

2.1 No. of Teachers [15]

2.2 No. of Administrative/Technical staff [3]

2.3 No. of students [2]

2.4 No. of Management representatives [1]

2.5 No. of Alumni [5]

2. 6 No. of any other stakeholder and

    community representatives [2]

2.7 No. of Employers/ Industrialists [2]

2.8 No. of other External Experts [1]

2.9 Total No. of members [31]

2.10 No. of IQAC meetings held [4]

2.11 No. of meetings with various stakeholders: No. | 2 | Faculty | 4 |

Non-Teaching Staff Students | 4 | Alumni | 5 | Others | - |

2.12 Has IQAC received any funding from UGC during the year?   Yes [ ]   No | √ |

If yes, mention the amount | - |

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. | 13 | International | - | National | 4 | State | - | Institution Level | 9 |

i

(ii) Themes | **Annexure I** |

2.14 Significant Activities and contributions made by IQAC

| **Annexure II - IQAC Calendar** |

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
Annexure III	**Annexure III**

*Attach the Academic Calendar of the year as Annexure. **Annexure IV (a) & (b)**

2.15 Whether the AQAR was placed in statutory body   Yes | √ | No [ ]

Management | √ | Syndicate [ ]   Any other body [ ]

Provide the details of the action taken

| Support received from Governing Body |

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG				
UG	4		2	
PG Diploma				
Advanced Diploma				
Diploma				
Certificate	9		9	
Others	1			
Total	14		11	

Interdisciplinary				
Innovative	1			

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options
     (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	1
Trimester	-
Annual	2

1.3 Feedback from stakeholders*   Alumni ☑   Parents ☑   Employers ☐   Students ☑
    (On all aspects)

    Mode of feedback   :   Online ☑ Manual ☐ Co-operating schools (for PEI) ☐

*Please provide an analysis of the feedback in the Annexure

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

> N.A.

1.5 Any new Department/Centre introduced during the year. If yes, give details.

> N.A.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of
permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
37	23	13	-	1

2.2 No. of permanent faculty with Ph.D.

18

2.3 No. of Faculty Positions
Recruited (R) and Vacant (V)
during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
3	-	-	-	-	-	-	-	3	-

2.4 No. of Guest and Visiting faculty and Temporary faculty | 7 | 3 | 10 |

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	4	12	26
Presented papers	6	15	7
Resource Persons	2	5	9

2.6 Innovative processes adopted by the institution in Teaching and Learning:

- Paper presentations by students
- Computer- assisted teaching and learning
- Lecture – Demonstration
- Power Point presentations by teachers
- Surveys carried out by students to address contemporary social issues related to topics beyond the syllabus
- Bridge Course for the 1st Year Geography students both Honours and General.
- Research Projects undertaken by students
- Scripting and performing street plays on relevant issues, Field trips and tours
- Using Audio-visual techniques and film shows
- Collaboration with other departments for inter-disciplinary approach, especially in literature.
- Writing papers for Department Journals
- Lectures by eminent Guest Faculty
- Empowerment of Women and Parent-Teacher Meeting
- Open book Tests – for Human Rights and Empowerment – COC Course

2.7 Total No. of actual teaching days
during this academic year

277

2.8 Examination/ Evaluation Reforms initiated by
     the Institution (for example: Open Book Examination, Bar Coding,
     Double Valuation, Photocopy, Online Multiple Choice Questions)

| Compute-based & Open Book |

2.9 No. of faculty members involved in curriculum
     restructuring/revision/syllabus development
     as member of Board of Study/Faculty/Curriculum Development workshop

| - | - | 4 |

2.10 Average percentage of attendance of students

| 92% |

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division						
		Distinction %	I %	II %	III %	Pass %	PNC	QX3
B.A. Hons	126	-	16	107	1	100	-	-
B.Sc. Hons	57	-	21	33	2	100	1	-
B.A. Gen	29	-	-	11	10	81	2	5
B.Sc. Gen	5	-	-	1	-	25	1	3
B.Ed.	46	-	46	-	-	100	-	-

PNC = Partly not cleared
QX3 = 3rd year papers to be cleared/to reappear for one 3rd year paper

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

- Sit-in at classes of newly appointed teachers
- Evaluation of admission procedure
- Evaluation of Student Youth Fest
- Teacher Assessment Questionnaire / 2nd quadrant assessment
- Research Cell
- Meeting with students for evaluation/feedback
- Visitation

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	4
UGC – Faculty Improvement Programme	3
HRD programmes	-
Orientation programmes	1

Faculty exchange programme	-
Staff training conducted by the university	3
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	1
Others (Staff Development Seminar)	All Staff members

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	6	-	-	6
Technical Staff	1	-	-	-
Support Staff	5	-		9

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

- Faculty encouraged to pursue research – Ph.D, M..Phil, M.Ed, M.A. (Education), MRP, publications etc. Leave for this purpose sanctioned as required. Internal adjustment of time table made as necessary.
- Action Research as part of the syllabus conducted meticulously in the B.Ed. Department. Research on Impact on Higher Education on First Generation Learners.
- A Research Cell formed to enable students to carry out research activities. Research Cell has opened avenues for students to enhance their analytical skills and critical judgement to publish papers. Students entrusted with survey projects in collaboration with an NGO as an outcome of this Research Cell. The Research Cell meets thrice a year and achievements shared with the staff and students of 3rd year class.

3.2   Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	1	-	-
Outlay in Rs. Lakhs	-	-	1.6 lakhs	-

3.4   Details on research publications

	International	National	Others
Peer Review Journals	6	-	-
Non-Peer Review Journals	-	3	1
e-Journals	5	2	-
Conference proceedings	1	7	-

3.5 Details on Impact factor of publications:

Range [-]   Average [4.50]   h-index [1]   Nos. in SCOPUS [1]

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects	1	UGC	1.6 lakhs	1.2 lakhs
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects *(other than compulsory by the University)*	1	Loreto College	0.15 lakhs	0.05 lakhs
Any other(Specify)				
Total	2		1.75 lakhs	1.25 lakhs

3.7 No. of books published   i) With ISBN No.   3   Chapters in Edited Books   18

            ii) Without ISBN No.   1

3.8 No. of University Departments receiving funds from

            UGC-SAP [ ]   CAS [ ]   DST-FIST [ ]

            DPE [ ]   DBT Scheme/funds [ ]

3.9 For colleges   Autonomy [ ]   CPE [√]   DBT Star Scheme [ ]

                    INSPIRE [ ]   CE [ ]   Any Other (specify) [ ]

3.10 Revenue generated through consultancy   Rs. 28, 850/-

3.11 No. of conferences

   organized by the Institution

Level	International	National	State	University	College
Number		1	1		4
Sponsoring agencies		1	1		1

3.12 No. of faculty served as experts, chairpersons or resource persons   13

3.13 No. of collaborations   International   -   National   3   Any other   4

3.14 No. of linkages created during this year   2

3.15 Total budget for research for current year in lakhs :

From Funding agency [-] From Management of ~~University~~/College [Rs. 15, 000/-]

Total [Rs. 15, 000/-]

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	-
	Granted	-
International	Applied	-
	Granted	-
Commercialised	Applied	-
	Granted	-

3.17 No. of research awards/ recognitions   received by faculty and research fellows
        Of the institute in the year

Total	International	National	State	University	Dist	College
5	2	1	-	2	-	-

3.18 No. of faculty from the Institution
      who are Ph. D. Guides [-]
      and students registered under them [-]

3.19 No. of Ph.D. awarded by faculty from the Institution [-]

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF [-]   SRF [-]   Project Fellows [-]   Any other [-]

3.21 No. of students Participated in NSS events:

University level [4]   State level [100]

National level [-]   International level [-]

3.22 No. of students participated in NCC events:

University level [-]   State level [-]

National level [-]   International level [-]

3.23 No. of Awards won in NSS:

University level [-]   State level [-]

National level [-]   International level [-]

3.24 No. of Awards won in NCC:

University level [-]   State level [-]

National level [-]   International level [-]

3.25 No. of Extension activities organized

University forum [-]   College forum [2]

NCC [-]   NSS [2]   Any other [3]

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- Organised a Seminar to create awareness among the students about the importance of development and preservation of the environment
- Women's Cell – Outreach of the College to School drop-outs-on going
- NGO Fete –Open Day
- Annual Ankur Kala Exhibition
- Slum Camp
- 'Kalakriti'
- Visits to Home for the Aged, Correctional Home, Shishu Bhavan, IICP
- Relief for Nepal Earthquake victims, relief items given to NGO Goonj
- Joy of Giving week

Criterion – IV
4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	2.75 acres	-	-	2.75 acres
Class rooms	33	-	-	33
Laboratories	4	-	-	4
Seminar Halls	2	-	-	2
No. of important equipments purchased (1-0 lakh) during the current year.	-	5	UGC & College	6, 92, 746
Value of the equipment purchased during the year (Rs. in Lakhs)	-	31,18, 000	UGC & College	31,18, 000
Others	-	-	-	-

4.2 Computerization of administration and library

- The library fully computerized with Integrated Open Source Library Management software KOHA.
- The computerized facilities accessible through 7 computers and 10 Thin Clients. The library also in the process of digitalizing part of its rare book collection. A repository using DSpace set up.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value in Rs.	No.	Value in Rs.	No.	Value in Rs.
Text Books						
Reference Books	50807	13,37,030	429	2,20,088	51236	15,57,118
e-Books	2,37,000	1,73,625	EBSCO	1,6,6163	2,37,000	1,71,163
Journals	68	1,28,493	2	42,691	70	1,71,184
e-Journals	6000	5000	-	-	6000	5000
Digital Database	36	1,00,000	-	-	36	1,00,000
CD & Video	510	55, 000	42	9, 886	552	64, 886
Others (specify)	11	1,25,000	-	-	11	1,25,000

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs (Laptops)	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	68	43	2	2	1	9	22	16
Added	-	-	-	-	-	-	-	-
Total	68	43	2	2	1	9	22	16

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

- The college campus is WiFi enabled.
- The Computer Department continues to provide updated, interesting, and challenging courses for students, expanding this range where there are new opportunities and demand.
- Assistance and training provided by the IT faculty to the teachers and students; they are the beneficiaries of basic computer programme and utilize the internet services as and when required by them.
- CDAC – Collaboration for Seminars 'Cyber Security and Cyber Crime'

4.6 Amount spent on maintenance in lakhs :

i) ICT — Rs. 1,15,000/-

ii) Campus Infrastructure and facilities — Rs. 12,72,151/-

iii) Equipments — Rs. 1,18,419/-

iv) Others — Rs. 64,710/-

Total : Rs. 15,70,281/-

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Students' Day
- Seminars for students and by students
- Value Education classes
- Community Outreach programmes for UG, B.Ed. Courses
- Introduction of exposure to Psychometric tool (Differential Aptitude Test Battery) for B. Ed students to help understand the aptitude of their future
- Remedial teaching for weaker students and Enrichment courses for advanced learners
- The entire college Wi-Fi enabled
- Comprehensive Continuous Internal Assessment through tutorials, open book tests, projects, assignments.
- Peer evaluation for the B.Ed. course, group assessments
- Student Research Projects
- Student paper presentation at seminars
- On-line Teaching Assessment Questionnaire introduced
- Differently-abled students welcomed and encouraged to persevere in academic, co-curricular and extracurricular activities
- Human Rights and Empowerment COC course approved by the UGC
- Research Cell activities enhanced

5.2 Efforts made by the institution for tracking the progression

- Tutorials and Assignments
- Internal Selection Examination (an annual internal assessment)
- Remedial Teaching
- Practical Practice examinations conducted after completion of individual topics. Each teaching class followed by an exercise covering previous lessons. A few surprise tests taken. Students evaluated on the basis of exams after every short course and graded accordingly.
- Grading system by the Bengali Department to motivate the students. The students asked to make graphs with marks obtained in class work and tutorials. The graphic representation helped them to evaluate themselves and thus understand easily the quality of their performance.
- Open book tests

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
692	-	-	47

(b) No. of students outside the state

58

(c) No. of international students

6

Men

No	%
-	-

Women

No	%
6	0.86

Last Year 2013-2014						This Year 2014-2015					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
602	8	42	21	4	677	616	8	44	19	5	692

Demand ratio   3:1   Dropout %   1%

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

> - On-line Assessment for Entry to Services/Competitive Examinations introduced for all students
> - Soft skills

No. of students beneficiaries

10

5.5 No. of students qualified in these examinations

NET | 5 | SET/SLET | 1 | GATE | - | CAT | 1 |

IAS/IPS etc | - | State PSC | 1 | UPSC | - | Others | - |

5.6 Details of student counselling and career guidance

- Academic Counselling and Career Counselling is done by the department as and when required. The institution has a Counsellor who provides counselling on a regular basis.
- The weak students are encouraged to stretch to their potential. Those who do not succeed at the first attempt for some reason, are helped with respect and concern in their second attempt. Slow learners are given advice by their faculty, both academic and personal. They are guided throughout the year for better career prospects.
- Many past pupils of the B.Ed. Department of the institution are at present working in renowned schools in Kolkata and around the globe, thanks to the placement initiatives of the college. Career counselling few students working in print media & visual media.
- A student of the institution works as an interpreter in the Central Government, Delhi.
- Few students are pursuing research in various fields.
- Political Science Department organized a Career Counselling session for its Honours students.
- Career Guidance given to all 3rd year students through Graphology

No. of students benefitted

230 +

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
3	46	5	10

5.8 Details of gender sensitization programmes

- Street plays organized by students at three crossroads in Kolkata. The theme was 'Women the Martyrs of India'
- Talk on "Violence and discrimination against Women" by Payal Rai Chowdhury Celebration of International Women's Day
- Celebration of Human Rights Day

5.9 Students Activities

    5.9.1   No. of students participated in Sports, Games and other events

State/ University level | - | National level | 2 | International level | -

No. of students participated in cultural events

State/ University level | - | National level | 1 | International level | -

    5.9.2   No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level | - | National level | 1 | International level | -

Cultural: State/ University level | - | National level | 1 | International level | -

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	15	Rs. 1,20,335
Financial support from government	-	Received directly by the students
Financial support from other sources	-	Rs. 5000/-
Number of students who received International/ National recognitions	-	-

5.11   Student organised / initiatives

Fairs   : State/ University level | -- | National level | - | International level | -

Exhibition: State/ University level | - | National level | - | International level | -

5.12   No. of social initiatives undertaken by the students | 5 |

5.13 Major grievances of students (if any) redressed: | - |

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision

Mary Ward's core values of justice, freedom, sincerity, truth and joy permeate the entire educational experience. Our goal is to form women responsive the needs of our world, with the knowledge which gives them power to act, motivated by the love which gives them purpose and wisdom in their action. We believe

That every woman empowered to her best potential proclaims the Glory of God.

That our institution must be a dynamic entity, to discern changing needs and readjust structures and activities in response.

That this demands high levels of awareness at the administrative level so that education becomes a continuous process involving staff, students and parents.

That a preferential love of the poor enables our college to become a place where the glory of God is manifested and where social justice and equal access will contribute to the quality of our nation.

That the practice of important human values is prioritized and students are encouraged to gain confidence and take initiative, as they commit themselves to academic excellence.

Mission

We, in Higher Education, form 'informed' and empowered women in response to the needs of the Universe and who persevere in 're-searching' for relevance and authenticity in a changing

6.2 Does the Institution have a Management Information System

- Admissions
- Fees
- Student information
- Examinations
- Finance & Accounting
- Student evaluation
- TAQ [Teacher Assessment Questionnaire]
- SMS to parents and students
- Information disseminated through college website, Social Network

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1   Curriculum Development

- In preparation for the Autonomous Masters Course in English, Curriculum development is in progress.
- Special Activities: Guest speakers (National and International) , craft education, calligraphy, cultural programmes by the B.Ed. Dept.
- The institution follows the syllabus prescribed by the CU. The institution follows the UGC guidelines for developing or restructuring curriculum.
- Advanced and updated innovative programmes and courses using latest software and packages are incorporated, keeping in mind the goal and objective of the department.

6.3.2 Teaching and Learning

- Number of institutional techniques adopted like the desktop computers, splitters, scanner, printer etc. along with internet facility to facilitate teaching-learning. The computer laboratory updated with latest Core i3 machines to enhance the teaching-learning process
- Use of ICT by faculty members to impart instructions for better comprehension by the students.
- Remedial Teaching provided to weaker students
- Survey Projects on contemporary issues related to topics in the syllabus undertaken by students.
- Students and teachers encouraged to pursue research, write, publish and edit books
- Organised seminars and academic projects, talks, make audio-visual presentations and screen films. Student workshops and seminars coordinated by faculty.
- Tutorials to encourage students to read, think and write on critical issues well beyond their syllabus.
- Students strictly discouraged by faculty to take tuitions outside due to awareness of the harmful effects of the parallel system which is ruining higher education in India.
- An inter-disciplinary approach fostered in students. Students are encouraged to think out of the box and are supported when they write stories, essays, poems and plays, design book covers, produce plays.
- Work plans and bibliography given to students
- In Film Studies, each topic is presented with relevant visual reference, followed by an interactive session.
- B.Ed. students use SMART Board
- Assignments to encourage better writing skills
- Peer evaluation, demonstrations, individualised teaching, group work, presentations, use of ICT, remedial classes by B.Ed. Dept.
- Students encouraged to devote their attention in interdisciplinary areas e.g., Data Science, Actuarial Studies, Financial
- Special one-to-one doubt-cleared
- Survey Projects on contemporary issues related to topics in the syllabus undertaken by students of Geography and Economics Dept.
- Students of the Journalism Dept. given practical assignments on newspaper page designing using software, encouraged to think on creative aspects of advertisement copy writing, writing for the web medium and the concept of 'Search Engine Optimisation' in driving e-business and e- media platforms.

6.3.3 Examination and Evaluation

- Tutorials and Assignments
- Internal, Mid-Term and Selection examination
- Practical examinations conducted after completion of individual topics. Each teaching class followed by an exercise covering previous topics. Few surprise tests also taken. Students evaluated on the basis of exams after every short course. Students awarded with certificates according to their efforts and merit.
- Regular written work assigned to students in tutorials duly examined and discussed with students every week. Internal examination scripts of mid-term and annual examinations corrected, returned and discussed with students. Teachers meet students and discuss their scripts at a mutually convenient time
- Internal Assessment through Terminal Exam (1st year) and Selection Exams
- Evaluation through assignments and tutorials
- Open book assessment encouraged to enable students to read, research in the library and present creatively written assignments
- Power-point assessments encouraged

6.3.4 Research and Development

- Research Cell enables students to carry out research work
- Publication of Annual Departmental Journals motivates students to publish well-researched articles
- Motivating students to present papers in inter-college competitions
- Faculty encouraged to attend seminars, symposia, to upgrade and renew themselves; to pursue research write papers, edit and publish books - an on-going process - departments' own publications of books (with ISBN/ISSN nos), peer-reviewed journal (with its own ISSN no.)

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Upgrading and augmentation of central and seminar library collection
- Access to e-books and e-journals
- Digitalization of old and rare books
- Networking of various departments and sections within the college led to streamlining of college functioning. Implementation of Wi-Fi technology, sharing of e-resources in the classrooms, improving ICT and computer-based learning
- The library fully computerized with integrated open source library management software KOHA. Repository using DSpace set up.
- Security Gate
- CCTV

6.3.6 Human Resource Management

- Staff Development Seminar
- Orientation by the College for new Staff members
- Student Development programmes-Students' Day
- Retreat for students

6.3.7 Faculty and Staff recruitment

- Advertisement – newspaper and college website
- Demonstration Classes
- Through Selection Committee

6.3.8 Industry Interaction / Collaboration

- Collaboration with USIS for English Language Teaching: Resource person Ms. Danielle Saas (New York University)
- A workshop jointly organised in collaboration with **Rajlaxmi creations** to give the students a practical exposure to various nuances of audio visual production.
- A workshop was jointly organised with MAAC on different aspects of documentary film making.
- English Department - Inter-disciplinary programme on **Literature and Music** on-going.
- Geography collaboration with **TERI** for the water resource management workshop
- ITC – SRA – Teaching English / Music

6.3.9 Admission of Students

- Counselling and guidance for choice of subjects for incoming students before submission of Application Forms for admission
- On-line Admission Policy wef 2012
- Merit list prepared on the basis of Index score
- Some Departments conduct their own admission tests.
- Interface with faculty members and Principal

6.4 Welfare schemes for

Teaching	Loan from Provident funds
Non teaching	- Health Insurance Scheme & loan from PF - Award for Support Staff – Contribution to College life through regularity - Quarters - Health check-up for NTS
Students	- Sponsorship - Student Health Home - Awards

6.5 Total corpus fund generated

-

6.6 Whether annual financial audit has been done   Yes | √ | No | |

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	-	Yes	College
Administrative	No	-	Yes	Province / Founder Body

6.8 Does the University / ~~Autonomous College~~ declares results within 30 days?

For UG Programmes   Yes | - | No | √ |

For PG Programmes   Yes | - | No | - |

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

- Semester system for B.Ed.
- Increased internal assessment and Peer assessment for B.Ed.
- Spot Evaluation for B.E.d Exams

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

N.A.

6.11 Activities and support from the Alumni Association

- Open Day
- Re-union
- 2 awards given by the Alumni Association

6.12 Activities and support from the Parent – Teacher Association

- Parents assist with Samagam, the College Youth Fest by aiding in putting students in touch with sponsors, judges, collaboration.
- Parents assist with Development Programmes in the College.

6.13 Development programmes for support staff

2 Appreciation meals during the year

6.14 Initiatives taken by the institution to make the campus eco-friendly

Maintenance of green campus –a lawn for students to sit on/Classes taken in winter. Solar Photo -voltaic cells shortly to be installed on roof-top. WE Nature Society collaborated with Sutton Seeds to motivate students to grow plants.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

- Research Cell continues to encourage faculty members and students to undertake research
- Access to e-books and e-journals for students and faculty members for reference
- More use of audio-visual aids in teaching
- Graphic evaluation by students: New grading system has been introduced to motivate the students who depict their progress through graphs which helps them understand the quality of their performance.
- Human Rights & Empowerment Course – UGC approved COC – 2nd year completed
- Free health check-up for the Non-teaching and Support staff
- Students' Day
- 12 hours Social Service by all 3rd years students
- Providing an opportunity to NGOs and Women Entrepreneurs to display and market their products
- Value Education classes
- A short term certificate course on Disaster Management introduced for the 1st year students.
- Third-year Education Honours visited government-aided school to study the impact of the implementation of the Sarva Shiksha Abhiyan programme.
- Inter-department Panel Discussion and Inter-College students' seminar organized by the Political Science Department.
- Journalism Dept. integrates class room teaching of the subject with industry exposure to go beyond the syllabus to address the practical needs of the industry.
- Four days extensive workshop titled "SCRIPT, CAMERA, LIGHT" organized jointly by the Department of Film Studies and Department of Journalism and Mass Communication in collaboration with Rajlakhsmi Fashions.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

Action report plan of Institution based on previous years recommendations:

1. Undertaken research projects utilizing CPE Fund involving students and teachers
2. Upgradation of technology
3. Upgradation of Library holding
4. Upgradation of format of departmental journals from print to on-line
5. Post Graduate classes to commence in the Department of English when the new floor under construction is complete
6. Short-term Self-financing course partly undertaken with group discussions for 'Soft Skill' training

Recommendations by the NAAC Peer Team (2012-2013) for quality enhancement of the institution:

1. Post Graduate programme: infrastructure being prepared
2. Meetings held with Alumnae incorporating their formal feedback in a structured manner
3. Infrastructure in process to revive hostel facility, linkages with city hospital existing
4. Separate Gym, sports facilities with a qualified physical instructor in process
5. Grievance Redressal Cell in place. Records of minutes maintained. Stake-holders invited as and when required
6. Collaborative linkages established by some departments for research
7. Use of ICT in teaching and learning process enhanced

Activates undertaken by different departments (2014-2015)

- Students of the English Dept. participated in the writing workshop at the American Centre, Kolkata
- Publication of the Poetry Forum Vol IV
- Poetry in a volume titled 'Poems Present and Past' ISBN No. 978-93-84106-09-6 published by a teacher
- 'On Trial of Tapovan: Gurudev, the Green Crusader, published by a teacher
- 'Reading Some Specific Kalighat Patachitra – An Alternative Mechanism Authenticating 19th Century Bengali History' by a teacher
- Publication of '*Indian Ocean: Geopolitical and Geostrategic Dimensions*' an outcome of UGC-sponsored National Seminar organised by Political Science Department
- Publication of 7th edition of the Economics Departmental Journal 'Reflection'
- Lecture 'Human Rights in Post Crisis Situations'
- Interdisciplinary Seminar and screening of a documentary on 'Bangalore Police Traffic'
- Interactive session with Fr. Paul Pudussery in 'Learning and Organizing in Education' – B.Ed. and Education Department
- Neelu Sancheti Memorial Lecture by Fr. Joseph Thannickal 'Living a Meaningful Life as an Adult in the World'
- Panel Discussion 'Education and Special Improvement: A Win or A Trial' as part of Diamond Jubilee Celebration of Department of Education
- Paper presentation by students of Education Department 'Role of Media in Education'
- Workshop 'Disaster Management' for School Students by the Department of Geography.
- Initiation of a Certificate Course on Disaster Management
- A workshop of 'Cyber Security and Cyber Crime: Counter measures' in association CDAC, Kolkata and the Computer Department of Loreto College
- Installation and Application of Forti Gate Firewall protection system.
- Students participated in Literary Fests, Film Fests, Writing Competition and 'Photography and Film Criticism'

7.3 Give two Best Practices of the institution *(please see the format in the NAAC Self-study Manuals)*

- The institution has a strong and well entrenched **publication** programme to fulfil the need of faculty and student and provide them research opportunity - an **on-going process** with an assured future
- Initiation and formalization of a **Research cell** to encourage students and Staff to undertake research activities
- Value Education Classes - an **on-going**

*Provide the details in annexure (annexure need to be numbered as i, ii,iii)

7.4 Contribution to environmental awareness / protection

- 'WE Nature Society' which organizes activities to enable students grow on awareness of environmental issues
- Solar photo-voltaic cells shortly to be installed
- Celebration of UN/ Environmental days

7.5 Whether environmental audit was conducted?   Yes ☐   No ☑

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

- Excellent B.Ed. results. All students secured 1st class marks
- Ph.D – 2 staff
- CPE status by UGC awarded – 3rd Cycle
- Infrastructure added – construction
- Board of Progressive Transformation
- Planning Board
- RUSA Government award sanctioned

8. **Plans of the institution for next year**

- Implementation of the new B.Ed. course 4 semesters according to NCTE norms
- Further upgradation of the library
- Invite National Human Rights Commission/ West Bengal State Human Rights Commission to conduct a presentation on 'Challenges of Human Rights in India'
- Students to participate in State Level Youth Parliament Competition organised by the Department of Parliamentary Affairs
- Publication of Term Papers in the form of a book with ISBN No.
- Introduction of short term professional Editing and Videography course
- Reviving Cine Society introduce CINESCOOP as e-magazine
- Collaborate with production houses and media houses
- Initiate the process of autonomous post-graduate programme
- Focus on Placement services
- Improvement in infrastructure

*Name: **Dr. Ranjana Banerjee***

Signature of the Coordinator, IQAC

*Name: **Sr. Christine Coutinho***

Signature of the Chairperson, IQAC

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