

## 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

#### 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; 0334005 5712

Name of the Head of the Institution:

Sister Christine Coutinho

Tel. No. with STD Code:

033 2264 3444

Mobile:

+91 9874562153

Name of the IQAC Co-ordinator:

Mrs. Sabiha Sethwala

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID

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)

1.5 Website address:

Web-link of the AQAR:

1.6 Accreditation Details

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

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

1.8 AQAR for the year (for example 2010-11)

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC (2012)

- i. AQAR\_ 2012-2013 submitted to NAAC 10.10.2013
- ii. AQAR\_\_\_\_\_ (DD/MM/YYYY)
- iii. AQAR\_\_\_\_\_ (DD/MM/YYYY)

### 1.10 Institutional Status

University NA 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

### 1.11 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

### 1.12 Name of the Affiliating University (for the Colleges)

University of Calcutta, Kolkata

### 1.13 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	<input type="text"/>	UGC-CE	<input type="text"/>
UGC-Special Assistance Programme	<input type="text"/>	DST-FIST	<input type="text"/>
UGC-Innovative PG programmes	<input type="text"/>	Any other ( <i>Specify</i> )	<input type="text"/>
UGC-COP Programmes	<input type="text" value="√"/>		

**2. IQAC Composition and Activities**

2.1 No. of Teachers	<input type="text" value="16"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="2+1"/>
2.3 No. of students	<input type="text" value="2"/>
2.4 No. of Management representatives	<input type="text" value="2"/>
2.5 No. of Alumni	<input type="text" value="5"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="2"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="1"/>
2.8 No. of other External Experts	<input type="text" value="2"/>
2.9 Total No. of members	<input type="text" value="28"/>
2.10 No. of IQAC meetings held	5

2.11 No. of meetings with various stakeholders:	No.	<input type="text" value="1"/>	Faculty	<input type="text" value="5"/>
	Non-Teaching Staff	<input type="text" value="2"/>	Alumni	<input type="text" value="5"/>
	Students		Others	<input type="text"/>

2.12 Has IQAC received any funding from UGC during the year?	Yes	<input type="text"/>	No	<input type="text" value="√"/>
If yes, mention the amount	<input type="text"/>			

2.13 Seminars and Conferences (only quality related)

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

Total Nos.	<input text"="" type="text" value="10+&lt;/input&gt;&lt;/td&gt; &lt;td&gt;International&lt;/td&gt; &lt;td&gt;&lt;input type="/>	National	<input type="text" value="3"/>	State	<input type="text" value="7"/>	Institution Level	<input type="text" value="1"/>
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## 2.14 Significant Activities and contributions made by IQAC

IQAC Calendar **Annexure ii****July-October 2013:**

- Interactive session at the American Centre on 'Looking East: India's policy and a US pivot in South East Asia'
- Public Speaking Workshop by JCI with the Debating Society of Loreto College
- Lecture by Prof Abhijit Gupta of JU, on 'Battala to Grub Street' organized by the Department of English
- Visit to the Ghats – an initiative of the Department of Geography in collaboration with Society for Promotion of Wasteland Development
- Panel discussion on: 'Reinventing Education: Learner-centred Strategies' organized by the Department of Education
- An interactive session on 'Safeguarding Democracy' at the American Centre organized by the Political Science Dept.

**November-February**

- Inauguration of the COC Course-Human Rights and Empowerment Course
- A talk : 'Violence against Women' organized by the Department of Human Rights
- Students' Day celebration : A talk by Mr Rahim of JCI
- Educational Seminar : 'Inclusive Education and its Relation to Disability' organised by the Department of Education
- A Seminar : 'International Trade' by the Department of Economics
- Workshop by the Department of Education – 'Pedagogy and Statistics'
- Tour of the National Library organized by the Dept. of Education and Library Society as part of celebration of the Department's 60th Anniversary.
- Inter-College Students Seminar : 'Diverse Paradigms of Indian Democracy' by the Department of Political Science
- Department of English: Inter-disciplinary event: Literature and the other Arts: A lecture-demonstration by Sm. Shubha Mudgal in collaboration with ITC
- National Seminar: 'Reflections on Transformative Pivots in Education'' organized by the Department of Education
- Lecture – 'International Trade' by Prof. Makedinis organized by the Department of Economics

**March-June**

- Student research – Women's Empowerment and Local Self-Government – Kolkata Municipal Corporation Case Study – Political Science Department
- The Neelu Singhvi Sancheti Memorial Lecture: 'Excellence' - organized by the Education Department during its Diamond Jubilee year
- Field trip to Sundarbans organized by the Department of Human Rights
- A talk and interactive session: 'Participation of Women in Public Life' organized by the Department of Human Rights

- Students Seminar: ‘Dialectics of Gender Violence and Gender Equity’ organised by the Department of Political Science

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
<b>Annexure iii</b>	<b>Annexure iii</b>

\* Attach the Academic Calendar of the year as Annexure. **Annexure iv**

2.15 Whether the AQAR was placed in statutory body Yes  No

Management  Syndicate  Any other body

Provide the details of the action taken

- On-line entry to services assessment commenced
- On-line Teaching Assessment Questionnaire by students put into action
- Human Rights and Empowerment- COC Course completes first year
- Enhancement and Student Development Programmes – Public Speaking, Panel Discussions
- Collaboration with SPWD - Student research project on Canals and Ghats
- State and National Level Seminars
- Successful completion of Diamond Jubilee year of Education Department.
- Neelu Sancheti Memorial Lecture on Excellence
- Lecture-demonstration by Smt Subha Mudgal
- 10 Publications by the College

## 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		3		
PG Diploma				
Advanced Diploma				
Diploma				
Certificate			10	11
Others: Comp Lit				1
<b>Total</b>		3	10	12

Interdisciplinary				
Innovative				

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	1 - B.Ed
Trimester	-
Annual	3 - BA, BSc Hons; General

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

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

*\*Please provide an analysis of the feedback in the Annexure – Annexure va, vb*

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

B.Ed syllabus revised - 2013

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

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## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	35	22	13		2

2.2 No. of permanent faculty with Ph.D.

Asst. Professors	Associate Professors	Professors	Others	Total
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2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

R	V	R	V	R	V	R	V	R	V
1	1	1							

2.4 No. of Guest and Visiting faculty and Temporary faculty

5	-	6
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	1	33	43
Presented papers	2	19	6
Resource Persons		2	9

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

- Project in collaboration with SPWD
- 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 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
- Experiential Learning

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

198
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2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

Computer based; Open book, On-line MCQ
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2.9 No. of faculty members involved in curriculum restructuring/ revision/ syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

		10
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2.10 Average percentage of attendance of students

90%
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2.11 Course/Programme-wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
BA Hons	106		16	84		
BSc Hons	36		44.4	52.8		2.7
GEN	62			35.48		37.09
B. Ed	57		100			

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
- Research Cell

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher course	3
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	3
Faculty exchange programme	
Staff training conducted by the university	1
Staff training conducted by other institutions	8
Summer / Winter schools, Workshops, etc.	4
Others	27 + 48 = 75

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		1	
Technical Staff	1		1	

### Criterion – III

#### 3. Research, Consultancy and Extension

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

- Faculty are encouraged to pursue research – Ph.D, M..Phil, M.Ed, M.A.(Education) MRP, Publications etc.
- Leave for this purpose is sanctioned as required. Internal adjustment of time table is made as necessary
- One Staff member was deputed to pursue M.Ed
- Action Research as part of the syllabus is conducted meticulously in the B Ed department.
- A Research Cell has been formed to enable students to carry out research activities. The research cell has also opened avenues for students to exhibit their analytical skills and critical judgement to publish a paper in a book with ISBN number. The students have also been entrusted with survey projects in collaboration with an NGO as an outcome of this research cell.

##### 3.2 Details regarding major projects – **Not Applicable**

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

##### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	3	1		
Outlay in Rs. Lakhs			2,66,800	2,24,683

##### 3.4 Details on research publications

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

##### 3.5 Details on Impact factor of publications:

Range  Average  h-index  Nos. in SCOPUS

##### 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		UGC	2,66,800/-	2,02,150/-
Interdisciplinary Projects				
Industry sponsored				

Projects sponsored by the University/ College				
Students research projects (other than compulsory by the University)	1	SPWD	Rs 20,000	Rs 17,000
Any other(Specify)				
Total				

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

ii) Without ISBN No.

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 13 000

In addition a few Departments of the college have generated revenue for the college by the sale of their published books – English Department Rs 6871/-

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number		3			
Sponsoring agencies		ICSSR NATMO			

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

3.13 No. of collaborations International  National  Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From Funding agencies  From Management of University/College   
Total

3.16 No. of patents received this year

Not Applicable

		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

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

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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  State level   
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   
NCC  NSS  Any other

### 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
- NGO Fete –Open Day
- Annual Ankur Kala Exhibition
- Hunger & Disease CARITAS, India
- Rhythm for Relief
- Slum Camp
- Kalakriti
- Visits to Home for the Aged, Correctional Home, Shishu Bhavan, IICP

### 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			
Class rooms	27			
Laboratories	4			
Seminar Halls	2			
No. of important equipment purchased (1-0 lakh) during the current year.	30		UGC & College	13,71,442/-
Value of the equipment purchased during the year (Rs. in Lakhs)	13,71,442/-		UGC & College	13,71,442/-
Others				

##### 4.2 Computerization of administration and library

#### 4.2 Computerization of administration and library

- Administrative tasks for the college is almost computerized with both online and offline software
- Mode of Feedback from the students have also been computerized through an online TAQ software, thereby making the process user-friendly
- To systematize data generation and its use in administrative and academic functioning the concept of MIS has been incorporated into college activities. This includes student information, examinations, alumni information, documents management, finance & accounting information system and other need-based specific modules.
- The Website of the institution help in information dissemination and e-management
- The library is fully computerized with integrated open source library management software - KOHA.  
The computerized facilities are accessible through 7 computers and 10 Thin Clients. Digitalizing of its rare book collection is an on-going process. A repository using D-Space has been set up.

#### 4.3 Library services:

	Existing		Newly Added		Total	
	No	Value	No	Value	No	Value
Text Books +						
Reference Books	50,217	Rs 6,45,699	590	Rs 6,91,331	50,807	Rs 13,37,030
e-Books	97,000+	Rs 5,000 (NLIST)	1,40,000	Rs 1,68,625	2,37,000+	Rs 1,73,625
Journals	68		14 (renewed)	Rs 1,28,493	68	Rs 1,28,493
e-Journals	6,000+	(NLIST)	30 (SAGE)	Rs 93,000	6,030	Rs 93,000
Digital Database of Old books, theses, question papers			36 items	Rs 1,00,000	36 items	Rs 1,00,000
CD & Video	462	Included in Books	38	Included in Books	510	Included in Books
Others :(specify) Internet Access	7 computer 1 server		Replaced 7 computers 1 server with 10 Thin Clients; 1 Computer	Rs 1,25,000	11	Rs 1,25,000

Others: Lib Automation Software	LIBSYS	Rs 1,60,000	Replaced LIBSYS with KOHA	Rs 80,000		Rs 2,40,000
Others: Circulation			1 Card printer + Cards	Rs 74,760	1 Card printer + Cards	Rs 74,760
Others: Digital repository			D-space (Installation + Customization, training, support)	Rs 55,000	D-space	Rs 55,000
Others: Security			Anti-theft antenna+soft tags	Rs 1,91,100	Anti theft antenna + soft tags	Rs 1,91,100

#### 4.4 Technology up-gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart- ments	Others
Existing	92	2	WiFi Broadband	3	2	6 Computers	19 Laptops	7+10 Thin Client (Lib)
Added							1	
Total	92	2		3	2	6	20	7+10 Thin Clients

#### 4.5 Computer, Internet access, training to teachers and students and any other programme for technology Up-gradation (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 is provided on need basis 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.

4.6 Amount spent on maintenance in lakhs:

i) ICT	1,01,851
ii) Campus Infrastructure and facilities	4,63,787
iii) Equipment	1,34,354
iv) Others	14,334
<b>Total :</b>	<b>7,14,326</b>

**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 students
- 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 introduced
- Research Cell formed
- Linkage with SPWD and the Geography Department of the college formed for research study by students

## 5.2 Efforts made by the institution for tracking the progression

- Tutorials and Assignments
- Internal Selection Examination (Annual Assessment)
- Remedial Teaching
- Practical Practice examinations are conducted after completion of individual topics. Each teaching class is followed by an exercise covering previous lessons. A few surprise tests are also taken. The students are evaluated on the basis of exams after every short course and graded accordingly.
- New grading system has been introduced by the Bengali Department to motivate the students. The students were 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 Test

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
677			57BEd

(b) No. of students outside the state

58

(c) No. of international students

6

Men

No	%
-	-

Women

No	%
6	0.81

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OB C	Physically Challenged	Total
686	11	55	19	5	771	656	10	48	21	4	735

Demand ratio 3.69

Dropout % 1.6

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

No. of student beneficiaries

[Too early to identify]

### 5.5 No. of students qualified in these examinations

NET  SET/SLET  GATE    
IAS/IPS etc.  State PSC  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 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 a better career in their respective fields.

Many past pupils of the B.Ed Department of the institution are at present working in renowned schools in Kolkata.

As a result of Career Counselling few students are working in print media & visual media.

A student of the institution is working as an interpreter in the Central Government, Delhi.

Few students are pursuing their research in various fields.

No. of students benefitted

### 5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
141	225	2	40

### 5.8 Details of gender sensitization programmes

Street plays organized by students at three crossroads in Kolkata.

Talk on “Violence against Women” by Payal Rai Chowdhury from Human Rights & Empowerment

Celebration of International Women’s Day

### 5.9 Students Activities

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

No. of students participated in cultural events

State/ University level  National level  International level

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

Sports : State/ University level  National level  International level

Cultural: State/ University level  National level  International level

#### 5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	25	1,30,820/-
Financial support from government		9000/-
Financial support from other sources		35,650/-
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

5.13 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 world.

6.2 Does the Institution has a Management Information System? Yes

### **6.2 MIS**

- Admissions
- Fees
- Student information
- Examinations
- Finance & Accounting
- Student evaluation
- TAQ [Teacher Assessment Questionnaire]

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.

6.3.2 Teaching and Learning using ICT

- Number of institutional techniques are adopted like the desktop computers, splitters, scanner, printer etc. along with internet facility to facilitate teaching-learning. The computer laboratory has been 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 are encouraged to pursue research, write, publish and edit books  
Organise seminars and academic projects, talks, make audio-visual presentations and screen films. Student workshops and seminars are coordinated by faculty.
- Tutorials encourage students to read, think and write on critical issues well beyond their syllabus.
- Students are strictly discouraged by faculty to take tuitions outside because it is fully aware of the harmful effects of the parallel system which is ruining higher education in India.
- An inter-disciplinary approach is fostered in the students. They are encouraged to be creative and are supported when they write stories, essays, poems and plays. They are encouraged to design book covers, play music and produce plays.
- Work plans and bibliographies are given to students

- In Film Studies, each topic is presented with relevant visual reference and followed by an interactive session.
- B.Ed students use SMART Board
- Assignments and answer papers on writing skill are checked periodically for better results.

### 6.3.3 Examination and Evaluation

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

### 6.3.4 Research and Development

- Research Cell to enable students to carry out research work was initiated during the year.
- Publication of Annual Departmental Journals to motivate students to publish well-researched articles.
- Motivating students to present papers in inter-college competitions.
- Faculty is encouraged to attend seminars, symposia, to upgrade and renew themselves; to pursue research write papers, edit and publish books. This is an on-going process, the proof of which are the departments' own publications of books of scholarly critical essays (with ISBN/ISSN nos), and 2 volumes of peer-reviewed journal (with its own ISSN no.). These have been compiled and edited by faculty.

### 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 have led to streamlining of college functioning. With the implementation of Wi-Fi technology, sharing of e-resources have become useful in the classrooms, improving ICT and computer-based learning.

### 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

- Demonstration Classes
- Through Selection Committee

### 6.3.8 Industry Interaction / Collaboration

The Department of English interacted with ITC Ltd for its inter-disciplinary programme on Literature and Music featuring Shubha Mudgal. It was a collaboration in which ITC were a financial support to department.

SPWD – a collaboration of the Department of Geography of the College with the Society for the Promotion of Wasteland Development, New Delhi, enabling students to undertake two Research Projects-(i) Canals (ii) Ghats

### 6.3.9 Admission of Students

- Counselling and guidance with choice of subjects for students before submission of Application forms for admission
- Merit list prepared on the basis of Index score
- Some Departments conduct their own admission tests.

### 6.4 Welfare schemes for:

Teaching	Loans from Provident funds
Non teaching	Health Insurance Schemes Award for Support Staff – Contribution to College life through regularity
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? NO

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority

Academic				
Administrative				

6.8 Does the University/ Autonomous College declares results within 30 days? **Not Applicable**

For UG Programmes      Yes     No

For PG Programmes      Yes     No

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

Not Applicable

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

Not Applicable

6.11 Activities and support from the Alumni Association

- Open Day
- Re-union
- Memorial Services

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.

\



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

Maintenance of green campus – trees, plants, a lawn for students to sit on/Classes taken in winter. Solar Photo -voltaic cells will shortly be installed. 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.

- Initiation and formalisation of Research Cell
- Organised a Seminar on ‘International Trade, Economic Development and Environmental Quality – Indian Experience Revisited’ in collaboration with Indian Council of Social Science Research.
- Access to e-books and e-journals for students and faculty members for reference.
- A joint collaboration with SPWD in two projects involving the third and second year students helped sensitize them and provided the much needed experience- a Geography Department initiative
- Students of the Human Rights Department visited Correctional Homes, the Sundarbans to witness Drip Irrigation and Rain Water Harvesting process.
- More use of audio-visual aid in teaching practised
- Graphic evaluation by students: New grading system has been introduced to motivate the students. They themselves made a graph, pointing out their class work and tutorial marks. The graphical representation enabled them to understand the quality of their performance so as to evaluate themselves.
- Human Rights & Empowerment Course – UGC approved COC
- Free health check-up for the Non-teaching and Support staff
- Students’ Day
- 12 hours Social Service by all 3<sup>rd</sup> years
- Providing an opportunity to NGOs and Entrepreneurs to display and market their products
- Value Education Classes

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year (**Also please refer to Annexure (ii)**)

- Seminar organized by the department of Economics on ‘International Trade, Economic Development and Environmental Quality: Indian Experience Revisited’ in collaboration with Indian Council of Social Science Research on 4<sup>th</sup> December 2013 at Loreto College Kolkata

- Lecture on ‘International Trade and India’ by Professor Yioryos Makedonis of School of Economics & Finance ,Queen Mary, University of London 19<sup>th</sup> February, 2014.
- Publication of an article by students in the book “The Impact of Reforms on Indian Insurance Sector”. ISBN 978-93-80332-45-1.
- Publication of sixth edition of Departmental Journal ‘Reflections’
- Increase in the number of student participation in Paper Presentations, Article writing, debate outside college etc.
- The Computer Department has been helping the B.Ed diploma students to stimulate academic projects with the computer education provided by the department.
- The Library had ten Thin-client terminals installed along with 2 online UPS to enhance internet access and strengthen the library LAN
- About fifty rare books and question papers of college mid-term and selection exams have been digitalized for preservation and made available to students and teachers through Dspace. E-books from EBSCOhost and Nlist-INFLIBNET and Sage Journals have also been made available.
- A National Seminar titled ‘The Fragile Himalayas at Crossroads’ was organized on 7-8 February, 2014.
- One of the faculty member is currently involved in the UGC MRP
- The collaboration with SPWD has been successfully completed.

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. This is 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

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

7.4 Contribution to environmental awareness / protection

The college has a ‘WE Nature Society’ which organizes activities to make students aware of environmental issues. This society invited Ms. S. Kapur, winner of Green Oscar to showcase her award-winning documentary.

Solar photo-voltaic cells will shortly be installed

7.5 Whether environmental audit was conducted?      Yes      No

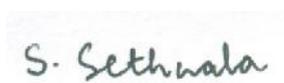


7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

- Formation of Board for Progressive Transformation
- Planning Board

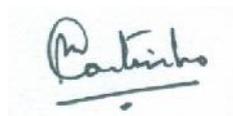
**8. Plans of institution for next year**

1. Collaboration with British Council and USIS on English Language Teaching
2. Continue to undertake research project utilising CPE Fund involving students and teachers.
4. Up gradation of technology.
3. Up gradation of Library holding.
4. Up gradation of format of departmental journals from print to online
5. Start Post-graduate Departments in English when the new floor is ready.
6. Short term self-financing course – Travel and Tourism, Personality & Grooming, Personality & Group Discussion Skills



Name *Mrs Sabiha Sethwala*

\_\_\_\_\_  
*Signature of the Coordinator, IQAC*



Name *Sr Christine Coutinho*

\_\_\_\_\_  
*Signature of the Chairperson, IQAC*

\_\_\_\_\_\*\_\*\_\*\_\_\_\_\_  
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**Abbreviations:**

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

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### ***Themes: Annexure- i***

1. National Seminar: 'Histories, Memories, Homelands' organized by the History Department
2. National Seminar: 'Fragile Himalayas at the Crossroads ' organized by the Department of Geography
3. National Seminar: ' Reflections on Transformative Pivots in Education'' organized by the Department of Education
4. Interactive session at the American Centre: 'Looking East: India's policy and a US pivot in South East Asia' organized by the Department of Political Science
5. Educational Seminar: 'Inclusive Education and its Relation to Disability' organised by the Department of Education
6. A Seminar: 'International Trade' by the Department of Economics
7. Inter-College Students Seminar: 'Diverse Paradigms of Indian Democracy' organized by the Department of Political Science
8. Workshop: 'Pedagogy and Statistics' organized by the Department of Education
9. Workshop: 'Remote sensing and Aerial Photography' by the Department of Geography
10. Students' Seminar: 'Dialectics of Gender Violence and Gender Equity' organised by the Department of Political Science
11. Neelu Sancheti Memorial Lecture: 'Excellence' organized by the Department of Education

## ***Annexure- (ii) IQAC Calendar***

### **July-October 2013:**

- Interactive session at the American Centre on 'Looking East: India's Policy and a US Pivot in South East Asia'
- Public Speaking Workshop – a collaboration by JCI with the Debating Society of Loreto College
- Lecture by Prof Abhijit Gupta of JU on: 'Battala to Grub Street' - Department of English
- Visit to the Ghats and Canals – an initiative of the Department of Geography in collaboration with Society for Promotion of Wasteland Development
- Panel discussion on: 'Reinventing Education: Learner-centred Strategies' - Department of Education
- An interactive session on 'Safeguarding Democracy' at the American Centre – Department of Political Science

### **November-February**

- Inauguration of the Certificate Career Oriented Course - Human Rights and Empowerment
- A talk: 'Violence against Women' - Department of Human Rights
- Students' Day celebration 'Motivation': A talk by Mr Rahim of JCI



### **LORETO COLLEGE IQAC Calendar 2013 - 2014**

- Educational Seminar: 'Inclusive Education and its Relation to Disability' - Department of Education
- A Seminar: 'International Trade' - Department of Economics
- Workshop: 'Pedagogy and Statistics' – Department of Education
- Tour of the National Library organized by the Dept. of Education and Library Society as part of celebration of the Department's 60<sup>th</sup> Anniversary.
- Inter-College Students Seminar: 'Diverse Paradigms of Indian Democracy' - Department of Political Science
- Department of English: Inter-disciplinary event: Literature and the other Arts: A lecture - demonstration by Sm. Shubha Mudgal in collaboration with ITC

- National Seminar: 'Reflections on Transformative Pivots in Education' - Department of Education
- Lecture: 'International Trade' by Prof Makedinis - Department of Economics

### **March-June**

- Student research: 'Women's Empowerment and Local Self-Government – Kolkata Municipal Corporation Case Study' – Department of Political Science
- The Neelu Singhvi Sancheti Memorial Lecture: 'Excellence' - Education Department during its Diamond Jubilee year
- Field trip to Sundarbans - Department of Human Rights
- A talk and interactive session: 'Participation of Women in Public Life' - Department of Human Rights
- Students Seminar: 'Dialectics of Gender Violence and Gender Equity' - Department of Political Science

## ***Annexure- (iii) Plan of Action/Achievement***

Plan of Action	Achievements
1. Participatory Learning – Student centred learning strategies to acquire hands-on-training and first-hand information from real life situations. Encouraging internships among advanced learners	1. One Geography student undertook an internships for three months with an NGO working on Sunderbans. This was a learning experience sensitising the student to the tribal issues of tribal community.
2. Collaboration with NGOs like ‘Ankur Kala’	2. Enabled our students to work with financially challenged women.
3. Social Service Projects were undertaken by the students of the College in collaboration with NGOs e.g. Rainbow School, IICP School for the Blind, AKSHAR, Hope Foundation, Teach India & ‘Shishu Bhavan’	3. These projects were successfully completed and sensitised the students to the needs of the challenged children
4. Projects/Surveys	4. The Geography Department collaborated with the Society for the Promotion of Wasteland Development and successfully completed ‘The Visit to the Ghats and Canals of Kolkata and their present use/ abuse’
5. Training students for communication skills and Public Speaking	5. 25 students enrolled for and successfully completed the training course
6. Mentoring – Departmental intervention in mentoring students	6. Has helped enhance the academic acumen of the students
7. Counselling Academic counselling given during Admission time; later personal counselling for students to cope with life situations	7. Students have been able to chose the right course for their career
8. Tapping Innovation – Board of Progressive Transformation formed to bring positive progressive quality changes. A Research Committee has also been formed	8. Courses have been offered to students to enhance employability e.g. soft skills, grooming. 13 students have completed the Human Right and Empowerment COC Course, a Work Experience-based Course. Installation of CCTV for the security of students
9. Entry to Services – An on-line assessment in preparation for competitive examinations	9. All students have been offered on-line Entry to Services

## *Annexure- (iv) Academic Calendar*

### **JULY 2013**

- 1 Mon - College re-opens for B.Ed.  
31 Wed - Orientation for 1st Years

### **AUGUST 2013**

- 2 Fri - Class commences for 1st Years  
9 Fri - Id ul Fitre  
15 Thu - Independence Day - 9:30a.m.  
Flag Hoisting, B.Ed. Programme  
23 Fri - College re-opens for 3rd Years  
28 Wed - Janmastami

### **SEPTEMBER 2013**

- 4 Wed - College re-opens for 2nd Years  
5 Thu - Teacher's Day  
10 Tue - Spicmacay Workshop  
11 Wed - Blood Donation Camp  
14 Sat - Mini Fete  
18 Wed - World Park's Day (Photography Competition)  
21 Sat - Award Ceremony & Investiture of Student Council (2012-2013)  
24 Tue - NSS Day  
26 Thu - Village Trip (A.I.C.U.F.)

### **OCTOBER 2013**

- 2 Wed - Birthday of Gandhiji  
3 - 4 - Retreat for Christian Students (Thu-Fri)  
4 Fri - Mahalaya  
8 Tue - 'Food Supply and Pesticides' - A Talk  
8 Tue - Inter Year Drama  
10 - 7 Nov. Puja Vacation (Thu - Thu)  
16 Wed - Idd-ul-Zoha

### **NOVEMBER 2013**

- 2 Sat - Kali Puja  
5 Tue - Bhatni Dwitiya  
8 Fri - College re-opens  
8 - 13 - 1st Yr. Mid-term Exams / (Fri-Wed) Comp. Eng. / Alt Eng.

### **LORETO COLLEGE CALENDAR 2013 - 2014**

- 15 Fri - Student Research Project-Presentation  
11 - 17 - Social Service Week (Mon-Sun)  
13 Wed - Heritage Course Commences  
14 Thu - Muharram  
16 Sat - Inter Year Debate - Debating Society  
17 Sun - Guru Nanak Jayanti  
20 - 21 - Kalakriti (Wed-Thu)  
22 - 23 - History Dept. National Seminar (Fri - Sat)  
28 - 30 - Samagam (Thu-Sat)

### **DECEMBER 2013**

- 4 Wed - Economics Department Seminar  
5 Thu - Jail Visit (A.I.C.U.F.)  
7 Sat - College Fete  
9 - 13 - Slum Camp - NSS (Mon-Fri)  
10 Tue - Human Rights Day - Morning Ashok Chatterjee Memorial Essay Competition - Afternoon  
14 Sat - Exhibition (Art and Craft) Kalasamuh  
20 Fri - EVS Exam / Carol Evening  
21 Sat - Carol for College Students

### **Dec. 22 - Jan. 2, 2014 Christmas Break**

- 25 Wed - Christmas Day

### **JANUARY 2014**

- 3 Fri - College re-opens  
3 Fri - 2nd Year Selection Exams

- 4 Sat - 3rd Year Selection Exams  
13 Mon - Fateha-Dwaz-Daham  
23 Thu - Netaji's Birthday  
24 Fri - University Foundation Day  
25 Sat - Maghotsav  
26 Sun - Republic Day - Holiday  
29 Wed - Blood Donation Camp  
30 Thu - Badminton

### **FEBRUARY 2014**

- 1 Sat - College Sports  
College Foundation Day / Past Pupil Reunion  
4 Tue - Saraswati Puja  
7 - 8 - Geography Dept. N. Seminar (Fri-Sat)  
12 Wed - Student Council Hand Over, Farewell, Third Year Study Leave  
13 Thu - 1st Year Study Leave  
14 - 15 - Education Dept. National Seminar (Fri-Sat)  
17 Mon - 1st Year Vernacular Bengali, Hindi & Selection Exams

### **MARCH, 2014**

- 5 - 12 - C. U. Language Exams - Comp. (Wed-Wed) Eng/(Alt./Hindi/Beng) EVS  
16 Sun - Dol Jatra

### **APRIL, 2014**

- 11 - 12 - Staff Development Seminar (Fri-Sat)  
14 Mon - Ambedkar Jayanti  
15 Tue - Bengali New Year  
18 - 20 - Good Friday, Easter Break (Fri-Sun)

### **MAY, 2014**

- 1 Thu - May Day  
9 Fri - Special Tagore Assembly  
14 Wed - College Closes for the Summer Recess

## Annexure- (iv) Academic Calendar

### SECOND & FIRST YEAR SELECTIONS-2014

Date	2nd Year	Date	1st Year
03.1.14 Fri	Hons-III Geo. G-II Eco(H)-IIIA (9.30-11.30) Eco(H)-IIIB (12.00-2.00)	17.2.14 Mon	Vernacular Hindi & Bengali
06.1.14 Mon	Hons-IV Geo-GIII Eco(H)-IVA (9.30-11.30) Eco(H)-IVB (12.00-2.00)	18.2.14 Tues	Hons-I GeoG-I Eco(H)-IA (9.30-11.30) Eco(H)-IB (12.00-2.00)
08.1.14 Wed	Eng-II Hin-II Beng-II	19.2.14 Wed	Hons-II Eco(H)-IIA (9.30-11.30) Eco(H)-IIB (12.00-2.00)
10.1.14 Fri	Eng-III Hin-III Beng-III	21.2.14 Fri	Eng-I Hin-I Beng-I
14.1.14 Tues	Pol Sc.-II	22.2.14 Sat	His-I
15.1.14 Wed	Pol Sc.-III	24.2.14 Mon	Pol Sc.-I
16.1.14 Thurs	His-II	25.2.14 Tues	Edu/Fms/ Hur-I
17.1.14 Fri	His-III	26.2.14 Wed	Eco/Psy/ Maths/ Jor-I
18.1.14 Sat	Edu/FMS / Hur-II		
20.1.14 Mon	Edu/Fms / Hur-III		
21.1.13 Tues	Eco/Psy/ Jor-II		
22.1.14 Wed	Eco / Psy / Jor - III		

### THIRD YEAR SELECTIONS - 2014

Date	3rd Year
04.01.14 Sat	Hons - V CE - V CA - V Geo. G - IV Hist. - G - IV
07.01.14 Tues	Hons - VI CE - VI CA - VI Eng G - IV Beng G - IV Hindi G - IV
09.01.14 Thurs	Hons - VII CE - VIII CA - VIII Pol. Sc. G - IV
11.01.14 Sat	Hons - VIII Edu G - IV
14.01.14 Tue	Eco - IV



**LORETO COLLEGE**  
CALENDAR 2013-2014

## ***Annexure- (va) Feedback Blank Teacher Assessment Questionnaire***

### TEACHER ASSESSMENT QUESTIONNAIRE

***(PLEASE SELECT ALONG THE LINE THE CHOICE WHICH BEST DESCRIBES YOUR OPTION)***

1) In view of my future education/career, the importance of the paper taught by the professor to me is

- a) Very high
- b) High
- c) Fair
- d) Low
- e) Very Low

2) Regarding discipline, the professor's control of the class is

- a) Very tactful and effective
- b) Tactful and effective
- c) Somewhat effective
- d) Rather ineffective
- e) Ineffective

3) While lecturing the professor's voice (loudness, pronunciation, speed of delivery) is

- a) Very easy to follow
- b) Easy to follow
- c) Satisfactory
- d) Possible to follow with some effort
- e) Impossible to follow

4) The professor's ability to express herself in English is

- a) Very poor
- b) Poor
- c) Fair
- d) Good
- e) Excellent

5)As far as I can judge, my impression is that the knowledge that the professor brings to this course is

- a) Excellent
- b) Good
- c) Fair
- d) Insufficient
- e) Very insufficient

6)The professor's attitude to students is one of

- a) Disrespect
- b) Indifference
- c) Tolerance
- d) Acceptance
- e) Respect

7)The professor's overall organization and presentation of this course is

- a) Confusing
- b) Disorderly
- c) Erratic
- d) Clear
- e) Very clear

8)The professor's treatment of the syllabus consists mainly of

- a) Lectures unrelated to the syllabus
- b) Dictation of notes
- c) A repetition of what is in the text book
- d) Useful explanations of the text/available material
- e) Very enlightening explanations

9) It is acknowledged that not all subjects lend themselves to the same teaching methods. Still, in using methods other than the standard lecture method (use of audio visual aid, demonstrations, models, assignments, guest lectures, seminars/group discussions, field trips, etc.) the professor is

- a) Very resourceful

- b) Resourceful
- c) Open to suggestion
- d) Not resourceful
- e) Averse to using any other method

10)With reference to the explanation of difficult points in the syllabus the professor is

- a) Not concerned at all
- b) Unsuccessful
- c) Partially successful
- d) Successful
- e) Very successful

11)Regarding questions by students in class, the professor

- a) Encourages them
- b) Is ready to answer them if asked
- c) Answers them but superficially
- d) Avoids them
- e) Does not allow them

12)Due to the professor's treatment of the subject matter, my interest in the subject has

- a) Vanished
- b) Decreased
- c) Remained the same
- d) Increased
- e) Greatly increased

13)The professor's method of teaching has made me

- a) Attend classes very reluctantly
- b) Look for distractions
- c) Sit passively in class
- d) Play attention in class
- e) Take an active part in class discussions

14)With regard to guidance outside class, the professor seems to be

- a) Very approachable
- b) Available
- c) Business like and formal
- d) Avoiding contact
- e) Very reluctant to meet

15) With regard to regularity. I rate the teacher being

- a) Excellent
- b) Very good
- c) Satisfactory
- d) Fair
- e) Poor

16) With regard to punctuality. I rate the teacher being

- a) Excellent
- b) Very good
- c) Satisfactory
- d) Fair
- e) Poor

17)The assessment of the examination papers in the subject the professor has been

- a) Unfair
- b) Arbitrary at times
- c) Fair enough, but done in a hurry
- d) Objective
- e) Very objective

18)After the college examination results are declared the professor is

- a) Always ready to discuss the assessment
- b) Generally ready to discuss the assessment

- c) Sometimes ready to discuss the assessment
- d) Rarely willing to discuss the assessment
- e) Never willing to discuss the assessment

19)With reference to current events, recent discoveries and contemporary points of view, in so far as they are related to topics in the syllabus, the professor

- a) Incorporates these in her teaching whenever possible
- b) Is willing to discuss them if asked
- c) Is too concerned with not wasting time
- d) Reluctant to discuss them
- e) Opposed to discussing them

20)My overall rating of this professor as a teacher of this course is

- a) Very poor
- b) Poor
- c) Fair
- d) Good
- e) Excellent

21)As a person this professor relates to the students so as to make one feel

- a) Inspired by her
- b) Happy to have known her
- c) Indifferent
- d) Distant
- e) Turned off by her

22)The professor ..... completed the syllabus for the Part I / Part II / Part III

- a) Did
- b) Did not

# Annexure (vb) Feedback Filled-in Teacher Assessment Questionnaire

Loreto College, Kolkata

Teaching Assessment Questionnaire 2013-2014

Score For Faculty: Aditi Dasgupta

Total No of Respondents: 35

QNo.	Question	Score	STD Mean	Percentages				
				VH	H	A	L	VL
1	STUDENTS' INTEREST IN COURSE	151	4.3	62.86	20	8.57	2.86	5.71
2	DISCIPLINE AND CONTROL OF THE CLASS	154	4.4	68.57	17.14	5.71	2.86	5.71
3	CLARITY OF VOICE	149	4.3	60	25.71	2.86	2.86	8.57
4	COMMAND OVER ENGLISH	166	4.7	80	14.29	5.71	0	0
5	KNOWLEDGE OF COURSE	150	4.3	71.43	8.57	5.71	5.71	8.57
6	ATTITUDE TO STUDENTS	164	4.7	82.86	5.71	8.57	2.86	0
7	COURSE ORGANIZATION / PRESENTATION	161	4.6	74.29	14.29	8.57	2.86	0
8	TREATMENT OF SYLLABUS	155	4.4	68.57	14.29	11.43	2.86	2.86
9	RESOURCEFULNESS IN TEACHING METHOD	141	4	48.57	28.57	5.71	11.43	5.71
10	EXPLANATION OF DIFFICULT POINTS	158	4.5	68.57	20	5.71	5.71	0
11	ATTITUDE TO QUESTIONS IN CLASS	157	4.5	62.86	25.71	8.57	2.86	0
12	CREATION OF INTEREST IN SUBJECT	152	4.3	57.14	25.71	11.43	5.71	0
13	FOSTERING PARTICIPATION IN CLASS	148	4.2	57.14	22.86	8.57	8.57	2.86
14	GUIDANCE OUTSIDE CLASS	147	4.2	57.14	20	11.43	8.57	2.86
15 A	REGULARITY	156	4.5	74.29	8.57	5.71	11.43	0
15 B	PUNCTUALITY	157	4.5	74.29	11.43	5.71	5.71	2.86
16	ASSESSMENT OF EXAMINATION PAPERS	158	4.5	71.43	20	2.86	0	5.71
17	DISCUSSION OF EXAMINATION RESULTS	151	4.3	65.71	14.29	8.57	8.57	2.86
18	REFERENCE TO CURRENT EVENTS	148	4.2	60	20	8.57	5.71	5.71
19	OVERALL RATING OF THE PROFESSOR	145	4.1	54.29	20	14.29	8.57	2.86
20	EFFECTIVENESS AS A PERSON	150	4.3	54.29	34.29	2.86	2.86	5.71
21	COMPLETION OF SYLLABUS	134	3.8	91.43	8.57	0	0	0
<b>OVERALL INDEX OF TEACHING EFFICIENCY IS : 4.3</b>								

**Note:**

1. TAQ administered by 35 students.
2. The responses of each student to the 22 points on the TAQ form are collated and enlisted as above.
3. A maximum of 5.00 points can be obtained by a teacher.
4. There is always room for improvement.

In order to interpret the STD Mean value keep the following anchoring points in mind  
 STD.Mean values of 4.00 and above : VERY GOOD  
 Between 3.50 and 4.00 : GOOD  
 Between 2.50 and 3.50 : AVERAGE  
 Between 2.00 and 2.50 : POOR  
 OF 2.00 and Below : VERY POOR

The Percentages refer to the percentage assigned by students endorsing each option of the item.

VH = Very High , H = High , A = Average  
 L = Low , VL = Very Low

## *Annexure (vb) Feedback Filled-in Teacher Assessment Questionnaire*

Loreto College, Kolkata

Teaching Assessment Questionnaire 2013-2014

Score For Faculty: Debika Guha

Total No of Respondents: 72

QNo.	Question	Score	STD Mean	Percentages				
				VH	H	A	L	VL
1	STUDENTS' INTEREST IN COURSE	345	4.8	81.94	15.28	2.78	0	0
2	DISCIPLINE AND CONTROL OF THE CLASS	352	4.9	93.06	5.56	0	0	1.39
3	CLARITY OF VOICE	351	4.9	93.06	4.17	1.39	0	1.39
4	COMMAND OVER ENGLISH	352	4.9	93.06	5.56	0	0	1.39
5	KNOWLEDGE OF COURSE	350	4.9	90.28	8.33	0	0	1.39
6	ATTITUDE TO STUDENTS	351	4.9	87.5	12.5	0	0	0
7	COURSE ORGANIZATION / PRESENTATION	356	4.9	94.44	5.56	0	0	0
8	TREATMENT OF SYLLABUS	355	4.9	93.06	6.94	0	0	0
9	RESOURCEFULNESS IN TEACHING METHOD	338	4.7	81.94	8.33	8.33	0	1.39
10	EXPLANATION OF DIFFICULT POINTS	356	4.9	94.44	5.56	0	0	0
11	ATTITUDE TO QUESTIONS IN CLASS	342	4.8	91.67	2.78	0	0	5.56
12	CREATION OF INTEREST IN SUBJECT	342	4.8	77.78	19.44	2.78	0	0
13	FOSTERING PARTICIPATION IN CLASS	349	4.8	84.72	15.28	0	0	0
14	GUIDANCE OUTSIDE CLASS	347	4.8	87.5	9.72	1.39	0	1.39
15 A	REGULARITY	353	4.9	94.44	4.17	0	0	1.39
15 B	PUNCTUALITY	353	4.9	94.44	4.17	0	0	1.39
16	ASSESSMENT OF EXAMINATION PAPERS	350	4.9	86.11	13.89	0	0	0
17	DISCUSSION OF EXAMINATION RESULTS	347	4.8	90.28	6.94	0	0	2.78
18	REFERENCE TO CURRENT EVENTS	354	4.9	91.67	8.33	0	0	0
19	OVERALL RATING OF THE PROFESSOR	354	4.9	91.67	8.33	0	0	0
20	EFFECTIVENESS AS A PERSON	348	4.8	83.33	16.67	0	0	0
21	COMPLETION OF SYLLABUS	284	3.9	97.22	2.78	0	0	0
<b>OVERALL INDEX OF TEACHING EFFICIENCY IS : 4.8</b>								

Note:

1. TAQ administered by 72 students.
2. The responses of each student to the 22 points on the TAQ form are collated and enlisted as above.
3. A maximum of 5.00 points can be obtained by a teacher.
4. There is always room for improvement.

In order to interpret the STD Mean value keep the following anchoring points in mind  
 STD.Mean values of 4.00 and above : VERY GOOD  
 Between 3.50 and 4.00 : GOOD  
 Between 2.50 and 3.50 : AVERAGE  
 Between 2.00 and 2.50 : POOR  
 OF 2.00 and Below : VERY POOR

The Percentages refer to the percentage assigned by students endorsing each option of the item.

VH = Very High , H = High , A = Average  
 L = Low , VL = Very Low