

## **Loreto College IQAC Meeting**

**August 22, 2023**

**3.00PM-4:30PM**

An IQAC meeting was held on August 22, 2023, at 3.00pm. The following members attended the meeting:

1. Sr. Dr. Christine Coutinho
2. Dr. Suranjana Mitra
3. Prof. Debasish Biswas
4. Ms. Srijita Chakravarty
5. Dr. Ranjita Dawn
6. Dr. Rupa Ghosh
7. Ms. Archita Roy Biswas
8. Dr. Kaustuva Banerjee
9. Dr. Bonny Ghosh
10. Mrs. Kaveri Dutt
11. Ms. Khadeeja Jamil
12. Ms. Harshita sharma

Members Excused: Dr. Gargi Chatterjea, Mrs. Amita Prasad, Mrs. Kavneet Khullar, Mrs. Susmita Bhattacharya, Mrs. Sharmila Mitra Deb, Dr. Sayantani Chatterjee, Dr. Sanghita Sanyal, Mr. Abdul Javed and Mr. Sambhu Sharma

## Loreto College IQAC Meeting

### Minutes of the Meeting

August 22, 2023

3.00 - 4.30 p.m

An IQAC meeting was held in the IQAC Room on August 22, 2023, at 3.00 p.m.

**Agenda 1: Prayer-**Sr. Christine Coutinho commenced the meeting with a prayer.

#### **Agenda 2: Members Excused**

Dr. Gargi Chatterjee, Mrs. Sushmita Bhattacharya, Mrs. Amita Prasad, Mrs. Kavneet Khullar Mrs. Sharmila Mitra Deb, Dr. Sayantani Chatterjee, Dr. Sanghita Sanyal, Mr. Abdul Javed, Mr. Shambu Sharma had conveyed their apologies for their absence.

#### **Agenda 3: Minutes of the previous meeting**

The IQAC coordinator read out the minutes of the previous meeting held on June 30, 2023. The minutes were passed by Dr. Kaustuva Banerjee and seconded by Mrs. Kaveri Dutt.

#### **Agenda 4: Matters arising from minutes**

The coordinator updated the members on the following events:

##### **College Events:**

- **For Faculty:**

- ✓ A workshop on **Curriculum and Credit Framework** for the faculty members conducted by Sr. Dr. Christine Coutinho and Mrs. Sharmila Mitra Deb (July 1, 2023)

Since students were on study leave from June 27, 2023, only two events were organised by the Department of B.Ed and one event by NSS society during the period July 1, 2023 till date.

- **For Students:**

- ✓ **World Music Day and International Yoga Day by Department of B.Ed** on the theme **One Earth, One Family, One Future** (July 5, 2023)
- ✓ A programme under **Meri Maati Mera Desh** to celebrate **Kargil Vijay Diwas** by NSS Society (August 3, 2023). The B.Ed students were invited to attend the programme.
- ✓ **Independence Day** celebrated by Department of B.Ed on the theme **Nation First, Always First** (August 15, 2023)

- ❖ All students of B.Ed Sem 4 have secured 1<sup>st</sup> class for the 16<sup>th</sup> year in succession.

### **Agenda 5: Proposed IQAC Events:**

#### **For Students:**

##### ➤ **Under LEADS (Loreto Empowerment and Development Series)**

- Talk on Entrepreneurship/ Start-ups titled **Be an Agent of Change** for students of Semester 1  
Date: September 8, 2023
  - **WTW Recruitment Talk for Economics Honours students and students interested in pursuing a career in Actuarial Science.**  
Date: Yet to be finalised
  - Talk on **Rudimentary Financial Management for Women** for Semester 3 and 5  
Date: September 29, 2023
  - Talk on **Sustainable Cities and Communities** by Dr. Sudeshna Chatterjee of World Resource Institute for Sem 1, 2 and 3 students of Department of Economics and Geography  
Date: October 4, 2023
  - Talk on **Stress Management during Examinations** for all students of all semesters  
Date: Yet to be finalised
- ##### ➤ **Promotion of Research**
- **5-day workshop on Research Methodology in Social Sciences** for Sem 5 advanced learners  
Date: October 9-October 13, 2023

#### **For Faculty:**

- **Faculty Improvement Programme**
- Workshop on **Digital Education and Empowerment**  
Date: September 15, 2023

### **Agenda 6: AOB**

Sr. Christine Coutinho informed the members that the proposal for starting the Masters programme in Psychology has been approved. Prof. Biswas reiterated that the West Bengal Council for Higher Education will be coming for inspection. After they issue a no-objection certificate there will be an inspection by Calcutta University.

The proposal for starting Honours in Sociology has also been approved, conditional to it being a self-financing subject. This was not regarded as feasible and therefore the College would not be starting Honours in Sociology at this point of time.

The Anti-ragging Committee will be conducting an informative session and has been asked to be vigilant and report any cases of ragging that might take place.

Ms. Debolina Mukherjee has been appointed as a librarian.

The Orientation for the parents of First Year students will be conducted.

One staff member had to opt for voluntary retirement because of ill health. That has been approved by Bikash Bhavan.

Prof Debasish Biswas clarified certain points regarding the CCF pertaining to internship.

3 credits have been allotted for internship. The guidelines have not been finalized. Due to the constraints of providing internship to all students of the University, two alternatives have been suggested Community engagement programme and Field Project. The internship will be for 7 to 15 days and will comprise 75 marks. After completion there will be an evaluation, the modalities of which have not been finalized. The University aims to release the guidelines before the Pujas. Dr. Kaustuva Banerjee asked whether the students will be given 2 weeks off for internship. Internships will take place during the summer was the response.

Prof. Biswas also informed the members that there were some suggestions regarding the CVAC. He stated that proposals for new courses could be given to the University in 15 days. The Syndicate would approve of the proposals, if found suitable.

Concern was expressed about the syllabus of the Human Rights CVAC syllabus not being published. Prof Biswas suggested that the College could frame a syllabus and send it to the Secretary of the Undergraduate Council.

Prof Biswas informed the members that the examination regulations have almost been finalized and published in a fortnight.

Prof. Biswas said that for the NEP to be properly implemented, autonomy is imperative.

Dr. Ranjita Dawn pointed out the challenges of conducting examinations under the new system.

Concern was voiced about students scoring high marks under the CBCS system. If this continues under the new system it will be difficult to accommodate so many students in the fourth year as most of them can easily score above the cut off marks.

#### **Agenda 7: Vote of thanks**

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

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**Dr. Suranjana Mitra**  
**IQAC Coordinator**  
**Associate Professor**  
**Loreto College, Kolkata**

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**Dr. Debika Guha**  
**Chairperson, IQAC**  
**Officiating Principal**  
**Loreto College, Kolkata**

**Loreto College IQAC Meeting**

**December 12, 2023**

**3.00 - 4.00 p.m.**

An IQAC meeting was held on December 12, 2023 at 3 p.m. The following members attended the meeting.

1. Sr. Powlin
2. Mrs. Kaveri Dutt
3. Dr. Debika Guha
4. Dr. Suranjana Mitra
5. Ms. Sharmila Mitra Deb
6. Dr. Sayantani Chatterjee
7. Ms. Srijita Chakravarty
8. Dr. Ranjita Dawn
9. Dr. Rupa Ghosh
10. Dr. Sanghita Sanyal
11. Ms. Archita Roy Biswas
12. Ms. Kaustuva Banerjee
13. Dr. Bonny Ghosh
14. Ms. Khadeeja Jamil
15. Ms Harshita Sharma

**Members Excused:**

Prof. Debasish Biswas, Mrs. Amita Prasad, Mrs. Kavneet Khullar, Mrs. Susmita Bhattacharya, Dr. Gargi Chatterjea, Mr. Abdul Javed and Mr. Shambhu Sharma.

**Loreto College IQAC Meeting**  
**Minutes of the Meeting**  
**December 12, 2023**  
**3.00 - 4.00 p.m.**

An IQAC meeting was held in the IQAC room on December 12, 2023 at 3 p.m.

**Agenda 1: Prayer**

Sr. Powlin commenced the meeting with a prayer.

**Agenda 2: Members excused**

Prof. Debasish Biswas, Mrs. Amita Prasad, Mrs. Kavneet Khullar , Mrs. Susmita Bhattacharya, Dr. Gargi Chatterjea, Mr. Abdul Javed and Mr. Shambhu Sharma.

**Agenda 3 : Minutes of the Previous Meeting**

The coordinator read out the minutes of the previous meeting held on August 22, 2023. The minutes were proposed by Ms. Srijita Chakravarty and seconded by Dr. Ranjita Dawn.

**Agenda 4 : Matters arising from Minutes**

The coordinator updated the members on the following events:

- The National Service Scheme (NSS) Society of Loreto College, Kolkata conducted a Quiz Competition on the occasion of National Sports Day (August 29, 2023)
- Annual Staff Day was celebrated ( September 5, 2023)
- Anti-ragging Cell of Loreto College, Kolkata conducted an awareness session for the newly admitted first-year undergraduate students (September 7, 2023)
- Teacher's Day was celebrated by M.A. students (September 14, 2023)
- A talk on '**Artificial Intelligence and the Future Ahead**' was organized for the undergraduate students of the third year (September 14, 2023)
- The students of the Department of B.Ed. organized a programme to celebrate Teachers' Day (September 15, 2023)
- The Social Service Society of Loreto College, Kolkata organized a Blood Donation Camp in collaboration with the Association of Voluntary Blood Donors, West Bengal (September 21, 2023)

- The National Service Scheme (NSS) Society of Loreto College, Kolkata observed NSS Day (September 23, 2023)
- Career Counselling Cell of Loreto College organized a presentation by Mr. Sanjeev Roy, Erasmus Mundus Scholar and UNESCO Fellow (September 26, 2023)
- National Service Scheme (NSS) Society of Loreto College, Kolkata organised a talk to spread awareness of dengue and malaria (September 27, 2023)
- Teach For India, an organisation committed to enhancing education and combating educational disparities in the country, organized a seminar (September 27, 2023)
- Department of Human Rights organized a special lecture on **Gender and Health** for second year students (September 29, 2023)
- The National Service Scheme (NSS) Society organized a series of clean-up drives in collaboration with Bhoomi Foundation in the month of September, 2023 to celebrate World Cleanup Day (September 16, 2023)
- Second-year students of the Department of B.Ed., Loreto College, Kolkata took two pledges in acknowledgement of the importance and relevance of 'Panch Pran' and 'Swachhta' in India (September 29, 2023)
- The National Service Scheme (NSS) Society of Loreto College, Kolkata organized one hour of Shramdaan for Swacchata (October 1, 2023)
- A farewell programme in honour of Mrs. Uttara Hazra was organised by the students (October 3, 2023)
- The Political Science Society conducted an activity, **'The Party Project: Abki Baar Yuvaon ki Sarkaar 2.0'** (October 5, 2023)
- The college hosted the Eastern Regional Finals of **ConQuest**, India's premier national quiz (October 6, 2023)
- World Mental Health Day was observed in collaboration with IQAC (October 6, 2023)
- Department of Economics in collaboration with the Internal Quality Assurance Cell (IQAC) hosted its inter-year quiz competition known as **IGNITION** (October 8, 2023)
- Media Society organized a stand up comedy event (October 9, 2023)
- Department of B.Ed. organized an orientation programme (October 9, 2023)
- Department of B.Ed. celebrated Bharatiya Bhasha Utsav by organising an activity entitled **"Speech on Selected Indian Mathematicians"** (November 9, 2023)
- Ed. teacher-trainees organised and conducted an Antakshri Competition at Our Lady Queen of the Missions School, Salt Lake, and Jewish Girls' School (November 20 and 21, 2023)

- Department of English in collaboration with the Internal Quality Assurance Cell (IQAC) organized two special lectures on **Early Modern Studies** (November 24, 2023)
- Kalakriti, the annual event was organised by the Department of Psychology and the Psychology Society (November 28, 2023)
- The Department of Political Science organized a programme to observe Constitution Day (November 29, 2023)
- The Department of B.Ed. organized an exhibition on Mahatma Gandhi (December 1, 2023)

### **IQAC Initiatives**

- Session on Entrepreneurship titled "**Be an Agent of Change**" organised for Semester 1 students under **LEADS** (September 8, 2023)
- Faculty Development Workshop on **Digital Education and Empowerment** (September 15, 2023)
- Talk titled **Rudimentary Financial Management for Women** by Dr. Gargi Chatterjea for Semesters 3 and 5 students under **LEADS** (September 29, 2023)
- Talk on **Sustainable Cities and Communities** by Dr. Sudeshna Chatterjee for all students of Departments of Economics and Geography, WRI, India under **LEADS** (October 4, 2023)
- **5- Day Workshop on Research Methodology in Social Science for Advanced Learners** sponsored by **Indian Council of Social Science Research – Eastern Regional Centre** (October 9-13, 2023)
- Session on **Professional Ethics – Inspiring Trust and Fostering Integrity** by Mr. Sanjoy Banerjee of PwC tailored for 3rd-year students under **LEADS**

### **Agenda 5 : Proposed IQAC events**

#### ➤ **Under LEADS (Loreto Empowerment and Development Series)**

- Talk on Stress Management during Examinations for students of all semesters  
Date: January, 2024
- Session on **Goal Formation** for Semester 1 students  
Date: January, 2024
- Session on **Internship for Employability** for Semester 1 students  
Date: January, 2024



- 30 - hour course on Basic Mathematics for Competitive Examination  
Date: February, 2024
- Add-on course on **Values and Ethics in Professional Life** for interested students  
Date: February, 2024
- 4- Day Research Methodology Workshop for Sem 6 and M.A. students of English Department  
Date: March, 2024

➤ **Faculty Improvement Programme**

- Online Session on Digital Humanities  
Date: January, 2024
- Online Session on Learning Management System  
Date: January, 2024
- Online Session on Application of user-friendly digital tools in teaching-learning And Research  
Date: February/March, 2024

The IQAC Coordinator stated that a Research Methodology Course would be conducted for the advanced learners of Sixth Semester English Honours students as well as those pursuing their Masters in English. The students of the English Department could not be included in the previous course as it was for the students of the Social Science Departments which did not include English.

**Agenda 6: A.O.B.**

The IQAC Coordinator was congratulated for successfully conducting such a large number of events across disciplines.

Dr. Dawn raised the issue of Leave rules as it is imperative that teachers who are due for promotion under the Career Advancement Scheme are aware of the Leave Rules. This is necessary as the promotion documents require the number and kind of leave taken by the concerned teacher. Ms. Chakravarty also pointed out that it was important for teachers who are close to retirement to get their service books in order for their pension to be sanctioned. Leaves are an integral part in the preparation of the service books. Prof. Debasish Biswas the Inspector of Colleges had assured Dr. Mitra that he would send Sister Christine Coutinho a copy of the Leave Rules. Dr. Guha requested Dr. Mitra to follow up with Dr. Biswas.

Dr. Sayantani Chatterjee pointed out that Calcutta University has not yet conducted the Inspection for Masters in Psychology. That is the last round to be conducted. Bikash Bhavan has conducted the Inspection. Dr. Guha requested Dr. Chatterjee to talk to the Head of the Psychology Department Dr. Dinaz Jeejeebhoy and to follow up with the University.

Mrs. Sharmila Mitra Deb proposed that an Honours in Sociology could be started by the College. This has several challenges as the Government is not sanctioning any new posts. Some solutions were put forward like increasing the fees or finding out whether State Aided Contractual Teachers could be recruited.

Several members proposed that college timings should be reduced with a single break as in all other colleges and college could take place in two shifts with the introduction of new courses.

Dr. Bonny Ghosh pointed out the College is growing but the number of library staff has been reduced. She said that the college needs more library personnel. There is no non-teaching staff dedicated to the library. Dr. Devika Guha and Dr. Kaustuva Banerjee agreed with Dr. Ghosh and said that the B.Ed. library is opened for much shorter hours than earlier due to the lack of a librarian. Dr. Ghosh was assured that the matter would be looked into.

#### **Agenda 7: Vote of Thanks**

There being no other matter for discussion, the meeting was adjourned with a vote of thanks to the chair.

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**Dr.Suranjana Mitra**  
**IQAC Coordinator**  
**Associate Professor**  
**Loreto College, Kolkata**

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**Sr. Dr. Nirmla**  
**Chairperson, IQAC**  
**Acting Teacher-in-charge**  
**Loreto College, Kolkata**