NAAC
NATIONAL ASSESSMENT AND
ACCREDITATION COUNCIL

INSTRUCTIONS

This questionnaire is designed to make a survey of the basic processes related to quality management efforts in your institution. The survey consists of five sections.

1. General Profile
2. IQAC (Internal Quality Assurance Cell) activities
3. Academic and Research Outputs
4. Student Mentoring and Support System
5. Governance and Innovation

The activities of the institution in the above five sections or in other relevant areas are being surveyed to create a quality profile for the year in relation to institutional vision and goals. The survey results would enable the institution and IQAC to create a quality index profile, which would be a self learning exercise. Apart from the responses to the online survey, in case the NAAC requests for any further evidence, the information may be sent by hard copy. This would enable NAAC to make a diagnostic survey of national higher education scenario and the feedback will be provided to each participating institution. No judgement or categorization on institutional quality is intended.

IMPORTANT

In order to enable institutions to have a preview of the questionnaire, the PDF version is available on the NAAC website.
When answering this questionnaire, please ensure that no question is omitted in order to have a holistic analysis.
This survey does not allow you to have access to the filled-up form, i.e., once the 'done' button is clicked, the information will automatically reach NAAC.
In case you wish to retain printouts of the filled up questionnaire, please take a printout of each completed page before proceeding further.

BELDA COLLEGE

PASCHIM MEDINIPUR

ANNUAL REPORT

IQAC

2006 – 2007

1. Kindly provide the details of the institution

Name of the institution: BELDA COLLEGE

**Year of Establishment of
the Institution:**   1963

Address Line 1:   COLLEGE ROAD

Address line 2:   BELDA

City/Town: NARAYANGARH

State: West Bengal

Postal Code: 721424

Email Address: mondalprincipal@yahoo.co.in

2. NAAC Accreditation/Reaccreditation Details

**Year of Accreditation/
Reaccreditation:**   2006

Current Grade: B

CGPA:

3. Institutional Status

Government Sponsored

4. Contact Person Details

**Name of Head of
Institution:**   Dr. Manabendra Mondall

Contact Phone: 09474821951

Email: mondalprincipal@yahoo.co.in

Website URL: www.beldacollege.org.in

**Name of IQAC co-
ordinator**   Asit Panda

Email: asitpanda23@rediffmail.com

SECTION 1

This section is related to institutional goals, vision and mission, academic programmes and activities, strategies and action plans for institution building

5. Number of academic programmes existing (Enter a number; 0 for nil)

Undergraduate (BA/BSc/Bcom etc.)	Hons.(V. U.) 14, Gen (V. U.) 19, Bachelor (IGNOU) 14
Post Graduate (MA/MSc/M.Com. etc.)	PG Degree (NSOU) 09, PG DIPLOMA(NSOU) 02, MASTER(IGNOU) 04
Research Programmes	0
Certificate Programmes	02 (NSOU), 03 (IGNOU)
Professional Programmes	0
(B.Tech /M.Tech /B.Ed /M.Ed /Medicine /Pharmacy /Paramedical / Nursing etc.)	
Other value added programmes	01 Spoken English
Any other programme offered (specify)	01 (SSC coaching), 06 (Add-on Courses)

6. Details on Programme Development (Enter a number; 0 for nil)

New programmes added during the year	06 Add-on courses, 01 Spoken English
New programes designed	02 Journalism, Mass Communication
Programes under revision	0
Interdepartmental collaborative programmes	01 (Environmental Studies)
Inter institutional collaborative programmes	01 Arrangement of Seminar
Number of review committee recommendations implemented (Total)	0
Number of NAAC peer team recommendations implemented	01
Number of UGC/any other expert committee recommendations implemented	02 Introduction of Add-on courses
Number of review committee recommendation under implementation	0
Number of NAAC peer team recommendations under implementation	03
Number of UGC/ any other expert committee recommendations under implementation	0

7. Faculty Details (Enter a number; 0 for nil)

Total faculty strength required as per norms for all programmes	86

Total faculty on rolls	77 (FT 16 + Contc.: 05+ PT: 45 + Guest Faculty: 06 + Visiting Faculty 05)
Faculty added during the year	08
Faculty positions vacant	16 (FT: 32 – 16) = 16
Faculty left during the year	02 (Part-time Faculty)
Total number of visiting faculty	05
Total number of guest faculty	06

8. Qualification of Faculty

PhD and Above	12
MPhil	05
Masters	60
Any other (Specify)	0

9. Faculty qualification improvement

PhD awarded to existing faculty	01 (Geo LM)
MPhil awarded to existing faculty	0
Any other degree awarded to existing faculty	0

10. Administrative Staff Details (Enter a number; 0 for nil)

Administrative staff (total sanctioned)	16
Administrative staff (Actual strength)	14
Added during the year of reporting	02
Left during the year	02
Number of posts vacant	02

11. Technical Support Staff Details (Enter a number; 0 for nil)

Technical Support Staff (Total sanctioned strength)	01
Technical Support Staff (Actual strength)	01
Added during the year	0
Left during the year	0
Number of posts vacant	0

SECTION II

This section surveys the quality sustenance and development activities during the year taken up by IQAC. It reflects quality management structure, strategies, and processes which would enhance academic quality of the institution as perceived by faculty, students, alumni, and other stakeholders (social perception of the institution) inline with the vision, mission and goals of the institution.

Establishment details

	DD MM YYYY
Year of establishment of IQAC	22/02/2007

13. Composition of IQAC (Enter a number; 0 for nil)

Number of IQAC members	13
Number of Alumni in IQAC	0
Number of Students in IQAC	0
Number of Faculty in IQAC	06 (including Principal and IQAC Coordinator)
Number of Administrative Staff in IQAC	03
Number of Technical Staff in IQAC	0
Number of Management Representatives	02
Number of External experts in IQAC	0
Number of any other stakeholder and community representatives	02 (Nominees from the local society)

14. IQAC Meetings

Number of IQAC meetings held during the year	03
Whether Calendar of activities of IQAC formulated	
for the academic year	No

16. IQAC Plans for Development (Enter a number; 0 for nil)

Number of academic programmes proposed	02 (Field Study in Science subjects and Geography)
Number of value added programmes proposed	0
Number of skill oriented programmes proposed	01 (Certificate course in Computer)
Number of faculty competency and development programmes proposed	03 (OP/RC)
Number of other staff development programmes proposed	01 (Computer training)
Number of student mentoring programmes proposed	0

Number of co-curricular activities proposed	02 (Quiz competition and Debate club)
Number of inter departmental cooperative schemes proposed	01 (Computer Science classes are taken by Mathematics Department.)
Number of community extension programmes proposed	03
Any other programmes proposed (Specify)	03 (Feedback analysis, Attendance of students, Remedial coaching)

17. IQAC Plans for development & Implementation (Enter a number; 0 for nil)

Number of academic programmes implemented	**02**
Number of value added programmes implemented	**0**
Number of skill oriented programmes implemented	**01**
Number of faculty competency and development programmes implemented	**03**
Number of other staff development programmes Implemented	**01**
Number of student mentoring programmes implemented	**0**
Number of co-curricular activities implemented	02
Number of inter departmental cooperative programs implemented	01
Number of community extension programmes Implemented	03
Any other programmes suggested that are implemented (Specify)	02 Feedback analysis, Attendance of students

18. IQAC Seminars and Conferences (Enter a number; 0 for nil)

Number of seminars/ conferences/ workshops organized by IQAC within the institution	0
Number of participants from the institution	0
Number of particpants from outside	0
Number of external experts invited	0
Number of external conferences/seminars/ workshops on institutional quality attended	01 (Principal, S. S.)
Number of events conducted with IQACs of other institutions as collobrative programs	0

19. Did IQAC receive any funding from UGC during the year?

Yes   √ No

20. If the response to Qn. 18 is Yes, please provide the amount received from UGC - (Input 0 - if NA/NIL-) Any other source including internal financial support from the management (Specify amount)

Amount Received from UGC   0

**Amount Received from any other source including
the college management**   0

21. Any significant contribution made by IQAC on quality enhancement during current year

(Please provide details in bullet format)

- Strengthening College libraries

- Students Feedback Analysis

- SSC Coaching

- Motivating Teachers to pursue PhD Works

SECTION III

In this section the events, activities, and outputs in the field of research and academic areas are being surveyed.

22. Academic Programmes

Number of new academic programes developed or designed by faculty	02 (Field Trips)
Number of faculty members involved in curriculam restructuring/revision/syllabus development	07
Number of programes in which evaluation process reformation taken up and implemented	0
Number of active teaching days during the current academic year	210
Average percentage of attendance of students	65%
Percentage of classes engaged by guest faculty and temporary teachers	45%
Number of self-financed programmes offered	02
Number of aided programmes offered	32
Number of programmes discontinued during the year	0

23. Whether any systematic student feedback mechanism is in place ?

Yes

24. Feedback Details (If answer to Question 20 is Yes)

Percentage of courses where student feedback is taken	80%

25. Is feedback for improvement provided to the faculty?

Yes

26. Faculty Research, Projects, and Publication details for the year

Number of major research projects undertaken during the year	0
Number of minor research projects undertaken during the year	0
Number of major ongoing projects	0
Number of minor ongoing projects	01
Number of major projects completed	0
Number of minor projects completed	0
Number of major project proposals submitted for external funding	**0**

Number of minor project proposals submitted for external funding	02
Number of research publications in peer reviewed journals	08
Number of research publications in international peer reviewed journals	05
Number of research publications in national peer reviewed Journals	03
Number of research papers accepted for publication in international peer reviewed journals	0
Number of research papers accepted for publication in national peer reviewed journals	0
Average of impact factor of publications reported	3
Number of books published	05
Number of edited books published	0
Number of books (single authored) published	03 (SR CHEM 02, A Sahoo)
Number of books (coauthored) published	02 (TD, SS Pol Sc)
Numbers of conferences attended by faculty	25
Number of international conferences attended	07
Number of national conferences attended	18
Number of papers presented in conferences	07
Number of papers presented in international conferences	02
Number of papers presented in national conferences	05
Number of conferences organized by the institution	05
Number of faculty acted as experts resource persons	03 (Principal, SC BENG, SS PHIL)
Number of faculty acted as experts resource persons – international	0
Number of faculty acted as experts resource persons- national	03
Number of collaborations with international institutions	0
Number of collaborations with national institutions	0
Number of linkages created during the year	0
Total budget for research for current year as a percentage of total institution budget	0
Amount of external research funding received in the year	0
Number of patents received in the year	0

Number of patents applied for in the year   0

Number of research awards/ recognitions received by faculty and research fellows of the institute in the year   0

Number of PhDs awarded during the year   0

Percentage of faculty members invited as external experts/ resource persons/reviewers/referees or any other significant research activities   25%   (Principal, SC BENG, SS PHIL, SR CHEM)

(04/16)x100 = 25%

SECTION IV

This section deals with Student Mentoring and Support System existing in the institution. This includes student activities, mentoring, and opportunities for development and inclusive practices.

27. Student Details and Support Mechanisms

The total intake of students for various courses (Sanctioned)	1978
Actual enrollment during the year	1907
Student dropout percentage during the year	15.26%
Success percentage in the final examination across the courses	83.63%
Number of academic distinctions in the final examination and percentage	9%
Number of students who got admitted to institutions of national importance	12
Number of students admitted to institutions abroad	0
Number of students qualified in UGC NET/SET	0
Number of students qualified GATE/ CAT/ other examination (Specify)	0

28. Does student support mechanism exist for coaching for competitive examinations?

Yes

29. Student participation, if response is yes to Qn. 27

Number of students participated	**126**

30. Does student counseling and guidance service exist?

Yes

31. Student participation, if answer to Qn. 29 is yes

Number of students participated	**212**

32. Career Guidance

Number of career guidance programmes organized	**01**
Percentage of students participated in career guidance programme	**9%**

33. Is there provision for campus placement?

Yes

34. If yes to Qn. 32

Number of students participated in campus selection programmes	115

Number of students selected for placement during the year   11

35. Does gender sensitization program exist?

YES

36. If Answer is Yes to Qn 34

Number of programmes organized   **01**

37. Student activities

Number of students participated in external cultural events	04 (District Youth Parliament & Quiz competition)
Number of prizes won by students in external cultural events	02
Number of cultural events conducted by the institute for the students	04 (Social, Freshers' Welcome, Ponchise Boisakh, Annual Cultural competition)
Number of students participated in international sports and games events	0
Number of students participated in national level sports and games events	0
Number of students participated in state level sports and games events	06
Number of students participated in university level sports and games events	55
Number of prizes won by students in international sports and games events	0
Number of prizes won by students in national level sports and games events	0
Number of prizes won by students in state level sports and games events	0
Number of prizes won by students in university level sports and games events	06
Number of sports and games events conducted by the institute for the students	23

38. Composition of students

Percentage of Scheduled Caste	13.8%
Percentage of Scheduled Tribe	2.5%
Percentage of other backward communities	2.15%
Percentage of women students	24.5%
Percentage of physically challenged	0.5%

Percentage of rural students	46%
Percentage of urban students	54%

39. Scholarships and Financial Support

Number of students availing financial support from the institution	253
Amount disbursed as financial support from the institution	Rs. 1,11,200/-
Number of students awarded scholarship from the institution	12
Number of students received notable national/international achievements/recognition	0

40. Student initiatives

Number of community upliftment programmes initiated by students	08 (Blood donation 2, AIDS awareness 1, Youth Parliament 1, NSS Special camp 3) special camp 1
Number of literary programmes initiated by students	03 (Annual Magazine, Literary competition, Wall magazine)
Number of social action initiatives based on science / environment initiated by students	04 (AIDS Awareness, Tree Plantation, Plastic Management, Health Hygiene)
Number of student research initiatives	0

SECTION V

This section surveys the Governance and Innovation at the institution related to quality management. The educational management strategies adopted and in practice for achieving the objectives are focused.
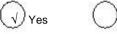
41. Whether perspective plan for overall developmental activities is created?

(√) Yes   ( ) No

42. If the answer for Qn. 40 is Yes, is the plan implemented and monitored?

(√) Yes   ( ) No

43. Whether benchmarking is created for institutional quality management efforts?

(√) Yes   ( ) No

44. If the answer to Question 42 is Yes, please list the benchmarking in various areas of development in bullet format
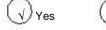
- ☐ Increase of No. of Faculty
- ☐ At least three publications every year
- ☐ Effective use of existing infrastructure
- ☐ Creation of eco-friendly environment in campus
- ☐ Feedback from maximum students
- ☐ No dropout for financial constraints
- ☐ Purchase of more computers

45. Is a Management Information System (MIS) in place?

(√) Yes   ( ) No

46. If answer to question 44 is Yes, please provide details of MIS applied to

1. Administrative procedures including finance

2. Student admission

3. Student records

4. Evaluation and examination procedures

5. Research administration

6. Others

(enter the respective details corresponding to the serial numbers)

1. Computerization of office and finance

2. Advertisement, filling up of forms, processing of data, preparation of Merit List by teachers through computers.

3. Students' records are maintained through the use of developed software

4. Students are provided with answer scripts for self-checking.

5. Teachers are motivated to undertake minor and major research projects by the authorities.

6. Nil

47. Existence of learning resource management

e-database in library ◯ Yes (√) No

ICT and smartclass room (√) Yes ◯ No

e-learning sources (e- Books, e-Journals) (√) Yes ◯ No

Production of teaching modules (√) Yes ◯ No

Interactive learning facilities (√) Yes ◯ No

48. Internal resource mobilization: Kindly provide the amount contributed

Research   Rs. 10, 000.00

Consultancy and training   0

Student contribution   Rs. 16, 42,110.00

Alumni contribution   Rs. 10, 500.00

Well wishers   Rs. 26, 000.00

49. Infrastructure and welfare spending: Please specify the amount

Amount spent for infrastructure development Rs. 10, 21, 535.00

Amount spent for student welfare Rs. 1, 15, 000.00

Amount spent for staff welfare Rs. 50, 000.00

50. Is delegation of authority practiced (√) Yes ◯ No

51. Does grievance redressal cell exist?

	Yes	No
Faculty	(√)	◯
Students	(√)	◯
Staff	(√)	◯

52. Grievances received from faculty and resolved (Enter a number; 0 for nil)

Number of grievances received   01

Number of grievances resolved   01

53. Grievances received from students and resolved (Enter a number; 0 for nil)

Number of grievances received   02

Number of grievances resolved   02

54. Grievances received from other staff and resolved (Enter a number; 0 for nil)

Number of grievances received   01

Number of grievances resolved   01

55. Has the institution conducted any SWOT analysis during the year

(√) Yes   (   ) No

56. The SWOT analysis was done by internal or by external agency

(√) Internal   (   ) External

57. Kindly provide three identified strengths from SWOT Analysis (in bullet format)

- Students Strength
- Well appreciated student appraisal of faculty performance
- Team spirit

58. Kindly provide three identified weaknesses from the SWOT analysis (in bullet format)

- Understaffed departments
- Underuse of ICT enabled teaching mode
- Location in a rural and underdeveloped area

59. Kindly provide two opportunities identified from the SWOT analysis (in bullet format)

- Progressive mindset of management
- Active support of staff and alumni
- IQAC has been set up.

60. Kindly provide two identified challenges/threats from SWOT analysis (in bullet format)

- Unusual delay by government in filling up teaching and non-teaching posts

- Decrease in the number of teaching days due to political unrest

61. Identify any significant progress made by the institution towards achieving the goals and objectives during the year (list below in bullet format)

- Establishment of IQAC and its effective functioning for quality improvement. Emphasis on ensuring the regular attendance of the students in classes.

62. How do you perceive the role of NAAC in the quality development of your institution (Suggestions in bullet format to be given below)

1. NAAC has made us aware of our strength and weakness.
2. NAAC has improved the management system
3. NAAC has inspired us to use technology extensively in both teaching –learning process and administration.

Prof. Asit Panda

Name & Signature of the Coordinator, IQAC

Dr. Manabendra Mondal

Name & Signature of the Chairperson, IQAC

8.

CONCLUDING REMARKS

This exercise is intended to make a self analysis of the quality development of the institution during the year. The perspective plan and implementation for every year is to be documented and analysed to get a cumulative index for the period of accreditation and reaccreditation. Any substantial changes / initiative in this direction is to be separately listed. The best practices in various areas can be listed as a separate annexure. The data will be used to create a quality profile based on the total score index arrived at and this would help to map the institutions' strengths and areas of improvement.

NAAC will provide feedback and a quality profile based on analysis of your inputs if you desire so.

Thank you for your participation.