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**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.



### 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 Mondal

**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)**

<b>Undergraduate (BA/BSc/Bcom etc.)</b>	Hons. (V. U.) 17, Gen (V. U.) 21, Bachelor (IGNOU) 04
<b>Post Graduate (MA/MSc/M.Com. etc.)</b>	PG Degree (NSOU) 09, PG DIPLOMA (NSOU) 02, MASTER (IGNOU) 04, M. A./M. Sc (Distance Edu, V. U.) 07.
<b>Research Programmes</b>	0
<b>Certificate Programmes</b>	02 (NSOU), 03 (IGNOU)
<b>Professional Programmes</b>	0
<b>(B.Tech /M.Tech /B.Ed /M.Ed /Medicine /Pharmacy /Paramedical / Nursing etc.)</b>	
<b>Other value added programmes</b>	01 Spoken English, 01 DOEACC 'O' LEVEL 01 BCA
<b>Any other programme offered (specify)</b>	01 (SSC coaching), 07 (Add-on Courses), 01 Remedial Coaching, 01 (Coaching for WBCS Preliminary)

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

<b>New programmes added during the year</b>	02 (Remedial Coaching + Coaching for WBCS Preliminary)
<b>New programmes designed</b>	01 Coaching for WBCS Preliminary
<b>Programmes under revision</b>	0
<b>Interdepartmental collaborative programmes</b>	03 (Environmental Studies, Compulsory English, Compulsory Bengali)
<b>Inter institutional collaborative programmes</b>	01 (Seminar)
<b>Number of review committee recommendations implemented (Total)</b>	0
<b>Number of NAAC peer team recommendations implemented</b>	01
<b>Number of UGC/any other expert committee recommendations implemented</b>	0
<b>Number of review committee recommendation under implementation</b>	0
<b>Number of NAAC peer team recommendations under implementation</b>	03
<b>Number of UGC/ any other expert committee recommendations under implementation</b>	0

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

<b>Total faculty strength required as per norms for all programmes</b>	140
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<b>Total faculty on rolls</b>	74 (FT 19 + Contract.: 05 + Part time: 42 + Guest Faculty: 03 + Visiting Faculty 06)
<b>Faculty added during the year</b>	03 (02 FT + 01 GUEST)
<b>Faculty positions vacant</b>	22 FT
<b>Faculty left during the year</b>	01 FT + 09 Part time
<b>Total number of visiting faculty</b>	06
<b>Total number of guest faculty</b>	03

## 8. Qualification of Faculty

<b>PhD and Above</b>	13
<b>MPhil</b>	06
<b>Masters</b>	55
<b>Any other (Specify)</b>	0

## 9. Faculty qualification improvement

<b>PhD awarded to existing faculty</b>	01 (SG Zoology)
<b>MPhil awarded to existing faculty</b>	0
<b>Any other degree awarded to existing faculty</b>	0

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

<b>Administrative staff (total sanctioned)</b>	27
<b>Administrative staff (Actual strength)</b>	25
<b>Added during the year of reporting</b>	0
<b>Left during the year</b>	0
<b>Number of posts vacant</b>	02

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

<b>Technical Support Staff (Total sanctioned strength)</b>	01
<b>Technical Support Staff (Actual strength)</b>	01
<b>Added during the year</b>	0
<b>Left during the year</b>	0
<b>Number of posts vacant</b>	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	04
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	03 (Educational trips in Bengali, Science subjects and Geography)
Number of value added programmes proposed	01 (Training in PC ASSEMBLAGE)
Number of skill oriented programmes proposed	01 (Compulsory computer awareness programme)
Number of faculty competency and development programmes proposed	03 (2 RC (DD+ NS) + 1 OP (BD))
Number of other staff development programmes proposed	01 (Computer training for staff)
Number of student mentoring programmes proposed	01 Career Counseling

<b>Number of co-curricular activities proposed</b>	03 (Literary creativity competition, Quiz competition and Youth Parliament Programme)
<b>Number of inter departmental cooperative schemes proposed</b>	02 (Environmental Awareness, Blood Donation Programme)
<b>Number of community extension programmes proposed</b>	04 (NCC Programme Blood Donation Camp, NSS Special Winter Camp, Adult Literacy Programme)
<b>Any other programmes proposed (Specify)</b>	03 (College Annual Academic Tour, Dance Competition, Feedback analysis)

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

<b>Number of academic programmes implemented</b>	<b>03</b>
<b>Number of value added programmes implemented</b>	<b>01</b>
<b>Number of skill oriented programmes implemented</b>	<b>01</b>
<b>Number of faculty competency and development programmes implemented</b>	<b>03</b>
<b>Number of other staff development programmes Implemented</b>	<b>01</b>
<b>Number of student mentoring programmes implemented</b>	<b>01</b>
<b>Number of co-curricular activities implemented</b>	03
<b>Number of inter departmental cooperative programs implemented</b>	02
<b>Number of community extension programmes Implemented</b>	04
<b>Any other programmes suggested that are implemented (Specify)</b>	02 (College Annual Academic Tour, Feedback analysis)

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

<b>Number of seminars/ conferences/ workshops organized by IQAC within the institution</b>	0
<b>Number of participants from the institution</b>	0
<b>Number of participants from outside</b>	0
<b>Number of external experts invited</b>	0
<b>Number of external conferences/seminars/ workshops on institutional quality attended</b>	0
<b>Number of events conducted with IQACs of other institutions as collaborative programs</b>	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)**

- Succeeds in inspiring College Management to upgrade infrastructural facilities
- Establishment of NSS UNIT in college
- Introduction of Carrer Conselling programme at College
- Motivating Teachers and staff to undergo development programmes

## 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 programmes developed or designed by faculty	04 (Field Trips)
Number of faculty members involved in curriculum restructuring/revision/syllabus development	16
Number of programmes 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	72%
Percentage of classes engaged by guest faculty and temporary teachers	44%
Number of self-financed programmes offered	04
Number of aided programmes offered	37
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	75%
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## 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	01 (TD)
Number of major ongoing projects	0
Number of minor ongoing projects	03
Number of major projects completed	0
Number of minor projects completed	01
Number of major project proposals submitted for external funding	01



<b>Number of minor project proposals submitted for external funding</b>	02
<b>Number of research publications in peer reviewed journals</b>	15
<b>Number of research publications in international peer reviewed journals</b>	12
<b>Number of research publications in national peer reviewed Journals</b>	03
<b>Number of research papers accepted for publication in international peer reviewed journals</b>	03
<b>Number of research papers accepted for publication in national peer reviewed journals</b>	02
<b>Average of impact factor of publications reported</b>	1.5
<b>Number of books published</b>	02
<b>Number of edited books published</b>	0
<b>Number of books (single authored) published</b>	0
<b>Number of books (coauthored) published</b>	02
<b>Numbers of conferences attended by faculty</b>	19
<b>Number of international conferences attended</b>	07
<b>Number of national conferences attended</b>	12
<b>Number of papers presented in conferences</b>	08
<b>Number of papers presented in international conferences</b>	04
<b>Number of papers presented in national conferences</b>	04
<b>Number of conferences organized by the institution</b>	01
<b>Number of faculty acted as experts resource persons</b>	4
<b>Number of faculty acted as experts resource persons – international</b>	01 (LM)
<b>Number of faculty acted as experts resource persons- national</b>	03
<b>Number of collaborations with international institutions</b>	0
<b>Number of collaborations with national institutions</b>	0
<b>Number of linkages created during the year</b>	0
<b>Total budget for research for current year as a percentage of total institution budget</b>	Rs.10,000
<b>Amount of external research funding received in the year</b>	<b>Rs. 50,000</b>
<b>Number of patents received in the year</b>	0

<b>Number of patents applied for in the year</b>	0	
<b>Number of research awards/ recognitions received by faculty and research fellows of the institute in the year</b>	0	
<b>Number of PhDs awarded during the year</b>	01 (SG)	
<b>Percentage of faculty members invited as external experts/ resource persons/reviewers/referees or any other significant research activities</b>	30% (FT)	BD (MATH), LM (GEO), AD (PHYS), TD (POL. SC.)

#### 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)	3182
Actual enrollment during the year	3075
Student dropout percentage during the year	17.75%
Success percentage in the final examination across the courses	77.60%
Number of academic distinctions in the final examination and percentage	16
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	112
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#### 30. Does student counseling and guidance service exist?

Yes

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

Number of students participated	220
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#### 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	85
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Number of students selected for placement during the year 05

### 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 21 (State level Youth Parliament & Quiz competition)

Number of prizes won by students in external cultural events 03 (First Prize at State level Youth Competition)

Number of cultural events conducted by the institute for the students 04 (Social, Freshers' Welcome, Netaji Birth Day, 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 07

Number of students participated in university level sports and games events 65

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 01  
(Athletics)

Number of prizes won by students in university level sports and games events 10

Number of sports and games events conducted by the institute for the students 22

### 38. Composition of students

Percentage of Scheduled Caste 15.5%

Percentage of Scheduled Tribe 2.2%

Percentage of other backward communities 2.5%

Percentage of women students 32.5%

Percentage of physically challenged 0.1%

Percentage of rural students 45%

Percentage of urban students 55%

### 39. Scholarships and Financial Support

Number of students availing financial support from the institution 353

Amount disbursed as financial support from the institution Rs. 1,16,000/-

Number of students awarded scholarship from the institution 17

Number of students received notable national/international achievements/recognition 0

### 40. Student initiatives

Number of community upliftment programmes initiated by students 07 (Blood donation 2, Thalassemia Awareness 1, NSS Special camp 3, Sanitation Programme 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 03 ( Drinking Water Preservation Awareness Programme, Tree Plantation, Plastic Management)

Number of student research initiatives 0

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**

- Submission of at least one minor research project proposal
- At least three publications every year
- Upgradation of infrastructural facilities
- Creation of eco-friendly environment in campus
- Feedback from maximum students
- Purchase of more computers
- Purchase of more books for library

**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. The college Principal acts as facilitator between the governing body and the college staff. All the data concerning various processes is well maintained. All the financial transactions are processed through installed software.

2 Admission is done through customized developed software. Merit List is made available at college Website. Admission is done through counselling by teachers and office staff.

3. The data concerning students, personal information, performance and internal examinations, attendance record, etc. can be accessed through MIS.

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

5. Teachers are motivated to undertake minor and major research projects by the authorities. Publications in Journals are encouraged. Teachers are sanctioned study leave to undertake development programme.

6. Nil

**47. Existence of learning resource management**

e-database in library	<input type="radio"/> Yes	<input checked="" type="radio"/> No
ICT and smartclass room	<input checked="" type="radio"/> Yes	<input type="radio"/> No
e-learning sources (e- Books, e-Journals)	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Production of teaching modules	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Interactive learning facilities	<input checked="" type="radio"/> Yes	<input type="radio"/> No

**48. Internal resource mobilization: Kindly provide the amount contributed**

Research	0
Consultancy and training	0
Student contribution	Rs. 21,33,755.00
Alumni contribution	Rs. 10, 000.00
Well wishers	Rs. 50, 000.00

**49. Infrastructure and welfare spending: Please specify the amount**

Amount spent for infrastructure development	Rs. 15, 75, 525.00
Amount spent for student welfare	Rs. 1, 35, 000.00
Amount spent for staff welfare	Rs. 55, 000.00

**50. Is delegation of authority practiced**  Yes  No

**51. Does grievance redressal cell exist?**

	Yes	No
Faculty	<input checked="" type="radio"/>	<input type="radio"/>
Students	<input checked="" type="radio"/>	<input type="radio"/>
Staff	<input checked="" type="radio"/>	<input type="radio"/>

**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 03

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)**

- Large number of students
- Dedicated and qualified faculty and staff
- Team spirit

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

- Lack of adequate fulltime faculties
- Inadequate infrastructure for research
- Location in a rural and underdeveloped area

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

- To introduce regular P. G. programmes
- To introduce career oriented courses



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

- To fill up vacant teaching posts
- To create more sanctioned post for technical staff

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

- Completion of the construction of the First floor of New Science Block  
Development of College Playground, Introduction of NCC course  
Recruitment of two new Full-time Teachers

**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 strengths and weaknesses.
2. NAAC puts us in right path to move forward to achieve our goals and objectives.
3. NAAC has inspired us to use technology extensively in both teaching –learning process and administration.

**Prof. Asit Panda**  
Co-ordinator, IQAC

**Dr. Manabendra Mondal**  
Principal & 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.