

1



**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.) 18, Gen (V. U.) 22   |
| <b>Post Graduate (MA/MSc/M.Com. etc.)</b>   | PG Degree (NSOU) 09, PG DIPLOMA (NSOU) 02, M. A./M. Sc (Distance Edu, V. U.) 07. |
| <b>Research Programmes</b>  | 0  |
| <b>Certificate Programmes</b>   | 02 (NSOU)  |
| <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 BCA, Remedial coaching                                     |
| <b>Any other programme offered (specify)</b>  | 01 (SSC coaching), 01 Primary TET coaching                                       |

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

|   |  |
|---|--|
| <b>New programmes added during the year</b>   | 01 Education (General)   |
| <b>New programmes designed</b>  | 0  |
| <b>Programmes under revision</b>  | 0  |
| <b>Interdepartmental collaborative programmes</b>                                     | 04 (Seminars, Environmental Studies, Compulsory English, Compulsory Bengali) |
| <b>Inter institutional collaborative programmes</b>                                   | 02 (seminars)  |
| <b>Number of review committee recommendations implemented (Total)</b>                 | 0  |
| <b>Number of NAAC peer team recommendations implemented</b>                           | 0  |
| <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> | 01   |

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

|  |     |
|--|-----|
| <b>Total faculty strength required as per norms for all programmes</b> | 150 |
|--|-----|

|   |   |
|---|---|
| <b>Total faculty on rolls</b>           | 87 (FT 19 + Contract.: 03 + PT: 37 + Guest Faculty: 22 + Visiting Faculty 06) |
| <b>Faculty added during the year</b>    | 12 (12 Guest)   |
| <b>Faculty positions vacant</b>         | 25 FT   |
| <b>Faculty left during the year</b>     | 01  |
| <b>Total number of visiting faculty</b> | 06  |
| <b>Total number of guest faculty</b>    | 22  |

## 8. Qualification of Faculty

|                            |                            |
|----------------------------|----------------------------|
| <b>PhD and Above</b>       | 13                         |
| <b>MPhil</b>               | 07                         |
| <b>Masters</b>             | 67                         |
| <b>Any other (Specify)</b> | 01 BHMS, 01 LLB, 10 B. Ed. |

## 9. Faculty qualification improvement

|   |   |
|---|---|
| <b>PhD awarded to existing faculty</b>              | 0 |
| <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>  | 23 |
| <b>Added during the year of reporting</b>      | 0  |
| <b>Left during the year</b>                    | 02 |
| <b>Number of posts vacant</b>                  | 04 |

## 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                                      | 01  |
| Number of Students in IQAC                                    | 01  |
| Number of Faculty in IQAC                                     | 06 (including Principal and IQAC Coordinator) |
| Number of Administrative Staff in IQAC                        | 02  |
| Number of Technical Staff in IQAC                             | 01  |
| Number of Management Representatives                          | 02  |
| Number of External experts in IQAC                            | 0   |
| Number of any other stakeholder and community representatives | 0   |

### 14. IQAC Meetings

|   |     |
|---|-----|
| Number of IQAC meetings held during the year                            | 04  |
| Whether Calendar of activities of IQAC formulated for the academic year | Yes |

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

|  |  |
|--|--|
| Number of academic programmes proposed                           | 04 (Educational trips in Santali, Bengali, Science subjects and Geography) |
| Number of value added programmes proposed                        | 02 (ENTRY into Service level coaching: Primary TET & SSC)                  |
| Number of skill oriented programmes proposed                     | 01 (Compulsory computer awareness programme)                               |
| Number of faculty competency and development programmes proposed | 06 (2 RC (AD+AP) + 1 OP (LM) + 2 NSS (TD+BD) + 1 FDP (SS))                 |
| Number of other staff development programmes proposed            | 01 (Computer training for staff)   |
| Number of student mentoring programmes proposed                  | 01 Career Counselling  |

|  |  |
|--|--|
| <b>Number of co-curricular activities proposed</b>               | 04 (ANTAKSHARI COMPETITION, Quiz competition, Youth Parliament Programme, Dance)                 |
| <b>Number of inter departmental cooperative schemes proposed</b> | 02 (ENVIRONMENTAL AWARENESS, NSS ACTIVITIES)   |
| <b>Number of community extension programmes proposed</b>         | 03 (Blood Donation Camp, NSS Special Winter Camp, THALASSEMIA AWARENESS Programme)               |
| <b>Any other programmes proposed (Specify)</b>                   | 04 (College ANNUAL ACADEMIC TOUR, Feedback analysis, Remedial coaching, Women's Day Celebration) |

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

|  |   |
|--|---|
| <b>Number of academic programmes implemented</b>                           | <b>04</b>                                       |
| <b>Number of value added programmes implemented</b>                        | <b>02</b>                                       |
| <b>Number of skill oriented programmes implemented</b>                     | <b>01</b>                                       |
| <b>Number of faculty competency and development programmes implemented</b> | <b>06</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>                      | 04  |
| <b>Number of inter departmental cooperative programs implemented</b>       | 02  |
| <b>Number of community extension programmes Implemented</b>                | 02 Blood Donation Camp, NSS Special Winter Camp |
| <b>Any other programmes suggested that are implemented (Specify)</b>       | 04  |

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

|  |    |
|--|----|
| <b>Number of seminars/ conferences/ workshops organized by IQAC within the institution</b>   | 01 |
| <b>Number of participants from the institution</b>   | 95 |
| <b>Number of participants from outside</b>   | 07 |
| <b>Number of external experts invited</b>  | 02 |
| <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
- Introduction of new programmes
- Arrangement of Seminar
- 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 | 18  |
| Number of programmes in which evaluation process reformation taken up and implemented        | 0   |
| Number of active teaching days during the current academic year                              | 209   |
| Average percentage of attendance of students   | 72%   |
| Percentage of classes engaged by guest faculty and temporary teachers                        | 48%   |
| Number of self-financed programmes offered   | 05  |
| Number of aided programmes offered   | 37  |
| Number of programmes discontinued during the year  | IGNOU (Bachelor 4 + Master 4 + Certificate 3) + DOEACC + Add on courses |

## 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 | 70% |
|---|-----|

## 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 (LM) |
| Number of major ongoing projects                                 | 0       |
| Number of minor ongoing projects                                 | 04      |
| Number of major projects completed                               | 0       |
| Number of minor projects completed                               | 0       |
| Number of major project proposals submitted for external funding | 0       |



|   |                               |
|---|-------------------------------|
| <b>Number of minor project proposals submitted for external funding</b>                           | 02                            |
| <b>Number of research publications in peer reviewed journals</b>                                  | 10                            |
| <b>Number of research publications in international peer reviewed journals</b>                    | 06                            |
| <b>Number of research publications in national peer reviewed Journals</b>                         | 04                            |
| <b>Number of research papers accepted for publication in international peer reviewed journals</b> | 02                            |
| <b>Number of research papers accepted for publication in national peer reviewed journals</b>      | 02                            |
| <b>Average of impact factor of publications reported</b>  | 1.3                           |
| <b>Number of books published</b>  | 0                             |
| <b>Number of edited books published</b>   | 0                             |
| <b>Number of books (single authored) published</b>  | 0                             |
| <b>Number of books (coauthored) published</b>   | 0                             |
| <b>Numbers of conferences attended by faculty</b>   | 26                            |
| <b>Number of international conferences attended</b>   | 04                            |
| <b>Number of national conferences attended</b>  | 18                            |
| <b>Number of papers presented in conferences</b>  | 10                            |
| <b>Number of papers presented in international conferences</b>                                    | 03                            |
| <b>Number of papers presented in national conferences</b>   | 04                            |
| <b>Number of conferences organized by the institution</b>   | 02                            |
| <b>Number of faculty acted as experts resource persons</b>  | 05                            |
| <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 for each Department |
| <b>Amount of external research funding received in the year</b>                                   | <b>Rs. 72,000 (AD)</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>  | 0   |
| <b>Percentage of faculty members invited as external experts/ resource persons/reviewers/referees or any other significant research activities</b> | 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)              | 3540   |
| Actual enrollment during the year  | 3416   |
| Student dropout percentage during the year                                 | 23.66% |
| Success percentage in the final examination across the courses             | 72.63% |
| Number of academic distinctions in the final examination and percentage    | 13     |
| 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 | 95 |
|---------------------------------|----|

#### 30. Does student counseling and guidance service exist?

Yes

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

|                                 |    |
|---------------------------------|----|
| Number of students participated | 75 |
|---------------------------------|----|

#### 32. Career Guidance

|  |     |
|--|-----|
| Number of career guidance programmes organized                   | 01  |
| Percentage of students participated in career guidance programme | 15% |

#### 33. Is there provision for campus placement?

Yes

#### 34. If yes to Qn. 32

|  |    |
|--|----|
| Number of students participated in campus selection programmes | 75 |
|--|----|

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 15 (District Youth Parliament & Dance 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, Tagore's Birthday celebration  
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 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

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 22

### 38. Composition of students

Percentage of Scheduled Caste 20.2%

Percentage of Scheduled Tribe 5.2%

Percentage of other backward communities 5.34%

Percentage of women students 30.5%

Percentage of physically challenged 0.1%

Percentage of rural students 48%

Percentage of urban students 52%

### 39. Scholarships and Financial Support

Number of students availing financial support from the institution 1382

Amount disbursed as financial support from the institution Rs. 11,48,325/-

Number of students awarded scholarship from the institution 47

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

### 40. Student initiatives

Number of community upliftment programmes initiated by students 06 (Blood donation 1, THALASSEMIA Awareness 1, NSS Special camp 4)

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 (Energy Preservation, 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**

- Continuous Internal Assessment
- At least three publications every year
- Net worked library
- Creation of eco-friendly environment in campus
- Class room Seminar by Students
- Regular Monitoring of Students' Attendance
- Upgradation of departmental 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 (payroll, tax, fees, PF etc.) 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.

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.

6. Nil

**47. Existence of learning resource management**

|   |                                      |                                     |
|---|--------------------------------------|-------------------------------------|
| e-database in library                     | <input checked="" type="radio"/> Yes | <input 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. 16, 28,320.00 |
| 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. 20, 45,000.00 |
| Amount spent for student welfare            | Rs. 1, 25, 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  | <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 02

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 0

Number of grievances resolved 0

**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
- Committed Teaching Staff and Support Staff
- Strong Management Team

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

- Understaffed departments
- Lack of sufficient placement system
- Lack of skilled technical staff

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

- Opening of regular P. G. programmes and job-oriented courses
- Students can excel more in both sports and culture, provided that facilities are made available.



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

- To fill up vacant teaching posts
- To develop a culture where use of IT application is complete in teaching and learning process

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

- Improvement of Canteen Facilities, Remedial coaching, Construction of concrete road inside the campus, Purchase of new computers and softwares, Smartclass, Introduction of new course, Purchase of scientific instruments, NCC & NSS UNITS

**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 enabled us to discover 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.