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 2012 – 2013

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)

Undergraduate (BA/BSc/Bcom etc.)	Hons. (V. U.) 18, Gen (V. U.) 22, 01 BCA (V. U.)
Post Graduate (MA/MSc/M.Com. etc.)	PG Degree (NSOU) 09, PG DIPLOMA (NSOU) 02, M. A. / M. Sc (Distance Edu, V. U.) 07
Research Programmes	0
Certificate Programmes	02 (NSOU)
Professional Programmes	0
(B.Tech /M.Tech /B.Ed /M.Ed /Medicine /Pharmacy /Paramedical / Nursing etc.)	
Other value added programmes	01 Spoken English, 01 Remedial Coaching
Any other programme offered (specify)	01 (SSC coaching), 01 (Primary TET Coaching)

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

New programmes added during the year	0
New programes designed	0
Programes under revision	0
Interdepartmental collaborative programmes	04 (Seminars, Environmental Studies, Compulsory English, Compulsory Bengali)
Inter institutional collaborative programmes	02 (seminars)
Number of review committee recommendations implemented (Total)	0
Number of NAAC peer team recommendations implemented	0
Number of UGC/any other expert committee recommendations implemented	0
Number of review committee recommendation under implementation	0
Number of NAAC peer team recommendations under implementation	02
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	154

Total faculty on rolls	91 (FT 19 + Contract.: 03 + PT: 37 + Guest Faculty: 26 + Visiting Faculty 06)
Faculty added during the year	04 (Guest)
Faculty positions vacant	28 FT
Faculty left during the year	0
Total number of visiting faculty	06
Total number of guest faculty	26

8. Qualification of Faculty

PhD and Above	13
MPhil	07
Masters	71
Any other (Specify)	01 BHMS, 01 LLB, 10 B. Ed.

9. Faculty qualification improvement

PhD awarded to existing faculty	0
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)	27
Administrative staff (Actual strength)	23
Added during the year of reporting	0
Left during the year	02
Number of posts vacant	04

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	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	04 (1 RC (TD) + 1 OP (SS) + 1 NCC (DP) + 1 FDP (AHM))
Number of other staff development programmes proposed	01 (Computer training for staff)
Number of student mentoring programmes proposed	01 Career Counselling

Number of co-curricular activities proposed	04 (ANTAKSHARI COMPETITION, Quiz competition, Youth Parliament Programme, literary creativity competition)
Number of inter departmental cooperative schemes proposed	02 (ENVIRONMENTAL AWARENESS, NSS ACTIVITIES)
Number of community extension programmes proposed	03 (Blood Donation Camp, NSS Special Winter Camp, AIDS AWARENESS CAMPAIGN)
Any other programmes proposed (Specify)	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)

Number of academic programmes implemented	**04**
Number of value added programmes implemented	**02**
Number of skill oriented programmes implemented	**01**
Number of faculty competency and development programmes implemented	**04**
Number of other staff development programmes Implemented	**01**
Number of student mentoring programmes implemented	**01**
Number of co-curricular activities implemented	04
Number of inter departmental cooperative programs implemented	02
Number of community extension programmes Implemented	03
Any other programmes suggested that are implemented (Specify)	04

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

Number of seminars/ conferences/ workshops organized by IQAC within the institution	01
Number of participants from the institution	72
Number of participants from outside	06
Number of external experts invited	02
Number of external conferences/seminars/ workshops on institutional quality attended	0
Number of events conducted with IQACs of other institutions as collaborative 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)

- Faculty Development Programme

- Orientation on API

- Arrangement of Seminar

- Documentation of Records

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	04 (Field Trips)
Number of faculty members involved in curriculum restructuring/revision/syllabus development	15
Number of programes in which evaluation process reformation taken up and implemented	0
Number of active teaching days during the current academic year	205
Average percentage of attendance of students	75%
Percentage of classes engaged by guest faculty and temporary teachers	47%
Number of self-financed programmes offered	05
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%

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	01 (BD)
Number of minor research projects undertaken during the year	0
Number of major ongoing projects	0
Number of minor ongoing projects	02
Number of major projects completed	0
Number of minor projects completed	03 (BD+ AD + TD)
Number of major project proposals submitted for external funding	01

Number of minor project proposals submitted for external funding	02
Number of research publications in peer reviewed journals	15
Number of research publications in international peer reviewed journals	08
Number of research publications in national peer reviewed Journals	06
Number of research papers accepted for publication in international peer reviewed journals	03
Number of research papers accepted for publication in national peer reviewed journals	02
Average of impact factor of publications reported	1.3
Number of books published	0 2 (SR)
Number of edited books published	0
Number of books (single authored) published	02
Number of books (coauthored) published	0
Numbers of conferences attended by faculty	20
Number of international conferences attended	03
Number of national conferences attended	15
Number of papers presented in conferences	06
Number of papers presented in international conferences	03
Number of papers presented in national conferences	03
Number of conferences organized by the institution	12
Number of faculty acted as experts resource persons	06
Number of faculty acted as experts resource persons – international	0
Number of faculty acted as experts resource persons- national	04
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	Rs.10,000 for each Department
Amount of external research funding received in the year	**RS. 50,000**
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   20%

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)	3935
Actual enrollment during the year	3792
Student dropout percentage during the year	21.25%
Success percentage in the final examination across the courses	75.62%
Number of academic distinctions in the final examination and percentage	13
Number of students who got admitted to institutions of national importance	05
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	**75**

30. Does student counseling and guidance service exist?

Yes

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

Number of students participated	**55**

32. Career Guidance

Number of career guidance programmes organized	**01**
Percentage of students participated in career guidance programme	**20%**

33. Is there provision for campus placement?

Yes

34. If yes to Qn. 32

Number of students participated in campus selection programmes	**60**

Number of students selected for placement during the year   06

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	25 (District Youth Parliament & Dance competition)
Number of prizes won by students in external cultural events	03
Number of cultural events conducted by the institute for the students	05 Social, Freshers' Welcome, Netaji Birthday, Golden Jubilee Year celebration Annual Cultural competition etc.
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	08
Number of students participated in university level sports and games events	67
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	25

38. Composition of students

Percentage of Scheduled Caste	20.38%
Percentage of Scheduled Tribe	7.34%
Percentage of other backward communities	21.82%
Percentage of women students	41.5%
Percentage of physically challenged	0.15%

Percentage of rural students	56%
Percentage of urban students	44%

39. Scholarships and Financial Support

Number of students availing financial support from the institution	529
Amount disbursed as financial support from the institution	Rs. 3,36,050/-
Number of students awarded scholarship from the institution	23
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, AIDS CAMPAIGN 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	01 (Math)

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

- Continuous Internal Assessment
- Wi Fi Campus
- Use of ICT
- Stipends for meritorious stiudents
- 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. Research monitoring cell has been set up.

6. Regular meeting between the faculty and staff are convened to seek suggestions for improvement. Regular G. B. meetings are held.

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   0

Consultancy and training   0

Student contribution   Rs. 19,26,625.00

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. 25, 74, 000.00

Amount spent for student welfare   Rs. 1, 15, 560.00

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   0

Number of grievances resolved   0

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   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)

- Good performance of the students

- Well appreciated student appraisal of faculty performance

- Forward looking mindset of management

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

- Poor consultancy and zero patent

- Lack of effective placement system

- Limited research activities

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

- Opening of regular P. G. programmes and job-oriented courses
- Active support of staff and alumni

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

- To fill up vacant teaching posts

- Introduction of new courses in emerging areas

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

- Installation of C. C TV in different portions of the campus. Celebration of the Golden Jubilee year of the college. Arrangement of regular Lectures and Seminars. Introduction of Gymnasium, College Annual Tour to Darjeeling

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 has improved the management system and research activities and provided impetus to create better infrastructure
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.