ANNUAL QUALITY ASSURANCE REPORT (AQAR)

2013-14

Submitted to

राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL
An Autonomous Institution of the University Grants Commission

BELDA COLLEGE

Affiliated to Vidyasagar University
Re-accredited and Graded 'B' by NAAC
Belda :: Paschim Medinipur :: West Bengal

Annual Quality Assurance Report (AQAR)

2013 – 2014

BELDA COLLEGE

(ESTD: 1963)

Belda, Paschim Medinipur, W.B. 721424

Prepared by:

Internal Quality Assurance Cell (IQAC), Belda College

The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

AQAR for the year *(for example 2013-14)*

| 2013-2014 |

1. Details of the Institution

1.1 Name of the Institution

| BELDA COLLEGE |

1.2 Address Line 1

| COLLEGE ROAD |

Address Line 2

| BELDA |

City/Town

| NARAYANGARH |

State

| WEST BENGAL |

Pin Code

| 721424 |

Institution e-mail address

| mondalprincipal@yahoo.co.in |

Contact Nos.

| 03229-255246 |

Name of the Head of the Institution:

| DR. MANABENDRA MONDAL |

Tel. No. with STD Code:

| 03229-255246 |

Mobile:

| 9474821951 |

Name of the IQAC Co-ordinator:

DR. ASIT PANDA

Mobile:

9732554636

IQAC e-mail address:

asitpanda23@rediffmail.com

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)*

WBCOGN12702

OR

1.4 **NAAC Executive Committee No. & Date:**
(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

EC(SC)/05/RAR/058 dated 03-03-2015

1.5 Website address:

www.beldacollege.ac.in

Web-link of the AQAR:

http://beldacollege.ac.in/AQAR/AQAR2013-14.pdf

For ex. http://www.ladykeanecollege.edu.in/AQAR2012-13.doc

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA/ Institutional Score	Year of Accreditation	Validity Period
1	1st Cycle	B	73.00	2006	5 years
2	2nd Cycle	B	2.75	2015	5 years
3	3rd Cycle	X	X	X	X
4	4th Cycle	X	X	X	X

1.7 Date of Establishment of IQAC :   DD/MM/YYYY   **22/02/2007**

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((*for example AQAR 2010-11submitted to NAAC on 12-10-2011*)

   i. AQAR 2006-07 submitted to NAAC on **11-01-2014**
   ii. AQAR 2007-08 submitted to NAAC on **22-01-2014**
  iii. AQAR 2008-09 submitted to NAAC on **22-01-2014**
  iv. AQAR 2009-10 submitted to NAAC on **25-01-2014**
   v. AQAR 2010-11 submitted to NAAC on **26-03-2014**
  vi. AQAR 2011-12 submitted to NAAC on **26-03-2014**
 vii. AQAR 2012-13 submitted to NAAC on **26-03-2014**

1.9 Institutional Status

University   State [ ]   Central [ ]   Deemed [ ]   Private [ ]

Affiliated College   Yes [√]   No [ ]

Constituent College   Yes [ ]   No [ ]

Autonomous college of UGC   Yes [ ]   No [ ]

Regulatory Agency approved Institution   Yes [ ]   No [ ]

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution   Co-education [√]   Men [ ]   Women [ ]

                Urban [ ]   Rural [√]   Tribal [ ]

Financial Status   Grant-in-aid [ ]   UGC 2(f) [√]   UGC 12B [√]

         Grant-in-aid + Self Financing [√]   Totally Self-financing [ ]

1.10 Type of Faculty/Programme

Arts [√]   Science [√]   Commerce [√]   Law [ ]   PEI (Phys Edu) [ ]

TEI (Edu) [ ]   Engineering [ ]   Health Science [ ]   Management [ ]

Others (Specify)   [**BCA**]

1.11 Name of the Affiliating University *(for the Colleges)*

Vidyasagar University, Midnapore

1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University No

University with Potential for Excellence No   UGC-CPE No

DST Star Scheme No   UGC-CE No

UGC-Special Assistance Programme No   DST-FIST No

UGC-Innovative PG programmes No   Any other (*Specify*) No

UGC-COP Programmes No

2. IQAC Composition and Activities

2.1 No. of Teachers	6
2.2 No. of Administrative/Technical staff	4
2.3 No. of students	1
2.4 No. of Management representatives	2
2.5 No. of Alumni	1
2. 6 No. of any other stakeholder and community representatives	0
2.7 No. of Employers/ Industrialists	0
2.8 No. of other External Experts	1
2.9 Total No. of members	15
2.10 No. of IQAC meetings held	04

2.11 No. of meetings with various stakeholders: No. 13   Faculty 4

   Non-Teaching Staff 2   Students 3   Alumni 2   Others (Parents) 2

2.12 Has IQAC received any funding from UGC during the year?   Yes ☐   No ✓

   If yes, mention the amount   Not Applicable

2.13 Seminars and Conferences (only quality related)

   (i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

   Total Nos. 2   International 0   National 0   State 3   Institution Level 0

   (ii) Themes
   - Legal Aids to Women and Children
   - Awareness Programme on Prevention of Cancer
   - Elector's Motivation Programme

2.14 Significant Activities and contributions made by IQAC

   - Submission of L.O.I for NAAC assessment and accreditation.
   - Initiative for publication of a multidisciplinary research journal.
   - Preparation of previous years' AQARs and submission to NAAC.
   - Appointment of guest teachers in certain courses of Science and Arts streams.
   - Organization of Gender Sensitization Programme in collaboration with the Women's Cell.
   - Formation of the steering committee for the preparation of self-study report to be submitted to NAAC.
   - Collection and analysis of feedback received from parents, students and alumni, and action taken on the basis of it.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year:

Plan of Action	Achievements
To initiate the process for Cycle 2 Assessment and Accreditation by NAAC.	Steering committee is formed for collection and compilation of data and preparation of SSR.
To fill up the vacant positions of teaching staff with qualified candidates.	Two Full Time teachers and a few Guest Teachers were recruited.
To run coaching for entry into services.	The college started coaching for entry into jobs and services.
To deploy A-VIEW in the college to offer e-learning experience.	A-VIEW was deployed offering our students scopes to have online access to lectures delivered in other reputed higher educational institutions.

To create a medicinal plant's garden.	*Sushruta Uddyan* was created with a variety of medicinal plants.
To collect and analyse feedback from students, alumni and parents.	Feedback is collected and analysed by the IQAC. Reports are sent to the Principal for taking appropriate measures.
To motivate teachers for participation in FDP programme.	Seven teachers participated in Staff Training, Winter School, Refresher/Orientation courses.
To install water purifier in PG buildings.	Four water purifiers were installed in PG buildings.
To publish a multidisciplinary research journal.	Steps are taken to publish a multidisciplinary research journal in next Academic session.
To prepare Annual Quality Assurance Reports.	AQARs of previous years were prepared and submitted to NAAC.

* Academic Calendar of the year 2013-14: see Annexure I.

2.16 Whether the AQAR was placed in statutory body   Yes [√]   No [ ]

Management [√]   Syndicate [ ]   Any other body [ ]

Provide the details of the action taken

The AQAR prepared by the IQAC was placed in the meeting of the Governing Body by the Principal. The G.B. appreciated the efforts of IQAC in quality Management in the college. Most of the plans/recommendations of the IQAC for quality management and enhancement in the institution were ratified. The members of the G.B. noted the achievements and weaknesses of the college in the previous academic session from the AQAR and resolved to guide the institution in the path of further progress in future through proper planning and its implementation with the assistance of IQAC.   Some of the major actions taken in 2014-15 include:

- ➤ **Assessment & Re-accreditation by NAAC in 2014-15**
- ➤ **Recruitment of Full Time faculty in Philosophy, Commerce, Zoology, Mathematics, Chemistry etc.**
- ➤ **Appointment of Permanent Librarian in 2014-15**
- ➤ **Smooth conduct of Students' Union Election**
- ➤ **Purchase of books for various subjects of Arts, Science & Commerce Streams for Central Library.**
- ➤ **Organization of college Annual Educational Tour at Simla, Kulu, Manali etc. with subsidy for students and staff in 2014-15.**
- ➤ **Establishment of Basket Ball Court**
- ➤ **Allocation of Rs 30,000/- per annum as social fund for distressed people and appeals for various kinds of help related to festival etc.**
- ➤ **Installation of Rain Water Harvesting Unit**
- ➤ **Installation of Solar Panel Inverters**
- ➤ **Creation of new Smart Classrooms**
- ➤ **Creation of Posts for recruitment of non-teaching staff.**

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	X	X	X	X
PG	X	02	X	X
UG	22	X	01	X
PG Diploma	X	X	X	X
Advanced Diploma	X	X	X	X
Diploma	X	X	X	X
Certificate	X	X	X	X
Others	X	X	X	X
Total	**22**	**02**	**01**	**X**

Interdisciplinary	X	X	X	X
Innovative	X	X	X	X

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options
   (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	03 (01 – BCA, 02 – PG in Bengali & English)
Trimester	X
Annual	21

1.3 Feedback from stakeholders*   Almuni [√]   Parents [√]   Employers [ ]   Students [√]
   (On all aspects)

   Mode of feedback   :   Online [ ]   Manual [√]   Co-operating schools (for PEI) [ ]

* Analysis of the feedback is provided in Annexure II

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

> No revision/update of regulation or syllabi was done during 2013-14.

1.5 Any new Department/Centre introduced during the year. If yes, give details.

> No new department/centre was introduced. However, PG courses in Bengali & English have been introduced.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors (Principal)	Others (Govt. Approved PTT)
55	17	03	1	34

2.2 No. of permanent faculty with Ph.D.　　10

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
02	21	X	X	X	X	X	X	X	X

2.4 No. of Guest and Visiting faculty and Temporary faculty　　GF – 25　　VF – 06　　TF – 00

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	03	05	73
Presented papers	02	04	00
Resource Persons	01	00	00

2.6 Innovative processes adopted by the institution in Teaching and Learning:

- Emphasis on the use of ICT in teaching & learning.
- Introduction of PG courses in certain subjects.
- Introduction of students' seminar.
- Regular organisation of seminars/conferences.
- Generation of awareness regarding environmental, moral, ethical and gender issues.
- Emphasis on experiential learning.
- Emphasis on field work and educational tour.
- Separate classes for slow learners and advanced learners.
- Regular assessment of students' performances and identification of their progress.

2.7　Total No. of actual teaching days during this academic year　　185

2.8　Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

Introduction of Photocopy and MCQ

2.9 No. of faculty members involved in curriculum restructuring/revision/ syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

3 teachers were involved in curriculum restructuring as member of BOS

2.10 Average percentage of attendance of students

82%

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I % (60% & above)	II % (45% to below 60%)	III %(35% to below 45%)	Pass %
Bengali Hons	72		8.33%	88.89%	2.78%	100%
English Hons	60		00	85%	15%	100%
History Hons	58		7%	93%	00	100%
Philosophy Hons	13		23.1%	76.9%	00	100%
Pol. Sc. Hons	09		00	100%	00	100%
Economics Hons	X	X	X	X	X	X
Geography Hons	32		00	84.38%	15.62%	100%
Sanskrit Hons	42		16.67%	80.92%	00	97.59%
Music Hons	12		00	100%	00	100%
Sociology Hons	19		00	94.73%	5.27%	100%
Physics Hons	05		00	80%	20%	100%
Chemistry Hons	20		00	30%	55%	85%
Mathematics Hons	23		13.04%	69.6%	4.35%	87%
Botany Hons	11		00	100%	00	100%
Zoology Hons	08		00	62.5%	12.5%	75%
Com. Sc Hons	03		25%	75%	00	100%
Nutrition Hons	26		15.38%	80.77%	3.85%	100%
B.Com Accountancy Hons	02		00	100%	00	100%
B.A General	257		00	31.91%	60.30%	92.21%
B.Sc General	19		10.53%	73.68%	10.53%	94.74%
B.Com General	02		00	100%	00	100%
BCA 6th Sem	20		00	65%	00	65%

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

- Through collection, analysis and action taken on the basis of the feedback collected from various stakeholders on teaching and learning process.
- Providing important suggestions to the teachers for improvement of teaching and learning.
- Through implementation of PBAS system for teachers.
- Encouraging the teachers to use ICT in teaching.
- Analysing the results of different departments.
- Putting emphasis on preparation of academic calendar, teaching plan, teacher's diary, evaluation blueprint etc.

- Motivating the teachers to participate in seminars, conferences etc. to enrich themselves.
- Motivating the teachers to participate in Faculty Development Programmes.
- Through upgradation of science laboratories.
- Providing internet facilities in all departments.
- Ensuring access of teachers and students to e-books and e-journals through INFLIBNET.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	*Number of faculty benefitted*
Refresher courses	01
UGC – Faculty Improvement Programme	00
HRD programmes	00
Orientation programmes	01
Faculty exchange programme	01
Staff training conducted by the university	00
Staff training conducted by other institutions	02
Summer / Winter schools, Workshops, etc.	02
Others	00

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	21	04	X	7 casual
Technical Staff	02	00	X	X

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

- Formation of a Research Committee.
- Seed money for research/presentation of papers in seminars/conferences etc.
- Provision of funding for organization of seminar/conferences etc.
- Provision of separate rooms for research works.
- Support of computers/laptops/internet etc. to all departments.
- Support for having access to e-journals and e-books through INFLIBNET.
- Support for students' project, fieldwork, educational tour etc.
- Support for publication of a multidisciplinary research journal *Explorations*.
- Ensuring autonomy to the Principal Investigator.
- Ensuring timely availability or release of resources.
- Encouraging the faculty members to enrol for M.Phil./Ph.D. courses.
- Provision of adequate infrastructure for conducting research works.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number		01 (NBHM Dr. Basudeb Dhara)		
Outlay in Rs. Lakhs		10.115L		

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	01 (Dr. Avijit Kr. De)		02 (Dr. Jayanta Mukherjee, Abdul Hai Mallick)	
Outlay in Rs. Lakhs	0.72L		1.4 + 2.8 = 4.2L	

3.4 Details on research publications

	International	National	Others
Peer Review Journals	03	01	00
Non-Peer Review Journals	00	00	01
e-Journals	00	00	00
Conference proceedings	00	00	00

3.5 Details on Impact factor of publications:

Range [ ]   Average [ ]   h-index [ ]   Nos. in SCOPUS [ ]

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project		Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects (Dr. Basudeb Dhara)		01/04/2013 to 31/03/2016	Govt. Of India, Dept. Of Atomic Energy under the recommendation of NBHM	NIL	NIL
Minor Projects `	1. **Dr. Jayanta Mukherjee**	2 Years	UGC	1.4 L	NIL
	2. **Dr. Abdul Hai Mallick**	2 Years	UGC	2.8L	NIL
	3. **Dr. Lipika Mondal**	August 2011 to July 2013	UGC	1.77L	0.168L
	4. **Dr. Avijit Kr. De**	2 Years	UGC	0.72L	0.265L
Interdisciplinary Projects		X	X	X	X
Industry sponsored		X	X	X	X
Projects sponsored by the University/ College		X	X	X	X
Students research projects *(other than compulsory by the University)*		X	X	X	X
Any other(Specify)		X	X	X	X
Total		X	X	X	X

3.7 No. of books published   i) With ISBN No. | 01 | Chapters in Edited Books | 01 |

ii) Without ISBN No. | X |

3.8 No. of University Departments receiving funds from   **N/A**

UGC-SAP | X | CAS | X | DST-FIST | X |

DPE | X | DBT Scheme/funds | X |

3.9 For colleges   Autonomy | X | CPE | X | DBT Star Scheme | X |

INSPIRE | X | CE | X | Any Other (specify) | X |

3.10 Revenue generated through consultancy | Nil |

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College	Special Lecture
Number	00	00	24	00	09	06
Sponsoring agencies	X	X	College	X	College	College

3.12 No. of faculty served as experts, chairpersons or resource persons | 25 |

3.13 No. of collaborations   International | 01 | National | X | Any other | X |

3.14 No. of linkages created during this year | 01 |

3.15 Total budget for research for current year in lakhs:

From funding agency | 3L | From Management of University/College | 0.2L |

Total | 3.2L |

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	X
	Granted	X
International	Applied	X
	Granted	X
Commercialised	Applied	X
	Granted	X

3.17 No. of research awards/ recognitions received by faculty and research fellows of the institute in the year

Total	International	National	State	University	Dist	College

3.18 No. of faculty from the Institution
    who are Ph. D. Guides | 01 |
    and students registered under them | 02 |

3.19 No. of Ph.D. awarded by faculty from the Institution | 00 |

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF | 01 | SRF | X | Project Fellows | 01 | Any other | X |

(Research Scholars working under the guidance of Dr. Basudeb Dhara, Department of Mathematics.)

3.21 No. of students Participated in NSS events:

University level | 300 | State level | 00 |

National level | 00 | International level | 00 |

3.22 No. of students participated in NCC events:

University level	160	State level	08
National level	03	International level	00

3.23 No. of Awards won in NSS:

University level	03	State level	00
National level	00	International level	00

3.24 No. of Awards won in NCC:

University level	00	State level	04
National level	00	International level	00

3.25 No. of Extension activities organized

University forum	N/A	College forum	11		
NCC	06	NSS	09	Any other	02

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility:

- Special Winter Camp to create health awareness in adopted villages.
- Blood Donation Camps
- Medical Camps
- Literary drives
- Rallies to protect environment
- NSS volunteers met the patients and offered fruit packets to the patients in Belda Rural Hospital.
- Tree plantation programmes in the adjoining localities.
- Participation in Belda Book Fair
- Health check-up Camps and Yoga Camps for the people of locality.
- Organisation of AIDS awareness seminars and rally.
- Thalassemia awareness programmes.
- First-Aid Training
- CATC
- COC (Centrally Organized Camp)
- Republic Day Camps
- Basic Leadership Camp
- Adult-Education
- Anti-Dowry Rally
- Visit to Old Age Home
- Slum clearance
- Disaster Management Relief

Criterion – IV
4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	10.47 acres	X	X	10.47 acres
Class rooms	35	10	College	45
Laboratories	08	04	College	12
Seminar Halls	01	X	X	01
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	X	X	X	X
Value of the equipment purchased during the year (Rs. in Lakhs) (Lab equipment)	5,72,487	X	X	5,72,487
Others (Furniture, Computer, Additional equipments & infrastructural facilities)	19,86,277	9,50,850	College	29,39,127

4.2 Computerization of administration and library

- The entire administration is partially computerized.
- ICT has been integrated in the operation of college office.
- Fees collection and examination section are computerized.
- PG admission was done through online mode.
- Library automation has been done through SOUL software.
- Online Public Access Catalogue has been made available for users to search for books.
- Wi-Fi connectivity is made available in the library.
- Internet connection is provided to a good number of departments.
- There is also a separate internet centre in the computer lab for students.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	6791	Rs. 7,24,846.00	261	Rs. 44,033.00	7052	Rs. 7,68,879.00
Reference Books	12614	Rs. 13,46,144.00	487	Rs. 81,776.00	13101	Rs. 14,27,920.00
e-Books	N/A	N/A	120000 + (under N-LIST, Inflibnet)	Rs. 5000.00	120000 + (under N-LIST, Inflibnet)	Rs. 5000.00
Journals	03	Rs. 1130.00	04	Rs. 2530.00	07	Rs. 3660.00
e-Journals	N/A	N/A	5500 + (under N-LIST, Inflibnet)	Rs. 5000.00	5500 + (under N-LIST, Inflibnet)	Rs. 5000.00
Digital Database						
CD & Video	N/A	N/A	N/A	N/A	N/A	N/A
Others (specify)						

The Central Library of the College is very old and has in its store many old books whose valuation is difficult to make. In case of books donated by alumnus and publishers, valuation is also difficult. Each department has its own seminal library with a good number of reference and text books donated and sometimes purchased by departmental grants. Such books are not included in this list.

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	70	18	39	04	07	09	30	02
Added	04	02	02	01	01	00	00	00
Total	74	20	41	05	08	09	30	02

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

- The faculty members and students of PG departments are provided informal training by the Department of Computer Science & BCA for the use of laptop, ICT, audio-visual aids etc. to facilitate teaching and learning.
- The Department of Computer Science & BCA provides training regarding computer fundamentals to students.
- Most of the Departments are provided with laptop, desktop, printer, overhead projector etc.
- Free internet access has been provided to faculty members in their departments and to students in computer centre and Library.
- Students can have access to e-books & e-journals through INFLIBNET by using computers in the Library. Training has been provided to them by the Librarian in this regard.
- Students are trained to learn communicative English by using computer and specific software at the language laboratory.

4.6 Amount spent on maintenance in lakhs :

i) ICT   2.505L

ii) Campus Infrastructure and facilities   16.33369L

iii) Equipments   8.67662L

iv) Others   0.26884L

Total: 27.78415L

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

> ➤ Organization of Orientation Class by each Department at the beginning of the academic session to provide information regarding the vision and mission of the College and the facilities available in the campus.
> ➤ Preparation of updated Prospectus with all information about the support services available to the students in the college.
> ➤ Renovation of College Website with information regarding Student Support services provided by the college.
> ➤ Motivational speeches by the Principal, IQAC Coordinator, Management Representatives etc. in Freshers' Welcome Ceremony to make the newcomers aware of the facilities available to the students in the college.
> ➤ Personal guidance and mentoring by Departmental teachers about available support services.
> ➤ Meeting and encouraging elected Students' Union to motivate students to avail of facilities available to them in the College.
> ➤ Ensuring regular notification by college authorities regarding coaching, scholarships, concessions etc.
> ➤ Regular organization of seminars by Career Counselling & Placement Cell
> ➤ Preparation and fixing of Vinyl Boards with names on the outside walls of chambers of different cells for support services.
> ➤ Providing motivation to the students to use Technology like PPT presentation, Study Projects and assignments using Internet, OHP, peer teaching with models etc.
> ➤ Every year feedback in questionnaire form is taken from students, parents and alumni. Following the feedback measures are taken for further improvement.
> ➤ The IQAC meets the students of various classes and encourages them to give their views and suggestions for the enhancement of quality in the institution.
> ➤ Establishment of Language Lab, Purified & Cold Drinking water unit, Fire Extinguisher, Student Health Home etc.

5.2 Efforts made by the institution for tracking the progression

> By adopting the following measures, the college tracks the progression of the students:
>
> ➤ Analysis of Students' performance in class and extracurricular activities.
> ➤ Analysis of the results of Class Tests/Internal Assessments & Performance in fulfilment of assignments and sharing the report with the students and parents.
> ➤ Analysis of Students' results in University Examinations and identifying their strengths and weaknesses.
> ➤ Collection and analysis of students' feedback and parents' feedback.
> ➤ The teachers keep personal contact with the students to collect the data of students' progression to higher education/employment.
> ➤ During Parent-Teacher meeting and alumni meet, data regarding progression is collected.
> ➤ Data is collected from alumni regarding their higher education/employment when they come to the College to collect any certificate/document or attend any programme by asking them to fill up Alumni feedback form.
> ➤ There is clear provision for assessing knowledge and skills of the students through Debate, Quiz, Group Discussion, Seminars, Symposium, workshops etc.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
3725	100	X	X

(b) No. of students outside the state

10

(c) No. of international students

X

Men

No	%
2018	52.7

Women

No	%
1807	47.24

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1914	773	278	827	05	3792	2888	564	249	124	00	3825

Demand ratio: **01:2.5**　　　Dropout %: **2%**

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

> The College conducts coaching for Competitive Examinations enabling the students to clear competitive examinations for entry into Government and non-government jobs. Students are given information by the Career Counselling & Placement Cell regarding employment opportunities and scopes for higher education. Students are offered guidance and encouraged to go for higher education. Students are provided coaching free of cost for clearing the tests conducted for entry into services like West Bengal School Service, West Bengal Civil Service, Primary Service etc.

No. of students beneficiaries

538

5.5 No. of students qualified in these examinations

NET [　]　　SET/SLET [　]　　GATE [　]　　CAT [　]

IAS/IPS etc [　]　　State PSC [　]　　UPSC [　]　　Others [24]

5.6 Details of student counselling and career guidance

- The admission committee conducts counselling at the time of admission into the college regarding the choice of stream and subjects.
- Academic counselling is also given to the students of the college by the teachers of the department.
- There is an active Career Counselling Cell in our college which provides students' guidance regarding choice of different careers and organizes training programmes for students for appearing in competitive and entrance examinations.
- This Cell also organises periodical Seminars for creation of awareness regarding different job opportunities available to the students.
- The college also organises coaching for entry into services.
- There is a Placement Cell coordinated by Prof. Deepak Paswan in our college. This Cell tries to organise campus interviews by private companies.
- Psychological Counselling Cell deals with the personal and psychological problems which the students face due to their inexperience and immaturity. This Cell encourages students to share their problems with the teachers who offer them useful suggestions.
- There is a Women's Cell which offers useful guidance to the girl students in different matters of their life.
- The Placement Cell also provides students the information about various job opportunities.

No. of students benefitted | 2400 |

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
01 (Graphica)	40	04	02

5.8 Details of gender sensitization programmes

- Awareness programme on "Prevention of Cancer"
- Awareness programme by circulating pamphlets among the girl students regarding healthy food habit of women.
- Seminar on "Legal Aids to Women and Children".
- Rongoli Competition for female students on 14th August, 2013.
- Observance of "World Women's Day" on 8th March, 2014.

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level | 163 | National level | 06 | International level | 00 |

No. of students participated in cultural events

State/ University level | 63 | National level | 00 | International level | 00 |

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports: State/ University level | 09 | National level | 00 | International level | 00 |

Cultural: State/ University level | 30 | National level | 00 | International level | 00 |

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	1355	Rs. 10,13,464/-
Financial support from government (Applied)	599	Rs. 84,66,500/-
Financial support from other sources (Applied)	120	Rs. 3,04,000/-
Number of students who received International/ National recognitions	00	00

5.11   Student organised / initiatives

Fairs   : State/ University level | X | National level | X | International level | X |

Exhibition: State/ University level | X | National level | X | International level | X |

5.12   No. of social initiatives undertaken by the students | 05 |

5.13 Major grievances of students (if any) redressed:

- A Cycle Stand for students was constructed.
- Initiation of a coaching programme for SSC.
- Non-collegiate students were barred from entering into the campus.
- New toilets have been created.
- Concession in tuition fees is given to a large number of students.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Our Vision:

Our vision is to transform our college into a centre of excellence in the arena of higher education and contribute to the inclusive development of the country by generating quality human resources. The college aims at the holistic development of the young learners and hopes to mould them into young educated and progressive citizens of the nation who are dependable, honest, committed and possess a sound value system.

Our Mission:

- To provide quality education to the students.
- To put emphasis on the all-round development of a student's personality and character to make him/her a responsible citizen of the nation who through his/her profession/activities would contribute to the betterment and further progress of mankind.
- To make students worthy of facing the challenges of the competitive world and job market through encouragement and exploration of their potential ensuring their involvement in cultural events and sports.
- To uplift the deprived and academically weak students by empowering them with knowledge.
- To inculcate discipline, patriotism, spirit of mutual co-operation and sense of social responsibility among the students through NCC and NSS programmes.
- To sensitize the students about human rights, gender, environmental and ecological issues through arrangement of seminars, plantation programme, medicinal garden, use of solar energy etc.
- To sensitize the students about issues of nationalism, brotherhood and secularism through various activities and arrangement of programmes on Republic Day, Independence Day etc.
- To contribute to the socio-economic change and sustainable development of the adjoining areas by imparting higher education to rural women and backward class people.
- To contribute to the socio-economic growth of the locality by training the people of neighbouring areas for self-employment and providing the aged of the locality with opportunities of higher education through Distance Education. (Study Centres of NSOU and V.U.)
- To generate and sustain proper academic ambience inside the campus through maintenance of peace, communal harmony, spirit of brotherhood, and optimal use and upgradation of infrastructural facilities.
- To stimulate scientific temper and promote awareness of heritage and culture.
- To focus on extension activities through NCC and NSS units.

6.2 Does the Institution has a management Information System

> There is partial management information system in place. It has been introduced for the students and staff.

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

> The College enjoys very little freedom in curriculum development. However, within the framework of the University, the college attempts to improve as per the suggestions of the Academic Sub-Committee, Departmental Committee and the Teachers' Council for the effective development of Higher Education. In PG Departments, meetings of Board of Studies are conducted regularly.

6.3.2 Teaching and Learning

- Emphasis on ICT-enabled teaching and learning.
- Arrangement of remedial classes for slow learners.
- Preparation of Teaching plans & methodologies.
- Subject allocation as per specialization of teachers.
- Innovative practices in teaching, Seminars etc.
- FDP
- Task-based learning, problem-based learning etc.
- Microphone System in large classrooms.
- Allocating separate rooms for every class.
- Construction of PG Building.

6.3.3 Examination and Evaluation

> Regular internal tests as stipulated by the affiliating University are conducted. Students present papers and submit assignments. Students' seminars are regularly arranged. In some of the Science Departments, students conduct experimental project works under the guidance of Departmental Teachers. Some Departments introduce multiple choice questions in Internal Examination and offer the students photocopy of evaluated answer scripts.

6.3.4   Research and Development

- Providing adequate infrastructure to pursue research.
- Granting Statutory Study Leaves to teachers for completion of Research work.
- Organisation of seminars for distribution of recent trends in Research. among students and faculty members.
- Inculcating the spirit of research among students by introducing projects in some Departments.
- Encouraging the Teachers to present papers in Seminars by providing financial assistance.

6.3.5   Library, ICT and physical infrastructure / instrumentation

- Laptops, Overhead Projectors, new Software etc. are purchased.
- Purchase of new books and Journals for Library.
- Continuation of INFLIBNET membership.
- Several new Toilets and Latrines were constructed.
- Construction of the 3rd floor of Kedar Memorial Building.

6.3.6   Human Resource Management

It is done through the statutory bodies like the G.B., IQAC, Teachers' Council, Students' Union etc

- Various leaves, additional increments, evaluations through computer, Study Leave for faculty members pursuing research projects/degrees.
- For the management of the students' affair, the college has an elected Students' Union.
- The Teachers' Council and the non-teaching staff association look after the affairs of the teaching and non-teaching staff respectively.
- Instilling fundamental values among young generation.

6.3.7 Faculty and Staff recruitment

- Fulltime Teachers are appointed through the recommendation of the West Bengal College Service Commission.
- Guest Lecturers are appointed through advertisement in Daily newspapers. They are to appear in walk-in-interview by University experts, and subject experts as per UGC norms.
- Non-teaching staff are appointed as per the regulation of State Government.

6.3.8 Industry Interaction / Collaboration

Some teachers are collaborating with different Universities/ Research Institutes for publications or Research Work.

6.3.9 Admission of Students

The college strictly follows University norms regarding the admission of UG students. As per Vidyasagar University norms, admission at UG level is done purely on merit basis (minimum application criteria- 45% marks at +2 level). Admission at PG level is done purely on Merit basis (selection procedure completed by Vidyasagar University). For PG admission, online counselling is being done. The reservation rules are followed as per norms of the Government. The updated Prospectus contains data which facilitates the choice of subjects by students.

6.4 Welfare schemes for

Teaching	GPF scheme, easy loan from BC Cooperative Credit Society, Quick PF Loan facility, First-aid/Health Check up, Maternity Leave, Medical Leave/Casual Leave/Compensatory Leave, Free Annual Excursion, Sponsorship for presenting papers in Seminars/Conferences etc.
Non-teaching	GPF scheme, easy loan from BC Cooperative Credit Society, reimbursement of educational expenses of children, financial support for medical treatment, Puja Bonus, Puja Advance, Quick PF Loan facility, First-aid/health check up, Maternity Leave, Medical Leave/Casual Leave/Compensatory Leave, Free Annual Excursion etc.
Students	Annual Educational Tour at subsidized rate, Scholarships and Freeships from Govt. & non-Govt organizations, Student Aid Fund, Health Unit, Canteen, Hostel, pure drinking water, free Wi-Fi etc.

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done   Yes √   No

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	X	X	Yes	GB, Principal & IQAC
Administrative	X	X	Yes	GB, Principal & Bursar

6.8 Does the University/ Autonomous College declare results within 30 days?

For UG Programmes   Yes   No √

For PG Programmes   Yes   No √

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

> As Belda College is affiliated to Vidyasagar University, decisions regarding examination reforms are taken by the BOS for UG studies of Vidyasagar University. The college tries to introduce some reforms through internal assessment and class tests conducted by various departments. Such reforms include use of MCQ, students' seminars, assignments, project works etc.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

> Not Applicable

6.11 Activities and support from the Alumni Association

> The College does not have any registered Alumni Association. Some departments have established internal Alumni association. In annual function and other cultural programmes, alumni participate and play an important role. Many of them who are teachers in other colleges deliver free lectures in different departments. Many of them donate free Books and physical infrastructures like Almirah, Water Cooler etc.

6.12 Activities and support from the Parent – Teacher Association

> There is no formal Parent-Teacher Association in the College. But regular interactions are held between the parents and teachers within the department in general and with management in special. Suggestions are also received from the parents for the improvement of the institution. Accordingly, the college tries to implement them.

6.13 Development programmes for support staff

> The support staff are given orientation for use of Computer. They are trained to handle Online Admission process and new technology.

6.14 Initiatives taken by the institution to make the campus eco-friendly

> - The College has an active Eco-Club namely "Basundhara Eco-Club" which organizes plantation programme and sensitizes students and teachers to issues like Environmental Degradation, Global Warming, and Climate Change etc.
> - The students of NSS and NCC units undertake cleaning and plantation programme.
> - The college has a medicinal plants' garden called "Sushruta Udyan".
> - The entire campus has been declared no Plastic zone in January 2014.
> - The institution ensures energy conservation through the use of CFL bulbs, LCD Monitors, Green Generators etc.
> - Solar panels are installed.
> - Efforts are made to ensure carbon neutrality.
> - Emphasis is given on the management of hazardous waste and e-waste

Criterion – VII

7. <u>Innovations and Best Practices</u>

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

- Extension of Wi-Fi facility in the campus.
- Overall computerisation of the admission process.
- Creation of Medicinal Plants' Garden.
- Use of LCD projectors with Laptops in Teaching Learning.
- Successful running of Gymnasium.
- Installation of Closed Circuit Television to intensify Security.
- Identity Card for Staff.
- Organization of Gender Sensitization Programs by the Women's Cell.
- Organization of Students' Seminar.
- Use of Audio System for Teaching in certain departments.
- Coaching classes for students for various competitive examinations.
- Construction of Vermi-Composting site.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

Plan of Action	Action Taken
Submission of Previous years' AQARs to NAAC.	AQARs of previous seven years have been prepared and submitted to NAAC.
Installation of Closed Circuit Television to Intensify Security.	A good number of CCTV cameras have been installed at college gate and different locations inside the campus.
Extension activities by NCC & NSS.	Extension activities were performed in the adopted villages through NCC and NSS units.
Purchase of books for library.	Rs. 10,000/- is sanctioned to each department for purchase of library books.
Construction of Vermi-Composting site.	A Vermi-composting site is constructed to produce Organic manure.
Creation of Medicinal Plants' Garden.	Shusruta Udyan with a variety of medicinal plants and herbs has been created.
Appointment of Fulltime Teachers & guest teachers in certain vacant posts of Science and Arts streams.	Two Fulltime Teachers and few Guest Teachers in vacant posts have been recruited.
Collection and analysis of feedback received from parents, students and alumni.	Feedback in prescribed format has been collected from various stakeholders and its analysis report has been used for improvement of performance.
Promotion of Full-time Teachers.	Ten Full-time Teachers got promotion as per API in the new CAS.

Construction of the Third Floor of Kedar Memorial Building.	Under construction.

7.3 Give two Best Practices of the institution *(please see the format in the NAAC Self-study Manuals)*

1. Introduction of ICT in Teaching-Learning Process (*see Annexure III)*

2. Security Enhancement through Installation of CCTV Cameras (*see Annexure IV)*

7.4 Contribution to environmental awareness / protection

- Promoting awareness on Cleanliness in neighbouring villages.

- Distribution of saplings among the students.

- Cleaning drive at College Campus.

- Awareness programme on Malaria and Dengue at adopted villages.

- Plantation programme.

- Observance of "World Environment Day" on 5th June, 2014.

7.5 Whether environmental audit was conducted?   Yes [ ]   No [√]

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

SRTENGTHS:
- An acknowledged academic leader as the Principal.
- Adequate physical infrastructure and increasing number of courses and students.
- Team spirit and cooperation of the employees.
- Large number of enrolled students (more than 4000).
- Effective extension activities through NSS and NCC.
- Remedial coaching and coaching for competitive exams.
- Personal contact of the teachers with the students.

WEAKNESSES:
- Understaffed departments.
- Location in a rural and underdeveloped area.
- Economically disadvantaged students.
- Inadequate infrastructure for research.
- Lack of research collaborations.

OPPORUNITIES:
- To be benefitted from the positional advantage of the college as it is close to Belda Model.
- Station of S.E. Railway and surrounded by NH41, Midnapore-Contai State Highway, Belda-Keshiary Road and Belda–Dantan Road.
- To open regular P. G. programs and job-oriented courses.
- To ensure effective and active support of alumni.
- To promote more research activities.
- To introduce career-oriented courses.
- To improve the results of the students.
- To make extensive use of ICT in teaching-learning process.
- To increase number of seats in certain programs.

THREATS:
- Unusual delay by State Government in filling up teaching and non-teaching posts.
- Decrease in the number of teaching days due to the holding of University Examinations.
- To fill up vacant teaching and non-teaching posts.
- To bolster the financial state of the institution.
- To change the mindset of conservative stakeholders.
- To improve upon communication skill and develop global competencies amongst students with rural background.

8. **Plans of institution for next year**

- To ensure and conduct 2nd Cycle Assessment & Reaccreditation of the institution by NAAC.
- Initiative for opening of UG Hons. courses in Education & Santali.
- To increase the number of ICT enabled classrooms and encourage the Faculty members to make greater use of Teaching/Learning Aids.
- Greater emphasis on extension activities.
- Smooth conduct of Students' Union Election.
- Collection and analysis of feedback received from parents, students and alumni.
- Establishment of English Language Lab.
- Installation of Rain Water Harvesting Unit.
- Appointment of Full-time Teachers & Guest Teachers in certain vacant posts of Science and Arts streams.
- Establishment of Basket Ball Court.
- To ensure CAS related promotion of deserving Full-time Teachers.
- To encourage the Teachers and staff to undergo FDP or staff training.

Name: Dr. Asit Panda

Co-ordinator
INTERNAL QUALITY ASSURANCE CELL
BELDA COLLEGE
BELDA * PASCHIM MEDINIPUR

Signature of the Coordinator, IQAC

Name: Dr. Manabendra Mondal

Principal
BELDA COLLEGE
Belda, Paschim Medinipur

Signature of the Chairperson, IQAC

_____***_____

Annexure I

BELDA COLLEGE
Belda : Pascim Medinipur
ACADEMIC CALENDAR
July 2013 - June 2014

Sl. No.	Date	Events
1	July 1st Week, 2013	Publication of Class Routine
2	11.07.2013	Orientation and Commencement of classes for 1st year UG students.
3	25.07.2013	Commencement of classes for 3rd year UG students.
4	25.07.2013	Commencement of classes for 2nd year UG students.
5	13.08.2013	Last date of Registration form fill up for 1st year.
6	15.08.2013	Independence Day Observation
7	September 1st week, 2013	Inter College Cultural Meet by VU
8	05.09.2013	Teachers Day Celebration & Fresher's Welcome
9	24.09.2013	N.S.S Day Celebration (Blood Donation Camp)
10	10.10.2013 to 11.11.2013	Puja Vacation
11	24.11.2013	Celebration of N.C.C day
12	November 4th Week, 2013	Commencement of 1st Internal assessment Test for 1st year (Hons.) Courses
13	December 2nd Week, 2013	Commencement of 1st Internal assessment Test for 3rd year (Hons.)
14	December 3rd Week, 2013	Annual Sports and Cultural Competition
15	25.12.2013 to 01.01.2014	Winter Recess
16	January 1st Week, 2014	Commencement of 1st internal assessment Test for 2nd year (Hons.)
17	12.01.2014	National Youth Day Celebration
18	23.01.2014	Netaji Birthday Observation
19	26.01.2014	Republic Day Observation & Flag Hoisting
20	January 4th Week, 2014	Annual Prize Distribution & Cultural Programme (College Fest)
21	04.02.2014	Saraswati Puja (Vasant Panchami)
22	February 2nd Week, 2014	Commencement of 2nd Internal Assessment Test for 3rd Year (Hons.)
23	February 4th Week, 2014	Commencement of Internal Assessment Test for 3rd Year (Gen) courses.
24	08.03.2014	Closing of 3rd year UG classes.
25	February 3rd Week, 2014	Commencement of 2nd Internal Assessment Test for 2nd Year (Hons)
26	February 4th Week, 2014	Commencement of Internal Assessment Test for 2nd Year (Gen) courses.
27	March 1st Week, 2014	Commencement of 2nd Internal Assessment Test for 1st Year (Hons) courses.
28	March 2nd Week, 2014	Commencement of Internal Assessment Test for 1st Year (Gen) courses.
29	March 3rd Week, 2014	UG Part-II Form fill up
30	29.03.2014	Closing of 1st year & 2nd year UG Classes.
31	March 2nd Week, 2014	Commencement of UG part-III (Hons. & General) Practical Examinations.
32	April 1st Week, 2014	Commencement of UG Part-III (Hons. & General) Theoretical Examination
33	May 1st Week, 2014	UG Part-I form fill up
34	May 1st Week, 2014	Commencement of UG. Part-II (Hons. & General) Theoretical Examination.
35	09.05.2014	Rabindra Jayanti (Birth Day of Rabindranath Tagore) Celebration
36	June 1st Week, 2014	Commencement of UG Part-I (Hons. & General) Theoretical Examination

Total number of days available for holding Classes/Examinations: 229

Annexure II

FEEDBACK ANALYSIS

BELDA COLLEGE

ANALYSIS OF FEEDBACK
&
ACTION TAKEN REPORT

SESSION: 2013-14

Introduction

For the academic year 2013-14, IQAC, Belda College sought feedback from parents, alumni and students. The questionnaire for alumni consisted of 10 queries seeking to know their views on their alma mater. The questionnaire for parents, consisting of 10 queries, sought their views on the facilities provided to their wards as well as on the progress their wards are making in life and in learning. As for the students, they were supplied with a questionnaire consisting of 9 queries for evaluation of teachers, library and other facilities, administration, overall programme of study, curriculum etc. Students also evaluated teachers individually. In the Feedback form, suggestions/recommendations from the parents, alumni and students were also sought for the further improvement of the institution. The Departments collected feedback from the students on College, Academic Facilities, Curriculum and Class room experience during regular classes. Feedback on teachers was collected confidentially by the Principal & IQAC. Feedback was obtained from the Alumni and Parents during formal meetings.

Analysis of Feedback

Once the collection of feedback was over, a draft report was prepared providing a comprehensive account of all the responses received from the three important stakeholders: alumni, students and their parents. This report was then analyzed by the IQAC to identify the main findings for each category of respondents. The analysis was discussed in the meeting of the IQAC and shared with the Principal who shared the findings with the Management. The future planning of the IQAC and the Management for the betterment of the college is inspired by the Report of Feedback analysis.

Students' Feedback on Institution, Facilities and Teaching-Learning

Total number of Respondents: 1470

Students provided feedback on the following issues:

1. How, according to you, are the facilities in this college for overall development of the students?
    Response:

    Not satisfactory 11%

    Satisfactory 89%
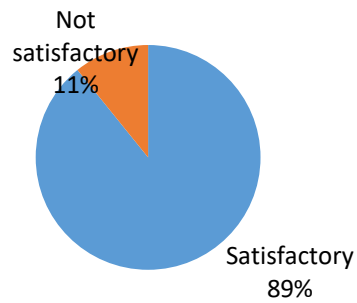
2. Is, according to you, the class routine of the college convenient for the students?
    Response:

    NO 22%

    Yes 78%
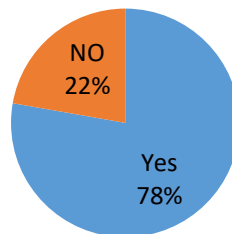
3. How, according to you, is the role played by the college in bringing in a sense of disciplining to the students?
    Response:

    Not satisfactory 11%

    Satisfactory 89%
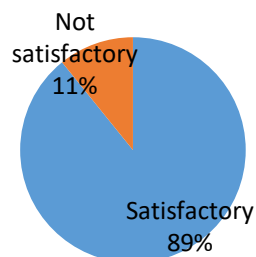
4. Is according to you, the number of classes taken in this college sufficient so far as the different courses are concerned?
    Response:

    NO 22%

    Yes 78%
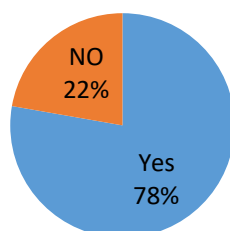
5. How do you weigh the contribution of the teachers of your college in enriching your knowledge?
    Response:
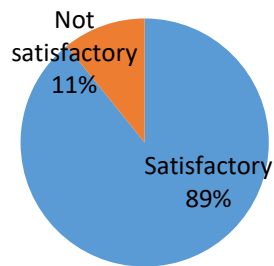
6. How do you rate the contribution of the teachers of this college to the betterment of the students in the extra-curricular field?
    Response:
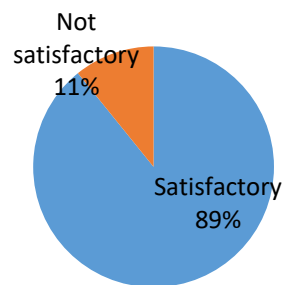
7. Do you think that the teachers of this college offer help to students on academic matters, even outside the classroom?
    Response:
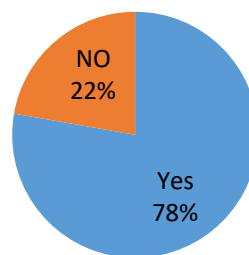
8. Do you think that there is sufficient number of books in the college library to meet the demand of the students?
    Response:
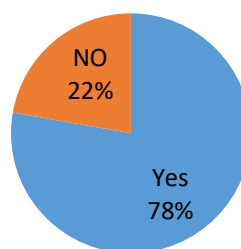
9. How, according to you, is the service rendered by the employees of the College Office to the students?
Response:
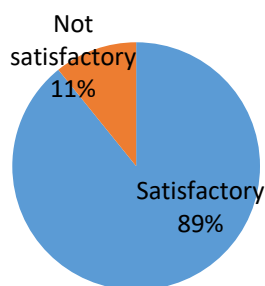
While 78 percent students expressed their satisfaction on the number of classes taken for the coverage of syllabus in class, 22 percent of them reported that that they needed more meaningful assistance from teachers beyond the class room. Close to 80 percent of the students reported that they were satisfied with the availability of books in college library as well as with the behavior / cooperation of library staff. 40 percent of the students demanded concession in tuition fees whereas 50 percent of them felt the need for more full-time teachers. Female students comprised 45 percent of the total students and 70 percent of them demanded formation of an NSS Unit exclusively for girls. Students of some departments also complained about long time intervals between classes. Analyzing the feedback and recommendations provided by the students, it is noticed that the students have made the following major demands:

- Annual educational tour to be organized at Shimla, Kulu, Manali etc. next year.
- Recruitment of Fulltime faculty in Philosophy, Commerce, Zoology, Mathematics Chemistry etc.
- Appointment of Permanent Librarian.
- Installation of a Basket Ball court.
- Increase of books in library.
- Demand for more books in library in Bengali, English, Botany, Chemistry, Philosophy, History, Music etc.
- Use of ICT & more Smart Class.
- Smooth conduct of Students' Union Election

Students' Feedback on Teachers

Total number of Respondents: 1150

Total number of Teachers: 80

Feedback was taken from the students on the individual performance of 80 Teachers on the following aspects. Responses received in this manner have been analyzed and the distribution of the teachers' performance in various aspects is noticed to be as per the following pattern:

1. Regularity of classes
    Response:
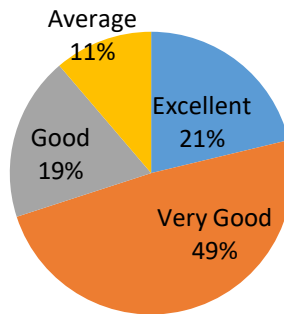
2. Style of Presentation
    Response:
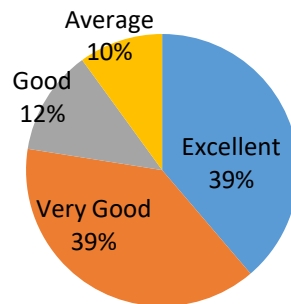
3. Does the teacher generate interest among the students and encourage future reading?
    Response:
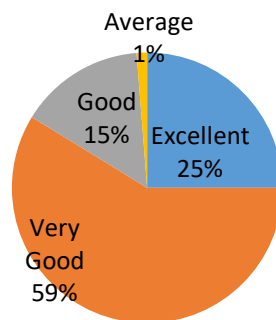
4. Was the syllabus covered thoroughly?
Response:
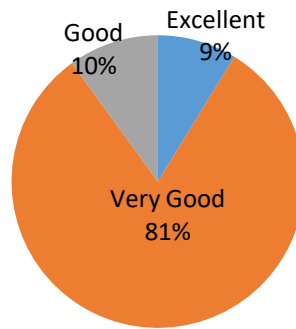
5. Does the teacher give you updated information?
Response:
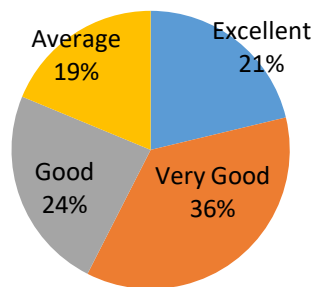
6. Ideas and concepts presented
Response:
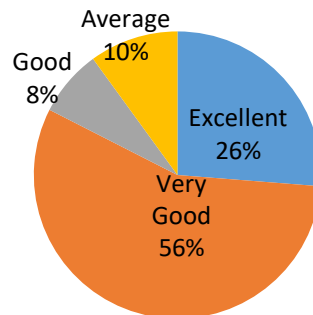
7. Did the teacher give advanced references of books, articles and recommended readings on the course?
Response:
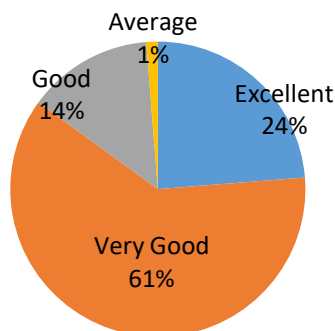
8. Overall assessment of the teacher
    Response:
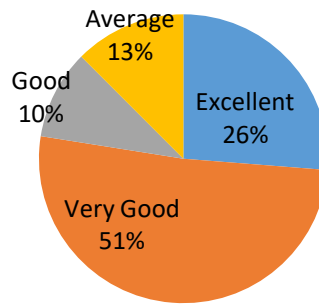
Parents' feedback

Total number of Respondents: 381

Parents provided feedback on the following issues:

1. Are you satisfied with the teaching and learning process provided to your ward by the college?
    Response:
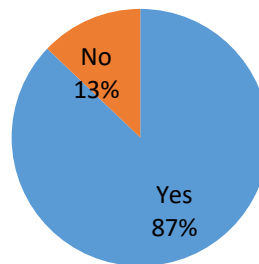
2. How does Belda College prepare your ward for further studies?
    Response:
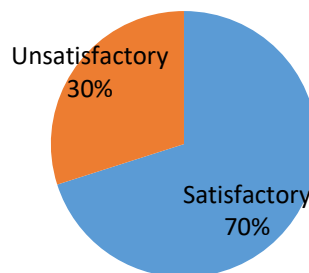
3. Do you think that the academic facilities provided to your ward by the college are satisfactory?
    Response:
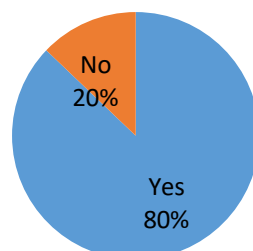
4. What according to you are the core areas in which college should devote more attention?
Response:
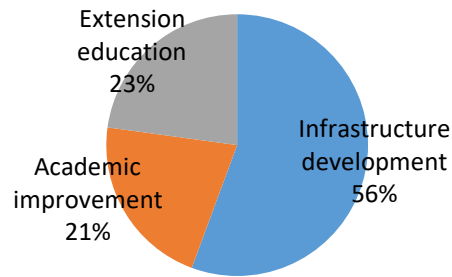
5. Do you think that the teachers help in developing your ward's rational outlook?
Response:
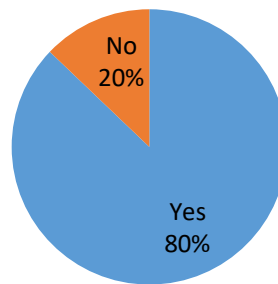
6. Do you think that the college has helped in moulding your ward's personality?

Response:
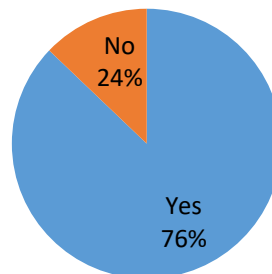
7. Do you think that the extracurricular activities provided to your ward by the college are adequate?
Response:
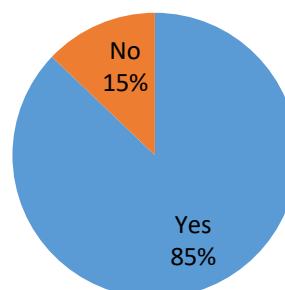
8. What are your impressions about the teachers of your ward as guide to his/her learning?
Response:

Non-cooperative 14%
Cooperative 86%
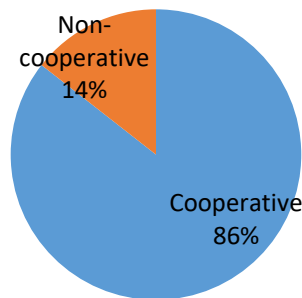
9. Do you feel proud having admitted your ward as a student in Belda College?
Response:

No 25%
Yes 75%
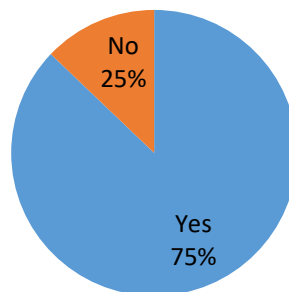
10. What are your impressions about the present status of Belda College?
Response:

Decelerating 9%
Improving 91%
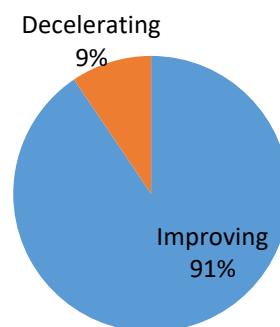
An overwhelming majority of parents who participated in the feedback collection process are satisfied with the academic facilities and facilities for extracurricular activities in place. They are appreciative of the efforts of the teachers in guiding their wards. Analyzing the feedback and recommendations provided by the Parents, it is noticed that the parents put emphasis on the following matters for the betterment of the teaching-learning process, facilities available and overall performance of the institution:

- Opening of Honours courses in Education, Santali etc.
- Vocational courses
- Concession in Tuition Fees.

- Reaccreditation by NAAC
- Recruitment of Fulltime faculty in Zoology, Mathematics, Chemistry etc.
- Increase in intake capacity in certain subjects (Geography, English, Bengali, Nutrition, Zoology etc.).
- Vehicle for students.
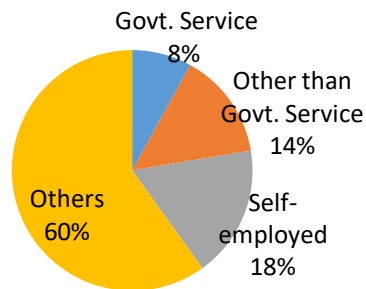- Purchase of Library books in some subjects.

Alumni Feedback

Total number of Respondents: 237
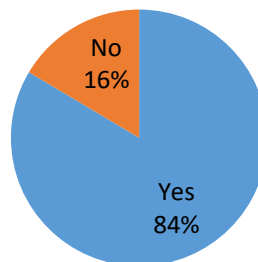
Alumni provided feedback on the following issues:
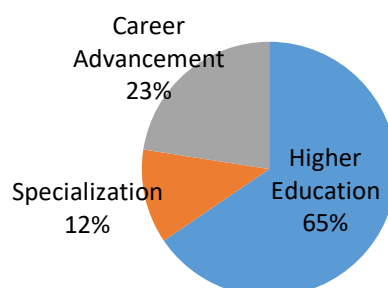
1. What is your present occupation?
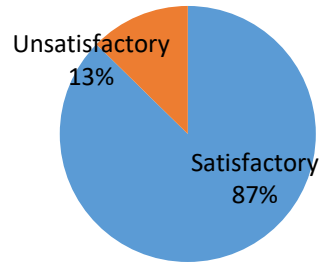   Response:

2. Are you satisfied with your profession?
   Response:

3. If you are continuing your education at present what is the reason for it?
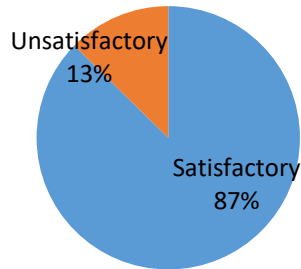   Response:

4. How did Belda College prepare you for your further studies?
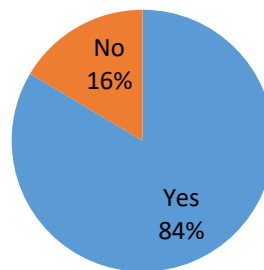   Response:

5. What is your overall experience of Belda College?
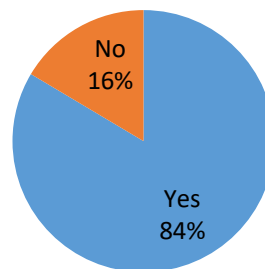   Response:

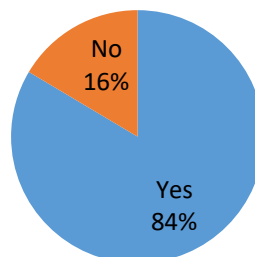6. Do you feel proud to be a student of Belda College?
   Response:

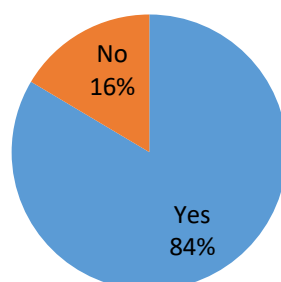7. Do you still want to stay attached to your alma mater?
   Response:

8. Do you think that academic facilities provided by the college during your time were adequate?
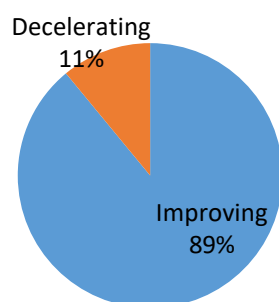   Response:

9. Do you think that the college has helped you in moulding your personality?
Response:

10. What are your impressions about the present status of the college?
Response:

Most of the alumni members felt proud of their alma mater and expressed their willingness to contribute to the development activities undertaken by the institution. Out of the total respondents 60% are continuing higher education. Analyzing the feedback and recommendations provided by the Alumni, it is noticed that they put emphasis on the following matters for the betterment of the teaching-learning process, facilities available and overall performance of the institution:

- Creation of more Smart Classrooms
- Installation of Language Lab
- Initiatives for reaccreditation by NAAC
- Recruitment of Fulltime faculty in Commerce, Zoology, Mathematics, Physics, Chemistry etc.
- Increase in intake capacity in certain subjects (Geography, English, Bengali, Nutrition, Zoology, BCA etc.)

ACTION TAKEN

The feedbacks received from alumni, students and their parents constitute an essential input in the decision-making process of the college going forward. A final report is therefore prepared by IQAC detailing the various responses/recommendations received along with a note containing the main findings. This report was shared with the Principal and the various administrative bodies functioning in the college, in particular, the College Governing Body, the apex administrative body of the Institute - for their cognizance and taking/initiating appropriate actions. The future planning of the IQAC and the management for the betterment of the college is inspired by the Report of Feedback analysis.

Administrative Actions Taken/Initiated

The Principal and the Governing Body of the College agreed to take initiatives to

- Introduce new UG Honours courses.
- Recruit new teachers.
- Purchase Books for Library.
- Go for assessment and accreditation by NAAC.
- Set up English Language Lab.
- Identify Job-oriented/Vocational Courses that are in demand.
- Create new Smart Classrooms.
- Establish a Basket Ball Court.

Initiatives to Improve Teaching-Learning Outcomes

The Principal and IQAC met the teachers to apprise them of the feedbacks received on teaching-learning and individual performance. The Principal of the college discussed the results of the student evaluation of each teacher by meeting the teacher and discussing his/her weaknesses and strengths confidentially. The aim was not to victimize the teacher but to improve individual performance and strengthen Teaching/Learning prevalent in the college. Teachers were encouraged to

- Ensure syllabus is completed in time.
- Be more careful in mentoring the wards.
- Keep the time interval between classes to a maximum of two hours.
- Schedule meeting hours with the students to assist them beyond the classroom.
- Update themselves with the recent developments in their respective subjects.

Annexure III

BEST PRACTICE 1

Title of the Practice: Introduction of ICT in Teaching-Learning Process

Objective of the Practice:

- ➤ **To enhance the quality of Teaching-Learning prevalent in the college**
- ➤ **To facilitate the teaching-learning process**
- ➤ **To enhance the teaching capabilities of the teachers as facilitators of learning**
- ➤ **To enrich the learning experience of the students**
- ➤ **To cope up with the changing demands of higher education in twenty first century**
- ➤ **To foster global competencies among our students**
- ➤ **To make teaching-learning more student-centric**
- ➤ **To make learning more enjoyable and independent**
- ➤ **To enhance the research aptitudes of the faculty and students**
- ➤ **To enhance and sustain the quality of education provided by the college**
- ➤ **To offer students and faculty members access to more intellectual resources**
- ➤ **To take the teaching and learning process out of the classroom**

Need Addressed and the Context:

The application of ICT in teaching-learning has been envisaged as one of the exigent strategies for enhancement of the quality of teaching and learning process in our institution. The adoption of traditional "Chalk and Talk" method in classroom teaching creates one kind of monotony and has not attained desirable success in arresting the attention of the learners in the classes. Students also feel the want of quality lectures delivered by experienced faculty outside their classroom at their convenient times. The Library also cannot provide all the materials needed for advancement of studies and research. For keeping pace with the rapid change in the field of higher education brought about by the increasing use of ICT, teachers and students should also develop intimacy with the devices used and strategies deployed. This facilitates the teaching-learning process and supports them during workshops, seminars, conferences and research activities.

The Practice:

For promoting ICT-enabled Teaching-Learning process, our college has deployed a number of strategies which are reflected in the following practices:
- ➤ Each department has been provided with the facilities of using Laptop and **LCD/Overhead Projector.** Seventeen Laptops and projectors have been purchased for this purpose. The college allocates funds for procurement, upgradation, deployment and maintenance of the ICT devices, computers and their accessories.
- ➤ The college has created four **Smart Class** rooms where the teachers can take class with the help of Smart Board, Visualizer, Overhead Projector and Laptop.
- ➤ The College has deployed **A-VIEW (Amrita Virtual Interactive eLearning World)** which is an award-winning indigenously built multimodal, multimedia e-learning platform that provides an immersive e-learning experience. A-VIEW is a part of Talk to a Teacher program coordinated by IIT Bombay and funded by the Ministry of Human Resource Development (MHRD) under the Indian Government's National Mission for Education using Information

and Communication Technology (NME-ICT) along with various other projects in Virtual Labs, Haptics and Natural Language Processing.

- The College Library has subscribed to **INFLIBNET N-List** to provide teachers and students access to a large number of e-books and e-journals.
- Faculty members are provided with computers with internet facility for preparation of teaching/learning materials in their respective departments.
- The institution has plans to equip all classrooms with interactive boards.
- The college has requested the teachers to adopt the use of ICT aids in at least 30% of total teaching.
- Internet service has been made available in the college for faculty and students. There are several computers with broadband connectivity.
- The College has provided broadband connection to certain departments. In certain blocks of the college, Wi-Fi facility is available.
- The college has prepared a full-fledged computer laboratory.
- Students are also encouraged to prepare slides and power points as a part of their assignments. Thus the teaching-learning process involves both the teachers and students.
- Professionals from corporate sectors are invited to impart training to the teachers regarding the new technology to be applied.

Evidence of Success:

- Use of ICT in Teaching-Learning process has created huge enthusiasm among the students and teachers. Teaching-learning process has now become more exciting for the faculty and the students. There has been a remarkable increase in the attendance of the students in classes in which ICT is used.
- ICT is being used in Belda College in an extensive way to make the teaching learning process more enjoyable. ICT is being used for seminars, classroom teaching and presenting the lesson through Power Point. Teachers have been teaching with the help of slides, transparency sheets and Power Points.
- Students and teachers have developed acquaintance with the ICT devices and new technologies.
- LCD Projectors and Overhead Projectors are being used in regular teaching and learning process.
- Through INFLIBNET students and Teachers are now accessing a great number of e-journals and e-books in the library.
- The college also has Seminar Hall equipped with projector and smart board. Seminars and special lectures are enriched with the application of ICT.
- Computer lab provides the students technology-enabled learning spaces. Computer teachers help the students in this regard.
- Students prepare lessons and presentations through ICT and the teachers play the role of facilitators.
- Through the multi-modal, multimedia e-learning platform provided by A View, the students can have independent e-learning experience. Our teachers help them to use the facility.
- The students browse on Google, You Tube etc. for novel ideas and study materials.
- Students abundantly use ICT during Students' seminar.

Problems Encountered:

The major problem encountered initially was the reluctance of the senior teachers to accept the transformation in the traditional teaching-learning process. Lack of technical expertise of the teachers to apply the new technology was another obstacle in the way of the introduction of the system. However, through constant motivation and training, such obstacles have been overcome.

Resources Required:
The college made arrangements for the financial and infrastructural resources required.

The Institution Name: Belda College

Address:

Belda, Paschim Medinipur, West Bengal, 721424

Dist: Paschim Medinipur

E-mail: mondalprincipal@yahoo.co.in

Year of Accreditation: 2006

Grade awarded by NAAC: B

Contact Details:

The Principal

Tel: 03229-256221 Mobile: 09474821951

Fax: 03229-255246

E-Mail: mondalprincipal@yahoo.co.in

Website: www.beldacollege.ac.in

<u>Annexure IV</u>

BEST PRACTICE 2

Title of the Practice: Security Enhancement through Installation of CCTV Cameras

Objective of the Practice:

Campus security has become one of the thrust concerns in all the Higher Educational Institutions. With this view in mind, Belda College Governing Body has stressed on the strengthening of the security of the students and employees of the college. Emphasis has also been given on the protection of the valuable assets and infrastructure of the college.

Need Addressed and the Context:

The need for security enhancement in the campus sprang up because of few untoward incidents caused by the outsiders inside the campus and increasing intrusions of the outsiders befooling the Gate Keeper inside the campus endangering the security of the students and staff. Harm caused to the valuable plants inside the campus also caused the necessity of tightening of security. Belda College, being a reputed co-educational institution of West Midnapur district, the need for a secured campus was felt by the administrative authorities, teachers, students, as well as parents and the local residents. Necessity of security enhancement was also felt for the protection of the library books, laboratory equipments and other valuable assets and infrastructure of the college.

The Practice:

Keeping in view the interests of all stakeholders of the college, security measures were enhanced and tightened in Belda College campus. No student is allowed to enter the college premises without the production of college Identity card at college gate. Additionally, a good number of CCTV cameras were installed in the nooks and corners of the college campus (including College Gate, Library, Laboratory, corridors, classrooms, office, canteen etc.).

Evidence of Success:

The security enhancement initiative through installation of CCTV has witnessed huge success. In some cases of damage of property inside the campus and untoward incidents, steps are taken following CCTV footage. No incident of theft was reported in last few months. Entry of the miscreants coming from outside and untoward incidents inside the campus has been reduced to a great extent. Employees and female students feel now more secure inside the campus. Students and staff remain cautious before being involved in any misconduct or broil.

Problems Encountered:

Initially, a section of students and employees were against the installation of CCTV cameras as they viewed it as interference in privacy. A few suggestions as well as grievances emerged in the Grievance Redressal Cell regarding the installation of cameras even in sitting areas as it created an obstacle for some insincere students indulging in bunking the classes. However, through constant motivations and discussions, such obstacles were overcome.

Resources Required:

Financial support for purchase of CCTV and installation was required. The college made arrangements for the financial and infrastructural resources required.

The Institution Name: Belda College

Address:
Belda, Paschim Medinipur, West Bengal, 721424
Dist: Paschim Medinipur
E-mail: mondalprincipal@yahoo.co.in
Year of Accreditation: 2006
Grade awarded by NAAC: B

Contact Details:
The Principal
Tel: 03229-256221 Mobile: 09474821951
Fax: 03229-255246
E-Mail: mondalprincipal@yahoo.co.in
Website: www.beldacollege.ac.in