

ANNUAL QUALITY ASSURANCE REPORT (AQAR) 2014-15

Submitted to:



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद
विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान
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)

2014-2015



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*)

2014-2015

I. 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. MHC0GN 18879)

WBC0GN12702

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/AQAR2014-15.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	1 st Cycle	B	73.00	2006	5 years
2	2 nd Cycle	B	2.75	2015	5 years
3	3 rd Cycle	X	X	X	X
4	4 th 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 2010-11 submitted 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	<input type="text" value="No"/>		
University with Potential for Excellence	<input type="text" value="No"/>	UGC-CPE	<input type="text" value="No"/>
DST Star Scheme	<input type="text" value="No"/>	UGC-CE	<input type="text" value="No"/>
UGC-Special Assistance Programme	<input type="text" value="No"/>	DST-FIST	<input type="text" value="No"/>
UGC-Innovative PG programmes	<input type="text" value="No"/>	Any other (<i>Specify</i>)	<input type="text" value="No"/>
UGC-COP Programmes	<input type="text" value="No"/>		

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="06"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="04"/>
2.3 No. of students	<input type="text" value="01"/>
2.4 No. of Management representatives	<input type="text" value="02"/>
2.5 No. of Alumni	<input type="text" value="01"/>
2. 6 No. of any other stakeholder and community representatives	<input type="text" value="00"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="00"/>
2.8 No. of other External Experts	<input type="text" value="01"/>
2.9 Total No. of members	<input type="text" value="15"/>
2.10 No. of IQAC meetings held	<input type="text" value="06"/>

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

Non-Teaching Staff Students Alumni Others (Parents)

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

- Organization of First Aid Training programme for the students of Belda College.
- Organization of Health awareness programme on Fatal Diseases like Japanese Encephalitis etc.
- Seminar on “Role of IQAC in Enhancement and Sustenance of Quality in Institutes of Higher Education”.
- Special Lecture on “Use of ICT in Teaching-Learning”.

2.14 Significant Activities and contributions made by IQAC

- Assessment and Reaccreditation by NAAC in January, 2015.
- Uploading of Self Study Report on College website and submission of hard copies and soft copy of SSR to NAAC.
- Monitoring and strengthening of various types of activities by different Cells/Committees of the college.
- Introduction of Job-Oriented Vocational courses like B.Voc. in “Theatre and Stage Craft” and “Software Development”.
- Introduction of courses like Education Hons. And Santali Hons.
- Training programme for Office staff.
- Organization of a Yoga Camp.
- Publication of a multidisciplinary research journal called “Explorations”.
- Organization of First Aid Training Programme and Health Awareness Programme.
- Ensuring promotion of nine Teachers under CAS.
- Installation of Rain Water Harvesting System.
- Establishment of Basket Ball Court.
- Installation of English Language Lab.
- Recruitment of a Permanent Librarian and Full-time Teachers in subjects like Mathematics, Chemistry, Zoology and Commerce.
- 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 conduct Assessment and Reaccreditation by NAAC.	Assessment and Reaccreditation by NAAC in January, 2015.
To upload Self Study Report on College website and submission of hard copies and soft copy of SSR to NAAC.	Self Study Report is uploaded on College website and submission of hard copies and soft copy of SSR to NAAC is done.
To fill up the vacant positions of Librarian and Full-time teaching staff with qualified candidates.	One permanent Librarian and Full-time Teachers in subjects like Mathematics, Chemistry, Zoology and Commerce are recruited.
To organize Seminar on “Role of IQAC in Enhancement and Sustenance of Quality in Institutes of Higher Education”.	Seminar on “Role of IQAC in Enhancement and Sustenance of Quality in Institutes of Higher Education” is organized in the month of March.
To introduce courses like Education (Hons) and Santali (Hons.)	These two Honours courses were introduced in this session.
To install Rain Water Harvesting System.	One Rain Water Harvesting unit was installed.
To collect and analyse feedback received from students, alumni and parents.	Feedback is collected and analysed by IQAC. Reports are shared with the teachers and the Principal for taking appropriate measures.
To motivate teachers for participation in FDP programme.	A good number of teachers participated in Refresher and Orientation courses.
To install English Language Lab.	English Language Lab was installed.
To publish a multidisciplinary research journal.	A multidisciplinary research journal “Explorations” was launched in this academic year.

* Academic Calendar of the year 2014-15: 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 2015-16 include:

- **Beginning of the construction of 1st floor of G+5 building.**
- **Steps for implementation of RUSA project.**
- **Promotion under CAS of a good number of Teachers.**
- **e-Tender for procurement of Books/Furniture under RUSA fund.**
- **Approval of collaborative research work by Dr. Basudeb Dhara, Dept. Of Mathematics with University of Messina, Italy and Bilateral exchange programme with Ege University, Turkey.**
- **Sending Teachers of Philosophy and Economics to participate in Faculty Development Programme.**
- **Initiative to recruit Non-teaching staff.**
- **Organization of college Annual Educational Tour with subsidy for students and staff.**

Part – B

Criterion – I

I. 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	02	X	X	X
UG	22	02	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 (B. Voc)	X	02	X	X
Total	24	04	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	05 (01 – BCA, 02 – PG in Bengali & English, 02- B.Voc.)
Trimester	x
Annual	23

1.3 Feedback from stakeholders* Alumni 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.

Revision of syllabus is done by Vidyasagar University in consultation with the Teachers. PG syllabi have been revised to introduce CBCS.

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

B. Voc Department has been introduced. Two new Honours courses in Education and Santali have been introduced and two vocational courses Theatre and Stage Craft and Software Development 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)
59	23	03	01	33

2.2 No. of permanent faculty with Ph.D.

14

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
06	16	X	X	X	X	X	X	X	X

2.4 No. of Guest and Visiting faculty and Temporary faculty

GF – 40

VF – 06

TF – 00

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	07	03	86
Presented papers	05	02	00
Resource Persons	01	00	05

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

- Emphasis on the use of ICT in teaching-learning.
- Introduction of Vocational Courses and Honours Courses in certain subjects.
- 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

195

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

84%

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		1.38	97.20%	1.38	99.96%
English Hons	45		00	86.66%	11.11%	97.77%
History Hons	56		23.21%	69.64%	1.78%	94.63%
Philosophy Hons	22		09.10%	72.80%	13.65	95.55%
Pol. Sc. Hons	10		00	90%	10%	100%
Economics Hons	01		00	100%	00	100%
Geography Hons	35		00	57.20%	25.74%	82.94%
Sanskrit Hons	41		2.44%	92.72%	2.44%	97.60%
Music Hons	12		16.66%	83.34%	00	100%
Sociology Hons	18		00	77.78%	16.67	94.45%
Physics Hons	10		20%	60%	10%	90%
Chemistry Hons	10		20%	30%	30%	80%
Mathematics Hons	14		7.14%	85.71%	00	92.85%
Botany Hons	17		00	88.24%	5.88%	94.12%
Zoology Hons	17		00	88.24%	00	88.24%
Com. Sc Hons	02		50%	00	00	50%
Nutrition Hons	10		50%	50%	00	100%
B.Com Accountancy Hons	04		25%	75%%	00	100%
B.A General	333		1%	24.02%	56.70	82.00%
B.Sc General	28		17.85%	82.14%	00	100%
B.Com General	01		00	100%	00	100%
BCA 6 th Sem	12		16.66%	58.31%	00	74.97%
PG Bengali	45		35.5%	64.5%	00	100%
PG English	44		09%	91%	00	100%

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.
- 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

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	03
UGC – Faculty Improvement Programme	00
HRD programmes	00
Orientation programmes	00
Faculty exchange programme	01
Staff training conducted by the university	00
Staff training conducted by other institutions	04
Summer / Winter schools, Workshops, etc.	02
Others (Industrial Training Programme by VU/Short Term Course for Professional Development of Senior Teachers by CU)	02

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	23	03	X	10 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

- Providing help for collaborative research and bilateral exchange
- Purchase of books in library.
- 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		10.115		

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	00	08	05	00
Outlay in Rs. Lakhs	00	1.975+1.15+1.92+1.44+2.7+1.15+1.85+1.9 = 14.085L	2.04+2.7+1.8+2.35+2.45 = 11.34L	00

3.4 Details on research publications

	International	National	Others
Peer Review Journals	09	10	00
Non-Peer Review Journals	00	02	04
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	01/12/2014 to 30/11/2016	UGC	1.4 L	1.15L
	2. Dr. Abdul Hai Mallick	01/07/2014 to 30/06/2016	UGC	2.8L	1.975L
	3. Prof. Tuhin Kanti Das	02/04/2015 to 01/04/2017	UGC	2.45L	1.9L
	4. Dr. Lipika Mondal	August 2011 to July 2013	UGC	1.77L	0.042L
	5. Dr. Asit Panda	January 2015 to December 2017	UGC	2.45L	1.925L
	6. Dr. Avijit Kr. De	21/03/2015 to 20/03/2017	UGC	2.04L	1.44L
	7. Dr. Basudeb Dhara	01/04/2015 to 31/03/2017	UGC (ERO)	2.7L	2.7L
	8. Prof. Deepak Paswan	2 Years	UGC	1.8L	1.15L
	9. Prof. Suchita Sen	03/04/2015 to 01/04/2017	UGC	2.35L	1.85L
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 <i>(other than compulsory by the University)</i>		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. Chapters in Edited Books

ii) Without ISBN No.

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

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges
Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College	Special Lecture
Number	00	00	07	00	02	06
Sponsoring agencies	X	X	College	X	College	College

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From funding agency	<input type="text" value="15L"/>	From Management of University/College	<input type="text" value="0.2L"/>
Total	<input type="text" value="15.2L"/>		

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

One teacher awarded Ph.D. degree in this year (Dr. Asit Panda)

Total	International	National	State	University	Dist	College

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

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

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

JRF SRF Project Fellows Any other

(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	10
National level	03	International level	00

3.23 No. of Awards won in NSS:

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

3.24 No. of Awards won in NCC:

University level	00	State level	01
National level	00	International level	00

3.25 No. of Extension activities organized

University forum	05	College forum	11		
NCC	10	NSS	11	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
- Observance of NSS Day
- World AIDS Day
- Observance of Netaji Subhas Birthday
- Celebration of Republic Day
- National Integration Camp
- Advance Leadership Camp & Basic Leadership Camp
- Youth Exchange Programme
- Rallies to protect environment
- Tree plantation programmes in the adjoining localities
- Health check-up Camps and Yoga Camps for the people of locality
- Thalassemia detection camp
- CATC & COC (Centrally Organized 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	00	X	10.47 acres
Class rooms	45	00	X	45
Laboratories	12	00	X	12
Seminar Halls	01	00	X	01
No. of important equipments purchased (\geq 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	1,59,000	College	7,31,487
Others (Furniture, Computer, Additional equipments & infrastructural facilities)	29,39,127	35,25,690	College	64,64,817

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	7052	Rs.768879.00	836	Rs. 195375.00	7888	Rs. 964254.00
Reference Books	13101	Rs.1427920.00	1424	Rs. 332666.00	14525	Rs. 1760586.00
e-Books	120000 + (under N-LIST, Inflibnet)	5000	N-LIST Membership Renewal	Rs. 5000.00	120000 + (under N-LIST, Inflibnet)	Rs. 10000.00
Journals	03	Rs. 1380.00	06	Rs. 3740.00	09	Rs. 5120.00
e-Journals	5,500+ (under N-LIST, Inflibnet)	5000	N-LIST Membership Renewal	Rs. 5000.00	5500 + (under N-LIST, Inflibnet)	Rs. 10000.00
Digital Database						
CD & Video	N/A	N/A	08	Accompanyin g material with Books	08	Accompanyin g material with Books
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 upgradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	74	20	41	05	08	09	30	02
Added	16	06	06	01	02	01	05	01
Total	90	26	47	06	10	10	35	03

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	1.552L
ii) Campus Infrastructure and facilities	44.25259L
iii) Equipments	17.94198L
iv) Others	1.38414L
Total:	65.13071L

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, alumni and 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 of teaching-learning in the institution.
- Establishment of Language Lab, Purified cold and drinking water unit, Fire Extinguisher, Health Unit for students 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
3761	183	X	X

(b) No. of students outside the state

08

(c) No. of international students

X

No	%
2022	51.26

Men

Women

No	%
1922	48.74

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
2888	564	249	124	00	3825	2786	551	312	295	00	3944

Demand ratio: **01:1.67**

Dropout %: 3%

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

357

5.5 No. of students qualified in these examinations

NET	<input type="text"/>	SET/SLET	<input type="text"/>	GATE	<input type="text"/>	CAT	<input type="text"/>
IAS/IPS etc	<input type="text"/>	State PSC	<input type="text"/>	UPSC	<input type="text"/>	Others	18

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 Belda 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

2150

5.7 Details of campus placement

<i>On Campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
01 (Graphica)	45	02	01

5.8 Details of gender sensitization programmes

- Dissemination of awareness regarding "Gender Issues"
- Rongoli Competition for female students
- Preparation of a flier on "Women at Work: Protest not Fear"
- Health awareness programme on "Prevention of Anaemia and other common Diseases"
- Seminar on "Reproductive Health of Women".
- Observance of "World Women's Day" on 8th March, 2015

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports: State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	1058	Rs. 8,78,500/-
Financial support from government	1054	Rs. 1,82,12,500/-
Financial support from other sources	32	Rs. 2,05,200/-
Number of students who received International/ National recognitions	00	00

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed:

- Vocational courses have been introduced.
- Fees in certain courses have been reduced.
- New Sports equipments have been procured.
- Basket Ball court has been established.

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.
- Classes for Advanced learners.
- 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.

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/Group Discussions are arranged. In some of the science Departments students do experimental project works under the guidance of departmental teachers. Some departments introduced multiple choice questions in Internal Examination and offered 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 the dissemination of current research trends.
- Inculcating the spirit of research among students by introducing projects in some Departments.
- Encouraging the Teachers to present papers in Seminars by giving 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 have been 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 who are pursuing research projects/degrees.
- For the management of the students' affair, the college has a students' union.
- The teachers' council and the non-teaching staff association look after the affairs of the teaching and non-teaching staff respectively.

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. 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, Monetary Help for Children's Education and medical treatment, Puja Bonus, Puja Advance, Quick PF Loan facility, First-aid/health check up, maternity leave, Medical leave/casual leave/compensatory leave, Annual Excursion etc.
Students	Annual Excursion at subsidized rates, 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, group discussions, 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 Almirha, 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.
- Rain Water Harvesting Unit is installed.
- Water Bodies of the College are properly maintained.
- The students of NSS and NCC units undertake cleaning and plantation programme.
- The college takes care of the medicinal plants in the 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. Innovations and Best Practices

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

- Assessment and Re-accreditation by NAAC.
- Successful running of English Language Laboratory to teach the students communicative English.
- Introduction of Job-oriented Vocational Courses.
- Installation of Rain Water Harvesting system.
- Appointment of a permanent Librarian.
- Appointment of Full-time Teachers.
- Establishment of Basket Ball court.
- Seminars and Special Lectures organized by various departments.
- Commencement of a good number of Minor Research Projects by faculty members.

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
To conduct assessment by the NAAC.	The college was assessed and Re-accredited by the NAAC.
Installation of Solar Panels.	Solar Panels have been installed.
Creation of Smart Class.	Three new Smart Classrooms have been created.
Installation of Rain Water Harvesting Unit.	One Rain Water Harvesting Unit has been installed.
Extension activities by NCC & NSS.	Extension activities were done in the adopted villages through NCC and NSS units.
Purchase of books for library.	Textbooks and Reference Books valuing Rs. 5,28,041/- have been purchased for Library.
Establishment of Basket Ball court.	A Basket Ball Court has been established.
Establishment of English Language Laboratory.	English Language Laboratory has been established.
Appointment of Full-time Teachers & guest teachers in certain vacant posts of science and arts streams.	Full-time Teachers have been appointed in subjects like Mathematics, Chemistry, Zoology, Commerce etc.
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.

Construction of the Third Floor of Kedar Memorial Building.	Under construction.
Formation of Students' Union.	Students' Union has been formed through election.

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

1. Evaluation of Teachers by Students. (**see Annexure III*)
2. Introduction of PG courses in Bengali & English (**see Annexure IV*)

7.4 Contribution to environmental awareness / protection

- Observance of "Aranya Saptaha" by Basundhara Eco Club from 14th July to 21st July, 2014
- Plantation programme in neighbouring villages
- Distribution of saplings among the students
- Cleaning drive at adopted villages
- Environment awareness rally
- Seminar on "Reduce, Reuse and Recycle"
- Rally for "Say NO to Plastic"
- Observance of "World Environment Day" on 5th June, 2015

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:

- Forward-looking mindset of the Management and the democratic setup of the Governing Body.
- Value-based education.
- Increasing number of courses and students.
- Dedicated and qualified faculty members and staff.
- Remedial coaching and coaching for competitive exams.
- Extracurricular and co-curricular activities of the students.
- Adequate physical infrastructure.
- Increasing number of courses and students.
- Team spirit and cooperation of the employees.

WEAKNESSES:

- Understaffed departments.
- Location in a rural and underdeveloped area.
- Economically disadvantaged students.
- Lack of skilled technical staff.
- Poor consultancy and zero patent.
- Lack of effective placement system.
- Lack of self-financing courses.
- No Add-on Course.

OPPORUNITIES:

- To ensure better performance of the students in both sports and culture.
- To procure more research or other grants from funding agencies like UGC and others.
- To organize UGC-sponsored Seminars/Workshops.
- To improve the results of the students.
- To ensure effective and active support of Alumni.
- To improve the results of the students.
- To make extensive use of ICT in teaching-learning process.

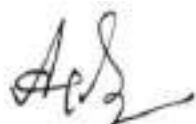
THREATS:

- To create more sanctioned posts for teaching and technical staff.
- To produce skilled and employable human resource.
- To increase number of admitted students in certain courses.
- Mushrooming of fake educational/professional institutions in surrounding areas.
- To meet the Students' diversified choices and needs created by the competitive, dynamic and globalised market.

8. Plans of institution for next year

- To implement RUSA project.
- To appoint a Cashier in the vacant post.
- To take steps for the construction of the 1st floor of Library-cum-Classroom G plus 5 Building.
- To go for Financial, Academic, Administrative and Green Audits.
- To initiate the process of making of the 1st floor of Women's Hostel Building.
- To consider the feasibility of opening new PG courses in Mathematics, Physics, Chemistry and Geography.
- To strengthen students' mentoring System and focus on ICT-enabled teaching-learning.
- To take initiative for the placement of deserving nonteaching staff.
- To consider proposal for introducing short term professional course on Acting/Directing/Editing etc.
- To encourage collaborative research work and extension activities.
- Collection and analysis of feedback received from parents, students and alumni.
- Appointment of Full-time Teachers & Guest Teachers in certain vacant posts of Science and Arts Streams.
- To ensure promotion of deserving Full-time Teachers under CAS.
- To encourage the Teachers and staff to undergo FDP or staff training.

Name: Dr. Asit Panda



Signature of the Coordinator, IQAC

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

Name: Dr. Manabendra Mondal



Signature of the Chairperson, IQAC

Principal
BELDA COLLEGE
Belda, Paschim Medinipur

Annexure 1



BELDA COLLEGE

Belda : Paschim Medinipur

ACADEMIC CALENDAR

July 2014 - June 2015

Sl. No.	Date	Events
1	July 1 st Week, 2014	Publication of Class Routine
2	10.07.2014	Orientation and Commencement of classes for 1 st year UG students.
3	25.07.2014	Commencement of classes for 3 rd year UG students.
4	25.07.2014	Commencement of classes for 2 nd year UG students.
5	12.08.2014	Last date of Registration form fill up for 1 st year.
6	15.08.2014	Observance of Independence Day
7	September 1 st week, 2014	Inter College Cultural Meet by VU
8	05.09.2014	Teachers Day Celebration & Fresher's Welcome
9	24.09.2014	N.S.S Day Celebration (Blood Donation Camp)
10	30.09.2014 to 26.10.2014	Puja Vacation
11	27.11.2014	Celebration of N.C.C day
12	November 4 th Week, 2014	Commencement of 1 st Internal assessment Test for 1st year (Hons.) Courses
13	December 3 rd Week, 2014	Annual Sports and Cultural Competition
14	25.12.2014 to 01.01.2015	Winter Recess
15	December 2 nd Week, 2014	Commencement of 1 st Internal assessment Test for 3rd year (Hons.) courses.
16	January 1 st Week, 2015	Commencement of 1 st Internal assessment Test for 2 nd year (Hons.) courses.
17	12.01.2015	National Youth Day Celebration
18	23.01.2015	Observance of Netaji Birthday
19	24.01.2015	Saraswati Puja (Vasant Panchami)
20	26.01.2015	Observance of Republic Day & Flag Hoisting
21	January 4 th Week, 2015	Annual Prize Distribution & Cultural Programme (College Fest)
22	15.02.2015 to 21.02.2015	Commencement of 2 nd Internal Assessment Test for 3 rd Year (Hons.) courses.
23	22.02.2015 to 27.02.2015	Commencement of Internal Assessment Test for 3 rd Year (Gen) courses.
24	07.03.2015	Closing of 3rd year UG classes.
25	15.03.2015 to 21.03.2015	UG Part-II Form fill up
26	February 3 rd Week, 2015	Commencement of 2 nd Internal Assessment Test for 2 nd Year (Hons) courses.
27	February 4 th Week, 2015	Commencement of Internal Assessment Test for 2 nd Year (Gen) courses.
28	March 1 st Week, 2015	Commencement of 2 nd Internal Assessment Test for 1 st Year (Hons) courses.
29	March 2 nd Week, 2015	Commencement of Internal Assessment Test for 1 st Year (Gen) courses.
30	28.03.2015	Closing of 1st year & 2nd year UG Classes.
31	08.03.2015 to 14.03.2015	Commencement of UG part-III (Hons. & General) Practical Examinations.
32	08.04.2015 to 11.04.2015	Commencement of B. A./B. Sc./B. Com. Part-III (Hons. & General) Theoretical Examination
33	1 st Week of May, 2015	UG Part-I form fill up
34	01.05.2015 to 07.05.2015	Commencement of UG. Part-II (Hons. & General) Theoretical Examination.
35	09.05.2015	Rabindra Jayanti (Birth Day of Rabindranath Tagore) Celebration
36	29.05.2015 to 07.06.2015	Commencement of UG Part-I (Hons. & General) Theoretical Examination

Total number of days available for holding Classes/Examinations: 225

Annexure II

FEEDBACK ANALYSIS

BELDA COLLEGE



ANALYSIS OF FEEDBACK **&** **ACTION TAKEN REPORT**

SESSION: 2014-15

Introduction

For the academic year 2014-15, 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 and when they come to college for some other purposes.

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.

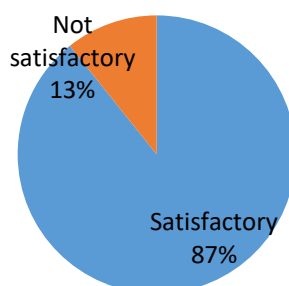
Students' Feedback on Institution, Facilities and Teaching-Learning

Total number of Respondents: 1507

Students provided feedback on the following issues:

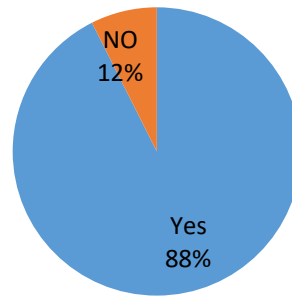
1. How, according to you, are the facilities in this college for overall development of the students?

Response:



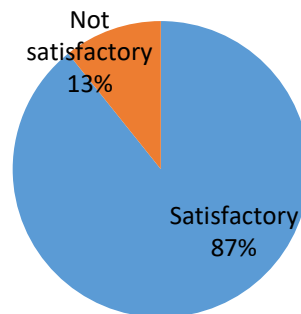
2. Is, according to you, the class routine of the college convenient for the students?

Response:



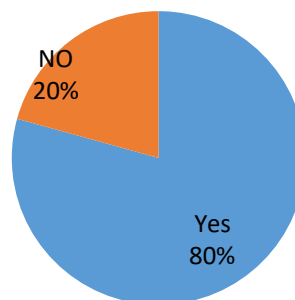
3. How, according to you, is the role played by the college in bringing in a sense of disciplining to the students?

Response:



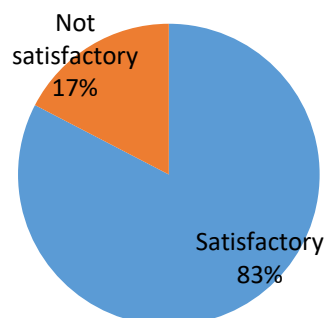
4. Is according to you, the number of classes taken in this college sufficient so far as the different courses are concerned?

Response:



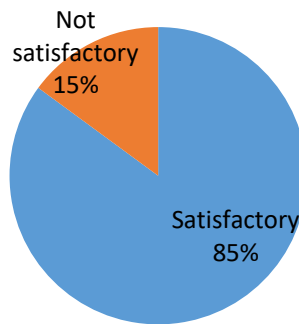
5. How do you weigh the contribution of the teachers of your college in enriching your knowledge?

Response:



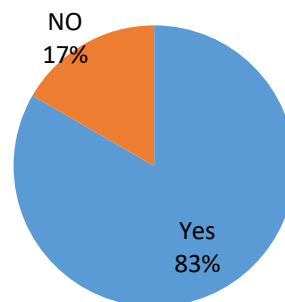
6. How do you rate the contribution of the teachers of this college to the betterment of the students in the extra-curricular field?

Response:



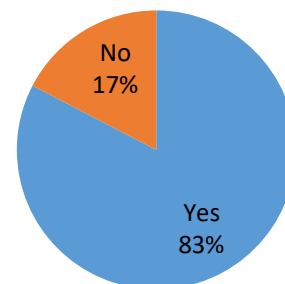
7. Do you think that the teachers of this college offer help to students on academic matters, even outside the classroom?

Response:



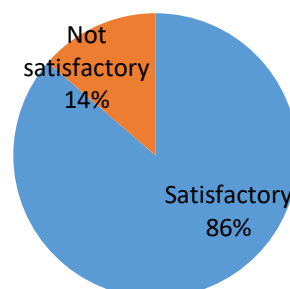
8. Do you think that there is sufficient number of books in the college library to meet the demand of the students?

Response:



9. How, according to you, is the service rendered by the employees of the college office to the students?

Response:



While 87 percent of the respondents expressed their satisfaction over the facilities available in the college, 17 percent of the respondents reported that they were not satisfied with the availability of books in college library. 30 percent of the students demanded more use of ICT in classes. A good number of students felt the need for introducing vocational and PG courses in some departments. Students of some departments also complained about quality of food available in the canteen. Analyzing the feedback and recommendations provided by the students, it is noticed that the students put emphasis on the following matters for the betterment of the teaching-learning process, facilities available and overall performance of the institution:

- Introduction of Online admission system
- Annual educational tour.
- Introducing PG courses in Mathematics, Physics, Chemistry, Geography etc.
- Introducing Certificate courses in Spoken English, Computer fundamentals etc.
- Construction of Lift in Kedar Memorial Building.
- Demand for more books in library for subjects like Bengali, English, BCA, Botany, Chemistry, Education, Mathematics, Sanskrit etc.
- Purchase of furniture and books.
- Allocation of Medical Fund for treatment of terminal diseases of students.

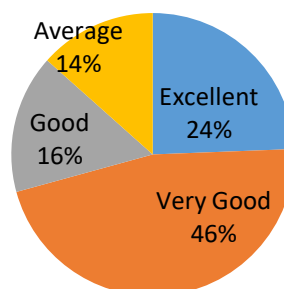
Students' Feedback on Teachers

Total number of Respondents: 1507

Total number of Teachers: 82

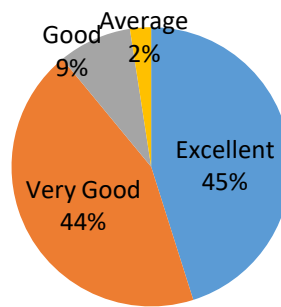
Feedback was taken from the students on the individual performance of 82 Teachers on the following issues. Responses received in this manner have been analyzed and the following pattern has been noticed.

1. Regularity of classes
Response:



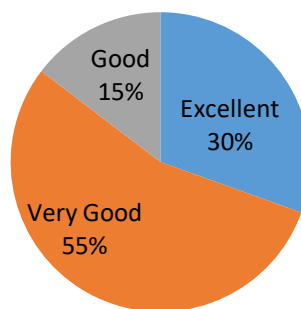
2. Style of Presentation

Response:



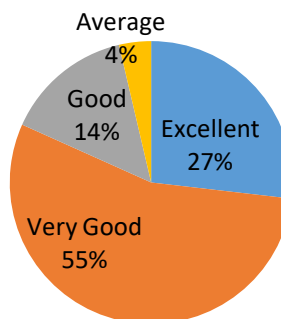
3. Does the teacher generate interest among the students and encourage future reading?

Response:



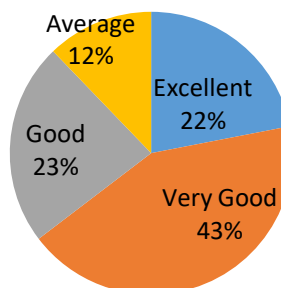
4. Was the syllabus covered thoroughly?

Response:



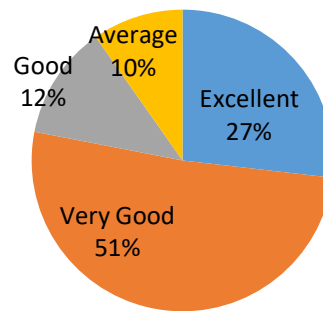
5. Does the teacher give you update information?

Response:



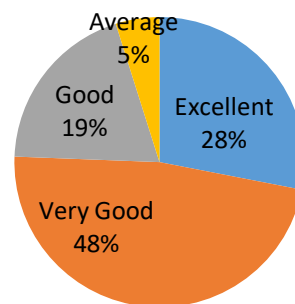
6. Ideas and concepts presented

Response:



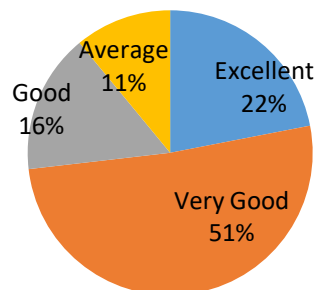
7. Did the teacher give advanced references of books, articles and recommended readings on the course?

Response:



8. Overall assessment of the teacher

Response:



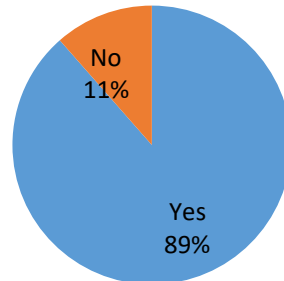
Parents' Feedback

Total number of Respondents: 392

Parents provided feedback on the following issues:

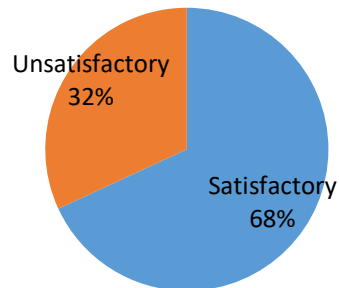
1. Are you satisfied with the teaching and learning process provided to your ward by the college?

Response:



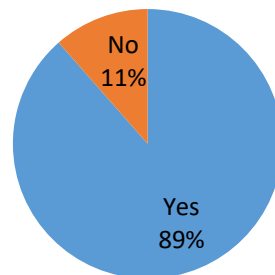
2. How does Belda College prepare your ward for further studies?

Response:



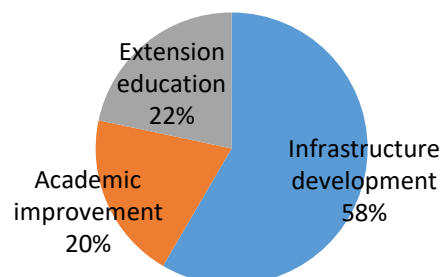
3. Do you think that academic facilities provided to your ward by the college are satisfactory?

Response:



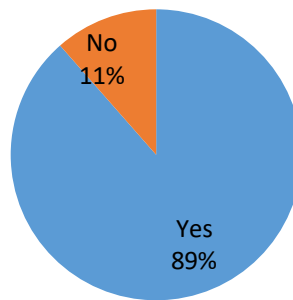
4. What according to you are the core areas in which college should devote more attention?

Response:



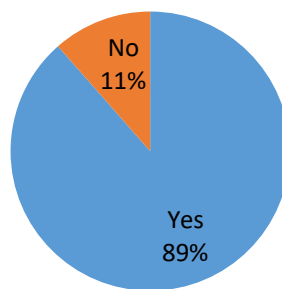
5. Do you think that the teachers help in developing your ward's rational outlook?

Response:



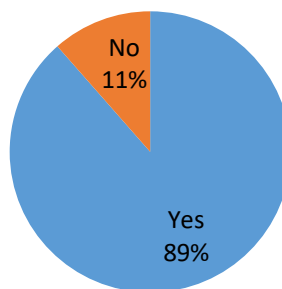
6. Do you think that the college has helped in moulding your ward's personality?

Response:



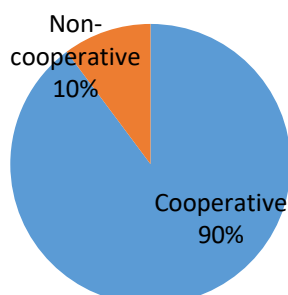
7. Do you think that the extracurricular activities provided to your ward by the college are adequate?

Response:



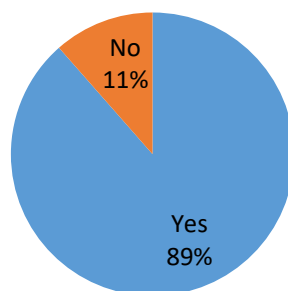
8. What are your impressions about the teachers of your ward as guide to his/her learning?

Response:



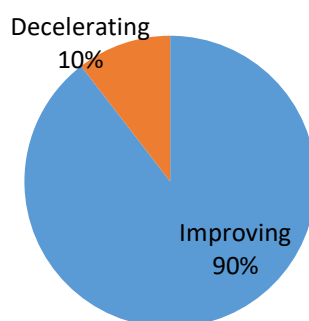
9. Do you feel proud having admitted your ward as a student in Belda College?

Response:



10. What are your impressions about the present status of Belda College?

Response:



An overwhelming majority of parents who participated were satisfied with the academic facilities and facilities for extracurricular activities in place. They were 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 have basically put emphasis on the following matters for the betterment of the teaching-learning process, facilities available and overall performance of the institution:

- Opening PG courses in Mathematics, Physics, Geography, Nutrition, Zoology etc.
- Opening certificate courses in Spoken English, Computer fundamentals etc.
- To strengthen mentoring system.
- Purchase of furniture and books.
- Allocation of Medical Fund for treatment of terminal disease of student.
- Demand for more books in library for Music, Physics, Santali, Sociology, Education, Mathematics, Sanskrit etc.
- Concession in Tuition Fees.

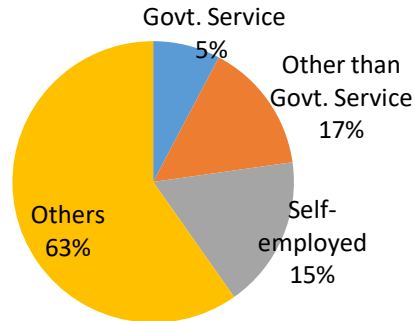
Alumni Feedback

Total number of Respondents: 246

Alumni provided feedback on the following issues:

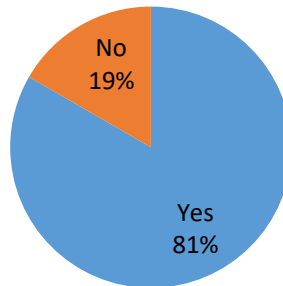
1. What is your present occupation?

Response:



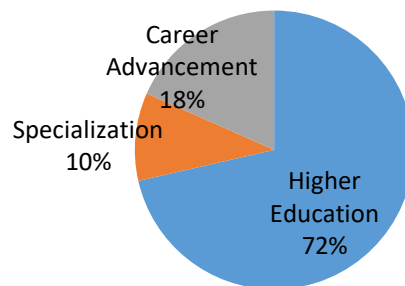
2. Are you satisfied with your profession?

Response:



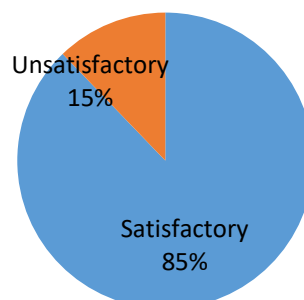
3. If you are continuing your education at present what is the reason for it?

Response:



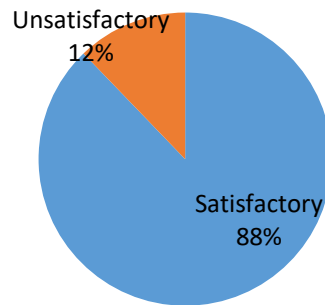
4. How did Belda College prepare you for your further studies?

Response:



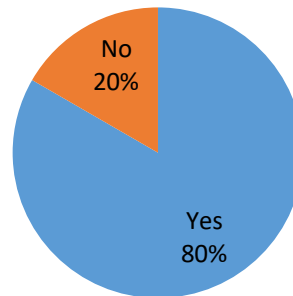
5. What is your overall experience of Belda College?

Response:



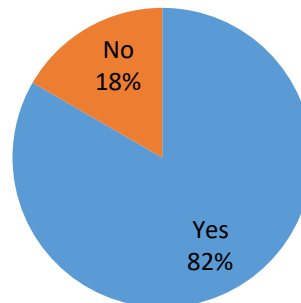
6. Do you feel proud to be a student of Belda College?

Response:



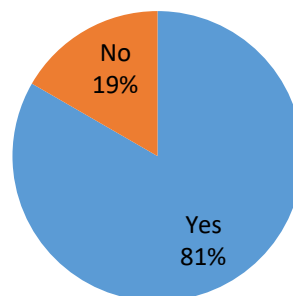
7. Do you still want to stay attached to your alma mater?

Response:



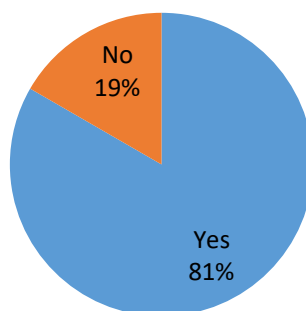
8. Do you think that academic facilities provided by the college during your time were adequate?

Response:



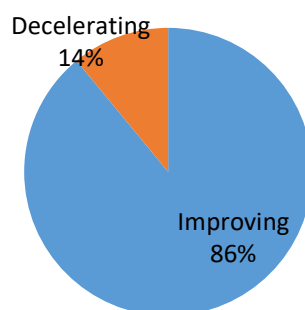
9. Do you think that the college has helped you in moulding your personality?

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. Analyzing the feedback and recommendations provided by the Alumni, it is noticed that they have put stress on the following issues for the betterment of the teaching-learning process, facilities available and overall performance of the institution:

- **Opening of PG courses in Mathematics, Physics, Zoology, Nutrition, Geography etc.**
- **Introduction of Certificate Courses in Spoken English, Computer Fundamentals etc.**
- **Emphasis on ICT-enabled teaching**
- **Purchase of Furniture/ Books.**
- **Introduction of Ramps.**
- **Organization of Seminar.**
- **Running Vocational Training programs.**
- **Increasing Intake Capacity in certain subjects (Geography, English, Bengali 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 identify Job-oriented/Vocational Courses those are in demand and take initiatives to introduce them.
- To take steps for improving quality of food available in Canteen.
- To initiate the process of making of the 1st floor of Women's Hostel Building.
- To consider the feasibility of opening new PG courses in Mathematics, Physics, Chemistry and Geography.
- To go for purchase of new books for Library.
- To encourage the Departments to organize seminar/special lectures.
- To go for allocation of Medical Fund for treatment of terminal diseases of students.
- To consider proposal for introducing short term professional course on Acting/Directing/Editing etc.

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 strengthen Students' mentoring System.
- To give importance to ICT-enabled teaching/learning.
- To ensure syllabus is completed in time.
- To update themselves with the recent advancements in their respective areas of expertise.
- To emphasize on experiential and participative learning.

Annexure III

BEST PRACTICE 1

Title of the Practice: Evaluation of Teachers by Students

Objective of the Practice:

- To enhance and sustain the quality of education provided by the college
- To facilitate the teaching-learning process
- To facilitate self-improvement in teaching skills
- To enhance the teaching capabilities of the teachers as facilitators of learning
- To make teaching-learning more student-centric.

Need Addressed and the Context:

It is necessary to give importance to the students' evaluation of teachers since the students are the direct beneficiaries of quality teaching-learning which the teachers of an educational institution ensure taking active role. The students can offer significant feedback regarding how much they get benefitted from a teacher's role. This feedback also helps the teacher understand the strengths and weaknesses of his role as a facilitator to learning. Thus, the practice provides teachers an opportunity to look at themselves through the eyes of learners.

The Practice:

Evaluation is done by the students of a particular Program of an individual teacher on issues like punctuality, teaching methods, fulfillment of assignment, ability to teach (theory and practical), upgradation of knowledge, response to student problems, overall assessment, etc. Feedback form is used for such kind of evaluation and the received responses are statistically analyzed by IQAC. This report is shared with the Principal who discusses the results of the student evaluation of each teacher by meeting the teacher. He discusses his/her weaknesses and strengths confidentially, and offers valuable suggestions for improvement of performance.

Evidence of Success:

Many teachers viewed this practice as an aid to their self-improvement and modified their teaching methods to suit the purpose of the students. A teacher becomes aware of his/her weaknesses and strengths. This evaluation made many teachers more serious about their teaching. The Principal and other authorities advise the teachers to improve performance and the results of the evaluation are not used to victimize the teachers. Students become more satisfied with the teaching and regularity of a particular teacher.

Problems Encountered:

The major problem encountered initially was the reluctance of few senior teachers to accept the transformation in the traditional teaching-learning process.

Resources Required:

Feedback Forms to receive students' opinions and computers to analyse the responses are the required resources.

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

Annexure IV

BEST PRACTICE 2

Title of the Practice: Introduction of PG courses in Bengali & English

Objective of the Practice:

To create for the students of our college and the neighboring areas opportunity to pursue regular postgraduate courses in language subjects in an institution close to their residence. It offered our meritorious students continue their postgraduate studies from the same institution.

Need Addressed and the Context:

The necessity for introducing PG courses in a few disciplines sprang up during parents-teachers meeting and Alumni Meet. Parents, alumni and running students demanded introduction of PG courses in Bengali and English. Very often, students are unable to pursue their studies after graduation owing to their residence being far away from the nearest university, Vidyasagar University, Midnapore. Therefore, keeping in mind the needs and interests of those brilliant students, the college authority took the decision of introducing PG regular courses in Bengali and English.

The Practice:

During 2013-14, PG Programmes in language subjects like Bengali & English were introduced. One Coordinator from each Department was appointed for smooth running of the Programme. Students were admitted on the basis of merit through counseling conducted by the affiliating University. The B.O.S. of the affiliating University (V.U.) for Post Graduate Studies in English and that of Bengali took care of syllabus framing and conduct of evaluation. Apart from teachers of the concerned departments, distinguished faculty members from other institutions were invited for delivering lectures. Certificates were awarded to the deserving students at the end of the course by the affiliating University.

Evidence of Success:

The practice created huge enthusiasm among the learners of the college and students of the neighboring college. The demand ratio of the programmes was too high. Apart from the students of our college, students of the neighboring colleges took admission. Moreover, since the college is located in a remote area, so it has added benefit to a larger number of women to continue their postgraduate studies without staying away from their residence. All the students qualified in the final examination held in 2014-15 and almost 40 percent students in Bengali and 10 percent students in English secured first class.

Problems Encountered:

Dearth of permanent teachers, sufficient books in library and separate classrooms were initial problems encountered by the departments. But the Management solved the problems with promptness by purchasing books, allotting separate ICT-enabled classrooms and appointing sufficient qualified guest and visiting faculty from other institutions.

Resources Required:

Separate Classrooms, appropriate books in Library, qualified teachers etc. Required resources were provided by the Management.

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

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Website: www.beldacollege.ac.in