



## Yearly Status Report - 2015-2016

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>		BELDA COLLEGE
Name of the head of the Institution		DR. MANABENDRA MONDAL
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		03229256221
Mobile no.		9474821951
Registered Email		mondalprincipal@yahoo.co.in
Alternate Email		principal@beldacollege.ac.in
Address		COLLEGE ROAD, BELDA, PASCHIM MEDINIPUR
City/Town		NARAYANGARH
State/UT		West Bengal
Pincode		721424
<b>2. Institutional Status</b>		

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Rural
Financial Status	Self financed and grant-in-aid
Name of the IQAC co-ordinator/Director	DR. ASIT PANDA
Phone no/Alternate Phone no.	033229255246
Mobile no.	9732554636
Registered Email	asitpanda23@rediffmail.com
Alternate Email	iqac@beldacollege.ac.in

### 3. Website Address

Web-link of the AQAR: (Previous Academic Year)	<a href="http://beldacollege.ac.in/AQAR/AQAR2014-15.pdf">http://beldacollege.ac.in/AQAR/AQAR2014-15.pdf</a>
<b>4. Whether Academic Calendar prepared during the year</b>	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	<a href="http://beldacollege.ac.in/page.aspx?page_id=1022">http://beldacollege.ac.in/page.aspx?page_id=1022</a>

### 5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	B	73.00	2006	21-May-2006	20-May-2011
2	B	2.75	2015	03-Mar-2015	02-Mar-2020

<b>6. Date of Establishment of IQAC</b>	22-Feb-2007
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### 7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
<b>No Data Entered/Not Applicable!!!</b>		

[View File](#)

**8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.**

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
BELDA COLLEGE	Major Research Project with Ref. No. 2/48(11)/2012/NBHM(R.P.)/RD II/13615 Dt. 29/12/2012	NBHM, Dept. of Atomic Energy	2013 1095	274429
BELDA COLLEGE	RUSA Grants for Books & Equipment	UGC	2015 1825	970170
BELDA COLLEGE	RUSA Grants for Books & Furniture	UGC	2015 1825	5000000

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**9. Whether composition of IQAC as per latest NAAC guidelines:**

Yes

Upload latest notification of formation of IQAC

[View File](#)

**10. Number of IQAC meetings held during the year :**

4

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

**11. Whether IQAC received funding from any of the funding agency to support its activities during the year?**

No

**12. Significant contributions made by IQAC during the current year(maximum five bullets)**

Introduction of Student Module Office Software for Online Admission of Students in the different programmes.

Introduction of Certificate course on VAT- Value Added Tax in collaboration with MA AMBE AGRO FOOD PROCESSING(P) LTD.

Organization of Training programme for Office staff on the use of MS-Office Package in collaboration with AS Infotech.

Publication of the 2nd volume of Multidisciplinary Research Journal titled "Explorations" with ISSN No: 23499672.

Conduct of Academic Audit, Administrative Audit and Green Audit of the Institution.

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### 13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achievements/Outcomes
Conduct of Academic and Administrative Audit.	Academic and Administrative Audit was conducted by Internal Audit Team during 19-21 January, 2017
Procurement of Furniture/Books etc. under RUSA Fund.	Books and Furniture were procured under RUSA scheme.
To Organize FDP for Teachers and Training programme for Office Staff.	Four (4) Office Staff was trained and ICT Training was organized for ten (10) Faculty members.
To provide Seed Money for Research proposal submission and Paper Presentation.	Three (03) Teachers were provided Seed Money for Submission of Project Proposal, Presentation of Papers in National Seminar and participation in Industrial Training Programme.
To prepare Academic Calendar.	Academic Calendar was prepared and followed for Academic activities.
Introduction of new format of Feedback Forms.	New format of Feedback Forms for all the Stakeholders was prepared and introduced.
To introduce Add-on/Certificate/Value Added Courses.	Certificate course on VAT- Value Added Tax in collaboration with MA AMBE AGRO FOOD PROCESSING(P) LTD was introduced.
Signing of MOUs with Industry, NGOs and various Colleges of our state for Faculty Exchange, Staff Training, Job Training, Students Skill Development, Community Services and Extension Activities.	MOU signed with MA AMBE AGRO FOOD PROCESSING(P) LTD., EGRA S.S.B. College, A.S. Infotech, NAVEEN BISCUIT PVT. LTD., KPS FOOD PROCESSING UNIT, BELDA CULTURAL ASSOCIATION for Faculty exchange, Staff Training, Job Training, Students Skill Development, Community Services and Extension Activities.
Purchase of Reference books for Central Library.	Total 4962 Books for Central Library was purchased.
To introduce Student Module Office Software for Online Admission.	Student Module Office Software for Online Admission was procured and used for Admission of the Students.

[View File](#)

14. Whether AQAR was placed before statutory body ?	Yes				
<table border="1"> <thead> <tr> <th>Name of Statutory Body</th> <th>Meeting Date</th> </tr> </thead> <tbody> <tr> <td>Belda College, Governing Body</td> <td>02-Jan-2017</td> </tr> </tbody> </table>		Name of Statutory Body	Meeting Date	Belda College, Governing Body	02-Jan-2017
Name of Statutory Body	Meeting Date				
Belda College, Governing Body	02-Jan-2017				
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No				
16. Whether institutional data submitted to AISHE:	Yes				
Year of Submission	2016				
Date of Submission	21-Jan-2016				
17. Does the Institution have Management Information System ?	Yes				
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	<p>Several MIS Modules are used in the college for its proper functioning. The modules which are currently operational in the Institution include a) Online Admission Module b) Online fees collection Module c) Faculty Information Management Module d) Students Data Management Module e) HRMS etc. With the help of such modules all Admission related works, Fees collection, Entrance Test, Preparation of Admit card and Marksheet, Descriptive roll etc. are done. Details of Faculty members like Personal Data, Publications, Research Data etc. are skillfully managed and preserved. Such modules also help in management and preservation of data of the students and office staff. Collection of Feedback from the Stakeholders as well as preparation of Feedback report is also possible with the help of such MIS modules which are currently operational. Payment of the employees is easily done with the help of HRMS.</p>				

## Part B

### CRITERION I – CURRICULAR ASPECTS

#### 1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

Belda College is affiliated to Vidyasagar University and follows the Curriculum prescribed by the affiliating University. The different ways through which the Institution devises mechanisms for well-planned curriculum delivery and documentation are: 1.The College, under the supervision of IQAC prepares its own Academic Calendar in compliance with the academic calendar published by the affiliating University prior to the commencement of Academic Session which is uploaded on the college Website and is displayed on the College/Departmental notice boards. 2.The Routine Committee along with IQAC prepares routine for the present academic session which is distributed to the respective Heads of the Departments and is displayed on the Departmental Notice Boards and College Website. 3.The Principal and Co-ordinator, IQAC conduct a meeting at the beginning of the session with all the Departmental Heads to discuss about the strategies for effective implementation of curriculum. 4.Departmental Heads conduct meeting before the commencement of classes with their respective faculty members for allocation of class and syllabus which, after getting approval in the DC Meeting, is communicated to the students. 5.Following the Syllabus allotted & class routine, respective teachers prepare their Annual Lesson/Teaching Plan and conduct their classes accordingly. Such records are maintained in the Teacher's Diary. Implementation of teaching/lesson plan is monitored by the IQAC. 6. Student's attendance records are maintained by the respective departments. 7.Teachers predominantly use the traditional method for teaching, i.e. chalk and talk, lecture method. However, other than the traditional method some teachers use ICTs to enhance the teaching-learning experience. 8. Each department has its own Seminar Library or Departmental Book Bank for students and Faculty members. 8.Individual Faculty members also supplement their classroom teaching with special lectures, periodical lectures, seminars, project works, field visit, industrial visits and internships. 9. Continuous Evaluation through Class Tests, Mid-Term Examinations, Internal Assessment etc. are carried out to keep a track of the progress of the students. 10. After commencement of classes, teachers identify slow learners and advanced learners through continuous evaluation like written class tests, viva-voce, attendance and conduct remedial classes for slow-learners where their progress is measured through assignments which are regularly checked by the teacher preparing them for University Examinations. Advanced learners are provided with advanced study materials, guided to develop research aptitude, and prepare them for University and Competitive Examinations by making them solve previous year's question papers. 11. Activities like Quiz competitions, Debate, Students' Seminars, extempore speech competitions, poster/paper presentations, preparation of wall magazines etc. are regularly organized by various Departments with the objective of all-round development of the students. 12. Activities of the Departments are recorded, and a separate activity file is maintained which is evaluated by the IQAC during Academic Audit. 13. Special care is taken to update the College Website and College Notice Board by the IQAC. 14. The Central Library is fully automated and has over more than 30,000 collection of printed books, with 15 printed periodicals including Journals & Magazines, e-books (more than 1 lakh) and e-journals (More than 6000).

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
CERTIFICATE COURSE ON VAT-VALUE ADDED TAX IN COLLABORATIO	NA	16/11/2015	90	Tax accountant, Tax analysts, Tax	The course aims to enhance the technical and

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advisors, conceptual  
Tax skills of pr  
examiners, actitioner.  
Tax It  
managers, highlights  
Tax the  
collectors, following  
Revenue areas of  
managers, skill:  
Tax Problem  
consultants solving  
skill  
Commercial  
awareness  
skill  
Numeracy  
skill

## 1.2 – Academic Flexibility

### 1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BVoc	Software Development	01/07/2015
BVoc	Theatre and Stage Craft	01/07/2015
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### 1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
No Data Entered/Not Applicable !!!		

### 1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	10	0

## 1.3 – Curriculum Enrichment

### 1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
No Data Entered/Not Applicable !!!		
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### 1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BSc	Geography Honours	36
BSc	Nutrition Honours	16
BSc	Botany Honours	49
BSc	Botany General	90
BSc	ZOOLOGY Honours	78
BA	BENGALI HONOURS	82

MA	BENGALI	50
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#### 1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	No
Employers	No
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution?  
(maximum 500 words)

<p><b>Feedback Obtained</b></p> <p>For the academic year 2015-16, IQAC, Belda College sought feedback from parents, alumni and students. We received feedback from a total of 313 alumni, 411 parents and 1295 students. The alumni were given a questionnaire consisting of 11 queries seeking to know their views on their Alma matter and how they would like to contribute to its development. The parents were given a questionnaire consisting of 11 queries seeking to know their views on the facilities for study and extra-curricular activities, extension services etc. 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 four questionnaires, one each for evaluation of teachers, library and administration, programme of teaching and curriculum, in addition to the questionnaire for student satisfaction survey about which we report to you separately. The students were asked to evaluate the teachers on the basis of their sincerity/commitment, regularity/punctuality, communication skills, use of ICT, coverage of syllabus, among other things. They were asked to evaluate the college administration and library facilities on the basis of the behaviour and timely service of the staff, availability of books/journals/newspapers, internet facilities, photocopy facilities, cleanliness of classrooms/toilets/canteen/reading rooms, quality of and access to drinking water/food etc. The feedbacks received from alumni, students and their parents constitute an essential input in the decision-making process of the college going forward. Therefore, once the collection of feedbacks was over, a draft report was prepared providing a comprehensive account of all the responses received. This draft report was then discussed and analyzed by the IQAC and a final report was prepared detailing the various responses received for each category of respondents along with a note containing the main recommendations. The final 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 following are the recommendations made by the IQAC on the basis of the feedback received from the students, parents and alumni during 2015-16 and on which the Principal and the Governing Body agreed to initiate action from the following academic year, i.e. 2016-17</p> <ol style="list-style-type: none"> <li>1) More Books in Bengali, Chemistry, Geography, Mathematics, Physics etc.</li> <li>2) High-Speed data link of connectivity</li> <li>3) College Educational Tour at South India in next year</li> <li>4) Introduction of Ramps</li> <li>5) Certificate Course in Spoken English etc.</li> <li>6) Reduction in Course Fees</li> <li>7) Induction Meeting/Orientation Program at the beginning of the classes for 1st year/ 1st Semester students to make them familiar with college, syllabus and possibilities of the program/course</li> <li>8) creation of New Teaching Posts in various subjects of Arts, Science, Commerce.</li> </ol> <p>The Principal and IQAC also met with the teachers to deliberate on the</p>
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evaluation of their performance and teachers who received below par overall rating by the students were asked to take extra efforts to improve their performance in the coming academic year.

## CRITERION II – TEACHING- LEARNING AND EVALUATION

### 2.1 – Student Enrolment and Profile

#### 2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
<b>No Data Entered/Not Applicable !!!</b>				
<a href="#">View File</a>				

### 2.2 – Catering to Student Diversity

#### 2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2015	4351	187	57	0	6

### 2.3 – Teaching - Learning Process

#### 2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
100	69	42	8	3	14

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

#### 2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Mentoring system is an indispensable part of teaching –learning and evaluation process. This system is very important to provide academic and non-academic support to the students of our college having varied socio-economic background. Mentoring for our students has the following aims and objectives: 1. To develop teacher-student relationship. 2. To encourage students to regularly attend class. 3. To boost up for better academic performance and progression. 4. To help them realize and explore their potentialities in both academic and non-academic areas. 5. To actively participate in different co-curricular and extra-curricular activities. 6. To reduce student drop-out rates. 7. To identify slow learners and to take necessary steps. 8. To inspire advanced learners. 9. To render equitable service to students. 10. To inculcate the ethics and values among them. 11. To promote personal and psychological well-being of students. 12. To help the students solve their problems in non-academic matters. The Institute has followed the suggestions made by the IQAC, Belda College to introduce the mentoring system. The system was promptly and effectively put into practice after it was first introduced in the session 2015-16. The IQAC had taken the initiative of implementing the mentoring system of students. Students are categorized on the basis of their core/ Honours subjects and general subjects. They are divided into groups of 50-55 depending on the number of students in that particular courses. Each group is assigned a Mentor-Professor who would take mentoring classes. A structured Guideline of Mentoring System in our College is prepared by the IQAC to ensure homogeneity of the Mentees. We have more than 3000 enrolled students at our college With an objective of bringing all the students under mentoring system, each mentor has 44-45 mentees under his/her supervision. FEATURES 1. The mentoring system of Belda College is student-centric.. 2. Mentors provide the mentoring Format which contains space for entering particulars like contact no, email id, photo, address, fathers occupation, students SWOC, problems etc. 3. After collecting all necessary information,

mentors are expected to offer guidance and counselling, as and when required. ACHIEVEMENTS: Need-Based remedial class has proved to be beneficial for the students in particular Honours/ Core subject and the entire college in general. The practice of Mentoring System has considerably enhanced the environment of the college campus and brought about the following improvements : ? Minimization of student drop-out rates. ? Introduction of Classes for slow learners and classes for advance learners. ? Identification of students for Remedial Classes. ? Improvement in students' attendance records. ? Better academic and extracurricular performance.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
4538	100	1:45

## 2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
42	26	16	0	13

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year )

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
<b>No Data Entered/Not Applicable !!!</b>			
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## 2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
<b>No Data Entered/Not Applicable !!!</b>				
<a href="#">View File</a>				

2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

1. Students are made aware of the evaluation and assessment system in the induction programme. 2. Tutorials are conducted regularly and weekly for doubt clarification and assessing their performance. 3. In addition to Pre-Final examinations prescribed by the Vidyasagar University, continuous evaluation in the form of class test, Internal Assessments are conducted regularly. 4. In order to prepare the students and to augment their level of understanding/learning in the respective subject various multiple choice questions (MCQ) based objective tests, quizzes, debates, creative writing competition etc. are regularly organized. 5. Students are encouraged to actively participate in seminar and workshop. 6. To enhance observation skill of the students field works are organized. 7. To develop their research aptitude, methodology based project work / dissertation and field reports are prepared. 8. Open Book tests are conducted.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

Belda College is affiliated to Vidyasagar University. The college prepares

tentative Academic Calendar and Holiday list in compliance to the Academic Calendar given by the affiliating University prior to the commencement of Academic Session. Based on the Academic Calendar prepared, the college schedules its activities such as admission, teaching days and all its Examinations-Theory, Practical, Internal Assessments. As per the instructions of the affiliating University, B.A/B.Sc 1st year Honours and General classes commence from 2nd week of July 2015 and classes of B.A/B.Sc 2nd and 3rd year Honours and general commence from 4th week of July. Class tests are conducted after commencement of Honours classes, decided by the individual departments as per the Academic Calendar. The Class-Tests are undertaken to identify the students for remedial classes, slow learners and advanced learners. Abiding by the instructions of Vidyasagar University, 2 (two) internal assessments are scheduled for Honours courses and 1 (one) Internal Assessment for general courses. Theory and practical examinations for all classes of 1st year, 2nd year and 3rd year Honours and general courses were held as per the notice of Vidyasagar University during March to June, 2016.

## 2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

[http://beldacollege.ac.in/page.aspx?page\\_id=1161](http://beldacollege.ac.in/page.aspx?page_id=1161)

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
<b>No Data Entered/Not Applicable !!!</b>					
<a href="#">View File</a>					

## 2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

[http://beldacollege.ac.in/page.aspx?page\\_id=1187](http://beldacollege.ac.in/page.aspx?page_id=1187)

## CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
<b>No Data Entered/Not Applicable !!!</b>				
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### 3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Workshop on Copyright Law and Research Publications	IQAC, Belda College	17/03/2016

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
<b>No Data Entered/Not Applicable !!!</b>				
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
<b>No Data Entered/Not Applicable !!!</b>					
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**3.3 – Research Publications and Awards**

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
<b>0</b>	<b>0</b>	<b>1</b>

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
<b>No Data Entered/Not Applicable !!!</b>	

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
<b>No Data Entered/Not Applicable !!!</b>			
<a href="#">View File</a>			

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
<b>Mathematics</b>	<b>1</b>
<b>Economics</b>	<b>1</b>
<b>Political Science</b>	<b>1</b>
<b>Bengali</b>	<b>1</b>
<a href="#">View File</a>	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
<b>No Data Entered/Not Applicable !!!</b>						
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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
<b>No Data Entered/Not Applicable !!!</b>						

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### 3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	3	4	93	63
Presented papers	4	7	7	0
Resource persons	0	0	7	6

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### 3.4 – Extension Activities

#### 3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
No Data Entered/Not Applicable !!!			
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#### 3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
No Data Entered/Not Applicable !!!			
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#### 3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
No Data Entered/Not Applicable !!!				
<a href="#">View File</a>				

### 3.5 – Collaborations

#### 3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
Seminar Organisation, Faculty Exchange and Student Exchange	10	Belda College Egra SSB College	5

No file uploaded.

#### 3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering	Duration From	Duration To	Participant
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		institution/ industry /research lab with contact details			
JOB TRAINNING PARTNER	JOB TRAINNING AND INTERNSHIP FOR COMMERCE STUDENTS	NAVEEN BICUITS PVT. LTD.	13/01/2016	22/01/2016	5
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
No Data Entered/Not Applicable !!!			
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#### CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

##### 4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
50	50.03

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
No Data Entered/Not Applicable !!!	
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##### 4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
SOUL	Fully	1.0	2015

4.2.2 – Library Services

Library Service Type	Existing	Newly Added	Total
No Data Entered/Not Applicable !!!			
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
No Data Entered/Not Applicable !!!			

No file uploaded.

#### 4.3 – IT Infrastructure

##### 4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	90	26	47	6	10	10	35	2	3
Added	18	6	6	3	4	1	4	8	0
Total	108	32	53	9	14	11	39	10	3

##### 4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

10 MBPS/ GBPS

##### 4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
<b>No Data Entered/Not Applicable !!!</b>	

#### 4.4 – Maintenance of Campus Infrastructure

##### 4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
20	15.36	30	34.67

##### 4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

1. The College takes adequate care for proper maintenance and utilization of its physical, academic and support facilities. 2. A dedicated team of electrician, plumber, sweepers, carpenters and gardeners provide round the clock service to Departments, Hostels, Classrooms, Canteen, Laboratories and Library. 3. The Building Subcommittee ensures proper maintenance of the buildings. 4. Whenever required, computers and peripherals are checked, cleaned, calibrated and maintained by the technical assistants hired from outside. 5. The Laboratory Assistants take care of the Laboratories and equipment of the Science Departments. 6. In Post Graduate Departments, there are Casual Staff who keep the Classrooms and Office clean and well maintained. 7. While purchasing an equipment, it is always ensured that the installation charges and maintenance charges are provided by the Company which delivers the equipment. Annual Maintenance Contract (AMC) is opted for most of the services and equipment. The AMC facility includes maintenance of Generator, AC Machines, CCTV Cameras. Water Purifiers, Software etc. 8. The campus of the College is well protected by surveillance Cameras. For the maintenance of Computers, one dedicated private organization offers service. 9. Pest control of Library Books and records is done every year by the Library Subcommittee. Each Department is asked to maintain a Stock Register of equipment provided to them. 10. A portion of the College fund is utilized for the upgradation and repairing of the existing equipment, Laboratories and other existing infrastructure.



## CRITERION V – STUDENT SUPPORT AND PROGRESSION

### 5.1 – Student Support

#### 5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
<b>No Data Entered/Not Applicable !!!</b>			
<a href="#">View File</a>			

#### 5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
<b>No Data Entered/Not Applicable !!!</b>			
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#### 5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2015	Combined Competitive Preparatory Coaching	105	260	44	7
No file uploaded.					

#### 5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
9	8	7

### 5.2 – Student Progression

#### 5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
<b>No Data Entered/Not Applicable !!!</b>					
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#### 5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
<b>No Data Entered/Not Applicable !!!</b>					



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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Any Other	7
No file uploaded.	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
No Data Entered/Not Applicable !!!		
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### 5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
No Data Entered/Not Applicable !!!						
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Belda College has a democratically elected and well functional Students' Council. Students of the College have their representations in Governing Body, IQAC, Admission Committee, Hostel Committee, Library Committee, Cultural Committee and many other Academic and Administrative committees which take part in decision making in various Academic and Administrative matters and their implementations. The representatives of Students' Council have actively approached the Local MLA and MP for sanctioning financial support for construction of road and rooms and arrangement of drinking water under the Govt. Project 'Sajal Dhara'. The Students' Council along with the College Administration has actively solved many problems of the students like concession, admission, examination etc. Freshers' Welcome Ceremony, Rakhsa Bandhan, Annual Tour, Annual Function, Cultural Competition, Annual Sports, Saraswati Puja etc. are jointly organized by Students' Council and College Management. Students' Council actively collaborated with the NCC and NSS units in organizing and conducting programmes like Tree Plantation, Swach Bharat Abhiyan, Blood Donation Camp etc. The Students' Council also organized rallies for Safe Drive Save Life programme by the State Govt. In the Annual Sports many team and individual events were conducted and the winners were given mementos and trophies. Breakfast and lunch for staff and students were also provided. The main event of attraction was a friendly cricket match between Faculty Members and the Students of the College. Thus, the Students' Council has an active participation along with the College Management for enhancing the name of the Institution.

### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

Introduction: Former students of Belda College are now engaged in different jobs like Scientists, Writers, Managers, Entrepreneurs, Professors,

Politicians, Teachers etc. Some of the former students of the College with some Faculty members formed an Association to bring the former students together on a single platform and improve the quality of Institution. The Association supports new alumni, and provides a forum to form new friendships. The Alumni Association conducts regular meetings wherein the members freely and closely interact with each other. Their ideas and suggestions provided through Feedback are duly recognized and implemented by the College Administration. Objectives:

1. To bring all the old students and the faculty members of Belda College to share their experiences with each other.
2. To utilize the rich experiences of the old students of the College for the benefit and progress of the present students.
3. To provide guidance to the present students in their endeavour for better employment and higher studies.
4. To organize Campus Placements through the old students working in reputed industries in State and National level.
5. To contribute the Overall Development of the College.
6. To arrange seminars, debates, cultural and social welfare programs.
7. To provide financial assistance to the poor students.

5.4.2 – No. of enrolled Alumni:

220

5.4.3 – Alumni contribution during the year (in Rupees) :

102000

5.4.4 – Meetings/activities organized by Alumni Association :

Meetings : 2/Year Activities : 1. Annual Reunion 2. Seminar on Cancer awareness  
3. Arrangement of Thalassemia detection camp 4. Free Coaching classes 5. Free Lectures

## CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

1. Formation of different Subcommittees comprising representatives of all Stakeholders of the College for coordinating different important Academic and Administrative activities of the College. 2. The Institution promotes the culture of participative management at strategic, functional and operational levels. The Principal, Governing Body, Teachers Council and the IQAC participate in formation of policies and procedures, framing guidelines, rules and regulations pertaining to Admission, Examination, support services etc.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

### 6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Curriculum Development	As the College is affiliated to Vidyasagar University, there is very little scope for Curriculum Development from the part of the College and the College implements the curriculum designed by the University. 1. Senior faculty members who are part of the Undergraduate Board of Studies of the

Affiliating University function for Curriculum Development through their participation in Workshops organized by the University for revision and restructuring of the Curriculum. 2.The College includes field work, industrial visit and educational excursion at both under-graduate and post-graduate levels to enrich the curriculum. 3.Different departments offer Add-on courses, the syllabus of which are designed by the Faculty members of the College. 4.Teachers try to enrich the curriculum by involving the students in project work, group discussions, student Seminar, etc. 5. The College has introduced Academic mentoring.

Teaching and Learning

1. Workshops, Seminars and regular use of ICT in classroom contribute to the enhancement of Teaching-Learning experience in the College. 2. Lectures on Ethics and Morality are regularly arranged. 3. Systematic monitoring, planning and regular evaluation of students are the special features of the Teaching-Learning process prevalent in the College. 4. Tutorial classes and remedial coaching are provided to the slow-learners while advanced-learners are supplied with advanced study materials. 5. The Faculty members are encouraged to update their knowledge through their participation in Seminars and Conferences. They are also encouraged to pursue Research work. 6. Depending on the performance of the students in class-test, the drawbacks of the students are identified and suggestions are given for improvement. 7.The College focuses on experiential and participative learning. 8. The College also provides scopes for study to the Aged persons of the neighbourhood by running Distance Education Study Centre of V.U and NSOU.

Examination and Evaluation

1. The examination and evaluation process is guided by the rules and regulations of the affiliating University. However, for assessing the progress of the learners the College takes help of Internal Assessment, Students Seminar, Field Study etc. 2. The teachers of the College are actively engaged in evaluation process of the University as Paper setters, Examiners, Head-Examiners, Reviewers, Moderators etc. 3. The College has set

up a separate examination cell for Post-Graduate Departments. 4. In some Departments, practices like use of MCQ questions, Photocopy of answer scripts, projects etc have been introduced for assessing the progression of the students.

Library, ICT and Physical Infrastructure / Instrumentation

1.The Central Library is fully automated with the installation of SOUL - Integrated Library Management software. 2. Library offers access to e-journals and e-books to its students and members of staff through INFLIBNET. 3. Library users avail OPAC (Online Public Access Catalogue) facility. 4. The college is equipped with ICT facilities, which includes Smart Classrooms. Departments have LCD Projectors along with Laptops for enhancing the Teaching-Learning process. 5. The internet bandwidth has been increased from 2 Mbps to 10 Mbps. 6. Construction of the 1st floor of the Ambedkar Building was initiated to cater to the needs of the students.

Industry Interaction / Collaboration

1. MoU has been signed with Ma Ambe Agro Pvt. Ltd 2. In collaboration with Ma Ambe Agro Pvt. Ltd a Certificate Course on VAT by Department of Commerce has been introduced. 3. MoU has been signed with Naveen Biscuits Pvt. Ltd for Job Training

Admission of Students

1.Online admission process has been introduced through the use of Student Module of Office Management Software. 2. Merit List is published in College Website. 3. Reservation rules are strictly followed. 4. Admission is done on the basis of Merit. 5. For admissions rules and regulations of the Affiliating Universities and the Government of West-Bengal is thoroughly followed.

Research and Development

1. Meetings of research Committee are regularly held. 2. Teachers are encouraged to present papers in Seminars or Research proposals to Funding Agencies. 3. Teachers are encouraged to pursue Ph. D works. 4. A few Teachers were provided seed money for presentation of paper in Seminars and Workshops.

Human Resource Management

1. Computer training for both Teachers and Office Staff was organized. 2. Faculty members were motivated to participate in Faculty Development

Programmes. 3. Introduction of Academic Diary for Self-Appraisal of the Teachers. 4. Regular Seminars, Workshops are organized by the Institution for the enrichment of the Faculty members. 5. Keeping in mind about the fitness of members of Staff, the college has a well equipped Gymnasium with a qualified Instructor. 6. Psychological Counselling cell offers emotional support and strength to the members of staff and students when required. 7. Health Unit provides timely treatment to the staffs and students when they feel unwell. 8. Anti-Ragging Committee, Grievance Redressal Cell offer timely support and assistance to the students and staff when required.

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Administration	MIS is in place. Data regarding students and staff are electronically preserved. Attendance record of the Teachers and Staff are electronically preserved through Bio metric devices and software . Circulation of all important notifications are maintained through sms or whatsapp. The college Website displays all notices regarding various events and activities of the college.
Finance and Accounts	Salary of the teaching and non-teaching is maintained through WBIFMS software. Salary of casual staffs and other party payments are made through NEFT.
Student Admission and Support	The admission is conducted online with the help of user friendly software. College announces its admission process in the college Website. Various information regarding admission are sent to the students through SMS. Merit List is published in the College Website. Cloud based 'Office Module' software is used during admission procedures of UG PG, student fee collection, in maintaining student's profile, generating online admit card, printing of mark sheets, during PG entrance test, in e-counselling and so on. All kinds of scholarship data verification like those under Kanyashree/SC/ST/Minority Scholarships scheme are done online.
Examination	All information regarding examination

duties of the teaching and non-teaching staff are circulated through Whatsapp group. Notices regarding dates of Form Fill-up, dates of Examination etc. are communicated through SMS and displayed on College Website. Online internal examination in the form of MCQ has been introduced in few Departments. 'Student Module' software is used during examination processes, such as preservation of examination marks in the computer and generation of mark-sheets and Descriptive rolls. Admit card for PG Entrance Test are generated with the help of Cloud Based Office Module Software. E-mark sheets are preserved in the computer.

**Planning and Development**

All decisions regarding planning and development taken by the IQAC are preserved electronically in the computers. Notices and minutes of the meetings of the Governing Body are prepared with the help of Computer. Plans for construction of Building are electronically preserved. For any kind of order in the field of development, e-tendering process is followed.

**6.3 – Faculty Empowerment Strategies**

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
<b>No Data Entered/Not Applicable !!!</b>				
<a href="#">View File</a>				

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
<b>No Data Entered/Not Applicable !!!</b>						
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development	Number of teachers who attended	From Date	To date	Duration
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programme				
<b>No Data Entered/Not Applicable !!!</b>				
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
0	0	0	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
GPF scheme, easy loan from Belda College 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.	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.	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.

**6.4 – Financial Management and Resource Mobilization**

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

Internal and External financial audits are conducted regularly. The Head Clerk, Accountant, Cashier, Bursar and the Principal check the cash book and passbook regularly. A finance committee comprising internal and external members review the financial position and its implications for various purposes. The Statutory Auditor engaged by the Higher Education Department, Govt. of West Bengal visit the college and verify the accounts, bills, vouchers, resolution etc. and submit the report to the College Authority and to the Government of West Bengal.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Individual	5000	Tree Plantation
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6.4.3 – Total corpus fund generated

3440260.00
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**6.5 – Internal Quality Assurance System**

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No		Yes	Internal Audit Team formed by



				the Principal
Administrative	No		Yes	Internal Audit Team formed by the Principal

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

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.

6.5.3 – Development programmes for support staff (at least three)

1. Training for the use of Computer. 2. They are trained to handle Online Admission process and new technology. 3. Puja Advance and Puja Bonus are given to them. 4. They are given subsidy for participation in Annual Tour.

6.5.4 – Post Accreditation initiative(s) (mention at least three)

1. Introduction of Online Admission System. 2. Introduction of BVoc Courses. 3. Introduction of 3 Months Certificate course on VAT- Value Added Tax 4. Collaboration with Belda Cultural Association, Egra SSB College and Ma Ambe Agro PVT. LTD. 5. Construction of the first floor of Ambedkar Building.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	No
c) ISO certification	No
d) NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
<b>No Data Entered/Not Applicable !!!</b>					
<a href="#">View File</a>					

**CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES**

**7.1 – Institutional Values and Social Responsibilities**

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Celebration of International Day for Rural Women. Workshop on Empowering Rural Women with special reference to Narayangarh Block organized	15/10/2015	15/10/2015	50	40



by the Women's Cell IQAC, Belda College				
One-Day Seminar on Breaking the Barrier: Fighting the Stigma Related to AIDS organized by Women's Cell & IQAC, Belda College	10/12/2015	10/12/2015	40	55
International Women's Day celebration. Special Lecture on 'Women and Modern Economy' organized by the Dept. of Economics, Women's Cell, Belda College.	08/03/2016	08/03/2016	25	20
One Day College Seminar on Gender Equality and Its Social Importance, organized by IQAC & Women's Cell	22/04/2016	22/04/2016	35	32

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
<ul style="list-style-type: none"> <li>• One Day State Level Seminar on Green Clearing: Where we Have Been And Whats Next Has Been organized by the Department of Geography, Belda College on 10/02/2016.</li> <li>• Regular and quality audit on environment, energy and waste management practices are carried out by the institution.</li> <li>• The College has pledged to measurably reduce plastic footprints in the campus, making the campus 'plastic free zone'.</li> <li>• Rain water harvesting is another Eco-friendly initiative that measurably reduces the dependence on ground water and electricity.</li> <li>• Two Eco-friendly green generators are installed in the college campus to reduce carbon emission and noise pollution.</li> <li>• Vermin-composting procedure is used as biodegradable method for waste management treatment option.</li> <li>• The solar panel produced electricity to the tune of 2 KWh X 300 days=600 KWh. The percentage of power requirement met by the College using solar energy is 1.447 per year.</li> </ul>

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	2
Ramp/Rails	Yes	8
Rest Rooms	Yes	8

Scribes for examination	Yes	3
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#### 7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
<b>No Data Entered/Not Applicable !!!</b>							
<a href="#">View File</a>							

#### 7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Code of Conduct : Handbook For Students, Employees Visitors	06/01/2015	The Handbook of Code of Conduct is regularly followed by all stakeholders: students, employees and visitors to the College for the smooth functioning of the institution. The practice of the set of conducts enables the stakeholders to abide by the rules and discipline of the College.

#### 7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
One Day State Level Seminar on 'Human Values in Higher Education' by the Dept. of Education	26/08/2015	26/08/2015	55
Special Lecture on 'Values, Customs and Modern Youth' by the Dept. of Philosophy	04/01/2016	04/01/2016	50
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#### 7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. The initiative of low coal use and firewood practices, especially in the college canteen has helped in reducing carbon content to a great extent. 2. The practical application of Green Chemistry, especially by the Department of Chemistry has extensively helped in reducing or eliminating the use or generation of hazardous chemical substances. 3. The Save Paper Campaign has been largely efficient in saving paper among the students and staff. Earlier students were given handouts in photocopies in classes. But from the academic session 2015-16, the initiative was taken to give study materials in PDF forms. Accordingly, more e-books have been stored in the departmental computers. 4.

Plantation of a large number of saplings, especially on 5th June and through different environmental campaign by NSS is a moving step in going green and maintaining an Eco-friendly campus. 5. More use of LED bulbs instead of incandescent and CFL bulbs in a partial block of the college campus have significantly reduced the usage of energy consumption and has aided in saving electricity to a large extent. 6. The institute ensures restricted entry of automobiles and promotes more use of bicycles and battery power vehicles (e-rickshaws). 7. The college is enriched with a more walkable and pedestrian-friendly pathways. 8. The college has pledged to measurably reduce plastic footprints in the campus, making the campus 'plastic free zone'. With the initiation of Plastic-free program, Belda College aimed to measurably reduce plastic pollution within the college campus, with a special focus on reduction as well as elimination of plastic bottles, plastic straws utensils, plastic food packaging and such other. 9. The campus promotes green infrastructure on campus, with open spaces and natural landscapes for physical, mental and spiritual healing of the stakeholders. 10. With the initiative towards the construction of medicinal plants, a medicinal plant garden named 'Sushruta Uddan' is constructed, with around 40 herbal/medicinal plants tagged with their biological nomenclature. 11. Rain water harvesting is another Eco-friendly initiative that measurably reduces the dependence on ground water and electricity. It involves the collection of water that has fallen and is collected from the roof and subsequently stored for later use. 12. The use of clay pots and paper cups for tea in the college canteen is one of the Eco-friendly initiatives. Clay pots as well as paper cups are biodegradable, Eco-friendly, sustainable as well as healthy. 13. The use of Sal leaf plates for meals for the students and staff in College canteen has been another Eco-friendly initiatives. It is a step towards a greener and cleaner initiative. Apart from environmental benefits, this practice revives the traditional trade. 14. The use of Solar energy is one of the Eco-friendly initiatives which has remarkably reduced the operating costs in the college campus. Solar has been successful in providing a great

## 7.2 – Best Practices

### 7.2.1 – Describe at least two institutional best practices

**BEST PRACTICE - I Title of the Practice: Publication of a Multidisciplinary Research Journal Explorations**  
**Goals:** • To enable and create a publication platform for the researchers as well as scholars from multidisciplinary sectors. • To provide opportunities to scholars for being reviewers with regard to the publication of the journal. • To ensure hassle free publication in disseminating knowledge and sharing of ideas. • To create avenues for promotion as well as publication of research papers from scholars of all disciplines. • To make scholars publish their research papers without any subscription fee. • To inculcate critical acumen and research mentality among the faculty members.  
**The Context:** The College, in spite of being geographically located in a rural area is enriched with qualified, motivated and dedicated teachers who have continued to give their best performances in teaching learning and research. Keeping pace with the ongoing structures relating to the orientation of teachers in terms of teaching, learning and research, paper publications in journals have become another essential requirement for the college faculty members. Research papers published by the faculty members add credits to their API score, benefitting the faculty members for promotion. Moreover, undertaking research enables the future researchers to unearth new avenues and potentialities. **The Practice:** Under the above mentioned context and with a view in mind to uplift the research platform in the college, the initiative to launch a bilingual Multidisciplinary Research Journal Explorations was undertaken during the academic session 2014-2015 under the editorship of Dr. Asit Panda. An editorial board with faculty members from different disciplines

was formed for reviewing the submitted articles and apart from that, there was an advisory board comprising of reputed academicians from different higher educational institutions to ensure the quality of the journal. The first edition of the journal bearing ISSN No. 2349 9672 consisted of 22 articles. The second volume included selected scholarly research articles from 20 faculty members and researchers of different colleges and universities. The second volume of the journal was published in December, 2015. Explorations gave a wide spectrum, a fresh platform and recognition in the area of research. Publication of papers by our faculty members resulted in enhancing argumentative reflection, facilitating critical thought and expression for more focused writings. Evidence of Success: The successful publication of Explorations in two consecutive academic sessions 2014-15 2015-16 has created huge enthusiasm among the researchers within the college and even beyond. It reflected the engagement of teachers in the field of research and has provided an opportunity to disseminate current research and innovative good practices in teaching research. The journal involved the contribution of faculties of our institution as well as of other institutions. The research papers are categorized into various segments on the basis of social science, science, and multidisciplinary themes. Problems Encountered: The main challenge faced during the publication process of the research journal was the selection of quality papers for publication from among the heap of papers received from faculties of our College as well as from other institutions. The editorial board set a few parameters as qualifying criterions for accepting the research papers for publication and tirelessly worked on it to ensure smooth, quality and productive publication. Resources required: Referees from different disciplines for judging the quality of the articles and financial assistance for publication of the journal were the resources required in regard to this practice. Financial support was provided by the college Authority. Contact Details: The Principal Belda College Belda, Paschim Midnapore -721424 West Bengal Accredited status: B Tel: 03229-256221, Mobile - 09474821951 Fax: 03229-255246 E-mail: mondalprincipal@yahoo.co.in Website:

www.beldacollege.ac.in BEST PRACTICE - II Title of the Practice: Motivating the Teachers for Undertaking Research Activities Goals: • To motivate and encourage the teachers of the college to pursue research works in the form of publication of research papers, undertaking research projects, submission of research proposal, participation in seminars/conferences etc by providing financial and other assistance. • To help the teachers of the college in exploring the uncharted territory of research going beyond the regular traditional classroom practices. • To develop the knowledge paradigm alongside teaching by focusing on a significant social-economic/historic/scientific/regional problem from among the broad context of respective disciplines. • To create a platform for the practical application of contextualizing any kind of research problem. The Context: Research has become a significant part in parallel to teaching. A combination of both teaching as well as research helps in equipping a teacher in developing their research outlook, help in developing mentoring and supervisory skills to a large extent. But sometimes, teachers lack motivation for pursuing research works due to different kinds of constraints. In this context, our institution has actively promoted teachers to pursue researches for earning doctoral degrees, participate in seminars/conferences, publish papers etc. Teachers are also motivated for availing research grants, either from UGC/any reputed organization. The Practice: One of the significant visions of Belda College is striving towards excellence in all respects of teaching, learning and research. Hence, over these years, the college has sufficiently and consistently motivated its energetic and qualified faculty members to involve themselves and indulge in research oriented activities through providing seed money to them for research paper presentations in seminar/conferences/industrial trainings etc, publication of papers in journals, submission of research proposals, pursuing PhD degree etc. Teachers

are provided with infrastructural facilities and required OD leaves for library work, field visit etc. Evidence of Success: The success rate of this practice is extremely motivating. Nine faculty members of our college have shown their enthusiasm in undertaking research activities by applying in research projects from UGC/reputed research funding institutions. Major Project: 1. Dr. Basudeb Dhara (Govt. of India, Dept. of Atomic Energy under the recommendation by National Board For Higher Mathematics, NBHM, Duration: 01/04/2013 - 31/03/2016) Minor Project: 1. Dr. Abdul Hai Mallick (UGC, 01/07/14 - 30/06/16) 2. Dr. Jayanta Mukherjee (UGC, 01/12/2014 - 30/11/2016) 3. Dr. Avijit Kumar De (UGC, 21/03/2015 -20/03/2017) 4. Dr. Deepak Paswan 5. Dr. Basudeb Dhara (UGC-ERO, 01/04/2015 - 31/03/2017) 6. Prof. Suchita Sen (UGC, 03/04/2015 - 01/04/2017) 7. Dr. Asit Panda (UGC, 01/01/15 - 31/12/16) 8. Prof. Tuhin Kanti Das (02/04/2015 - 01/04/2017) The following teachers have been provided with financial assistance for paper presentations in seminars/conferences. 1. Dr. Avijit Kumar De, (National seminar on Emerging trends in Condensed matter physics Material science organized by Dept. of Physics, University of Kalyani, Supported by KU, DST-PURSE, on March 18-19, 2016). 2. Dr. Sajahan Seikh, (National seminar on Recent Development in Mathematics and its Applications (NSRDMA-2016) (January 21st 22nd , 2016 ) organized by Department of Mathematics, University of Kalyani, Nadia) 3. Prof. Shibsankar Jana, (Industrial Training Programme 2016, UGC Board of Studies in Commerce, Vidyasagar University Kharagpur College) 4. Dr. Asit Panda, (One Day International Symposium on Indo-Carribean and Afro-Carribean Literature: Texts and Contexts organized by the Dept of English (PG), Mahisadal Raj College on 21.03.16) Problems Encountered: The main challenge faced by the authority in motivating the teachers for research activities is time management. Given the load of classes allotted to a teacher per week, and the burden of evaluating answer scripts, our teachers have been under tremendous work pressure which makes it very difficult for them to make up their time for research. But in spite of all hurdles, our teachers have shown their enthusiasm as well as efficiency by engaging in research works. Resources required: Financial assistance and research infrastructure were the main resources required. The College made arrangement for such resources. Contact Details: The Principal Belda College Belda, Paschim Midnapore -721424 West Bengal Accredited status: B Tel: 03229-256221, Mobile - 09474821951 Fax: 03229-255246 E-mail: mondalprincipal@yahoo.co.in Website: [www.beldacollege.ac.in](http://www.beldacollege.ac.in)

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

[http://www.beldacollege.ac.in/document/sub\\_page/20200313\\_200435.pdf](http://www.beldacollege.ac.in/document/sub_page/20200313_200435.pdf)

### 7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Belda College has succeeded in being one of the best colleges of Midnapore district in terms of its year end Examination results, teacher's qualifications, infrastructure and campus benefits. Every year, a large number of students has enrolled themselves in different courses across the 22 disciplines. Keeping in mind the vision and mission of this institution, in the session 2015-16, Belda College has stressed on improving the enrollment of the weaker sections of the society by providing opportunities for scholarship, concentrating specially on the marginalized section of the society and also the girl students for enabling all the stakeholders to participate collectively in nation building. The college, in spite of being located in a geographically rural area, has been successful in breaking the gender stereotypes of the region and generates encouragement of the enrollment of girl students in nearly all the disciplines that are being taught in the college. Giving priority to



the socially and economically backward students, provisions for scholarships are also run in the college. In the year 2015-16, various kinds of Government as well as non- Government scholarships are available: Government: 1. Chief Minister Scholarship (above 60 for UG above 55 for PG) amounting Rs. 10000 each was awarded to 405 students separately. 2. Handicapped students scholarship amounting Rs. 7000 each was awarded to 5 students separately. 3. Inspire Fellowship amounting Rs. 36000 was awarded to 05 students separately. 4. Minority scholarship amounting Rs. 8000 was awarded to 27 students separately. 5. Swami Vivekananda Merit cum means scholarship (UG 75, PG 53) amounting Rs. 160000 was awarded to 258 students separately. 6. Post-Metric scholarship, for the SC/ST/OBC each amounting Rs. 6500 was awarded to 944 students separately. 7. Kanyashree (K1 K2 category) scholarship for the girl students each amounting Rs. 25000 was awarded to 504 students. 8. Nirmankarmi scholarship (only for Nirmankarmi card holders) each amounting Rs. 6000 was awarded to 56 students, Non-government: 9. Priyambada Birla scholarship amounting Rs. 8000 is awarded to all the students. 10. JM Setia Trust scholarship amounting Rs. 6000 is awarded to students having more than 65 marks in Arts, more than 75 in science and 60 for PG and applied by 3 candidates. 11. HDFC scholarship is awarded to all Honours students. 12. SR Jindal Scholarship (75 for boys 70 for girls) amounting Rs. 4200 is awarded to 68 students. Financial support from the College Amount Rs 792850 There is a central government scholarship scheme, National Scholarship Portal for all students. With all these initiatives, the college has diligently contributed in upholding the mission and vision to a great height. The provision of scholarship helps the students from weaker sections of the society in continuing their studies and meeting the challenges of their life socially, professionally as well as personally.

Provide the weblink of the institution

[http://beldacollege.ac.in/page.aspx?page\\_id=1151](http://beldacollege.ac.in/page.aspx?page_id=1151)

#### **8.Future Plans of Actions for Next Academic Year**

1. Upgradation of existing Laboratories and purchase of scientific equipment. 2. Construction of Lift facility in Kedar Memorial Building. 3. Development of Management Information System. 4. Organization of Workshop, Seminar and Job-oriented services by Career Counselling and Placement Cell. 5. MOUs with Industry, NGOs etc. 6. Technology upgradation and purchase of Computer. 7. Introduction of Add-on/Certificate/Value-Added Courses. 8. Educational tour for staff and students. 9. High speed data link for Internet services. 10. Emphasis on Remedial Coaching and Tutorials by Departments. 11. Community Services in the adopted villages by the NSS units. 12. Academic and Administrative Audit of the Institution. 13. Green Audit and Energy Audit of the Institution. 14. Organization of quality related Seminar by IQAC. 15. Organization of Gender Sensitization Programme. 16. Organization of Intellectual Property Rights programme. 17. Utilization of RUSA fund for the development of the College. 18. Construction of (G Plus 5) building. 19. Organization of Staff training. 20. Extensive use of ICT in Teaching-Learning. 21. Financial Audit of the Institution.