



Yearly Status Report - 2016-2017

Part A

Data of the Institution

1. Name of the Institution		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
2. Institutional Status		

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.	03229255246
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)	http://www.beldacollege.ac.in/AQAR/AQAR2015-16.pdf
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	http://beldacollege.ac.in/page.aspx?page_id=1022

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

6. Date of Establishment of IQAC	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
Organization of	18-May-2017	5

Administrative Training Programme for Office Staff on	2	
Outreach Programme- Environment and Health Awareness Camp at Dahi Village, Nayagram in collaboration with Nayagram Super Specialty Hospital, Paschim Medinipur.	21-Sep-2016 1	159
Observance of Aranya Saptaha: Plantation Programme at Ashrampara, Deuli Madhya Gram Panchayat, Chatomatkatpur Gram Panchayat and Susinda Gram Panchayat.	14-Jul-2016 7	350
Green Audit and Energy Audit	16-Jan-2017 3	34
Academic and Administrative Audit	19-Jan-2017 3	82
Introduction of Teachers Feedback and Analysis	01-Mar-2017 90	40
MOU with Laudungri Adibasi Loksanskriti Mela.	15-Sep-2016 1825	30
MOU with Holidize Travels.	15-Sep-2016 1825	11
Combined Comprehensive Preparatory Coaching for Competitive Examinations in collaboration with SAFALYA: An Institute of Competitive Examination.	06-Aug-2016 90	102
Introduction of Certificate Course on Travel and Tourism	12-Nov-2016 90	11
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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	Online Admission	State Govt. Grants	2016 365	50000
Belda College	RUSA Grants for Building	UGC	2016 1095	9583334
Belda College	Virtual Class	State Govt.	2016	300000

		Grants	365	
Mathematics	NBHM	Dept. of Atomic Energy	2016 1095	299870
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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 Teachers Feedback Form, collection of Teacher's feedback and analysis of feedback .
Introduction of combined Comprehensive Preparatory Coaching for Competitive Examination.
Organization of College Educational Tour to South India for Staff and Students.
Appointment of 3 (Three) NSS Programme Co-ordinators.
Initiation of the construction of the first floor of G+5 building under RUSA Fund.

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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	Achivements/Outcomes
To conduct Academic Audit, Administrative Audit and Green Audit.	Academic Audit, Administrative Audit and Green Audit were successfully conducted and report submitted to the Principal.

Introduction of Certificate Course.	Three Months Certificate Course on Travel and Tourism was introduced by Department of Geography.
MoUs with Industry and NGO's.	Two MoUs were signed with Holidayize Travels and Laudungri Adibasi Loksanskriti Mela respectively.
To introduce Teachers' Feedback Form.	Feedback Form for Teachers has been devised and introduced for collection of valuable Feedback from Teachers.
Purchase of Original License Software.	Ten MS OFFICE and TALLY ERP Softwares were purchased.
Appointment of Non-Teaching Staff.	Eight Non-Teaching Staff were appointed.
Appointment of NSS Programme Co-ordinators.	Three Teachers were appointed as NSS Programme Co-ordinators.
Improvement of Canteen Facilities.	One Air-Conditioner at the Faculty corner of the canteen was installed.
Organization of Environment Awareness Programme through Basundhara EcoClub.	One-Day State Level Seminar on Environmental Legislation and Environment Policy was organized.
Organization of Remedial Coaching and Tutorial Coaching by the Departments.	Remedial and Tutorial Coaching are regularly conducted by the Departments.
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14. Whether AQAR was placed before statutory body ?	Yes
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Name of Statutory Body	Meeting Date
Governing Body, Belda College	06-Oct-2018

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
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16. Whether institutional data submitted to AISHE:	Yes
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Year of Submission	2017
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Date of Submission	21-Mar-2017
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17. Does the Institution have Management Information System ?	Yes
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If yes, give a brief description and a list of modules currently operational (maximum 500 words)	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
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collection 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, Mark sheet, 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, Faculty 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.

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 Coordinator, 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 ICT 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 Teachers prepare them for University and Competitive Examinations by making them solve previous years' 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 to ensure 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 holds a good number of printed books, with printed periodicals including Journals & Magazines. Students and Faculty members can access e-books and e-journals through Inflibnet membership at Library.

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
3 Months Certificate Course on Travel and Tourism in collaboration with Holiday Travels, Panskura, Purba Medinipur	NA	12/11/2016	90	Holiday/ Travel Agent, Tourism Manager, Travel Officer, Travel Counselor, Consultant, Travel Guide	This course aims to prepare students with communication skill, personality and attitude grooming, and travel industry centric skill.

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
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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	21	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
SPOKEN ENGLISH AND PERSONALITY DEVELOPMENT	04/11/2016	25
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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
BA	BENGALI HONOURS	83
BSc	GEOGRAPHY HONOURS	32
BSc	NUTRITION HONOURS	10
BSc	BOTANY HONOURS	68
BSc	ZOOLOGY HONOURS	53
MA	BENGALI	45
BSc	BOTANY GENERAL	77
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
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)

Feedback Obtained
<p>The IQAC, Belda College regularly collects feedback from its stakeholders. In Academic Year 2016-2017, in addition to collecting feedback from parents, alumni and students, feedback from Teachers has also been collected. We received feedback from a total of 303 alumni, 401 parents, 1265 students and 40 teachers. The alumni were given a questionnaire consisting of 11 queries seeking to know their views on their college 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, curriculum library and administration and overall assessment of the college. 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. Teachers were asked to evaluate on the conducive environment of college for teaching, opportunities for upgrading skills, ICT</p>

facilities for teaching, availability of study materials, and maintenance of washrooms. The feedback received from teachers, alumni, students and their parents constitute an essential input in the decision-making process of the college going forward. Therefore, once the collection of feedback was over, a draft report was prepared and analyzed by the IQAC and a final report was prepared detailing the various responses received for each category of respondents with 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 IQAC on the basis of the feedback from Teachers, students, parents, alumni, teachers during 2016-17 and on which the Principal and the Governing Body agreed to initiate action from the following Academic year: 1) PG courses in Mathematics, Physics 2) Improvement in Laboratory facilities in Physics Department 3) Appointment of Guest teachers in various subjects like Nutrition, Physics, Zoology, Botany, History, Yoga etc 4) Demand for more books in library for Bengali, History, Physics, Philosophy etc. 5) Drinking water facilities in all the blocks in the college 6) Improvement of facilities in canteen 7) Organization of more seminars/conferences The Principal and Coordinator, IQAC also met with the teachers to address their Grievances and informed them on the evaluation of their performance. Teachers who received below par overall rating by the students were asked to take extra efforts to improve their performance in the coming 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
BA	BENGALI	137	812	133
BA	ENGLISH	133	505	122
BA	HISTORY	134	158	55
BA	SANSKRIT	85	230	62
BA	POLITICAL SCIENCE	77	33	18
BA	PHILOSOPHY	85	193	73
BA	SOCIOLOGY	65	91	40
BA	MUSIC	40	24	14
BA	EDUCATION	52	301	49
BA	SANTALI	52	33	15

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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

2016	4102	189	57	0	6
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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
98	71	45	8	3	16
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 2016-17. 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 course. 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, father's occupation, students SWOC, problems etc. 3. After collecting all necessary information, mentors are expected to offer guidance and counseling, 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: 1. Minimization of student drop-out rates. 2. Introduction of Classes for slow learners and classes for advance learners. 3. Identification of students for Remedial Classes. 4. Improvement in students' attendance records. 5. Better academic and extracurricular performance.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
4291	98	1 : 44

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	25	17	0	17

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	Designation	Name of the award, fellowship, received from

	state level, national level, international level		Government or recognized bodies
No Data Entered/Not Applicable !!!			
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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
BSc	1st Yr Gen	Year	25/07/2016	16/12/2016
BSc	3rd Yr Hons	Year	25/04/2016	07/09/2016
BSc	2nd Yr Hons	Year	31/05/2016	25/11/2016
BSc	1st Yr Hons	Year	18/07/2016	16/12/2016
BA	3rd Yr Gen	Year	10/05/2016	07/09/2016
BA	2nd Yr Gen	Year	08/06/2016	25/11/2016
BA	1st Yr Gen	Year	25/07/2016	16/12/2016
BA	3rd Yr Hons	Year	15/04/2016	07/09/2016
BA	2nd Yr Hons	Year	31/05/2016	25/11/2016
BA	1st Yr Hons	Year	18/07/2016	16/12/2016
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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 2016 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, 2017.

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

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
BNGH	BA	BENGALI HONS	85	82	96.47
ENGH	BA	ENGLISH HONS	53	51	96.23
GEOH	BA	GEOGRAPHY HONS	33	32	96.97
HISH	BA	HISTORY HONS	56	52	92.86
PHIH	BA	PHILOSOPHY HONS	19	17	89.47
PLSH	BA	POLITICAL SCIENCE HONS	3	3	100
ECOH	BA	EDUCATION HONS	39	39	100
SANH	BA	SANSKRIT HONS	45	42	93
MUSH	BA	MUSIC HONS	10	7	70
SOCH	BA	SOCIOLOGY HONS	28	28	100

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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://www.beldacollege.ac.in/document/sub_page/20200311_102242.pdf

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
Minor Projects	730	UGC	2.45	0
Minor Projects	730	UGC	2.35	0

Minor Projects	730	UGC	1.8	0
Minor Projects	730	UGC	2.45	0
Minor Projects	730	UGC	1.4	0
Minor Projects	730	UGC (ERO)	3.4	0
Minor Projects	730	UGC	2.04	0
Major Projects	1095	Engineering Research Board (SERB), DST, New Delhi	5.67	2.99
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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
Seminar on Intellectual Property Rights and Human Rights	IQAC, Belda College	11/02/2017
Seminar on Quality Enhancement Initiatives in Higher Education Institutions	IQAC, Belda College	22/04/2017

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
No Data Entered/Not Applicable !!!				
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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
No Data Entered/Not Applicable !!!					
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
2	1	0

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

Name of the Department	Number of PhD's Awarded
Mathematics	1

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)
National	Economics	1	0
National	Chemistry	3	0

National	Philosophy	1	0
National	Bengali	1	0
National	Commerce	1	0
International	Mathematics	13	0
International	Physical Education	1	0
International	Zoology	1	0
International	Philosophy	2	0
International	Physics	3	0
View File			

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
Philosophy	1
Economics	1
Mathematics	1
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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
Identities related to generalized derivations on ideal in prime rings	S.K. Tiwari, R. K.Sharma, B. Dhara	Beiträge zur Algebra und Geometrie (Springer), 57 (4) (2016), 809-821	2016	0	Belda College	12
Left annihilator of commutator identity with generalized derivations and multilinear polynomials in prime rings,	R. K. Sharma, B. Dhara, S. K. Tiwari	Communications in Algebra (Taylor Francis), 44 (8) (2016), 3611-3621, Impact Factor 20160.429	2016	0	Belda College	0
Co-centralizing generalized derivations acting on multilinear	B. Dhara, S. Kar, K.G. Pradhan	Bull. Iranian Math. Soc., 42 (6) (2016), 1331-1342,	2016	0	Belda College	0

r polynomials in prime rings		Impact Factor 2016: 0.287				
Identities with generalized derivations on multilinear polynomials in prime rings	B. Dhara, S. Kar, K. G. Pradhan	Afrika Matematika (Springer), 27 (7) (2016), 1347-1360	2016	0	Belda College	0
Multiplicative (generalized)-derivations in semiprime rings	S. K. Tiwari, R. K. Sharma, B. Dhara	Beiträge zur Algebra und Geometrie (Springer), 58 (1) (2017), 211-225.	2017	0	Belda College	10
Vanishing and commuting generalized derivations on multilinear polynomials in prime rings	B. Dhara	Southeast Asian Bull. Math, 41 (3) (2017), 397-411.	2017	0	Belda College	0
Left annihilator of identities involving generalized derivations in prime rings	B. Dhara, K.G. Pradhan, S. K. Tiwari	Iranian Journal of Mathematical Sciences and Informatics 12 (2) (2017), 139-151	2017	0	Belda College	0
Generalized derivations with left annihilator conditions in prime and semiprime rings	B. Dhara	Discussiones Mathematicae-General Algebra and Applications 37 (2) (2017), 161-175	2017	0	Belda College	0
Narimukti Chetona: Bankim Chandrer	Bandana Chattopadhyay	Amar Rupashi Bangla ISSN	2016	0	NA	0

Uponyase tar Pratifalan		2349-8714, Page No. 112				
Pachhanda Nirbhar Safalya Baybastha-Bharatiya Uchchashikshay Tamasha	Abdul Hai Mallick	Satadal (An Annual Literary Journal), 84-87, 2017, ISSN: 2454-6321	2017	0	NA	0
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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
No Data Entered/Not Applicable !!!						
No file uploaded.						

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	3	16	99	79
Presented papers	3	5	6	0
Resource persons	0	0	6	8
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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
An awareness programme : One Day Special lecture Programme on 'Zero Tolerance to Female Genital Mutiliation'	IQAC and WOMENS CELL	3	72
Observance of International Womens Day: One-Day Seminar on "Assessing Women's Empowerment in the age of New Technology"	WOMENS CELL and IQAC and NSS	3	47

One -Day College Level Seminar OnGender Equality and its Social Importance	WOMENS CELL and IQAC	5	80
One-Day Regional Seminar on Reproductive Health and Hygiene of Women	DEPARTMENT OF PHYSIOLOGY and WOMENS CELL	4	21
EXTENSION ACTIVITY- Cleaning Drive	NATIONAL SERVICE SCHEME (NSS)UNIT- I,II, III IN COLLABORATION WITH DEULI MADHYA GRAM PANCHYET, CHOTO MATKATPUR GRAM PANCHYET and SUSINDA GRAM PANCHYET	19	80
EXTENSION ACTIVITY- Plantation Programme	NATIONAL SERVICE SCHEME (NSS) UNIT- I,II, III IN COLLABORATION WITH DEULI MADHYA GP, CHOTO MATKATPUR GP and SUSINDA GP COLLABORATION WITH KPS FOOD PROCESSING UNIT	20	53
EXTENSION ACTIVITY- Blood Donation Camp	NATIONAL SERVICE SCHEME UNIT(NSS)-I,II,III and NCC	27	103
EXTENSION ACTIVITY- Awareness rally World AIDS Day	NATIONAL SERVICE SCHEME UNIT(NSS)-I,II,III and NCC	5	150
Aranya Saptaha	NATIONAL SERVICE SCHEME UNIT(NSS)-I,II, III and NCC	5	350
International Yoga Day	NATIONAL SERVICE SCHEME (NSS) UNIT- I,II, III and NCC	6	252
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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
COMMUNITY SERVICES THROUGH PLANTATION	RECOGNITION FOR NSS UNIT -I,II and III	DEULI MADHYA GRAM PANCHYET, CHOTO MATKATPUR GRAM	240

		PANCHYET and SUSINDA GRAM PANCHYET	
COMMUNITY SERVICES THROUGH HEALTH AND HYGINE	RECOGNITION FOR NSS UNIT -I,II and III	DEULI MADHYA GRAM PANCHYET, CHOTO MATKATPUR GRAM PANCHYET and SUSINDA GRAM PANCHYET	285
CULTURAL PROGRAMME	AWARD	LAUDUNGRI LOKSANSKRITITI MELA	15
COLLEGE LEVEL CULTURAL TALENT SEARCH COMPETITION	AWARD	BELDA CULTURAL ASSOCIATION	10
NSS PRE REPUBLIC DAY PARADE CAMP, DELHI	RECOGNITION FOR PARTICIPATION	MINISTRY OF YOUTH AFFAIRS, GOVT. OF INDIA	2
SWACHHA BHARAT AVHIYAN	RECOGNITION	MINISTRY OF YOUTH AFFAIRS AND SPORTS GOVT. OF INDIA and GOVT. OF WEST BENGAL	55
CATC CAMP NO.-1	AWARD	MINISTRY OF YOUTH AFFAIRS AND SPORTS, GOVT. OF INDIA and GOVT OF WEST BENGAL	35
CATC CAMP NO.-2	AWARD	MINISTRY OF YOUTH AFFAIRS AND SPORTS, GOVT. OF INDIA and GOVT OF WEST BENGAL	45
CATC CAMP NO.-3	AWARD	MINISTRY OF YOUTH AFFAIRS AND SPORTS, GOVT. OF INDIA and GOVT OF WEST BENGAL	48
CATC CAMP NO.-4	AWARD	MINISTRY OF YOUTH AFFAIRS AND SPORTS, GOVT. OF INDIA and GOVT OF WEST BENGAL	47
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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
AWARENESS PROGRAMME ON WOMEN HEALTH	IQAC and WOMENS CELL	An awareness programme : One Day Special lecture Programme on 'Zero Tolerance to Female Genital	12	63

		Mutiliation'		
AWARENESS PROGRAMME ON WOMEN EMPOWERMENT	WOMENS CELL and IQAC	International Women Day's Celebration One-Day Seminar on "Assessing Women's Empowerment in the age of New Technology"	7	43
AWARENESS PROGRAMME ON GENDER EQUALITY	WOMENS CELL and NSS	One Day College Level Seminar On Gender Equality and its Social Importance	15	70
INTERNATIONAL WOMENS DAY	NSS and WOMENS CELL	One Day Regional Seminar on Reproductive Health and Hygiene of Women	15	30
EXTENSION ACTIVITTY-CLEANING DRIVE	NATIONAL SERVICE SCHEME UNIT-I,II and III IN COLLABORATION WITH DEULI MADHYA GP, CHOTO MATKATPUR GP and SUSINDA GP	Cleaning Drive	6	225
EXTENSION ACTIVITTY-PLANTATION PROGRAMME	NATIONAL SERVICE SCHEME (NSS) and BASUNDHARA ECO CLUB IN COLLABORATION WITH KPS FOOD PROCESSING UNIT	Plantation Programme	3	192
EXTENSION ACTIVITTY-BLOOD DONATION CAMP	NATIONAL SERVICE SCHEME UNIT-I,II and III IN COLLABORATION WITH DEULI MADHYA GP, CHOTO MATKATPUR GP and SUSINDA GP	Blood Donation Camp	4	39
EXTENSION ACTIVITTY - OBSERVANCE OF WORLD AIDS DAY	NATIONAL SERVICE SCHEME UNIT-I, II , III and NCC	EXTENSION ACTIVITTY-Awareness rally World AIDS Day	5	150

EXTENSION ACTIVITY	NATIONAL SERVICE SCHEME UNIT-I, II and III and NCC and BASUNDHARA ECO CLUB	Aranya Saptaha	8	350
EXTENSION ACTIVITY	NATIONAL SERVICE SCHEME UNIT-I,II, III and NCC	International Yoga day	5	136
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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
Faculty exchange and Student exchange	21	Belda College and Egra SSB College	6
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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 institution/ industry /research lab with contact details	Duration From	Duration To	Participant
JOB TRAINING PARTNERSHIP	JOB TRAINING AND INTERNSHIP FOR COMMERCE STUDENTS	NAVEEN BISCUITS PVT. LTD.	16/09/2016	22/09/2016	9
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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
LAUDUNGRI ADIBASI LOKSANSKRITI MELA	15/09/2016	UNDERSTANDING TRIBAL CULTURE AND PRACTICES EXTENSION ACTIVITIES	17
HOLIDIZE TRAVELS	15/09/2016	TRAINING PROGRAMME ON TRAVEL AND TOURISM	13
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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
40	36.42

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Others	Newly Added
Classrooms with Wi-Fi OR LAN	Newly Added
Value of the equipment purchased during the year (rs. in lakhs)	Existing
Seminar halls with ICT facilities	Existing
Seminar Halls	Existing
Laboratories	Newly Added
Class rooms	Newly Added
Campus Area	Existing
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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	
Text Books	9674	1518948	61	23366	9735	1542314
Reference Books	17701	2746709	85	27431	17786	2774140
e-Books	120000	15000	0	5000	120000	20000
Journals	4	4300	10	10160	14	14460
e-Journals	5500	15000	0	5000	5500	20000
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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 Co mputers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departme nts	Available Bandwid th (MBPS/	Others
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								GBPS)	
Existing	108	32	53	9	14	11	39	10	3
Added	2	0	0	0	2	0	0	10	0
Total	110	32	53	9	16	11	39	20	3

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

20 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
Lecture Capturing System	https://youtu.be/sCfsv0UzFBI

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
10	11.18	30	25.24

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)

<p>1. The College has adequate provisions 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.</p> <p style="text-align: center;">http://beldacollege.ac.in/page.aspx?page_id=1188</p>

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
Financial Support from institution	Scholarships and Concessions in Tuition fees.	746	685350
Financial Support			

from Other Sources			
a) National	Various Govt. and Private Schemes	2215	28552600
b) International	0	0	0
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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
Two-Days Computer Training	01/09/2016	38	Dept. of Bvoc (Software Development)
Remedial Coaching	02/08/2016	972	Departmentwise
Yoga and Meditation	08/08/2016	275	NSS and NCC Unit, Belda College
Personal Counselling	12/08/2016	192	Psychological Counselling Unit, Belda College
Mentoring	09/08/2016	4291	Teacher wise mentoring
Language Lab	08/08/2016	48	Department of English
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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
2016	Combined Comprehensive Preparatory Coaching	102	217	31	38
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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
11	9	10

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

NA	0	0	NA	0	0
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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	Depratment graduated from	Name of institution joined	Name of programme admitted to
2017	16	B.A. General	B.A.	Vidyasagar University, Netaji Subhas Open University, Rabindra Bharati University,.	M.A. and B.Ed.
2017	24	B.A. Honours.	English	Vidyasagar University, Belda College, Guru Ghasidas University, Bilaspur, Netaji Subhas Open University, Rabindra Bharati University,.	M.A. and B.Ed.
2017	12	B.A. Honours.	Sociology	Vidyasagar University, Belda College, Guru Ghasidas University, Bilaspur, Netaji Subhas Open University, Rabindra Bharati University,.	M.A. and B.Ed.
2017	4	B.A. Honours.	Music	Vidyasagar University, Belda College, Guru Ghasidas University, Bilaspur, Netaji Subhas Open University, Rabindra	M.A. and B.Ed.

				Bharati University, .	
2017	22	B.A. Honours.	History	Vidyasagar University, , Belda College, Guru Ghasidas University, Bilaspur, Netaji Subhas Open University, Rabindra Bharati University, .	M.A. and B.Ed.
2017	8	B.Sc. Honours	Chemistry	Presidency University, Vidyasagar University ,Guru Ghasidas University, Bilaspur,	M.Sc. and B.Ed.
2017	9	B.Sc. Honours	Physics	Vidyasagar University ,Guru Ghasidas University, Bilaspur.	M.Sc. and B.Ed.
2017	10	B.Sc. Honours	Mathematics	Vidyasagar University, Burdwan University, Sidho-Kanho-Birsha Univesity	M.Sc. and B.Ed.
2017	11	B.Sc. Honours	Nutrition	Vidyasagar University.	M.Sc. and B.Ed.
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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
SET	1
Any Other	37
View File	

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

Activity	Level	Number of Participants
Kho-Kho	All India Inter University	1

Yogasana	All India Inter University	1
Athletic	All India Inter University	1
Kho-Kho	University meet	1
Yogasana	University meet	1
Athletic	University meet	1
Kabaddi	Inter-College	12
Group Song	Inter-College	6
Folk Song	State Level (Block)	1
Classical Vocal	Inter-College	1
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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
2017	Third Place	National	1	0	B.A/14/164 1	Abha Khatua
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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:

276

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

101200

5.4.4 – Meetings/activities organized by Alumni Association :

Meetings : Two meetings per Year Activities : 1. Annual Reunion. 2. Seminar on Cancer awareness. 3. Workshop on Empowerment of Women. 4. Arrangement of free coaching for competitive examination. 5. Gave mementos and trophies to the student who got 1st position in University Examination. 6. Creation of fund for poor student.

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)

Two practices of decentralization and participative management during the last year are as follows: 1. Saraswati Puja: The College organizes Saraswati Puja every year for the well being of its learners. In the last year this religious ceremony was also organized with dignity. A few days before Saraswati Puja, the Principal formed a committee comprising students, Senior Teachers and experienced Office staff. The required amount of money was provided by the Principal from College Fund. The committee formed for the purpose of Saraswati Puja made all sorts of arrangements to organize the festival with proper decorum. A Cultural function was also organized by the committee in this connection. Lunch was provided by the committee to the students and staff of the College on this occasion. Thus the involvement of the stakeholders in this event gives a proof of decentralization and participative management. 2. Organization of Annual Sports: Last year the College conducted Annual Sports. The Principal formed a Sports Committee comprising Senior Teachers of the Department of Physical Education, representative Teachers from various Departments and students of all disciplines. The Teachers played the role of judges in determining the winners of various events. Some of the volunteers chosen from the students helped the Teachers in their actions. A friendly

Cricket match was also organized in which current students, Alumni, Faculty Members and Office Staff participated. This practice is also a proof of decentralization and participative management.

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
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. Use of Teachers Diary for Self-Appraisal of the Teachers. 4. Regular Seminars, Workshops are organized by the Institution for the enrichment of the Faculty members and students. 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 staff and students when they feel unwell. 8. Anti-Ragging Committee and Grievance Redressal Cell offer timely support and assistance to the students and staff when required.
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.
Industry Interaction / Collaboration	1. MoU has been signed with Holidize Travels, Panskura 2. In collaboration with Holidize Travels a Certificate Course on Travel and Tourism by Department of Geography has been introduced.
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 on College Website. 3. Reservation rules are strictly followed. 4. Admission is done on the basis of Merit. 5. For Admission

rules and regulations of the Affiliating University and the Government of West-Bengal is thoroughly followed.

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 10 Mbps to 20 Mbps. 6. Construction of the 1st floor of the G Plus 5 Building was initiated to cater to the needs of the students.

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.

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.

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 or Post Graduate Board of Studies of the College 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 undergraduate 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, Students Seminar, Wall Magazine preparation etc. 5. The College has introduced Academic mentoring.

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

E-governance area	Details
<p>Planning and Development</p>	<p>All decisions regarding planning and development taken by the IQAC and the Governing Body are preserved electronically in the computer. Notices and circulars regarding development works are sometimes uploaded on website.</p>
<p>Administration</p>	<p>The following administrative activities are essential in maintaining college administration: tally entry, total daily expenses, e-tendering, online notification in website. Circulation of all important notifications are maintained through sms, whatsapp etc.</p>

Finance and Accounts	Salary of the teaching and non-teaching staff is maintained through WBIFMS software. Salary of casual staff and other party payments are made through NEFT
Student Admission and Support	'Office Module' software is used during admission procedures of UG and PG levels. Students fees collection, maintenance of student's profile, creation of admit card for PG entrance test, printing of mark sheets are done through the use of software. Students Merit List is prepared by software and published on website. Data verification for all kinds of scholarships under schemes like Kanyashree/SC/ST/minority is done online.
Examination	All information regarding examination duties of the teaching cum non-teaching staff is circulated through whatsapp. Online internal examination in the form of MCQ has been commenced by a few departments. All examination notifications are given to the students and teachers through sms. 'Student Module' software is used during examination processes, such as in entering examination marks in the computer, and therefrom computer-generated mark sheets are taken out. E-mark sheets are preserved in the cloud. Mark sheets are generated electronically in the college.

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
2016	Dr. Lipika Mandal	Training Program on NSS at ITI, Narendrapur Ramkrishna Mission in collaboration with Vidyasagar University	NA	2000
2016	Prof. Shib Sankar Jana	Contemporary Issues in Accounting and Finance, Department of Commerce, Umesh	Indian Accounting Association (IAA)	4600

		Chandra College		
2017	Dr. Kalyani Maity Das	International Conference on Exploring Advances in Mathematical Sciences held at University of Gour Banga on 23rd and 24th March, 2017	NA	1500
2016	Dr. Sajahan Seikh	International Conference on Differential Geometry, Algebra and Analysis, (Nov. 15-17, 2016), organized by Department of Mathematics, Jamia Millia Islamia, New Delhi	NA	1500
2016	Uma Sankar Senapati	UGC sponsored two days National Level Seminar on "Chemistry Today-Nanoworld to Macroworld" held on December 22-23, 2016 organized by Dept. of Chemistry, Sonamukhi College, Bankura, West Bengal	NA	1500
2016	Dr. Basudeb Dhara	International Conference on Algebra and its Applications (ICAA-16) organized by Department of Mathematics, Aligarh Muslim University, Aligarh on 12-14 Nov, 2016 (Invited Lecture)	NA	1500

[View File](#)

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)
2016	Professional Development Programme on MS Office Package (MS Word, MS Excel, MS Power Point, Internet Access)	NA	21/12/2016	22/12/2016	14	0
2017	NA	Administrative Training Programme on Internet Access and Online Form Fill-up System	18/05/2017	19/05/2017	0	5

[View File](#)

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 programme	Number of teachers who attended	From Date	To date	Duration
National level Teacher's Enrichment Workshop in Mathematics (NLTEWM-2017)	1	15/06/2017	29/06/2017	15
UGC-Sponsored Refresher Course in Mathematics conducted by Dept. of Pure Mathematics and Academic Staff College,	1	08/03/2017	29/03/2017	21

University of Calcutta				
UGC sponsored Refresher Course in Economics Management, University of Calcutta	1	01/03/2017	22/03/2017	21
Refresher Course in Mathematics	1	02/01/2017	22/01/2017	21
UGC-sponsored Refresher Course in "Physical Science (Phy, Chem, Maths Geo)" conducted by UGC-HRDC, Ranchi University, Ranchi	1	02/09/2016	22/09/2017	21
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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	8	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 reviews 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	20000	Pond Excavation
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6.4.3 – Total corpus fund generated

3670718

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 the management in special. Suggestions are also received from the parents for the improvement of the institution. Accordingly, the college tries to implement them. Many parents participate in organization of the cultural programmes by the College.

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

1. Support staff are given training on the use of Computer. 2. For medical treatment support staff are provided financial assistance by the college. 3. They are trained to handle Online Admission process and new technology. 4. Puja Advance and Puja Bonus are given to them. 5. They are given subsidy for participation in Annual Tour.

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

1. Introduction of Teachers Feedback. 2. Technology upgradation. 3. Introduction of 3 Months Certificate course on Travel and Tourism. 4. MOU with industry. 5. Construction of the first floor of G plus 5 Building. 6. Construction of ramp. 7. High speed data link for internet services. 8. Academic and Administrative Audit of the institution.

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
2017	Quality Enhancement Initiatives in Higher Education Institutions	22/04/2017	22/04/2017	22/04/2017	55
2017	Seminar on Intellectual Property Rights and Human Rights	11/02/2017	11/02/2017	11/02/2017	65
2017	Special Lecture on "Zero Tolerance to Female Genital Mutilation".	06/02/2017	06/02/2017	06/02/2017	75
2017	Outreach Programme- Nature Camp organized by Basundhara Eco Club.	25/01/2017	25/01/2017	25/01/2017	92
2017	Feedback Collection and Analysis	01/03/2017	01/03/2017	25/05/2017	2009
2017	Academic and Administrative Audit	19/02/2017	19/02/2017	21/02/2017	82
2017	Training for non-teaching staff	18/05/2017	18/05/2017	19/05/2017	5
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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
An awareness programme : One Day Special Lecture Programme on 'Zero Tolerance to Female	06/02/2017	06/02/2017	50	25

Genital Mutiliation' organized by, Women's Cell IQAC, Belda College.				
International Women Day's Celebration One-Day Seminar on "Assessing Women's Empowerment in the Age of New Technology" organized by Women's Cell, NSS and IQAC, Belda College.	08/03/2017	08/03/2017	35	15
One Day Regional Seminar on Reproductive Health and Hygiene of Women organized by the Department of Physiology & Women's Cell, Belda College.	07/04/2017	07/04/2017	60	25

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"> • One Day State Level seminar on Environmental Legislation and Environment Policy was organized by the Department of Geography on 8th September, 2016. • Regular and quality audit on environment, energy and waste management practices are carried out by the institution. • An Outreach Programme: Environment Health Awareness camp at the flood affected Dahi village, Nayagram, Paschim Midnapore, organized by the Department of Geography, Belda College with the special assistance of Nayagram Super Specialty Hospital, Belda Rural Hospital on 21/09/2016. • The college has pledged to measurably reduce plastic footprints in the campus, making the campus 'plastic free zone'. • Rain water harvesting is another Eco-friendly initiative that measurably reduces the dependence on ground water and electricity. • Two Eco-friendly green generators are installed in the college campus to reduce carbon emission and noise pollution. • Vermin-composting procedure is used as biodegradable method for waste management treatment option. • The solar panel produces electricity to the tune of 2KWh X 300 days which equals to 600 KWh per year. The percentage of power requirement met by the college using solar energy is 1.465 per year.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	2
Ramp/Rails	Yes	9

Rest Rooms	Yes	7
Scribes for examination	Yes	3

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
2016	1	1	17/12/2017	1	Workshop on Adult Literacy Programme organized by the Department of Sociology, Belda College	The programme intended to address locational disadvantage. Since the college being situated in a rural area, therefore the number of adults having minimal or no literacy is comparatively higher. The workshop intended to benefit a large number of vil	112
2016	1	1	01/08/2016	15	Cleaning drive at adopted village on Gender Sensitization, i.e. women health, women	Awareness program on cleanliness and gender sensitization at an adopted village through NSS unit	225

					food habit, girl child literacy etc.	involving students and villages of Deuli, Chotomatk atpur, Sushinda.	
2016	1	1	21/12/2016	1	An Outreach Programme : Environment Health Awareness camp at the flood affected Dahi village, Nayagram, Paschim Midnapore, organized by the Department of Geography, Belda College with the special assistance of Nayagram Super Specialty Hospital, Beld	With the help of this programme initiative was taken to address issues of health, hygiene occurring due to environmental disruptions among the women and children at flood affected Dahi Village.	474
2017	1	1	05/01/2017	1	Regional Level Talent Search Competition organized by Department of Music, Belda College in association with Belda Cultural Association	The programme was organized to identify local talents with respect to extracurricular activities such as Music, Dance, Recitation etc.	110

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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	01/07/2016	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. The lectures on morality and values were regularly organized by the College.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
One Day Workshop on 'Morality and Ethics in Workplace' jointly organized by the Department of Sociology and Philosophy	17/11/2016	17/11/2016	53
Student's Group Discussion on 'Are There Any Universal Values? Organized by the Department of Sociology	07/03/2017	07/03/2017	32
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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. 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. There have been plans to ensure carbon neutrality in the college campus through Vermin-composting and Solar Panel. 7. The institute ensures restricted entry of automobiles and promotes more use of bicycles and battery-powered vehicles (e-rickshaws). 8. The college is enriched

with a more walkable and pedestrian friendly pathways. 9. The college has pledged to measurably reduce plastic footprints in the campus, making the campus 'plastic free zone'. 10. The campus promotes green infrastructure on campus, with open spaces and natural landscapes for physical, mental and spiritual healing of the stakeholders. 11. With the view of cultivation of medicinal plants, a garden called 'Sushruta Uddan' was created, with around 40 herbal/medicinal plants tagged with their biological nomenclature. 12. 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. 13. 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. 14. The use of Sal leaf plates for meals for the students and staff in College canteen has been another eco-friendly initiative. It is a step towards a greener and cleaner campus. Apart from environmental benefits, this practice revives the traditional trade. 15. 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 source of reliable energy. 16. Two eco-friendly green generators are installed in the college campus to reduce carbon emission and noise pollution. 17. Quality Audit on Environment, Energy and Waste Management are regularly carried out by the Institution.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practice - I Title of the Practice: Introduction of Add-On/Certificate/Value Added Courses
Goals: • To focus on job-oriented courses and careers so as to pay attention to the hidden skills of our students needed to thrive in that particular niche. • To focus on engaging students in an intensely competitive job market by equipping them with skills that they lack in any Honours or integrated programme. • To provide learner-centric and skill-oriented training intended to generate employability among students. • To allow students to quickly apply new skills to their workplace in both entry level as well as in their professional roles. **The Context:** With a view to vocationalise the education at the degree level adopted during the Xth plan period, several add-on/diploma/value-oriented courses were sanctioned by the UGC, and accordingly, the College authority has felt the importance to supplement the curriculum by equipping the students to face the growing industry challenges. The necessity for introducing add-on/certificate/value added courses in a few disciplines sprang up during parents-teachers meet and also during alumni meet. An urgent need was felt to bridge the gap between academic and industry need.

The Practice: A few certificate as well as value-added courses began to be introduced from the academic session 2015-16. Since 2015-16, Certificate course on VAT (Value Added Tax) began under the leadership of the Department of Commerce in collaboration with MA AMBE AGRO Food Processing (P) Ltd. This course aimed to enhance the technical and conceptual skills of a student and prepare them for broader employability options such as tax accountant/tax analyst/tax advisor/tax examiner/tax collector/income tax consultant/property tax consultant practitioner. This course focuses on problem solving skill and enriches the commercial awareness and also the numerical skill. In 2016-17, another certificate course on Travel and Tourism was introduced by the Department of Geography in collaboration with Holiday Travels, Panskura. The course aims to prepare students with communication skills, personality and attitude grooming, and travel industry-centric skills. It helps in opening up new avenues for employability generation as holiday/travel agent, travel manager, travel counselor, travel consultant, travel guide and so on. To

enhance the employability of the students, in 2016-17, a value-added course in Spoken English and Personality Development was introduced. This course sought to equip students with good communication skills and to develop their personality. Evidence of Success: The practice of implementing such value added courses has added extra benefits to our students as job seekers. Our students, who mostly hail from rural community could attain a broad perspective and diversified knowledge about the challenges, requirements, and opportunities of the programs in competitive job market. An added qualification and also the short duration of the courses have made the course extremely interesting, as well as attractive for the students. Formative learning, value added tutoring, strong pedagogical awareness and so much have boosted up student's opportunity, in spite of the college being located in rural environment. The VAT course has added streamlined and to-the-point syllabi for 3 months with around 10 students admitted during each course. The 3 month certificate course on Travel Tourism attracted 11 students and provided candidates with an extensive overview of the travel and tourism industry. The value-added course in Spoken English and Personality Development created enthusiasm among the students and a great number of students showed interest for admission in this course with limited seats. Problems Encountered: Since the college is located in a rural area, it becomes very difficult initially to make the students convince regarding the emergent necessity of such professional certificate and value-added courses in modern times. Keeping at pace with the global demand of travel and tourism industry, this course was initiated but sometimes it gets very difficult for the rural people to address the financial constraint, since the course fee is comparatively higher than in other certificate courses. Infrastructurally, there is even an additional requirement of additional computer labs, kitchen as well as lodging system for facilitating the smooth running of the courses. Resources Required: These courses are run with the help of collaborators, admitted students and the financial and infrastructural assistance received from the College.. 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: Introduction of Office Automation and Online Process in Admission. Goals: • To facilitate the smooth functioning of college office and financial transactions. • To minimize the admission processing time, allowing the institutions to publish merit lists in a short span of time. • To reduce manual paper works with no requirement of printing and storing admission forms. • To avoid redundancy, and ensure free, fair, transparent, and secure admission process. • To enable easy and convenient submission of forms by the students. The Context: With the intent to reduce the load of manual work pressure, online processes have been suggested by the college authority in areas like admissions, examination, finance and supports, and so on. There has been a pressing demand from the government to introduce the culture of online admission process in order to ensure transparency in admission procedure, reducing time, man-force and unnecessary paper-works. Online admission system reflects the computerization of pre and post admission activities of an institution, and is done with the help of a fixed portal. The portal also supports online payment gateway, auto-email relating to student admission system and so on. WBIFMS software is also used in salary-related financial transactions of our college. The Practice: The implementation of online admission process from the academic session 2015-2016 ensures complete transparency in matters relating to student's data, admissions etc. Online admission process has felicitated the admission seekers to submit their application form from their residence. 'Office Module' software is used during admission procedures of UG and PG courses, in student fee collection, in maintaining student's profile, generating online admit card, printing of mark sheets during PG entrance and final examinations etc. All kinds of scholarship data verification those in Kanyashree/SC/ST/minority are done online. Online

examinations in MCQ have also begun in a few departments. Since 2016-17, the salary of the teaching as well as non-teaching staff is maintained through WBIFMS software, and the salary and payments of other parties are also done through NEFT. Evidence of Success: The success rate of shifting from manual to online dependency of the institution is extremely encouraging and appreciative. The following administrative activities are essential in maintaining college administration such as tally entry, total daily expenses, e-tendering, online notification in website etc. Any kind of information to the students and faculty-members are provided through SMS and WhatsApp. Because of online admission system, the entry of students in different departments became very transparent, the students can track the progress of their applications - those in progress, yet to be submitted, submitted, etc. which helped the institution to get a better overview of the enrollment process. Problems Encountered: Administrative jobs in online mode have reduced the time undoubtedly, yet it bears the most important challenge while entering relevant and accurate data. The most important challenge faced by the applicants hailing from remote places is slow internet connectivity. Even at times, while depositing fees through NEFT/online bank, many a times, the applicants from low internet connectivity zone faces several constraints. Again, most of the applicants come from agricultural family background having little knowledge about computer and internet, naturally they have to depend on the technical assistants and cyber café executives for taking admission into any course. Resources required: This practice required the involvement of the respective students, the admission committee, and the non-teaching staff. 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

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/20200315_044725.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

Along with providing quality education, one of the important missions of Belda College has been to raise gender sensitization. With this perspective in view, the Women's Cell, Belda College has taken some significant initiatives in the Academic Session 2016-17 to increase gender sensitization among the students of Belda College. The following programs were organized in this academic session:

- One Day Special Lecture Programme (awareness programme) entitled 'Zero Tolerance to Female Genital Mutilation' was organized by the Women's Cell, Belda College IQAC, Belda College on 6th February, 2017.
- On the eve of International Women's Day, a One Day Seminar on 'Assessing Women's Empowerment in the age of New Technology' was jointly organized by the Women's Cell and IQAC, Belda College on 8th March, 2017.
- A One Day Regional Seminar on Reproductive Health and Hygiene of Women was organized by the Department of Physiology and Women's Cell, Belda College on 7th April, 2017.
- 'Swachhata Pakhawada' i.e. Cleaning Drive Programme from 1-15th August, 2016 by the NSS volunteers in the adopted villages of Deuli, Chotomatkatpur Sushinda on Gender sensitization focusing on women's health, women's food habit, girl child literacy. Apart from these events, many other departmental seminars/talks, group discussions were organized with an imperative to create a new and reformed society where women are bestowed with equal rights and privileges in every sphere of human life. These events intended to raise awareness and sensitization among the students (girls and boys) as well staff of the college. It also included participants from local communities and it was a great

success. These events raised women's awareness about the possibilities, probabilities and openings of women in socioeconomic, political and several such sectors. These steps collectively contribute towards a distinctive mission of upholding and uplifting the integrity of the college, and sustainable measures in terms of programmes concerning gender parity.

Provide the weblink of the institution

http://beldacollege.ac.in/page.aspx?page_id=1151

8.Future Plans of Actions for Next Academic Year

- Participation in NIRF ranking process.
- Induction meeting for the newly admitted students at the beginning of Academic Session.
- Purchase of Reference Books and Journals for Central Library.
- Continuation of INFLIBNET membership by Library.
- Introduction of new certificate and value added courses.
- Purchase of computers and Laboratory equipment.
- Promotion of teachers under Career Advancement Scheme (CAS).
- Academic and Administrative Audit of the Institution.
- Financial Audit of the Institution.
- Creation of teaching posts in different subjects.
- Extension activities and community services through NCC and NSS units and Basundhara Eco-club.
- Purchase of Green Generator.
- Tutorial and Remedial classes for the slow learners.
- Creation of Virtual classroom.
- Quality related programme and Intellectual Property Rights programme by IQAC.
- Vertical expansion of G plus 5 building.