Yearly Status Report - 2018-2019

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.	**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)	http://beldacollege.ac.in/AQAR/AQAR2017-18.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. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	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**

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
Outreach Programme-	**14-Jan-2019**	**152**

Environment Awareness Camp at Poktapole, Narayangarh Block	1	
Preparation of Annual Quality Assurance Reports.	01-Aug-2019 90	40
Organization of Quality-related Program: One-Day Workshop on Teachers' Promotion under Revised CAS and Revised Process of Assessment and Accreditation by NAAC.	22-Jun-2019 1	125
Academic and Administrative Audit.	20-Jan-2020 3	90
Swach Bharat Abhiyan at the adopted village Binodpur, 8/2 Deuli Gram Panchayat.	15-May-2019 6	30
MOU with Bhattar College, Dantan for Faculty and Student Exchange.	28-Aug-2018 1825	13
Introduction of Certificate Course on Exploratory Data Analytics	24-Aug-2018 90	10
Introduction of Certificate Course on Gender Sensitization.	03-Sep-2018 90	10
Organization of Career Counseling Programme: Seminar on Job Opportunities in Private and Defense Sectors.	18-Jun-2019 1	95
Organization of Campus Placement by Amenity Appliances Pvt. Ltd. (KINNOVA)	18-Jun-2019 1	57
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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	RUSA Building Grants	UGC	2019 1095	3000000
Belda College	RUSA Sports Grants	UGC	2019 1095	250000
Department of Mathematics	Research	Dept. of Atomic Energy, Govt.	2019 1095	453477

(Dr. Basudeb Dhara)		of India		
Belda College	Books Grants	West Bengal State Cooperative	2019 365	50000
Department of Mathematics	Research	Science and Engineering Research Board	2019 365	145000
Belda College	Books and Equipment	UGC	2019 1095	91000
Department of Economics (Prof. Abdul Hai Mallick)	MRP	UGC	2019 730	81500
Department of English (Dr. Asit Panda)	MRP	UGC	2019 730	52500
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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 :	**5**
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)

Arrangement of Remedial Coaching and Tutorials by the Departments.

Participation of the College in NIRF Ranking Process.

Arrangement of regular lectures in the newly created Virtual Classroom.

Recruitment in the Vacant Post of Head Clerk.

Installation of CCTV Cameras in Laboratory, Library and other important positions.

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
Participation in NIRF Ranking.	The College participated in All India NIRF Ranking process in both Overall and College Category.
Strengthening of Mentoring system.	Mentor Mentee list is prepared and uploaded on College Website. Each Mentor is assigned 40 to 50 Mentees and Mentoring Classes are regularly arranged.
To organize College Educational Tour to Gangtok, Peling etc.	Educational Tour is organized during 17th to 24th November, 2018 with 50% subsidy for the students and attending Teaching and Office staff.
Introduction of new Add-on/ Certificate Course.	Certificate Courses on Gender Sensitization and Exploratory Data Analytics was introduced.
To introduce Examination reforms.	Examination reforms like double evaluation and online examination were used by certain Departments.
Extension Activities by NCC and NSS Units.	Extension Programmes like Thalassemia Detection Camp, Unnat Bharat, Swachh Bharat Aviyan, Adult Literacy etc. were organized.
Feedback Collection and Analysis.	Feedback collected from Parents, Teachers, Students and Alumni. Report prepared and placed at the meeting of IQAC.
To organize Green Audit and Energy Audit.	Green Audit and Energy Audit conducted on 11/02/2020 and 12/02/2020.
To organize career counselling programmes for students.	A seminar on "Student Progression: Challenges and Opportunities" was organized on 9th March, 2018.
To organize Gender Sensitization Programme.	A one-day Workshop on " Empowerment of Women and Legal Help" was organized from 27th June, 2019.

14. Whether AQAR was placed before statutory body ?   Yes

Name of Statutory Body	Meeting Date
IQAC, BELDA COLLEGE	01-Nov-2019

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	2019
Date of Submission	05-Apr-2019
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief descripiton 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 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 role 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.

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 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 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 years' question papers. 11. Activities like Quiz competitions, Debate, Student's 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, 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) which can be accessed by students and members of staff.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene urship	Skill Development
3 MONTHS CERTIFICATE COURSE ON EXPLORATORY DATA ANALYTICS	NA	24/08/2018	90	DATA ANALYSTS, R PROGRAMMER	THIS COURSE FOCUSES ON ENABLING STUDENTS TO GAIN FIRST HAND KNOWLEDGE ON DATA ANALYSIS, DATA TRANSFO RMATIONS, DATA VISUALI ZATIONS AND

						GAIN FAMILIARITY WITH R PROGRAMMING.
3 MONTHS CERTIFICATE COURSE ON GENDER SENSI TIZATION	NA	23/08/2018	90		COUNSELLORS IN NGOS	AIMS TO FAMILIARIZE STUDENTS WITH GENDER ISSUES, DEVELOP THEIR FACULTY TOWARDS PROBLEM SOLVING RELATED TO GENDER PROBLEMS, DEVELOP AND UNDERSTNDING VIEWS REGARDING THE VARIOUS DISCRIMINATI ONS IMPOSED ON INDIVIDUALS BASED ON ONES GENDER
3 MONTHS TRAINING PROGRAMME ON APICULTURE	NA	05/09/2018	90		CREATES OPPORTUNITY OF EARNING LIVELIHOOD BY USING NATURAL RESOURCES AT A SUBSIDISED RATE	EXTRACTING AND MARKETING HONEY

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
MSc	CHEMISTRY	01/07/2018
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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
BCom	COMMERCE	01/07/2018
BA	BENGALI	01/07/2018
BA	ENGLISH	01/07/2018
BA	HISTORY	01/07/2018

BA	PHILOSOPHY	01/07/2018
BA	POLITICAL SCIENCE	01/07/2018
BA	SANSKRIT	01/07/2018
BA	MUSIC	01/07/2018
BA	SOCIOLOGY	01/07/2018
BA	SANTALI	01/07/2018
BA	PHYSICAL EDUCATION	01/07/2018
BA	EDUCATION	01/07/2018

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

	Certificate	Diploma Course
Number of Students	77	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
VALUE ADDED COURSE ON YOGA	25/09/2018	32
VALUE ADDED COURSE ON COMPUTER BASICS.	10/09/2018	15
SPOKEN ENGLISH AND PERSONALITY DEVELOPMENT	12/11/2018	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	75
BSc	GEOGRAPHY	40
BSc	NUTRITION	10
BSc	BOTANY	125
BSc	ZOOLOGY	58
MA	ENGLISH	19
MA	BENGALI	46
MSc	MATHEMATICS	8
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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
For the academic year 2018-19, IQAC, Belda College collected feedback from Teachers, parents, alumni and students. We received feedback from a total of 83 Teachers, 323 alumni, 431 parents and 1365 students. The alumni were given a questionnaire consisting of 11 queries seeking to know their views on their Alma mater 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. 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, photocopy facilities, cleanliness of classrooms,toilets,canteen,reading rooms, quality of and access to drinking water, food etc. Teachers were asked to provide feedback on the curriculum, teaching facilities, availability of books in the seminar departmental library. The feedback received from Teachers, alumni, students and their parents constitute an essential input in the decision-making process of the college. After the collection of feedback, a draft report was prepared providing a comprehensive account of all the responses received and the draft report was then discussed and analyzed for preparation of a final report detailing the various responses received for each category of respondents along with the main recommendations by IQAC. The final report was shared with the Principal and the various administrative bodies functioning in the college, in particular, the College Governing Body, for their cognizance and appropriate actions. The following are the recommendations made by IQAC on the basis of the feedback from teachers, students, parents and alumni during 2018-19 and on which the Principal and the Governing Body agreed to initiate action from the following academic year, i.e. 2019-20 1) Value-added Course on Data Analytics, Gender Sensitization, Photography etc. 2) Recruitment of Full time teachers 3) Toilets for students in PG Building 4) Strengthening of Health Unit and Psychological Counselling Cell 5) Introduction of e-Rickshaw from Belda Bus Stand/ Railway Station to college 6) Purchase of books (as per CBCS syllabus) and laboratory equipment 8) College tour in South India 10) Formation of Students Union 11) Introduction of Online Feedback System 12) Organization of Lecture Series in Virtual Classroom 13) Campus Placement The Principal and IQAC also met with the teachers to deliberate on the 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
BA	SANTALI	52	18	15
BA	EDUCATION	57	269	47

BA	MUSIC	40	24	10
BA	SOCIOLOGY	65	48	29
BA	PHILOSOPHY	91	182	64
BA	POLITICAL SCIENCE	77	58	20
BA	SANSKRIT	85	228	49
BA	HISTORY	134	150	80
BA	ENGLISH	139	406	90
BA	BENGALI	143	471	103

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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
2018	3829	194	55	0	15

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	Numberof smart classrooms	E-resources and techniques used
91	73	165	15	5	15

[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 teacherstudent 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 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 40-50 depending on the number of students in that particular course. Each group is assigned a Mentor-teacher who would take mentoring classes. The mentor-mentee system enables mentors to connectwith mentees, and also share personal experiences by openly disclosing learning experiences, successes and challenges. We have more than 4000 enrolled students at our college With an objective of bringing all the students under mentoring system, each mentor has 40-45 mentees under his/her supervision. Mentoring classes are also reflected in the class routine. During regular mentoring classes, the mentors identify the strength, weakness, opportunities and challenges of each of the mentees assigned under the mentors. 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, 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: 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
4023	91	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
70	24	46	0	19

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
2019	DEBANJAN DAS	Associate Professor	BRONZE AWARD FOR CONTRIBUTION TOWARDS BUILDING THE NATION FROM MINISTRY OF FINANCE, CENTRAL BOARD OF DIRECT TAXES, GOVT. OF INDIA
2019	UMA SANKAR SENAPATI	Assistant Professor	BRONZE AWARD FOR CONTRIBUTION TOWARDS BUILDING THE NATION FROM MINISTRY OF FINANCE, CENTRAL BOARD OF DIRECT TAXES, GOVT. OF INDIA
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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
BA	2nd Sem Gen	Semester	10/07/2019	18/10/2019

BA	1st Sem Gen	Semester	11/01/2019	20/04/2019
BA	3rd Yr Gen	Year	25/03/2019	11/06/2019
BA	2nd Yr Gen	Year	08/07/2019	30/09/2019
BA	1st Yr Gen	Year	26/08/2019	15/11/2019
BA	2nd Sem Hons	Semester	01/07/2019	18/10/2019
BA	1st Sem Hons	Semester	07/01/2019	20/04/2019
BA	3rd Yr Hons	Year	14/03/2019	11/06/2019
BA	2nd Yr Hons	Year	17/06/2019	30/09/2019
BA	1st Yr Hons	Year	19/08/2019	15/11/2019

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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 first week of July 2018. 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. 8. Double evaluation system for internal assessment was introduced for better judgement. 9. A few Departments applied on-line MCQ questions as mode of Internal Assessments for PG courses.

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. As per the instructions of the affiliating University, B.A/B.Sc 1st year Honours and General classes commence from 2nd week of July 2018 and classes of B.A/B.Sc. 2nd and 3rd year Honours and general classes commence from 4th week of July 2018. 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 sem, 2nd Sem, 2nd year and 3rd year Honours and General courses were held as per the notice of Vidyasagar University. All End- Semester examination of PG Courses (Bengali, English, Physics, Mathematics, Chemistry and Geography) are scheduled as per instruction of Vidyasagar University.

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	75	75	100
ENGH	BA	ENGLISH HONS	90	85	94.44
GEOH	BA	GEOGRAPHY HONS	43	42	97.67
HISH	BA	HISTORY HONS	42	41	97.62
PHIH	BA	PHILOSOPHY HONS	26	26	100
PLSH	BA	POLITICAL SCIENCE HONS	9	9	100
EDCH	BA	EDUCATION HONS	34	34	100
SANH	BA	SANSKRIT HONS	36	36	100
MUSH	BA	MUSIC HONS	11	11	100
SOCH	BA	SOCIOLOGY HONS	10	10	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_102335.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
Major Projects	1095	Engineering Research Board (SERB), DST, New Delhi	5.67	1.45
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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	IQAC, BELDA COLLEGE	26/06/2019

PROPERTY RIGHTS: ISSUES AND CHALLENGES		

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
WASTE TO WEALTH	AVIK SARKAR AND ANKITA MAHAPATRA	DEPT. OF YOUTH SERVICE AND SPORTS, GOVT. OF WEST BENGAL	20/09/2018	DISTRICT STUDENT-YOUTH SCIENCE FAIR, 2018

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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
NA	NA	NA	NA	NA	01/07/2018

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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	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
NA	0

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	Bengali	1	0
National	Chemistry	1	0
International	Mathematics	8	0
International	English	1	0
International	Commerce	2	0
International	Zoology	1	0
International	Physics	1	0
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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
NA	0

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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	Number of citations excluding self

					the publication	citation
Transcending the Dichotomy: Tradition-Modernity Relationship in Wole Soyinkas Death and the Kings Horseman	Asit Panda	Journal of English Language and Literature (RJELAL), A Peer Reviewed (Refereed) International Journal Research, Vol. 7 Issue: 2 (April-June 2019), 262-267, (ISSN 2321-3108), Impact Factor 6.8992 (ICI)	2019	0	Belda College	0
Engel type identities with generalized derivations in prime rings	B. Dhara, K.G. Pradhan, S. K. Tiwari	Asian European Journal of Mathematics 11 (4) (2018), Article ID 1850055, 11 pages.	2018	0	Belda College	0
A result concerning nilpotent values with generalized skew derivations on Lie ideals.	R.K.Sharma, B. Dhara, V. De Filippis, C. Garg	Communications in Algebra (Taylor Francis), 46 (12) (2018), 5330-5341 Impact Factor 2016: 0.429	2018	0	Belda College	0
b-generalized derivations acting on multilinear polynomials in prime rings	B. Dhara, V. De Filippis	Algebra Colloquium 25 (4) (2018), 681−700 Impact Factor 2016: 0.343	2018	0	Belda College	0
Symmetric	B. Dhara,	Southeast	2018	0	Belda	0

skew n-derivations in prime and semiprime rings	F. Shujat	Asian Bull. Math. 42 (6) (2018), 845-852				College	
A result concerning generalized derivations on multilinear polynomials in prime rings	R. K. Sharma, B. Dhara	Rend. Circ. Mat. Palermo, II. Ser 68 (2) (2019), 275-291	2019	0		Belda College	0
An identity on generalized derivations involving multilinear polynomials in prime rings	B. Dhara, C. Garg, R. K. Sharma	Proc. Indian Acad. Sci. (Math. Sci.) 129 (3) (2019), Article ID 0040, Impact Factor 2016 0.371	2019	0		Belda College	0
Generalized derivations with centralizing conditions in prime rings	P. Das, B. Dhara, S. Kar	Commun. Korean Math. Soc. 34 (1) (2019), 83-93	2019	0		Belda College	0
On semi(prime) rings and algebras with automorphisms and generalized derivations	S. Ali, B. Dhara, B. Fahid, M. A. Raza	Bulletin Iranian Math. Soc. 45 (6) (2019), 1805-1819, Impact Factor 2016: 0.287	2019	0		Belda College	0
Bangavanga O Pratham Bishwajuddhottar Jugachetonay Narimuktir Udvas	Bandana Chattopadhyay	Amar Rupashi Bangla ISSN 2349-8714, Page No. 158	2018	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
NA	NA	NA	2019	0	0	NA
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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	48	79	144	38
Presented papers	2	6	18	0
Resource persons	2	6	12	3
No file uploaded.				

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
Observance of NSS day and organized Street Play to create awareness for healthy environment	National Service Scheme (NSS) UNIT-I,II and III	3	275
SELF -DEFENCE PROGRAMME	National Service Scheme (NSS) UNIT-I,II and III and NCC and Womens cell	4	52
OUTREACH PROGRAMME (Nature Camp)	BASUNDHARA ECO-CLUB	8	152
PROGRAMME ON UNNAT BHARAT	National Service Scheme (NSS) Unit-I,II and III	3	125
INTERNATIONAL YOGA DAY	National Service Scheme (NSS) Unit-I,II and III and NCC	6	252
ARANYA SAPTAHA	National Service Scheme (NSS) Unit-I,II and III and Basundhara Eco Club	5	350
EXTENSION ACTIVITY-Awareness Rally, Magic Show and Seminar on World AIDS Day	National Service Scheme (NSS) Unit-I,II and III in collaboration with Chief Medical	5	150

	Officer of Health, (CMOH) , Medinipore		
WORLD AIDS DAY	National Service Scheme (NSS) Unit-I,II and III	3	145
EXTENSION ACTIVITY- Blood Donation Camp	National Service Scheme (NSS) Unit-I,II and III	27	103
EXTENSION ACTIVITY- Plantation Programme	National Service Scheme (NSS) Unit-I,II and III In collaboration with Binodpur GP, Choto Mahammadpur GP, Deuli madhya GP - Ashram para	20	53

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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	BINODPUR GP, CHOTO MAHHAMADPUR GP, DEULI MADHYA – ASHRAM PARA GP	149
COMMUNITY SERVICES THROUGH ENVIRONMENTAL AWARENESS PROGRAMME	RECOGNITION	BINODPUR GP, CHOTO MAHHAMADPUR GP, DEULI MADHYA – ASHRAM PARA GP	252
CULTURAL COMPETITION	AWARD	BELDA CULTURAL ASSOCIATION	12
NSS PRE REPUBLIC DAY PARADE CAMP, DELHI	RECOGNITION FOR PARTICIPATION	MINISTRY OF YOUTH AFFAIRS, GOVT. OF INDIA	4
BEST NSS VOLUNTEER OF THE VIDYASAGAR UNIVERSITY	BEST VOLUNTEER	VIDYASAGAR UNIVERSITY	1
SWACHHA BHARAT INTERNSHIP 2018	AWARD	MINISTRY OF YOUTH AFFAIRS AND SPORTS AND MINISTRY OF JAL SAKTI , GOVT. OF INDIA	30
SWACHHA BHARAT ABHIYAN	RECOGNITION	MINISTRY OF YOUTH AFFAIRS AND SPORTS, GOVT. OF INDIA	126
CATC CAMP NO.-1	AWARD	MINISTRY OF YOUTH AFFAIRS AND SPORTS, GOVT. OF INDIA and GOVT OF WEST BENGAL	42
CATC CAMP NO.-2	AWARD	MINISTRY OF YOUTH AFFAIRS AND SPORTS,	40

		GOVT. OF INDIA and GOVT OF WEST BENGAL		
CATC CAMP NO.-3	AWARD	MINISTRY OF YOUTH AFFAIRS AND SPORTS, GOVT. OF INDIA and GOVT OF WEST BENGAL		45

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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 activites	Number of students participated in such activites
EXTENSION ACTIVITY	National Service Scheme (NSS) UNIT-I, II, III and NCC and Wonems cell	Self -Defence Programme	4	52
OUTREACH PROGRAMME (Nature Camp)	Basundhara Eco - Club	Outreach Programme (Nature Camp)	8	152
EXTENSION ACTIVITY	National Service Scheme (NSS) Unit-I, II, III and NCC	International Yoga Day	6	252
EXTENSION ACTIVITY	National Service Scheme (NSS) Unit-I,II, III and Basundhara Eco Club	Aranya saptaha	5	350
WORLD AIDS Day	National Service Scheme (NSS) Unit-I,II and III	Awareness Rally World AIDS Day	5	150
EXTENSION ACTIVITY	National Service Scheme (NSS) Unit-I,II and III	Blood Donation Camp	27	103
EXTENSION ACTIVITY	National Service Scheme (NSS) Unit-I,II and III IN collaboration with Binodpur GP, Choto Mahhadpur GP, Deuli madhya GP - Ashram para	Plantation Programme	20	53
Awareness Programme on Women Empowerment	National Service Scheme (NSS) Unit-I,II and III	Celebration of International Women's Day	4	21

Awareness Programme on Women Empowerment	Dept of Political Science and IQAC, Belda College	One Day Special Lecture Programme on "Representation of Women in Visual and Print Media in the 21st century"	5	80
Awareness Programme on Legal Empowerment of women	IQAC and WOMENS CELL	Two Day Regional level Workshop on 'Revisiting Vishaka guidelines: Sexual Harassment of Women at Workplace	3	72
		[View File](#)		

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, Student exchange	12	Belda College and Bhattar College	4
Faculty Exchange and Student Exchange	20	Belda College Egra SSB College	5
Faculty exchange, Student exchange	10	Belda College and Bajkul Milani Mahavidyalay	4
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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 TRAINNING PARTNER	JOB TRAINNING AND INTERNSHIP FOR COMMERCE STUDENTS	NAVEEN BICUITS PVT. LTD.	12/01/2019	18/01/2019	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
BHATTAR COLLEGE	23/08/2018	Research, Faculty exchange, Student exchange	12
MIDNAPORE BEE-KEEPERS KHADI AND VILLAGE INDUSTRIES COOPERATIVE SOCIETY LTD.	23/08/2018	JOB TRAINING	25
SHRAM VIDYAPITH	11/09/2018	Extension Activities	21
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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
30	25.17

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Classrooms with Wi-Fi OR LAN	Newly Added
Seminar halls with ICT facilities	Newly Added
Seminar Halls	Existing
Laboratories	Existing
Class rooms	Existing
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	2.0	2015

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	9846	1574106	140	42637	9986	1616743
Reference Books	17975	2828275	230	69568	18205	2897843
e-Books	12000	25900	0	5900	12000	31800
Journals	7	13100	5	26506	12	39606

e-Journals	5500	25900	0	19066	5500	44966

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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
Dr. Avijit De	Special Theory of Relativity	Using MS Office and ICT modules prepared and Uploaded on College Website.	08/10/2018
Dr. Avijit De	Diffraction	Using MS Office and ICT modules prepared and Uploaded on College Website.	12/12/2018
Dr. Sabitabrata Roy	Thermodynamic Potentials,Fundamental Thermodynamic Equations for an open system,Partial molar Properties	Using MS Office and ICT modules prepared and Uploaded on College Website.	06/09/2018
Dr. Sabitabrata Roy	Kinetics of Relaxation Method,Models of Enzyme Action	Using MS Office and ICT modules prepared and Uploaded on College Website.	08/03/2019
Dr. Asit Panda	Appropriation of African Rituals and Cultural Tradition in the Plays of Wole Soyinka.	Using MS Office and ICT modules prepared and Uploaded on College Website.	13/12/2018
Dr. Jayanta Mukherjee	A Study of Autobiographical Elements in 'Sons Lovers'	Using MS Office and ICT modules prepared and Uploaded on College Website.	16/11/2018
Dr. Lipika Mandal	Continental Drift	Using MS Office and ICT modules prepared and Uploaded on College Website.	20/09/2018
Dr. Sreetama Misra	Human Rights and Solidarity Rights	Using MS Office and ICT modules prepared and Uploaded on College Website.	08/10/2018
Dr. Basudeb Dhara	Ring Homomorphism and its Properties	Using MS Office and ICT modules prepared and Uploaded on College	18/01/2019

| Prof. Shib Shankar Jana | Capital Budgeting | Using MS Office and ICT modules prepared and Uploaded on College Website. | 16/11/2018 |

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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	129	32	63	10	18	12	54	50	3
Added	11	0	12	0	0	0	11	50	0
Total	140	32	75	10	18	12	65	100	3

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

100 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 incurredon maintenance of physical facilites
10	8.11	20	17.05

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.

http://beldacollege.ac.in/page.aspx?page_id=1188

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	Concession in Tuition Fees	412	365200
Financial Support from Other Sources			
a) National	Various Govt. and Private Schemes	2023	26064900
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 implemetation	Number of students enrolled	Agencies involved
Language Lab	06/08/2018	46	Department of English
Personal Counselling	20/08/2018	68	Psychological Counselling Cell, Belda College
Mentoring	22/08/2018	4023	Teacher-wise Mentoring
Yoga and Meditation	26/07/2018	285	NSS NCC Unit, Belda College
Remedial Coaching	01/08/2018	989	Departmentwise
Two Days Computer Training	14/09/2018	20	Department of Bvoc (Software Development)
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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 passedin the comp. exam	Number of studentsp placed
2018	Combined Com prehensive	105	265	23	56

	Preparatory Coaching				

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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
7	7	12

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
Amenity Appliances Private Limited	57	23	West Bengal Fire amp Emergency Services	3	1

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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
2019	20	B.A. General	BA	Vidyasagar University, Netaji Subhas Open University, Rabindra Bharati University,.	M.A. and B.Ed.
2019	36	B.A. Honours.	English	Vidyasagar University. , Belda College, Bilaspur University,Medinipur City College, Netaji Subhas Open University.	M.A. and B.Ed.
2019	4	B.A. Honours.	Sociology	Vidyasagar University. , Belda College, Guru Ghasidas University, Bilaspur,	M.A. and B.Ed.

				Netaji Subhas Open University, Rabindra Bharati University,.	
2019	4	B.A. Honours.	Music	Vidyasagar University. , Belda College, Guru Ghasidas University, Bilaspur, Netaji Subhas Open University, Rabindra Bharati University,.	M.A. and B.Ed.
2019	19	B.A. Honours.	History	Vidyasagar University. , Belda College, Guru Ghasidas University, Bilaspur, Netaji Subhas Open University, Rabindra Bharati University,.	M.A. and B.Ed.
2019	3	B.Sc. Honours	Chemistry	Presidency University, Vidyasagar University ,Guru Ghasidas University, Bilaspur,	M.Sc.and B.Ed.
2019	3	B.Sc. Honours	Physics	Vidyasagar University ,Guru Ghasidas University, Bilaspur.	M.Sc.and B.Ed.
2019	14	B.Sc. Honours	Mathematics	Vidyasagar University, Burdwan University, Sidho-Kanho-Birsha Univesity	M.Sc.and B.Ed.

2019	6	B.Sc. Honours	Nutrition	Vidyasagar University.	M.Sc.and B.Ed.
2019	17	B.A. Honours.	Sanskrit	Rabindra Bharati University, Calcutta University, Vidyasagar University, Netaji Subhas Open University,	M.A. 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
NET	3
Any Other	53

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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	2
Karate	All India Inter University	1
FOOTBALL	University meet	2
Kho-Kho	University meet	2
Karate	State	1
Karate	National Level	1
Karate	District Level	1
Classical vocal	Inter College and Inter Dept.	9
Light Classical	Inter College and Inter Dept.	11
Tabla	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
2018	NA	National	0	0	NA	0

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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, Swachh 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:

353

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

112000

5.4.4 – Meetings/activities organized by Alumni Association :

TWO MEETINGS WERE CONDUCTED. Activities : 1. Annual Reunion 2. First Aid

Training 3. Holi Meet 4. Creation of fund for poor student 5. Arrangement of free coaching for competitive examination. 6. Distribution of clothes among the distressed.

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. Cleanliness Drive Being guided by the recommendation of the IQAC for implementations of "Swachha Bharat Abhiyan" programme launched by the Govt. of India/"Mission Nirmal Bangla" on cleanliness drive launched by the Govt. of West Bengal, the Principal of the College constituted a committee comprising Senior teachers, NSS and NCC Programme Officers, representatives of Chatra Sansad , Cadets of NCC and volunteers of NSS. The function of the committee was overall supervision of the implementation of the programme to maintain clean environment not only inside the College campus but also in the surrounding area/locality with the active help of local Gram Panchayat and BDO. Extensive efforts are being put continuously by the College to make such programme successful throughout the year with volunteer dedication of students, office staff, teachers and local people. As a part of Swachh Bharat Abhiyan the college campus was declared as Swachhata Campus. This shows a good practice of the decentralization and participative management of the College. 2. Tree Plantation Programme In the Academic year 2018-19, the College had taken initiative to work on environment. For this purpose the College authority on the recommendation of the IQAC had constituted a committee involving teachers, student representatives and office staff. In this academic session the Department of Geography in collaboration with the Basundhara Eco Club under the supervision of the committee organized a Tree Plantation Programme on the occasion of "Aranya Saptaha", an initiative taken by the Forest Department, Government of West Bengal inside the College Campus and also in the College adopted village "Ashrampara and Binodpur". The programme was successfully conducted with the active participation of students, teachers, office staff and local villagers. This shows a good example of best practice of decentralization and participative management on the part of the College.

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 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 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, Students Seminar, Wall Magazine preparation 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.
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.
Library, ICT and Physical Infrastructure / Instrumentation	1.The Central Library is fully automated with the installation of SOUL -2 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 50 Mbps to 100 Mbps. 6. Construction of the 3rd floor of the G Plus 5 Building was initiated to cater to the needs of the students.
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.
Industry Interaction / Collaboration	1. MoU has been signed with Midnapore-Bee-Keepers Khadi and Village

	Industries Cooperative Society Ltd. 2. In collaboration with Midnapore-Bee-Keepers Khadi and Village Industries Cooperative Society Ltd. a "Training Programme on Apiculture" has been introduced.
Admission of Students	1.Online admission process is being run 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.

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

E-governace area	Details
Planning and Development	All decisions regarding planning and development taken by the IQAC and by the Governing Body are preserved electronically in the computer. Notices and circulars regarding development works are sometimes uploaded on website.
Administration	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.
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
2018	Prof. Shib Sankar Jana	Economic and Tax Reforms in India in the Global Perspective, IAA South Bengal Branch Institute of Management Study	NA	1500
2018	Prof. Shib Sankar Jana	Business practices and sustainability, Department of Commerce, Vidyasagar University	NA	1500
2018	Dr. Sreetama Mishra	Two-day International conference on Rethinking Modernity: East and West, organized by the Department of English and Byanjanbarna Foundation, Aliah University, Kolkata during 11th-12th August, 2018	NA	1500
2018	Dr. Mukesh Kumar Pradhan	Two-Day State Level Workshop on Computer Programming	NA	1500

2019	Dr. Lipika Mondal	International Conference on Environmental History and Sustainability: The Black and White Journey of Sustainable Development in Reality and Education, Org. by Bajkul Milani Mahavidyalay	NA	1500

Applications (WCPA 18) organized by Department of Physics, P.K. College, Contai on 12-13 July, 2018

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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)
2018	Use of ICT in teaching learning	NA	19/12/2018	20/12/2018	13	0
2019	NA	Training programme for MS Office Package (MS Word, MS Excel, MS Power Point, Internet Access), Website Uploading, Online Form Fill-up system.	23/05/2019	25/05/2019	0	5

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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 programme	Number of teachers who attended	From Date	To date	Duration
UGC-Sponsored Refresher Course in Disaster Management (All Disciplines), University of North Bengal	1	01/03/2019	21/03/2019	21
UGC sponsored 38th Orientation Programme conducted by UGC-HRDC Sambalpur University	1	28/02/2019	27/03/2019	28
UGC sponsored Refresher Course in Material Science conducted by UGC-HRDC University of Hyderabad	1	17/01/2019	06/02/2019	21
UGC Sponsored Interdisciplinary Refresher Course conducted by University of Calcutta	1	31/12/2018	22/01/2019	23
UGC-Sponsored Winter School in "Comparative Language and Literature" organized by UGC-HRDC, University of Calcutta	1	31/12/2018	22/01/2019	23
Refresher Course in Philosophy, Jadavpur University, Kolkata	1	28/11/2018	18/12/2018	21
UGC sponsored Refresher Course in	1	01/11/2018	26/11/2018	26

International Relation, Jadavpur University				
One-week Faculty Development Programme (FDP) in Teaching Methodologies in Philosophy organized by Teaching Learning Centre, Ramanujan College (University of Delhi)	1	01/11/2018	05/11/2018	5
Refresher Course conducted by UGC-HRDC, Ranchi University	1	08/08/2018	28/08/2018	21
Object Oriented Programming in C and MATLAB (Short Term Course)	1	01/08/2018	05/08/2018	5
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
1	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 Belda College Cooperative Credit Society, Monetary Help for Children's Education and medical treatment,Puja Bonus, Puja Advance,Quick PF Loan facility,First-aid/health checkup, maternity leave,Medical leave/casual leave/compensatory leave, Annual Excursion etc.	Annual Excursion at subsidized rates, Scholarships and freeships from Govt. non-govt organizations, student aid fund, Health unit, Canteen, Hostel, pure drinking water, free Wi-Fi etc.

6.4 – 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	Playground Maintenance
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6.4.3 – Total corpus fund generated

5684637

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	Yes	DR. ANUP KR. SIKDAR AND EXPERTS	Yes	Internal AuditTeam formed by the Principal
Administrative	Yes	DR. ANUP KR. SIKDAR AND EXPERTS	Yes	Internal AuditTeam formed by the Principal

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

An unregistered Parent-Teacher Association is in place. 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. Many parents participate in the cultural programmes organized by the College. Some of the parents contributed to the development of physical infrastructure.

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

1. Support staff are given training for the use of Computer. 2. Support staff are provided financial assistance for medical treatment by the College. 3.Support staff are trained to handle Computer. 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)

Post-Accreditation Initiatives: • The College has been assessed and found to comply with the requirements of ISO 9001: 2015 for quality management system. • The College participated in All India NIRF ranking process. • The college introduced bio-metric attendance record system for keeping record of the

attendance of its employees. • To accommodate the mounting number of students and disciplines, the college moved for the construction of the third floor of G plus 5 building. • For a better management of data regarding students and staff, the college developed different modules of MIS. • The College went for introduction of post graduate course in Chemistry in 2018-19. • CCTV cameras were installed to enhance the security system of the campus.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	Yes
c)ISO certification	Yes
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
2019	Seminar on Intellectual Property Rights: Issues and Challenges	26/06/2019	26/06/2019	26/06/2019	74
2019	Organization of a good number of National and International Seminars by various Departments.	02/01/2019	02/01/2019	30/06/2019	1275
2019	Extension Activities- Swachh Bharat Summer Internship Programme	15/05/2019	15/05/2019	30/06/2019	159
2018	Extension Activities- Unnat Bharat	01/04/2018	01/04/2018	24/07/2018	123
2018	Mentoring of the Students	01/08/2018	01/08/2018	31/03/2019	4023
2018	Lectures in Virtual Classroom	01/08/2018	01/08/2018	30/11/2018	1872
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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	Period from	Period To	Number of Participants

programme			Female	Male
One-Day Special Lecture Programme on Empowering Differently-Abled Women organized by the Dept. of English and Women's Cell, Belda College.	10/12/2018	10/12/2018	53	46
One-Day Special Lecture on 'POCSO: For a safer Future of Children' was organized by the Dept of Sociology, Women's Cell and IQAC, Belda College.	20/11/2018	20/11/2018	30	35
Observance of International Women's Day. One Day Cultural event on the theme Transforming Women's Lives. Organised by Women's Cell and IQAC, Belda College	08/03/2019	08/03/2019	40	45

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
• A One-Day State Level Seminar on Rethinking the Environment: Reviewing Ecological Imagination was jointly organised by the Department of Geography and the Department of English, Belda College on 29/03/2019 • 'Aranya Saptaha' week celebrated by NSS Unit, Belda College from 14-21st July, 2018. • Cleaning drive and plantation programme at the adopted villages such as Ashrampara, Madhya para and Deuli organized by the NSS units of Belda College. • Regular and quality audit on environment, energy and waste management practices are carried out by the Institution. • 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 panels produce electricity to the tune of 12KWH X 300 days which equasl to 3600 KWH per year. The percentage produced by solar panel is 7.611 per year.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	3
Provision for lift	Yes	2800
Ramp/Rails	Yes	8
Rest Rooms	Yes	13
Scribes for examination	Yes	5

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
2019	1	1	27/03/2019	1	Training Programme on Preparation for Competitive Examinations for Entry into Services.	Awareness on importance of coaching programmes for entry into services. (Organized by Career Counselling Cell, IQAC, Belda college, RICE)	249
2018	1	1	14/07/2018	7	'Aranya Saptah' through NSS	Plantation of tress and raising environmental awareness among the rural population at the adopted villages such as Ashrampara, Madhyapara and Deuli	161
2018	1	1	20/07/2018	1	Literacy Camp in	Literacy drive was	50

					Schools	undertaken by the NSS volunteers in the nearby school, Ramkrishna VidyaBhawan, Kaliapara	
2018	1	1	01/08/2018	15	'Swacchata Pakhwada'	Awareness camp that includes Cleanliness, Plantation and street play by the NSS volunteers	177
2018	1	1	01/12/2018	1	World AIDS Day celebration	Awareness programe on health and aids	170
2019	1	1	08/02/2019	7	Blood donation camp, Thalassemia Detection Camp	Increasing blood donation facilities in the neighborhood as well as generate health facility among the students.	323
2018	1	1	19/09/2018	1	Workshop on Learning Apiculture	Involves participation from members of local community	142
2019	1	1	14/02/2019	1	Adult Literacy Drive	The Literacy Drive was conducted by NSS and NCC team (In association with LAUDUNGRI ADIBASI LOKSANSKRI	285

							TI MELA to draw awarness primarily among the illeterate adults

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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	02/07/2018	The handbook on code of conduct provides a transparent and disciplinary set of detail regarding the methods of disposing set of behaviors for the students, teachers and visitors too. One day lecture programme on Duties and Responsibilities of Youths in Modern India was organized by the Departments of Philosophy, English and NSS Unit Belda College on 16th February, 2019.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Hosting of Special Lecture on 'Promoting Health as Human Right' organized jointly by the Department of Physiology Philosophy	23/08/2018	23/08/2018	72
One-Day Seminar on 'Motivation and Professionalism' organized by the Department of English Political Science	03/04/2019	03/04/2019	58

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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 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 in 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: STRENGTHENING OF MENTORING SYSTEM Title of the Programme: Strengthening of Mentoring System Goals: • To radically boost up the emotional as well as instrumental bonding in establishing student-teacher rapport. • To nurture the student aspirants in various fields of life and in matters of academic as well as non-academic concerns. • To properly guide the mentees so as to enable them in developing a right personality and choosing a right career during after their course of study. • To provide guidance regarding various issues relating to a student's personal as well as educational disturbances, grievances, and difficulties and so on. • To identify the strengths, weaknesses, challenges and opportunities of the students. Context: The already existing mentor mentee system was strengthened from this academic session. The need for strengthening this system was felt because the teacher student ratio is comparatively larger in classes, which makes it difficult to access each student individually. The mentor-mentee enables to connect mentee to mentor, and also share personal experiences by openly disclosing learning experiences, successes, as well as challenges. Resultantly, the mentee develops great cognitive skills in order to strengthen the process of learning, discovering, sharing and so on. Therefore, the necessity for strengthening this existing mentoring system to monitor the mentors academically as well as non-academically was utterly felt by the Internal quality Assurance Cell and the management of the institution. Practice: With the above end and objective in view, mentoring system has been a regular practice of the institution over the

years. But the distinctiveness that evoked in the academic session 2018-19 in terms of strengthening the models and methods of mentoring system is noteworthy. The distinctive feature of mentoring system in this session is mentor's identification of a mentee's strength, weakness, challenges opportunities. The mentor-mentee ratio of the overall college is 1:45. Around 90 of the students are given due care through tutoring and mentoring by provided opportunities for creating a supportive, interpersonal relationship based on trust, mutual respect as well as accountability to facilitate the creation of a free space for the mentee and encourage personal learning. The practice of mentor mentee system facilitates reflective thinking by pushing the mentee to reflect on experiences by asking thoughtful thought-provoking questions seeking deeper and deeper meaning, thereby helping the mentee to become more self aware and providing growth opportunities. Evidence of Success: Immediately after the commencement of the first semester classes, students are categorized under their respective mentors. Each of the teachers in all the disciplines is assigned a fixed number of mentees. The list, after being finalized from the concerned department is sent to the IQAC for consideration. The IQAC forwards the list to the Principal, who finally approves it. The list is then published in the college website. Mentoring classes are also reflected in the class routine. During regular mentoring classes, the mentors identify the strength, weakness, opportunities and challenges of each of the mentees assigned under them. In the mentoring class, the mentees share their grievances regarding academic as well as non-academic matters, which may include their grievances regarding curriculum, college infrastructure, personal difficulties in learning and deciding any course of action. A mentee remains under the guidance of one mentor till the completion of his/her course. Strengthening of mentor-mentee based learning in all the undergraduate departments has been one of the best institutional practices and it has radically boosted up the emotional as well as instrumental bonding in teacher-student rapport. Problems Encountered: Since most of the students reside in the adjoining rural areas of the college, the carry an underdeveloped personality during the first year of their course of study. As a result, it gets difficult for the mentees to express their weaknesses as well as challenges to the mentors. In spite of carrying burden of difficulties, the mentees feel shy in their expressions and opening up. Our mentors, therefore had to take painstaking efforts to groom the student's personality from the root, making them build their character and helping them being responsive, dedicated, sincere, efficient and an important asset of the nation. Resources required: This practice requires students and teachers as essential resources. The students feel the essence of being attached to a mentor who is always there to resolve their academic as well as non-academic problems. 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 PRACTICES – II Title of the Practice: Regular Conduct of Academic and Administrative Audit Goals: • To encourage the departments to evaluate their 'education quality processes'. • To define academic and administrative outcomes in terms of quality. • To base decisions primarily on evidence. • To act as a constant check to the internal systematization of an institution. • To give continuous learning in academic and administrative affairs a priority. Context: The conduct of academic administrative audit has been a regular practice of the college due to its essential requirement by the affiliating University. Of late, NAAC has made it mandatory to conduct academic and administrative audit to ensure quality performances in respect of teaching-learning and research practices and administrative affairs. Development of relevant, high-quality academic ambiance was needed to meet the global call for bettering our college. The ideas and plans suggested after audit is sure to bring about a marked change in the academic as well as administrative structure of the college, and would

professionally benefit the faculty members and students too. The Practice: The practice of conducting academic and administrative audits began since the academic session 2015-16. In the three consecutive sessions, 2015-16, 2016-17 2017-18, academic administrative audits were performed by internal audit team members. Most significantly, in the session 2018-19, academic and administrative audit has been performed by 8 external audit team members. At the end of each academic session, the respective academic departments of the college have submitted their reports to the IQAC . The office also submitted their administrative audit in a prescribed format likewise. The IQAC makes an analysis of the reports, places it to the Principal for recommendation in the Governing Body meeting and request to fix up a suitable date for audit peer team visit. On the concerned day, the peer team verifies the report submitted to IQAC by visiting each of the department, verifying their records, and providing recommendations/suggestions. Performances with regard to teaching, research, curricular/co-curricular activities are accordingly rated and suggestions are provided by the advisers accordingly. Evidence of success: Academic and administrative audit has provided an objective insight to the college and its various departments on the level of holistic quality improvements in all levels of teaching, administration and research. In the academic session 2018-19, the external peer team visited for academic and administrative audits. Tmajor recommendations suggested after the academic audit include improvement of ICT use in teaching-learning, development of science laboratories, increase in certificate/job training, recruitment of more faculties, increasing placement opportunities etc. After the successful conduct of administrative audit, recommendations were made to initiate paperless office works, develop fully computerized information system, install napkin vending machines, and such others. Accordingly, the institution has taken efforts, and has increased the use of ICT classes in science, arts as well as in commerce streams. Around 40 new full time teachers were recruited, following the suggestions of the advisory committee to meet the dearth of faculty, which made it easier to increase the number of certificate programmes. The admission process and examination system have been completely digitized, and efforts are being made to make office paperless. Proposal for setting up a new napkin vending machine is also under consideration. Problems Encountered: Since the college is located in a rural locality, therefore sometimes it gets very difficult to smoothly use ICT classes due to the increased frequency of power failure. Yet, the authorities are showing their best efforts to overcome this constraint by installing inverters and generators of high capacity to ensure smoothness in the teaching-learning academic structure of the college. Although tireless efforts of our non-teaching staff have resulted in making the office partially paperless and digitized during admission examination process, yet the students, who being totally ignorant about computer basics find it difficult to hold confidence in the admission process. Still, the active participation of teaching as well as non teaching staff coupled with the competence of our Principal, the institution has attracted around 4000 students in different disciplines. Resources required: During 2018-19, the practice of Academic Administrative Audit requires the financial support from the institution as well as the collective effort of the IQAC members, teachers, students, office staff, management members, and audit team members. 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_191508.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

One of the significant visions of Belda College is to contribute towards the inclusive development of the country through generating quality human resources. In addition, in the process of generating quality human resources, ensuring mental as well as physical health of the students, teaching as well as nonteaching staff has been a key priority. Therefore, keeping in mind this vision, several programmers such as regular seminars/awareness programmes on health aspects are organized through the various departments of the college and also thorough the NSS unit of our college. In the arena of academic, special emphasis has been given to the health aspect, focusing on which different programmers such as world aids day, thallasemia detection camp, blood donation camp and so on. are organized. Parallely, for the complete mental peace of the budding youths, i.e. of our students, a psychological counseling centre has been set up in the college premises to ensure student's counseling relating to an individual's mental, moral and psychological well being. There is a cell named Psychological Counseling Cell set up in the college campus for giving the students therapy related counseling related to academic as well as non-academic matters. Students are given tips for supporting life skill education, in order to cope up with the ongoing stress of college life. The non-academic points/things important for student's well being includes managing friendships and relationships, problem-solving and decision making, healthy living, finding the purpose, meaning, and identity of life, promoting social connectedness, identifying students at risk, and such others.

Provide the weblink of the institution
http://beldacollege.ac.in/page.aspx?page_id=1151

8.Future Plans of Actions for Next Academic Year

• To go for 3rd Cycle of Assessment and Accreditation by NAAC. • To recruit a good number of Full Time Teachers in vacant positions. • To register the Alumni Association. • To conduct Academic and Administrative Audit. • To conduct Green Audit and Energy Audit. • To participate in NIRF ranking process. • To organize a Book Exhibition cum Book Fair. • To motivate the Faculty members to submit Research proposals under STRIDE. • To introduce Online Feedback System. • To organize training programme for Teachers and Office Staff. • To run coaching for entry into services. • To strive for open PG courses in certain subjects of Science and Arts streams. • To ensure submission of pending AQARs to NAAC. • To establish "Pradhan Mantri Kaushal Vikash Yoyoja" at Belda College.