



## YEARLY STATUS REPORT - 2020-2021

### Part A

#### Data of the Institution

<b>1.Name of the Institution</b>		<b>BELDA COLLEGE</b>
• Name of the Head of the institution	<b>DR. MANABENDRA MONDAL</b>	
• Designation	<b>PRINCIPAL</b>	
• Does the institution function from its own campus?	<b>Yes</b>	
• Phone no./Alternate phone no.	<b>03229-256221</b>	
• Mobile no	<b>9474821951</b>	
• Registered e-mail	<b>mondalprincipal@yahoo.co.in</b>	
• Alternate e-mail	<b>principal@beldacollege.ac.in</b>	
• Address	<b>COLLEGE ROAD, BELDA, PASCHIM MEDINIPUR</b>	
• City/Town	<b>NARAYANGARH</b>	
• State/UT	<b>West Bengal</b>	
• Pin Code	<b>721424</b>	
<b>2.Institutional status</b>		
• Affiliated /Constituent	<b>Affiliated</b>	
• Type of Institution	<b>Co-education</b>	
• Location	<b>Rural</b>	

• Financial Status	Grants-in aid				
• Name of the Affiliating University	VIDYASAGAR UNIVERSITY				
• Name of the IQAC Coordinator	DR. ASIT PANDA				
• Phone No.	03229255246				
• Alternate phone No.	03229255246				
• Mobile	9732554636				
• IQAC e-mail address	asitpand23@rediffmail.com				
• Alternate Email address	asitpanda@beldacollege.ac.in				
<b>3.Website address (Web link of the AQAR (Previous Academic Year))</b>	<a href="https://beldacollege.ac.in/AQAR/AQAR_2019-20.pdf">https://beldacollege.ac.in/AQAR/AQAR_2019-20.pdf</a>				
<b>4.Whether Academic Calendar prepared during the year?</b>	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="https://beldacollege.ac.in/document/sub_page/20211210_115349.pdf">https://beldacollege.ac.in/document/sub_page/20211210_115349.pdf</a>				
<b>5.Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	73.00	2006	21/05/2006	20/05/2011
Cycle 2	B+	2.75	2015	03/03/2015	02/03/2020
<b>6.Date of Establishment of IQAC</b>			22/02/2007		
<b>7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b>					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
BELDA COLLEGE	B.Voc	UGC	2021	2215203	
BELDA COLLEGE	Salary	Govt of West Bengal	2021	85936456	
<b>8.Whether composition of IQAC as per latest</b>			Yes		

<b>NAAC guidelines</b>		
<ul style="list-style-type: none"> <li>• Upload latest notification of formation of IQAC</li> </ul>	<a href="#">View File</a>	
<b>9.No. of IQAC meetings held during the year</b>	<b>5</b>	
<ul style="list-style-type: none"> <li>• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	<b>Yes</b>	
<ul style="list-style-type: none"> <li>• If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	No File Uploaded	
<b>10.Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	<b>No</b>	
<ul style="list-style-type: none"> <li>• If yes, mention the amount</li> </ul>		
<b>11.Significant contributions made by IQAC during the current year (maximum five bullets)</b>		
1. Organization of Quality related Webinar on "NAAC Related Quality Enhancement Strategies for HEI's & Preparation of NAAC Documents" with an eminent academician as the resource person on 11th February, 2021.		
2. Introduction of 33 (Thirty Three) Add-on /Certificate/Value-added courses and various Skill Enhancement/Capacity Building programs; Signing of 8 (Eight) MOUs with Industry, NGOs and various HEIs for Research, Students' Skill Development, Quality Audit & Innovative Courses, Job Training, Training for use of Software, Community Development Programs, Collaborative and Extension Activities etc.		
3. Conduct of Staff and Faculty Development Programs as well as organization of Workshops on IPR & Research Methodology.		
4. Conduct of Students Satisfaction Survey as well as Collection of Feedback from different stakeholders and Analysis and Actions Taken.		
5. Strengthening of Academic monitoring; Participation in NIRF Ranking Process & Submission of AQAR 2019-20 to the NAAC.		
<b>12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year</b>		

Plan of Action	Achievements/Outcomes
Initiative for completion of the construction of the 4th Floor of the G plus Five storied Building with Funding from RUSA Grants.	The construction of the 4th floor of the G plus five storied building is going on.
Appointment of an Accountant due to the vacancy created through the retirement of Sri Arunava Sarkar.	Sri Gopi Nath Bhunia has been appointed as an accountant of the college.
Initiative for providing CAS benefits to 11 teachers of the college.	The principal organised a meeting of the selection/screening committee on 26.02.21 for awarding promotion to 11 FTT to the next stage.
Technology upgradation and purchase of more computers, CPUs, UPS, Printers etc. with Funding from RUSA Grants.	Rs.8, 37, 900 was approved by the GB for purchase of supply of computers, UPS, Printers etc. with grants from RUSA Fund.
Organization of Quality related Webinar	One Day Online Workshop on 'Use of G Workspace in Online Teaching' was organised on 3rd September 2022 through Google meet platform.
Submission of AQAR 2019-20 to the NAAC.	The AQAR for the session 2019-20 was successfully submitted to NAAC on 30.08.21.
Signing of MOUs with Industry, NGOs and various HEIs for Faculty Exchange, Research, Students' Skill Development, Staff Training, Job Training, Community Development Programs, Collaborative and Extension Activities etc.	The college has signed 08 (eight) MOUs with Industry & NGOs for research, students' skill development, quality audit, job training, community development programmes, extension activities, etc.
Introduction of new Add-on /Certificate/Value-added courses and various Skill Enhancement/Capacity Building programs.	Total 33 new Add-on/Certificate/Value-added courses and various Skill Enhancement/Capacity Building programs were introduced in this academic session.

<p>Conduct of Students Satisfaction Survey</p>	<p>Students Satisfaction Survey was conducted through online mode using Google form. The data was collected, analyzed and uploaded on the college website.</p>
<p>Collection of Feedback from different stakeholders and Analysis of the Same and Actions Taken.</p>	<p>Feedback from various stakeholders such as Students, Faculty, Alumni &amp; Employers have been collected through Google form, analyzed, action taken and uploaded on the college website.</p>
<p>Conduct of Staff and Faculty Development Programs</p>	<p>One-Day Training Programme for the Non-Teaching Staff on the 'Use of MS-Office and Internet' was organized by the IQAC in association with the Department of Computer Science and BCA, Belda College on 9th December 2021 through the offline mode</p>
<p>Purchase of Reference Books for Central Library</p>	<p>1111 books were purchased following the demand received through feedback from the students and teachers.</p>
<p>Purchase of equipment / infrastructure for Research Centers for Arts/Humanities and Science.</p>	<p>Several equipment such as spectrophotometer, incubator, projector, computer, Refrigerator, Air Conditioner had been purchased for upgradation of interdisciplinary research centre.</p>
<p>Commencement of Regular Classroom Teaching at UG &amp; PG levels once the improvement in pandemic situation is noticed.</p>	<p>Commencement of Regular Classroom Teaching at UG &amp; PG levels following Govt. instructions from 16th Nov, 2021 maintaining Covid-19 protocols.</p>
<p>Preparation of Academic Calendar for the current session following the Academic Calendar of the Affiliating University.</p>	<p>The Academic Calendar of the college for the current session has been prepared and implemented by the Academic Subcommittee and the IQAC adhering to the academic calendar given by the</p>

	affiliating university.
Strengthening of Academic Monitoring.	The Departments of the college have been directed to keep a record by maintaining folders of daily academic activities and submit it to the IQAC at regular intervals for monitoring.
Participation in NIRF Ranking Process.	NIRF data has been collected systematically from the college. The same has been compiled and uploaded on the NIRF portal on 11th February, 2022.
Initiative for providing institutional Gmail id to each department under G-Suite.	Each department was provided with individual institutional Gmail id under G-suite for conducting curricular and co-curricular activities through the online mode.
Conduct of extension activities/outreach programs in the neighborhood communities.	More than 100 extension activities/outreach programs in the neighborhood communities like plantation programme, awareness programme on menstrual hygiene, AIDS awareness campaign, Cleanliness drive were organized and conducted by various departments along with NCC, NSS Units, Basundhara Eco-Club and MOU partners of the college.
Initiative for Green Audit & Energy Audit.	Green and Energy Audit was conducted.
Initiative for Quality Audit by any recognized authority.	Quality Audit was conducted.
Initiative for Academic Audit & Administrative Audit.	Academic and Administrative Audit was conducted.
Organization of Program on Universal Human Values & Professional Ethics for the Teachers.	One-Day Webinar on "Universal Human Values & Professional Ethics for Teaching Personalities" was conducted by the IQAC in association with



	ICC, Grievance Redressal Cell & the Disciplinary Committee on 12th September, 2021 through Google meet platform.
Organization of Workshop on Research Methodology.	One Day Workshop on "Research Methodology" was organized by the IQAC & Research Cell on 10th Sept 2021 through Google meet platform.
Organization of Intellectual Property Rights program.	One Day Webinar on 'Fundamentals of Intellectual Property Rights: Key Issues' was organized by the IQAC & Research Cell on 12th Sept 2021 through Google meet platform.
<b>13. Whether the AQAR was placed before statutory body?</b>	<b>Yes</b>
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>	
Name	Date of meeting(s)
Governing Body	11/04/2022
<b>14. Whether institutional data submitted to AISHE</b>	
Year	Date of Submission
2021	29/03/2021

## Extended Profile

### 1. Programme

1.1 665

Number of courses offered by the institution across all programs during the year

File Description	Documents
Data Template	<a href="#">View File</a>

### 2. Student

2.1 3859

Number of students during the year

File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>

2.2 1372

Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year

File Description	Documents
Data Template	<a href="#">View File</a>

2.3 905

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	<a href="#">View File</a>

**3.Academic**3.1 128

Number of full time teachers during the year

File Description	Documents
Data Template	<a href="#">View File</a>

3.2 69

Number of sanctioned posts during the year



## Extended Profile

### 1. Programme

1.1	<b>665</b>
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

### 2. Student

2.1	<b>3859</b>
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>

2.2	<b>1372</b>
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

2.3	<b>905</b>
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

### 3. Academic

3.1	<b>128</b>
Number of full time teachers during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

3.2	69
Number of sanctioned posts during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

#### 4. Institution

4.1	59
Total number of Classrooms and Seminar halls	
4.2	41.38495
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	157
Total number of computers on campus for academic purposes	

### Part B

#### CURRICULAR ASPECTS

##### 1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

- At the beginning of the Academic session, under the supervision of the IQAC & the Academic Subcommittee, the Academic calendar is prepared following the academic calendar given by the affiliating University. Each department follows it and prepares a calendar of events.
- The routine committee prepares the Time Table (UG & PG) for the present academic session which is distributed to the respective Heads of the Departments and is displayed on the College website.
- The Principal, Co-ordinator, IQAC and the Academic subcommittee conducted a meeting at the beginning of the session to discuss the strategies for effective implementation of curriculum like fixing schedule for

Internal Assessment, evaluation process, teaching-learning methods, implementation of PO & CO etc.

- Departmental Heads conducted DC meetings for preparation of departmental time table and distribution of syllabus.
- Following the class routine & topics allotted, respective teachers prepared their Annual Teaching Plan and conducted their online/offline classes accordingly.
- Teaching-Learning process was conducted online & offline.
- Remote teaching was supplemented with webinars, Special & Extension lectures, Project, online Quiz, poster/paper presentations, publication of wall/e-magazines.
- Continuous evaluation like online class tests, mock tests, internal assessment etc. were conducted & preserved in the department, emails, Google Form, Google Drive, Google Classroom.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://beldacollege.ac.in/document/sub_page/20220512_155730.pdf">https://beldacollege.ac.in/document/sub_page/20220512_155730.pdf</a>

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

Based on the Academic Calendar prepared, the departmentsschedule theiractivities. Internal Assessment was conducted in the 1st week of March 2021 & University theory examination was conducted in the 4th week of March 2021. Classes for the even semester commenced from 2nd week of April, Internal Assessment was conducted in the 2nd week of July & university examination was conducted in the 2nd week of August 2021. Class Tests through google form or other online mode were conducted by individual departments after the commencement of classes, prior to the University examination. The Class-Tests are undertaken to identify the students for remedial classes, slow learners and advanced learners. In addition, for evaluation of academic and cultural performance & progress,

students' seminars, quizzes, poster presentations, e-magazine publication etc. are also conducted following the academic calendar of events devised by the individual departments. Abiding by the instructions of VU, 1 (one) internal assessment is scheduled for Honours courses and 1 (one) Internal Assessment for General courses. Theory and practical examinations for all courses were held as per the notice of Vidyasagar University. All End-Semester examinations of PG Courses (Bengali, English, Physics, Mathematics, Chemistry and Geography) were scheduled as per instructions of Vidyasagar University.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://beldacollege.ac.in/document/sub_page/20220512_155809.pdf">https://beldacollege.ac.in/document/sub_page/20220512_155809.pdf</a>

**1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University**

A. All of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## 1.2 - Academic Flexibility

**1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented**

**1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented**

29

File Description	Documents
Any additional information	<a href="#">View File</a>
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View File</a>
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

### 1.2.2 - Number of Add on /Certificate programs offered during the year

#### 1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

33

File Description	Documents
Any additional information	<a href="#">View File</a>
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

### 1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

1715

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of the students enrolled in Subjects related to certificate/Add-on programs	No File Uploaded

### 1.3 - Curriculum Enrichment

#### 1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

Belda College adheres to the syllabus prescribed by the affiliating University and it integrates crosscutting issues relevant to professional ethics, gender, human values, environment and sustainability into the curriculum and implements it in co-curricular & extra-curricular activities.

Within the curriculum, various courses specifically focus on gender issues which is supplemented with the introduction of an add-on course on gender sensitization for sensitising the students. Additionally, the college aims to maintain a harmonious and conducive environment within the college campus as well as aims to impart basic values and ethics to its students. Apart from transmitting values through the prescribed curriculum, value-added courses like Value education, life skill development etc. have also been introduced. The college specifically ensures to properly groom students and make them responsible citizens by inculcating universal moral and ethical values. Capacity building courses for imparting values related to professional ethics have also been introduced for the students. Awareness related to the environment forms an integral part in the learning process of the students. Not only has Environment Science been made a compulsory course for all the students, in practice the college observes and celebrates different environment related days and events with fervour and enthusiasm. The NSS volunteers along with other students of the college participate in tree plantation and cleanliness programs.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<a href="#">View File</a>

### 1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

8

File Description	Documents
Any additional information	<a href="#">View File</a>
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	<a href="#">View File</a>
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	<a href="#">View File</a>

### 1.3.3 - Number of students undertaking project work/field work/ internships

207

File Description	Documents
Any additional information	<a href="#">View File</a>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

### 1.4 - Feedback System

<b>1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni</b>	<b>A. All of the above</b>
---	----------------------------

File Description	Documents
URL for stakeholder feedback report	<a href="https://beldacollege.ac.in/naac/page.aspx?page_id=30">https://beldacollege.ac.in/naac/page.aspx?page_id=30</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>



<b>1.4.2 - Feedback process of the Institution may be classified as follows</b>	<b>A. Feedback collected, analyzed and action taken and feedback available on website</b>
File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="https://beldacollege.ac.in/naac/page.aspx?page_id=30">https://beldacollege.ac.in/naac/page.aspx?page_id=30</a>
<b>TEACHING-LEARNING AND EVALUATION</b>	
<b>2.1 - Student Enrollment and Profile</b>	
<b>2.1.1 - Enrolment Number Number of students admitted during the year</b>	
<b>2.1.1.1 - Number of students admitted during the year</b>	
1994	
File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>
<b>2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)</b>	
<b>2.1.2.1 - Number of actual students admitted from the reserved categories during the year</b>	
838	
File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>
<b>2.2 - Catering to Student Diversity</b>	
2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners	
<b>Mechanism to identify the slow learner and advance learner</b>	

- Analysis of the entry level marks (XII Std. Board examinations) of students.
- Students' performances in UG Exam for PG courses.
- Observing and assessing the participation of students in regular classes.
- On the basis of Tutorials, Mock Tests, Class Tests, Open Book Tests, assignments and interaction outside the class, the teachers are able to judge the students and can identify the Slow and Advanced Learners.

Measures for the advancement of advanced learners & slow learners:

#### Programs for Slow Learners

- Supply of simplified reading materials, Story-telling techniques.
- Remedial classes, counselling, Mentoring, use of audio-visual media, open book test.
- Intimation about students' progress & performance through Parent-teacher meetings.
- Intensive coaching, tutorial classes & ICT usages.
- Teachings through Bilingual mode and in regional languages.

#### Programs for Advanced Learners:

- Special guidance to do research and prepare research articles.
- Encouragement to get the University ranks.
- Encouragement to become a team leader in peer tutoring sessions and supply of advanced study materials.
- Assignment of special projects like book and movie review, analysis of current issues relevant to their subjects.

- Add-on courses and e-resources.
- Recognition for their achievements at various forums.
- Guidance to prepare PPTs and encouragement to participate in workshops, webinars and seminars.
- Guidance for Competitive / Entrance exams.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	<a href="#">View File</a>

### 2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
3859	128

File Description	Documents
Any additional information	<a href="#">View File</a>

### 2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Our college is more student-centric through a combination of old conventional and new online methods of teaching. To motivate the students beyond the scope of theoretical knowledge various student-centric learning methods are used.

#### Experiential learning techniques

1. Workshops, student seminars, webinars, YouTube videos, film shows.

2. Field visits, department level educational trips, slide shows, case study based research projects etc. have been adopted by different departments of our college.

### Participative Learning Techniques

1. Group discussions, extempore speech competition and debate, assignments, quizzes, are organized by the departments.
2. Students' seminar
3. Publication in departmental e-magazines and inculcate habit of reading
4. Brainstorming session
5. Role play, skits
6. Poster making
7. News paper reading, book reviews, movie screening

### Problem- Solving Techniques:

1. Assignments
2. Case studies
3. Study of current affairs,
4. Quizzes, presentations, brainstorming sessions
5. Issues on crisis management

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	<a href="#">NIL</a>

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

1. Google classroom is used to manage and post course related

information- learning material, lab submissions and evaluations, assignments, etc.

2. Faculties used PowerPoint presentations in their teaching by using projectors. They are also equipped with digital library, online search engines and websites to prepare effective presentations.
3. Recording of Video/Audio lectures is made available to students for learning and future reference.
4. Teachers use various ICT tools for conducting workshops for faculty members and non-teaching staff on latest methods such as G-suite, Microsoft office, Use of Internet etc.
5. Online and Offline Seminars, Workshops are organized for the students in the Seminar Hall, Department Lab which are equipped with ICT tools like overhead projector, Laptop, Desktop, Wi-Fi etc.
6. WhatsApp groups, Facebook and email are used as platforms to communicate, make announcements, address queries, and share information.
7. Different Open Source Software like Python, Dev C++, NVDA (Text to Speech), JAVA, UBUNTU are used
8. Original EIGAP- ArcGIS Remote Sensing and GIS Software is used in the dept. of Geography.
9. Virtual classrooms are used by the teachers.
10. The college library has 6300 titles e-journals and above 200000 titles e-books accessible through <https://nlist.inflibnet.ac.in/>, NPTEL &NDL and [https://beldacollege.ac.in/page.aspx?page\\_id=1182](https://beldacollege.ac.in/page.aspx?page_id=1182)

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	No File Uploaded

### 2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year )

#### 2.3.3.1 - Number of mentors

128

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
Mentor/mentee ratio	<a href="#">View File</a>

### 2.4 - Teacher Profile and Quality

#### 2.4.1 - Number of full time teachers against sanctioned posts during the year

65

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

#### 2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

##### 2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

44

File Description	Documents
Any additional information	<a href="#">View File</a>
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	<a href="#">View File</a>

### 2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

#### 2.4.3.1 - Total experience of full-time teachers

1149

File Description	Documents
Any additional information	<a href="#">View File</a>
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

## 2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

- Internal examination in Belda College is transparent, flexible & robust.
- The institution follows the VU regulations for the internal evaluation process of the theory & practical subjects. The process is conveyed to the students during the induction programme at the beginning of every academic year & to the parents during P&T meetings.
- Students' performances are assessed through continuous academic (assignments, quiz, group discussions, creative writing, debates, seminars etc.) and non-academic (poster presentations, cultural competition, sports/games etc.) events throughout the year to make them expressive,



articulate & enable them to think critically.

- Continuous assessments in the form of written/mock tests/online MCQ are conducted, after the completion of each topic or the course, to evaluate and measure student's performance.
- Slow learners' performances are also assessed throughout the year through class monitoring and taking of revision/remedial classes.
- The performance of each student is discussed in the class specifying the problems & mentioning scope for improvement.
- In case of grievance, mostly in written form, related to untimely submission of answer scripts & requests regarding reassessment of answer scripts, the matter is placed & resolved in the respective departmental committee meetings/Grievance Redressal Committee.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="#">NIL</a>

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

- Because of nation-wide lockdown, internal examinations were conducted online in a transparent, time-bound & efficient manner.
- Online tests are conducted through google form, devised with an answer key, which enables the students to receive automatic responses and assess their performances.
- All the grievances, issues & difficulties related to internal marks are resolved at the department level by the HoD/Co-ordinator. Any unresolved dispute at the department level is brought to the notice of the GRC. Subject teachers evaluate the answer scripts and return to the students with

proper clarification for the assessment made. Students with the reevaluation request or any dispute in the results can approach the HoD or GRC. Such complaints are resolved within a stipulated time.

- Student's performances in classrooms/tests/seminars/MCQs are shared with them, and the concerned teacher provides suggestions to the students for improvement.
- A few reassessment requests are made by the students because of poor mobile data & disrupted internet connectivity due to locational disadvantages; students sometimes faced problems while uploading answer scripts in the given portal. Such matters are resolved through the active intervention of the HoD or taken up in DC meetings for appropriate resolution.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="#">NIL</a>

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

For all programmes and courses offered by Belda College with the approval of VU, Course outcomes (CO) and program outcomes (PO) as stated (both for the old course and as per the new CBCS syllabus) are displayed on the website. COs are framed in the departmental meetings as per the approved syllabus of the university. The students are also made aware and communicated about the COs and POs of the course they are admitted into, at the beginning of each semester during the induction meeting. They are intimated about the different possibilities of COs, POs & PSOs through class interaction, parent-teacher meetings and student-teacher dialogue wherein all stakeholders express their difficulties and opportunities relating to studying a particular course. The CO & PO of each department is available in the college website.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	<a href="https://beldacollege.ac.in/page.aspx?page_id=1161">https://beldacollege.ac.in/page.aspx?page_id=1161</a>
Upload COs for all Programmes (exemplars from Glossary)	<a href="#">View File</a>

#### 2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

- CO, PO & PSOs are described and then mapped with each other. The justification matrix of CO with POs & PSOs are noted and delivered to the students.
- CO, PO & PSO attainment is done through direct and indirect methods. In Direct method, the marks scored by students' for each paper during internal assessment and external examination are recorded. The average of ratings scored by the students for each course is calculated to assess the attainment of COs.
- In the Indirect method, exit form survey is conducted for all students at the end semester through questionnaires. The rating and relation of PO & PSOs with the questionnaire is depicted in quantitative form. The components of the collected data are interrelated and influence the attainment level. The final attainment is obtained after target level is reached from both the methods.
- An important parameter to measure attainment is through progression of students towards higher education and placement of students in Govt/Corporate jobs through qualifying NET/SET/GATE/SSC etc.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="#">NIL</a>

<b>2.6.3 - Pass percentage of Students during the year</b>	
<b>2.6.3.1 - Total number of final year students who passed the university examination during the year</b>	
905	
File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	<a href="https://beldacollege.ac.in/document/sub_page/20220514_150539.pdf">https://beldacollege.ac.in/document/sub_page/20220514_150539.pdf</a>
<b>2.7 - Student Satisfaction Survey</b>	
<b>2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)</b>	
<a href="https://beldacollege.ac.in/document/sub_page/20220513_102821.pdf">https://beldacollege.ac.in/document/sub_page/20220513_102821.pdf</a>	
<b>RESEARCH, INNOVATIONS AND EXTENSION</b>	
<b>3.1 - Resource Mobilization for Research</b>	
<b>3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)</b>	
<b>3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)</b>	
0	
File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	<a href="#">View File</a>

<b>3.1.2 - Number of teachers recognized as research guides (latest completed academic year)</b>	
<b>3.1.2.1 - Number of teachers recognized as research guides</b>	
2	
File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>
<b>3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year</b>	
<b>3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year</b>	
0	
File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	<a href="#">NIL</a>
<b>3.2 - Innovation Ecosystem</b>	
<b>3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge</b>	
<p>With an aim to create an ecosystem for innovations, creation and transfer of knowledge in the College, College authority has established dedicated centres for Interdisciplinary Research in both Arts and Science disciplines. For this purpose the College submitted proposals separately by the Arts Departments and Science Departments to the concerned authority of the Vidyasagar University for getting affiliation. The research center seeks to conduct and promote research works of multidisciplinary research involving Faculty members and research scholars from the departments of Nutrition, Physiology, Zoology, Chemistry, Physics, Mathematics, Computer Science, Geography, English, Bengali, Philosophy, History, Economics, Sociology, Education. Some</p>	

equipment like spectro-photometer, Auto-clave, ph-meter, incubator etc. have already been procured by the College and currently is being utilized by the concerned teachers of the departments. Few Ph.D. research works mainly in the disciplines like nutrition, physiology are being carried out with the help of these instruments. The Research Centre in collaboration with the IQAC has organized a few Webinars on interdisciplinary topics. Through these activities the research Centre focuses on sharing of new findings, ideas/thought, explanation etc. In future the College also has a plan to take up Start-up projects and set up Incubation Centre.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="#">NIL</a>

### **3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year**

#### **3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year**

2

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### **3.3 - Research Publications and Awards**

#### **3.3.1 - Number of Ph.Ds registered per eligible teacher during the year**

##### **3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year**

4

File Description	Documents
URL to the research page on HEI website	<a href="http://beldacollege.ac.in/page.aspx?page_id=1203">http://beldacollege.ac.in/page.aspx?page_id=1203</a>
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

#### 3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

41

File Description	Documents
Any additional information	<a href="#">View File</a>
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

### 3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

#### 3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

30

File Description	Documents
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

**The college consistently promotes participation of students and faculty members in socio-friendly extension activities through**



various departments, cells/units and MoU partners sensitizing students to social issues, for their holistic development.

All the departments of Belda College regularly participated in different extension activities and community services at Belda and adjoining villages. National Service Scheme (NSS) Unit, the National Cadet Corps (NCC), the Eco Club, the Red Ribbon Club, Health Unit and ICC & Women's Cell of Belda College regularly organized various social outreach programmes to practice social responsibility.

In the year 2020-21 some awareness programme were conducted in online mode while a few extension activities were conducted offline in the neighborhood communities. Such programmes include:

- COVID-19 awareness drive
- Environmental awareness drive
- Blood Donation Camp
- Cleanliness Drive Programme under Swachhta Action Plan/ SAP 2021
- World environment day
- International Yoga day
- Arannya saptah and plantation programme
- Adult Literacy drive
- Health awareness programmes on Dengue, Malaria and vector-borne diseases
- "Safe Drive Save Life"
- Relief work during COVID 19 pandemic period
- Relief work at COVID 19 quarantine centres
- Relief work among Cyclone and flood-affected areas of Digha, Sankarpur and adjoining areas
- AIDS awareness programme & rally

- Awareness programme on witch-hunting and untouchability at the tribal belt of Belda
- Awareness programme against child marriage
- Awareness programme on "Beti Bachao Beti Padhao"

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	<a href="#">View File</a>

### 3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

#### 3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

6

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of awards for extension activities in last 5 year (Data Template)	<a href="#">View File</a>
e-copy of the award letters	No File Uploaded

### 3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year

#### 3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

110

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	<a href="#">View File</a>

### 3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

#### 3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

3125

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### 3.5 - Collaboration

#### 3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

##### 3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

23

File Description	Documents
e-copies of related Document	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	<a href="#">View File</a>

### 3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

#### 3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

19

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<a href="#">View File</a>

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

Spread over 11 acres of land, the campus facilitates excellent infrastructure for teaching-learning process, career progression and higher education. The Administrative building accommodates the chamber of the Principal (01), Administrative office (02), Examination section (01), Seminar/Theatre Hall (01), Classrooms (4), Gymnasium (01), Dept of Geography (01), Dept of B. Voc courses (01) etc.

Other buildings of the college accommodate Classrooms (36), Girls' waiting room (01), Students' Council room (01), Washrooms, NSS Room (01), NCC Room (01), Placement Cell (01), Career Counselling Cell & Psychological Counseling Room (01), Laboratories (18), Staff rooms (21), Reading room (01), Central library (01), Canteen (01). The campus also houses Boys' hostel (01). All the departments are equipped with adequate number of ICT-enabled class rooms, laboratories and sufficient space for hosting all academic activities. The College has 2 Seminar Halls for organizing special lecturers and meetings with a seating capacity of 200. Some of the classrooms have smart-boards instead of screens. The library facilitates the easy accessibility of library books from college and outside via N-List. Research Centre for Inter-Disciplinary

Studies functions as a research centre for all the Science Departments. The college offers facilities like Media Centre, Ramp, lift and differently abled user friendly toilet, Screen reading software etc.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="#">NIL</a>

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

**Sports/Games:** Various sports facilities are provided to the students within the campus focusing sports as an extracurricular activity. The college is committed to create a balanced atmosphere of academic, cultural and sports activities for the overall personality development of the students.

**Outdoor Games:** The College has a common playing ground measuring 137.16m×59.4 mt in which could be used for 200mt Track & field facilities, football ground measuring 90m×50m, 18m×9m Volleyball court, 13m×8m Kabaddi court & Kho-kho ground 27m×16m as per college requirements. College has 14m×6m badminton court & 28m×15m Basketball court.

**Indoor Games:** A fully furnished Indoor Games hall having facilities with Table Tennis, Chess, Carromboard etc.

**Gymnasium:** A fully furnished Gymnasium hall is available in the college with motorized treadmill, Electric spin bike, Multi Gym station etc.

**Yoga Center:** The college houses a Yoga center to revive the Indian ancient tradition and culture to provide a healthy practice along with academics. The college also offers Certificate Course in Yoga.

**Cultural Activities:** The College also encourages students to participate in various cultural & literary activities like E/Wall Magazine Publications, Annual Function, Freshers' Welcome ceremony, Teachers' Day celebration, Rabindra Jayanti, Basanta Utsav, Annual Cultural competition etc. in which students exhibit their talents.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="#">NIL</a>

#### 4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

15

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://beldacollege.ac.in/document/sub_page/20220410_173356.pdf">https://beldacollege.ac.in/document/sub_page/20220410_173356.pdf</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

#### 4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

##### 4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

7.09133

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

#### 4.2 - Library as a Learning Resource

##### 4.2.1 - Library is automated using Integrated Library Management System (ILMS)

Belda College Central library started its journey in 1963 along

with the foundation of this college. This library started its journey with only 44 books in its stock. This library has been dedicated to the service of the members (students, faculties and non teaching staff) of this college since 1963. Enriching day by day at present this library contains about 29,000 + printed books, subscribed 6000+ e journals and 1,00,000 + ebooks through the membership in N-List INFLIBNET. In 2003 this library started the retro conversion work to make this library fully automated. In 2014 the retro conversion work for the printed documents got completed and from the year 2015 all the housekeeping works of the library (accessioning, cataloguing, circulation, searching) are started in an automated environment by using bar-coding technology. Now this library is using SOUL 2.0 integrated library management software for all household works.

- Name of ILMS software : SOUL
- Nature of automation (fully or partially) : Fully automated
- Version : 2.0
- Year of Automation : 2015

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	<a href="https://beldacollege.ac.in/page.aspx?page_id=1170">https://beldacollege.ac.in/page.aspx?page_id=1170</a>

**4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources**

A. Any 4 or more of the above

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

**4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)**

**4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)**



0.4232

File Description	Documents
Any additional information	<a href="#">View File</a>
Audited statements of accounts	<a href="#">View File</a>
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

#### 4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data for online access) (Data for the latest completed academic year)

##### 4.2.4.1 - Number of teachers and students using library per day over last one year

59

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	<a href="#">View File</a>

#### 4.3 - IT Infrastructure

##### 4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The institution has a well-established IT infrastructure and updates the hardware, system and application softwares, and Wi-Fi connectivity periodically.

Presently, the institution has 157 computers including laptops and desktops, of which 107 computers are utilized in various classrooms, laboratories, library, seminar hall, virtual classroom for productive and smooth conduct of the teaching-learning process. Additionally, Projectors, amplifiers, speakers, mikes are also installed.

CCTV cameras have been installed at all the prominent places throughout the campus for 24x7 surveillance.

The college has a dynamic website to provide all the necessary information regarding college activities.

The printers, scanners etc. are installed in the departments, office for smooth functioning of daily activities.

LAN connections, both Ethernet and Wi-Fi with broadband internet facility are available in the departments and office building. College upgraded its Internet facility with Leased line connection of 50 mbps bandwidth in this session.

To ensure an effective online teaching-learning process, the College has registered with the Google workspace for Education in this session.

Biometric Attendance System has been effectively implemented in the institution for the members of staff of the college.

An online ERP named "Academic ERP" is being used by the college for smooth functioning of different academic and administrative activities.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="#">NIL</a>

#### 4.3.2 - Number of Computers

157

File Description	Documents
Upload any additional information	<a href="#">View File</a>
List of Computers	<a href="#">View File</a>

#### 4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	<a href="#">View File</a>
Details of available bandwidth of internet connection in the Institution	No File Uploaded

#### 4.4 - Maintenance of Campus Infrastructure

##### 4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic

**support facilities) excluding salary component during the year (INR in Lakhs)****4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)**

20.35984

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The college has established systems and procedures for meticulous maintenance and upkeep of various facilities. A dedicated team of electrician, plumber, sweepers, carpenters and gardeners provide round the clock service to Departments, Hostels, Classrooms, Canteen, Laboratories and Library. There are effective solid, liquid and waste management systems in practice. Fire Extinguishers are frequently checked. Computers and peripherals are checked, cleaned, calibrated and maintained by the technical assistants hired from outside. Renovation, major maintenance and repairs of building are outsourced. The Laboratory Assistants take care of the Laboratories and equipment of the Science Departments. Each Department has a Stock Register containing the equipment provided to them and this register is carefully maintained. While purchasing 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, and CCTV Cameras. Water Purifiers, Software etc. Every year pest control is conducted in the Library keep the books, journals and records safe. The campus of the College is well protected by surveillance Cameras. The canteen committee inspects the canteen's ambience, quality of the food and the maintenance of hostels is carried out by the gardeners and cleaners.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="#">NIL</a>
<b>STUDENT SUPPORT AND PROGRESSION</b>	
<b>5.1 - Student Support</b>	
<b>5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year</b>	
<b>5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year</b>	
<b>979</b>	
File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>
<b>5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year</b>	
<b>5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year</b>	
<b>3859</b>	
File Description	Documents
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>

<b>5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills</b>	<b>A. All of the above</b>								
<table border="1"> <thead> <tr> <th data-bbox="86 441 529 506">File Description</th> <th data-bbox="529 441 1436 506">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="86 506 529 656">Link to Institutional website</td> <td data-bbox="529 506 1436 656"><a href="https://beldacollege.ac.in/document/sub_page/20220513_154604.pdf">https://beldacollege.ac.in/document/sub_page/20220513_154604.pdf</a></td> </tr> <tr> <td data-bbox="86 656 529 721">Any additional information</td> <td data-bbox="529 656 1436 721"><a href="#">View File</a></td> </tr> <tr> <td data-bbox="86 721 529 869">Details of capability building and skills enhancement initiatives (Data Template)</td> <td data-bbox="529 721 1436 869"><a href="#">View File</a></td> </tr> </tbody> </table>	File Description	Documents	Link to Institutional website	<a href="https://beldacollege.ac.in/document/sub_page/20220513_154604.pdf">https://beldacollege.ac.in/document/sub_page/20220513_154604.pdf</a>	Any additional information	<a href="#">View File</a>	Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>	
File Description	Documents								
Link to Institutional website	<a href="https://beldacollege.ac.in/document/sub_page/20220513_154604.pdf">https://beldacollege.ac.in/document/sub_page/20220513_154604.pdf</a>								
Any additional information	<a href="#">View File</a>								
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>								
<b>5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>									
<b>680</b>									
<b>5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>									
<b>680</b>									
<table border="1"> <thead> <tr> <th data-bbox="86 1249 529 1314">File Description</th> <th data-bbox="529 1249 1436 1314">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="86 1314 529 1379">Any additional information</td> <td data-bbox="529 1314 1436 1379"><a href="#">View File</a></td> </tr> <tr> <td data-bbox="86 1379 529 1599">Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)</td> <td data-bbox="529 1379 1436 1599"><a href="#">View File</a></td> </tr> </tbody> </table>	File Description	Documents	Any additional information	<a href="#">View File</a>	Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>			
File Description	Documents								
Any additional information	<a href="#">View File</a>								
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>								
<b>5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees</b>	<b>A. All of the above</b>								

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View File</a>
<b>5.2 - Student Progression</b>	
<b>5.2.1 - Number of placement of outgoing students during the year</b>	
<b>5.2.1.1 - Number of outgoing students placed during the year</b>	
<b>17</b>	
File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student placement during the year (Data Template)	<a href="#">View File</a>
<b>5.2.2 - Number of students progressing to higher education during the year</b>	
<b>5.2.2.1 - Number of outgoing student progression to higher education</b>	
<b>258</b>	
File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	<b>No File Uploaded</b>
Details of student progression to higher education	<a href="#">View File</a>
<b>5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)</b>	

**5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year**

16

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	<a href="#">View File</a>

**5.3 - Student Participation and Activities**

**5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year**

**5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

2

File Description	Documents
e-copies of award letters and certificates	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	<a href="#">View File</a>

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms )

Students are the vital part of the College. Their participation in College administration and activities is required for transparent governance , promotion of Academic culture and maintenance of



students' interest. Generally, students' representatives are selected through students' election but presently students' election has been banned by the Government of West Bengal for curbing the unwanted political interference in the education system. However, Belda college authority has included students' representatives in various administrative, cultural and academic committees of the college. Such bodies include IQAC, Anti-Raging Committee, Sports Committee, ICC, Grievance Redressal Cell, NSS/NCC Advisory Committee, Hostel Committee etc. In 2020-2021, apart from participation in extension activities, students of various departments performed different activities as follows:

1. 'Basanta Utsab' and 'Rakhi Bandhan Utsab' in collaboration with the Alumni Association.
2. Organization of Blood Donation Camp in collaboration with the Alumni Association of the college.
3. Assistance to the college authority to keep the college campus green.
4. Conduct of the Annual Sports Meet.
5. Organization of the cultural competitions in the college.
6. Organization of the Annual Fresher's Welcome ceremony & Annual Function.
7. Celebration/Observance of different commemorative days and events.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	<a href="#">View File</a>

### 5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

#### 5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

484

File Description	Documents
Report of the event	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	<a href="#">View File</a>

#### 5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Belda College has a functional Alumni Association registered in the year 2020 under The Registration of Societies Act, XXVI, 1961 with the Registration number S0011428 of 2019-2020. Former students of Belda college (Alumni) are now well established in their respective fields i.e. Politics, Education, Judiciary, Literature, Sports, Agriculture, Business and Industry, Social Work and Public Speaking. Alumni play a vital role in the development of Belda College and promotion of academic culture in the college.

In the academic year 2020-2021, Belda College Alumni Association was involved in various developmental and constructive activities. Few of them are mentioned bellow:

1. Book Donation
2. Placement & Career Guidance Assistance
3. Alumni Lecture (Department of Geography)
4. Alumni Meet
8. Annual Sports Meet
9. Annual Cultural Meet
10. Flood Relief Camp

**11. COVID-19 Vaccination Camp****12. Annual Function & Freshers' Welcome Ceremony**

During the year 2020-2021, ten (10) Alumni provided financial support to the college by contributing Rs.1,55,000 (One lakh fifty five thousand) only.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	<a href="#">View File</a>

**5.4.2 - Alumni contribution during the year (INR in Lakhs)**

D. 1 Lakhs - 3Lakhs

File Description	Documents
Upload any additional information	<a href="#">View File</a>

**GOVERNANCE, LEADERSHIP AND MANAGEMENT****6.1 - Institutional Vision and Leadership**

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The vision of Belda College is "to transform the institution into a centre of excellence in the arena of higher education and contribute to the inclusive development of the country by generating quality human resources." The college works relentlessly with the mission as: "to provide quality education to the students and work for the holistic development of the students". The objective of governance and leadership implemented in the institution is typically to meet its Missions & Vision. The Governing Body takes decisions on finance, education and infrastructure aspects. The strategic plan, recruitment, and other academic and administrative proposals are scrutinized by the Governing Body. The Finance Committee considers the proposals of expenditure and recommends the Governing Body for approval. The IQAC's responsibility is ensuring quality in all academic activities of the college. The Principal acts as a catalyst in giving form to the ideas deliberated by statutory and non-statutory bodies. The Principal regularly monitors the academic and the administrative functioning of the institution to ascertain

the quality. Academic Council approves the new courses to be introduced, admission and Examination process, implementation of CBCS, reforms in teaching-learning-evaluation, and academic regulations. College promotes participative management in decision making by constituting committees with both teacher and student members.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	No File Uploaded

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

Belda College emphasises on decentralisation and participative management within its administrative and academic practices by involving all the members of staff and students through assigning responsibilities at various levels. One such activity in the academic year 2020-21 which needs specific mention is the organisation of Annual Sports and Cultural Programme. Principal being the chairperson of all the committees, called a meeting of the sports and cultural committee to discuss organising the programmes. The sports and cultural committee consisted of Teachers, Non-Teaching staff, students representative and alumni representative with one Teacher assigned as convenor for each committee. After unanimously agreeing on the dates of conducting the annual sports and cultural programme and other necessary logistics, the convenors sat with their respective committees to further assign responsibilities to the committee members, members of staff and students. Like for instance, members were assigned the duties for preparing the flex and banners, invitation cards, decoration, food packets, preparing programme schedule for both the events and then further involve all other members of staff of the college and the students by allotting them duties and responsibilities like record keeping, preparing reports of the event, acting as judges, taking photographs, receiving the invited guests etc. On the day of the events, the members and students assigned duties were present on time and fulfilled their responsibilities diligently. The reports for each programme were prepared by the assigned members which were later submitted to the IQAC.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	No File Uploaded

## 6.2 - Strategy Development and Deployment

### 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institutional perspective plan aligns with the vision and mission of the institution which are the constant driving factors for improving academic quality policies and strategies.

It is effectively deployed to focus on bringing quality improvements in the areas of:

1. Curricular Planning and Implementation
2. Enhancing Academic Flexibility and Capacity Building
3. Teaching- Learning Processes
4. Research, Collaboration and Extension Activities
5. Academic infrastructural facilities
6. Student Support Activities and Student Progression
7. Internal Quality Assurance System
8. Governance, Leadership and Management

At the beginning of the academic year, the college authority chalks out the strategic plan of events and activities which will support the growth and development in these key areas and at the end of the year, a review is taken about implementation and the outcomes of the perspective plans. One such broad area in which the Institutional Perspective and Strategic Plan has been successfully implemented is that of Introduction of new courses and programs. This has been achieved through the deployment of Action Plan for the following initiatives:

1. Introduction of innovative Add-on/Certificate/Value-

added/Capacity-building Courses by the Departments

2. MoUs signed with Industrial sectors for training and curriculum implementation.
3. Introduction of new UG programs in Vocational Studies (B.Voc) in Medical Lab Technology.
4. New certificate courses are introduced keeping in mind their relevance and market needs.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The institution has a well-defined organizational structure and governance. The organogram depicts the hierarchical structure of the administrative system and the place and rank of various committees. The Governing Body is responsible for ensuring effective management in the campus. The Principal monitors the regular academic and other activities of the college assisted by the IQAC and Heads of the Departments.

Among the Statutory Bodies, Governing Body is the authority of planning and monitoring. All the proposals, plans and budgets presented by Academic Subcommittee, PG BOS, Finance Committee etc. and other non-statutory bodies are approved by the Governing Body. Academic Subcommittee is the sole authority on academic matters. Finance Committee analyzes and approves the budgets submitted by the departments.

#### Non Statutory Bodies

Non-statutory bodies take care of the overall planning and execution of the academic, non-academic, co-curricular and extra-curricular activities. Some of the non-statutory bodies are



Examination Committee, Tender Committee, Purchase subcommittee, Building Sub-committee, IQAC, Grievance Redressal Cell, Admission Committee, Cultural & Sports Committee, Students Welfare Committee, Internal Complaints Committee, Code of Conduct Monitoring Committee, Library Sub-Committee, Anti-Ragging Committee, Career Counseling Cell, Psychological Counseling cell, NSS Committee, Research Committee, and Canteen & Hostel Committee.

Standard Operating Procedures (SOP's) are created for various academic and administrative processes. The recruitment procedure, promotional policies and service rules are as per the rules of the Department of Higher Education, Govt. of West Bengal and the guidelines of UGC for appointments in State Aided colleges of West Bengal.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Link to Organogram of the institution webpage	<a href="#">NA</a>
Upload any additional information	No File Uploaded

### 6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	<a href="#">View File</a>
Screen shots of user inter faces	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	<a href="#">View File</a>

### 6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

**Welfare measures for teaching staff:**



- GPF scheme
- Easy loan facility from Belda College Employees Cooperative Credit Society.
- Quick PF loan facility
- First Aid/Health check up
- Canteen Facility
- Gym & sports Facility
- Lift Facility (specially for Divyangjan)
- Guest Room Facility for short time stay
- Casual leave/Compensatory leave, Maternity leave, Earned leave, Medical leave etc.
- Teachers Day Celebration
- Free annual excursion
- Financial support for attending Seminar, Conference and towards membership in professional bodies
- Award for research publications
- Incentive for pursuing PhD work
- Help for inclusion in the West Bengal Health scheme
- Faculty Development Programme
- Annual Gift to Co-operative members
- Annual picnic
- ICT facilities
- Research facilities in upgraded research centre
- Farewell ceremony for teaching staff

**Welfare measures for non-teaching staff:**

- GPF scheme,
- Easy loan facility from Belda College Employees Cooperative Credit Society,
- Monetary help for children's education and medical treatment,
- Puja bonus, Puja advance
- Quick PF loan facility,
- First aid/ health checkup,
- Canteen Facility,
- Gym Facility,
- Lift Facility (specially for Divyangjan),
- Guest Room Facility for short time stay,
- Maternity leave, Casual leave/Compensatory leave, Maternity leave, Earned leave, Medical leave etc.
- Free annual excursion etc.
- Support Staff Development Programme
- Annual Gift to Co-operative members
- Annual picnic
- Farewell ceremony for non-teaching staff

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	<a href="#">View File</a>

### **6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year**

#### **6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year**

**11**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

### **6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year**

#### **6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year**

**2**

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

### 6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

#### 6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

51

File Description	Documents
IQAC report summary	<a href="#">View File</a>
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

### 6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

For the maintenance of standards in Higher Education under the schedule of UGC Regulations, 2010, the college conducts Annual Self-Assessment for the Performance Based Appraisal System (PBAS) for both teaching and non-teaching staff. The IQAC of the College

prepares an Annual Self-Assessment proforma according to its requirements for PBAS. Then the IQAC makes verification and assessment of the duly filled proforma along with all the enclosures as submitted by all the employees of the College. The report of the assessment of the individual staff is shared with the Principal who informed the concerned staff of his/her performance and provides necessary suggestions for improvement. During promotion of the teaching and non-teaching staff, such performance reports are taken into consideration.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	<a href="#">View File</a>

#### 6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

Belda College has a very strong mechanism for conducting regular internal and external financial audits. The Internal audit is conducted once in a year and the detailed report is submitted to the Principal of the College. APB & Co., Chartered Accountant Company verifies all the bills, payments, receipts, journals, vouchers of the transactions, cash books, ledger account reviews that are carried out in the past one year. Based on the audit, the report is prepared and submitted to the management.

For External Audit, the auditor is appointed by the Dept of higher education, Govt. of West Bengal. The financial records are audited by a Chartered Accountant at the end of each fiscal year and the audited statements of income and expenditure, balance sheets are certified. The auditor verifies if the items of revenue, expenditure and items of assets and liabilities get reflected in income and expenditure account and balance sheet as per the requirements. The audit report is submitted to the Dept. of Higher Education.

As of now there are no major findings/objections. Minor errors or omissions and commissions pointed out by the audit team are immediately rectified / corrected and precautionary steps are taken to avoid references of such errors in future.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	No File Uploaded

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

##### 6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0.6

File Description	Documents
Annual statements of accounts	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	<a href="#">View File</a>

#### 6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The Governing Body of the College, the Principal, the Finance Committee, and the Purchase Committee work in tandem to optimally use the resources of the college

##### Key Resources:

- 1. Government Funds:** The institution is vigilant in mobilizing funds from various Government schemes, and has received Funds from the State Government, Central Government funds such as the RUSA Fund and funds for Bachelor in Vocational Studies. The institution, through its faculty, continues to receive minor/major research grants from the UGC.
- 2. Non-Government Funds:** The institutional leadership takes initiatives to mobilize various resources from Industries, generous alumni, parents, sponsors, well-wishers and philanthropists.
- 3. Miscellaneous Sales Proceeds**

4. Interest on Investment funds

5. Students' fee collection.

#### Optimal Utilization of Resources:

Belda College has a well-defined mechanism to monitor effective and efficient utilization of available financial resources for the development of the academic processes and infrastructure.

Utilization of resources is primarily for:

1. Staff Salary
2. Development of Physical Infrastructure
3. Introduction of innovative teaching learning practices
4. Conduct of Seminars/workshops by Departments
5. Sports and cultural activities
6. Student and staff support measures
7. Software, Electricity & Internet charges
8. Library resources
9. ICT infrastructure
10. Repair & maintenance work

The funds mobilized are utilized according to the provisions of management and other funding agencies.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	No File Uploaded

#### 6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

With the initiative of IQAC, the following two quality assurance initiatives have been taken:

1. IQAC has brought about transparency in the field of Online education by institutionalizing the use of LMS (Learning Management System). For smooth, comfortable and easy learning in audio-video mode during the pandemic situation, IQAC organized a webinar entitled Use of Google Workspace in Online Teaching on 3rd September, 2021. In addition, institutional Gmail ID was provided to each department & to all faculties. Teachers became more equipped with the digital learning methods through i) sharing reading Materials along with conducting Quiz/Homework/MCQs through Google classroom with transparent grading pattern. ii) Extensive use of Google Docs, Slides, Sheets & Forms, and iii) Online classes & communication with students/teachers/guardians through GMeet.
2. IQAC has taken robust initiatives to ensure safety, security during Covid-19 pandemic period by adopting several environmental friendly practices. Several awareness campaigns and maintenance of Covid-19 protocols and distribution of Covid-19 essentials to the neighborhood community were undertaken under the initiative of IQAC. Some of the major eco-friendly initiatives adopted by IQAC include: Preparation of Go-green calendar, Restricted entry of Automobiles in campus, Plantation & Cleanliness drives/swachhata, installation of energy efficient computer 'ENERGY STAR', Carbon emission measures by observing NO VEHICLE DAY, E-waste management by Hulladek etc. An add-on Course on Groundwater Sustainability was introduced by the Dept of Geography.



File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	No File Uploaded

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

**IQAC being the central body within the College monitors and reviews the teaching-learning process regularly. Departments are asked to submit daily records of academic activities at regular intervals. The IQAC has designed a structured feedback form on teacher's performance, curriculum and infrastructure. To review its teaching learning process, structures and methodologies of operations and learning outcomes, the IQAC also organizes different kinds of audits like academic audit, administrative audit, financial audit, green and environmental audit etc. On the basis of feedback collected and audit reports, various innovative activities and reforms were introduced. On the basis of such reports, IQAC took initiatives for introducing enhanced ICT facilities and many add on or certificate courses.**

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	No File Uploaded

**6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

**A. All of the above**

File Description	Documents
Paste web link of Annual reports of Institution	<a href="#">NIL</a>
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 - Institutional Values and Social Responsibilities

#### 7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

The institution acknowledges 'Gender Equality' as one of the Sustainable Development Goals & strives to achieve it through certain practices:

1. Ensuring safe & secure campus with the aid of close circuit cameras installed throughout the institution to keep a vigil on all the activities within the college premises. Additionally, no students are allowed inside the campus without showing their Identity Cards issued by the college.
2. Different committees such as Internal Complaints Committee (ICC), Anti - Ragging Cell, Grievance Redressal Cell and Code of Conduct Monitoring Committee have been formed & are functional to address grievances effectively & ensure the maintenance of decent & conducive atmosphere within the campus.
3. The college has a functional Psychological Counselling Cell which aims to provide emotional, psychological support & guidance to the students in need.
4. The Women's Cell in association with the ICC organizes Special lectures, awareness programmes & observes International Women's Day on 8th of March every year to sensitize the students.
5. Self-defence programme titled 'Swayam Siddha' has been introduced for imparting self-defence skills to female

students.

6. Introduced Add-on course titled 'Gender-sensitization' for students of the college.
7. The college has Ladies common room dedicated for female students which is equipped with a sanitary Napkin Vending machine.
8. The college provides sports facilities for all its female students within its campus.

File Description	Documents
Annual gender sensitization action plan	<a href="https://beldacollege.ac.in/document/sub_page/20220513_103154.pdf">https://beldacollege.ac.in/document/sub_page/20220513_103154.pdf</a>
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="https://beldacollege.ac.in/document/sub_page/20220513_103253.pdf">https://beldacollege.ac.in/document/sub_page/20220513_103253.pdf</a>

**7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment**

**A. 4 or All of the above**

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	<b>No File Uploaded</b>

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

**Belda College has a well-developed mechanism for waste management & strives towards conservation of the environment through sustainable mechanisms. The college strictly adheres to the 3 R's**

- Reduce. Reuse & Recycle when it comes to waste management. The college has provision for segregating the wastes through separate bins kept throughout the campus for collecting bio-degradable & non-bio degradable wastes. The various ways through which the institution disposes the various types of waste generated with an eco-friendly approach are:

**Solid Waste Management:** Firstly, solid wastes are segregated through the mechanism of keeping separate dustbins through the college campus for collecting the biodegradable & non-bio-degradable wastes. Kitchen wastes (generated from college canteen & hostel) and garden wastes are recycled to form nutrient rich quality organic manure for agricultural/gardening purposes. Paper wastes are disposed through registered & qualified vendors for recycling.

**Liquid Waste Management-** The waste water is carried out through the pipeline, disposing all the wastes, in a scientific manner to ensure that it is not released directly to the environment.

**Biomedical Waste Management-** There is no biomedical waste management system in the college.

**E-waste Management-** The e-wastes generated by the college is accumulated & sold to a registered & qualified e-waste recycling company - Hulladek

**Waste recycling system-** There is a rain water harvesting system in the college.. However, there is no system of Waste recycling in the college.

**The medical Waste Management-** No medical waste is generated

**Hazardous chemicals and radioactive waste management-**Not generated.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	<a href="#">View File</a>
Geo tagged photographs of the facilities	No File Uploaded

**7.1.4 - Water conservation facilities available**

**B. Any 3 of the above**

**in the Institution: Rain water harvesting  
Bore well /Open well recharge Construction  
of tanks and bunds Waste water recycling  
Maintenance of water bodies and distribution  
system in the campus**

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Any other relevant information	<a href="#">View File</a>

### 7.1.5 - Green campus initiatives include

**7.1.5.1 - The institutional initiatives for greening the campus are as follows:**

- 1. Restricted entry of automobiles**
- 2. Use of bicycles/ Battery-powered vehicles**
- 3. Pedestrian-friendly pathways**
- 4. Ban on use of plastic**
- 5. Landscaping**

**A. Any 4 or All of the above**

File Description	Documents
Geo tagged photos / videos of the facilities	No File Uploaded
Various policy documents / decisions circulated for implementation	No File Uploaded
Any other relevant documents	<a href="#">View File</a>

### 7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

**7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities**

**A. Any 4 or all of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View File</a>
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	<a href="#">View File</a>

<p><b>7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment</b></p> <p><b>5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading</b></p>	A. Any 4 or all of the above
--	------------------------------

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	<a href="#">View File</a>
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	<a href="#">View File</a>

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

**Cultural and Regional:**

- 'Basanta Utsav & Baikalik Adda' on 28th March, 2021.
- "Baha Festival" was celebrated by the Department of Santali.
- "Rabindra Jayanti" Celebration and Celebration of "National

Youth Day".

- Saraswati Puja was celebrated on the auspicious occasion of Basant Panchami.
- "Women's Day" and Self-defense programme were organized on 8th March, 2021.
- Celebration of International Yoga Day.

#### Linguistic:

- The curriculum permits the students to choose languages like, Santali, Hindi, Sanskrit, Bengali, English etc.
- Santali Bhasa Vijoy Dibos was celebrated on 22/12/2021.
- Observance of International Mother Language Day on 21st February, 2021.

#### Communal & Socio-economic:

- Topics related to human rights, peace, tolerance, harmony, promotion of social values, awareness of environmental protection etc. are added into the curriculum.
- An environment is created in the classrooms and cultural programmes in which the students learn to appreciate the diversity and get sensitized to tolerance and pluralism.
- Extra-curricular activities develop students' attitude for promotion of tolerance and harmony.
- Relief work for the Covid affected patients and relief work after "YAAS Cyclone "
- Various departments organized extension activities such as: 'Beti Bachao Beti Padhao', Adult Literacy Drive, etc.

#### Gender & Differently abled:

- Equal access and rights for women and men.
- Facilities for the differently abled.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	No File Uploaded



7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The following activities mark as well as reflect the sensitization of students and employees of the Institution to the constitutional obligations:

1. Republic Day was observed on 26th January, 2021.
2. With the initiative of the Government of India, the stakeholders of Belda College observed and commemorated 75 years of independence under Azadi ka Amrit Mahotsav on 15th August, 2021.
3. Netaji Jayanti (Parakram Divas) was observed on 23rd January, 2021.
4. Constitution Day was celebrated on 26th November, 2021 every year by the NSS units & the students of Belda College.
5. Voter Awareness drive was conducted.
6. Participation of college students in the National Youth Parliament.
7. Social activities, AIDS awareness camps, Tobacco prevention camps, Swachh Bharat cleanliness drive were organized by various departments along with NSS units.
8. One-Day Webinar on Universal Human Values & Professional Ethics for Teaching Personalities was organized on 12th September, 2021.
9. Value-Added Course on Value Education offered by the Departments of Philosophy & Education from 17/11/2021.
10. Awareness programmes and campaigns for students, teachers and non-teaching staff on rights, duties and responsibilities through ICC, Anti-Ragging Cell, Code of Conduct Monitoring Committee etc.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="https://beldacollege.ac.in/document/sub_page/20220513_164937.pdf">https://beldacollege.ac.in/document/sub_page/20220513_164937.pdf</a>
Any other relevant information	<u>NIL</u>

<b>7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized</b>	<b>A. All of the above</b>
---	----------------------------

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

Belda College, in addition to imparting knowledge to students also aims to impart basic human values to its stakeholders & maintain a harmonious, conducive environment within the campus. Consequently, the college observes & celebrates days of national/international importance, commemorative days & celebrates festivals with enthusiasm & passion. All the stakeholders of the institution together celebrate these occasions within the campus upholding Unity, Peace & harmony both towards human kind & the environment.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

## 7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

### Best Practice-I

**TITLE:** Introduction of new Add-on/Certificate/Value-Added courses

**OBJECTIVE:** Enhance students' employability and soft/life skills.

**CONTEXT:** Need for employment generating education and development of students' skills & capacity during post-pandemic times.

**PRACTICE:** 33 new add-on/certificate/value-added courses were introduced stressing on:

- Income-generating opportunities
- Student's capacity building and promotion of tribal culture.
- Addressing national/regional/local needs.

**EVIDENCE OF SUCCESS:**

- 73.1% students were prepared for self-employment & placement.
- Students' feedback in various programs.

**PROBLEMS ENCOUNTERED & RESOURCES REQUIRED:**

- Dearth of e-resources like good internet connectivity etc. during online classes.

Best Practice-II

TITLE: Social Bonding through Community Service.

OBJECTIVE:

- To enlighten the distressed on health/hygiene & socio-environmental issues.
- Arouse consciousness on concrete social issues.

CONTEXT:

Students need an opportunity to work with underprivileged/marginalized sections of society to understand social issues.

PRACTICE:

- Organization of need-based community development awareness programme.
- Formation of relief fund.
- Distribution of Covid-19 essentials & Relief kit among the YAAS affected population in Digha & Mandarmani, and the flood-affected people of Khakurda area.

EVIDENCE OF SUCCESS:

- Positive response of the beneficiaries.
- NSS PO: Recipient of State Award.

PROBLEMS ENCOUNTERED:

- Maintenance of Covid protocols

RESOURCES REQUIRED:

- Manpower & adequate funding

File Description	Documents
Best practices in the Institutional website	<a href="https://beldacollege.ac.in/document/sub_page/20220513_180106.pdf">https://beldacollege.ac.in/document/sub_page/20220513_180106.pdf</a>
Any other relevant information	<u>NIL</u>

### 7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Belda College (Affiliated to Vidyasagar University) has been established with one of its missions to cater to the needs and aspirations of its neighbouring community mostly comprising first generation learners and Tribal population. Additionally, the COVID-19 pandemic has also aggravated the adverse situation for many communities in availing opportunities for upward social mobility. The college in its initiative for imparting knowledge to the socially challenged community who struggle to balance between procuring livelihood and completing higher education, runs centers for Distance Education.

A study centre of Netaji Subhas Open University (NSOU) has been opened in the campus which offers students from diverse socio-economic & cultural background a scope to pursue U.G. and P.G. courses through distance mode of learning. Furthermore, Belda College boasts of running a Study Centre of Directorate of Distance Education (V.U.), which offers students scopes to pursue P.G. courses, thus, making the process of pursuing higher education flexible and customised with regard to the needs of the students.

Following is the performance of our college with respect to Distance Education in 2020-21

NSOU UG BENG ENG HIST GEOG Appeared Pass Appeared Pass Appeared  
Pass Appeared Pass 145 115 40 34 27 19 13 6

NSOU PG BENG EDU ENG HIST MATHS POL.SC PGSW BLIS Appeared Pass

Appeared Pass Appeared Pass Appeared Pass Appeared Pass Appeared  
 Pass Appeared Pass Appeared Pass 42 41 23 23 24 21 19 15 9 4 4 4 4  
 4 5 5

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	No File Uploaded

### 7.3.2 - Plan of action for the next academic year

- Endeavor for strengthening of physical infrastructure like completion of G plus 5 Building and expansion of library and laboratory.
- Affiliation of Multidisciplinary Research Centre by Vidyasagar University and running of PhD programs.
- Initiative for receiving Grants & raising funds from various sources including Govt. & Non-govt. bodies, philanthropists, individuals etc.
- Infrastructure augmentation like creation of swimming pool, auditorium, Day Care Centre, installation of lift etc.
- Conduct of 3rd cycle of Assessment and Accreditation by NAAC.
- Introduction of a few more UG/PG programs in subjects of contemporary relevance to cater to the demands of the stakeholders.
- Purchase of books and computers/laptops/projectors.
- Enhancement of academic facilities like extension of library, purchase of subject-related softwares, purchase of laboratory equipment, creation of more classrooms, improvement in internet services etc.
- MOUs with institutions of national and international repute.

- Preparation towards implementation of NEP 2020.
- Endeavour for achievement of autonomous status.
- Introduction of job-oriented Vocational Courses.
- Intense Extension and Community Outreach programs.
- Financial, Academic, Administrative and Environmental Audits.
- Organization of Faculty and Staff Development Programs.
- Initiative for creation of more teaching and nonteaching posts.
- Introduction of new add-on courses.
- Training for students' skill enhancement and capacity building.