

# Action Taken Report

or

## COMPLIANCES TO THE RESOLUTIONS TAKEN IN THE IQAC MEETINGS

(ACADEMIC YEAR: 2014-15)

### MINUTES OF THE 30<sup>TH</sup> MEETING OF IQAC HELD ON 9<sup>TH</sup> JULY, 2014 AND THEIR COMPLIANCES

**Item No. 2: To prepare a Perspective plan for the current academic year (2014-15)**

In this item of business, the Principal emphasized on the necessity of the preparation of a perspective plan for the current academic year (2014-15). A discussion was made by the participants to devise a perspective plan. After extensive deliberation, it was finally resolved that for the enhancement and sustenance of quality, emphasis shall be put on the following endeavours in the current academic session:

1. To take all requisite measures to get the institution assessed and accredited by NAAC in the current academic session
2. To fill up the vacant posts of teaching staff and Librarian with qualified candidates
3. To emphasize on arrangement of Remedial coaching and Tutorials by Departments
4. To provide all sorts of cooperation for the smooth running of newly introduced courses like Education (Hons.), Santali (Hons.) and Hindi (Gen)
5. To introduce professional courses like B.B.A. and B. Ed
6. To emphasize on increasing use of ICT in academic and administrative activities
7. To continue infrastructural development in view of the mounting number of students and disciplines
8. To launch *Explorations*, the multidisciplinary Research Journal of Belda College
9. To establish a Basket Ball Court
10. To purchase a Green Generator to ensure uninterrupted power supply in different blocks and classrooms
11. To improve the communication skill of the students through establishment of a Language Lab
12. To organize seminars and training programs for staff and students
13. To strengthen the central library and departmental book bank
14. To provide coaching for different competitive examinations for entry into services
15. To persuade more teachers to submit proposals for Major and Minor Research Projects.
16. To persuade the Departments to organize seminars and special lectures
17. To motivate more teachers and staff to undergo training and development program
18. To encourage different kinds of co-curricular and cultural activities by students.
19. To encourage extension activities by NCC and NSS units.

20. **To ensure promotion of teachers under CAS**
21. **To analyze the results of the students appearing in University Examinations of different courses and suggest measures for improvement to the Departments**
22. **To collect and analyze feedback from students, alumni and parents**
23. **To offer transport facilities to staff and students**
24. **To construct an Indoor Stadium and an auditorium with gallery system and modern multimedia facilities**
25. **To strive for the achievement of autonomous status after NAAC Re-Accreditation**

Resolved further that the Principal will apprise the members of the Governing Body regarding the Perspective Plan prepared by the IQAC.

#### **COMPLIANCES:**

- Belda College was assessed and reaccredited with CGPA 2.75 by NAAC on 2<sup>nd</sup> March, 2020 with validity for 5 years.
- 5 teachers were recruited and a full-time Librarian was also recruited.
- The departments have made their best efforts to run remedial coaching and tutorials for the weaker students of the college.
- Some faculty members from Arts and Science streams were encouraged to use ICT in teaching-learning.
- A research journal *Explorations* has been published in September, 2014 by the Principal, Belda College.
- Departmental book banks of mostly all the departments have been strengthened and many new books and journals were added and subscribed by the college central library.
- Promotions under CAS of 9 teachers were done in the session 2014-15.
- Feedback from the students, alumni and parents was collected and analyzed.

#### **Item No. 3: To monitor and strengthen the activities of different cells/units of the college**

In this item of business, the Principal reported on the activities of various cells and units like NCC, NSS, Eco-Club, Health Unit, BCWC, Placement & Career Counselling Cell, Grievance Redressal Cell, Disciplinary Subcommittee, Personal & Psychological Counselling Cell, Anti-Ragging Committee, Hostel Committee, Admission Committee, Library Committee etc. in the previous academic session. The members present were of the opinion that activities of such cells/units be closely monitored by the IQAC. The IQAC also resolved to provide guidance and extensive cooperation to these cells and units for their effective and efficient functioning.

#### **COMPLIANCES:**

The structures as well as activities of the various cells and units were strengthened. Such cells and committees were provided necessary support and cooperation by the college authority and IQAC for their smooth and effective functioning.

#### **Item No. 4: To prepare a calendar for the activities of IQAC**

In this item of business, the Coordinator emphasized on the necessity of preparation of a tentative calendar for the activities of the IQAC. After a brief discussion, the members of the IQAC decided that the subsequent meetings of the IQAC in the current academic session will

be held in the months of **November (2014), February (2015) and May (2015)**. The Principal will remain responsible to convene such meetings. However, urgent meetings may be convened for activities relating to NAAC Assessment and Accreditation. **The IQAC will prepare reports collecting and analyzing feedback from different stakeholders by 31<sup>st</sup> March, 2015.** Such reports will be discussed in the meeting called in the month of May, 2015. In the meantime, the IQAC will assist the Principal and College Management for the smooth implementation of the ratified and final Perspective Plan. The IQAC also decided to **organize a training program for the staff and students before the Puja Vacation and a Yoga Camp for all after the vacation. The Eco-Club may also be assisted for organization of a plantation program.** A Seminar with eminent speakers on **“Role of IQAC in Enhancement and Sustenance of Quality in Institutes of Higher Education”** may be organized in the month of March, 2015.

#### **COMPLIANCES:**

The IQAC calendar charting out the different meetings and programmes to be held at regular intervals was prepared. As per the decision taken by the IQAC, a *Training Programme for MS Office Package (MS Word, MS Excel, MS Power Point, Internet Access)* was organized for 6 non-teaching staff during 18<sup>th</sup>-20<sup>th</sup> May, 2015. Also, a training program on *Fundamentals of Computer System* was organized for 15 teaching staff during 6<sup>th</sup>-7<sup>th</sup> July, 2015. A seminar entitled *Role of IQAC in Enhancement and Sustenance of Quality in Institutes of Higher Education* was organized by the IQAC on 26<sup>th</sup> March, 2015.

#### **Item No. 5: Introduction of Job-Oriented Vocational courses**

In this item of business, the Principal stated that in view of the feedback received from different stakeholders and the increasing rate of unemployment in the society, the college should strive to open job-oriented Vocational courses. The IQAC members commended the proposal and requested the Principal to do the needful for introducing B. Voc courses in college.

#### **COMPLIANCES:**

The approval for introducing B. Voc courses was ensured from the concerned authority during the session 2014-15, and since 2015-16, two courses such as Bachelor in Software Development and Bachelor in Theatre & Craft were successfully introduced.

**MINUTES OF THE 31<sup>ST</sup> MEETING OF THE IQAC HELD ON 4<sup>TH</sup> SEPTEMBER,  
2014 AND THEIR COMPLIANCES**

**Item No. 2: Uploading of Self Study Report on college website and submission of hard copies and soft copy of SSR to NAAC**

In this item of business, the IQAC recorded its appreciation of the contributions made by the members of the Steering Committee in the swift and dexterous preparation of the Self Study Report. It was resolved that in fulfillment of the requirements for NAAC Assessment the Self Study Report of the college will be uploaded on the official website [www.beldacollege.org.in](http://www.beldacollege.org.in) for the awareness of the stakeholders in the first week of September. The IQAC also resolved that **endeavors will be made for submission of 5 hard copies and 1 soft copy of SSR to NAAC in the second week of October.**

**COMPLIANCES:**

As per the resolution of IQAC meeting held on 4<sup>th</sup> September, 2014, a self study report was uploaded on the college website and both the hard copy as well as soft copies of SSR were submitted to NAAC for assessment.

**Item No. 3: Organization of First Aid Training programme for the students of Belda College**

In this item of business, it was resolved that the IQAC will organize in the college one **First Aid Training programme for the students and teachers of Belda College in the month of September. In this regard, assistance will be sought from the Kharagpur Wing of St. John Ambulance (India) Brigade.**

**COMPLIANCES:**

A First Aid Training Programme for the students and teachers was organized by IQAC, in assistance with the Kharagpur Wing of St. John Ambulance (India) Brigade.

**Item No. 4: Organization of Health Awareness Program on Fatal Diseases like Japanese Encephalitis etc.**

In this item of business, the IQAC Coordinator proposed to arrange a health awareness program in view of the menace **caused by Ibola Virus, Japanese Encephalitis, and Swine Flu etc.** It was expected that the students and staff of the college will be greatly benefitted from such program. The members present complied with the proposal. It was resolved that eminent doctors will be convened to speak in the seminar and assistance will be sought from the **Eco-Club** of the college for holding the program.

**COMPLIANCES:**

As per the IQAC meeting, Item No. 4, a health awareness program entitled *Eradicating Ibola, Virus, Encephalitis and Swine Flu* was organized by the IQAC & Eco-Club, Belda College on 16<sup>th</sup> April, 2015.

**Item No. 5: To consider the applications of nine teachers for promotion under CAS**

In this item of business, the Coordinator expressed grave concern over the inordinate delay in the promotion of nine teachers of the college under CAS due to certain complexities in State Govt. rules and regulations in this regard. The IQAC considered the applications of nine teachers (Dr. Avijit Dey, Dr. Bandana Chattopadhyay, Dr. Lipika Mondal, Dr. Basudeb Dhara, Prof Sudipta Kayal, Prof. Tuhin Kanti Das, Prof. Suchita Sen, Dr. Asit Panda and

Prof. Abdul Hai Mallick) and found them eligible for promotion under CAS. The Principal was requested to take swift and appropriate measures in this regard.

**COMPLIANCES:**

Appropriate measures were taken by the Principal for Promotion under CAS of 9 teachers (Dr. Avijit Dey, Dr. Bandana Chattopadhyay, Dr. Lipika Mondal, Dr. Basudeb Dhara, Prof Sudipta Kayal, Prof. Tuhin Kanti Das, Prof. Suchita Sen, Dr. Asit Panda and Prof. Abdul Hai Mallick) during the session 2015-16.

IQAC-BELDA COLLEGE

**MINUTES OF THE 32<sup>ND</sup> MEETING OF THE IQAC HELD ON 8<sup>TH</sup> NOVEMBER,  
2014 AND THEIR COMPLIANCES**

**Item No. 2: To discuss the letter received from NAAC regarding the selection of tentative dates for Peer Team's visit**

In this item of business, the Principal briefed the members on the letter received by him from NAAC asking from the college three suitable time slots of three working days each during December 2014/January 2015 for Peer Team's visit. He also reported that NAAC has acknowledged the receipt of the submission of hard copy and soft copy of SSR. After much deliberations, the IQAC suggested three suitable time slots for Peer Team's visit in the college: **(17-19<sup>th</sup> December, 2014), (22-24 December, 2014) & (08-10 January, 2015)**. Decision was also taken regarding the quick intimation of the same by the Principal to NAAC.

**COMPLIANCES:**

Tentative schedule for NAAC Peer Team's visit in Belda College was communicated to NAAC by the Principal.

**Item No. 3: To apprise the departments and office about the probable time of NAAC visit**

In this item of business, it was resolved that an urgent meeting will be called by the Principal in the Seminar Hall on 7<sup>th</sup> November, 2014 and in it the Principal and the members of the IQAC will apprise all the teachers, office staff and students' representatives regarding the probable time slots of NAAC visit in the college. All the stakeholders will be motivated and urged to be prepared adequately for the impending Peer Team's visit in the college.

**COMPLIANCES:**

As per the agenda, the Principal called a meeting on 7<sup>th</sup> November, 2014 and informed all the departments as well as office staff regarding the probable date of NAAC visit. He also instructed all the teaching as well as non-teaching staff to get ready for the same.

## **MINUTES OF THE 33<sup>RD</sup> MEETING OF THE IQAC HELD ON 24 DECEMBER, 2014 AND THEIR COMPLIANCES**

### **Item No. 2: To discuss the forthcoming NAAC Peer Team visit and the corresponding Visit Schedule**

In this item of business, the Principal briefed the members on the letter received by him from NAAC regarding the exact dates of Peer Team visit in Belda College. It was reported that the Peer Team will be visiting Belda College during 8<sup>th</sup> to 10<sup>th</sup> January, 2015. It was also informed that the NAAC has offered a tentative visit schedule in conformity with which the actual visit schedule need to be prepared by the college. In view of the reporting by the Principal, the members present authorized the IQAC Coordinator and the Principal to prepare the final visit schedule and submit the same to the NAAC. The Principal also informed the members present that **on 8<sup>th</sup> January, 2015** the Peer Team desires to meet the IQAC members and interact with them. He requested all the members to remain present in the said meeting.

### **COMPLIANCES:**

In the IQAC meeting held on 24<sup>th</sup> December, 2014, the Principal informed the members regarding the exact date of Peer Team Visit in Belda College. The visit would take place from 8<sup>th</sup>-10<sup>th</sup> January, 2015. Accordingly, a tentative programme for the scheduled visit was prepared and sent to the NAAC team.

### **Item No. 3:Registration of Alumni Association, Basundhara Eco-Club and Parent-Teacher Association**

In this item of business, the Principal informed the members present that although due to certain difficulties, the **Alumni Association, Basundhara Eco-Club and Parent-Teacher Association of Belda College are yet to be registered, presently the college intends to get these organizations registered.** The members present appreciated the endeavor and authorized the Principal to do the needful.

### **COMPLIANCES:**

It was decided by the management that steps in this regard would be taken in future as there were some internal and external constraints.

## **MINUTES OF THE 34<sup>TH</sup> MEETING OF THE IQAC HELD ON 14<sup>TH</sup> MARCH, 2015 AND THEIR COMPLIANCES**

### **Item No. 2: To apprise the IQAC of Re-accreditation of the College by NAAC for the period from 03/03/2015 to 02/03/2020.**

In this item of business, the Principal appreciated the efforts put by the members of IQAC and NAAC Steering Committee for the successful conduct of Assessment and Reaccreditation of the college by NAAC and the efficient organization of the NAAC PEER Team's visit in the month of January. The Principal briefed the members on the Re-accreditation certificate received by him from the NAAC. It was reported that Belda College has been reaccredited **by the NAAC at 'B' Level with CGPA 2.75 for the period starting from 03/03/2015 to 02/03/2020.** The members present congratulated each other and resolved to ensure the betterment of institutional performance in future.

#### **COMPLIANCES:**

NAAC re-accredited the college with CGPA 2.75 (Grade B) for the period 03/03/2015 to 02/03/2020. All the teachers and office staff of the college were given intimation in this regard.

### **Item No. 3: To discuss the recommendations of the NAAC Peer Team.**

In this item of business, the Principal informed the members present regarding the recommendations made by the NAAC Peer Team for Quality Enhancement of the College. Recommendations like recruitment of Full time teachers, opening of Job-oriented courses, Wi-Fi Campus, Introduction of Ramp and Lift, Collaboration etc. were noted. Resolved that the Principal would take up the matter with the Governing Body so that with the support from the IQAC, the Management can strive for implementation of such recommendations in post-accreditation period.

#### **COMPLIANCES:**

The Principal informed the members of the Governing Body regarding the recommendations and the members of the Governing Body were for implementations of such recommendations in next five years.

### **Item No. 4: To consider implementation of online admission process from the academic session 2015-16.**

In this item of business, after much discussion it was unanimously resolved that initiatives would be taken to conduct admission in different courses/programmes through online mode from the next academic session to ensure fairness and better transparency. Admission Committee would be asked to do the needful in this regard. The Principal was requested to take up the matter with the Governing Body for necessary ratification.

#### **COMPLIANCES:**

With the help of AIDNI InfoTech, Kolkata, admission of the students in the first year of different courses was done through online mode in the academic session 2015-2016.

### **Item No. 5: Approval of Four Newly Recruited Teachers.**

In this item of business, the Principal was requested to do the needful for the approval by the Governing Body of four Newly Recruited Full time Teachers.

#### **COMPLIANCES:**

The appointment of 4 newly recruited teachers was approved by the Governing Body.



**Item No. 6: Initiative for filling up the post of Cashier.**

In this item of business, the Coordinator reported that the post of the Cashier had been lying vacant for a long time causing difficulties in regular financial transactions in the Office. In this connection, the members present unanimously acknowledged the problem and requested the Principal to take up the matter with the Governing Body. The Principal was requested to do the needful for filling up the post of Cashier with an eligible candidate as quickly as possible.

**COMPLIANCES:**

A selection committee for filling up the post of Cashier was formed.

**Item No. 7: Initiative for Smooth Conduct of Examination.**

In this item of business, the Principal expressed his concern over the efficient conduct of Final Examinations of different Years as the affiliating University has chosen this college as the centre of examination for the students of a good number of neighboring colleges. After much discussion it was unanimously resolved that the IQAC would ensure through the Examination Cell timely and smooth conduct of internal evaluations of different courses as well as University Final Examinations. Decisions were taken to appoint two or three Examination Coordinators. The Principal was requested to provide all sorts of supports to the Coordinators and Examination Cell.

**COMPLIANCE:**

Belda College was chosen by the University as the centre of examination for final examinations of different years. For smooth conduct of the examination, two examination coordinators were appointed and necessary support from the college authority was provided to them.

**Item No. 8: To organize a Seminar on “Role of IQAC in Enhancement and Sustenance of Quality in Institutes of Higher Education”.**

In this item of business, the members unanimously resolved to organize a College-funded Seminar on “Role of IQAC in Enhancement and Sustenance of Quality in Institutes of Higher Education” in the month of March (last week) with the participation from the colleges of our state. The Principal was requested to provide the necessary support.

**COMPLIANCES:**

As per resolution taken under Item no 8, a seminar on ‘Role of IQAC in Enhancement and Sustenance of Quality in Institutes of Higher Education’ was organized on 27<sup>th</sup> March, 2015 by the IQAC, Belda College.

**Item No. 9: To take initiatives for CAS related promotion of Dr. Jayanta Mukherjee, Prof. Asit Panda, Dr. Bandana Chattopadhyay, Prof. Suchita Sen etc.**

In this item of business, going through the applications of teachers such as Dr. Jayanta Mukherjee, Prof. Asit Panda, Dr. Bandana Chattopadhyay, Prof. Suchita Sen etc. and finding them eligible, the Principal was requested by the members present to do the needful for quick promotion of these teachers under CAS.

**COMPLIANCES:**

The Principal took initiative for promotion under CAS of Dr. Jayanta Mukherjee, Prof. Asit Panda, Dr. Bandana Chattopadhyay & Prof. Suchita Sen.

## **MINUTES OF THE 35<sup>TH</sup> MEETING OF THE IQAC HELD ON 12TH JUNE, 2015 AND THEIR COMPLIANCES**

### **Item No. 2: To prepare updated Prospectus for the next academic year (2015-16).**

In this item of business, the Principal stressed on the necessity of the preparation of an updated Prospectus with necessary information regarding courses offered, fees structure, support services etc. for the convenience of the new students who would take admission in different courses in the next academic session commencing from the month of July. The members present resolved to form a Prospectus committee with one teacher as Coordinator for collection and compilation of data to be included in the Prospectus. This committee would also supervise the preparation of Draft copy, necessary rectification and final printing of the Prospectus in the Press. The Principal was requested to provide necessary support.

### **COMPLIANCES:**

Data from different sections was collected and compiled. The prospectus was updated and accordingly prepared for the academic year 2015-16.

### **Item No. 3: To consider the report made by the IQAC members analyzing the feedback received from the students of the college**

In this item of business, Prof. Asit Panda, the IQAC Coordinator placed before the meeting the report prepared on the basis of the analysis of feedback collected from the students. It was observed that the students have demanded recruitment of more full time teachers, introduction of online admission system and opening of PG courses in Mathematics Nutrition, Physics, Chemistry etc. Demand has also been made for opening of Certificate courses in Spoken English & Computer Fundamentals. Demand has been made for purchase of library books in subjects like Bengali, English, BCA, Botany, Chemistry, Education, Mathematics, Sanskrit etc. Some students have demanded financial assistance for treatment of terminal diseases. Many of them have also demanded opening of Vocational courses by the college. The Principal was requested to do the needful taking into consideration different aspects of the feedback report.

### **COMPLIANCES:**

The college authority took steps like purchase of reference books for library, recruitment of teachers, introduction of vocational courses etc following the feedback report in the year 2015-16.

### **Item No. 4: To consider the report made by the IQAC members analyzing the feedback received from some parents and alumni**

In this item of business, Prof. Asit Panda, the IQAC Co-coordinator placed before the meeting the report prepared on the basis of the analysis of feedback collected from some parents and alumni. It was observed that both the parents and alumni have opined for certain facilities like purchase of more books for library, laboratory equipment and furniture. Demand has also been made for opening of PG courses in subjects like Mathematics, Physics, Chemistry, Geography etc. They have also asked for introduction of job-oriented vocational courses. Parents have requested to increase intake in certain subjects. Although the alumni have expressed satisfaction about the overall progress of the college, some of them have been for improvement in certain areas. A few alumni have claimed that the College should install

Lift and Ramp in multistoried buildings. Some alumni have also suggested organization of training programs and seminars for students. The Principal was requested to do the needful taking into consideration different aspects of the feedback reports.

**COMPLIANCES:**

The college authority took steps like organization of training programmes, construction of ramp, purchase of reference books for library, recruitment of teachers, introduction of vocational courses etc. following the feedback report in the year 2015-16.

**Item No. 5: Introduction of Job-Oriented Vocational courses.**

In this item of business, it was unanimously resolved that B.Voc courses in **Theatre & Stagecraft and Software Development** would be run from the next academic session as the approval for running such courses from the concerned authority has been received. The Principal was requested to make provisions for necessary physical infrastructure and teachers for running these courses. It was also suggested to go for advertisement and appoint coordinators for running these courses.

**COMPLIANCES:**

Two B. Voc courses in Theatre & Stagecraft and Software Development started functioning from the academic session 2015-2016.

**Item No. 6: Initiatives for placement/promotion of non-teaching staff after completion of 10 years of service.**

In this item of business, the members present requested the Principal to take appropriate measures for the placement/promotion of seven (7) non-teaching staff who completed 10 years of service.

**COMPLIANCES:**

Initiatives were taken for promotion of 7 non-teaching staff who have completed 10 years of service.

**Item No.7: To discuss the implementation of RUSA project.**

In this item of business, the members present discussed the viable modes of implementation of development schemes with the help of financial assistance received under RUSA scheme. It was unanimously resolved that the Principal would take up the matter with the Governing Body and the Principal was authorized to do the needful in this regard.

**COMPLIANCES:**

The governing body devised plan for implementation of development projects with financial assistance received under RUSA scheme.

**Item No. 8: Initiatives for CAS benefit/promotion of the deserving teachers.**

In this item of business, going through the applications of teachers such as Dr. Basudeb Dhara, Dr. Lipika Mondal, Dr. Avijit Dey, Prof. Tuhin Kanti Das and others, and finding them eligible, the Principal was requested by the members present to do the needful for quick promotion of these teachers under CAS.

**COMPLIANCES:**

Promotion under CAS of teachers such as Dr. Basudeb Dhara, Dr. Lipika Mondal, Dr. Avijit Dey, Prof. Tuhin Kanti Das was considered.

**Item No. 9: To consider introduction of Atal Pension Yojona/ Pradhan Mantri Suraksha Bima etc. to the Casual Staff of the college.**

It was unanimously resolved that to financially protect the future of the support staff and their families, the College would endeavour for introduction of Atal Pension Yojona/ Pradhan Mantri Suraksha Bima etc. to the Casual Staff of the college. The Principal was authorised to do the needful in this regard.

**COMPLIANCES:**

The matter was discussed in the meeting of the Governing Body and action was taken accordingly.

**Item No. 10: To organize a Special Lecture on “Use of ICT in Teaching-Learning”.**

In this item of business, with the aim of motivating our faculty members and students to make more use of ICT in teaching-learning, the members present unanimously resolved to organize a College-funded **Special Lecture on “Use of ICT in Teaching-Learning”** in the month of June (last week). The Principal was requested to provide the necessary support.

**COMPLIANCES:**

A special lecture on ‘The Use of ICT in Teaching-Learning’ was organized jointly by the Department of Computer Science & BCA, Belda College and the IQAC, Belda College on 30<sup>th</sup> June, 2015.



Dr. Asit Panda  
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