



BELDA COLLEGE

(Accredited with CGPA of 2.75 at 'B' Grade by NAAC)

Belda :: Paschim Medinipur :: 721424 :: WB

ISO 9001:2015 Certified Organisation

Tel.:03229-255 246 * Email: principal@beldacollege.ac.in * Web: www.beldacollege.ac.in

Ref No.: BC/IQAC/M-05(73)/2022

Date: 16.09.2022

From the Office of the IQAC Coordinator:

73rd MEETING OF IQAC

To:

All Members,

IQAC, Belda College

Dear Sir/Madam,

I am directed by the Principal & Chairperson, IQAC to inform you that the 73rd Meeting of the IQAC will be held on 21.09.2022 (Wednesday) at 2 p.m. in the IQAC room of the college to discuss the following agenda. Your active participation in the said meeting would be highly appreciated.

Thanking you.

Sincerely yours,

Asit Panda
Dr. Asit Panda

Coordinator, IQAC

Belda College

INTERNAL QUALITY ASSURANCE CELL

BELDA COLLEGE

BELDA • PASCHIM MEDINIPUR

Agenda:

1. Confirmation of the Minutes of the 72nd Meeting of the IQAC, Belda College held on 17.06.2022
2. Report by the Coordinator on the activities of the IQAC since its last meeting held on 17.06.2022
3. To consider and approve Action Taken Report: 2021-22
4. Purchase of Reference Books & Journals for Central Library
5. IQAC's meeting with the teachers regarding commencement of classes and ensuing NAAC assessment and accreditation.
6. Organization of Awareness Program on Students' Credit Card
7. Introduction of Online or Blended mode of Teaching during Puja Recess
8. Collection and Compilation of Data & Preparation of Draft SSR
9. Initiative for Academic Audit, Administrative Audit & Quality Audit of the college
10. Creation of a Maker's Space/Design Centre
11. Organization of College Annual Tour
12. Conduct of RET for admission in PhD programs
13. Submission of data for ARIIA - 2022
14. Support for Project Works and organization of Educational Tour, Field Trips/Field Study etc.
15. Preparation of Academic Calendar:2022-23 following the Academic Calendar of the Affiliating University.
16. Review of the Admission in the 1st Semesters of different UG programs
17. Analysis of the Results of the Students of different Years/Semesters appearing in the Final Examinations of different programs in 2022.
18. Review of learning outcomes/ attainment of COs/POs by the students.
19. Support to the Departments, NCC and NSS units for conducting extension activities/outreach programs in the neighborhood communities.
20. Any other item with the permission of the chair.



INTERNAL QUALITY ASSURANCE CELL BELDA COLLEGE

The 73rd Meeting of the IQAC of Belda College was held on 21.09.2022 (Wednesday) at 2 p.m. in the IQAC room of the college.

Members present:

1. Dr. Manabendra Mondal, Principal & Chairman (IQAC) *M. Mondal*
2. Dr. Asit Panda, Dept. of English & Co-ordinator (IQAC) *Asit Panda*
3. Prof. Anandamay Sinha, Dept. of Economics & Faculty Member *Anandamay Sinha*
4. Dr. Lipika Mandal, Dept. of Geography & Faculty Member *Lipika Mandal*
5. Dr. Deepak Paswan, Dept. of Physical Education & Faculty Member *Deepak Paswan*
6. Dr. Mukesh Pradhan, Dept. of Physics & Faculty Member *Mukesh Pradhan*
7. Dr. Saheli Chowdhury, Dept. of Sociology & Faculty Member *Saheli Chowdhury*
8. Sri Madhab Mishra, Librarian & Member *Madhab Mishra*
9. Sri Gopinath Bhunia, Senior Administrative Officer *Gopinath Bhunia*
10. Sri Subhendu Bhanja, Administrative Staff Member *S. Bhanja*

The meeting started on time and Dr. Asit Panda, the IQAC Coordinator of Belda College extended warm welcome to all the members. He requested Dr. Manabendra Mondal, the Principal & Chairman-IQAC to chair the session. The Chairman-IQAC welcomed the members and asked the Coordinator to start the proceedings.

Item No. 1: Confirmation of the Minutes of the 72nd Meeting of the IQAC, Belda College held on 17.06.2022.

Read out and confirmed.

Item No. 2: Report by the Coordinator on the activities of the IQAC since its last meeting held on 17.06.2022.

In this item of business, the Coordinator, IQAC presented a brief report to the IQAC on the various activities and initiatives of the IQAC since its last meeting held on 17.06.2022. The Members present appreciated the activities of the IQAC and made some useful remarks for further improvements.



Item No. 3: To consider and approve Action Taken Report: 2021-22

In this item of business, the Coordinator of IQAC placed before the House **Action Taken Report: 2021-22** prepared by some members based on the decisions made in the meetings of the IQAC in 2021-22. Members present expressed satisfaction over the compliances to the decisions of the IQAC. Resolved that the respected Principal be requested to implement some unfulfilled resolutions in near future.

Item No. 4: Purchase of Reference Books & Journals for Central Library

Resolved that as per the requirements of the modified PG & UG Curriculum & suggestions offered by the Library Committee as well as feedback received from the students and HODs of various Departments, measures be taken to procure Reference Books and Journals of different Subjects in the current academic session. Also resolved that the Librarian be requested to continue subscriptions of the existing Newspapers, Journals and INFLIBNET membership by the College. The respected Principal was requested to arrange for necessary funding.

Item No. 5: IQAC's meeting with the teachers regarding commencement of classes and ensuing NAAC assessment and accreditation.

In this item of business, in view of the commencement of classes of different semesters as well as forthcoming NAAC assessment and accreditation, the IQAC resolved to meet the teachers of different departments on **23rd September, 2022** in the Theatre Hall of the college for an interactive session on issues pertaining to teaching-learning, and NAAC related activities. Also resolved that apart from collecting opinions of the teachers on the aforementioned issues, a review of the present status would be made in the said meeting and useful guidance would be provided, wherever necessary.

Item No. 6: Organization of Awareness Program on Students' Credit Card

In this item of business, the Principal emphasized the necessity of sensitizing the students of the college regarding the availability of educational loans to them for continuing their higher studies through Students' Credit Card launched by the Govt. of West Bengal. All the present members unanimously resolved to organize an awareness program regarding Students Credit Card on **27th September, 2022**. The respected Principal was requested to issue a notice in this connection.

Item No. 7: Introduction of Online or Blended mode of Teaching during Puja Recess

In this item of business, the IQAC Coordinator briefed on the feasibility of interruption in teaching-learning during the long Puja Recess. To secure the interests of the students, the IQAC members resolved that the college will remain open for a fortnight during the recess to offer the



PG students offline classes. Also resolved that in UG programs, teachers will take online classes or might continue blended mode of teaching during the Puja recess.

Item No. 8: Collection and Compilation of Data & Preparation of Draft SSR

In view of the forthcoming assessment and accreditation of the college by the NAAC, resolution was taken for collection and compilation of relevant data & Preparation of Draft SSR as per the latest format provided by the NAAC.

Item No. 9: Initiative for Academic Audit, Administrative Audit & Quality Audit of the college

Resolved that the respected Principal be requested to conduct Academic and Administrative Audit of the college and a competent committee be formed for the same.

To ensure sustenance and enhancement of Quality, it was also resolved that the respected Principal be requested to take initiative for conducting Quality Audit of the college by any competent authority.

Item No. 10: Creation of a Maker's Space/Design Centre

In this item of business, Dr Lipika Mandal briefed on the necessity of creation of a Maker's Space to facilitate the entrepreneurship activities by the students of the college under IIC initiatives. She stressed on the prospects of such Maker's Space in the college. The members present appreciated the proposal. The respected Principal was requested to provide necessary infrastructure and funding for the successful creation and running of the Maker's Space.

Item No. 11: Organization of College Annual Tour

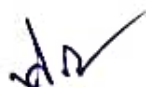
Resolved that considering the demands of most of the students, initiative be taken for organizing college annual educational tour this year at Simla-Kulu-Manali in the month November/December, 2022.

Item No. 12: Conduct of RET for admission in PhD programs

Resolved that necessary support be provided to the Research Committee for conduct of Research Eligibility Test for admission into various PhD programs offered by the college. Stress was put on following the guidelines of the affiliating university and the UGC in this regard.

Item No. 13: Submission of data for ARIIA - 2022

Resolved that efforts be made by the college for participation in ARIIA - 2022. Shahin Sahari, the nodal officer of the college for ARIIA be provided necessary support for collection and submission of data for participation in ARIIA- 2022.



Item No. 14: Support for Project Works and organization of Educational Tour, Field Trips/Field Study etc.

In this item of business, some of the members reported on the prospective Project works, Educational Tour, Internship, Field Trips/Field Study to be conducted for the students of several departments in near future. Resolved that the Principal be requested to provide necessary support for smooth conduct of such programs.

Item No. 15: Preparation of Academic Calendar:2022-23 following the Academic Calendar of the Affiliating University.

In this item of business, the IQAC members unanimously resolved to prepare a tentative Academic Calendar for the academic year 2022-23 following the Academic Calendar supplied by the affiliating University and the same be followed for admission in different Semesters, commencement of classes, End Semester Examination and internal evaluations, teaching days, holidays, organization of events, and various other academic and cultural activities in the college.

Item No. 16: Review of the Admission in the 1st Semesters of different UG programs

In this item of business, the IQAC members considered the admission data received from the admission committee and made a review of the online process of admission in the 1st Semesters of different UG programs conducted in the month of August/September, 2022. Admission data was analyzed program wise, category wise & gender wise. While in a few programs such as MLT, Healthcare, B. Sc. Hons in Economics, B. A. Hons. in Music, B. Com (General) etc. demand ratio was identified to be poor, in a few programs such as B.A. Hons in Sanskrit, BCA, B. Sc Hons. in Nutrition, B. A. Hons in Bengali etc. demand ratio was excellent. In a few programs like B. Sc Hons in Physics, B. Sc Hons in Computer Science etc., the number of admitted students was very poor. The IQAC members gave certain suggestions such as extensive publicity of certain programs and their outcomes among the students of the adjoining schools etc. Such suggestions were noted for future implementation.

Item No. 17: Analysis of the Results of the Students of different Years/Semesters appearing in the Final Examinations of different programs in 2022.

Resolved that the HODs of different Departments be requested to make Result Analysis of the Students of different Years/Semesters appearing in the Final Examinations of different programs and appropriate measures be adopted by them for further improvement. Also resolved that the IQAC will make a general review of the Results of Final Semester Examination in different programs.

Item No. 18: Review of learning outcomes/attainment of COs/POs by the students.

Resolved that the IQAC in association with various departments would conduct a review of the students' learning outcomes/attainment of COs/POs by the students considering the results of

Final Semester Examination, Feedback from the outgoing students through structured questionnaire, students' progression and placement data etc. Measures would be adopted, whenever some deficiencies would be identified.

Item No. 19: Support to the Departments, NCC and NSS units for conducting extension activities/outreach programs in the neighbourhood communities.

In this item of business, the IQAC members resolved to prepare a tentative list of extension activities /outreach programs to be carried out by the departments in the current year. It was resolved that the HODs of different departments, NSS and NCC Coordinators be requested to involve their respective Departments/Units including enthusiastic students and teachers in community services and extension activities in a more effective way in the neighborhood in view of the post-pandemic situation. Emphasis was put on holding awareness programs on pertinent social, environmental and health issues among the neighborhood communities. The principal was requested to provide necessary funding in this connection.

Item No. 20: Any other item with the permission of the chair.

Nil.

Since there was no other matter for discussion, the meeting ended with a vote of thanks to the chair.

Minutes approved by



Dr. Manabendra Mondal
Principal & Chairperson, IQAC
Belda College
mondalprincipal@yahoo.co.in
Principal & Chairperson
Internal Quality Assurance Cell (IQAC)
Belda College
Belda • Paschim Medinipur

Minutes prepared by



Dr. Asit Panda
Coordinator, IQAC
Belda College
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Co-ordinator
INTERNAL QUALITY ASSURANCE CELL
BELDA COLLEGE
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Ref No.: BC/IQAC/M-06 (74)/2022

Date: 09.11.2022

From the Office of the IQAC Coordinator:

74th MEETING OF IQAC

To:

All Members,

IQAC, Belda College

Dear Sir/Madam,

With the approval of the Principal & Chairperson, IQAC the undersigned is happy to apprise you that the 74th Meeting of the IQAC has been slated to be held on 15.11.2022 (Tuesday) at 3 p.m. in the chamber of the Principal to transact the following items of business. Your presence and active participation in the said meeting would be highly appreciated.

With thanks.



Sincerely yours,

Dr. Asit Panda 9/11/22

Dr. Asit Panda

Coordinator, IQAC

Belda College

Co-ordinator

INTERNAL QUALITY ASSURANCE CELL

BELDA COLLEGE

BELDA - PASCHIM MEDINIPUR

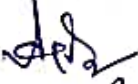

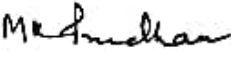

Agenda:

1. Confirmation of the Minutes of the 73rd Meeting of the IQAC, Belda College held on 21.09.2022
2. Report by the Coordinator on the activities of the IQAC since its last meeting held on 21.09.2022
3. Mentoring of the Students in the Academic Session 2022-23.
4. Initiative for participation in NIRF Ranking process.
5. To take initiative for submission of IQA for the 3rd cycle of assessment and accreditation by NAAC
6. To prepare a perspective plan of the college for the current academic session.
7. To chalk out Plan of Action for the current session towards quality enhancement
8. To aid IIC for organization of programs
9. To take initiative for admission of students in Boys' Hostel
10. To Observe Students' Week and Voter awareness program
11. Establishment of Prof N.C. Rana Space Observation Centre
12. Consideration of draft Self Study Report
13. Consideration of Students & Teachers' Feedback Report: 2021-22
14. Consideration of Employers & Alumni Feedback Report: 2021-22
15. Procurement of various types of lab equipment and chemicals
16. Cooperation with the NSS units to observe "Swachh Sagar Surakshit Sagar" program
17. Collection of students' progression data from the departments
18. Modernization of the Theatre Hall
19. Installation of Purified Drinking Water Units at a few positions inside the campus
20. Upgradation of college website
21. Miscellaneous

INTERNAL QUALITY ASSURANCE CELL BELDA COLLEGE

The 74th Meeting of the IQAC of Belda College was held on 15.11.2022 (Tuesday) at 3 p.m. in the chamber of the Principal, Belda College.

Members present:

1. Dr. Manabendra Mondal, Principal & Chairman (IQAC) 
2. Dr. Asit Panda, Dept. of English & Co-ordinator (IQAC) 
3. Prof. Anandamay Sinha, Dept. of Economics & Faculty Member 
4. Dr. Lipika Mandal, Dept. of Geography & Faculty Member 
5. Dr. Deepak Paswan, Dept. of Physical Education & Faculty Member 
6. Dr. Mukesh Pradhan, Dept. of Physics & Faculty Member 
7. Dr. Saheli Chowdhury, Dept. of Sociology & Faculty Member 
8. Sri Madhab Mishra, Librarian & Member 
9. Sri Gopinath Bhunia, Senior Administrative Officer 
10. Sri Subhendu Bhanja, Administrative Staff Member 

The meeting started on time. Dr. Asit Panda, the IQAC Coordinator of Belda College requested Dr. Manabendra Mondal, the Principal & Chairman-IQAC to chair the session. The Chairman-IQAC welcomed the members. He asked the Coordinator to start the proceedings.

Item No. 1: Confirmation of the Minutes of the 73rd Meeting of the IQAC, Belda College held on 21.09.2022

After the IQAC Coordinator had read out the proceedings of the previous meeting, it was resolved unanimously that the proceedings be confirmed.

Item No. 2: Report by the Coordinator on the activities of the IQAC since its last meeting held on 21.09.2022

The Coordinator, IQAC briefed on the various activities and initiatives of the IQAC since its last meeting which was held on 21.09.2022. The Members present appreciated the activities of the IQAC and made some useful suggestions.



Item No. 3: Mentoring of the Students in the Academic Session 2022-23.

In this item of business, it was unanimously resolved that emphasis be put by the Departments on strengthening the existing Mentoring System. The IQAC members resolved to prepare the Mentor-Mentee List for the new academic session 2022-23 and the same be forwarded to the Principal for necessary ratification and notification. Emphasis was put on regular Mentoring of the students by the teachers of the college.

Item No. 4: Initiative for participation in NIRF Ranking process.

The IQAC resolved to participate in NIRF ranking process. Also resolved that efforts would be made to submit NIRF data by December, 2022 after collection and compilation of the required data from various sources. It was resolved that Dr Koushik Das, NIRF Coordinator would be provided necessary support for ensuring successful completion of the college's participation in NIRF Ranking Process.

Item No. 5: To take initiative for submission of IQA for the 3rd cycle of assessment and accreditation by NAAC

In this item of business, the IQAC Coordinator emphasized on fast submission of the IQA for completion of the 3rd cycle of assessment and accreditation of the college by the NAAC. The members present also appreciated the proposal. After a brief discussion, it was unanimously resolved that efforts be made for submission of IQA to the NAAC in the last week of November, 2022. The respected principal was requested to provide with the necessary financial support.

Item No. 6: To prepare a perspective plan of the college for the current academic session.

In this item of business, the principal stressed the necessity of the preparation of a perspective plan of the college for the inclusive development of the college in the current academic session. This aroused considerable interest and resulted in fruitful discussion. Many suggestions and comments were made which will receive due attention. The proposed perspective plan included: endeavor for strengthening of physical infrastructure, initiative for raising funds from various sources, infrastructure augmentation like construction of steel canopy and concrete path at a few places; completion of 3rd cycle of assessment and accreditation by NAAC; endeavor for introduction of a few more UG/PG courses; increased usage of Green Energy for a sustainable environment, endeavor for establishment of Research Centre in Humanities and Social Science, purchase of books and journals, creation of new classrooms to accommodate mounting number of students and disciplines, creation/reconstitution of various subcommittees for smooth functioning of the college, purchase of chemicals and lab equipment, purchase of projectors and computers, augmentation of departmental physical infrastructure, emphasis on gardening and beautification, MOU with institution of national and international repute, organizations of



seminars, sports, educational tour and cultural programs, preparation towards implementation of NEP 2020, initiative for creation of more teaching and nonteaching posts, etc. The respected Principal was requested to take up the matter along with the Governing Body for finalization and ratification.

Item No. 7: To chalk out Plan of Action for the current session towards quality enhancement

In this item of business, the Coordinator, IQAC pointed to the necessity of the formulation of a Plan of Action towards quality enhancement for the current Academic year. Apart from inclusion of different regular quality related activities of the IQAC, development of infrastructure towards implementation of NEP 2020 in its true spirit, admission of students in PhD programs, organization of Freshers' welcome ceremony/Annual cultural Function, submission of IIQA, Completion of 3rd cycle of Assessment and accreditation by the NAAC, Collection of Feedback from stakeholders and analysis, organization of quality related webinars, creation of Maker's Space, creation of subcommittees and cells, upgradation of college website, strengthening of IIC activities, participation in NIRF process, conduct of various audits, creation of Students progression database, review of teaching learning process, structures and methodologies of operations, and maintenance of record of the incremental improvements in different areas were emphasized in the formulated Plan of Action.

Item No. 8: To aid IIC for organization of programs

In this item of business, the members present unanimously resolved to strengthen IIC activities in the college. It was resolved that in coming days, the IQAC would provide necessary support to the IIC of the college for organization of entrepreneurship program or motivational sessions.

Item No. 9: To take initiative for admission of students in Boys' Hostel

In this item of business, the IQAC members requested the principal to take appropriate measures for admission of deserving newly admitted students in the few seats lying vacant in the college Hostel, namely Bibekananda Chhatrabaas.

Item No. 10: To Observe Students' Week and Voter awareness program

Resolved that the IQAC would observe Students' Week in the first week of January, 2023 and extend support to the Electoral Literacy Club (ELC) of the college for organizing Voter awareness program among the students in January, 2023.

Item No. 11: Establishment of Prof N.C. Rana Space Observation Centre

In this item of business, Dr Mukesh Pradhan, IQAC Member opined that to augment the students' interest in science, especially astrophysics, the college might go for establishing a Sky/Space observation centre. He further stated that the proposed space observation centre



should be named after the name of the eminent Bengali scientist Prof ~~B~~ C. Rana. The IQAC members unanimously appreciated the proposal and requested the Principal to do the needful. Dr Pradhan was also entrusted with the onus of supervising the entire project.

Item No. 12: Consideration of draft Self Study Report

In this item of business, the IQAC Coordinator placed before the members the draft copy of Self Study Report. The members discussed varied aspects of the report. Eventually, the members present unanimously approved the prepared Self Study Report without any major modifications.

Item No. 13: Consideration of Students & Teachers' Feedback Report: 2021-22

Reports placed and shared with the members. Some recommendations were noted for future planning. The principal was requested to do the needful.

Item No. 14: Consideration of Employers & Alumni Feedback Report: 2021-22

Reports placed and shared with the members. Some recommendations were noted for future planning. The principal was requested to do the needful.

Item No. 15: Procurement of various types of lab equipment and chemicals

Considering the feedback from the students and the teachers, in this item of business, the IQAC members resolved to procure various types of lab equipment and chemicals from recognized vendors. The principal was requested to do the needful in this regard.

Item No. 16: Cooperation with the NSS units to observe "Swachh Sagar Surakshit Sagar" program

In this item of business, the IQAC members resolved to participate in the nationwide seabeach cleaning program. They decided to extend cooperation to NSS units to observe "Swachh Sagar Surakshit Sagar" program in Digha and the adjoining coastal areas of West Bengal.

Item No. 17: Collection of students' progression data from the departments

In this item of business, the IQAC members unanimously resolved to create a Students' progression database by collecting the relevant data from various departments.

Item No. 18: Modernization of the Theatre Hall

To cater to the need of a well-equipped and modern Seminar Hall for organization of mounting number of academic programs in the college, in this item of business, the IQAC members resolved to recommend for modernization of the Theatre Hall of the Administrative Building. The respected Principal was requested to be proactive in this regard.



Item No. 19: Installation of Purified Drinking Water Units at a few positions inside the campus

In this item of business, a few teachers briefed on the necessity of installation of purified drinking water Units at certain positions. Students' feedback also emphasized the need of installation of purified drinking water units on the ground floor of Iswar Chandra Vidyasagar Bhaban. The IQAC members requested the principal to take necessary steps for installation of purified drinking water units at a few positions in different buildings.

Item No. 20: Upgradation of college website

In this item of business, a few members complained regarding the non-availability of sufficient data on college website. Under the circumstances, the members unanimously resolved to form a website maintenance committee with competent teachers as members for upgradation and maintenance of website on a regular basis.

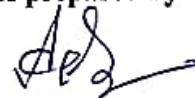
Item No. 21: Miscellaneous

Nil.

Since there was no other matter for discussion, the meeting ended with a vote of thanks to the chair.

Minutes approved by


Dr. Manabendra Mondal
Principal & Chairperson, IQAC
Belda College
mondalprincipal@yahoo.co.in
Principal & Chairperson
Internal Quality Assurance Cell (IQAC)
Belda College
Belda - Paschim Medinipur

Minutes prepared by


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INTERNAL QUALITY ASSURANCE CELL
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BELDA COLLEGE

(Accredited with CGPA of 2.75 at 'B' Grade by NAAC)

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Ref No.: BC/IQAC/M-01(75)/2023

Dated: January 07, 2023

From the Office of the IQAC Coordinator:

75th MEETING OF IQAC

To
All Members,
IQAC, Belda College

Dear Sir/Madam,

Pursuant to the instructions of the Principal & Chairperson, IQAC, the undersigned is happy to inform you that the 75th Meeting of the IQAC, Belda College is scheduled to be held on 13th January, 2023 (Friday) at 2 p.m. in the chamber of the principal to transact the following items of business. Kindly make it convenient to attend the meeting.

Thanking you.

Sincerely yours,

Asit
Dr. Asit Panda

07/01/23

Coordinator, IQAC

Belda College

INTERNAL QUALITY ASSURANCE CELL

BELDA COLLEGE

BELDA, PASCHIM MEDINIPUR

Agenda:


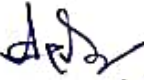



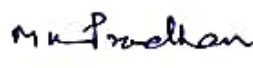
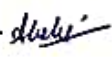

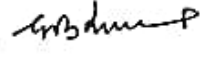
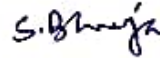
1. Confirmation of the Minutes of the 74th Meeting of the IQAC, Belda College held on 15.11.22.
2. Report by the Coordinator on the activities of the IQAC since its last meeting held on 15.11.2022
3. To take Initiative for the appointment of new TIC/Principal
4. To form IQAC Core Committee to deal with NAAC Assessment related matters
5. To take initiative for organization of Freshers' Welcome, Annual Cultural Program and Prize Distribution Ceremony
6. To ensure submission of online SSR within stipulated time
7. To create awareness regarding Students Satisfaction Survey
8. To participate in DVV process after the submission of the SSR
9. To submit AQAR: 2021-22
10. To place action taken report on the collected feedback
11. To extend support to various Units/Cells/Departments for celebration of commemorative days and organization of Programs/Seminars/Conferences
12. To consider allocation of Funding to the departments for enhancement of Infrastructure
13. To take initiative for introduction of new Add-on/Certificate/Value-added courses and Skill Enhancement/Capacity Building programs
14. To form a few new cells/subcommittees for the smooth functioning of the college
15. To appoint a fulltime Bursar for the more efficient handling of financial matters
16. To reconstitute the IQAC of the college
17. Miscellaneous



INTERNAL QUALITY ASSURANCE CELL BELDA COLLEGE

The 75th Meeting of the IQAC, Belda College was held on 13th January, 2023 (Friday) at 2 p.m. in the chamber of the Principal, Belda College.

Members present:

1. Dr. Manabendra Mondal, Principal & Chairman (IQAC) 
2. Dr. Asit Panda, Dept. of English & Co-ordinator (IQAC) 
3. Prof. Anandamay Sinha, Dept. of Economics & Faculty Member 
4. Dr. Lipika Mandal, Dept. of Geography & Faculty Member 
5. Dr. Deepak Paswan, Dept. of Physical Education & Faculty Member 
6. Dr. Mukesh Pradhan, Dept. of Physics & Faculty Member 
7. Dr. Saheli Chowdhury, Dept. of Sociology & Faculty Member 
8. Sri Madhab Mishra, Librarian & Member 
9. Sri Gopinath Bhunia, Senior Administrative Officer 
10. Sri Subhendu Bhanja, Administrative Staff Member 

The meeting started on time and Dr. Asit Panda, the IQAC Coordinator of Belda College conveyed warm welcome to all the members. He requested Dr. Manabendra Mondal, the Principal & Chairman-IQAC to chair the session. The Chairman-IQAC welcomed the members and asked the Coordinator to start the proceedings.

Item No. 1: Confirmation of the Minutes of the 74th Meeting of the IQAC, Belda College held on 15.11.22.

The IQAC Coordinator read out the Minutes of the 74th Meeting of the IQAC, Belda College held on 15.11.22. and it was resolved unanimously that the Minutes be confirmed.

Item No. 2: Report by the Coordinator on the activities of the IQAC since its last meeting held on 15.11.2022

The Coordinator, IQAC briefed on the various activities and initiatives of the IQAC since its last meeting held on 15.11.2022. The Members present appreciated some activities of the IQAC. However, it was observed that in some initiatives progress was not up to the mark.



Item No. 3: To take Initiative for the appointment of new TIC/Principal

In this item of business, Dr Manabendra Mondal, the current Principal of the college reported that he would retire from his post on 28th February, 2023. The members present were shocked hearing the news and acknowledged his robust leadership and valuable contribution to the development of the college. However, to fill in the vacuum in leadership after Dr Mondal's retirement, all the present members of IQAC entreated Dr Mondal to take initiative for the smooth recruitment of a TIC from March onwards by taking up the matter along with the Governing Body. The principal was also requested to approach the concerned authorities of the West Bengal College Service Commission for the recommendation of a suitable candidate for the post of the Principal of the college after his retirement.

Item No. 4: To form IQAC Core Committee to deal with NAAC Assessment related matters

In this item of business, a core committee was formed by the IQAC to deal with matters related to assessment and accreditation by the NAAC. The members of the Core Committee included: Dr. Asit Panda, Prof. Anandamay Sinha, Dr. Lipika Mandal, Dr. Mukesh Pradhan, Dr. Saheli Chowdhury, Dr Sumit Giri, Dr Arun Kumar Roy, Sri Subir Saha, Sri Madhab Mishra, Sri Subhendu Bhanja.

Item No. 5: To take initiative for organization of Freshers' Welcome, Annual Cultural Program and Prize Distribution Ceremony


Resolved that keeping in view the demands of the students, efforts be made by the college for organization of **Freshers' Welcome Ceremony, Annual Cultural Program and Prize Distribution Ceremony in the first week of February, 2023**. The Principal was requested to do the needful in this regard.

Item No. 6: To ensure submission of online SSR within stipulated time

In this item of business, the IQAC Coordinator reported that the IIQA of the college was approved by the NAAC on 6th December, 2022. As per NAAC Guidelines, SSR of a college must be submitted within 45 days from the date of approval of IIQA to avoid further submission of application fee. Against this backdrop, the IQAC members unanimously resolved to expedite SSR related activities so that SSR could be submitted in the portal within the stipulated time.

Item No. 7: To create awareness regarding Students Satisfaction Survey

In this item of business, the IQAC Coordinator informed the members that immediately after the submission of the SSR, the NAAC would initiate the **Students Satisfaction Survey which is an essential component of the assessment process**. In this connection, the IQAC must sensitize the students regarding their active participation in the Survey. After much discussion, it was unanimously resolved that the IQAC would create awareness among the students regarding the conduct of Satisfaction Survey by the NAAC by involving the teachers, organizing awareness



meeting with the students, and making a display of NAAC prescribed flex or banner at different positions inside the campus.

Item No. 8: To participate in DVV process after the submission of the SSR

In this item of business, the IQAC Coordinator informed other members that immediately after the submission of the SSR, DVV process would begin and during it, NAAC would verify and validate submitted data and documents. It was unanimously resolved by the members that the Core Committee formed by the IQAC would be entrusted with the responsibility of participation in DVV process and satisfying the queries of the NAAC in this connection.

Item No. 9: To submit AQAR: 2021-22

As the IQAC members will remain busy in DVV process as well as preparation for PEER Team's visit, it was unanimously resolved by the members that an initiative would be taken by the IQAC for submission of AQAR: 2021-22, after the completion of NAAC PEER Team's visit at the college.

Item No. 10: To place action taken report on the collected feedback

In this item of business, the Action Taken Report on the collected feedback for the session 2021-22 was placed before the IQAC. After discussion, it was unanimously approved.

Item No. 11: To extend support to various Units/Cells/Departments for celebration of commemorative days and organization of Programs/Seminars/Conferences

In this item of business, some of the members reported on the difficulties faced by a few cells & departments in celebration of commemorative days and organization of Programs/Seminars/Conferences. It was resolved that all kinds of support be provided by the IQAC to various Units/Cells/Departments for such celebration or organization of Programs. Excluding this, Subcommittees will be formed to facilitate such activities.

Item No. 12: To consider allocation of Funding to the departments for enhancement of infrastructure

In view of the forthcoming NAAC PEER TEAM Visit at the college, a few members reported on the feedback received from the teachers regarding the enhancement of departmental infrastructure at certain departments. In view of this, the IQAC members unanimously resolved to recommend allocation of certain amount of money as contingency fund to each department for meeting certain low budget infrastructural expenses.

Item No. 13: To take initiative for introduction of new Add-on/Certificate/Value-added courses and Skill Enhancement/Capacity Building programs

Considering the demand of the students, it was unanimously resolved that the departments and the Academic subcommittee of the college would be approached to run few old and offer some



new Add-on/Certificate/Value-added courses and Skill Enhancement/Capacity Building programs in the current Academic Year. A few proposals were suggested and the same was noted by the IQAC members.

Item No. 14: To form a few new cells/subcommittees for the smooth functioning of the college

In this item of business, a few members stressed on the necessity of creation of a few new cells/subcommittees as well as reformation of some older ones for the smooth academic and administrative functioning of the college. The members unanimously proposed for creation of Website Maintenance Subcommittee, PF & Service Book Subcommittee, Canteen Subcommittee, Seminar Subcommittee, Magazine Subcommittee, PF & Promotion Subcommittee etc. The principal was requested for taking up the matter along with the Governing Body.

Item No. 15: To appoint a fulltime Bursar for the more efficient handling of financial matters

To facilitate the process of financial transactions by the college office and ensure dexterous handling of funding, in this item of business, the IQAC members resolved to appoint a teacher as a fulltime Bursar in the college. The Principal was requested to take up the matter along with the Governing Body.

Item No. 16: To reconstitute the IQAC of the college

In view of the relocation of some members to other Institutions as well as vacancy created in some positions due to different reasons, it was resolved that the Principal would take initiative for reconstitution of the IQAC of the college after the NAAC PEER Team's visit at the college.

Item No. 17: Miscellaneous.

Nil.

As there was no other matter for discussion, the meeting ended with a vote of thanks to the chair.

Minutes approved by

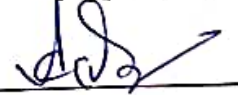


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