



BELDA COLLEGE

(Re-accredited & Graded 'B' by NAAC)

Belda :: Paschim Medinipur :: 721424 :: W.B.

Date: 08.07.2016

IQAC MEETING NOTIFICATION

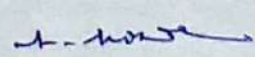
The 40th Meeting of the IQAC of Belda College will be held on 15.07.16 at 2 p.m. in the chamber of the Principal to discuss the following items. All members are cordially requested to attend the meeting.

Members of IQAC:

1. Dr. Manabendra Mondal, Principal & Chairman (IQAC)
2. Prof. Alope Ratan Mitra, President (College G.B.) & MR Member (IQAC)
3. Dr. Asit Panda, Asst. Professor (Dept. of English) & Co-ordinator (IQAC)
4. Dr. Sabitabrata Roy, Dept. of Chemistry & Faculty Member (IQAC)
5. Prof. Debanjan Das, Dept. of Bengali & MR Member (IQAC)
6. Dr. Jayanta Mukherjee, Dept. of English & Faculty Member (IQAC)
7. Dr. Avijit Dey, Dept. of Physics & Faculty Member (IQAC)
8. Dr. Lipika Mandal, Dept. of Geography & Faculty Member (IQAC)
9. Sri Pranab Kumar Das, Senior Administrative Officer & Member (IQAC)
10. Sri Arunava Sarkar, Senior Administrative Officer & Member (IQAC)
11. Sri Subhendu Bhanja, Technical Staff & Member (IQAC)
12. Sri Gopal Rana, Technical Staff & Member (IQAC)
13. Sri Avijit Kumar Sahani, Alumni & Member (IQAC)
14. G. S., Chhatra Sansad Students' Representative & Member (IQAC)
15. Sri Duarkaprasad Khandelwal, External Expert & Member (IQAC)

Agenda:

1. Confirmation of the Minutes of the 39th Meeting of the IQAC of Belda College held on 27th May, 2016.
2. Orientation Programme for the New Students at the beginning of the Academic Session.
3. Purchase of Reference books for Central Library.
4. MOUs with Industry, NGOs and various Colleges of our State for Faculty Exchange, Research, Students' Skill Development, Staff Training, Job Training, Community Development Programs, Collaborative and Extension Activities etc.
5. Introduction of Teachers' Feedback.
6. Technology Upgradation & Purchase of Computer.
7. Construction of Ramps.
8. Combined Comprehensive Preparatory Coaching for Competitive Examinations.
9. Emphasis on Students' Mentoring.
10. Organizing Seminars, Workshops and Special Lectures.
11. Application for different Sponsored Projects.
12. Creation of New Teaching Posts in various subjects of Arts, Science & Commerce.
13. Compulsory Attendance of Teaching and Office Staff on Observance Days.
14. Introduction of Add-on /Certificate/Value-added courses.
15. Preparation of Academic Calendar.
16. High-Speed Data Link for Internet Services.
17. Educational Tour for Staff and Students.
18. Recruitment of Guest Teachers.
19. Career Counselling Program for Students.
20. Emphasis on Arrangement of Remedial Coaching and Tutorials by Departments.
21. Extension Activities through NSS & NCC Units.
22. Miscellaneous.


Dr. M. Mondal

Principal, Belda College

Principal & Chairperson

Internal Quality Assurance Cell (IQAC)

Belda College

Belda, Paschim Medinipur

08/07/16

Minutes of the 40th Meeting of Internal Quality Assurance Cell (IQAC) of Belda College

The 40th meeting of the Internal Quality Assurance Cell of Belda College was held on 15.07.16 at 2 p.m. in the chamber of the Principal, Belda College.

A. Members present:

1. Dr. Manabendra Mondal, Principal & Chairman (IQAC) *M. Mondal*
2. Prof. Alope Ratan Mitra, President (College G.B.) & Management Representative Member (IQAC) *Alope Ratan Mitra*
3. Dr. Asit Panda, Asst. Professor (Dept. of English) & Co-ordinator (IQAC) *Asit Panda*
4. Dr. Sabitabrata Roy, Dept. of Chemistry & Faculty Member (IQAC) *S. Roy*
5. Prof. Debanjan Das, Dept. of Bengali & M R Member (IQAC) *D. Das*
6. Dr. Jayanta Mukherjee, Dept. of English & Faculty Member (IQAC) *J. Mukherjee*
7. Dr. Avijit Dey, Dept. of Physics & Faculty Member (IQAC) *A. Dey*
8. Dr. Lipika Mandal, Dept. of Geography & Faculty Member (IQAC) *L. Mandal*
9. Sri Arunava Sarkar, Senior Administrative Officer & Member (IQAC) *A. Sarkar*
10. Sri Subhendu Bhanja, Technical Staff & Member (IQAC) *S. Bhanja*
11. Sri Gopal Rana, Technical Staff & Member (IQAC) *G. Rana*
12. Sri Avijit Kumar Sahani, Alumni & Member (IQAC) *A. K. Sahani*
13. Sri Duarkaprasad Khandelwal, External Expert & Member (IQAC) *D. P. Khandelwal*

B. The following members could not attend the meeting due to other engagements:

1. G. S., Chhatra Sansad Students' Representative & Member (IQAC)
2. Sri Pranab Kumar Das, Senior Administrative Officer & Member (IQAC)

Dr. Manabendra Mondal, the Chairman of IQAC, Belda College took the Chair and the meeting started in time. The Chairman-IQAC welcomed all and asked Dr. Asit Panda, the Coordinator to start the proceedings.

Item No. 1: Confirmation of the Minutes of the 39th Meeting of IQAC held on 27th May, 2016.

The IQAC Coordinator read out the proceedings of the previous meeting and it was resolved unanimously that the proceedings be confirmed.

Item No. 2: Orientation Programme for the New Students at the beginning of the Academic Session.

Resolved that the HoDs of various Departments be requested to organize Orientation Programme for 1st Year/ 1st Sem Students of various programs before the beginning of their classes to make them familiar with the history and heritage of the College, support services, syllabus, scopes/outcomes/possibilities of the program/course etc.

Item No. 3: Purchase of Reference books for Central Library.

Resolved that following the requirements of the Curriculum & suggestions of the Library Committee as well as feedback received from the students and HoDs of various Departments, measures be taken to purchase Reference Books and Journals of different Subjects. Also resolved that the Librarian be requested to continue subscriptions of Journals and INFLIBNET membership by the College.

Item No. 4: MOUs with Industry, NGOs and various Colleges of our State for Faculty Exchange, Research, Students' Skill Development, Staff Training, Job Training, Community Development Programs, Collaborative and Extension Activities etc.

Resolved that initiatives be taken to create linkage in this academic year by signing MoUs with Industry, NGOs and various Colleges of our State for Faculty Exchange, Research, Students' Skill Development, Staff Training, Job Training, Community Development Programs and Collaborative and Extension Activities etc.

Item No. 5: Introduction of Teachers' Feedback.

Following the Guidelines of NAAC, it was resolved that from the current academic year, Teachers' Feedback System be introduced so that teachers can contribute in an affirmative manner to the development of the institution. The Coordinator was authorized to devise the Feedback Form with the help of two other members.

Item No. 6: Technology Upgradation & Purchase of Computer.

Resolved that the Principal be requested to take initiative for technology upgradation through purchase of software and Computers/Laptops as per requirement of the college.

Item No. 7: Construction of Ramps.

With a view to create facility for differently-abled persons, it was resolved by the IQAC to construct a Ramp in Kedar Memorial Building and the Governing Body be requested to initiate necessary action in this regard.

Item No. 8: Combined Comprehensive Preparatory Coaching for Competitive Examinations.

Resolved that the Coordinator of Placement & Career Counselling Cell be requested to run Combined Comprehensive Preparatory Coaching for Competitive Examinations in collaboration with SAFALYA: An Institute of Competitive Exam, Midnapore from the current academic year..

A. Singh

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Item No. 9: Emphasis on Students' Mentoring.

In this item of business, it was unanimously resolved that emphasis be put by the Departments in strengthening the existing Mentoring System and the Departments be asked to prepare the Mentor-Mentee List for the running session and the same be forwarded to the Principal for necessary approval and notification.

Item No. 10: Organizing Seminars, Workshops and Special Lectures.

Resolved that the HoDs of various Departments be requested to take initiative for organization of Seminars, Workshops, Special Lectures etc. in their respective Departments. Also resolved that the respected Principal be requested to ensure necessary support in this connection.

Item No. 11: Application for different Sponsored Projects.

It was unanimously resolved by the Members that the Faculty Members of various Departments be requested to take initiative for submission of Research Proposals to various Funding Agencies. Also resolved that the Research Committee and the respected Principal be requested to provide necessary support in this connection.

Item No. 12: Creation of New Teaching Posts in various subjects of Arts, Science & Commerce.

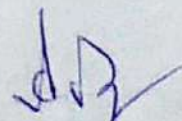
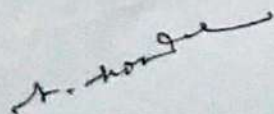
In this item of business, with a view to increase teacher-student ratio in Departments and improve the prevalent teaching-learning system, it was resolved that the Governing Body be requested through the Principal to take initiative for creation of new Teaching Posts in various subjects of Arts, Science & Commerce following the rules and regulations of the Govt. of West Bengal in this matter.

Item No. 13: Compulsory Attendance of Teaching and Office Staff on Observance Days.

In this item of business, the Principal reported on the poor attendance of the teachers and Office Staff in the College on Observance Days like Independence Day, Republic Day, Netaji Birth Day etc. To put greater emphasis on the recollection of important events in history and commemorate Birth/Death anniversaries of great personalities, the IQAC stressed on the proper observance of these remarkable days in dignified manner and requested the Principal to ensure compulsory attendance of Teaching and Office Staff on Observance Days.

Item No. 14: Introduction of Add-on /Certificate/Value-added courses.

Considering the demands of various stakeholders and to ensure the employability of the students in the competitive Job Market, it was resolved that initiatives be taken by the respected Principal to introduce new Add-on /Certificate/Value-added course in the current Academic Year.



Item No. 15: Preparation of Academic Calendar.

Resolved that initiative be taken by the IQAC to prepare a tentative Academic Calendar for the current academic year following the Academic Calendar supplied by the affiliating University and the same be followed for admission in Semesters, commencement of classes, internal evaluations, teaching days, organization of events, and various other academic and cultural activities in the college.

Item No. 16: High-Speed Data Link for Internet Services.

Resolved that as the poor speed of Internet connection was causing inconveniences in smooth functioning of the college, to facilitate teaching-learning and administrative works, High-Speed Data Link connection of **Reliance Jio** for Internet Services must be procured.

Item No. 17: Educational Tour for Staff and Students.

Resolved that the respected Principal be requested to organize **Educational Tour to South India** in keeping with the demand of a large number of students. Also resolved that **Subsidy** be provided to Students and Staff participating in the Tour.

Item No. 18: Recruitment of Guest Teachers.

Resolved that the respected Principal be requested to take appropriate measures for the appointment of **Guest Teachers in certain subjects considering the requirements of the Departments** so that **Teacher-Student Ratio** in such Departments could be enhanced.

Item No. 19: Career Counselling Program for Students.

Resolved that the **Coordinator of Placement & Career Counseling Cell** be requested to take initiative for organization of Career Counselling program for the students of the College.

Item No. 20: Emphasis on Arrangement of Remedial Coaching and Tutorials by Departments.

Resolved that the HoDs of various Departments be requested to put emphasis on regular arrangement of Remedial Coaching and Tutorials in the Departments.

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Item No. 21: Extension Activities through NSS & NCC Units.

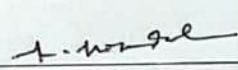
Resolved that the NSS and NCC Coordinators be requested to involve their respective Units in community services and extension activities in a more effective way in the neighborhood. The Principal was requested to provide necessary support in this connection.

Item No. 22: Miscellaneous.

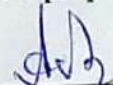
Nil.

The meeting ended with a vote of thanks to the Chair.

Minutes approved by


15/07/16
Dr. Manabendra Mondal
Chairperson, IQAC
mondalprincipal@yahoo.co.in
Principal & Chairperson
Internal Quality Assurance Cell (IQAC)
Belda College
Belda, Paschim Medinipur

Minutes prepared by


15/07/16
Prof. Asit Panda
Coordinator, IQAC
asitpanda23@rediffmail.com

Co-ordinator
INTERNAL QUALITY ASSURANCE CELL
BELDA COLLEGE
BELDA * PASCHIM MEDINIPUR



BELDA COLLEGE

(Re-accredited & Graded 'B' by NAAC)

Belda :: Paschim Medinipur :: 721424 :: W.B.

Date: 08th Nov, 2016

IQAC MEETING NOTICE

All members of the IQAC of Belda College are hereby apprised that the 41st meeting of the IQAC will be held on 17th November, 2016 at 1 p.m. in the chamber of the Principal to transact the following items of business. All members are requested to make it convenient to attend the meeting.

Members of IQAC:

1. Dr. Manabendra Mondal, Principal & Chairman (IQAC)
2. Prof. Alope Ratan Mitra, President (College G.B.) & M R Member (IQAC)
3. Dr. Asit Panda, Asst. Professor (Dept. of English) & Co-ordinator (IQAC)
4. Dr. Sabitabrata Roy, Dept. of Chemistry & Faculty Member (IQAC)
5. Prof. Debanjan Das, Dept. of Bengali & M R Member (IQAC)
6. Dr. Jayanta Mukherjee, Dept. of English & Faculty Member (IQAC)
7. Dr. Avijit Dey, Dept. of Physics & Faculty Member (IQAC)
8. Dr. Lipika Mandal, Dept. of Geography & Faculty Member (IQAC)
9. Sri Pranab Kumar Das, Senior Administrative Officer & Member (IQAC)
10. Sri Arunava Sarkar, Senior Administrative Officer & Member (IQAC)
11. Sri Subhendu Bhanja, Technical Staff & Member (IQAC)
12. Sri Gopal Rana, Technical Staff & Member (IQAC)
13. Sri Avijit Kumar Sahani, Alumni & Member (IQAC)
14. G. S., Chhatra Sansad Students' Representative & Member (IQAC)
15. Sri Duarkaprasad Khandelwal, External Expert & Member (IQAC)

Agenda:

1. Confirmation of the Minutes of the 40th Meeting of the IQAC of Belda College held on 15.07.16.
2. Preparation of AQAR: 2015-16.
3. To place IQAC Action Taken Report: 2015-16.
4. Introduction of Examination Reforms.
5. To increase number of Toilets in Administrative Block.
6. Motivating Teachers for Participation in Faculty Development Programs by Other Institutions.
7. Organization of Training Program for Teachers and Office Staff.
8. Initiative for Green Audit & Energy Audit.
9. Initiative for Academic Audit & Administrative Audit.
10. Organization of Seminars/Conferences by Departments.
11. Incremental Benefit to Teachers for M. Phil & PhD degrees.
12. Pay Protection to Teachers who joined from other Institutions.
13. Organization of Cultural Programs, Annual Sports, Cultural Competitions, Tour/Excursion by the College every year.
14. Analysis of the Results of the Students of different Years/ Semesters appearing in the Final Examinations of different courses.
15. Support for Project works and organization of Field Trips/Field Study for students by Dept. of Geography, Dept. of Bengali, Dept. of Santali and certain departments of Science Stream.
16. Miscellaneous.

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Dr. M. Mondal
Principal, Belda College
Principal & Chairperson
Internal Quality Assurance Cell (IQAC)
Belda College
Belda, Paschim Medinipur

08/11/16

Minutes of the 41st Meeting of Internal Quality Assurance Cell (IQAC) of Belda College

The 41st meeting of the IQAC of Belda College was held on 17th November, 2016 at 1 p.m. in the chamber of the Principal, Belda College.

A. Members present:

1. Dr. Manabendra Mondal, Principal & Chairman (IQAC) *[Signature]*
2. Prof. Alope Ratan Mitra, President (College G.B.) & Management Representative Member (IQAC) *Alope Ratan Mitra*
3. Dr. Asit Panda, Asst. Professor (Dept. of English) & Co-ordinator (IQAC) *Asit Panda*
4. Dr. Lipika Mandal, Dept. of Geography & Faculty Member (IQAC) *[Signature]*
5. Dr. Sabitabrata Roy, Dept. of Chemistry & Faculty Member (IQAC) *[Signature]*
6. Prof. Debanjan Das, Dept. of Bengali & M R Member (IQAC) *[Signature]*
7. Dr. Jayanta Mukherjee, Dept. of English & Faculty Member (IQAC) *[Signature]*
8. Dr. Avijit Dey, Dept. of Physics & Faculty Member (IQAC) *Avijit Dey*
9. Sri Pranab Kumar Das, Senior Administrative Officer & Member (IQAC) *[Signature]*
10. Sri Gopal Rana, Technical Staff & Member (IQAC) *[Signature]*
11. Sri Avijit Kumar Sahani, Alumni & Member (IQAC) *[Signature]*
12. Sri Subhendu Bhanja, Technical Staff & Member (IQAC) *S. Bhanja*
13. G. S., Chhatra Sansad Students' Representative & Member (IQAC) *Suman Chandra*
14. Sri Duarkaprasad Khandelwal, External Expert & Member (IQAC) *[Signature]*

B. The following members could not attend the meeting due to other engagements:

1. Sri Arunava Sarkar, Senior Administrative Officer & Member (IQAC)

The meeting started in 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 40th Meeting of the IQAC of Belda College held on 15.07.16.

The IQAC Coordinator read out the proceedings of the previous meeting and it was resolved unanimously that the proceedings be confirmed.

Item No. 2: Preparation of Annual Quality Assurance Report: 2015-16.

In this item of business, the Coordinator of IQAC stressed on the necessity of preparing Annual Quality Assurance Report for the previous academic session (2015-16) and submission of the same to NAAC. In view of the reporting, the members present resolved to compile data after its collection from different sections of the institution for the preparation of AQARs. Individual teachers were assigned specific duties in this regard. Members also resolved to involve some Office Staff in the entire process.

Item No. 3: To place IQAC Action Taken Report: 2015-16.

In this item of business, the Coordinator of IQAC placed before the House Action Taken Report: 2015-16 prepared by some members on the basis of the decisions made in the meetings of the IQAC in 2015-16. Members expressed satisfaction over the compliances to the decisions of the IQAC. Resolved that the respected Principal be requested to implement a few unfulfilled resolutions in future.

Item No. 4: Introduction of Examination Reforms.

In this item of business, the Coordinator stressed on the necessity of introducing some examination reforms to avoid monotony and ensure better assessment of the progression of the students. Many members were for the introduction of more use of MCQ in Internal Assessment or Class Test. Class Assignments, Project Works or Term Papers were regarded by some Members as apt measures. Resolved that the HoDs be requested to implement such reforms.

Item No. 5: To increase number of Toilets in Administrative Block.

Keeping in view the long-standing demand of the stakeholders, the IQAC resolved that the Governing Body be requested through the Principal to construct sufficient number of Toilets in the Administrative Block for Ladies and Gents.

Item No. 6: Motivating Teachers for Participation in Faculty Development Programs by Other Institutions.

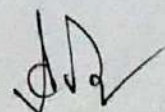
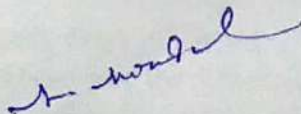
Resolved that the Faculty Members be motivated by the IQAC for participation in Faculty Development Programs by other Institutions and the IQAC Coordinator and the Principal be requested to provide all sorts of cooperation like signing the application letter, issuing permission letter, granting O.D. Leave etc. to the concerned faculty in this connection.

Item No. 7: Organization of Training Program for Teachers and Office Staff.

Resolved that measures be taken by the College Authority for organization of Staff Training Program for the Office Staff and Professional Development Programs for the Faculty Members in collaboration with A. S. Infotech, the Training Partner of the College.

Item No. 8: Initiative for Green Audit & Energy Audit.

Resolved that the respected Principal be requested to conduct Green Audit & Energy Audit of the College for the previous Academic Session (2015-16) and a competent Committee be formed for the purpose.



Item No. 9: Initiative for Academic Audit & Administrative Audit.

Resolved that the respected Principal be requested to conduct Academic and Administrative Audit of the College for the previous Academic Session (2015-16) and a competent Committee be formed for the purpose.

Item No. 10: Organization of Seminars/Conferences by Departments.

Resolved that the Departmental HoDs be requested to take initiative for organizing Seminars/Conferences/ Special Lectures for the benefit of the teachers and students.

Item No. 11: Incremental Benefit to Teachers for M. Phil & PhD degrees.

In this item of business, the Principal was requested by the IQAC members to take initiative for providing Incremental Benefit, following Govt. rules in this regard, to Teachers with M. Phil or PhD Degree as academic qualification.

Item No. 12: Pay Protection to Teachers who joined from other Institutions.

In this item of business, the Principal was requested by the IQAC members to ensure Pay Protection of those Teachers who joined Belda College after serving a few years in other colleges.

Item No. 13: Organization of Cultural Programs, Annual Sports, Cultural Competitions, Tour/Excursion by the College every year.

Resolved that the respected Principal be requested to adopt appropriate measures for organizing Cultural Programs, Annual Sports, Cultural Competitions, Tours/Excursions etc. by the College with the active assistance from Students' Council, namely *Chhatra Sansad*.

Item No. 14: Analysis of the Results of the Students of different Years/ Semesters appearing in the Final Examinations of different courses.

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 courses and appropriate measures be adopted for further improvement.

Item No. 15: Support for Project works and organization of Field Trips/Field Study for students by Dept. of Geography, Dept. of Bengali, Dept. of Santali and certain departments of Science Stream.

In this item of business, some of the members reported on the prospective Project works and organization of Field Trips/Field Study for students by Dept. of Geography, Dept. of Bengali, Dept. of Santali, Dept of Zoology, Dept. of Botany and certain other departments of Science Stream. Resolved that the Principal be requested to provide necessary support for smooth conduct of Project Works or Field Trips etc.

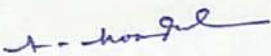
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Item No. 16: Miscellaneous.

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

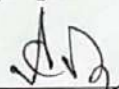
Minutes approved by


_____ 17/11/16

Dr. Manabendra Mondal
Chairperson, IQAC
mondalprincipal@yahoo.co.in

Principal & Chairperson
Internal Quality Assurance Cell (IQAC)
Belda College
Belda, Paschim Medinipur

Minutes prepared by


_____ 17/11/16

Dr. Asit Panda
Coordinator, IQAC
asitpanda23@rediffmail.com

Co-ordinator
INTERNAL QUALITY ASSURANCE CELL
BELDA COLLEGE
BELDA * PASCHIM MEDINIPUR



BELDA COLLEGE

(Re-accredited & Graded 'B' by NAAC)

Belda :: Paschim Medinipur :: 721424 :: W.B.

Date: 13th January, 2017

IQAC MEETING NOTICE

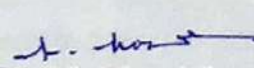
It is hereby notified that the 42nd meeting of the IQAC of Belda College will be held on 20th January, 2017 at 12 noon in the chamber of the Principal to transact the following items of business. All members are requested to make it convenient to attend the meeting.

Members of IQAC:

1. Dr. Manabendra Mondal, Principal & Chairman (IQAC)
2. Prof. Alope Ratan Mitra, President (College G.B.) & M R Member (IQAC)
3. Dr. Asit Panda, Asst. Professor (Dept. of English) & Co-ordinator (IQAC)
4. Dr. Sabitabrata Roy, Dept. of Chemistry & Faculty Member (IQAC)
5. Prof. Debanjan Das, Dept. of Bengali & M R Member (IQAC)
6. Dr. Jayanta Mukherjee, Dept. of English & Faculty Member (IQAC)
7. Dr. Avijit Dey, Dept. of Physics & Faculty Member (IQAC)
8. Dr. Lipika Mandal, Dept. of Geography & Faculty Member (IQAC)
9. Sri Pranab Kumar Das, Senior Administrative Officer & Member (IQAC)
10. Sri Arunava Sarkar, Senior Administrative Officer & Member (IQAC)
11. Sri Subhendu Bhanja, Technical Staff & Member (IQAC)
12. Sri Gopal Rana, Technical Staff & Member (IQAC)
13. Sri Avijit Kumar Sahani, Alumni & Member (IQAC)
14. G. S., Chhatra Sansad Students' Representative & Member (IQAC)
15. Sri Duarkaprasad Khandelwal, External Expert & Member (IQAC)

Agenda:

1. Confirmation of the Minutes of the 41st meeting of the IQAC held on 17th November, 2016.
2. Feedback Collection and Analysis.
3. Introduction of PG Courses.
4. Initiative for Smooth Conduct of Examination.
5. Purchasing of Original License Software.
6. Organization of Quality-Related Seminar by IQAC.
7. Organization of Gender Sensitization Program.
8. Parent-Teacher Meeting.
9. Modernization of the Laboratories.
10. Organization of Intellectual Property Rights Program.
11. Miscellaneous.


Dr. M. Mondal
Principal, Belda College

Principal & Chairperson
Internal Quality Assurance Cell (IQAC)
Belda College
Belda, Paschim Medinipur

13/01/17

Minutes of the 42nd Meeting of Internal Quality Assurance Cell (IQAC) of Belda College

The 42nd Meeting of the IQAC of Belda College was held on 20th January, 2017 at 12 noon in the chamber of the Principal, Belda College.

A. Members present:

1. Dr. Manabendra Mondal, Principal & Chairman (IQAC) *M. Mondal*
2. Prof. Alope Ratan Mitra, President (College G.B.) & Management Representative Member (IQAC) *Alope Ratan Mitra*
3. Dr. Asit Panda, Asst. Professor (Dept. of English) & Co-ordinator (IQAC) *Asit Panda*
4. Dr. Lipika Mandal, Dept. of Geography & Faculty Member (IQAC) *Lipika Mandal*
5. Dr. Sabitabrata Roy, Dept. of Chemistry & Faculty Member (IQAC) *Sabitabrata Roy*
6. Prof. Debanjan Das, Dept. of Bengali & M R Member (IQAC) *Debanjan Das*
7. Dr. Jayanta Mukherjee, Dept. of English & Faculty Member (IQAC) *Jayanta Mukherjee*
8. Dr. Avijit Dey, Dept. of Physics & Faculty Member (IQAC) *Avijit Dey*
9. Sri Pranab Kumar Das, Senior Administrative Officer & Member (IQAC) *Pranab Kumar Das*
10. Sri Arunava Sarkar, Senior Administrative Officer & Member (IQAC) *Arunava Sarkar*
11. Sri Subhendu Bhanja, Technical Staff & Member (IQAC) *S. Bhanja*
12. Sri Gopal Rana, Technical Staff & Member (IQAC) *Gopal Rana*
13. Sri Avijit Kumar Sahani, Alumni & Member (IQAC) *Avijit Kumar Sahani*
14. G. S., Chhatra Sansad Students' Representative & Member (IQAC) *Sunam Chandra*
15. Sri Duarkaprasad Khandelwal, External Expert & Member (IQAC) *Duarkaprasad Khandelwal*

The meeting started in 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 41st meeting of the IQAC held on 17th November, 2016.

The IQAC Coordinator read out the proceedings of the previous meeting and it was resolved unanimously that the proceedings be confirmed.

Item No. 2: Feedback Collection and Analysis.

In this item of business, the Coordinator of IQAC stressed on the necessity of collecting Feedback in the prescribed formats from all the stakeholders and preparing an analysis report on the basis of it as it would help the College in future planning for developmental activities. It was resolved that initiatives be taken by the Departments and IQAC in the months of February, March and April in this regard.

Item No. 3: Introduction of PG Courses.

In this item of business, it was unanimously resolved that satisfying the demands of the stakeholders, initiative be taken to introduce Post Graduate Courses in Mathematics and Physics from the next academic session. The Principal was requested to do the needful in this regard.

Item No. 4: Initiative for Smooth Conduct of Examination.

In view of the selection by the affiliating University of the College as the Examination Centre for Year End Examination, it was unanimously resolved by the members that the Examination Cell be provided support by the Principal and IQAC for smooth conduct of Internal Assessments and University Examination. **Also resolved that the Principal be requested to appoint two Coordinators/ Centre Supervisors for the purpose.**

Item No. 5: Purchasing of Original License Software.

Resolved that the Principal be requested to take initiative for purchase of original licensed 10 MS Office & Tally Software for **10 operating systems** of the College.

Item No. 6: Organization of Quality-Related Seminar by IQAC.

Resolved **that appropriate measures be taken by the IQAC for organization of a Quality-related Seminar** on "Quality Enhancement Initiatives in Higher Education Institutions" on 22nd April, 2017. The Principal was requested to provide necessary support for organization of the same.

Item No. 7: Organization of Gender Sensitization Program.

Resolved **that in collaboration with the Women's Cell of the College a Gender Sensitization Program would be organized by the IQAC through organization of a Special Lecture** on "Zero Tolerance to Female Genital Mutilation" on 6th February, 2017. The Principal was requested to provide necessary support for organization of the same.

Item No. 8: Parent-Teacher Meeting.

In this item of business, it was resolved that the HoDs of various Departments be requested to organize Parent-Teacher meeting in their respective Departments to discuss the progress of their wards and collect feedback from the parents.

Item No. 9: Modernization of the Laboratories.

In view of the growing demand of the disciplines and curriculum, it was felt by the IQAC members that the Laboratories need to be upgraded with purchase of more scientific equipment and renovation of physical infrastructure. The Principal was requested to do the needful.

J. K. Singh

[Signature]

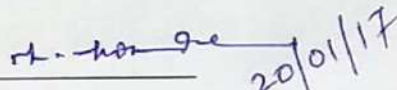
Item No. 10: Organization of Intellectual Property Rights Program.

Resolved that appropriate measures be taken by the IQAC for organizing an Intellectual Property Rights Program by conducting a Seminar on "Intellectual Property and Human Rights" on 11 February, 2017. The Principal was requested to provide necessary support for organization of the same.

Item No. 11: Miscellaneous.

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

Minutes approved by



Dr. Manabendra Mondal
Chairperson, IQAC
mondalprincipal@yahoo.co.in

Principal & Chairperson
Internal Quality Assurance Cell (IQAC)
Belda College
Belda, Paschim Medinipur

Minutes prepared by



Dr. Asit Panda
Coordinator, IQAC
asitpanda23@rediffmail.com





BELDA COLLEGE

(Re-accredited & Graded 'B' by NAAC)

Belda :: Paschim Medinipur :: 721424 :: W.B.

Date: 20.05.17

IQAC MEETING NOTICE

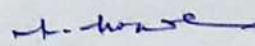
A Meeting of the IQAC of Belda College has been convened on 26th May, 2017 at 2 p.m. in the chamber of the Principal to discuss the following items of business. Following members are cordially invited to attend the meeting.

Members of IQAC:

1. Dr. Manabendra Mondal, Principal & Chairman (IQAC)
2. Prof. Alope Ratan Mitra, President (College G.B.) & M R Member (IQAC)
3. Dr. Asit Panda, Asst. Professor (Dept. of English) & Co-ordinator (IQAC)
4. Dr. Sabitabrata Roy, Dept. of Chemistry & Faculty Member (IQAC)
5. Prof. Debanjan Das, Dept. of Bengali & M R Member (IQAC)
6. Dr. Jayanta Mukherjee, Dept. of English & Faculty Member (IQAC)
7. Dr. Avijit Dey, Dept. of Physics & Faculty Member (IQAC)
8. Dr. Lipika Mandal, Dept. of Geography & Faculty Member (IQAC)
9. Sri Pranab Kumar Das, Senior Administrative Officer & Member (IQAC)
10. Sri Arunava Sarkar, Senior Administrative Officer & Member (IQAC)
11. Sri Subhendu Bhanja, Technical Staff & Member (IQAC)
12. Sri Gopal Rana, Technical Staff & Member (IQAC)
13. Sri Avijit Kumar Sahani, Alumni & Member (IQAC)
14. G. S., Chhatra Sansad Students' Representative & Member (IQAC)
15. Sri Duarkaprasad Khandelwal, External Expert & Member (IQAC)

Agenda:

1. Confirmation of the Minutes of the 42nd meeting of the IQAC held on 20th January, 2017.
2. Publication of Updated Prospectus.
3. Introduction of PG courses in Physics & Mathematics from the next Academic Session.
4. Preparation of Class Routine.
5. Attempt for Introduction of New Courses in Next Academic Year.
6. Endeavour for Financial Audit.
7. Consideration of Students' Feedback Report.
8. Consideration of Parents & Alumni Feedback Report.
9. Consideration of Academic & Administrative Audit Report.
10. Consideration of Green Audit Report.
11. Miscellaneous.


Dr. M. Mondal 20/05/17
Principal, Belda College

Principal & Chairperson
Internal Quality Assurance Cell (IQAC)
Belda College
Belda, Paschim Medinipur

Minutes of the 43rd Meeting of Internal Quality Assurance Cell (IQAC) of Belda College

The 43rd Meeting of the IQAC of Belda College was held on 26th May, 2017 at 2 p.m. in the chamber of the Principal.

A. Members present:

1. Dr. Manabendra Mondal, Principal & Chairman (IQAC) *M. Mondal*
2. Prof. Alope Ratan Mitra, President (College G.B.) & Management Representative Member (IQAC) *Alope Ratan Mitra*
3. Dr. Asit Panda, Asst. Professor (Dept. of English) & Co-ordinator (IQAC) *Asit Panda*
4. Dr. Lipika Mandal, Dept. of Geography & Faculty Member (IQAC) *Lipika Mandal*
5. Dr. Sabitabrata Roy, Dept. of Chemistry & Faculty Member (IQAC) *Sabitabrata Roy*
6. Prof. Debanjan Das, Dept. of Bengali & M R Member (IQAC) *Debanjan Das*
7. Dr. Jayanta Mukherjee, Dept. of English & Faculty Member (IQAC) *Jayanta Mukherjee*
8. Dr. Avijit Dey, Dept. of Physics & Faculty Member (IQAC) *Avijit Dey*
9. Sri Pranab Kumar Das, Senior Administrative Officer & Member (IQAC) *Pranab Kumar Das*
10. Sri Arunava Sarkar, Senior Administrative Officer & Member (IQAC) *Arunava Sarkar*
11. Sri Gopal Rana, Technical Staff & Member (IQAC) *Gopal Rana*
12. Sri Avijit Kumar Sahani, Alumni & Member (IQAC) *Avijit Kumar Sahani*
13. Sri Duarkaprasad Khandelwal, External Expert & Member (IQAC) *Duarkaprasad Khandelwal*

B. The following members could not attend the meeting due to other engagements:

1. Sri Subhendu Bhanja, Technical Staff & Member (IQAC)
2. G. S., Chhatra Sansad Students' Representative & Member (IQAC)

At the very outset, Dr. Asit Panda, the IQAC Coordinator of Belda College extended warm welcome to all the members and 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 42nd meeting of the IQAC held on 20th January, 2017.

Minutes confirmed.

Item No. 2: Publication of Updated Prospectus.

As the new Academic Session with admission in different courses was going to commence soon, the members felt the necessity of publishing an updated prospectus including modified data in various matters, details about the courses offered and other aspects of the institution. In this context, it was resolved that the respected Chair of the Principal be requested to take initiative for forming a Prospectus Committee with a Coordinator which would supervise the process of collection and compilation of data and publication of the new Prospectus at the Press.

Item No. 3: Introduction of PG courses in Physics & Mathematics from the next Academic Session.

In this item of business, the Principal reported on the introduction of PG courses in Physics & Mathematics from the next academic session. The members requested him to ensure supports like provision of additional teachers and infrastructure for the smooth running of the courses.

Item No. 4: Preparation of Class Routine.

Keeping in view the fact that the classes of different courses are going to begin soon in next academic year, it was resolved that a Routine committee be formed by the Principal with one Coordinator for preparation of the Central Routine of the College for the next academic session.

Item No. 5: Attempt for Introduction of New Courses in Next Academic Year.

Resolved that the respected Principal be requested to take initiative for introduction of some new courses in the coming academic year.

Item No. 6: Endeavour for Financial Audit.

Resolved that the respected Principal be requested to take initiative for conducting both Internal & External Financial Audit of the Institution.

Item No. 7: Consideration of Students' Feedback Report.

Report placed and shared with the members. Some recommendations noted for future planning. The Principal was requested to do the needful.

Item No. 8: Consideration of Parents & Alumni Feedback Report.

Report placed and shared with the members. Some recommendations noted for future planning. The Principal was requested to do the needful.

Item No. 9: Consideration of Academic & Administrative Audit Report.

Report placed and shared with the members. Some recommendations noted for future planning. The Principal was requested to do the needful.

Item No. 10: Consideration of Green Audit Report.

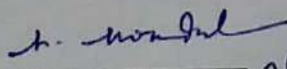
Report placed and shared with the members. Some recommendations noted for future planning. The Principal was requested to do the needful.

Item No. 11: Miscellaneous.

Nil.

The meeting ended with a vote of thanks to the Chair.

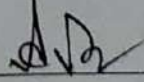
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26/05/17

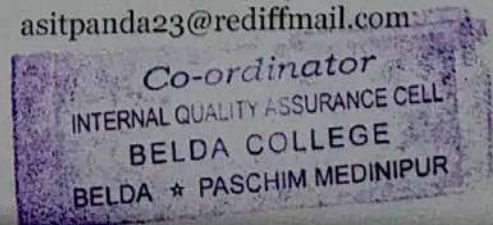
Dr. Manabendra Mondal
Chairperson, IQAC
mondalprincipal@yahoo.co.in

Principal & Chairperson
Internal Quality Assurance Cell (IQAC)
Belda College
Belda, Paschim Medinipur

Minutes prepared by


26/05/17

Dr. Asit Panda
Coordinator, IQAC
asitpanda23@rediffmail.com



ACTION TAKEN REPORT

ON

THE RESOLUTIONS TAKEN IN THE MEETINGS OF IQAC

ACADEMIC YEAR: 2016-2017

- Orientation Programme was organized on 12.07.2016 for the newly admitted Students at the beginning of the Academic Session.
- 61 Text Books and 85 Reference books were purchased for Central Library.
- 02 MoUs- 01 (One) with Laudungri Loksanskriti Mela for conducting extension activities, community services and 01 (One) with Holidize Travels for running a Certificate Course respectively were signed.
- Teachers' Feedback Form has been devised, introduced and used for acquiring the important feedback of teachers on various dimensions for the betterment of the college.
- 02 (Two) Number of Computers were purchased for departments.
- 01 (One) Ramp was constructed in the administrative block for easy access of wheelchairs and for differently abled individuals.
- Combined Comprehensive Preparatory Coaching in collaboration with 'Safalya' for Competitive Examinations has been launched in the academic session 2016-2017 for the students of the college which is running successfully.
- 1 (one) Special Lecture on 'Zero Tolerance to Female Genital Mutilation' was organized by IQAC in collaboration with Women's Cell on 6th February 2017; International Women's day was observed and celebrated on 8th March, 2017 by Women's Cell; and One-Day Regional seminar on Reproductive Health and Hygiene of Women was organized through joint collaboration of Department of Physiology and Women's Cell.
- A resolution was taken in the meeting of the Governing Body regarding compulsory attendance of Teachers and Office Staff on Observance Days.
- 3 (Three) Months' Certificate Course on *Travel and Tourism* has been introduced by the Department of Geography in collaboration with *Holidize Travels* (Reg No: 201936). The course continued from 12th November with 11 students enrolled. The course is running successfully.
- Academic Calendar for the Academic Year 2016-2017 has been prepared in compliance with the Academic Calendar prescribed by Vidyasagar University (Affiliating University). Tentative teaching dates, holidays, examinations, programmes, event, observance days have been included in the Academic Calendar for proper and effective implementation of curriculum and activities.
- Speed of Internet has been increased from 10 Mbps to 20 Mbps for High-Speed Data Link.
- Educational Tour for Staff and Students to Kullu-Manali was successfully organized.
- Several Extension activities like Plantation Programmes, celebration of Aranya Saptaha, AIDS awareness programmes, Health Development, Cleaning Drives, Literacy programmes were organized in nearby villages and community in collaboration with NSS unit – I, II, III.
- In this academic year a new rule has been introduced as examination reform i.e. the answer scripts of class tests and Internal Assessments of students were photocopied after evaluation for

2016-2017 IQAC

doubt clearing of students regarding the marks after declaration of results in order to maintain transparency in the marking system.

- 5 Teachers - *Dr. Umasankar Senapati (Dept of Chemistry), Dr. Kalyani Maity Das (Dept of Mathematics), Prof. Anandamay Sinha (Dept of Economics), Dr. Basudeb Dhara (Dept of Mathematics), Dr. Sajahan Seikh (Dept of Mathematics)* successfully participated in Faculty Development Programs in this Academic Session.
- Green Audit & Energy Audit for the Academic Session 2015-2016 has been successfully conducted.
- Academic Audit & Administrative Audit for the Academic Session 2015-2016 has been successfully conducted.
- Training Program for members of staff of College has been successfully organized in collaboration with training Partner A.S. Infotech.
- Cultural Competitions, Annual Sports, Freshers Welcome Programme etc. were successfully organized by the college.
- Respective Departments submitted the analysis of final year University result of the students to IQAC for documentation.
- Feedback from various stakeholders of the College-Teachers, students, Parents and Alumni were collected and responses were analysed by IQAC for further follow up.
- Vidyasagar University has given approval for running PG courses in Physics and Mathematics from the Academic Session 2017-2018.
- Original Licensed MS Office & Tally Software has been purchased.
- Initiatives have been taken on Modernization of Laboratories.
- A seminar on “Intellectual Property and Human Rights” was organized on 11th February 2017 in Seminar Hall, Belda College.
- Updated Prospectus for the Academic session 2017-2018 has been prepared and published.
- Attempts for introduction of New Courses in Next Academic Year have been initiated.
- Financial Audit was conducted by Bikash Bhavan.



Dr. Asit Panda
Co-ordinator, IQAC
Belda College
Co-ordinator

INTERNAL QUALITY ASSURANCE CELL
BELDA COLLEGE
BELDA * PASCHIM MEDINIPUR



Dr. Manabendra Mondal
Principal & Chairperson
Belda College

Principal
BELDA COLLEGE
Belda, Paschim Medinipur