

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

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

Date: 05.07.18

IQAC MEETING NOTIFICATION

The 50th Meeting of the IQAC of Belda College has been slated to be held on 13.07.18 at 2 p.m. in the chamber of the Principal to transact the following items of business. All members are requested to attend the meeting.

Members of IQAC:

- 1. Dr. Manabendra Mondal, Principal & Chairman (IQAC)
- 2. Dr. Asit Panda, Dept. of English & Co-ordinator (IQAC)
- 3. Prof. Debanjan Das, Dept. of Bengali & M R Member (IQAC)
- 4. Dr. Lipika Mondal, Dept. of Geography & Faculty Member (IQAC)
- 5. Dr. Jayanta Mukherjee, Dept. of English & Faculty Member (IQAC)
- 6. Dr. Deepak Paswan, Dept. of Physical Education & Faculty Member (IQAC)
- 7. Prof. Anandamay Sinha, Dept. of Economics & Faculty Member (IQAC)
- Dr. Mukesh Pradhan, Dept. of Physics & Faculty Member (IQAC)
 Dr. Sreetama Mishra, Asst. Professor, Dept. of Philosophy & Faculty Member (IQAC)
- 10. Sri Madhab Mishra, Librarian & Member (IQAC)
- 11. Sri Arunava Sarkar, Senior Administrative Officer & Member (IQAC)
- 12. Sri Gopinath Bhunia, Senior Administrative Officer & Member (IQAC)
- 13. Sri Subhendu Bhanja, Administrative Staff Member (IQAC)
- 14. Dr. Subikash Jana, Principal (Deshapran Mahavidyalay) & Employer Member (IQAC)
- 15. Sri Gundamohan Gandhi, Industrialist Member (IQAC)
- 16. Sri Avijit Kumar Sahani, Alumni Member (IQAC)
- 17. Sri Sanjib Patra, Students' Representative & Member (IQAC)
- 18. Sri Duarkaprasad Khandelwal, Local Society Representative & Member (IQAC)
- 19. Sri Gouri Sankar Patra, Nominee from Parents & Member (IQAC)

Agenda:

- 1. Confirmation of the Minutes of the 49th Meeting of the IQAC of Belda College held on 31.05.18.
- 2. Attempt for Participation in NIRF Ranking.
- 3. Collection and Compilation of Data & Preparation of Pending AQARs
- 4. Organization of Seminars/Conferences by Departments.
- 5. Strengthening of Mentoring System.
- 6. Implementation of West Bengal Health Scheme for Teaching Staff serving on Substantive Basis.
- 7. Virtual Classroom.
- 8. Initiative for filling up the Vacant Post of Head Clerk.
- 9. Proposal for College Annual Tour with Subsidy for Students and Staff.
- 10. Introduction of new Add-on /Certificate/Value-added courses.
- Security Enhancement through installation of CC TV camera in laboratory, library, corridor of each floor of each building and class rooms supported with Smart Class.
- 12. Vertical Expansion of Infrastructure through construction of the 3rd floor of the G plus Five storied building.
- 13. Orientation Programme for the New Students at the beginning of Academic Session.
- 14. Purchase of Reference Books for Central Library.
- 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.
- 16. Technology Upgradation & Purchase of Computer.
- 17. Preparation of Academic Calendar.
- 18. Recruitment of Guest Teachers.
- 19. Career Counselling Program for Students.
- 20. Miscellaneous.

Dr. M. Mondal oslot 18
Principal, Belda College
Principal & Chairperson
Internal Quality Assurance Cell (IQAC)
Belda College
Belda, Paschim Medinipur

Minutes of the 50th Meeting of Internal Quality Assurance Cell (IQAC) of Belda College

The 50th Meeting of the IQAC of Belda College was held on 13.07.2018 at 2 p.m. in the chamber of the Principal, Belda College.

A. Members present:

- 1. Dr. Manabendra Mondal, Principal & Chairman (IQAC)
- 2. Dr. Asit Panda, Dept. of English & Co-ordinator (IQAC)
- 3. Dr. Subikash Jana, Principal (Deshapran Mahavidyalay) & Employer Member (IQAC)
- 4. Prof. Debanjan Das, Dept. of Bengali & M R Member (IQAC)
- 5. Dr. Jayanta Mukherjee, Dept. of English & Faculty Member (IQAC)
- 6. Dr. Deepak Paswan, Dept. of Physical Education & Faculty Member (IQAC)
- 7. Dr. Lipika Mandal, Dept. of Geography & Faculty Member (IQAC)
- 8. Prof. Anandamay Sinha, Dept. of Economics & Faculty Member (IQAC)
- 9. Dr. Mukesh Pradhan, Dept. of Physics & Faculty Member (IQAC) Modern dhan
- 10. Dr. Sreetama Misra, Asst. Professor, Dept. of Philosophy & Faculty Member (IQAC)
- 11. Sri Madhab Mishra, Librarian & Member (IQAC)
- 12. Sri Arunava Sarkar, Senior Administrative Officer & Member (IQAC)
- 13. Sri Subhendu Bhanja, Administrative Staff Member (IQAC) 5. Bhanja
- 14. Sri Gundamohan Gandhi, Industrialist Member (IQAC) G.m. Gardh
- 15. Sri Avijit Kumar Sahani, Alumni Member (IQAC) Chelahaad Polisa
 16. Sri Sanjib Patra, Students' Representative & Member (IQAC) Louyis
- 17. Sri Gouri Sankar Patra, Nominee from Parents & Member (IQAC) Grown shower Patra
- 18. Sri Duarkaprasad Khandelwal, Local Society Representative & Member (IQAC) & Archandwal

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

1. Sri Gopinath Bhunia, 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 49th Meeting of the IQAC of Belda College held on 31.05.18.

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

Item No. 2: Attempt for Participation in NIRF Ranking.

It was resolved by the IQAC that initiatives be adopted by the College to participate in NIRF Ranking 2018 and one Coordinator be appointed for the purpose. The Principal was requested to do the needful.

Item No. 3: Collection and Compilation of Data & Preparation of Pending AQARs.

Resolved that initiative be taken to collect and compile data for preparation of pending AQARs. After finalization of the drafts of the previous years' AQARs prepared by the members, initiatives be taken to submit the same to NAAC via email. The Coordinator and the respected Principal were requested to do the needful.

Item No. 4: Organization of Seminars/Conferences by Departments.

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. 5: Strengthening of Mentoring System.

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

Item No. 6: Implementation of West Bengal Health Scheme for Teaching Staff serving on Substantive Basis.

Resolved that initiative be taken by the Principal to bring the Teaching Staff serving on substantive basis under **West Bengal Health Scheme** to provide them facilities for treatment of ailment under the Health Scheme of State Government.

Item No. 7: Virtual Classroom.

Resolved that the teachers be inspired to take regular classes in the newly created Virtual Classroom equipped with Lecture Capturing System to give the students experience of elearning.

Item No. 8: Initiative for filling up the Vacant Post of Head Clerk.

Resolved that the Principal be requested to take initiative for filling up the post Head Clerk lying vacant for a long period with suitable candidate.

Item No. 9: Proposal for College Annual Tour with Subsidy for Students and Staff.

In this item of business, catering to the demand of the students, the feasibility of organizing an Educational Tour in October/November at Gangtok, Pelling etc. with 50 percent subsidy for the students and attending teaching and office staff was considered. The Principal was authorized to do the needful.

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Item No. 10: Introduction of new 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 Certificate Course on (1) Gender Sensitization & (2) Exploratory Data Analytics in collaboration with outside agencies in the current Academic Year.

Item No. 11: Security Enhancement through installation of CC TV camera in laboratory, library, corridor of each floor of each building and class rooms supported with Smart Class.

Considering the mounting degree of antisocial activities in the locality, it was resolved that measures be taken by the College authority for Security Enhancement through installation of CC TV cameras in laboratory, library, corridor of each floor of each building and class rooms supported with Smart Class.

Item No. 12: Vertical Expansion of Infrastructure through construction of the 3rd floor of the G plus Five storied building.

Resolved that the Governing Body be requested through the agency of the Principal for vertical expansion of infrastructure through construction of the 3rd floor of the G plus Five storied building to accommodate mounting number of courses and students.

Item No. 13: Orientation Programme for the New Students at the beginning of 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. 14: 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. 15: 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.

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Item No. 16: 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. 17: Preparation of Academic Calendar.

Resolved that initiative be taken by the IQAC to prepare a tentative Academic Calendar for the current academic year (2018-19) 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. 18: Recruitment of Guest Teachers.

Resolved that the respected Principal be requested to take appropriate measures for the appointment of Guest Teachers in subjects such as Education, Sociology, Nutrition and Computer Science etc. 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 Career Counseling & Placement Cell be requested to organize Career Counselling Program for Students.

Item No. 20: Miscellaneous.

Nil.

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

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Chairperson, IQAC

mondalprincipal@yahoo.co.in

Minutes prepared by

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

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



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

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

Date: 15.11.18

IQAC MEETING NOTICE

The 51st Meeting of the IQAC of Belda College has been slated to be held on 29.11.18 at 3 p.m. in the IQAC room 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. Dr. Asit Panda, Dept. of English & Co-ordinator (IQAC)
- 3. Prof. Debanjan Das, Dept. of Bengali & M R Member (IQAC)
- 4. Dr. Lipika Mondal, Dept. of Geography & Faculty Member (IQAC)
- 5. Dr. Jayanta Mukherjee, Dept. of English & Faculty Member (IQAC)
- 6. Dr. Deepak Paswan, Dept. of Physical Education & Faculty Member (IQAC)
- 7. Prof. Anandamay Sinha, Dept. of Economics & Faculty Member (IQAC)
- 8. Dr. Mukesh Pradhan, Dept. of Physics & Faculty Member (IQAC)
- 9. Dr. Sreetama Mishra, Asst. Professor, Dept. of Philosophy & Faculty Member (IQAC)
- 10. Sri Madhab Mishra, Librarian & Member (IQAC)
- 11. Sri Arunava Sarkar, Senior Administrative Officer & Member (IQAC)
- 12. Sri Gopinath Bhunia, Senior Administrative Officer & Member (IQAC)
- 13. Sri Subhendu Bhanja, Administrative Staff Member (IQAC)
- 14. Dr. Subikash Jana, Principal (Deshapran Mahavidyalay) & Employer Member (IQAC)
- 15. Sri Gundamohan Gandhi, Industrialist Member (IQAC)
- 16. Sri Avijit Kumar Sahani, Alumni Member (IQAC)
- 17. Sri Sanjib Patra, Students' Representative & Member (IQAC)
- 18. Sri Duarkaprasad Khandelwal, Local Society Representative & Member (IQAC)
- 19. Sri Gouri Sankar Patra, Nominee from Parents & Member (IQAC)

Agenda:

- 1. Confirmation of the Minutes of the 50th Meeting of the IQAC held on 13.07.18
- 2. Finalization and Submission of AQARs to NAAC.
- 3. To place IOAC Action Taken Report: 2017-18.
- 4. To introduce Examination Reforms.
- 5. Organization of Training Program for Teachers and Office Staff.
- 6. Initiative for Green Audit & Energy Audit.
- 7. Initiative for Academic Audit & Administrative Audit.
- 8. Analysis of the Results of the Students of different Years/ Semesters appearing in the Final Examinations of different courses.
- Support for Project works and organization of Field Trips/Field Study for students by Dept.
 of Geography, Dept. of Bengali, Dept of English, Dept. of Santali and certain departments of
 Science Stream.
- 10. Miscellaneous.

Dr. M. Mondal Principal, Belda College

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

Minutes of the 51st Meeting of Internal Quality Assurance Cell (IQAC) of Belda College

The 51st Meeting of the IQAC of Belda College was held on 29.11.2018 at 3 p.m. in the IQAC Room, Belda College.

A. Members present:

- 1. Dr. Manabendra Mondal, Principal & Chairman (IQAC)
- 2. Dr. Asit Panda, Dept. of English & Co-ordinator (IQAC)
- 3. Dr. Subikash Jana, Principal (Deshapran Mahavidyalay) & Employer Member (IQAC)
- 4. Prof. Debanjan Das, Dept. of Bengali & M R Member (IQAC)
- 5. Dr. Jayanta Mukherjee, Dept. of English & Faculty Member (IQAC)
- 6. Dr. Deepak Paswan, Dept. of Physical Education & Faculty Member (IQAC)
- 7. Dr. Lipika Mondal, Dept. of Geography & Faculty Member (IQAC)
- 8. Prof. Anandamay Sinha, Dept. of Economics & Faculty Member (IQAC)
- 9. Dr. Mukesh Pradhan, Dept. of Physics & Faculty Member (IQAC)
- 10. Dr. Sreetama Mishra, Asst. Professor, Dept. of Philosophy & Faculty Member (IQAC)
- 11. Sri Madhab Mishra, Librarian & Member (IQAC)
- 12. Sri Arunava Sarkar, Senior Administrative Officer & Member (IQAC)
- 13. Sri Gopinath Bhunia, Senior Administrative Officer & Member (IQAC) Poblimice
- 14. Sri Subhendu Bhanja, Administrative Staff Member (IQAC) 5. Bhanfa
- 15. Sri Gundamohan Gandhi, Industrialist Member (IQAC) L. L. Gordh
- 16. Sri Avijit Kumar Sahani, Alumni Member (IQAC) Chause
- 17. Sri Duarkaprasad Khandelwal, Local Society Representative & Member (IQAC) & Probablical
- 18. Sri Gouri Sankar Patra, Nominee from Parents & Member (IQAC) Couri Shome Patroa

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

1. Sri Sanjib Patra, Students' Representative & 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 50th Meeting of the IQAC held on 13.07.2018

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

Item No. 2: Finalization and Submission of AQARs to NAAC.

Resolved that after finalization of the drafts of the previous years' AQARs prepared by the members, initiatives be taken to submit the same to NAAC via email. The Coordinator and the respected Principal were requested to do the needful.

Item No. 3: To place IQAC Action Taken Report: 2017-18.

In this item of business, the Coordinator of IQAC placed before the House Action Taken Report: 2017-18 prepared by some members on the basis of the decisions made in the meetings of the IQAC in 2017-18. 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: To introduce Examination Reforms.

Resolved that the HoDs be requested to introduce some Examination Reforms like Double valuation, online Examination for assessing the progression of the students in their respective departments.

Item No. 5: 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. 6: 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 (2017-18) and a competent Committee be formed for the purpose.

Item No. 7: 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 (2017-18) and a competent Committee be formed for the purpose.

Item No. 8: 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. 9: Support for Project works and organization of Field Trips/Field Study for students by Dept. of Geography, Dept. of Bengali, Dept of English, 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

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Stream. Resolved that the Principal be requested to provide necessary support for smooth conduct of Project Works or Field Trips etc.

Item No. 10: Miscellaneous.

Nil.

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

Minutes approved by

Dr. Manabendra Mondal

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Chairperson, IQAC mondalprincipal@yahoo.co.in

Principal & Chairperson Internal Quality Assurance Cell (IQAC)

Belda College

Belda, Pascollo Madinipur

Minutes prepared by

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

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



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

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

Date: 13.12.18

IQAC MEETING NOTIFICATION

An urgent Meeting of the IQAC of Belda College has been convened on 19.12.18 at 3 p.m. in the IQAC room 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. Dr. Asit Panda, Dept. of English & Co-ordinator (IQAC)
- 3. Prof. Debanjan Das, Dept. of Bengali & M R Member (IQAC)
- 4. Dr. Lipika Mondal, Dept. of Geography & Faculty Member (IQAC)
- 5. Dr. Jayanta Mukherjee, Dept. of English & Faculty Member (IQAC)
- 6. Dr. Deepak Paswan, Dept. of Physical Education & Faculty Member (IQAC)
- 7. Prof. Anandamay Sinha, Dept. of Economics & Faculty Member (IQAC)
- 8. Dr. Mukesh Pradhan, Dept. of Physics & Faculty Member (IQAC)
- 9. Dr. Sreetama Mishra, Asst. Professor, Dept. of Philosophy & Faculty Member (IQAC)
- 10. Sri Madhab Mishra, Librarian & Member (IQAC)
- 11. Sri Arunava Sarkar, Senior Administrative Officer & Member (IQAC)
- 12. Sri Gopinath Bhunia, Senior Administrative Officer & Member (IQAC)
- 13. Sri Subhendu Bhanja, Administrative Staff Member (IQAC)
- 14. Dr. Subikash Jana, Principal (Deshapran Mahavidyalay) & Employer Member (IQAC)
- 15. Sri Gundamohan Gandhi, Industrialist Member (IQAC)
- 16. Sri Avijit Kumar Sahani, Alumni Member (IQAC)
- 17. Sri Sanjib Patra, Students' Representative & Member (IQAC)
- 18. Sri Duarkaprasad Khandelwal, Local Society Representative & Member (IQAC)
- 19. Sri Gouri Sankar Patra, Nominee from Parents & Member (IQAC)

Agenda:

- 1. Confirmation of the Minutes of the 51st Meeting of the IQAC held on 29.11.18
- 2. To apprise the members of the failure in Submission of AQARs to NAAC.
- 3. To devise Plan for Preparation of AQARs in the new format advised by the NAAC.
- 4. To generate environment awareness through Basundhara Eco-Club.
- 5. To encourage different kinds of co-curricular and cultural activities by students.
- 6. To promote Extension Activities by NCC and NSS units.
- 7. To persuade the Departments to organize seminars and special lectures.
- 8. Miscellaneous.

Dr. M. Mondal 31218
Principal, Belda College

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

Minutes of the 52nd Meeting of Internal Quality Assurance Cell (IQAC) of Belda College

The 52nd Meeting of the IQAC of Belda College was held on 19.12.2018 at 3 p.m. in the IQAC Room, Belda College.

A. Members present:

- 1. Dr. Manabendra Mondal, Principal & Chairman (IQAC)
- 2. Dr. Asit Panda, Dept. of English & Co-ordinator (IQAC)
- 3. Dr. Subikash Jana, Principal (Deshapran Mahavidyalay) & Employer Member (IQAC)
- 4. Prof. Debanjan Das, Dept. of Bengali & M R Member (IQAC)
- 5. Dr. Deepak Paswan, Dept. of Physical Education & Faculty Member (IQAC)
- 6. Dr. Lipika Mandal, Dept. of Geography & Faculty Member (IQAC)
- 7. Prof. Anandamay Sinha, Dept. of Economics & Faculty Member (IQAC)
- 8. Dr. Mukesh Pradhan, Dept. of Physics & Faculty Member (IQAC)
- 9. Dr. Sreetama Misra, Asst. Professor, Dept. of Philosophy & Faculty Member (IQAC)
- 10. Sri Madhab Mishra, Librarian & Member (IQAC)
- 11. Sri Arunava Sarkar, Senior Administrative Officer & Member (IQAC) Asarkar
- 12. Sri Gopinath Bhunia, Senior Administrative Officer & Member (IQAC) Aphruid
- 13. Sri Subhendu Bhanja, Administrative Staff Member (IQAC) S. Bhanja
- 14. Sri Gundamohan Gandhi, Industrialist Member (IQAC) G. In Gondhe
- 15. Sri Avijit Kumar Sahani, Alumni Member (IQAC)
- 16. Sri Duarkaprasad Khandelwal, Local Society Representative & Member (IQAC) & Proposition.
- 17. Sri Gouri Sankar Patra, Nominee from Parents & Member (IQAC) Gourshaven Patra

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

- 1. Dr. Jayanta Mukherjee, Dept. of English & Faculty Member (IQAC)
- 2. Sri Sanjib Patra, Students' Representative & 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 51st Meeting of the IQAC held on 29.11.2018

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

Item No. 2: To apprise the members of the failure in Submission of AQARs to NAAC.

In this item of business, the Principal regretfully informed the members of the IQAC that NAAC had not accepted the submitted AQARs as they were prepared in old format. It was also informed by him that the AQAR processing team of the NAAC had asked the college to resubmit the AQARs in a new format provided by them. Members present expressed grave concern over the reporting.

Item No. 3: To devise Plan for Preparation of AQARs in the new format advised by the NAAC.

Decisions were taken regarding formation of an internal team for preparation of the AQAR in the new format asked by NAAC. Resolved that the Office Staff and HoDs be approached for the collection of additional data required for the purpose.

Item No. 4: To generate environment awareness through Basundhara Eco-Club.

Resolved that initiative be taken to promote environment awareness and conduct environment-related programs through Basundhara Eco-Club.

Item No. 5: To encourage different kinds of co-curricular and cultural activities by students.

Resolved that the Respected Principal be requested to promote co-curricular and cultural activities of the students with the help of **Dept. of Music**, **Cultural Committee and Students**' **Council**.

Item No. 6: To promote Extension Activities by NCC and NSS 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. 7: To persuade the Departments to organize seminars and special lectures.

Resolved that the Departmental HoDs be requested to take initiative for organizing Seminars/Conferences/ Special Lectures for the benefit of the teachers and students. The respected Principal is requested to provide financial assistance.

Item No. 8: Miscellaneous.

Nil.

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

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Principal & Chairperson Internal Quality Assurance Cell (IQAC)

Belda, Paschini Medinipur

asitpanda23@rediffmail.com

Co-ordinator

INTERNAL QUALITY ASSURANCE CELL

Dr. Asit Panda

Coordinator, IQAC

Minutes prepared by

BELDA COLLEGE

BELDA * PASCHIM MEDINIF



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

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

Date: 25.01.19

IQAC MEETING NOTIFICATION

It is hereby notified that the 53rd Meeting of the IOAC of Belda College will be held on 01.02.19 at 3 p.m. in the chamber of the Principal to transact the following items of business. Following members are requested to make it convenient to attend the meeting.

Members of IOAC:

- 1. Dr. Manabendra Mondal, Principal & Chairman (IQAC)
- 2. Dr. Asit Panda, Dept. of English & Co-ordinator (IQAC)
- 3. Prof. Debanjan Das, Dept. of Bengali & M R Member (IQAC)
- 4. Dr. Lipika Mondal, Dept. of Geography & Faculty Member (IQAC)
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- 14. Dr. Subikash Jana, Principal (Deshapran Mahavidyalay) & Employer Member (IQAC)
- 15. Sri Gundamohan Gandhi, Industrialist Member (IQAC)
- 16. Sri Avijit Kumar Sahani, Alumni Member (IQAC)
- 17. Sri Sanjib Patra, Students' Representative & Member (IQAC)
- 18. Sri Duarkaprasad Khandelwal, Local Society Representative & Member (IQAC)
- 19. Sri Gouri Sankar Patra, Nominee from Parents & Member (IQAC)

Agenda:

- 1. Confirmation of the Minutes of the 52nd meeting of the IQAC held on 19th December, 2018.
- 2. Introduction of PG Course in Geography in 2019-20.
- 3. Organization of Annual Sports, Cultural Competition and Annual Function.
- 4. Installation of Lift.
- 5. Installation of Purified Drinking Water Unit at certain Positions.
- 6. Appointment of Guest Teachers in Physics, Chemistry & Botany.
- 7. Initiative for Smooth Conduct of Examination.
- 8. Feedback Collection and Analysis.
- 9. Miscellaneous.

Dr. M. Mondal 25/01/19 Principal, Belda College

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

Minutes of the 53rd Meeting of Internal Quality Assurance Cell (IQAC) of Belda College

The 53rd Meeting of the IQAC of Belda College was held on 01.02.19 at 3 p.m. in the chamber of the Principal, Belda College.

A. Members present:

- 1. Dr. Manabendra Mondal, Principal & Chairman (IQAC)
- 2. Dr. Asit Panda, Dept. of English & Co-ordinator (IQAC)
- 3. Dr. Subikash Jana, Principal (Deshapran Mahavidyalay) & Employer Member (IQAC)
- 4. Prof. Debanjan Das, Dept. of Bengali & M R Member (IOAC)
- 5. Dr. Jayanta Mukherjee, Dept. of English & Faculty Member (IQAC)
- 6. Dr. Deepak Paswan, Dept. of Physical Education & Faculty Member (IQAC)
- 7. Dr. Lipika Mandal, Dept. of Geography & Faculty Member (IQAC)
- 8. Dr. Mukesh Pradhan, Dept. of Physics & Faculty Member (IQAC) Mk fru dhan
- 9. Dr. Sreetama Misra, Asst. Professor, Dept. of Philosophy & Faculty Member (IQAC)
- 10. Sri Madhab Mishra, Librarian & Member (IQAC)
- 11. Sri Arunava Sarkar, Senior Administrative Officer & Member (IQAC) Assure
- 12. Sri Gopinath Bhunia, Senior Administrative Officer & Member (IQAC)
- 13. Sri Subhendu Bhanja, Administrative Staff Member (IQAC) 5. Bhanga
- 14. Sri Gundamohan Gandhi, Industrialist Member (IQAC) 9.1. Gandhi
- 15. Sri Avijit Kumar Sahani, Alumni Member (IQAC) @ Relations
- 16. Sri Sanjib Patra, Students' Representative & Member (IQAC) Canjib Patra
 17. Sri Gouri Sankar Patra, Nominee from Parents & Member (IQAC) Growingtoner Patra
- 18. Sri Duarkaprasad Khandelwal, Local Society Representative & Member (IQAC) D. P. Khanghull

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

1. Prof. Anandamay Sinha, Dept. of Economics & Faculty Member (IQAC)

The meeting started in 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 and asked the Coordinator to start the proceedings.

Item No. 1: Confirmation of the Minutes of the 52nd Meeting of the IQAC held on 19th December, 2018.

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

Item No. 2: Introduction of PG Course in Geography in 2019-20.

In this item of business, it was resolved that the respected Chair of the Principal be requested to introduce PG Course in Geography in the next academic session (2019-20) and to provide all sorts of support for the same.

Item No. 3: Organization of Annual Sports, Cultural Competition and Annual Function.

Resolved that initiative be taken to organize Annual Sports, Cultural Competition and Annual Function with the cooperation of Cultural Committee, Sports Committee & Chhatra Sansad.

Item No. 4: Installation of Lift.

Resolved that to facilitate the movement of the students and faculty members from one floor to another floor in multistoried Building, the respected Principal be requested to take initiative for quick installation of the Lift.

Item No. 5: Installation of Purified Drinking Water Unit at certain Positions.

Considering the necessity of pure drinking water in certain Floors, it was resolved that the Principal be requested to make provisions for purified drinking water in Ambedkar Building and other Blocks.

Item No. 6: Appointment of Guest Teachers in Physics, Chemistry & Botany.

Resolved that the respected Principal be requested to take appropriate measures for the appointment of Guest Teachers in subjects such as Physics, Chemistry & Botany considering the requirements of the Departments generated at the event of resignation of some Guest Teachers.

Item No. 7: 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 the internal Assessments and University Examination. Also resolved that the Principal be requested to appoint two or three Coordinators/ Centre Supervisors for the purpose.

Item No. 8: Feedback Collection and Analysis.

Resolved that Feedback be collected by the IQAC with the active assistance of the Departments in the period extending from March to May from different stakeholders and an analysis report be prepared on the basis of the same and the reports be shared with the Principal and HoDs

Item No. 9: Miscellaneous.

Nil.

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

Minutes approved by

Dr. Manabendra Mondal

Chairperson, IQAC mondalprincipal@yahoo.co.in

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Principal & Chairperson
Internal Quality Assessment Cell (IQAC)

Delda, Pasaram Madampur

Minutes prepared by

Dr. Asit Panda Coordinator, IQAC asitpanda23@rediffmai

asitpanda23@rediffmail.com Co-ordinator

INTERNAL QUALITY ASSURANCE CELL
BELDA COLLEGE

BELDA * PASCHIM MEDINIPUR



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

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

Date: 24.05.19

IQAC MEETING NOTICE

All the members of the IQAC, Belda College are hereby apprised that the 54th Meeting of the IQAC of Belda College will be held on 07.06.19 at 2 p.m. in the IQAC Room to transact the following items of business. Members are cordially invited to attend the meeting.

Members of IQAC:

- 1. Dr. Manabendra Mondal, Principal & Chairman (IQAC)
- 2. Dr. Asit Panda, Dept. of English & Co-ordinator (IQAC)
- 3. Prof. Debanjan Das, Dept. of Bengali & M R Member (IQAC)
- 4. Dr. Lipika Mondal, Dept. of Geography & Faculty Member (IQAC)
- 5. Dr. Jayanta Mukherjee, Dept. of English & Faculty Member (IQAC)
- 6. Dr. Deepak Paswan, Dept. of Physical Education & Faculty Member (IQAC)
- 7. Prof. Anandamay Sinha, Dept. of Economics & Faculty Member (IQAC)
- 8. Dr. Mukesh Pradhan, Dept. of Physics & Faculty Member (IQAC)
- 9. Dr. Sreetama Mishra, Asst. Professor, Dept. of Philosophy & Faculty Member (IQAC)
- 10. Sri Madhab Mishra, Librarian & Member (IQAC)
- 11. Sri Arunava Sarkar, Senior Administrative Officer & Member (IQAC)
- 12. Sri Gopinath Bhunia, Senior Administrative Officer & Member (IQAC)
- 13. Sri Subhendu Bhanja, Administrative Staff Member (IQAC)
- 14. Dr. Subikash Jana, Principal (Deshapran Mahavidyalay) & Employer Member (IQAC)
- 15. Sri Gundamohan Gandhi, Industrialist Member (IQAC)
- 16. Sri Avijit Kumar Sahani, Alumni Member (IQAC)
- 17. Sri Sanjib Patra, Students' Representative & Member (IQAC)
- 18. Sri Duarkaprasad Khandelwal, Local Society Representative & Member (IQAC)
- 19. Sri Gouri Sankar Patra, Nominee from Parents & Member (IQAC)

Agenda:

- 1. Confirmation of the Minutes of the 53rd meeting of the IQAC held on 1st February, 2019.
- 2. Publication of Updated Prospectus.
- 3. Organization of Campus Placement through Career Counselling and Placement Cell.
- 4. Organisation of Career Counselling Program.
- 5. Initiative for ISO certification of the College.
- 6. Motivating the Teachers to submit Proposal for ICSSR-Sponsored Research Projects.
- 7. Preparation of Class Routine.
- 8. Attempt for Introduction of New Courses in Next Academic Year.
- 9. Initiative for Financial Audit.
- 10. Consideration of Students' & Teachers' Feedback Report.
- 11. Organization of Quality-Related Workshop by IQAC.
- 12. Organization of Gender Sensitization Program.
- 13. Organization of Intellectual Property Rights Program.
- 14. Consideration of Parents & Alumni Feedback Report.
- 15. Consideration of Academic & Administrative Audit Report.
- 16. Consideration of the Reports of Green Audit & Environmental Audit.

17. Miscellaneous.

Dr. M. Mondal 24/05/19

Principal, Belda College

Principal & Chairperson Internal Quality Assurance Cell (IQAC)

Belda College Belda, Paschim Medinipur

Minutes of the 54th Meeting of Internal Quality Assurance Cell (IQAC) of Belda College

The 54th Meeting of the IQAC of Belda College was held on 07.06.19 at 2 p.m. in the IQAC Room, Belda College.

A. Mem	bers	presen	t:
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- 1. Dr. Manabendra Mondal, Principal & Chairman (IQAC)
- 2. Dr. Asit Panda, Dept. of English & Co-ordinator (IQAC)
- 3. Dr. Subikash Jana, Principal (Deshapran Mahavidyalay) & Employer Member (IQAC)
- 4. Prof. Debanjan Das, Dept. of Bengali & M R Member (IQAC)
- 5. Dr. Jayanta Mukherjee, Dept. of English & Faculty Member (IQAC)
- 6. Dr. Deepak Paswan, Dept. of Physical Education & Faculty Member (IQAC)
- 7. Dr. Lipika Mondal, Dept. of Geography & Faculty Member (IQAC)

 8. Prof. Anandamay Sinha, Dept. of Economics & Faculty Member (IQAC)
- 9. Dr. Mukesh Pradhan, Dept. of Physics & Faculty Member (IQAC)
- 10. Dr. Sreetama Mishra, Asst. Professor, Dept. of Philosophy & Faculty Member (IQAC)
- 11. Sri Madhab Mishra, Librarian & Member (IQAC)
- 12. Sri Arunava Sarkar, Senior Administrative Officer & Member (IQAC)
- 13. Sri Gopinath Bhunia, Senior Administrative Officer & Member (IQAC) Administrative
- 14. Sri Subhendu Bhanja, Administrative Staff Member (IQAC) 5. Bhowin
- 15. Sri Gundamohan Gandhi, Industrialist Member (IQAC) & Lordh
- 16. Sri Avijit Kumar Sahani, Alumni Member (IQAC)
- 17. Sri Sanjib Patra, Students' Representative & Member (IQAC) Sanjib Patra
- 18. Sri Duarkaprasad Khandelwal, Local Society Representative & Member (IQAC) Selection de Wal

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

1. Sri Gouri Sankar Patra, Nominee from Parents & Member (IQAC)

The meeting started in 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 and asked the Coordinator to start the proceedings.

Item No. 1: Confirmation of the Minutes of the 53rd Meeting of the IQAC held on 1st February, 2019.

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

Item No. 2: Publication of Updated Prospectus.

As the new Academic Session (2019-20) 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: Organization of Campus Placement through Career Counselling and Placement Cell.

Resolved that initiative be taken with the active assistance of Career Counselling and Placement Cell to organize Campus Placement for the students of the College in the month of June.

Item No. 4: Organisation of Career Counselling Program.

Resolved that initiative be taken to organize a seminar on "Job opportunities in Private and Defense Sector" in collaboration with Career Counseling & Placement Cell on 18th June, 2019 for the students of the College.

Item No. 5: Initiative for ISO certification of the College.

Resolved that initiative be taken for ISO certification of the college.

Item No. 6: Motivating the Teachers to submit Proposal for ICSSR-Sponsored Research Projects.

Resolved that the Faculty Members be motivated by the IQAC for submission of Research Proposal for ICSSR-Sponsored Research Projects.

Item No. 7: Preparation of Class Routine.

Keeping in view that the classes of different courses going to begin soon in next academic year, 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. 8: 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. 9: Initiative 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. 10: Consideration of Students' & Teachers' Feedback Report.

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

Item No. 11: Organization of Quality-Related Workshop by IQAC.

Resolved that initiative be taken by the IQAC for organization of a One-Day Workshop on "Teachers' Promotion under Revised CAS & Revised Process of Assessment and Accreditation by NAAC" on 22nd June, 2019. The Principal was requested to provide necessary support for organization of the same.

Item No. 12: Organization of Gender Sensitization Program.

Resolved that in collaboration with the Women's Cell of the College the IQAC would organize a One-Day Workshop on "Empowerment of Women and Legal Help" on 27th June, 2019. The Principal was requested to provide necessary support for organization of the same.

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Item No. 13: Organization of Intellectual Property Rights Program.

Resolved that appropriate measures be taken by the IQAC for organization of Intellectual Property Rights Program by conducting a Seminar on "Intellectual Property Rights: Issues and Challenges" on 26th June, 2019. The Principal was requested to provide necessary support for organization of the same.

Item No. 14: Consideration of Parents & Alumni Feedback Report.

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

Item No. 15: Consideration of Academic & Administrative Audit Report.

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

Item No. 16: Consideration of the Reports of Green Audit & Environmental Audit

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

Item No. 17: Miscellaneous.

Nil.

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

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Principal & Chairperson

Internal Quality Assurance Cell (IQAC)

Belda College

Belda, Perchim Medinipur

Minutes prepared by

Dr. Asit Panda Coordinator, IQAC

asitpanda23@rediffmail.com

Co-ordinator

INTERNAL QUALITY ASSURANCE CF

BELDA COLLEGE

BELDA * PASCHIM MEDIN

ACTION TAKEN REPORT

ON

THE RESOLUTIONS TAKEN IN THE MEETINGS OF IQAC

ACADEMIC YEAR: 2018-2019

- ✓ Orientation Programme was organized for the Newly admitted Students at the beginning of the Academic Session.
- ✓ Academic Calendar was prepared in compliance with the Academic Calendar prescribed by Vidyasagr University which is uploaded on College Website and displayed on College Notice Board.
- ✓ Class Routine for the present Academic Session has been prepared and uploaded on College Website and displayed on College Notice board
- ✓ The college has successfully participated in NIRF Ranking Process.
- ✓ Data were collected and compiled for completion of pending AQAR's by members of IQAC for submission to NAAC, Bangalore.
- ✓ Mentoring system is successfully implemented by all the departments for augmenting the Teaching-Learning process as well as to develop Teacher-Student relation.
- ✓ 11 Teachers serving on substantive basis have been brought under the West Bengal Health Scheme under the Health Scheme of Government of West Bengal.
- ✓ The vacant position of Head Clerk has been filled, Sri. Arunava Sarkar has been appointed in the mentioned post.
- ✓ 3 (Three) MoUs have been signed with MIDNAPORE -BEE -KEEPERS KHADI AND VILLAGE INDUSTRIES CO-OPERATIVE SOCIETY LTD (REG NO: 2 OF 1965-66), Shram Vidyapith and Bhatter College, Datan, respectively.
- ✓ Training programme on *Apiculture* in collaboration with MIDNAPORE -BEE -KEEPERS KHADI AND VILLAGE INDUSTRIES CO-OPERATIVE SOCIETY LTD (REG NO: 2 OF 1965-66) has been introduced by Basundhara-Eco Club and Department of Zoology.
- ✓ College Educational Tour to Sikkim has been successfully organized.
- ✓ 2 (Two) Certificate course on a) Gender Sensitization by Department of Sociology& b) Exploratory Data Analytics by Department of Economics respectively has been introduced from this Academic session.
- ✓ CCTV Cameras have been installed in laboratories, library, corridor, and Smart class rooms.
- ✓ 140 numbers of Text books and 230 Reference books have been purchased in the Central Library.
- ✓ 3 (Three) MoUs have been signed between Belda College and Bhatter College, Datan and Shram Vidyapith, Midnapore-Bee-Keepers Khadi and Village Industries Co-operative Society Ltd (REG NO: 2 OF 1965-66) respectively for conducting Certificate Courses, Faculty exchange programmes, extension activities.
- ✓ 11 Computers were purchased for departments and college work.
- ✓ Career Counselling programme was organized for the students by *Amenities Appliances Pvt. Ltd*
- ✓ Action Taken Report of the previous Academic Year was prepared.
- ✓ Training Programme for Teachers and Office Staff have been successfully organized for their development.
- ✓ Green Audit, Academic & Administrative Audit has been successfully conducted and reports are submitted to the Principal for further action.
- ✓ Department of English, Geography, Bengali, Zoology, Botany, Physiology have successfully conducted their Field work.
- ✓ Preparation of pending AQAR's has been initiated.

2018-2019 IQAC, BELDA COLLEGE

- ✓ Plantation Programmes in collaboration with Basundhara Eco-Club has been successfully organized.
- ✓ PG Course in Geography has been sanctioned and will commence from the next Academic Session 2019-2020.
- ✓ Cultural Competitions, Annual Sports, Nabin Baran etc. has been successfully organized.
- ✓ Feedback from stakeholders- Teachers, Parents, Students and Alumni has been collected, analysed and the report has been submitted to the Principal for further action.
- ✓ Programme on Gender Sensitization and Intellectual Property Rights has been successfully organized.
- ✓ Financial Audit has been conducted successfully.
- ✓ Belda College has received its ISO Certificate, *ISO 9001:2015*. It is now an ISO certified college.

Ach

DR. ASIT PANDA
Co-ordinator, IQAC
Belda College
Co-ordinator
INTERNAL QUALITY ASSURANCE CELL
BELDA COLLEGE
BELDA * PASCHIM MEDINIPUR

DR. MANABENDRA MONDAL Principal & Chairperson, IQAC Belda College

Principal
BELDA COLLEGE
Belda, Paschim Medinipur