



# BELDA COLLEGE

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

Belda :: Paschim Medinipur :: 721424 :: WB

ISO 9001:2015 Certified Organisation

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

Ref No.: BC/IQAC/M-01(64)/2021

Date: 04.01.2021

From the Office of the IQAC Coordinator:

## 64<sup>th</sup> MEETING OF IQAC

To:

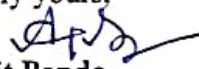
All Members,  
IQAC, Belda College

Dear Sir/Madam,

I am directed by the Principal & Chairperson, IQAC to inform you that the 64<sup>th</sup> Meeting of the IQAC, Belda College will be held on 08.01.2021 (Friday) at 3 p.m. in the IQAC room of the college to discuss the following agenda. You are requested to make it convenient to attend the meeting maintaining all the Covid Protocols.

Thanking you.

Sincerely yours,

  
Dr. Asit Panda  
Coordinator, IQAC  
Belda College

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



### Agenda:

1. Confirmation of the Minutes of the 63<sup>rd</sup> Meeting of the IQAC, Belda College held on 21.11.2020.
2. Report by the Coordinator on the activities of the IQAC since its last meeting held on 21.11.2020.
3. Initiative for completion of the construction of the 4<sup>th</sup> Floor of the G plus Five storied Building with Funding from RUSA Grants.
4. Appointment of an Accountant due to the vacancy created through the retirement of Sri Arunava Sarkar.
5. Initiative for holding Selection/Screening Committee meeting for providing CAS benefits to 11 teachers of the college.
6. Technology upgradation and purchase of more computers, CPUs, UPS, Printers etc. with Funding from RUSA Grants.
7. To chalk out Plan of Action for the current session towards quality enhancement.
8. Initiative for Participation in NIRF Ranking Process.
9. Preparation of Academic Calendar for the current session following the Academic Calendar of the Affiliating University.
10. Meeting of the IQAC with the Teachers to review the existing teaching-learning-evaluation process and NAAC related activities.
11. To review the Admission related data and process in different UG programs.
12. Organization of Quality related Webinar.
13. Support to various Units/Cells/Departments for celebration of commemorative days and organization of Programs/Seminars/Conferences.
14. Strengthening of Mentoring System.
15. Miscellaneous.

## INTERNAL QUALITY ASSURANCE CELL BELDA COLLEGE

The 64<sup>th</sup> Meeting of the IQAC of Belda College was held on 08.01.2021 (Friday) at 3 p.m. in the IQAC room, Belda College.

### A. Members present:

1. Dr. Manabendra Mondal, Principal & Chairman (IQAC) *M. Mondal*
2. Dr. Asit Panda, Dept. of English & Co-ordinator (IQAC) *Asit Panda*
3. Prof. Debanjan Das, Dept. of Bengali & Member from the Management *Debanjan Das*
4. Dr. Subikash Jana, Principal (Deshapran Mahavidyalay) & Employer Member *Subikash Jana*
5. Prof. Anandamay Sinha, Dept. of Economics & Faculty Member *Anandamay Sinha*
6. Dr. Lipika Mandal, Dept. of Geography & Faculty Member *Lipika Mandal*
7. Dr. Deepak Paswan, Dept. of Physical Education & Faculty Member *Deepak Paswan*
8. Dr. Mukesh Pradhan, Dept. of Physics & Faculty Member *Mukesh Pradhan*
9. Dr. Sreetama Misra, Dept. of Philosophy & Faculty Member *Sreetama Misra*
10. Dr. Saheli Chowdhury, Dept. of Sociology & Faculty Member *Saheli Chowdhury*
11. Sri Madhab Mishra, Librarian & Member *Madhab Mishra*
12. Sri Gopinath Bhunia, Senior Administrative Officer *Gopinath Bhunia*
13. Sri Subhendu Bhanja, Administrative Staff Member *Subhendu Bhanja*
14. Sri Gundamohan Gandhi, Industrialist Member *G. M. Gandhi*
15. Sri Pranab Kumar Das, Alumni Member *Pranab Kumar Das*
16. Sri Duarkaprasad Khandelwal, Local Society Representative *Duarka Prasad Khandelwal*
17. Sri Nisith Kumar Pradhan, Nominee from Stakeholders (Parents) *Nisith Kumar Pradhan*

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

1. Dr. Jayanta Mukherjee, Dept. of English & Faculty Member
2. Miss Sayantika Pradhan (Student, English Hons), Nominee from Students

The meeting started on time. 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 63<sup>rd</sup> Meeting of the IQAC, Belda College held on 21.11.2020.**

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

**Item No. 2: Report by the Coordinator on the activities of the IQAC since its last meeting held on 21.11.2020.**

In this item of business, the Coordinator, IQAC presented a brief report to the IQAC on the various activities and initiatives of the IQAC since its last meeting held on 21.11.2020. The Members present appreciated the activities of the IQAC and made some useful suggestions.

**Item No. 3: Initiative for completion of the construction of the 4th Floor of the G plus Five storied Building with Funding from RUSA Grants.**

In view of the emergent requirement of more classrooms to accommodate mounting number of academic programs and students, in this item of business, it was resolved that initiative be taken for fast construction of the 4<sup>th</sup> floor of the G plus Five storied building adjacent to Canteen with Funding from RUSA Grants. The principal is requested to take up the matter along with the Governing Body.

**Item No. 4: Appointment of an Accountant due to the vacancy created through the retirement of Sri Arunava Sarkar.**

In this item of business, to address the difficulty raised in the domain of regular activities of the college office due to the retirement of Sri Arunava Sarkar, Former Head Clerk & Accountant, the IQAC members unanimously requested the Principal to appoint an existing office staff as the Acting Head Clerk cum Accountant to facilitate the regular activities of the office until any permanent appointment is made. The principal agreed to take up the matter along with the Governing Body.

**Item No. 5: Initiative for holding Selection/Screening Committee meeting for providing CAS benefits to 11 teachers of the college.**

In this item of business, the IQAC members unanimously stressed on the adoption of the quick and apt measures by the Principal for **holding Selection/Screening Committee meeting to ensure the promotion of eleven (11) deserving teachers**, whose eligibility for such promotion to next academic levels were checked by the IQAC in recent past under **Career Advanced Scheme**.

**Item No. 6: Technology upgradation and purchase of more computers, CPUs, UPS, Printers etc. with Funding from RUSA Grants.**

In this item of business, a few IQAC members advocated the necessity of technology upgradation against the backdrop of the introduction of online teaching-learning-evaluation. Resolved that the Principal be requested to take initiative for technology upgradation through purchase of software, CPUs/Laptops, UPS, Printers etc. as per the requirement of the college.



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

In this item of business, the Coordinator, IQAC pointed to the necessity of the formulation of a Plan of Action towards quality enhancement for the current Academic year. This aroused considerable interest and resulted in fruitful discussion. Many suggestions and comments were made which were noted by the IQAC members. Apart from inclusion of different regular quality related activities of the IQAC, review of teaching learning process, structures and methodologies of operations and learning outcomes at periodic intervals and record of the incremental improvements in different areas were emphasized in the formulated Plan of Action.

**Item No. 8: Initiative for Participation in NIRF Ranking Process.**

In this item of business, the coordinator reported on the IQAC's initiative for participation in the current NIRF Ranking Process, which received appreciation from the external members. It was resolved unanimously by the IQAC members that necessary support be provided to the NIRF Coordinator for submission of NIRF data in the current year. A useful discussion also followed on the feasible strategies for improvement of institutional performance in NIRF Ranking Process. The IQAC members noted the same.

**Item No. 9: Preparation of Academic Calendar for the current session following the Academic Calendar of the Affiliating University.**

Resolved that initiatives be taken by the IQAC to prepare a tentative Academic Calendar for the current academic year (2020-21) following the Academic Calendar supplied by the affiliating University (V.U.) and the same be followed as far as practicable 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. 10: Meeting of the IQAC with the Teachers to review the existing teaching-learning-evaluation process and NAAC related activities.**

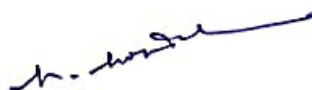
Resolved that considering the pandemic situation, an online meeting with the teachers of different departments would be organized in the last week of January, 2021 by the IQAC to review the pros and cons of ongoing teaching-learning-evaluation process and the progress of NAAC related activities.

**Item No. 11: To review the admission related data and process in different UG programs.**

The IQAC members, in this item of business, held a fruitful discussion on the admission related data and process in different UG programs offered by the college in the current academic session. One of the members placed a detailed analysis report. Both improvements and drawbacks were identified. A few recommendations were accepted for rectification of mistakes and future implementation by the admission committee.

**Item No. 12: Organization of Quality related Webinar.**

To augment the quality of the education offered by the college, it was resolved that initiative be taken by the IQAC for organization of a National Level Quality Related Webinar on "Quality Enhancement Strategies for HEIs" in the second week of February, 2021. A few members





stressed on inviting an eminent resource person with enough exposure of NAAC Assessment for the proposed webinar. The Principal was requested to provide necessary support for organization of the same.

**Item No. 13: Support to various Units/Cells/Departments for celebration of commemorative days and organization of Programs/Seminars/Conferences.**

In this item of business, some of the members reported on the difficulties faced by a few cells & departments in celebration of commemorative days and organization of Programs/Seminars/Conferences. Against this backdrop, it was resolved that all kinds of support be provided by the IQAC to various Units/Cells/Departments for such celebration or organization of Programs. The Principal was requested to facilitate such activities through necessary permission and financial assistance.

**Item No. 14: Strengthening of Mentoring System.**

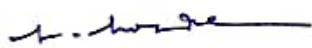
In this item of business, it was unanimously resolved that emphasis be put by the Departments on strengthening the existing Mentoring System. Also resolved that the Mentor-Mentee List for the current session be prepared by the IQAC and the same be forwarded to the Departments after necessary approval and notification by the Principal. Stress was put on holding regular Mentoring meeting by the teachers.

**Item No. 15: Miscellaneous.**

*Nil.*

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

Minutes approved by



**Dr. Manabendra Mondal**  
Principal & Chairperson, IQAC  
Belda College  
mondalprincipal@yahoo.co.in

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



Minutes prepared by



০৪/০৭/২১

**Dr. Asit Panda**  
Coordinator, IQAC  
Belda College  
asitpanda23@rediffmail.com

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



# BELDA COLLEGE

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ISO 9001:2015 Certified Organisation

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

Ref No.: BC/IQAC/M-02(65)/2021

Date: 26.03.2021

From the Office of the IQAC Coordinator:

## 65<sup>TH</sup> MEETING OF IQAC

To:

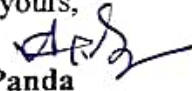
All Members,  
IQAC, Belda College

Dear Sir/Madam,

With the approval of the Principal & Chairperson, IQAC the undersigned is pleased to apprise you that the 65<sup>th</sup> Meeting of the IQAC of Belda College has been slated to be held on 05.04.2021 (Monday) at 2 p.m. in the chamber of the Principal to transact the following items of business. Your active participation in the said meeting would be highly appreciated.

Thanking you.

Sincerely yours,

  
Dr. Asit Panda  
Coordinator, IQAC  
Belda College



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

### Agenda:

1. Confirmation of the Minutes of the 64<sup>th</sup> Meeting of the IQAC, Belda College held on 08.01.21.
2. Report by the Coordinator on the activities of the IQAC since its last meeting held on 08.01.2021.
3. To consider and approve Action Taken Report: 2019-20.
4. Review of the progress in the transaction and delivery of curriculum and the use of library in online mode by the students.
5. Strengthening of Academic monitoring system.
6. Collection and Compilation of Data & Preparation of AQAR 2019-20.
7. Initiative for introduction of new Add-on /Certificate/Value-added courses and Skill Enhancement/Capacity Building programs.
8. 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.
9. COVID Vaccination Drive for the Employees of the College in collaboration with Belda Rural Hospital.
10. Initiative for Green Audit & Energy Audit.
11. Initiative for Academic Audit & Administrative Audit.
12. Initiative for Quality Audit by any recognized authority.
13. Support to the Departments, NCC and NSS units for conducting extension activities/outreach programs in the neighborhood communities.
14. Any other item with the permission of the chair.



## INTERNAL QUALITY ASSURANCE CELL BELDA COLLEGE

The 65<sup>th</sup> Meeting of the IQAC of Belda College was held on 05.04.2021 (Monday) 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. Prof. Debanjan Das, Dept. of Bengali & Member from the Management
4. Dr. Subikash Jana, Principal (Deshapran Mahavidyalay) & Employer Member
5. Prof. Anandamay Sinha, Dept. of Economics & Faculty Member
6. Dr. Lipika Mandal, Dept. of Geography & Faculty Member
7. Dr. Deepak Paswan, Dept. of Physical Education & Faculty Member
8. Dr. Mukesh Pradhan, Dept. of Physics & Faculty Member
9. Dr. Sreetama Misra, Dept. of Philosophy & Faculty Member
10. Dr. Saheli Chowdhury, Dept. of Sociology & Faculty Member
11. Sri Madhab Mishra, Librarian & Member
12. Sri Gopinath Bhunia, Senior Administrative Officer
13. Sri Subhendu Bhanja, Administrative Staff Member
14. Sri Gundamohan Gandhi, Industrialist Member
15. Sri Pranab Kumar Das, Alumni Member
16. Sri Duarkaprasad Khandelwal, Local Society Representative
17. Sri Nisith Kumar Pradhan, Nominee from Stakeholders (Parents)

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

1. Dr. Jayanta Mukherjee, Dept. of English & Faculty Member
2. Miss Sayantika Pradhan (Student, English Hons), Nominee from Students

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

**Item No. 1: Confirmation of the Minutes of the 64th Meeting of the IQAC, Belda College held on 08.01.21.**

The proceedings of the previous meeting were read out by the IQAC Coordinator. It was resolved unanimously that the proceedings be confirmed.

**Item No. 2: Report by the Coordinator on the activities of the IQAC since its last meeting held on 08.01.2021.**

The Coordinator, IQAC briefed on the various activities and initiatives of the IQAC since its last meeting held on 08.01.2021. The Members present appreciated the activities of the IQAC and made some useful suggestions.

**Item No. 3: To consider and approve Action Taken Report: 2019-20.**

In this item of business, the Coordinator of the IQAC placed before the House **Action Taken Report: 2019-20** prepared by some members based on the resolutions taken in the meetings of the IQAC in 2019-20. Members present approved the report and expressed satisfaction over the compliances to the decisions of the IQAC. The respected Principal was requested to implement some unfulfilled resolutions in near future.

**Item No. 4: Review of the progress in the transaction and delivery of curriculum and the use of library in online mode by the students.**

In this item of business, in view of the forthcoming examinations in different Semesters, the IQAC resolved to seek data from the departments regarding the progress achieved so far in the transaction and delivery of the curriculum. Also resolved that necessary interventions would be made, if some anomalies or deficiencies are detected.

The IQAC members also resolved to contact the HODs for ensuring the extensive use of National Digital Library & INFLIBNET by the teachers and the students against the backdrop of the pandemic which has made the use of physical library problematic for all.

**Item No. 5: Strengthening of Academic monitoring system.**

In this item of business, the IQAC members stressed on strengthening the Academic monitoring system by collecting periodical data regarding academic activities from the departments. It was resolved that regular reports from the departments regarding transaction and delivery of curriculum, syllabus completion, mentoring, organization of academic programs including seminars etc., extension activities etc. would be sought by the IQAC. Cooperation from all concerned would be solicited.





**Item No. 6: Collection and Compilation of Data & Preparation of AQAR 2019-20.**

Resolved that attempts be made to collect and compile data for preparation of draft **Annual Quality Assurance Report: 2019-20** for submission to the NAAC. The IQAC coordinator was requested to do the needful. Necessary support from the teachers and the office staff was desired.

**Item No. 7: Initiative for introduction of new Add-on /Certificate/Value-added courses and Skill Enhancement/Capacity Building programs.**

Considering the shifting paradigms of Indian higher education, bearing in mind the demands of various stakeholders and to ensure the employability of the students in the ever-changing, competitive Job Market, it was resolved that the departments and the Academic subcommittee would be approached to introduce a few new Add-on/Certificate/Value-added courses and Skill Enhancement/Capacity Building programs in the current Academic Year. A few proposals were suggested and the same was noted by the IQAC members. The principal was requested to provide the necessary support in this connection.

**Item No. 8: 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 like previous years, in the current academic session also efforts would be made to create a few linkages by signing MOUs with Industry, NGOs or various HEIs for Faculty Exchange, Entrepreneurship, Research, Students' Skill Development, Staff Training, Job Training, Community Development Programs and Collaborative as well as Extension Activities etc.

**Item No. 9: COVID Vaccination Drive for the Employees of the College in collaboration with Belda Rural Hospital.**

Resolved that in order to ensure good health of its employees in the pandemic situation, Belda College would conduct a COVID-19 Vaccination Camp for its employees in the college premises in collaboration with Belda Rural Hospital, the authority of which would be approached for the same purpose.

**Item No. 10: Initiative for Green Audit & Energy Audit.**

In this item of business, the respected Principal was requested to take initiative for conducting Green Audit and Energy Audit of the college in the current academic session by a competent authority. The IQAC members resolved to provide necessary support in this connection.



**Item No. 11: 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 (2019-20) and a competent committee be formed for the same.

**Item No. 12: Initiative for Quality Audit by any recognized authority.**

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

**Item No. 13: Support to the Departments, NCC and NSS units for conducting extension activities/outreach programs in the neighborhood communities.**


In this item of business, necessity of holding the outreach programs was perceived by the members in view of the Covid-19 pandemic. It was resolved that the HODs of different departments, NSS and NCC Coordinators be requested to involve their respective Departments/Units including enthusiastic students and teachers in community services and extension activities in a more effective way in the neighborhood in view of the pandemic situation. Emphasis was put on holding awareness programs on pertinent social, environmental and health issues maintaining Covid protocols among the neighborhood communities. Also resolved that both online and offline programs are to be encouraged. Relief distribution among the needy sections of the society was given importance. The principal was requested to provide necessary funding in this connection.

**Item No. 14: Any other item with the permission of the chair.**

Nil.

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

**Minutes approved by**

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



**Minutes prepared by**

 05/04/21  
**Dr. Asit Panda**  
 Coordinator, IQAC  
 Belda College  
 asitpanda23@rediffmail.com  
 Co-ordinator  
 INTERNAL QUALITY ASSURANCE CELL  
 BELDA COLLEGE Page 4 of 4  
 BELDA • PASCHIM MEDINIPUR





# BELDA COLLEGE

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

Ref No.: BC/IQAC/M-03(66)/2021

Date: 05.06.2021

From the Office of the IQAC Coordinator:

## 66<sup>TH</sup> MEETING OF IQAC

To:

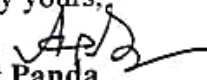
All Members,  
IQAC, Belda College

Dear Sir/Madam,

Pursuant to the instructions of the Competent Authority, the undersigned is happy to inform you that the 66<sup>th</sup> Meeting of the IQAC, Belda College will be held on 12.06.2021 (Saturday) at 2 p.m. in the IQAC room of the college to discuss the following agenda. Kindly attend the meeting maintaining all the Covid Protocols.

Thanking you.

Sincerely yours,

  
Dr. Asit Panda  
Coordinator, IQAC  
Belda College



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

### Agenda:

1. Confirmation of the Minutes of the 65<sup>th</sup> Meeting of the IQAC, Belda College held on 05.04.21.
2. Report by the Coordinator on the activities of the IQAC since its last meeting held on 05.04.2021.
3. Organization of Training Programs for Teachers and Office Staff.
4. Initiative for enhancing the use of INFLIBNET and digital library by the students.
5. To consider the feasibility of providing concessions/freeships to all the students of the College.
6. To review the progress in the transaction and delivery of curriculum.
7. Preparation for conducting UG 6<sup>th</sup> Semester Examination and UG online admission in 1<sup>st</sup> Semester of different programs.
8. Celebration of International Yoga Day in collaboration with NSS Units.
9. Support to Dept of Sociology for organization of Extension Lecture Series.
10. Support to Psychological Counselling Cell for organization of program on "Mental Health".
11. Emphasis on Career Counselling Program and Coaching for competitive examinations for Students.
12. Any other item with the permission of the chair.

## INTERNAL QUALITY ASSURANCE CELL BELDA COLLEGE

The 66<sup>th</sup> Meeting of the IQAC of Belda College was held on 12.06.2021 (Saturday) at 2 p.m. in the IQAC room of the college.

### A. Members present:

1. Dr. Manabendra Mondal, Principal & Chairman (IQAC)
2. Dr. Asit Panda, Dept. of English & Co-ordinator (IQAC)
3. Prof. Debanjan Das, Dept. of Bengali & Member from the Management
4. Dr. Subikash Jana, Principal (Deshapran Mahavidyalay) & Employer Member
5. Prof. Anandamay Sinha, Dept. of Economics & Faculty Member
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11. Sri Madhab Mishra, Librarian & Member
12. Sri Gopinath Bhunia, Senior Administrative Officer
13. Sri Subhendu Bhanja, Administrative Staff Member
14. Sri Gundamohan Gandhi, Industrialist Member
15. Sri Pranab Kumar Das, Alumni Member
16. Sri Duarkaprasad Khandelwal, Local Society Representative
17. Sri Nisith Kumar Pradhan, Nominee from Stakeholders (Parents)

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

1. Dr. Jayanta Mukherjee, Dept. of English & Faculty Member
2. Miss Sayantika Pradhan (Student, English Hons), Nominee from Students

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



**Item No. 1: Confirmation of the Minutes of the 65th Meeting of the IQAC, Belda College held on 05.04.21.**

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

**Item No. 2: Report by the Coordinator on the activities of the IQAC since its last meeting held on 05.04.2021.**

The Coordinator, IQAC briefed on the various activities and initiatives of the IQAC since its last meeting held on 05.04.2021. The Members present appreciated the activities of the IQAC.

**Item No. 3: Organization of Training Programs for Teachers and Office Staff.**


Resolved that measures be taken by the College Authority for allowing the employees to participate in different Staff Training Programs. Short term training programs might be organized for the Office Staff and the Faculty Members with the help of A. S. Infotech, the training partner of the college.

**Item No. 4: Initiative for enhancing the use of INFLIBNET and digital library by the students.**

The IQAC members resolved to contact the HODs for ensuring the extensive use of National Digital Library & INFLIBNET by the teachers and the students against the backdrop of the pandemic which has made the use of physical library problematic for all. The principal was requested to issue a guideline for using the National Digital Library offered by IIT, Kharagpur. Also resolved that the Librarian would be approached to adopt proactive role in offering more students INFLIBNET facilities through their enrollment.

**Item No. 5: To consider the feasibility of providing concessions/free ships to all the students of the College.**

In this item of business, some of the IQAC members drew attention to the hardships faced by the students in paying their Education and other Fees at the college in the pandemic situation. The members agreed on the fact that irrespective of their individual socioeconomic positions, earning of each student's family has been dwindled during the pandemic. Considering the emaciated financial state of the students, the IQAC members felt the necessity of providing concession or free ship to all the learners of the college. The respected Principal was requested to consider the viability of the implementation of the recommendation and take up the matter with the Governing Body.



**Item No. 6: To review the progress in the transaction and delivery of curriculum.**

In this item of business, the IQAC members analyzed the data received from the departments regarding the progress achieved so far in the transaction and delivery of the curriculum. When the reports of a few departments such as Santali and others were found not to be up to the mark, it was decided that the principal would talk to the concerned HODs for removing their deficiencies and making their performance better. Suggestions were made and noted for extending to these departments some infrastructural support.

**Item No. 7: Preparation for conducting UG 6th Semester Examination and UG online admission in 1st Semester of different programs.**

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

Also resolved that the admission committee be provided necessary support and suggestions for the smooth conduct of the forthcoming online admission in the 1<sup>st</sup> semester of different UG programs offered by the college.

**Item No. 8: Celebration of International Yoga Day in collaboration with NSS Units.**


It was unanimously resolved, in this item of business, that appropriate measures be taken by the IQAC for celebrating **International Yoga Day on 21<sup>st</sup> June, 2021 in collaboration with the NSS units** of the college. The principal was requested to provide necessary support for this program. The IQAC Coordinator was asked to do the needful in consultation with the NSS program officers.

**Item No. 9: Support to the Dept of Sociology for organization of Extension Lecture Series.**

In this item of business, the IQAC Coordinator briefed on the receipt of a request from the **Dept of Sociology for collaboration for holding a six-day (25<sup>th</sup> to 30<sup>th</sup> June, 2021) Extension Lecture Series for the students by the Department**. The IQAC members appreciated the departmental effort and resolved to provide necessary support for organization of the same.

**Item No. 10: Support to Psychological Counselling Cell for organization of program on "Mental Health".**

In this item of business, the IQAC Coordinator briefed on the importance of taking care of the students' mental health during the pandemic and closure of HEIs. He also informed about the interest expressed by the Dept of Education in organizing a program on mental health. Finally, it was resolved that the IQAC would provide necessary support to the Psychological Counselling





Cell and the Dept of Education for organization of a Special lecture program on "Caring Mental Health During Pandemic" in the last week of June, 2021.

**Item No. 11: Emphasis on Career Counselling Program and Coaching for competitive examinations for Students.**

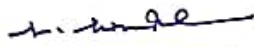
Resolved that the Coordinator of **Career Counseling & Placement Cell** be requested to organize **Career Counselling Program** for Students in online mode. Also resolved that the departments be encouraged to offer free coaching to the students for competitive examinations.

**Item No. 12: Any other item with the permission of the chair.**

*Nil.*

There was no other matter for discussion and the meeting ended with a vote of thanks to the chair.

**Minutes approved by**



**Dr. Manabendra Mondal**  
Principal & Chairperson, IQAC  
Belda College  
mondalprincipal@yahoo.co.in

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

**Minutes prepared by**



12/06/21

**Dr. Asit Panda**  
Coordinator, IQAC  
Belda College  
asitpanda23@rediffmail.com  
Co-ordinator  
INTERNAL QUALITY ASSURANCE CELL  
BELDA COLLEGE  
BELDA • PASCHIM MEDINIPUR





# BELDA COLLEGE

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

Belda :: Paschim Medinipur :: 721424 :: WB

ISO 9001:2015 Certified Organisation

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

Ref No.: BC/IQAC/M-04(67)/2021

Date: 26.07.2021

From the Office of the IQAC Coordinator:

## 67<sup>TH</sup> MEETING OF IQAC

To:

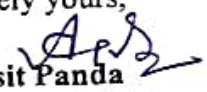
All Members,  
IQAC, Belda College

Dear Sir/Madam,

I am directed by the Principal & Chairperson, IQAC to inform you that the 67<sup>th</sup> Meeting of the IQAC will be held on 31.07.2021 (Saturday) at 2 p.m. in the IQAC room of the college to discuss the following agenda. Your active participation in the said meeting would be highly appreciated.

Thanking you.

Sincerely yours,

  
Dr. Asit Panda  
Coordinator, IQAC  
Belda College



Co-ordinator  
INTERNAL QUALITY ASSURANCE CELL  
BELDA COLLEGE  
BELDA • PASCHIM MEDINIPUR.

### Agenda:

1. Confirmation of the Minutes of the 66<sup>th</sup> Meeting of the IQAC, Belda College held on 12.06.21.
2. Report by the Coordinator on the activities of the IQAC since its last meeting held on 12.06.2021.
3. Consideration of draft Annual Quality Assurance Report for 2019-20.
4. IQAC's meeting with the teachers regarding ensuing online admission, examination and NAAC related activities.
5. Joint organization of International Webinar with Cooch Behar College to celebrate Azadi ki Amrit Mahotsav.
6. Initiative for providing institutional Gmail id to each department under G-Suite.
7. Collection of Feedback from different stakeholders and analysis.
8. Initiative for upgradation of Research Centre.
9. Conduct of Student Satisfaction Survey.
10. Organization of Workshop on the use of Google Workspace in Online Teaching.
11. Encouragement to the Departments for publication of E-Magazine.
12. Organization of Intellectual Property Rights program.
13. Organization of Workshop on Research Methodology.
14. Organization of Program on Universal Human Values & Professional Ethics for the Teachers.
15. Initiative for introduction of new Add-on /Certificate/Value-added courses and Skill Enhancement/Capacity Building programs.
16. Miscellaneous.



## INTERNAL QUALITY ASSURANCE CELL BELDA COLLEGE

The 67<sup>th</sup> Meeting of the IQAC of Belda College was held on 31.07.2021 (Saturday) at 2 p.m. in the IQAC room of the college.

### A. Members present:

1. Dr. Manabendra Mondal, Principal & Chairman (IQAC)
2. Dr. Asit Panda, Dept. of English & Co-ordinator (IQAC) *Asit Panda*
3. Prof. Debanjan Das, Dept. of Bengali & Member from the Management *Debanjan Das*
4. Dr. Subikash Jana, Principal (Deshapran Mahavidyalay) & Employer Member *Subikash Jana*
5. Prof. Anandamay Sinha, Dept. of Economics & Faculty Member *Anandamay Sinha*
6. Dr. Lipika Mandal, Dept. of Geography & Faculty Member *Lipika Mandal*
7. Dr. Deepak Paswan, Dept. of Physical Education & Faculty Member *Deepak Paswan*
8. Dr. Mukesh Pradhan, Dept. of Physics & Faculty Member *Mukesh Pradhan*
9. Dr. Sreetama Misra, Dept. of Philosophy & Faculty Member *Sreetama Misra*
10. Dr. Saheli Chowdhury, Dept. of Sociology & Faculty Member *Saheli Chowdhury*
11. Sri Madhab Mishra, Librarian & Member *Madhab Mishra*
12. Sri Gopinath Bhunia, Senior Administrative Officer *Gopinath Bhunia*
13. Sri Subhendu Bhanja, Administrative Staff Member *Subhendu Bhanja*
14. Sri Gundamohan Gandhi, Industrialist Member *G. K. Gandhi*
15. Sri Pranab Kumar Das, Alumni Member *Pranab Kumar Das*
16. Sri Duarkaprasad Khandelwal, Local Society Representative *Duarkaprasad Khandelwal*
17. Sri Nisith Kumar Pradhan, Nominee from Stakeholders (Parents) *Nisith Kumar Pradhan*

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

1. Dr. Jayanta Mukherjee, Dept. of English & Faculty Member
2. Miss Sayantika Pradhan (Student, English Hons), Nominee from Students

At the very outset, 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 66th Meeting of the IQAC, Belda College held on 12.06.21.**

Read out and confirmed.

**Item No. 2: Report by the Coordinator on the activities of the IQAC since its last meeting held on 12.06.2021.**

In this item of business, the Coordinator, IQAC presented a brief report to the IQAC on the various activities and initiatives of the IQAC since its last meeting held on 12.06.2021. The Members present appreciated the activities of the IQAC and made some useful suggestions.

**Item No. 3: Consideration of draft Annual Quality Assurance Report for 2019-20.**

The draft annual report prepared following the latest Guidelines of the NAAC for the academic session 2019-20 was placed before the IQAC. The members considered its different aspects and resolved to approve the draft "Annual Quality Assurance Report: 2019-20". The Chairperson and the Members present expressed satisfaction over the overall quality related progress of the college and appreciated the direction in which the IQAC is moving. The IQAC decided to take the matter along with the Governing Body.

**Item No. 4: IQAC's meeting with the teachers regarding ensuing online admission, examination, and NAAC related activities.**

In this item of business, the IQAC resolved to meet the teachers of different departments on 10<sup>th</sup> August, 2021 for an interactive session on issues pertaining to ensuing online admission, examination, and NAAC related activities. Also resolved that apart from collecting opinions of the teachers on the aforementioned issues, a review of the present status would be made in the said meeting and useful guidance will be provided, wherever necessary.

**Item No. 5: Joint organization of International Webinar with Cooch Behar College to celebrate Azadi ki Amrit Mahotsav.**

In this item of business, Dr Lipika Mandal briefed on the receipt of a proposal from Cooch Behar College, West Bengal for organization of a quality related program. After careful deliberation, all the members unanimously resolved that necessary efforts would be given for the joint organization of International Webinar with Cooch Behar College on 8<sup>th</sup> August, 2021 to celebrate Azadi ki Amrit Mahotsav. Dr Lipika Mandal was requested to do the needful in consultation with the respected principal.

**Item No. 6: Initiative for providing institutional Gmail id to each department under G - Suite.**

In this item of business, the IQAC Coordinator briefed on the necessity of providing institutional Gmail id to each department under G -Suite. Many other members were also of the opinion that as most of the online classes are being taken by the teachers on the virtual platform called "Google Meet" in the pandemic situation, each department must have its own Gmail id under G - Suite to facilitate the recording of such online classes for the purpose of future use by the





students. After a prolonged discussion on the issue, the principal was requested by all members for doing the needful to provide specific institutional Gmail id to each department under G - Suite.

**Item No. 7: Collection of Feedback from different stakeholders and analysis.**

Resolved that initiative be taken by the IQAC for collection of Feedback from different stakeholders through Google Form with the active assistance of the Departments for the current academic session. Also resolved that an analysis report be prepared based on the collected feedback and the report be shared with the Principal and the HODs. In some cases, printed forms could be used.

**Item No. 8: Initiative for upgradation of Research Centre.**

In this item of business, the IQAC Coordinator stressed the necessity of augmentation of infrastructural facilities in the Interdisciplinary Research Centers run by the college. It was claimed that such an endeavor would create better research environment and encourage the teachers and the students for better research work. The members present appreciated the proposal. They requested the Principal to take up the matter with the Governing Body and do the needful in this regard.

**Item No. 9: Conduct of Student Satisfaction Survey.**

Resolved that in the last week of August, the IQAC would endeavor to conduct a Students' Satisfaction Survey for the current session using a specifically devised form with the help of the departments on various aspects of Teaching, Learning and Curriculum. An analysis report will be made on it and the prepared report will be shared with the Principal and the HODs for further improvement.

**Item No. 10: Organization of Workshop on the use of Google Workspace in Online Teaching.**

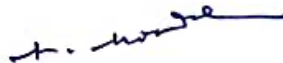

Resolved that the IQAC would conduct a faculty Development Program by organizing a **One-Day online Workshop on "Use of Google Workspace in Online Teaching" on 3<sup>rd</sup> September, 2021.** Also resolved that necessary support would be sought from the teachers of the Department of B. Voc in Software Development for organization of the same.

**Item No. 11: Encouragement to the Departments for publication of E-Magazine.**

Resolved that the departments be encouraged to go for online cultural program and publication of quality e-magazines with QR Code involving students and faculty members.

**Item No. 12: Organization of Intellectual Property Rights program.**

It was unanimously resolved that the IQAC would organize a Seminar on **"Fundamentals of Intellectual Property Rights: Key Issues" on 12<sup>th</sup> September, 2021.** Collaboration would be sought from the Research Committee of the college. The IQAC Coordinator was requested to do



the needful and the Principal was requested to provide necessary support for organization of the same.

**Item No. 13: Organization of Workshop on Research Methodology.**

Considering the proposal from the Research Cell of the college, it was resolved that appropriate measures be taken by the IQAC for organization of a **National level Workshop on Research Methodology** in the second week of September, 2021. The Principal was requested to provide necessary support for organization of the same.

**Item No. 14: Organization of Program on Universal Human Values & Professional Ethics for the Teachers.**

Resolved that the IQAC would organize a webinar on “**Universal Human Values & Professional Ethics**” for the employees of the college in the month of September, 2021. Collaboration would be sought from the Grievance Redressal Cell, ICC & Disciplinary Subcommittee. The IQAC Coordinator was requested to do the needful and the Principal was requested to provide necessary support for organization of the same.

**Item No. 15: Initiative for introduction of new Add-on /Certificate/Value-added courses and Skill Enhancement/Capacity Building programs.**

Considering the pandemic situation and the consequent closure of the HEIs in West Bengal as one of the precautionary measures, it was unanimously resolved that the departments and the Academic subcommittee of the college would be approached to offer online **Add-on/Certificate/Value-added courses and Skill Enhancement/Capacity Building programs** in the current Academic Year. A few proposals were suggested and the same was noted by the IQAC members. The principal was requested to provide the necessary support in this connection.

**Item No. 16: Miscellaneous.**

Nil.

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

Minutes approved by



**Dr. Manabendra Mondal**  
Principal & Chairperson, IQAC  
Belda College  
mondalprincipal@yahoo.co.in

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



Minutes prepared by



31/07/21

**Dr. Asit Panda**  
Coordinator, IQAC  
Belda College  
asitpanda23@rediffmail.com

Co-ordinator  
INTERNAL QUALITY ASSURANCE Cell of 4  
BELDA COLLEGE  
BELDA \* PASCHIM MEDINIPUR





# BELDA COLLEGE

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

Belda :: Paschim Medinipur :: 721424 :: WB

ISO 9001:2015 Certified Organisation

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

Ref No.: BC/IQAC/M-05(68)/2021

Date: 11.11.2021

From the Office of the IQAC Coordinator:

## 68<sup>TH</sup> MEETING OF IQAC

To:

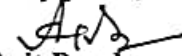
All Members,  
IQAC, Belda College

Dear Sir/Madam,

With the approval of the Principal & Chairperson, IQAC the undersigned is happy to apprise you that the 68<sup>th</sup> Meeting of the IQAC has been slated to be held on 15.11.2021 (Monday) at 2 p.m. in the chamber of the Principal to transact the following items of business. Your presence and active participation in the said meeting would be highly appreciated.

Thanking you.

Sincerely yours,

  
Dr. Asit Panda  
Coordinator, IQAC  
Belda College



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

### Agenda:

1. Confirmation of the Minutes of the 67<sup>th</sup> Meeting of the IQAC, Belda College held on 31.07.2021.
2. Report by the Coordinator on the activities of the IQAC since its last meeting held on 31.07.2021.
3. Organization of Training Program for Teachers and Office Staff.
4. Commencement of Regular Classroom Teaching at UG & PG levels following Govt. instructions from 16<sup>th</sup> Nov, 2021 maintaining Covid-19 protocols.
5. Mentoring of the Students in the Academic Session 2021-22.
6. Support for Project Works and organization of Educational Tour, Field Trips/Field Study etc.
7. Initiative for participation in NIRF Ranking process.
8. Preparation of Academic Calendar: 2021-22.
9. Organization of Training program for the Non-Teaching Staff.
10. Initiative for Alumni Registration and collection of Donation in online mode.
11. Review of the Admission in the 1<sup>st</sup> Semesters of different UG programs.
12. Analysis of the Results of the Students of different Years/ Semesters appearing in the Final Examinations of different programs in 2021.
13. Review of learning outcomes/ attainment of COs/POs by the students.
14. Purchase of equipment / infrastructure for Research Centers for Arts/Humanities and Science.
15. Initiative for introduction of different new UG & PG programs with affiliation by Vidyasagar University.
16. Initiative for promotion of Non-Teaching Staff.
17. Modification in the prices of food items available in the Canteen.
18. Organization of Blood Donation Camp.
19. Any other item with the permission of the chair.

## INTERNAL QUALITY ASSURANCE CELL BELDA COLLEGE

The 68<sup>th</sup> Meeting of the IQAC of Belda College was held on 15.11.2021 (Monday) 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. Dr. Asit Panda, Dept. of English & Co-ordinator (IQAC) *Asit Panda*
3. Dr. Subikash Jana, Principal (Deshapran Mahavidyalay) & Employer Member *Subikash Jana* 15.11.2021
4. Prof. Anandamay Sinha, Dept. of Economics & Faculty Member *Anandamay Sinha*
5. Dr. Lipika Mandal, Dept. of Geography & Faculty Member *Lipika Mandal*
6. Dr. Deepak Paswan, Dept. of Physical Education & Faculty Member *Deepak Paswan*
7. Dr. Mukesh Pradhan, Dept. of Physics & Faculty Member *Mukesh Pradhan*
8. Dr. Sreetama Misra, Dept. of Philosophy & Faculty Member *Sreetama Misra*
9. Dr. Saheli Chowdhury, Dept. of Sociology & Faculty Member *Saheli Chowdhury*
10. Sri Madhab Mishra, Librarian & Member *Madhab Mishra*
11. Sri Gopinath Bhunia, Senior Administrative Officer *Gopinath Bhunia*
12. Sri Subhendu Bhanja, Administrative Staff Member *Subhendu Bhanja*
13. Sri Gundamohan Gandhi, Industrialist Member *G. G. Gandhi*
14. Sri Pranab Kumar Das, Alumni Member *Pranab Kumar Das*
15. Sri Duarkaprasad Khandelwal, Local Society Representative *Duarkaprasad Khandelwal*
16. Sri Nisith Kumar Pradhan, Nominee from Stakeholders (Parents) *Nisith Kumar Pradhan*

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

**Item No. 1: Confirmation of the Minutes of the 67th Meeting of the IQAC, Belda College held on 31.07.2021.**

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



**Item No. 2: Report by the Coordinator on the activities of the IQAC since its last meeting held on 31.07.2021.**

The Coordinator, IQAC briefed on the various activities and initiatives of the IQAC since its last meeting which was held on 31.07.2021. The Members present appreciated the activities of the IQAC and made some useful suggestions.

**Item No. 3: Organization of Training Program for Teachers and Office Staff.**

Resolved that measures be taken by the IQAC for organization of Staff Training Program for the Office Staff and Professional Development Programs for the Faculty Members in the new session.

**Item No. 4: Commencement of Regular Classroom Teaching at UG & PG levels following Govt. instructions from 16th Nov, 2021 maintaining Covid-19 protocols.**

In this item of business, a discussion was held on appropriate measures to be adopted for the commencement of Regular Classroom Teaching at UG & PG levels following the instructions issued by the State Govt. on and from 16th Nov, 2021 maintaining Covid-19 protocols. Several suggestions including cleaning & sanitization of classrooms, availability of library facility, repair of faulty electric and electronic equipment etc. were offered by a number of members for the smooth running of offline classes after a prolonged period of online teaching. Such suggestions were noted for implementation.

**Item No. 5: Mentoring of the Students in the Academic Session 2021-22.**

In this item of business, it was unanimously resolved that emphasis be put by the Departments on strengthening the existing Mentoring System. The IQAC members resolved to prepare the Mentor-Mentee List for the new academic session 2021-22 and the same be forwarded to the Principal for necessary ratification and notification. Emphasis was put on regular Mentoring of the students be carried out by the teachers of the departments.

**Item No. 6: Support for Project Works and organization of Educational Tour, Field Trips/Field Study etc.**

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

**Item No. 7: Initiative for participation in NIRF Ranking process.**

The IQAC resolved to participate in NIRF ranking process. Also resolved that efforts would be made to submit NIRF data in near future after collection and compilation of the required data from different sources.

**Item No. 8: Preparation of Academic Calendar: 2021-22.**

In this item of business, the IQAC members unanimously resolved to prepare a tentative Academic Calendar for the academic year 2021-22 following the Academic Calendar supplied by the affiliating University and the same be followed for admission in Semesters, commencement of classes, End Semester Examination and internal evaluations, teaching days, holidays, organization of events, and various other academic and cultural activities in the college.

**Item No. 9: Organization of Training program for the Non-Teaching Staff.**

In this item of business, a senior administrative staff briefed on the lack of sufficient knowledge about computer and its applications of several office staff. A fruitful discussion followed. Finally, it was unanimously resolved that a one-day training program for the Non-Teaching Staff on "Use of MS-Office & Internet" would be organized by the IQAC with active collaboration from the Dept of Computer Science & the Dept. of BCA on 09.12.2021. The IQAC Coordinator was requested to contact the concerned departments.

**Item No. 10: Initiative for Alumni Registration and collection of Donation in online mode.**

In this item of business, the IQAC Coordinator emphasized the necessity of augmenting the number of registered alumni and the size of alumni contribution for the overall development of the college. A few members talked about providing easy method for registration and contribution by alumni. After a fruitful discussion, the members present unanimously resolved to offer link for alumni registration and donation by alumni on college website. The IQAC Coordinator was authorized to do the needful in this regard in consultation with the Principal.

**Item No. 11: Review of the Admission in the 1st Semesters of different UG programs.**

In this item of business, the IQAC members considered the admission data received from the admission committee and made a review of the online process of admission in the 1<sup>st</sup> Semesters of different UG programs conducted in the month of September, 2021. Admission data was analyzed program wise, category wise & gender wise. While in a few programs such as B. Sc. Hons in Economics, B. A. Hons. in Political Science, B. Sc. (General) etc. demand ratio was identified to be poor, in a few programs such as B. Sc Hons. in Nutrition, B. A. Hons in Bengali etc. demand ratio was excellent. In a few programs, admission from the reserved category was very poor. The IQAC members gave certain suggestions such as extensive publicity of certain





programs and their outcomes among the students of the adjoining schools etc. The suggestions were noted for future implementation.

**Item No. 12: Analysis of the Results of the Students of different Years/ Semesters appearing in the Final Examinations of different programs in 2021.**

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

**Item No. 13: Review of learning outcomes/ attainment of COs/POs by the students.**

Resolved that the IQAC in association with different departments would conduct a review of the students' learning outcomes/ attainment of COs/POs by the students considering the results of Final Semester Examination, Feedback from the outgoing students through structured questionnaire, students' progression and placement data etc. Measures would be adopted, whenever some deficiencies would be identified.

**Item No. 14: Purchase of equipment / infrastructure for Research Centers for Arts/Humanities and Science.**

Considering the growing demand of the teachers, students, and research scholars of the college, in this item of business, most of the members opined for purchase of a good number of necessary scientific equipment for the Research Centre in Natural Science through allocation of money from the college fund. Installation of Fridge and Air Conditioner was also felt necessary for both the Research Centers. The respected principal was requested to take up the matter with the Governing Body.

**Item No. 15: Initiative for introduction of different new UG & PG programs with affiliation by Vidyasagar University.**

Considering the demands of various stakeholders, in this item of business, the IQAC members unanimously resolved to strive for introducing PG Programs in Education, History, Food and Nutrition and UG (Hons.) Program in Physiology with affiliation from Vidyasagar University. The respected principal was requested to take up the matter with the Governing Body.

**Item No. 16: Initiative for the promotion of the Non-Teaching Staff.**

In this item of business, the IQAC members considered the applications of Five Non-Teaching Staff for promotion, evaluated their past performance and eligibility for promotion following the norms set up by the Govt. of West Bengal, and found them deserving. The respected principal



was requested to take up the matter with the Governing Body and do the needful for their promotion to appropriate Pay Scale.

**Item No. 17: Modification in the prices of food items available in the Canteen.**

Considering the emaciated financial state of the students in the pandemic situation, in this item of business, most of the members opined for reducing the price of food items available in the canteen. It was hoped that such a revision of price would help many needy students. Emphasis was put on providing subsidy by the college as well as maintaining the quality and variety of food available in the canteen. The principal was requested to take up the matter with the Governing Body.

**Item No. 18: Organization of Blood Donation Camp.**


In this item of business, a few IQAC members raised the issue of scarcity of blood in the blood banks of West Bengal in the pandemic situation. In their noble venture, the IQAC members resolved unanimously to organize a **Blood Donation Camp on 23<sup>rd</sup> December, 2021** in collaboration with the NCC and NSS Units of the college. The IQAC Coordinator was authorized to do the needful in consultation with NCC Officer & NSS Program officers of the college. Also resolved that assistance might be sought from the medical officer of local Govt hospital in this regard.

**Item No. 19: Any other item with the permission of the chair.**

Nil.

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

Minutes approved by

  
**Dr. Manabendra Mondal**  
Principal & Chairperson, IQAC  
Belda College  
mondalprincipal@yahoo.co.in

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



Minutes prepared by

  
**Dr. Asit Panda**  
Coordinator, IQAC  
Belda College  
asitpanda23@rediffmail.com

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



## **ACTION TAKEN REPORT: 2020-21**

BASED ON

THE RESOLUTIONS TAKEN IN THE MEETINGS OF IQAC

**ACADEMIC YEAR: JANUARY 2021-DECEMBER 2021**

1. Academic Calendar for the academic session 2020-21 was prepared in compliance with the Academic Calendar prescribed by Vidyasagar University which was uploaded on College Website and displayed on College Notice Board.
2. The IQAC took initiative for the promotion of 11 Teachers under CAS. The meeting of the Selection/Screening committee was held to offer promotion to the deserving candidates who were promoted to the appropriate academic levels.
3. Induction Meeting was organized online for the newly admitted students at the beginning of the Academic Session.
4. In this academic session, Sri Gopinath Bhunia was appointed as the Acting Head Clerk cum Accountant due to the retirement of Sri Arunava Sarkar to facilitate regular activities of the office and college.
5. The construction of the 4<sup>th</sup> floor of the G+5 storied building is going on and is on the verge of completion.
6. The college successfully participated in the NIRF Ranking Process.
7. AQAR of the previous session 2019-20 was prepared, successfully submitted to NAAC on 30.08.2021 and was accepted.
8. The Governing Body approved Rs 8,37,500/- from the RUSA Grants for the purchase of Laboratory Equipment, Computers, Printers, UPS and Peripherals as per the requirement of the respective departments and office use.
9. A review meeting was conducted through virtual platform by the IQAC on 31<sup>st</sup> January 2021 with the Teachers to discuss about the existing teaching-learning-evaluation process and NAAC related activity.
10. Commemorative Days like National Youth Day, Netaji Subhash Chandra Bose's Birth Anniversary, Republic Day, International Mother Language Day, Rabindra Jayanti, Independence Day, International Women's Day etc. were celebrated centrally through both online and offline mode by the college.
11. The Action Taken Report for the session 2019-20 was prepared, approved by the competent authority and uploaded on the college website.
12. The IQAC made periodical reviews of the progress in the transaction and delivery of curriculum and the use of library in online mode by the students.
13. Efforts were made to strengthen the academic monitoring system.
14. National Level Quality Related Webinar on "Quality Enhancement Strategies for HEIs" was successfully conducted through the online mode by the IQAC on 11<sup>th</sup> February, 2021.
15. The Mentor-Mentee list for the session 2020-21 was prepared, approved by the Principal and uploaded on the College website for continuing the existing mentoring process.
16. Preparation of the Academic Calendar for the session 2021-22 has been initiated in compliance with the Academic Calendar of the affiliating University.
17. More than one hundred (100) Extension Activities/Outreach programs by the Departments, NSS & NCC units were organized in both offline and online mode.
18. Belda College signed six (06) MOUs including those with Swedish South Asian Network Fermented Foods, Lions Club Belda, Alam Biofish etc. during the academic session.
19. Thirty-three (33) Add-on/Certificate/Value-Added courses were offered in the 2020-21. The courses are listed below:

1.	Online Certificate Course on Creative Writing
2.	Online Certificate course in Industrially Relevant General Chemistry



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3.	<b>Online Certificate Course on Santali Saharay Festival</b>
4.	<b>Online Add-on Certificate Course on Guidance &amp; Counselling</b>
5.	<b>Online Certificate Course on Research Technique and Project Implementation Strategies in Bengali literature.</b>
6.	<b>Add-on Course on Public Institutions in India: Structures, Process &amp; Behaviour</b>
7.	<b>Online Certificate Course on Application of GST</b>
8.	<b>Online Add-on Course on Handling of Geographical Instruments and Their Applications</b>
9.	<b>Certificate course in Sports Nutrition</b>
10.	<b>Short Term Certificate Course on Biomedical Techniques &amp; Instrumentation</b>
11.	<b>Certificate Course in Basic Education in Music</b>
12.	<b>Certificate Course in Introduction to Programming Languages</b>
13.	<b>Basic Mathematics &amp; Its Application to Different Branches of Mathematics</b>
14.	<b>Add-on Course on Basics of Electrical &amp; Electronic Circuits</b>
15.	<b>Certificate Course on Business Communication</b>
16.	<b>Add on Course on Yoga</b>
17.	<b>Online Certificate Course in Logical Reasoning for Everyone</b>
18.	<b>Certificate Course in Biofloc Fish farming</b>
19.	<b>Certificate Course in Spoken Sanskrit</b>
20.	<b>Add-on course in Cyber crime &amp; Cyber Security</b>
21.	<b>Add-on course in Counselling: Education</b>
22.	<b>Add-on course in Corporate Social Responsibility Commerce</b>
23.	<b>Add-on course in Remote Sensing</b>
24.	<b>Add-on course in Population Studies</b>
25.	<b>Value-added course on Employability</b>
26.	<b>Value-added course on Emotional Intelligence</b>
27.	<b>Value-added course on Mathematical Reasoning</b>
28.	<b>Value-added course on Life Skill Development</b>
29.	<b>Add-on course in Commercial Fisheries Zoology</b>
30.	<b>Certificate course in First Aid</b>
31.	<b>Value-added course on E-Training Module</b>
32.	<b>Add-on course in Groundwater Sustainability</b>
33.	<b>Value-added course on Value Education</b>

20. COVID-19 Vaccination drive for college employees was undertaken by the college in the month of May/June, 2021.
21. 1 (One) Training Programme titled 'Use of MS-Office & Internet' for the Non-Teaching Staff of the College was organized on 9<sup>th</sup> December, 2021 in association with the Departments of Computer Science & B.C.A.
22. Efforts were made to provide concession to all the students of the College. Notice in this regard was issued on 2<sup>nd</sup> August, 2021.
23. International Yoga Day (IYD) was observed and celebrated in collaboration with the NSS Units, Belda College through the virtual mode on 21<sup>st</sup> June, 2021.
24. A 6-Days Online Extension Lecture Series for students was organized from 25th June, 2021 till 25th June 2021, by the Department of Sociology in collaboration with the IQAC, Belda College.
25. A One-Day National Level Workshop on Research Methodology was organized by the IQAC and the Research Cell, Belda College on 10<sup>th</sup> September, 2021 through Google Meet Platform.
26. A special lecture titled 'Caring Mental Health during Pandemic' was organized by the IQAC in collaboration with the Psychological Counseling Cell and the Department of Education, Belda College on 30<sup>th</sup> June 2021.
27. A One-Day Webinar on "Fundamentals of Intellectual Property Rights: Key Issues" was organized by the IQAC & the Research Cell, Belda College on 12<sup>th</sup> September 2021 through the Google Meet Platform.
28. A meeting was organized with the Teachers regarding online admission, online examination & NAAC process on 10<sup>th</sup> August, 2021.



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29. The IQAC successfully participated in organization of a webinar on "Universal Human Values and Professional Ethics" on 12<sup>th</sup> September, 2021.
30. An International Webinar titled 'Restoration of Ecology, Environmental Benefits and Sustainability' was jointly organized to celebrate Azadi ki Amrit Mahotsav by the IQAC, Basundhara Eco-Club, NSS Units, Belda College and the IQAC, Women's Studies Cell, COP & NSS Units of Cooch Behar College, Cooch Behar on 8<sup>th</sup> August 2022.
31. All the Departments of the College were provided with the individual Departmental Gmail id under G-Suite to facilitate the recording of online classes, storing in drive and other necessary academic requirements.
32. Necessary equipment was purchased for the upgradation of the Research Centre of the College.
33. For conducting Examination, the college strictly followed the guidelines and instructions provided by the Higher Education Department and the affiliating University. Accordingly, examination coordinators were appointed for conducting online Examination for all the semesters and courses.
34. In compliance with the order issued by the Govt. of West Bengal and corresponding notice published by the Vidyasagar University, offline/traditional Classroom Teaching commenced on and from 16<sup>th</sup> November, 2021 maintaining all the COVID-19 protocols.
35. Project works of the Departments like English, Bengali, Sociology etc. were conducted successfully.
36. A One-Day Webinar titled 'Universal Human Values and Professional Ethics' was organized by the IQAC in association with the Grievance Redressal Cell, Internal Complaints Committee and Disciplinary Subcommittee through the Google Meet Platform on 12<sup>th</sup> September, 2021.
37. Various Departments like English, Sociology, Zoology, Chemistry, Physics etc. published their Departmental e-magazine in the session 2020-21.
38. Students Satisfaction Survey for the session 2020-21 was conducted online, results were analysed, approved, and published in the College website.
39. A Faculty Development Programme titled 'One-Day online Workshop on the use of Google Workspace in Online Teaching' was organized on 3<sup>rd</sup> September 2021 through the Google Meet Platform.
40. Online Feedback for the session 2020-21 was collected through Google Form from various stakeholders.
41. A review of the learning outcomes or attainment of the COs/POs was made in different programs.
42. Link was created on Belda College website for registration and donation by alumni.
43. Initiative was taken by the Governing Body to introduce new UG & PG programs.
44. Five deserving non-teaching staff were promoted to appropriate pay scale.
45. A Blood Donation Camp was organized on 23<sup>rd</sup> December, 2021 in association with Kharagpur Sub-Divisional Hospital, the NSS Units & the NCC unit of the college.
46. A relief work was organized by the IQAC for the YAAS cyclone affected people of the coastal areas in the district of Purba Medinipur on 2<sup>nd</sup> June, 2021 in association with the NSS Units, Alumni Association & Basundhara Eco-Club, Belda College.
47. Academic Calendar for the session 2021-22 was prepared.
48. A relief work was organized for the flood affected people of Boromohanpur, Paschim Medinipur on 24<sup>th</sup> September, 2021 in association with the NSS Units, NCC, Parents-Teachers Associations, Alumni Association & Basundhara Eco-Club, Belda College.

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