



BELDA COLLEGE

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

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

Date: 11.07.2015

IQAC MEETING NOTICE

The 36th Meeting of the IQAC of Belda College has been slated to be held on 17.07.15 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. Prof. Alope Ratan Mitra, President (College G.B.) & M R Member (IQAC)
3. Dr. Asit Panda, Asst. Professor (Dept. of English) & Co-ordinator (IQAC)
4. Dr. Sabitabrata Roy, Dept. of Chemistry & Faculty Member (IQAC)
5. Prof. Debanjan Das, Dept. of Bengali & M R Member (IQAC)
6. Dr. Jayanta Mukherjee, Dept. of English & Faculty Member (IQAC)
7. Dr. Avijit Dey, Dept. of Physics & Faculty Member (IQAC)
8. Dr. Lipika Mandal, Dept. of Geography & Faculty Member (IQAC)
9. Sri Pranab Kumar Das, Senior Administrative Officer & Member (IQAC)
10. Sri Arunava Sarkar, Senior Administrative Officer & Member (IQAC)
11. Sri Subhendu Bhanja, Technical Staff & Member (IQAC)
12. Sri Gopal Rana, Technical Staff & Member (IQAC)
13. Sri Avijit Kumar Sahani, Alumni & Member (IQAC)
14. G. S., Chhatra Sansad Students' Representative & Member (IQAC)
15. Sri Duarkaprasad Khandelwal, External Expert & Member (IQAC)

Agenda:

1. Confirmation of the Minutes of the 35th Meeting of the IQAC held on 12th June, 2015.
2. Monitoring and strengthening of the activities of different cells/committees and units of the college.
3. Introduction of Student Module Office Software for Online Admission.
4. Purchase of the Reference Books and Journals for Central Library.
5. Expression of Gratitude to the Principal for Signing MoU with Egra S.S.B. College & Belda Cultural Association.
6. 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.
7. Students' Counselling through Help Desk before Admission.
8. Organizing Seminars, Workshops and Special Lectures.
9. Application for different Sponsored Research Projects.
10. Introduction of Add-on /Certificate/Value-added courses.
11. Assistance for Newly Introduced B. Voc Courses.
12. Introduction of Newly Devised Feedback Forms.
13. Preparation of Academic Calendar.
14. Research Journal Publication.
15. Recruitment of Guest Teachers & Full Time Teachers.
16. Provision of Seed money for research proposal submission and paper presentation.
17. Strengthening of Mentoring system.
18. Career counselling program for students.
19. Emphasis on arrangement of Remedial coaching and Tutorials by Departments.
20. Extension Activities through NSS & NCC Units.
21. Any other item with the permission of the chair.

M. Mondal
Dr. M. Mondal

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

11/07/15

Minutes of the 36th Meeting of Internal Quality Assurance Cell (IQAC) of Belda College

The 36th meeting of the Internal Quality Assurance Cell of Belda College was held on 17.07.15 at 2 p.m. in the chamber of the Principal, Belda College.

Members present:

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

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

Item No. 1: Confirmation of the Minutes of the 35th Meeting of the IQAC held on 12th June, 2015

The minutes of the previous meeting are read, and after a brief discussion are confirmed.

Item No. 2: Monitoring and strengthening of the activities of different cells/committees/units of the College.

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

Item No. 3: Introduction of Student Module Office Software for Online Admission.

In this item of business, it was resolved that with a view to facilitate admission-related activities like Fees Collection, Online Admission etc. and ensure transparency in the admission process, Office Module Software be introduced. The Principal was authorized to do the needful in this regard.

Item No. 4: Purchase of the Reference books and Journals for Central Library.

Resolved that following the requirements of the Curriculum, feedback received from the students and HoDs of various Departments and suggestions of the Library Committee, 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. 5: Expression of Gratitude to the Principal for Signing Mou with Egra S.S.B. College & Belda Cultural Association.

In this item of business, all the members congratulated the Principal and appreciated his sincere efforts for signing MoU with Egra S.S.B. College & Belda Cultural Association for Faculty Exchange, Students Exchange, Research, Students' Skill Development, Cultural Activities etc.

Item No. 6: 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.

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

Item No. 7: Students' Counselling through Help Desk before Admission.

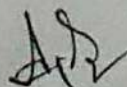
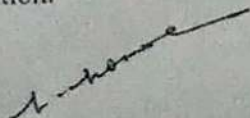
After completion of the Higher Secondary Studies, many students often remain indecisive regarding the choice of subjects at undergraduate level. Considering the situation, it was resolved that separate Help Desks be created inside the College Campus to help the students adjust themselves with the new online Admission Process and choose apt subject combinations and Stream according to their merit and capacity.

Item No. 8: Organizing Seminars, Workshops and Special Lectures.

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

Item No. 9: Application for different Sponsored Research Projects.

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



Item No. 10: Introduction of Add-on /Certificate/Value-added courses.

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

Item No. 11: Assistance for Newly Introduced B. Voc Courses.

Resolved that the respected Principal be requested to provide necessary support like Appointment of Guest Teachers, Purchase of Computers, Allocation of Rooms etc. to the newly introduced B.Voc Courses in **Theatre and Stage Craft & Software Development**.

Item No. 12: Introduction of Newly Devised Feedback Forms.

In this item of business, it was resolved that from the current academic session newly devised Feedback Forms by IQAC for all Stakeholders be introduced for collection of feedback.

Item No. 13: Preparation of Academic Calendar.

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

Item No. 14: Research Journal Publication.

In this item of business, it was resolved that the Research Committee and the Principal be requested to take measures for the publication of the Second Volume of the multidisciplinary Research Journal *Explorations* (ISSN 2349-9672) from the college.

Item No. 15: Recruitment of Guest Teachers & Full Time Teachers.

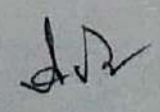
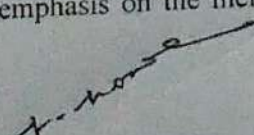
Resolved that the respected Principal be requested to take appropriate measures for the appointment of **Guest Teachers & Full Time Teachers in certain subjects considering the requirements of the Departments so that Teacher-Student Ratio in such Departments could be enhanced.**

Item No. 16: Provision of Seed money for research proposal submission and paper presentation.

Resolved that to encourage the faculty members in research and presentation of papers in seminars/conferences, the respected Principal be requested to provide Seed Money for research proposal submission and paper presentation.

Item No. 17: Strengthening of Mentoring System.

In this item of business, the members expressed the opinion that Departments should put more emphasis on the mentoring of the students. Resolved that to improve teaching-learning in the



College and help the students, each Faculty Member be assigned some mentees who will be provided guidance in academic and other matters by their mentors during their period of study in the College. Also resolved that Mentor-Mentee list be prepared and displayed on college Website and mentoring classes be regularly arranged.

Item No. 18: Career counselling program for students.

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

Item No. 19: Emphasis on arrangement of Remedial Coaching and Tutorials by Departments.

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

Item No. 20: Extension Activities through NSS & NCC Units.

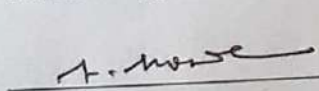
Resolved that the NSS and NCC Coordinators be requested to involve their respective Units in community services and extension activities in a more effective way in the neighborhood. The Principal was requested to provide necessary support in this connection.

Item No. 21: Any other item with the permission of the chair.

Nil.

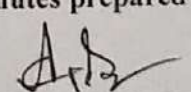
As there was no other matter for discussion, the meeting concluded with a vote of thanks to the Chair.

Minutes approved by


17/07/15
Dr. Manabendra Mondal
Chairperson, IQAC
mondalprincipal@yahoo.co.in

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

Minutes prepared by


17/07/15
Dr. Asit Panda
Coordinator, IQAC
asitpanda23@rediffmail.com

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



BELDA COLLEGE

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

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

Date: 27th Nov, 2015

IQAC MEETING NOTICE

All members of the IQAC of Belda College are hereby apprised that the meeting of the IQAC will be held on 4th December, 2015 at 1 p.m. in the IQAC Room to transact the following items of business. Members are requested to make it convenient to attend the meeting.

Members of IQAC:

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

Agenda:

1. Confirmation of the Minutes of the 36th meeting of IQAC held on 17.07.15 at 2 p.m.
2. Preparation of Annual Quality Assurance Reports: 2013-14 & 2014-15.
3. To Place IQAC Action Taken Report: 2014-15.
4. Internet Connection to Santali & Education Departments.
5. Motivating Teachers for Participation in Faculty Development Programs by Other Institutions.
6. Organization of Training Program for Teachers and Office Staff.
7. Initiative for Green Audit & Energy Audit.
8. Initiative for Academic Audit & Administrative Audit.
9. Organization of Cultural Programs, Annual Sports, Cultural Competitions, Tour/Excursion etc. by the College.
10. Procurement of Furniture/Books etc. under RUSA Fund.
11. Support to Faculty Member for participation in Collaborative Research Work with University of Messina.
12. Teachers' Promotion under CAS.
13. Construction of the First Floor of Ambedkar Building.
14. Proposal for Opening Post-Graduate Courses in certain New Courses.
15. Analysis of the Results of the Students of different Years/ Semesters appearing in the Final Examinations of different courses.
16. Miscellaneous.


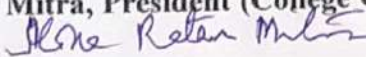
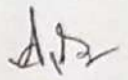

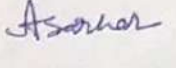
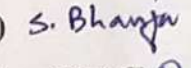

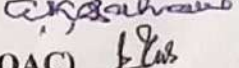

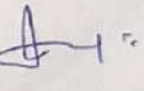

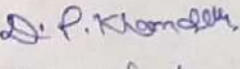
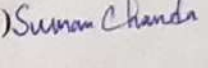
J. - horse
Dr. M. Mondal
Principal, Belda College
Principal & Chairperson
Internal Quality Assurance Cell (IQAC)
Belda College
Belda, Paschim Medinipur

27/11/15

Minutes of the 37th Meeting of Internal Quality Assurance Cell (IQAC) of Belda College

The 37th meeting of the IQAC of Belda College was held on 4th December, 2015 at 1 p.m. in the IQAC Room, Belda College.

A. Members present:

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

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

1. Sri Gopal Rana, Technical Staff & Member (IQAC)
1. Dr. Lipika Mandal, Dept. of Geography & Faculty Member (IQAC)

The meeting started in time. 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 36th meeting of IQAC held on 17.07.15 at 2 p.m.

The minutes of the previous meeting are read, and after a brief discussion are confirmed.

Item No. 2: Preparation of Annual Quality Assurance Reports: 2013-14 & 2014-15.

In this item of business, the Coordinator of IQAC stressed on the necessity of preparing Annual Quality Assurance Reports for the previous academic sessions (2013-14 & 2014-15) and submission of the same to NAAC. In view of the reporting, the members present resolved to compile data after its collection from different sections of the institution for the preparation of AQARs. Individual teachers were assigned specific duties in this regard. Members also resolved to involve some Office Staff in the entire process.

Item No. 3: To Place IQAC Action Taken Report: 2014-15.

In this item of business, the Coordinator of IQAC placed before the House Action Taken Report: 2014-15 prepared by some members on the basis of the decisions made in the meetings of the IQAC in 2014-15. 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: Internet Connection to Santali & Education Departments.

Resolved that the respected Principal be requested to provide Internet Connection to Santali & Education Departments as it would facilitate departmental activities.

Item No. 5: Motivating Teachers for Participation in Faculty Development Programs by Other Institutions.

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

Item No. 6: 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.

Item No. 7: 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 (2014-15) and a competent Committee be formed for the purpose.

Item No. 8: 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 (2014-15) and a competent Committee be formed for the purpose.

Item No. 9: Organization of Cultural Programs, Annual Sports, Cultural Competitions, Tour/Excursion etc. by the College.

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

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Item No. 10: Procurement of Furniture/Books etc. under RUSA Fund.

Resolved that the College Authority be requested to purchase Furniture/Books under RUSA Scheme as per the requirements of the College.

Item No. 11: Support to Faculty Member for participation in Collaborative Research Work with University of Messina.

In this item of Business, the IQAC extended congratulations to Dr. Basudev Dhara, Asst. Professor, Dept. of Mathematics for his participation in Collaborative Research Work with University of Messina. The Principal was requested to provide necessary support to him for the successful implementation of the scheme.

Item No. 12: Teachers' Promotion under CAS.

In this item of business, the IQAC decided to check the eligibility of some applicant teachers for their promotion under Career Advanced Scheme and the Principal was requested to take apt measures for the promotion of the deserving candidates.

Item No. 13: Construction of the First Floor of Ambedkar Building.

In this item of business, the respected Principal presented the matter of initiating the construction of the First Floor of Ambedkar Building to create new Class Rooms and after a brief discussion it was resolved that the Governing Body be requested to initiate the same.

Item No. 14: Proposal for Opening Post-Graduate Courses in certain New Courses.

Considering the demands of the Stakeholders, the IQAC requested the Principal to consider the feasibility of opening PG courses in subjects like Mathematics, Physics, Chemistry, Nutrition etc.

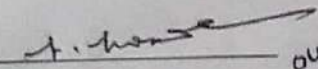
Item No. 15: Analysis of the Results of the Students of different Years/ Semesters appearing in the Final Examinations of different courses.

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. 16: Miscellaneous.

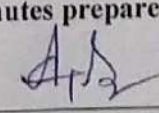
Nil.

Minutes approved by


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

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

Minutes prepared by


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

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



BELDA COLLEGE

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

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

Date: 3rd February, 2016

IQAC MEETING NOTICE

It is hereby notified that the 38th meeting of the IQAC of Belda College will be held on 12th February, 2016 at 12 noon 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. Prof. Alope Ratan Mitra, President (College G.B.) & M R Member (IQAC)
3. Dr. Asit Panda, Asst. Professor (Dept. of English) & Co-ordinator (IQAC)
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14. G. S., Chhatra Sansad Students' Representative & Member (IQAC)
15. Sri Duarkaprasad Khandelwal, External Expert & Member (IQAC)

Agenda:

1. Confirmation of the Minutes of the 37th Meeting of IQAC held on 4th December, 2015.
2. Confirmation of the Service of Teachers.
3. Formation of Selection committee for Recruitment of Non-teaching Staff.
4. Proposal for Allocation of Medical Fund for treatment of terminal diseases of the Students and Staff of the College.
5. Initiative for Smooth Conduct of Examination.
6. Feedback Collection and Analysis.
7. Organization of Quality-Related Seminar by IQAC.
8. Organization of Gender Sensitization Program.
9. Organization of Intellectual Property Rights Program.
10. Any other item with the permission of the chair.

Dr. M. Mondal

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

03/02/16

Minutes of the 38th Meeting of Internal Quality Assurance Cell (IQAC) of Belda College

The 38th meeting of the IQAC of Belda College was held on 12th February, 2016 at 12 noon in the IQAC Room, Belda College.

A. Members present:

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

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

1. Sri Subhendu Bhanja, Technical Staff & Member (IQAC)

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

Item No. 1: Confirmation of the minutes of the 37th Meeting of IQAC held on 4th December, 2015.

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

Item No. 2: Confirmation of the Service of Teachers.

In this item of business, the Coordinator informed the house that the services of Dr Kalyani Maity and Dr. Umasakar Senapati who joined Belda College coming from other Colleges need to be confirmed as they have rendered satisfactory service. Resolved that the Principal be requested to do the needful in this regard.

Item No. 3: Formation of Selection committee for Recruitment of Non-teaching Staff.

Resolved that the Principal be requested to take apt measures for formation of Selection Committee in connection with the appointment of Non-Teaching Staff in ten (10) vacant posts.

Item No. 4: Proposal for Allocation of Medical Fund for treatment of terminal diseases of the Students and Staff of the College.

Resolved that the Governing Body be requested to form a Medical Fund for treatment of terminal diseases of the Students and Staff of the College.

Item No. 5: 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. 6: Feedback Collection and Analysis.

Resolved that Feedback in newly devised Format be collected by the IQAC with the active assistance of the Departments in the period 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. 7: Organization of Quality-Related Seminar by IQAC.

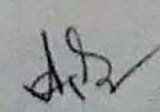
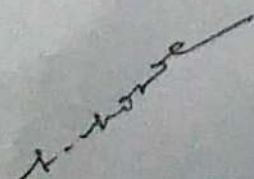
Resolved that appropriate measures be taken by the IQAC for organization of Quality-related Seminar on "Best Practices in Affiliated Colleges" on 21st April, 2016. The Principal was requested to provide necessary support for organization of the same.

Item No. 8: Organization of Gender Sensitization Program.

Resolved that in collaboration with the Women's Cell of the College a Gender Sensitization Program would be organized by the IQAC through conduct of a Seminar on "Gender Equality and Its Social Importance" on 22nd April, 2016. The Principal was requested to provide necessary support for organization of the same.

Item No. 9: 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 Workshop on "Copyright Law and Research Publications" on 17th March, 2016. The Principal was requested to provide necessary support for organization of the same.

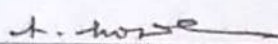


Item No. 10: Any other item with the permission of the chair.

Nil.

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

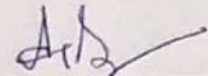
Minutes approved by

 12/02/16

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

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

Minutes prepared by

 12/02/16

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

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



BELDA COLLEGE

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

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

Date: 19th May, 2016

IQAC MEETING NOTIFICATION

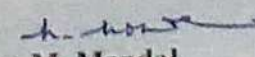
The 39th Meeting of the IQAC of Belda College has been convened on 27th May, 2016 at 2 p.m. in the IQAC Room to transact the following items of business. All members are requested to make it convenient to attend the meeting.

Members of IQAC:

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

Agenda:

1. Confirmation of the Minutes of the 38th meeting of the IQAC held on 12th February, 2016.
2. Publication of Updated Prospectus.
3. Preparation of Class Routine.
4. Attempt for Introduction of New Courses in Next Academic Year.
5. Endeavour for Financial Audit.
6. Organization of Environment Awareness Program through Basundhara Eco-Club.
7. Consideration of Students' Feedback Report.
8. Consideration of Parents & Alumni Feedback Report.
9. Consideration of Academic & Administrative Audit Report.
10. Consideration of Green Audit Report.
11. Improvement of Canteen Facilities.
12. Recruitment of Non-Teaching Staff.
13. Placement/Promotion of Non-Teaching Staff.
14. Any other item with the permission of the chair.


Dr. M. Mondal
Principal, Belda College

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

19/05/16

Minutes of the 39th Meeting of Internal Quality Assurance Cell (IQAC) of Belda College

The 39th Meeting of the IQAC of Belda College was held on 27th May, 2016 at 2 p.m. in the IQAC Room, Belda College.

Members present:

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

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 38th meeting of the IQAC held on 12th February, 2016

Minutes confirmed.

Item No. 2: Publication of Updated Prospectus.

As the new Academic Session (2017-18) 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: 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. 4: 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. 5: Endeavour for Financial Audit.

Resolved that the respected Principal be requested to take initiative for conducting Financial Audit of the Institution by recognized Agency.

Item No. 6: Organization of Environment Awareness Program through Basundhara Eco-Club.

Resolved that the respected Principal be requested to take initiative for conducting Financial Audit of the Institution by recognized Agency.

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

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

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

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

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

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

Item No. 10: Consideration of Green Audit Report.

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

Item No. 11: Improvement of Canteen Facilities.

Resolved to take measures for installing one Air-Conditioner at the Faculty Corner in the Canteen as it would provide some comfort during Lunch hour to the aged faculty members in the season of Summer.



Item No. 12: Recruitment of Non-Teaching Staff.

Resolved that the respected Principal be requested to take steps for quick approval of the recruitment of Non-Teaching Staff in vacant posts.

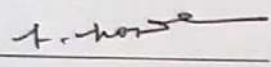
Item No. 13: Placement/Promotion of Non-Teaching Staff.

Resolved that the respected Principal be requested to take appropriate measures for quick placement/promotion of Seven (7) deserving Non-Teaching Staff.

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

Nil.

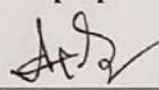
Minutes approved by


_____ 27/05/16

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

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

Minutes prepared by


_____ 27/05/16

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

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

ACTION TAKEN REPORT

ON THE RESOLUTIONS TAKEN IN THE MEETINGS OF IQAC

ACADEMIC YEAR: 2015-2016

- Student Module Office Software has been introduced in the academic session 2015-2016 with the help of **AIDINI Infotech**, Kolkata to ensure hassle-free and transparent admission process of students through online mode.
- **4962** reference books have been purchased for Central Library.
- Total 4 MoUs have been signed, 1 (One) with Egra SSB College for Faculty & student exchange, 1 (One) with Ma Ambe Agro (P) Ltd for Certificate Course, 1 (One) with Belda Cultural Association for Cultural Programmes and 1(One) with Naveen Biscuits MGFS PVT LTD for Job Training.
- Academic Calendar for the college in compliance with the Academic Calendar prescribed by Vidyasagar University has been prepared and is uploaded in the College website and Student's Notice Board.
- Class routine for respective departments were prepared and given to respective departments.
- Extension Activities like Blood Donation Camp was organized in College campus in collaboration with NSS Unit-I, II& III. Cleaning Drive, Plantation Programmes and First-Aid
- 3 Months Certificate Course on **VAT-Value Added Tax** in Collaboration with **Ma Ambe Agro (P) Ltd** has been introduced by the Department of Commerce, commencing from 16.11.2015 with 10 students and is running successfully.
- B. Voc Courses in Software Development & Theatre and Stagecraft have been introduced.
- Mentoring system has been made compulsory in all the departments and mentor-mentee list collected from respective departments for notification.
- Applications of a few teachers have been considered and approved for promotion under CAS.
- Initiatives were taken by the Governing Body for Construction of the First Floor of Ambedkar Building for allocation of classrooms and departments.
- Feedback Forms have been reformulated with new criteria added for procuring better responses from students, parents and alumni. Feedback was collected from all stakeholders in this format.
- Annual Quality Assurance Reports of the Academic Session 2013-14 & 2014-15 have been prepared and submitted to NAAC, Bangalore as well as uploaded in the College website.
- Internet, LAN connections were provided to the Department of Santali & Education respectively.
- Preparation of Prospectus for the upcoming Academic Year 2016-2017 is under process.
- 02 Teachers, Dr. Bandana Chattopadhyay (Dept. of Bengali) & Prof. Nandini Sahu (Dept. of Philosophy) participated in Faculty Development Programs.
- 01 Training Program for Teachers and 01 for Office Staff was organized.
- Green Audit & Energy Audit was successfully conducted from 18.01.-2016-20.01.2016
- Academic Audit & Administrative Audit was successfully conducted from 15.02.2016-16.02.2016
- Field Trips/Field Study for students by Dept. of Geography, Dept. of Bengali, Dept. of Zoology, Botany has been successfully conducted.
- Initiatives to open new Post-Graduate Courses have been discussed in the GB meeting.
- Regular Remedial coaching and Tutorials are taken by the respective Departments.

- Bi-Lingual Inter-disciplinary Research Journal titled “Explorations” Vol: 02 has been successfully published.
- College Excursion was organized to Kanyakumari, South India.
- Furnitures and Books were bought under RUSA Fund.
- 10 Non-Teaching Staffs were recruited
- 07 Non-Teaching Staff got promoted
- 1 Air Conditioner was installed in the Canteen.
- A Selection committee was formed by the Governing Body for Recruitment of Non-teaching Staff.
- The GB created Medical Fund for treatment of terminal diseases of the Students and Staff of the College
- Gender Sensitization Program titled “One-Day Seminar on Empowering Rural Women with Special Reference to Narayangarh Block” was organized in collaboration with Women’s Cell.
- Seminar on Intellectual Property Rights titled “Workshop on Copyright Law and Research Publication” was organized.
- Several Environment Awareness Program titled has been organized in collaboration with Basundhara Eco-Club.
- Financial Audit was successfully conducted.



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
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Principal
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