



# 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(69)/2022

Date: 03.01.2022

From the Office of the IQAC Coordinator:

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

To:

All Members,


***IQAC, Belda College***

Dear Sir/Madam,

Pursuant to the instructions of the Principal & Chairperson, IQAC, the undersigned is happy to inform you that **the 69<sup>th</sup> Meeting of the IQAC, Belda College** is scheduled to be held on **10<sup>th</sup> January, 2022 (Monday) at 2 p.m.** in the chamber of the Principal to transact the following items of business. Kindly make it convenient to attend the meeting.

Thanking you.

Sincerely yours,

  
**Dr. Asit Panda**  
Coordinator, IQAC  
Belda College



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




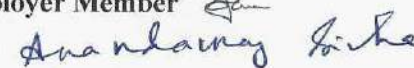



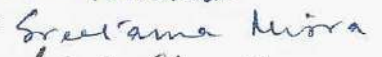


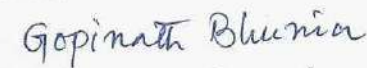

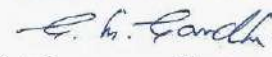


### Agenda:

1. Confirmation of the Minutes of the 68<sup>th</sup> Meeting of the IQAC, Belda College held on 15.11.21.
2. Report by the Coordinator on the activities of the IQAC since its last meeting held on 15.11.2021.
3. To place IQAC Action Taken Report: 2020-21.
4. To prepare a perspective plan or future plan of the college for the current academic session.
5. To chalk out a plan of action in the current academic year towards quality enhancement.
6. Meeting of IQAC with the Teachers to review the existing teaching-learning-evaluation process and NAAC related activities.
7. Initiative for reconstitution of PG Board of Studies and other committees and their approval from the Governing Body.
8. Initiative for conduct of Quality Audit like ISO Certification.
9. Preparation of a Report by the IQAC regarding Faculty Participation in Faculty Development Programs in the academic year 2020-21.
10. Consideration of Students' & Teachers' Feedback Report: 2020-21.
11. Consideration of Parents, Employees & Alumni Feedback Report: 2020-21.
12. Workshop/Training on Apiculture.
13. Attempt for Participation in NIRF Ranking.
14. Purchase of Reference Books for Central Library.
15. Collection and Compilation of Data & Preparation of AQAR: 2020-21.
16. Miscellaneous.

## INTERNAL QUALITY ASSURANCE CELL BELDA COLLEGE

The 69<sup>th</sup> Meeting of the IQAC of Belda College was held on 10th January, 2022 (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. Dr. Subikash Jana, Principal (Deshapran Mahavidyalay) & Employer Member 
4. Prof. Anandamay Sinha, Dept. of Economics & Faculty Member 
5. Dr. Lipika Mandal, Dept. of Geography & Faculty Member 
6. Dr. Deepak Paswan, Dept. of Physical Education & Faculty Member 
7. Dr. Mukesh Pradhan, Dept. of Physics & Faculty Member 
8. Dr. Sreetama Misra, Dept. of Philosophy & Faculty Member 
9. Dr. Saheli Chowdhury, Dept. of Sociology & Faculty Member 
10. Sri Madhab Mishra, Librarian & Member 
11. Sri Gopinath Bhunia, Senior Administrative Officer 
12. Sri Subhendu Bhanja, Administrative Staff Member 
13. Sri Gundamohan Gandhi, Industrialist Member 
14. Sri Pranab Kumar Das, Alumni Member 
15. Sri Duarkaprasad Khandelwal, Local Society Representative 

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 68th Meeting of the IQAC, Belda College held on 15.11.21.**

The IQAC Coordinator read out the Minutes of the 68th Meeting of the IQAC, Belda College held on 15.11.21. and it was resolved unanimously that the Minutes be confirmed.

**Item No. 2: Report by the Coordinator on the activities of the IQAC since its last meeting held on 15.11.2021.**

The Coordinator, IQAC briefed on the various activities and initiatives of the IQAC since its last meeting held on 15.11.2021. The Members present appreciated the activities of the IQAC and made some useful suggestions.

**Item No. 3: To place IQAC Action Taken Report: 2020-21.**

In this item of business, the Coordinator of IQAC placed before the House Action Taken Report: 2020-21 prepared by some members based on the decisions made in the meetings of the IQAC in 2020-21. Members present expressed satisfaction over the compliances to the decisions of the IQAC. Resolved that the respected Principal be requested to implement some unfulfilled resolutions in near future.

**Item No. 4: To prepare a perspective plan or future plan of the college for the current academic session.**

In this item of business, the principal stressed the necessity of the preparation of a perspective plan of the college for the inclusive development of the college in the current academic session. This aroused considerable interest and resulted in fruitful discussion. Many suggestions and comments were made which will receive due attention. The proposed perspective plan included: initiative for affiliation of Research Centre; endeavor for strengthening of physical infrastructure, initiative for raising funds from various sources, infrastructure augmentation like creation of swimming pool, installation of lift etc.; conduct of 3<sup>rd</sup> cycle of assessment and accreditation by NAAC; introduction of a few more UG/PG courses; purchase of books and computers, enhancement of academic facilities; MOU with institution of national and international repute, preparation towards implementation of NEP 2020, expansion of library and laboratory, initiative for creation of more teaching and nonteaching posts etc. The respected Principal was requested to take up the matter along with the Governing Body for finalization and ratification.

**Item No. 5: To chalk out a plan of action in the current academic year towards quality enhancement.**

In this item of business, the Coordinator, IQAC pointed to the necessity of the formulation of a Plan of Action towards quality enhancement for the current Academic year. Apart from inclusion of different regular quality related activities of the IQAC, introduction of new add-on/certificate courses, introduction of PhD programs, organization of deferred Games & Sports, offering best Researcher Award to the teachers, submission of AQAR: 2020-21, Environmental & Energy Audit, accreditation by NAAC, ISO certification of the college, review of teaching learning process, structures and methodologies of operations, and record of the incremental improvements in different areas were emphasized in the formulated Plan of Action.



**Item No. 6: Meeting of IQAC with the Teachers to review the existing teaching-learning-evaluation process and NAAC related activities.**

To review the pros and cons of ongoing teaching-learning-evaluation process and the progress of NAAC related activities, in this item of business, the IQAC members resolved to meet the teachers of different departments on 25<sup>th</sup> January, 2021. The respected principal was requested to convene and preside over the meeting.

**Item No. 7: Initiative for reconstitution of PG Board of Studies and other committees and their approval from the Governing Body.**

In view of the expiry of the tenure of some internal committees and the necessity of nomination of some newly recruited teachers in the vacant positions created by the transfer of some internal members to other colleges, in this item of business, the IQAC members unanimously stressed the urgency of reconstitution of various committees and the Boards of Studies for running different PG programs offered by the college following the directives of the affiliating university (Vidyasagar University) issued through the Circular with Memo No: VU/R/Circular/1434//2015, dated 30.09.2015. The respected principal was requested to do the needful in this regard and take up the matter with the Governing Body for necessary ratification.

**Item No. 8: Initiative for conduct of Quality Audit like ISO Certification.**

Resolved that initiative be taken in the current academic year for ISO certification or any other quality audit of the college.

**Item No. 9: Preparation of a Report by the IQAC regarding Faculty Participation in Faculty Development Programs in the academic year 2020-21.**

Resolved unanimously that a comprehensive report would be prepared by the IQAC on the participation of the teachers of the college in different Faculty Development Programs in the academic year 2020-21. It was expected that this report would be of immense help in analyzing the present situation in this regard and in ensuring faculty empowerment on a larger scale by encouraging more faculty members for participation in such programs.

**Item No. 10: Consideration of Students' & Teachers' Feedback Report: 2020-21.**

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



**Item No. 11: Consideration of Parents, Employees & Alumni Feedback Report: 2020-21.**

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

**Item No. 12: Workshop/Training on Apiculture.**

Resolved that the IQAC would provide active collaboration to the Dept of Zoology & NSS Units of the college to hold a **Workshop on "Learning Apiculture" on 25<sup>th</sup> February, 2022** with the help of the college's MOU partner BEE-KEEPERS & VILLAGE INDUSTRIES CO-OPERATIVE SOCIETY LTD., Purba Midnapur.

**Item No. 13: Purchase of Reference Books for Central Library.**

Resolved that following the requirements of the Curriculum & suggestions offered by the Library Committee as well as feedback received from the students and HoDs of various Departments, measures be taken to purchase Reference Books and Journals of different Subjects. Also resolved that the Librarian be requested to continue subscriptions of existing Newspapers, Journals and INFLIBNET membership by the College. The respected Principal was requested to arrange for necessary funding.

**Item No. 14: Collection and Compilation of Data & Preparation of AQAR: 2020-21.**

In this item of business, it was unanimously resolved that attempts be made by the IQAC to collect data from varied sources for compilation and preparation of draft **Annual Quality Assurance Report: 2020-21** for necessary ratification by the Governing Body before 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. 15: Miscellaneous.**

Nil.

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

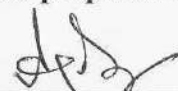
Minutes approved by



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

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

Minutes prepared by

 10/01/22

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





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

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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(70)/2022

Dated: Feb 17, 2022

From the Office of the IQAC Coordinator:

## 70<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 70<sup>th</sup> Meeting of the IQAC, Belda College will be held on 23.02.2022 (Wednesday) 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,  
*Asit Panda*  
Dr. Asit Panda  
Coordinator IQAC  
INTERNAL QUALITY ASSURANCE CELL  
BELDA COLLEGE  
BELDA, PASCHIM MEDINIPUR

### Agenda:

1. Confirmation of the Minutes of the 69<sup>th</sup> Meeting of the IQAC, Belda College held on 10.01.22.
2. Report by the Coordinator on the activities of the IQAC since its last meeting held on 10.01.22.
3. Implementation of NEP 2020.
4. Organization of Training Program for Teachers.
5. To collect Self Appraisal Reports from the teachers and the non-teaching staff.
6. To organize Annual Sports and Cultural Competitions.
7. Celebration of Basanta Utsav & observance of International Women's Day.
8. Initiative for Energy Conservation and Water Conservation.
9. To take initiative for organization of Freshers' Welcome, Annual Cultural Function and Prize Distribution Ceremony.
10. To consider proposal for award to Teachers for Quality Research Publication.
11. Initiative for collection of Fund from Individuals, philanthropists, Industries etc.
12. To take initiative for accreditation of Belda College as PG college under UGC.
13. To place action taken report on the collected feedback.
14. To consider promotion under CAS of five teachers.
15. To consider proposal for Renovation of old Sudhangshu Memorial Building.
16. To consider proposal for offering concession in tuition fees to the students.
17. Miscellaneous.

## INTERNAL QUALITY ASSURANCE CELL BELDA COLLEGE

The 70<sup>th</sup> Meeting of the IQAC of Belda College was held on 23.02.2022 (Wednesday) 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. Anandamay Sinha, Dept. of Economics & Faculty Member *Anandamay Sinha*
4. Dr. Lipika Mandal, Dept. of Geography & Faculty Member *Lipika Mandal*
5. Dr. Deepak Paswan, Dept. of Physical Education & Faculty Member *Deepak Paswan*
6. Dr. Mukesh Pradhan, Dept. of Physics & Faculty Member *Mu Pradhan*
7. Dr. Sreetama Misra, Dept. of Philosophy & Faculty Member *Sreetama Misra*
8. Sri Madhab Mishra, Librarian & Member *Madhab Mishra*
9. Sri Gopinath Bhunia, Senior Administrative Officer *Gopinath Bhunia*
10. Sri Subhendu Bhanja, Administrative Staff Member *Subhendu Bhanja*
11. Sri Pranab Kumar Das, Alumni Member *Pranab Kumar Das*

*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 69th Meeting of the IQAC, Belda College held on 10.01.22.

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 10.01.22.

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 10.01.2022. The Members present appreciated the activities of the IQAC.

**Item No. 3: Implementation of NEP 2020.**

In view of the emergent requirement of making the college prepared for the successful implementation of **National Education Policy: 2020**, in this item of business, it was resolved that initiative be taken for offering online courses to the students and promoting ICT-based teaching-learning in the college. The necessity of use of multilingual approach in classroom instructions was also discussed. Emphasis was also given on enhancing flexibility in curriculum and physical infrastructure. It was resolved that initiative be taken by the college for creating awareness among the teachers regarding the vision of **NEP 2020**.

**Item No. 4: Organization of Training Program for Teachers.**

In this item of business, it was resolved that a **Training Program would be organized for the teachers on the Preparation of SSR Related Documents for NAAC Accreditation in the month of April, 2022.**

**Item No. 5: To collect Self Appraisal Reports from the teachers and the non-teaching staff.**

In this item of business, the IQAC members unanimously resolved to collect **Self Appraisal Reports from the teachers and the non-teaching staff of the college in prescribed format by 31<sup>st</sup> March. The Principal was requested to do the needful in this regard.**

**Item No. 6: To organize Annual Sports and Cultural Competitions.**

In this item of business, it was resolved that the deferred **Annual Sports and Cultural Competition**, which was postponed in the last academic session due to the outbreak of Covid-19, would be organized for two consecutive academic sessions, i.e., 2020-21 & 2021-22 in the second week of March, 2022. The Principal was requested to do the needful with the help of Sports Committee and Cultural Committee of the college.

**Item No. 7: Celebration of Basanta Utsav & observance of International Women's Day.**

In this item of business, the IQAC resolved to extend support to the concerned committee/cell for **celebration of Basanta Utsav & observance of International Women's Day in a befitting manner in the month of March, 2022.**

**Item No. 8: Initiative for Energy Conservation and Water Conservation.**

In this item of business, the coordinator stressed on the necessity of taking additional initiative for **Energy Conservation and Water Conservation in the campus**. A useful discussion also followed on the feasible strategies for such kind of conservations. Emphasis was put on installation of more solar panels, sensor based light & LED bulbs for energy conservation. Decision was also taken for the maintenance of the water body by constructing concrete walls and pavements along the four sides of the pond in the campus. Bore Well





Recharge was also under consideration. The Principal was requested to take up the matter with the Governing Body for implementation.

**Item No. 9: To take initiative for organization of Freshers' Welcome, Annual Cultural Function and Prize Distribution Ceremony.**

Resolved that initiatives be taken by the college for organization of **Freshers' Welcome, Annual Cultural Function and Prize Distribution Ceremony in the second week of April, 2022**. The Principal was requested to do the needful in this regard.

**Item No. 10: To consider proposal for award to Teachers for Quality Research Publication.**

In this item of business, the Principal was requested to give incentive in the form of **AWARD to the teachers with publication in UGC CARE-Listed journals** in last few months. He was also reminded of the earlier resolutions of the IQAC as well as the Governing Body in this connection.

**Item No. 11: Initiative for collection of Fund from Individuals, philanthropists, Industries etc.**

In this item of business, the IQAC members unanimously resolved to request the principal to take necessary initiative for collection of funds from Individuals, philanthropists, Industries etc. It was also resolved that the teachers would be requested to take initiative.

**Item No. 12: To take initiative for accreditation of Belda College as PG college under UGC.**

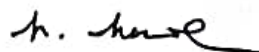
In this item of business, the IQAC members unanimously resolved for submission of proposal to the UGC for approval of PG programs offered by the college and related prayer for accreditation of Belda College as P.G. College under the U.G.C. The Principal was requested to take up the matter with the Governing Body.

**Item No. 13: To place action taken report on the collected feedback.**

In this item of business, the Action Taken Report on the collected feedback for the session 2020-21 was placed before the IQAC. After discussion, it was unanimously approved.

**Item No. 14: To consider promotion under CAS of five teachers.**

In this item of business, the IQAC considered the applications for promotion by five full time teachers including Mr Souvik Chatterjee, Mr Anandamoy Sinha, etc. who were found eligible for promotion under Career Advancement Scheme proposed by the Govt of West Bengal. The Principal was requested to take up the matter with the Governing Body.



**Item No. 15: To consider proposal for Renovation of old Sudhangshu Memorial Building.**

In this item of business, the IQAC members resolved to renovate the old **Sudhangshu Memorial Building** as a portion of the building was decayed causing danger to the stakeholders. The Principal was requested to take up the matter with the Governing Body.

**Item No. 16: To consider proposal for offering concession in tuition fees to the students.**

Considering the emaciated financial state of the families of the students in the pandemic situation, the IQAC members requested the Principal to offer fifty percent concession in tuition fees to the UG students of 2<sup>nd</sup>, 4<sup>th</sup> & 6<sup>th</sup> Semesters of different programs offered by the college. Also proposed that some reduction in course fee might be given to the PG students.

**Item No. 17: 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**



**Dr. Asit Panda**  
Coordinator, IQAC  
Belda College

asitpanda23@rediffmail.com

*Co-ordinator*  
INTERNAL QUALITY ASSURANCE CELL  
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# 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(71)/2022

Date: April 09, 2022

From the Office of the IQAC Coordinator:

## 71<sup>st</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 71<sup>st</sup> Meeting of the IQAC of Belda College has been slated to be held on 13<sup>th</sup> April, 2022 (Wednesday) 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,

*Asit Panda*

Dr. Asit Panda

Coordinator, IQAC

INTERNAL QUALITY ASSURANCE CELL  
BELDA COLLEGE  
BELDA \* PASCHIM MEDINIPUR

### Agenda:

1. Confirmation of the Minutes of the 70<sup>th</sup> Meeting of the IQAC, Belda College held on 23.02.22.
2. Report by the Coordinator on the activities of the IQAC since its last meeting held on 23.02.22.
3. Consideration of draft Annual Quality Assurance Report for 2020-21.
4. Meeting of the IQAC with the Teachers to review the progress in the transaction and delivery of curriculum and NAAC related activities.
5. Support to various Units/Cells/Departments for celebration of commemorative days and organization of Programs/Seminars/Conferences.
6. Initiative for enrollment in British Council's Spoken English and Personality Development program.
7. Initiative for Admission of new students in college Hostel.
8. To sign new 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. To consider proposal for organization of a Career Counselling Program in collaboration with RICE Education, Kharagpur.
10. Initiative for Green Audit, Energy Audit & Environmental Audit.
11. To consider allocation of Fund to the departments for enhancement of infrastructure.
12. To prepare a tentative list of extension/outreach programs for the current year and support to the Departments, NCC and NSS units for conducting outreach programs.
13. Naming of two new Buildings of the College.
14. Any other item with the permission of the chair.

## INTERNAL QUALITY ASSURANCE CELL BELDA COLLEGE

The 71<sup>st</sup> Meeting of the IQAC of Belda College was held on 13<sup>th</sup> April, 2022 (Wednesday) 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. Prof. Anandamay Sinha, Dept. of Economics & Faculty Member *Anandamay Sinha*
4. Dr. Lipika Mandal, Dept. of Geography & Faculty Member *Lipika Mandal*
5. Dr. Deepak Paswan, Dept. of Physical Education & Faculty Member *Deepak Paswan*
6. Dr. Mukesh Pradhan, Dept. of Physics & Faculty Member *M. Pradhan*
7. Dr. Sreetama Misra, Dept. of Philosophy & Faculty Member *Sreetama Misra*
8. Sri Madhab Mishra, Librarian & Member *Madhab Mishra*
9. Sri Gopinath Bhunia, Senior Administrative Officer *Gopinath Bhunia*
10. Sri Subhendu Bhanja, Administrative Staff Member *Subhendu Bhanja*
11. Sri Pranab Kumar Das, Alumni Member *Pranab Kumar Das*

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 70th Meeting of the IQAC, Belda College held on 23.02.22.**

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 23.02.22.**

The Coordinator, IQAC briefed on the various activities and initiatives of the IQAC since its last meeting held on 23.02.22. 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 2020 -21.**

The draft annual report prepared following the latest Guidelines of the NAAC for the academic session 2020-21 was placed before the IQAC. The members considered its different aspects and resolved to approve the draft "Annual Quality Assurance Report: 2020-21". 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 up the matter along with the Governing Body.

**Item No. 4: Meeting of the IQAC with the Teachers to review the progress in the transaction and delivery of curriculum and NAAC related activities.**

In this item of business, in view of the forthcoming examinations in different Semesters, the IQAC resolved to meet the teachers in the 3<sup>rd</sup> week of April, 2022 for collection of 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 collect information from the HODs in the said meeting regarding the progress of NAAC related activities.

**Item No. 5: Support to various Units/Cells/Departments for celebration of commemorative days and organization of Programs/Seminars/Conferences.**

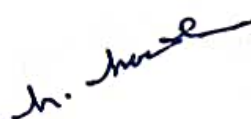

In this item of business, some of the members reported on the difficulties faced by a few cells & departments in celebration of commemorative days and organization of Programs/Seminars/Conferences. Against this backdrop, it was resolved that all kinds of support be provided by the IQAC to various Units/Cells/Departments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

**Item No. 6: Initiative for enrollment in British Council's Spoken English and Personality Development program.**

To offer the students a scope for Soft Skill development to make them employable, in this item of business, the IQAC members unanimously resolved to create wide awareness among the students for enrollment in the current session in British Council's Spoken English and Personality Development program with the help of the college's concerned MOU partner.

**Item No. 7: Initiative for Admission of new students in college Hostel.**

In this item of business, the IQAC members requested the Principal to take appropriate measures for admission of deserving newly admitted students in the few seats lying vacant in the college Hostel, namely Bibekananda Chhatrabaas. Allotment of seats would be based on the distance of the student's residence from the college, merit, as well as financial



condition. It was resolved that the Hostel Committee would ensure the availability of facilities to the inmates of the Hostel.

**Item No. 8: To sign new 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: To consider proposal for organization of a Career Counselling Program in collaboration with RICE Education, Kharagpur.**

To apprise the students regarding different career opportunities available to them, it was resolved that the IQAC would cooperate with the Career Counselling & Placement Cell of the college for organization of a **Career Counselling Seminar in the first week of June, 2022**. It was also resolved that faculty members from RICE Education, Kharagpur which provides coaching for competitive examination would be invited for delivering lectures in the program.

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


In this item of business, the IQAC, in its venture to promote environmental sustainability in the campus, resolved to conduct Green Audit, Energy Audit & Environmental Audit in the second week of June, 2022. The IQAC members requested the Principal to invite the concerned authorities of the **Tropical Institute of Earth and Environmental Research (TIEER)**, Midnapore for the aforementioned audit.

**Item No. 11: To consider allocation of Fund to the departments for enhancement of infrastructure.**

Resolved that the respected Principal be requested to allot some funds to each department for enhancement of departmental infrastructure. List of requirements in this connection might be collected from each department.

**Item No. 12: To prepare a tentative list of extension/outreach programs for the current year and support to the Departments, NCC and NSS units for conducting extension activities/outreach programs in the neighborhood communities.**

In this item of business, the IQAC members resolved to prepare a tentative list of extension activities /outreach programs to be carried out by the departments in the current year. It was resolved that the HODs of different departments, NSS and NCC Coordinators be requested to



involve their respective Departments/Units including enthusiastic students and teachers in community services and extension activities in a more effective way in the neighborhood in view of the pandemic situation. Emphasis was put on holding awareness programs on pertinent social, environmental and health issues among the neighborhood communities. The principal was requested to provide necessary funding in this connection.

**Item No. 13: Naming of two new Buildings of the College.**

In this item of business, the Principal briefed on the necessity of naming two comparatively new buildings of the college to facilitate day to day activities. A fruitful discussion followed. After much discussion, the IQAC members resolved to name the two buildings after the names of two luminaries of Bengal. While the RUSA building was entitled Iswar Chandra Vidyasagar Bhaban, the canteen building was named as Netaji Subhas Chandra Bose Bhaban.

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

No other item was raised for discussion.

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

**Minutes approved by**



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Principal & Chairperson  
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**Minutes prepared by**



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# 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(72)/2022

Date: 11.06.2022

From the Office of the IQAC Coordinator:

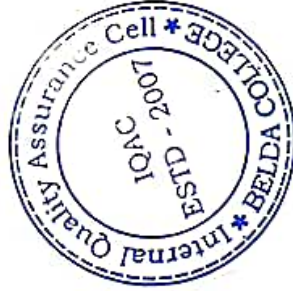
## 72<sup>nd</sup> MEETING OF IQAC

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 72<sup>nd</sup> Meeting of the IQAC, Belda College will be held on 17.06.2022 (Friday) 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,

*Asit Panda*

Dr. Asit Panda  
Coordinator, IQAC  
Belda College  
INTERNAL QUALITY ASSURANCE CELL  
BELDA COLLEGE  
BELDA, PASCHIM MEDINIPUR

### Agenda:

1. Confirmation of the Minutes of the 71<sup>st</sup> Meeting of the IQAC, Belda College held on 13.04.22.
2. Report by the Coordinator on the activities of the IQAC since its last meeting held on 13.04.22.
3. Collection of online Feedback from different stakeholders and analysis.
4. Organization of Training Programs for Office Staff.
5. Organization of Cybercrime awareness program.
6. Initiative for introduction of new Add-on /Certificate/Value-added courses and Skill Enhancement/Capacity Building programs.
7. Organization of Program on e-Waste Management.
8. IQAC's meeting with the teachers regarding ensuing online admission, class routine preparation, ensuing examination and NAAC related activities.
9. Preparation of report of Teachers' participation in FDP programs.
10. Observance of Azadi ki Amrit Mahotsav.
11. Preparation for conducting UG 6th Semester Examination and UG online admission in 1st Semester of different programs.
12. Procurement of computers, projectors etc. to enhance ICT infrastructure.
13. Construction of Canopy for Iswar Chandra Vidyasagar Bhaban.
14. Initiative for coloring of college building and boundary wall.
15. Recruitment of two fulltime teachers as new program officers.
16. Promotion under CAS of seven (7) teachers.
17. Miscellaneous.



## INTERNAL QUALITY ASSURANCE CELL BELDA COLLEGE

The 72<sup>nd</sup> Meeting of the IQAC of Belda College was held on 17.06.2022 (Friday) at 2 p.m. in the IQAC room of the 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. Anandamay Sinha, Dept. of Economics & Faculty Member *Anandamay Sinha*
4. Dr. Lipika Mandal, Dept. of Geography & Faculty Member *Lipika Mandal*
5. Dr. Deepak Paswan, Dept. of Physical Education & Faculty Member *Deepak Paswan*
6. Dr. Mukesh Pradhan, Dept. of Physics & Faculty Member *Mu Pradhan*
7. Dr. Sreetama Misra, Dept. of Philosophy & Faculty Member *Sreetama Misra*
8. Sri Madhab Mishra, Librarian & Member *Madhab Mishra*
9. Sri Gopinath Bhunia, Senior Administrative Officer *Gopinath Bhunia*
10. Sri Subhendu Bhanja, Administrative Staff Member *Subhendu Bhanja*
11. Sri Pranab Kumar Das, Alumni Member *Pranab Kumar Das*

*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 71st Meeting of the IQAC, Belda College held on 13.04.22.**

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 13.04.22.**

The Coordinator, IQAC briefed on the various activities and initiatives of the IQAC since its last meeting held on 13.04.22. The Members present appreciated the activities of the IQAC.

**Item No. 3: Collection of online Feedback from different stakeholders and analysis.**

Resolved that initiative be taken by the IQAC for collection of Feedback in prescribed format in the last week of June, 2022 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. 4: Organization of Training Programs for Office Staff.**

Resolved that the IQAC would organize a training program for the non-teaching staff in the 3<sup>rd</sup> week of June, 2022 on the "Use of M S Excel" and "Procedures of Website Uploading in the Portals of Different Schemes of Govt of West Bengal" with the help of A. S. Infotech, the training partner of the college.

**Item No. 5: Organization of Cybercrime awareness program.**

In this item of business, the Principal informed the members regarding the increasing incidents of cybercrime in the locality. He also informed about the receipt of a proposal from the local police station regarding the conduct of a cybercrime awareness program in the college. The IQAC members resolved to conduct a cybercrime awareness program involving Anti-Ragging Cell, NCC, NSS units etc. of the college in the last week of June, 2022 with the help of Belda Police Station.

**Item No. 6: 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. 7: Organization of Program on e-Waste Management.**

To promote awareness regarding e-Waste Management among the stakeholders, in this item of business, the IQAC members unanimously resolved to organize a webinar in association with Basundhara Eco Club on 31<sup>st</sup> August, 2022 with active assistance from Hulladeck, the MOU partner of the college for e-Waste Management. The principal was requested to provide necessary support in this connection.

**Item No. 8: IQAC's meeting with the teachers regarding ensuing online admission, class routine preparation, ensuing examination and NAAC related activities.**

In this item of business, the IQAC resolved to meet the teachers of different departments on 23<sup>rd</sup> June, 2022 for discussion on issues pertaining to ensuing online admission, examination, and NAAC related activities. It is resolved that a Routine Committee would be framed by the Principal for preparation of routine for the forthcoming session. The IQAC would endeavor for preparation of an updated Prospectus for the next academic session. Also resolved that apart from collecting opinions of the teachers on the afore-mentioned issues, a review of the present status would be made in the said meeting and useful guidance will be provided, wherever necessary.

**Item No. 9: Preparation of report of Teachers' participation in FDP programs.**

In this item of business, the IQAC members unanimously resolved to prepare a report of the teachers' participation in Faculty Development Programs/Refresher Course/ Short Term Course etc. in the current academic session. Possible strategies of collection of Data were discussed.

**Item No. 10: Observance of Azadi ki Amrit Mahotsav.**

In this item of business, the IQAC members unanimously resolved to observe **Azadi ki Amrit Mahotsav** involving various units/cells of the college through organization of different types of programs/activities in coming few months to mark the completion of 75<sup>th</sup> year of India's independence. A few suggestions were discussed. Necessary support is sought from the principal.

**Item No. 11: Preparation for conducting UG 6th Semester Examination and UG online admission in 1st Semester of different programs.**

In view of the forthcoming End Semester 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/three 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. 12: Procurement of computers, projectors etc. to enhance ICT infrastructure.**

In this item of business, the IQAC members agreed on the necessity of enhancement of IT infrastructure of the college to facilitate academic and administrative activities. Decisions were taken for purchase of 20 projectors, 10 laptops, 25 desktops, etc to fulfil the requirements of the office and the departments. The Principal was requested to take up the

matter along with the Governing Body and to follow e-tendering process for procurement of the ICT equipment.

**Item No. 13: Construction of Canopy for Iswar Chandra Vidyasagar Bhaban.**

In this item of business, the Principal reported on the necessity of creating a steel canopy to save the roof of the Iswar Chandra Vidyasagar Bhaban. Under the circumstances, the IQAC members unanimously resolved to take initiative for constructing a canopy of steel over Iswar Chandra Vidyasagar Bhaban. The Principal was requested to take up the matter along with the Governing Body.

**Item No. 14: Initiative for coloring of college building and boundary wall.**

In this item of business, the Principal reported on the fading of the colour of many college buildings and boundary wall. It was mentioned that last colouring was done nine (9) years back. Under the circumstances, the IQAC members unanimously resolved to take initiative for coloring all the buildings (inside and outside) of the college and the boundary wall. The Principal was requested to take up the matter along with the Governing Body.

**Item No. 15: Recruitment of two fulltime teachers as new program officers.**

In this item of business, the Principal was requested to appoint two fulltime teachers as new program officers of the college NSS units as the tenure of two existing NSS program officers was on the verge of expiry. Considering the past performance, the IQAC requested the Principal to seek approval from the Governing Body in favour of Dr Sreetama Mishra, Asst Prof of Philosophy and Sree Rajarshi Gayen, Asst. Prof of Physical Education as two new NSS program officers.

**Item No. 16: Promotion under CAS of seven (7) teachers.**

The IQAC considered the eligibility of seven teachers for promotion under CAS. Resolved that the Principal would take up the matter of promotion of seven (07) deserving teachers under Career Advancement Scheme (CAS) of the Govt of West Bengal along with the Governing Body of the college. Teachers would be advised to prepare complete CAS files along with all supporting documents.

**Item No. 17: Miscellaneous.**

*Nil.*

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

Minutes approved by

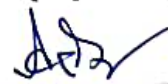


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**ACTION TAKEN REPORT: 2021-22**

**BASED ON  
THE RESOLUTIONS TAKEN IN THE MEETINGS OF IQAC  
ACADEMIC YEAR: 2021-2022**

1. Academic Calendar for the session 2021-22 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. Induction Meetings for the newly admitted 1<sup>st</sup> semester students were organized at the beginning of the Academic Session.
3. The Action Taken Report for the session 2020-21 was prepared and approved.
4. The PG Board of Studies in different subjects has been reconstituted with necessary approval from the Governing Body of the College for the smooth functioning of the PG Programmes offered by the College.
5. Quality management system has been assessed in compliance with the requirements of ISO 9001:2015 & the College has been certified as an ISO 9001:2015 Institution bearing certificate no.: TQC-22-2-5942 (Issue Date: 24<sup>th</sup> March 2022; Expiry Date: 23<sup>rd</sup> March 2025).
6. Feedback Analysis Report for the session 2020-21 was prepared and approved.
7. Feedback was collected from all the stakeholders of the College through the online mode.
8. Workshop on 'Learning Apiculture' was organized by the IQAC, Department of Zoology, NSS Units, Belda College in collaboration with MOU partner BEE-KEEPERS & VILLAGE INDUSTRIES CO-OPERATIVE SOCIETY LTD, Purba Medinipur on 25<sup>th</sup> February 2022.
9. **471** Number of Text Books, **26** Journals and **679** numbers of Reference Books has been procured by the Central Library.
10. A quality related Training Programme titled 'Preparation of SSR Related Documents for NAAC Accreditation' was organized on 12<sup>th</sup> April 2022.
11. Annual Sports Competition for the session 2020-21 & 2021-22 was organized on and from 11<sup>th</sup> March 2022 till 14<sup>th</sup> March 2022.
12. Cultural Competition for the session 2020-21 & 2021-22 was organized on and from 15<sup>th</sup> March 2022 till 16<sup>th</sup> March 2022.
13. Annual Function 2020-21, Fresher's Welcome Ceremony & Prize Distribution Ceremony 2021-22 was organized on 12<sup>th</sup> April, 2022 in the College Campus.
14. International Women's Day was observed through the Online Mode on 8<sup>th</sup> March, 2022.
15. Basanta Utsav was celebrated in the College Campus on 17<sup>th</sup> March, 2022.
16. The water body inside the College Campus has been maintained through the construction of concrete embankment around it.
17. Some bulbs, tube lights have been replaced with energy efficient devices.
18. Initiative was taken under CAS for the promotion of 5 (five) Teachers and they have been promoted to appropriated stage and pay scale.
19. IQAC placed proposal to the GB for promotion of 7 (Seven) Teachers as per API under the new CAS. The GB accepted the proposal and approved to proceed with the necessary steps required for the promotion of the Teachers.
20. 2 (Two) buildings of the College have been named after two Luminaries of Bengal. The RUSA building has been named as 'Iswar Chandra Vidyasagar Bhaban' and the canteen building has been named as 'Netaji Subash Chandra Bose Bhaban'.
21. Dr Sreetama Misra (Assistant Professor, Department of Philosophy) and Sri Rajarshi Gayen (Assistant Professor, Department of Physical Education) were appointed as Programme Officers for the NSS Units 2 & 3 respectively of Belda College.

ACTION TAKEN REPORT: 2021-22

22. The College building and boundary walls were repaired and coloured after approval from the GB.
23. A steel canopy was constructed to save the roof of Iswar Chandra Vidyasagar Bhaban.
24. 20 projectors, 10 Laptops, 25 desktops, were purchased for the College office and Departments.
25. An awareness programme on e-waste management titled 'E-waste Management: Issues & Challenges' was jointly organized by the IQAC, Basundhara Eco-Club & Waste Management Cell through the online mode on 31st August, 2022.
26. India's 75<sup>th</sup> Independence Day or 'Azadi ki Amrit Mahotsav' was observed on 15<sup>th</sup> August, 2022 through an exhibition portraying India's journey towards Independence.
27. A meeting was held on 23<sup>rd</sup> June, 2022 with the Teachers to discuss issues related to the ensuing online admission, Examinations & NAAC related activities.
28. Total 7 (Seven) Add-on/Value-added Courses were introduced in the session 2021-22 by various departments.
29. An awareness programme on 'Cybercrime' was organized by the Belda Police Station, Paschim Medinipur, West Bengal, in collaboration with IQAC, ICC, Anti-Ragging Cell, Psychological Counseling Cell, NCC & NSS UNITS of Belda College on 28<sup>th</sup> June.
30. A One-Day training programme titled 'Use of MS Excel' and 'Procedures of Website Uploading in the Portals of Different Schemes of Govt. of West Bengal' in collaboration with AS Infotech was organized on 21.07.2022.

*h. Mondal*

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Chairperson, IQAC  
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*Asit Panda* 10/09/22

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