

# Administrative Audit Report

2018-19



**BELDA COLLEGE**

BELDA, PASCHIM MEDINIPUR

PIN-721424

## ADMINISTRATIVE AUDIT REPORT

Period of Audit: <b>2018-19</b>				
COLLEGE PROFILE (To be filled in by the IQAC Co-ordinator)				
1	Name of the College, Website, email and Ph. No.	<b>BELDA COLLEGE</b>	Website: <a href="http://www.beldacollege.org.in">www.beldacollege.org.in</a> <a href="http://www.beldacollege.ac.in">www.beldacollege.ac.in</a> E-mail: mondalprincipal@yahoo.co.in Ph. No: (03229) 255246	
2	Name of the Principal/ T.I.C, email & Mob. No.	<b>Dr. Manabendra Mondal</b>	E-mail: <a href="mailto:mondalprincipal@yahoo.co.in">mondalprincipal@yahoo.co.in</a> Mobile: 9474821951	
3	Name of the IQAC coordinator, email & Mb. No.	<b>Dr. Asit Panda</b>	E-mail: <a href="mailto:asitpanda23@rediffmail.com">asitpanda23@rediffmail.com</a> Mobile: 7699727935	
4	Year of Establishment/Year of Affiliation	1963		
5	NAAC Grade with Cycle, Accredited Year (if not Accredited Status of Preparations)	<b>Grade B (CGPA: 2.75)</b>	03/03/2015 – 02/03/2020	
6	UGC Recognition (2F & 12 B)	Yes		
7	Department Working Hours (if shift system mention details of both shifts & give reasons for shift system)	10 A.M. – 5 P.M.		
8	No. of Posts Sanctioned:		Teaching	Non-Teaching
		Govt. Approved:	69	30
		Govt. approved Contractual:	32	0
		Guest/Casual Working:	38	8

## AUTHORITIES SECTION

1. Governing Body of the Institute.

The administrative powers of the institute are vested with the Principal and the Governing Body and together they act as per the statutes of the Vidyasagar University and WB state Government orders/ notices passed to college from time to time.

2. List of members of Governing Body.

Dr. Saumen Kumar Mahapatra (MIC, Water Resource Investigation and Development)	President
Dr. Manabendra Mondal	Principal/Secretary
Prof. Debanjan Das	Teacher Representative
Dr. Jayanta Mukherjee	Teacher Representative
Prof. Souvik Chatterjee	Teacher Representative
Sri Prodyut Kumar Ghosh (M.L.A., Narayangarh)	D.P.I. Nominee
Sri Kousar Ali	D.P.I. Nominee
Sri Dwarkaprasad Khandelwal	Donor Member
Prof. Subikash Jana	University Nominee
Dr. Tithi Maity	University Nominee
Sri Monoj Deb	W.B.S.C.H.E. Nominee
Sri Arunava Sarkar	Non-teaching Representative

3. Action taken for filling-up of the vacant positions.

At present, there are no vacant positions in the Governing Body of the college.

4. Details of meetings of Governing Body held in the academic year 2018-2019.

There were three Governing Body meetings held dated 04/10/2018, 23/02/2019 and 19/03/2019.

5. What is the notice period for the conduct of the meetings?

Usually the notice period for the conduct of a meeting is 10 days. However, for conduct of urgent business, meetings are also called at shorter notices of 2-3 days in which case utmost care is taken to ensure that sufficient number of members is present in the meeting and the quorum is duly formed. The major decisions taken in the meeting are also communicated to the members who remained absent on that day.

6. Whether the agenda items are sent along with notice?

Yes.

7. Number of table agenda in the meetings of Governing Body in the last one year.

There were a total of six table agendas in the three Governing Body meetings held in the last year.

8. What is the time taken for the finalization of minutes of meetings of various bodies?

The finalization of the minutes is done at the end of the meeting in the presence of all the members who were present in the meeting and it takes almost two hours for completion of minutes of various bodies.

9. What is the time taken for communication of minutes to the members as well as the departments for taking action?

The minutes are communicated to the members and departments in the next working day for taking action.

10. What is the time taken for taking action by the departments and sections?

The departments and sections have taken 7-15 working days for taking action.

11. Are there reasons for not taking action on the resolutions reported in the meeting of the authorities?

Normally, the departments and section take actions without failure following on the instructions given to them by the Governing Body. However due to unforeseen situations and unavailability of students, vendors, teaching and office staff, sometimes action taken may be delayed beyond the range of 7-15 working days.

12. Major decisions taken in the Governing Body in the last two meetings.

The following major decisions were taken in the last two Governing Body meetings:

1. Proposal for 24 new teaching posts
2. CCTV and bio-metric installation
3. Construction of 2<sup>nd</sup> floor of G+5 building
4. CAS of 11 teaching staff

13. Has any authorities given any direction to the administration, if so what is the action taken?

There were directives given by Government of W.B. for

1. Payment of salaries of regular and approved teaching and non-teaching staff through HRMS

2. Framing of tender rules for procurement of equipments, construction of building etc.

The college has complied with both the directives so that

1. The earlier system of paying salaries with cash/cheque is replaced by online transfer through the HRMS portal.
2. Tenders are now invited and finalized as per the rules set by the State Govt.

14. Are annual reports submitted in time?

The college is affiliated to Vidyasagar University and submitted the annual report in time to the Inspector of Colleges of VU.

15. Has the approval of the government obtained for all the amendments?

The college administration did not seek any amendments for which government approval was needed.



*Signature of Section Head*

## FINANCE SECTION

1. What is the institutional mechanism available to monitor the effective and efficient use of resource?

Various committees and project implementation bodies monitor the effective and efficient use of resources.

- 1 The finance committee monitors the use of financial resources of the college.
  - 2 The building committee monitors the progress of construction projects and ensures proper use of construction materials.
  - 3 One person is designated, viz. electrician cum caretaker to prevent wastage of resources such as water and electricity.
  - 4 The Research & Development Cell makes sure effective and timely utilization of research grants.
  - 5 Section Heads and Heads of Departments monitor the effective and efficient use of educational supplies and equipments.
2. Does the Institute have the mechanism for internal/ external auditing of Finance?

Every year external auditing of finance is done by the Department of Higher Education, Government of West Bengal.

3. What is the time taken for clearing the proposals?

Project proposals are usually cleared within 7-15 working days depending on the character of the proposal if it is within the jurisdiction of the college administration. However, if the proposal needs clearance from State Government/UGC etc it requires year or so depending on the decision of the external orders.

4. How is the maintenance of books of accounts done whether manually or computerized?

Books of accounts are partly computerized.

5. Are utilization certificates of the UGC and other grantors sent in time?

Yes

6. What is the nature of the audit objection in the last two years?

Audit objection was raised for legal expenses incurred in the year 2017-2018 for being extraordinarily high compared to previous years.

7. What is the constitution of Finance Committee?

Dr. Manabendra Mondal	Principal	Chairperson
Prof. Debanjan Das	Assoc. Prof & T.R. in G.B.	Member
Dr. Jayanta Mukherjee	Assoc. Prof & T.R. in G.B.	Member
Sri Kousar Ali	D.P.I. Nominee in GB	Member
Sri Monoj Deb	W.B.S.C.H.E. Nominee in G.B.	Member
Sri Arunava Sarkar	Accountant & N.T. in G.B.	Member

8. Provide audited income/ expenditure for the last two years.

**Income & Expenditure in Rupees for Last Two Years**  
(Prepared from Audited Receipts & Payments Accounts)

Expenditure		2017-18	2018-19	Income		2017-18	2018-19
<b>A</b>	<b>Non-plan</b>	<b>13210210</b>	<b>11003896</b>				
<b>1</b>	<b>Institutional &amp; Community</b>	<b>5136160</b>	<b>4013554</b>	<b>1</b>	<b>Direct Income from Students</b>	<b>17968410</b>	<b>17149619</b>
1.1	Electricity & Telephone	626833	743435	1.1	Tuition Fees (Net)	1365175	965301
1.2	Printing & Stationary	299969	358803	1.1.1	Gross Collection	2729605	2073882
1.3	Travelling & Contingency	836860	815591	1.1.2	Less Transfer to State Govt.	1364430	1108581
1.4	Advertisement Expenses	201389	238785	1.2	Academic Fees	8548820	9714998
1.5	Legal Expenses	1234200	395150	1.3	Development Fee	1062750	992470
1.6	Maintenance & Repair	1028668	585054	1.4	Building Maintenance Fee	849000	792800
1.7	Ceremonial	420255	356714	1.5	Laboratory Fee	1753540	978760
1.8	Other Expenses	487986	520022	1.6	Ceremonial Fee	547300	594600
<b>2</b>	<b>Education &amp; Student Support</b>	<b>8074050</b>	<b>6990342</b>	1.7	Student Union Fee	427000	394750
2.1	Instructional	5384577	5417288	1.8	Admission Form & Prospectus	660790	565440
2.2	Student Union	1140172	897220	1.9	Other Incomes & Fees	2754035	2150500
2.3	Other Expenses	1549301	675834	<b>2</b>	<b>Interest Income</b>	<b>1167355</b>	<b>932307</b>
<b>B</b>	<b>Plan</b>	<b>3003650</b>	<b>6677274</b>	2.1	On S.B. Account	669205	570402
1	Buildings & Structures	1542060	4290041	2.2	On F.D. Account	498150	361905
2	Development	1047970	1028456	<b>3</b>	<b>Other Incomes</b>	<b>459124</b>	<b>590989</b>
3	Computers/Books/Lab. Equip.	137720	1150870	<b>Total (1+2+3)</b>		<b>19594889</b>	<b>18672915</b>
4	Other Expenses	275900	207907				
<b>C</b>	<b>Surplus(+)/Deficit(-)</b>	<b>3381029</b>	<b>991745</b>				
<b>Total (A+B+C)</b>		<b>19594889</b>	<b>18672915</b>				

9. What are the steps taken by the Institute for Resource Mobilization?

Major steps taken by the institute for resource mobilization are introduction of

1. Career-oriented short courses
2. Self-financing courses

10. What is the amount of corpus funds available?

The amount of corpus funds available as on 31.03.2019 is Rs. 53, 67,693 (Rupees Fifty Three Lakhs Sixty Seven Thousand Six Hundred Ninety Three) only.

11. Head-wise UGC development assistance for RUSA fund till 2018-19.

Receipt Date	Amount (in Rs)	Purpose
01.09.2015	5000000	Procurement of new equipment/facilities
12.09.2016	9583334	Creation of new facility
26.06.2018	3000000	Renovation/Up-gradation of existing facilities
		Construction of LIFT structure

12. Total budget for Plan/ Non-plan expenditure in the last two years.

Expenditure		2017-18	2018-19	Income		2017-18	2018-19
<b>A</b>	<b>Non-plan</b>	<b>13000000</b>	<b>12000000</b>				
<b>1</b>	<b>Institutional &amp; Community</b>	<b>5000000</b>	<b>4500000</b>	<b>1</b>	<b>Direct Income from Students</b>	<b>16000000</b>	<b>17000000</b>
1.1	Electricity & Telephone	650000	700000	1.1	Tuition Fees (Net)	1250000	1250000
1.2	Printing & Stationary	300000	350000	1.1.1	Gross Collection	2500000	2500000
1.3	Travelling & Contingency	800000	800000	1.1.2	Less Transfer to State Govt.	1250000	1250000
1.4	Advertisement Expenses	250000	250000	1.2	Academic Fees	8000000	9500000
1.5	Legal Expenses	750000	400000	1.3	Development Fee	1000000	1000000
1.6	Maintenance & Repair	1200000	1000000	1.4	Building Maintenance Fee	800000	800000
1.7	Ceremonial	450000	400000	1.5	Laboratory Fee	1500000	1000000
1.8	Other Expenses	600000	600000	1.6	Ceremonial Fee	600000	600000
<b>2</b>	<b>Education &amp; Student Support</b>	<b>8000000</b>	<b>7500000</b>	1.7	Student Union Fee	400000	400000
2.1	Instructional	5500000	5500000	1.8	Admission Form & Prospectus	550000	550000
2.2	Student Union	1000000	1000000	1.9	Other Incomes & Fees	1900000	1900000
2.3	Other Expenses	1500000	1000000	<b>2</b>	<b>Interest Income</b>	<b>1000000</b>	<b>1000000</b>
<b>B</b>	<b>Plan</b>	<b>4500000</b>	<b>6500000</b>	2.1	On S.B. Account	600000	570402
1	Buildings & Structures	2500000	4000000	2.2	On F.D. Account	400000	361905
2	Development	1000000	1000000	<b>3</b>	<b>Other Incomes</b>	<b>500000</b>	<b>600000</b>
3	Computers/Books/Lab. Equip.	800000	1300000	<b>Total (1+2+3)</b>		<b>17500000</b>	<b>18600000</b>
4	Other Expenses	200000	200000				
<b>C</b>	<b>Surplus(+)/Deficit(-)</b>	<b>500000</b>	<b>100000</b>				
<b>Total (A+B+C)</b>		<b>17500000</b>	<b>18600000</b>				

13. How is the maintenance of project account done?

A separate register is maintained for each project.

14. Is the refund of deposit to the students done in time?

Library caution fee is the only refundable deposit that college collects from students and is refunded on request.

15. Does the Institute have manual for finance?

No, the Institute does not have its own manual for finance. However, the financial management practices of the institute are guided by the requirements of funding agencies of UGC/RUSA/State Govt. and as per audit rules of State Govt.

16. What is the procedure followed to invite quotation and finalization of quotations received?

Quotations are invited through e-tender for projects cost above rupees five lakhs and through advertisement in leading newspaper for project cost of tender for sums below that amount. The finalization of quotation is done on the basis of financial bids received, keeping in mind the technical capabilities as well as past records of the vendor as per advertised conditions.

17. Does the Institute have central purchase committee?

Yes

18. Does the Institute have centralized assets register?

Yes



19. Is annual physical verification of stocks done?

Yes

20. What is the period of keeping records (Number of Years it safeguard) ?

Records are kept and safeguarded for seven years.

21. What are the loan facilities available to the staff?

The institution arranges three types of loan facilities to the staff

1. Non-interest bearing Advance against salary
2. Personal, housing and car loans from Belda College ECCS Ltd.
3. Loan from nationalized banks such as PNB, SBI etc.

22. What is the total income tax credited ?

Financial Year	Gross Claim (Rs.)	Final Monthly Amount Deducted (Rs.)
2018-19	2366221	323623

23. Is TDS insisted for all vendors?

Yes, TDS is insisted from vendors as per Government rules. Total TDS collected in the financial year 2018-19 is Rs. 59394.

24. What is the total grant received in last two years for projects?

Total grants received in last two years for projects in rupees.

Source	Category	2017-18	2018-19	Total
UGC	RUSA	0	3000000	3000000
	M.R.P	171000	134000	305000
	Other	0	341000	341000
	Total	171000	3475000	3646000
Other sources	Total	0	598477	598477
All	Total	171000	4073477	4244477

25. What is the total institutional charge deducted from project fund?

The institute does not charge any deduction from the project fund for use of its facilities, manpower or infrastructure.

26. What is the incentive given to the teacher for mobilizing research funds?

Teacher is provided with seed money for preparation of project, attending seminars, registration and presenting paper and also for conducting field visits etc. A total sum of Rs 25,000 is allotted as seed money as incentive towards mobilizing research funds.

27. List the special grants received from various agencies in the last two years?

- i) National Board of Higher Mathematics (NBHM) : Rs. 300000
- ii) Indian Council of Philosophical Research (ICPR): Rs. 20000
- iii) Science & Engendering Research Board (SERB): Rs. 100000

28. Number of UGC, JRF fellowship received in the last two years.

The institute does not conduct Ph.D. programme and hence do not receive UGC, JRF fellowships.

29. What is the total amount of funds refunded to the grantor by the grantees without incurring the expenditure?

There was no reported instance of unutilized fund that was refunded to the grantor by the grantees.

30. What is the total expenditure incurred towards construction of buildings in last two years?

Total expenditure incurred towards construction of buildings in last two years in rupees.

<b>Source</b>	<b>2017-18</b>	<b>2018-19</b>	<b>Total</b>
<b>Internal</b>	1542060	4290041	5832101
<b>External</b>	5345534	2969740	8315274
<b>Total</b>	<b>6887594</b>	<b>7259781</b>	<b>14147375</b>

31. Number of defaulters in the payment of fees in the last two years.

There were no reported cases of defaults in payment of fees in the last two years.



Signature of Section Head

## **DEVELOPMENT SECTION**

1. How is the allocation of funds done for various departments?

Purchase of books for department and book banks are made as per requirements of the department and funds are allocated to the department accordingly. Moreover requisition of various lab equipments, chemicals, computer stationary etc are placed to the college authority and fund is accordingly distributed to the department.

2. Furnish the amount spent for increase of infrastructure in the last two years?

Amount spent for increase of infrastructure in last two years in rupees:

<b>Funding</b>	<b>2017-18</b>	<b>2018-19</b>	<b>Total</b>
<b>External</b>	6756888	3272656	10029544
<b>Internal</b>	1955680	5406714	7362394
<b>Total</b>	8712568	8679370	17391938

3. How are the land documents maintained?

The college authority has kept all land documents in safe custody and these documents are kept in the college office under lock and key.

4. Is digitization of land documents done?

Yes.

5. How many one- time grants are obtained from the UGC in the last two years?

The institution obtained only one one-time grant in the last two years from UGC.

6. What are the facilities created for sports, day scholars and physically challenged?

1. Facilities for outdoor sports such as football, cricket, basketball, volleyball, kabaddi, kho-kho etc.
2. Well-equipped multi-gym
3. College canteen serving affordable and quality food
4. Two separate recreation rooms for boys and girls with newspapers, television, facilities for indoor games such as carom, table tennis etc.
5. Ramps, wheelchairs and elevator
6. Health unit for students

7. How many vehicles are maintained in the Institute?

The institution does not operate/maintain any vehicles. However, the institution plans to procure 2/3 e-rickshaws within campus for the benefit of staff and student of the college.

8. Does the Institute have AMC for servicing/ maintenance of vehicles?

No, as the institution currently does not operate/maintain vehicles.

9. How is the rent for staff quarters fixed?

The institution does not provide the facility of staff quarters.

10. What are the facilities created to cater to the needs of the students in last two years?

1. Introduction of career-oriented add-on courses
2. Extension and Up-gradation of Classrooms such as use of Smart Class Rooms for ICT-enabled teaching-learning process
3. Extension of Choice Based Credit System to all regular UG and PG programmes
4. Introduction of PG course in Geography.
5. Strengthening of Library facilities
6. Extension and Up-gradation of Laboratories
7. Improvements in student support system such as operation of health unit

11. Does the Institute have a building committee?

Yes.

12. Does the Institute have building monitoring committee?

The building committee also functions as the building monitoring committee.

13. Are the minute of the building committee placed in governing bodies?

Yes.

14. Please attach the guidelines for running of the projects?

The institute follows the guidelines of funding agencies in the execution of a project.

15. What is the procedure for forwarding of the proposals?

After receiving a project proposal in the prescribed format of the funding agency, the Principal goes through the scheme in the meeting of the relevant committee and if he is satisfied with the stated facts, goals and financial feasibility, he forwards the proposal for submission. However, if the proposal is sent back for resubmission, it is again sent with necessary corrections/amendments in the scheme.

16. How much time is taken to forward the proposal?

15-20 days working time is taken to forward the proposal.

17. How many proposals are forwarded to outside agencies in the last two years?

The institution forwarded five proposals to outside agencies (STRIDE, BOOST, RUSA, Govt. of West Bengal etc.) in the last two years.

18. How many projects are on the pipeline as on 1<sup>st</sup> April 2019?

There are three project in the pipeline as on 1<sup>st</sup> April 2019:

1. RUSA
2. NBHM, Mumbai
3. ICPR, New Dehli

19. What is the total outlay of the projects completed in the last two years?

Total outlay of projects completed in the last two years in rupees:

Source	Category	2017-18	2018-19	Total
<b>UGC</b>	RUSA	5345534	2969740	8315274
	M.R.P	220000	81500	301500
	Other	2342308	332199	2674507
	Total	7907842	3383439	11291281
<b>Other sources</b>	Total	0	583477	583477
<b>All</b>	<b>Total</b>	7907842	3966916	<b>11874758</b>

20. How many minor research projects are sanctioned to faculty in the last two years?  
What is the financial outlay of these projects?

Year	Number	Financial Outlay in Rupees
2017-18	1	171000
2018-19	1	134000
Total	2	305000

21. What are the proactive steps taken by research & development cell for the promotion of Research Projects?

1. Sends regular notifications to faculty members to acquaint them of various funding opportunities available for research projects.
2. Extends all types of assistance for preparing project proposals.
3. Provides travelling and lodging allowances to faculty towards of research proposals.
4. Provides seed money to interested faculty members for encouraging submission of research proposal and publications in journals.

Proposals for allotment of Research room in the college and for establishment of a Research Center are under active consideration.

22. What are the incentives given for the project holder?

The college does not charge any deduction from the project fund for possible use of its infrastructure and manpower. Project holders are also granted leave on duty for conducting field surveys and for attending seminars/symposiums to present their findings. They are also provided with necessary infrastructural facilities such as rooms, computers etc.

23. Are technical reports of the completed projects available with research & development cell? If so, how many?

Yes. Technical reports of 1 major and 8 minor completed research projects are available with research and development cell.

24. Are guidelines for running of the projects of various funding agency available with research & development cell/ IQAC?

Yes.

25. How is the project accounts audited?

Project accounts are audited by registered chartered accountant firms.

26. Are utilization certificates sent to funding agency in time?

Yes.

27. Are the project staffs allowed to do Ph.D. full time?

Yes.



Signature of Section Head

## ESTABLISHMENT SECTION

1. What is the structure of the various sections with staff positions?

Section Name	Staff Name	Designation
Authorities	Dr. Manabendra Mondal	Principal
	Sri Arunava Sarkar	Accountant & Head Clerk
	Sri Gopinath Bhunia	Cashier
Finance	Sri Gopinath Bhunia	Cashier
	Sri Subhendu Bhanja	Clerk
	Sri Prasanjit Chakra	Clerk
	Sri Soumen Roy	Clerk
Development	Dr. Asit Panda	Asst. Prof. & IQAC Coordinator
	Sri Arunava Sarkar	Accountant & Head Clerk
	Sri Sujay Kumar Singh	Clerk
	Sri Gopal Rana	Lab. Attendant
	Sri Nagendra Nath Maity	Lab. Attendant
Establishment	Sri Arunava Sarkar	Accountant & Head Clerk
	Sri Soumen Roy	Clerk
	Sri Paramananda Dolai	Lab. Attendant
	Sri Tapas Jana	Lab. Attendant
	Sri Pranab Kumar Pati	Elect.-cum-caretaker
Examination	Dr. Lipika Mondal	Asst. Prof. and HOD
	Dr. Deepak Paswan	Asst. Prof. and HOD
	Sri Pranab Kumar Pati	Elect.-cum-caretaker
	Sri Asim Nayek	Lab. Attendant
	Sri Arun Maity	Lab. Attendant
	Sri Gopal Rana	Lab. Attendant
	Sri Ava Maity	Lady Attendant
Academic	Dr. Lipika Mondal	Asst. Prof. and HOD
	Dr. Deepak Paswan	Asst. Prof. and HOD
	Dr. Asit Panda	Asst. Prof. & IQAC Coordinator
	Dr. Sreetama Misra	Asst. Prof.
	Sri Arunava Sarkar	Accountant & Head Clerk
	Sri Subhendu Bhanja	Clerk

1. Are the recruitment rules as per UGC & State rules for various positions in the Institute?

Yes.

2. Whether promotion avenues are available for Teaching and Non-teaching posts of the Institute?

Promotional avenues are available for teaching and positions as per UGC and State rules governing their services. For non-teaching positions, promotions are guided by State Government orders only.

3. How many positions of teaching and Non-teaching exist as on 1<sup>st</sup> July, 2018?

There are 142 teaching positions and 40 non-teaching positions as on 1<sup>st</sup> July, 2018.

4. How are vacant positions for Teaching and Non-teaching staff filled-up?

The college sends requisitions to WBCSC for filling-up of regular teaching positions after receiving authentication of Roster of Appointment (RoA) from the B.C.W Department, Government of West Bengal. For vacant non-teaching positions, recruitment is done by the college as per the guidelines set by the Department of Higher Education, Government of West Bengal and is then duly approved by the State Government.

5. What is the time taken for the issue of appointment order in the case of selected candidates?

The appointment order to selected candidates is issued within two weeks of the receipt of approval from appropriate authorities.

6. What is the joining time given for staff after selection?

Selected candidates are given 10 days time for joining the service and this may be extended for another 10 days on the request of the candidate after production of sufficient reasons for such request.

7. How many service Register Books are maintained by the Establishment Section?

The establishment section maintains the service register books of all employees whose services have been confirmed.

8. Is the signature of the employee obtained after updating of the service register every year?

Yes

9. The time taken for the processing of EL/ML request.

EL/ML requests are processed within 3/4 working days.

10. Whether CAS for the teachers conducted every year?

CAS for teachers with regard to promotion is conducted by the Governing Body when they become due. Given the teachers strength of the college, it happens in almost every year.



11. What is the ratio for teaching and non-teaching staff?

The ratio of teaching to non-teaching staff is 97: 37, i.e. 2.62.

12. List the disciplinary action taken against the staff for the wrong doings in the last two years.

There was initiation of disciplinary action through formation of enquiry committee against one office staff of the college in the form of withholding of 3 increments and suspension of service for 2 years.

13. Are the disciplinary rules put in the website?

Yes.

14. What is the constitution of Grievance Committee?

Dr. Manabendra Mondal	Principal	Chairperson
Dr. Avijit Dey	Asst. Prof	Convener
Dr. Bandana Chattopadhyay	Assoc. Prof.	Member
Dr. Abdul Hai Mallic	Assoc. Prof.	Member
Dr. Basudeb Dhara	Asst. Prof	Member
Prof. Anandamay Sinha	Asst. Prof	Member
Prof. Souvik Chatterjee	Asst. Prof	Member
Dr. Mukesh Pradhan	Asst. Prof	Member
Dr. Sajahan Seikh	Asst. Prof	Member
Prof. Shyamacharan Murmu	Asst. Prof	Member
Prof. Nandini Sahoo	Asst. Prof	Member
Prof. Suchita Sen	Asst. Prof	Member

15. Are the minutes of the Grievance Committee maintained?

Yes.

16. What is the action taken on the appeal for redressal?

On receipt of any application seeking grievance redressal, the committee fixes a date for hearing the complaint which is communicated to the aggrieved person in advance. After thorough investigation, the committee submits specific recommendation stating relief, if any, admissible to the aggrieved person. The Principal then approves and notifies the outcome to the aggrieved person.

17. Who is the appellate authority for redressal of punishments?

Principal, Belda College is the appellate authority for redressal of punishment and any application seeking reconsideration of punishment should be addressed to the

Principal, Belda College. On receipt of such an application, a meeting of the Grievance Committee is convened. After thorough investigation, the committee submits specific recommendation stating either to reduce the punishment or maintain status quo, keeping in mind the past records of the applicant. The Principal then approves and notifies the outcome to the applicant.

18. What are the major and minor punishments for employees as per the rules of the Institute?

As per the First Statutes, 1983, Statute No: 170 of Vidyasagar University, following major and minor punishments may be imposed upon an employee by the appointing authority or by any authority to which the appointing authority is subordinate

1. Censure
2. Withholding of increments or promotion
3. Recovery from pay of the whole or part of any pecuniary loss caused to the college by the employee
4. Reduction to the lower stage in the time scale of pay for a specified period with further direction as to whether or not the employee will earn increments or pay do during the period if such reduction
5. Compulsory retirement
6. Removal or dismissal from service

for reasons of

1. Neglect of duty
2. Want of due diligence in the performance of duties
3. Violation of orders regarding attendance and office discipline
4. Misappropriation and Defalcation
5. Insubordination or disregard or violation of the orders of superior authority
6. Commission of any offence involving moral turpitude
7. Conviction by a Criminal Court
8. Tampering Official Records
9. Any other misconduct that is considered unbecoming of an employee of the college.

In addition, if an employee is found guilty of willful destruction of property, the institution reserves the right to impose a fine to recover the cost of repair or replacement, as the case may be.

19. What is the constitution of Sexual harassment committee?

Dr. Lipika Mondal	Asst. Prof.	Presiding Officer
Dr. Jayanta Mukherjee	Assoc. Prof.	Member
Dr. Sreetama Misra	Asst. Prof.	Member
Sri Arunabha Sarkar	Non-teaching representative	Member

Smt. Bishakha Das	Administrative Staff	Member
Smt. Ava Maity	Administrative Staff	Member
Ms. Somashree Das	Student Representative	Member
Ms. Sharmi Dua	Student Representative	Member
Ms. Rupkatha Roy	Student Representative	Member

20. What are the various administrative committees constituted?

1. Teachers' Council: A statutory body that advises and assists the Principal in all academic and administrative matters.
2. Internal Quality Assurance Cell (IQAC): An advisory body constituted in 2007 post-accreditation by NAAC for quality improvement and sustenance.
3. Academic Committee: A committee of teachers to prepare and monitor academic programme for the year.
4. Research & Development Cell: The cell promotes enhancement of research output of the college.
5. Examination Committee: The committee is in charge of conduct of internal and university examinations.
6. Library Committee: The committee looks after the functioning of the college library.
7. Central Purchase Committee: The committee is entrusted with the responsibility of maintaining credibility and transparency in all purchases made in the campus.
1. Discipline Committee: The committee functions to ensure a peaceful campus ideal for the teaching-learning process and deals with any violation of disciplinary rules of the college by any student or staff.
8. Grievance Redressal Cell: The committee set up to redress grievances raised by students, teachers or staff.
9. Anti Ragging Committee: The committee set up in pursuance of the Supreme Court order and subsequent notification from UGC to preserve a culture of ragging free environment in the college campus.
10. Internal Complaints Committee (ICC): The committee constituted in 2016 as per the provisions of the 'The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 to hear and address complaints regarding sexual harassment and to spread awareness about gender-related issues.

21. What are the welfare measures for the employees of the Institute?

1. Provident Fund and Pension for all regular employees
2. West Bengal Health Insurance Scheme for regular teaching staff
3. Gratuity, Encashment of Earned Leave and Family Pension for all regular employees
4. Appointment on compassionate ground of family members of deceased regular staff
5. Casual Leave, Earned Leave, Medical Leave and Maternity Leave for all regular employees

6. Regular, monthly payment of salary to all casual/guest employees
7. Timely credit of salary to the bank accounts of all employees through electronic transfer under HRMS
8. Non-interest bearing festival advance for all casual/guest employees
9. Concessional Fees for wards of economically weak staff.

22. Whether the payment of arrears of salary in time?

Yes

23. Whether the encashment of leave salary to the retired staff given in time?

Yes

24. What is time taken for disbursement of pension?

Since the introduction of e-Pension scheme of the Govt. of WB, time taken for disbursement of pension has not been more than thirty days from the date of superannuation.

25. How many appointments have been made on the basis of compassionate grounds to the members of the family of the deceased staff in last two years?

There have been no appointments made on compassionate grounds to the members of family of deceased staff in the last two years as no staff expired during his/her service period in the college.

26. How many in service training programmes have been conducted for non teaching staff?

There have been 6 training programmes relating to PFMS, e-Pension, Online admission, EAT Module, Online Data Capturing Module of the University etc. conducted for non-teaching staff in the last two years.

27. What are the approved teaching and non teaching staff?

Approved Teaching Positions	Approved Non-teaching Positions
Associate Professor	Librarian
Assistant Professor	Accountant
Government Approved Part-time Teacher	Cashier
	Electrician-cum-Caretaker
	Clerk
	Peon
	Mali
	Sweeper
	Lady Attendant
	Guard
	Laboratory Attendant

28. Is the implementation of reservation policy in toto?

Yes.

29. What is the roster position for OBC/SC/ST Disabled for various A,B and C of non teaching staff?

Name	Category	Position	Group	Roster Point
Soumen Roy	SC	Clerk	C	2
Prasenjit Chakra	EC			3
Sujoy Kr. Singh	ST			4
Uttam Kr. Rana	SC	Peon	D	1
Chandrani Mondal	EC			3
Amal Singh	SC	Jamadar	D	2
Binod Bihari Murmu	ST	Mali	D	1
Bapi Ghorai	SC	Guard	D	2
Gopal Rana	SC	Lab. Attnd.	D	1
Paramananda Dolai	SC			7
Asim Nayek	ST			4
Arun Maity	OBC-B			9
Palash Khanra	SC			11

Note: separate rosters are maintained for Lab. Attendant, Guard, Mali, Jamadar, Peon and Clerk.

30. What is the basis for allocation of work within the section?

The allocation of work is done according to the knowledge and competence level of employees. The relatively less-skilled employees are given tasks repetitive in nature such as maintenance of muster rosters, service books, leave records, duty rosters, staff positions etc. so that they can get better at what they are doing. The more competent and experienced employees are entrusted with tasks such as staff recruitment/selection/appointment, pay fixation, increment, promotion, superannuation, receiving and processing of complaints made by students/faculty/staff, staff welfare and training etc.

31. How the work of employee who is on leave is carried out?

If the work of an employee who is on leave is found to be necessary for smooth functioning of the institution, it is assigned to one or more employees working in the same section.



Signature of Section Head

## EXAMINATION SECTION

1. Number of students appeared for examinations last year.

	Semester						Annual			Total
	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>	Part I	Part II	Part III	
UG Honours	655	577	159	161				412	518	2482
UG General*	545	537						289	362*	1733
BCA	26	29	33	30	20	20				158
PG	76	75	94	93						338
Total	1302	1218	286	284	20	20		701	880	4711

\*[This includes 5 B.Voc students in software development stream]

2. Number of question papers setting per semester for UG, PG programmes.

This usually varies with the number of papers taught in a semester.

	UG		PG
	Honours Core Papers	Other Papers	
Internal Assessment	2 per paper	1 per paper	2 per paper
End-of-Semester	Nil	Nil	1 per paper*

\*[One end-of-semester PG question paper for each paper taught is also set by an external expert. The final end-of-semester question paper for each paper is then prepared by the BOS appointed moderator from these two question papers.]

3. Number of un-used question papers available as on date.

	UG	PG
Internal Assessment	200	90
End-of-Semester	2500	1600

4. What are the precautionary steps taken to upkeep and safeguard students records in the controller of Examination Section (PG section only)?

The students' answer scripts are kept in a strong room with access limited to staff deployed in the examination section. CCTV cameras have also been installed to monitor movement in and out of the strong room. Student records other than answer scripts of the PG Section are stored digitally in a cloud server and all saving and exchange of information are password-protected. In case of UG Section, Mark sheets/Result Sheets are issued by the University and records of these are maintained in the strong room of the examination section.

5. Does the institute have strong room for storing the records?

Yes.

6. Does the institute have a pre-examination platform?

Yes. Before the commencement of each university end-of-semester examination, a meeting of the members of the Examination Center Committee is held to arrange rooms, seats, light etc as per descriptive rolls (DR) sent by the university for the examination.

7. To what extent computerization done in the examination section?

Examination for PG Section is computerized and examination related procedures for UG Section are mostly computerized.

8. What is the average time taken for publishing the results (Both UG & PG)?

The institute is affiliated to Vidyasagar University and the responsibility of timely publication of results is with the university. In the past two years, average time taken for publishing the results is forty five days.

9. How does the Institute ensure transparency in evaluation processes?

For both UG and PG students, the responsibility of ensuring transparency in evaluation is with the university except for internal assessment and marks credited on the basis of attendance records. To ensure transparency in evaluation of internal assessment scripts, assignment of such scripts is done randomly among the departmental faculty members. The HODs are entrusted with the task of regular updating of attendance records of students.

10. What are the security features available in degree and mark certificates?

The degrees and mark certificates issued by the university/college bear the standard security features such as barcode, hologram of the university/institute etc.

11. How many examinations related complaints have been received in the last two years?

There have been twelve examinations related complaints received in the last two years.

12. What is the mechanism available for redressal of examination related grievances?

As the institute is affiliated to Vidyasagar University, Principal, who is also the Chairman of the Examination Cell of the college, refers all examination related grievances to the Grievance Committee of VU for redressal. Post publication of results, students can request for revaluation and/or file RTI application for redressal of any grievances by paying a nominal fee to the university through college.

13. How many request for revaluations have been received in last two semesters/last annual examination?

Examinations	Annual			Semester	<b>Total</b>
	Part I	Part II	Part III	All	
No. of Requests	38	157	26	15	221

14. In how many cases the results declared are changed due to appeal for revaluation in the last two semesters/last annual examination?

Examinations	Annual			Semester	<b>Total</b>
	Part I	Part II	Part III	All	
No. of Cases Results Changed	9	23	4	15	36

15. Does the institute have facility for electronic generation of hall tickets?

The institute does this only for PG students. For UG students, the electronic generation of hall tickets is done by the university.

16. Has the Institute introduced OMR system?

No.

17. How is confidentiality maintained in the saving of information/ exchanging of data through LAN?

Records are stored digitally in a cloud server and all saving and exchange of information are password-protected.

18. How long the records of students maintained?

Student records other than answer scripts are maintained permanently. Answer scripts are maintained for three years.

19. What are the examination reforms introduced in the last two years?

In the case of the PG programmes, the college has obtained the requisite permission from the university to introduce research project and seminar presentation as part of the examination related reforms in each department.

20. Does the Institute have course work for Ph.D. programmes?

The institute does not conduct Ph. D. programmes.

21. Does the Institute have online system of examinations?

No.



22. Does the institute ensure that questions are well within the syllabus?

HODs ensure that the questions are well within syllabus for internal assessment examinations. As for end-of-semester UG examinations, this responsibility lies with the Controller of Examination section of the University. In case of PG section, a paper setter is required to give an undertaking mentioning that the paper is set in conformity with the syllabus to the Board of Studies (BOS). The BOS appointed moderator further ensures this.

23. What is the allocation of work in the examination section?

The allocation of work is done on functional basis into pre-examination works, works related to the actual conduct of examinations and post-examination works. The Principal of the college as the Chairman of the Examination Cell monitors all works of this section. Actual conduct of examinations is done under the supervision of Dr. Lipika Mondal and Dr. Deepak Paswan who are in-charge of examinations. The college also acts as the Nodal Center for UG examinations of VU and the post-examination works are done under the supervision of Nodal Officer, Dr. Lipika Mondal, with assistance from Dr. Dipak Paswan, Sri Arunava Sarkar, Sri Gopal Rana and Smt. Ava Maity.



Signature of Section Head

## ACADEMIC SECTION

1. What are the lists of approved academic programmes?

UG Honours	UG General	PG	Other
Bengali	Bengali	Bengali	BCA
English	English	English	Software Development (B. Voc.)
Santali	Santali	Physics	Theatre & Stage Craft (B. Voc.)
Sanskrit	Sanskrit	Chemistry	
History	History	Mathematics	
Philosophy	Philosophy	Geography	
Political Science	Political Science		
Sociology	Sociology		
Education	Education		
Music	Music		
Accountancy	Commerce		
Physics	Physics		
Chemistry	Chemistry		
Mathematics	Mathematics		
Computer Science	Computer Science		
Geography	Geography		
Economics	Economics		
Botany	Botany		
Zoology	Zoology		
Nutrition	Nutrition		
	Physiology		
	Physical Education		

2. What is the sanctioned strength of each of the programmes for UG and PG level?

### Sanctioned strength for B.A./B.Com. Honours and M.A. Courses:

Subject	B.A./B.Com Honours	M.A.
Bengali	143	55
English	139	55
Santali	85	
Sanskrit	85	
History	134	
Philosophy	91	
Political Science	77	
Sociology	65	
Education	57	
Music	40	
Accountancy	101	

### Sanctioned strength for B.Sc. Honours and M.Sc. Courses:

Subject	B.Sc. Honours	M.Sc.
Physics	49	20
Chemistry	60	20
Mathematics	65	20
Geography	74	20
Computer Science	55	
Economics	47	
Botany	43	
Zoology	54	
Nutrition	43	

### B.C.A. and B.Voc. Courses:

Subject	Sanctioned Strength
B.C.A.	38
Software Development	50
Theatre and Stage Craft	50

### 3. How is the reservation policy implemented for admission?

Reservation is provided as per State Govt. norms and with approval from V. U.

### UG Honours: The Allocation of Seats to Various Categories

SUBJECTS	GEN	SC	ST	O-A	O-B	GE-PH	SC-PH	ST-PH	OA-PH	OB-PH	TOTAL
BENGALI	75	30	8	14	9	4	2	0	1	0	143
BCA	20	8	2	4	3	1	0	0	0	0	38
ENGLISH	73	29	8	13	9	4	2	0	1	0	139
HISTORY	72	29	8	13	9	2	1	0	0	0	134
SANSKRIT	45	18	5	8	6	2	1	0	0	0	85
POL.SC	41	16	5	8	5	1	1	0	0	0	77
PHILOSOPHY	49	19	5	9	6	2	1	0	0	0	91
SOCIOLOGY	35	14	4	6	4	1	1	0	0	0	65
MUSIC	21	9	2	4	3	1	0	0	0	0	40
EDUCATION	31	12	3	6	4	1	0	0	0	0	57
SANTALI	28	11	3	5	4	1	0	0	0	0	52
ECONOMICS	25	10	3	5	3	1	0	0	0	0	47
GERGRAPHY	40	16	4	7	5	1	1	0	0	0	74
PHYSICS	26	10	3	5	4	1	0	0	0	0	49
CHEMISTRY	32	13	4	6	4	1	0	0	0	0	60
MATHEMATICS	35	14	4	6	4	1	1	0	0	0	65
ZOOLOGY	29	12	3	5	4	1	0	0	0	0	54
BOTANY	23	9	3	4	3	1	0	0	0	0	43
COMPUTER SC.	29	12	3	5	4	1	1	0	0	0	55
NUTRITION	23	9	3	4	3	1	0	0	0	0	43
ACCOUNTANCY	54	27	6	10	7	2	1	0	0	0	101

### PG: Allocation vis-à-vis Admission under Various Categories

P.G. Programmes		Bengali	English	Chemistry	Geography	Mathematics	Physics
Unreserved	Seats	31	31	10	10	11	10
	Admitted	23	27	5	7	11	7
OBC-A	Seats	5	5	2	2	2	2
	Admitted	2	1	0	0	0	0

OBC-B	Seats	4	4	2	2	1	2
	Admitted	4	4	1	1	1	2
SC	Seats	12	12	5	5	5	5
	Admitted	4	3	1	0	2	1
ST	Seats	3	3	1	1	1	1
	Admitted	1	0	0	0	0	0
TOTAL	Seats	55	55	20	20	20	20
	Admitted	34	35	7	8	14	10

4. How is the information on academic programme maintained in the section?

The section prepares and maintains the college prospectus that contains all the necessary information on academic programmes including intakes of students under different categories. Information on academic programmes are also available on the college website during admission period.

5. Are statutory approvals obtained from UGC/ Govt. of WB/ NCTE from time to time?

Yes.

6. When is the academic admission schedule prepared?

The academic admission schedules for both UG and PG are prepared as per the admission and registration schedule of Vidyasagar University in the month of May/June each year.

7. What are the special efforts taken for the increase of student enrolment?

The college publishes advertisements in leading newspapers, local newspapers and Cable TV channels. Admission Notice and all relevant information about the courses offered are also posted on the college website. The college also offers the freedom and flexibility to choose elective subjects from a wide menu of choices.

8. Who are in charge of admission to various courses?

Name	Designation
Dr. Lipika Mondal	Asst. Professor & Head, Department of Geography
Dr. Dipak Paswan	Asst. Professor & Head, Department of Physical Education

9. How is the academic admission schedule monitored?

All admissions are done through the online admission portal of the college so that an applicant can monitor and track the progress of his/her application. The college has also set up an Online Admission Cell that keeps track of the admission schedule. An applicant can contact any member of the Cell over phone or dial the helpline number or send an email to the official email address of the college in case he/she finds any error/discrepancy in updating of his/her application details.

10. What is the method of admission for each of the courses?

All admissions are done through the online admission portal of the college. A notice is posted on the college website informing prospective students of the opening date of the online admission portal. The online portal after going live remains open for a week for submission of application, uploading of credentials and payment of application money.

### **UG Section**

Selection of candidates for various UG courses is done by preparing separate merit ranks of eligible applicants for each category based on the marks obtained in the 10+2 examination through automated e-Counselling process.

### **PG Section**

Sixty percent of the sanctioned intake in each PG course is reserved for V.U. students and selection of candidates is done by preparing separate merit ranks of eligible applicants for each category based on the marks obtained in the relevant discipline at the undergraduate level through automated e-Counselling process. The rest forty percent of sanctioned intake in each PG course is open to all and selection is made on the basis of performance in the written entrant examination conducted by the college.

11. What is the application admission ratio for UG, PG programmes?

	Applications	Admissions	Application-Admission Ratio
UG Courses	5116	1756	2.91
PG Courses	597	99	6.03

12. How is the admission intimation sent to the students?

Provisional merit lists are posted on the college website and admission intimations are sent to students through SMSs.

13. Are the electronic media used for communication to the selected students?

Communication to the selected students is made via SMS and through college website. In the initial notification for admission to UG/PG Courses, applicants are advised to regularly check the college website and electronic messages sent to their mobile numbers for important admission updates.

14. What is the time taken for remittance of fees for admission?

Students selected for admission are expected to remit electronically all prescribed fees for admission through the link provided to them within two days following the date of publication of provisional merit list.

15. What is the time frame for closure of admission?

	Opening Date for Online Admission	Last Date for Provisional Admission
UG	29/06/2018	17/07/2018
PG	06/06/2018	17/07/2018

16. How many admission notifications are generally given?

As a policy, the college gives admission notifications as long as there are vacant seats and waitlisted applicants for those seats until the scheduled last date of admission is over. For the academic session 2018-19, three admission notifications were given.

17. Does the Institute have a disciplinary committee for students?

Yes.

18. What is the punishment given to erring students?

As per the rules of the institute, the punishment given to erring students is commensurate with the nature of violation and may be in the form of

1. Warning
2. Written apology
3. Bond of good behaviour
4. Suspension for a specified period of time
5. Debarring from exams
6. Debarring from contesting elections/holding posts
7. Debarring entry into Hostel/Campus
8. Expulsion
9. Denial of admission

In addition, if a student is found guilty of willful destruction of property, the institution reserves the right to impose a fine to recover the cost of repair or replacement, as the case may be.

19. How are the applications for MoU with other agencies or organizations processed?

Principal, Belda College signs MoUs on behalf of the institution and applications for MoUs, whether initiated internally or externally, are processed following the same standard procedure:

1. Verification of credentials of the other parties involved
2. Preparation of draft MoU clearly mentioning the purpose, scope, areas of collaboration, validity etc.
3. The MoU is placed before the College Governing Body to make sure that it is within the cognizance and confidence of GB members.

20. How many MoUs are signed in the last two years?

The institute signed 4 MoUs in the last two years.

21. Are the copies of the MoUs available with section?

Yes.

22. How many Students-oriented programmes are sanctioned in the academic year?

Ten students-oriented programmes were sanctioned in the academic year 2018-19.

23. How many sanction orders are issued for the conduct of Seminars/  
Symposia/Workshop/ Conferences in the last two years?

Two sanction orders were issued in the last two years:


1. Rs. 98500 (Ninety Eight Thousand Five Hundred) for college funded seminars.
2. Rs. 20000 (Twenty Thousand) for ICPR, New Delhi sponsored One Day Lecture Programme.

24. List of the approved Co-guides of various departments for Ph. D. Programme.

The institute does not conduct Ph. D. Programme. Dr. Basudeb Dhara, Head, Department of Mathematics, is an approved Co-guide for Ph. D. programmes of Vidyasagar University and Jadavpur University under National Board of Higher Mathematics (NBHM), Mumbai as a major research project holder.



Signature of Section Head

  
Vice Principal (Science)  
The Bhawanipur Education Society College  
Kolkata - 700 020



  
22/01/2020

Dr. Anup Kumar Sikdar  
Emeritus Professor  
Institute Of Engineering & Management