

# **ANNUAL QUALITY ASSURANCE REPORT(AQAR)**

## **2011-2012**

# **CHAKDAHAN COLLEGE**



**P.O.- CHAKDAHAN, DIST.- NADIA**  
**PIN.-741222, W.B.**

**Email-[chakdahacollege1972@gmail.com](mailto:chakdahacollege1972@gmail.com)**

**Website: [www.chakdahacollege.ac.in](http://www.chakdahacollege.ac.in)**

**[www.iqac.chakdahacollege.ac.in](http://www.iqac.chakdahacollege.ac.in)**

**CONTACT NO.-(03473)242268, MOB.-8967300985**

**CHAKDAHA COLLEGE affiliated to University of Kalyani, W. B.**  
**The Annual Quality Assurance Report (AQAR) of the IQAC**

(For Academic Year: July 1, 2011 to June 30, 2012)

**Part – A**

**I. Details of the Institution**

1.1 Name of the Institution

CHAKDAHA COLLEGE

1.2 Address Line 1

RABINDRANAGAR, CHAKDAHA, NADIA

Address Line 2

City/Town

CHAKDAHA

State

WEST BENGAL

Pin Code

741222

Institution e-mail address

chakdahacollege1972@gmail.com

Contact Nos.

03473-242268 / **8967300985**

Name of the Head of the Institution:

Prof. Sibnath Bandyopadhyay, TIC

Tel. No. with STD Code:

03473-242268

Mobile:

**8967300985**

Name of the IQAC Co-ordinator:

Dr. Arun Kumar Nandi

Mobile:

9433332475

IQAC e-mail address:

iqac.cc@gmail.com

1.3 NAAC Track ID (For ex. MHC0GN 18879)

WBC0GN13583

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.  
This EC no. is available in the right corner- bottom  
of your institution's Accreditation Certificate)

EC/46/A & A/005 DATED 16-09-2008

1.5 Website address:

www.chakdahacollege.ac.in

Web-link of the AQAR:

<http://www.iqac.chakdahacollege.ac.in/AQAR/AQAR 2011-12.doc>

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B	2.36	2008	2008-2013
2	2 <sup>nd</sup> Cycle				
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

1.7 Date of Establishment of IQAC :

27.06.2014

DD/MM/YYYY

1.8 AQAR for the year (for example 2010-11)

2011-2012

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC (*for example AQAR 2010-11 submitted to NAAC on 12-10-2011*)

i. **AQAR 2010-11 submitted to NAAC on** (DD/MM/YYYY)

1.10 Institutional Status

University State ☐ Central ☐ Deemed ☐ Private ☐

Affiliated College Yes ☒ No ☐

Constituent College Yes ☐ No ☒

Autonomous college of UGC Yes ☐ No ☒

Regulatory Agency approved Institution Yes ☐ No ☒

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education ☒ Men ☐ Women ☐

Urban ☒ Rural ☐ Tribal ☐

Financial Status Grant-in-aid ☒ UGC 2(f) ☒ UGC 12B ☒

Grant-in-aid + Self Financing ☐ Totally Self-financing ☐

1.11 Type of Faculty/Programme

Arts ☒ Science ☒ Commerce ☒ Law ☐ PEI (Phys Edu) ☐

TEI (Edu) ☐ Engineering ☐ Health Science ☐ Management ☐

Others (Specify)

1.12 Name of the Affiliating University (*for the Colleges*)

UNIVERSITY OF KALYANI

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

University with Potential for Excellence  UGC-CPE

DST Star Scheme  UGC-CE

UGC-Special Assistance Programme  DST-FIST

UGC-Innovative PG programmes  Any other (Specify)

UGC-COP Programmes

**2. IQAC Composition and Activities** *(There was no IQAC Team in the following format but there was an IQAC Sub-Committee of Teachers' Council of the College. The AQAR was prepared by the present IQAC Team)*

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held *N.A.*

2.11 No. of meetings with various stakeholders: No.  Faculty

Non-Teaching Staff Students

**N.A.**

Alumni

**N.A.**

Others

**N.A.**

2.12 Has IQAC received any funding from UGC during the year? Yes ☐ No ☒

If yes, mention the amount

NA

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC- **N.A.**

Total Nos. ☐ International ☐ National ☐ State ☐ Institution Level ☐

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

**Please see 2.15**

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year \*

Plan of Action	Achievements
<i>Plan of action under different heads was prepared mainly by the members of Academic Sub-Committee and IQAC Sub-Committee of Teachers' Council through meetings and direct contact with other stakeholders and all actions were taken by the Principal/Teacher-in-Charge generally with prior approval from the Governing Body of the college. <b>Please see Part B for outcomes.</b></i>	

**\*Attach the academic calendar of the year as Annexure. Please see *Annexure-I***

2.16 Whether the AQAR was placed in statutory body Yes ☒ No

Management ☐ Syndicate ☐ Any other body ☐

Provide the details of the action taken

**AQAR is placed and approved in the GB Meeting dated 17.08.2015, Agenda no. 4**



## Criterion – I

### I. Curricular Aspects

#### 1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
Ph.D.	Nil	Nil	Nil	Nil
PG	Nil	Nil	Nil	Nil
UG	<b>15 (12 Hons. &amp; 3 Gen. (BA / B.Sc / B.Com) courses</b>	<b>Geography (Hons.)</b>	Nil	Nil
PG Diploma	Nil	Nil	Nil	Nil
Advanced Diploma	Nil	Nil	Nil	Nil
Diploma	Nil	Nil	Nil	Nil
Certificate	Nil	Nil	Nil	Nil
Others	<b>1. NSOU (UG &amp; PG) 2. ICE- Computer Centre (DOEACC)</b>	Nil	Nil	<b>Diploma &amp; Certificate courses</b>
<b>Total</b>	<b>15</b>	<b>01</b>		

Interdisciplinary	---	Nil	Nil	Nil
Innovative	---	Nil	Nil	Nil

#### 1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options: *as per KU norms*

##### (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	Nil
Trimester	Nil
Annual	<b>16</b>

#### 1.3 Feedback from stakeholders\*

(On all aspects)

Alumni

☒

Parents

☒

Employers

☐

Students

☒

Mode of feedback :

Online

☐

Manual

☒

Co-operating schools (for PEI)

☐

*\*Please provide an analysis of the feedback in the Annexure: There was no formal or written feedback system during this period but Principal and teachers collected feedback on all aspects of the college from the different stakeholders through direct contact and meetings/re-union/social functions etc. and subsequently resolved the concerned issues with great care.*

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

NA

1.5 Any new Department/Centre introduced during the year. If yes, give details.

*Geography (Hons.) course has been introduced.*



## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
26 F.T. (13 P.T)	05	21	-	13 (P.T)

2.2 No. of permanent faculty with Ph.D.

15 (Full time teacher- F.T) + 2 (Part Time Teacher-P.T)

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
00	12	-	-	-	-	-	-	00	12

2.4 No. of Guest and Visiting faculty and Temporary faculty

55

-

00

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	01	20	17
Presented papers	01	01	02
Resource Persons	0	0	0

2.6 Innovative processes adopted by the institution in Teaching and Learning:

- Use of smart class room and ICT
- Departmental seminars and project works
- Implementation of teaching plan
- Group discussions and Tutorials

2.7 Total No. of actual teaching days during this academic year

161

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

NA

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

05

2.10 Average percentage of attendance of students

70 %

2.11 Course/Programme wise  
distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
BA/B.Sc/B.Com Hons. Courses	<b>330</b>	-	<b>29.4</b>	-	-	<b>97.0</b>
BA/B.Sc/B.Com General Courses	<b>537</b>	-	<b>0.0</b>	-	-	<b>74.3</b>

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

*Since there was no IQAC during 2011-2012, Departmental Heads, faculty members and students interact with Principal on regular basis and all issues are discussed in the meeting. Principal/Convenor of the academic sub-committee frequently visits to class room during class hours and raise the matter in the meeting and providing useful suggestions for quality improvement in the college.*

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	00
UGC – Faculty Improvement Programme	00
HRD programmes	00
Orientation programmes	00
Faculty exchange programme	00
Staff training conducted by the university	00
Staff training conducted by other institutions	00
Summer / Winter schools, Workshops, etc.	00
Others	00

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	22	15	Nil	11
Technical Staff	01	-	-	-

## Criterion – III

### 3. Research, Consultancy and Extension

#### 3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

Since, there was no IQAC during 2011-12, different sub-committees of the Teachers' Council and the Governing Body looked after the matters regarding promotion of research in the following way:

- Encourage the faculty members to apply for Major and Minor Research Project proposals to UGC and other funding institutions
- Motivate the faculty members to present their research work in different Seminars/Conferences/Workshops etc.
- Motivate and encourage the faculty members to participate in the Faculty Development programmes like Refresher Course/Orientation Programme/Short Term Course etc.
- Encourage the faculty members to complete Ph.D. or any higher degree.
- Encourage and support each Department to organize Seminars / Conferences / Workshops etc.

#### 3.2 Details regarding major projects:

	Completed	Ongoing	Sanctioned	Submitted
Number	Nil	Nil	Nil	Nil
Outlay in Rs. Lakhs	NA	NA	NA	NA

#### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	Nil	Nil	Nil	Nil
Outlay in Rs. Lakhs	NA	NA	NA	NA

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	04	08	02
Non-Peer Review Journals	00	02	00
e-Journals	00	00	00
Conference proceedings	01	05	07

#### 3.5 Details on Impact factor of publications:

Range  Average  h-index  Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	Nil	Nil	Nil	Nil
Minor Projects	Nil	Nil	Nil	Nil
Interdisciplinary Projects	Nil	Nil	Nil	Nil
Industry sponsored	Nil	Nil	Nil	Nil
Projects sponsored by the University/ College	Nil	Nil	Nil	Nil
Students research projects <i>(other than compulsory by the University)</i>	Nil	Nil	Nil	Nil
Any other(Specify)	Nil	Nil	Nil	Nil
Total	Nil	Nil	Nil	Nil

3.7 No. of books published i) With ISBN No.  Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP  CAS  DST-FIST   
DPE  DBT Scheme/funds

3.9 For colleges Autonomy  CPE  DBT Star Scheme   
INSPIRE  CE  Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	Nil	04	01	Nil	Nil
Sponsoring agencies	Nil	UGC	UGC	Nil	Nil

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International  National  Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From Funding agency	<input type="text" value="Nil"/>	From Management of University/College	<input type="text" value="Nil"/>
Total	<input type="text" value="Nil"/>		

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	Nil
	Granted	NA
International	Applied	Nil
	Granted	NA
Commercialised	Applied	Nil
	Granted	NA

3.17 No. of research awards/ recognitions received by faculty and research fellows of the institute in the year

Total	International	National	State	University	Dist	College
Nil	Nil	Nil	Nil	Nil	Nil	Nil

3.18 No. of faculty from the Institution  
who are Ph. D. Guides  
and students registered under them

<input type="text" value="Nil"/>
<input type="text" value="Nil"/>

3.19 No. of Ph.D. awarded by faculty from the Institution

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF	<input type="text" value="NA"/>	SRF	<input type="text" value="NA"/>	Project Fellows	<input type="text" value="NA"/>	Any other	<input type="text" value="NA"/>
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3.21 No. of students Participated in NSS events:

University level	<input type="text" value="04"/>	State level	<input type="text" value="03"/>
National level	<input type="text" value="01"/>	International level	<input type="text" value="00"/>

3.22 No. of students participated in NCC events:

University level	<input type="text" value="00"/>	State level	<input type="text" value="00"/>
National level	<input type="text" value="06"/>	International level	<input type="text" value="00"/>

3.23 No. of Awards won in NSS:

University level	<input type="text" value="00"/>	State level	<input type="text" value="00"/>
National level	<input type="text" value="00"/>	International level	<input type="text" value="00"/>

3.24 No. of Awards won in NCC:

University level	00	State level	00
National level	01	International level	00

3.25 No. of Extension activities organized

University forum	NA	College forum	Nil		
NCC	Nil	NSS	09	Any other	Educational tour = 02

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- ❖ Organizing NSS Special Camp
- ❖ Tree plantation
- ❖ Organizing Blood Donation camp
- ❖ Organizing Eye check-up camp
- ❖ Educational tour conducted by Botany and Zoology Department
- ❖ Environmental Awareness Programme
- ❖ Cleaning the Campus and outside
- ❖ HIV awareness programme
- ❖ Celebration Independence Day
- ❖ Celebration of Netaji's birthday

❖ **Computer Awareness Programme :**

*From the session 2011-12 computer certificate course (CCC of 6 months duration) is being introduced for all the honours courses and B. Com. General courses by the Chakdaha College Computer Centre in assistance with the Institute of Computer Engineers (India). Students may learn Fundamentals, Window, DOS, MS-Word, Communication & Internet uses etc. The course is approved by DOEACC.*

## Criterion – IV

### 4. Infrastructure and Learning Resources

#### 4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	2.53 acres	-	-	2.53 acres
Class rooms	25	-	-	25
Laboratories	11	-	UGC	11
Seminar Halls	01	-	-	01
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.		Please see Annexure II		
Value of the equipment purchased during the year (Rs.)				
Others	-	-	-	-

#### 4.2 Computerization of administration and library

**Computerization of administration and library has been partly done**

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value (Rs.)	No.	Value (Rs.)	No.	Value (Rs.)
Text Books	20208	219598/-	606	103992/-	20814	323590/-
Reference Books	1335		83		1418	
e-Books	-	-	-	-	-	-
Journals	-	-	-	-	-	-
e-Journals	-	-	-	-	-	-
Digital Database	-	-	-	-	-	-
CD & Video	-	-	-	-	-	-
Others (specify)	-	-	-	-	-	-



#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	14	01	09	04	01	02	03	NIL
Added	10	NIL	01	01	NIL	02	NIL	NIL
Total	24	01	10	05	01	04	03	NIL

#### 4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

Provides both for teachers, Students and staff for free Internet access, scan & printing facilities, special class taken for weaker students

#### 4.6 Amount spent on maintenance in lakhs :

i) ICT	0.46415
ii) Campus Infrastructure and facilities	3.47517
iii) Equipment	7.89236
iv) Others	17.16841
<b>Total :</b>	<b>29.0009</b>

## Criterion – V

### 5. Student Support and Progression

#### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- i) **Through website, seminars, extension activities**
- ii) **Meetings with different stakeholders**

#### 5.2 Efforts made by the institution for tracking the progression

Most students leave after graduation. But alumni association plays a positive role for tracking and progression of pass out students.

#### 5.3 (a) Total Number of students

UG	PG	Ph.D.	Others
3749	-	-	-

#### (b) No. of students outside the state

00

#### (c) No. of international students

01

No	%
2301	61.37

Men

Women

No	%
1448	38.63

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
2765	850	70	130	01	3816	2595	906	99	147	02	3749

Demand ratio: 1:5      Dropout (%): (based on Part I): **Hons. courses: 15.8%, Gen. courses: 8.89%**

#### 5.4 Details of student support mechanism for coaching for competitive examinations (If any)

Remedial Coaching Classes (UGC)  
Coaching for Entry in Services (UGC)

No. of students beneficiaries

394 SC/ST students

### 5.5 No. of students qualified in these examinations

NET	11	SET/SLET	06	GATE	02	CAT	-
IAS/IPS etc	-	State PSC	-	UPSC	-	Others	04

### 5.6 Details of student counselling and career guidance

There is a Career Counselling and Placement Cell in the college.  
All the teachers provided help to students who approached them.  
Various personal, social and career issues were discussed with departmental teachers

No. of students benefitted

A large section of the students

### 5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
01	187	03	--

### 5.8 Details of gender sensitization programmes

No such programme was organized during this session

### 5.9 Students Activities

#### 5.9.1 No. of students participated in Sports, Games and other events

State/ University level  National level  International level

No. of students participated in cultural events

State/ University level  64 National level  0 International level  0

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level  National level  International level

Cultural: State/ University level  National level  International level

5.10 Scholarships and Financial Support

	Number of students	Amount (Rs.)
Financial support from institution	320	403000/-
Financial support from government	26	234000/-
Financial support from other sources	04	10800/-
Number of students who received International/ National recognitions	-	-

5.11 Student organised / initiatives

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed:

***In this year there are no major grievances are lodged by the students. The minor complaints (election related, library related, and teaching class related) have immediately solved with the kind cooperation of College authority.***

## Criterion – VI

### 6. Governance, Leadership and Management

#### 6.1 State the Vision and Mission of the institution

##### **VISION:**

“To impart quality higher education to students in and around Chakdaha through proper evaluation, promotion, modernization and sustenance activities to create a self-dependent, benevolent society free of all superstitions.”

##### **MISSION:**

- To make the college a leading higher learning institute.
- To impart education in all contemporary basic fields with subject-wise specialization.
- To help the neighbouring society in all possible ways
- To impart value based education to make the students responsible citizens in future
- To maintain transparencies in all college activities.

#### 6.2 Does the Institution have a Management Information System

As such there is no formal Management Information System, but the Governing Body of the College takes care of the information regarding different College related matters. Moreover much information are also available through the College website.

#### 6.3 Quality improvement strategies adopted by the institution for each of the following:

##### 6.3.1 Curriculum Development

No scope of Curriculum Development, as it is framed and conducted by the affiliating university, to which the college is affiliated. However, teacher representatives to ‘Board of Studies’ of different subjects share their views for curriculum development.

##### 6.3.2 Teaching and Learning

Quality improvement is ensured by ICT – introduction of Smart Class Room, projector and audio visuals, student feedback, meeting with guardian to ensure regular class attendance of students etc. Educational tours are also organized by some departments.

#### 6.3.3 Examination and Evaluation

Regular class test (viva/written), and Test examination of Honours and pass Students were held. Unit test which were a part of University exams have been withdrawn from 2012 onwards by the University. University exams of Part-I, Part-II and Part-III were held within stipulated period. Annual examinations are also held.

#### 6.3.4 Research and Development

Basic infrastructural facilities are provided. Access to computer Lab, Library, internet and photocopying facilities are also provided to encourage them in research activities. Teachers are also motivated to apply for different Major/Minor Research projects to UGC and other funding agencies.

#### 6.3.5 Library, ICT and physical infrastructure / instrumentation

Teachers are using ICT facility. The Library is resourceful and is used by students and staff.

#### 6.3.6 Human Resource Management

Interactive sessions are held among teachers, students and non teaching staff to enhance management of Human Resources.

#### 6.3.7 Faculty and Staff recruitment

Full-time teaching staffs are recruited through the WBCSC. However, recruitment of guest lecturers and other office staff/casual staff is made by the GB as per administrative and academic requirements.

#### 6.3.8 Industry Interaction / Collaboration

No Industry Interaction has been made so far.

#### 6.3.9 Admission of Students

*Admission process is held as per guidelines of University of Kalyani. The admission sub-committee headed by the Principal/Teacher-in-Charge looked after the overall admission process. Students are admitted in the college strictly on the basis of merit. A computerized provisional merit list is prepared on the basis of marks in best five subjects in the (10 + 2) Level Examination and published (online and offline). Admission forms for different courses, college prospectus, admission rules and regulations, date of counselling for admission, class routine etc are also available in the online mode of admission. Physical verification of documents and counselling for admission are held in the seminar hall of the college with LCD projector presentation of merit list in front of the gathering of prospective students and or their parents/guardians.*

6.4 Welfare schemes for

Teaching	Employees' Credit Co-operative Society, Medical Assistance Fund
Non teaching	Employees' Credit Co-operative Society, Medical Assistance Fund
Students	Student Aid Fund.

6.5 Total corpus fund generated

Nil

6.6 Whether annual financial audit has been done

Yes

☒

No

☐

6.7 Whether Academic and Administrative Audit (AAA) has been done?

No

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic				
Administrative				

6.8 Does the University/ Autonomous College declare results within 30 days?

For UG Programmes

Yes

☐

No

☒

For PG Programmes

Yes

☐

No

☐

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

Not Applicable

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

Not Applicable

6.11 Activities and support from the Alumni Association

Alumni Association between past and present students has been formed in 2007; its functioning is in progress.

6.12 Activities and support from the Parent – Teacher Association

No such Association has been formed. But parents are invited to the students' aid-fund disbursing meeting and to ensure regular attendance of students.



6.13 Development programmes for support staff

Staff quarter is provided to support staff.

6.14 Initiatives taken by the institution to make the campus eco-friendly

1. *'No Plastic' campus*
2. *Gardening and plantation*
3. *Cleanliness in and outside the campus*
4. *Carbon dioxide management*

## **Criterion – VII**

### **7. Innovations and Best Practices**

**7.1 *Innovations introduced during this academic year which have created a positive impact on the functioning of the institutions. Give details:***

1. Plastic and poster free college campus and no smoking zone.
2. Gardening inside and outside the college campus.
3. Social and cultural programmes have been organised.
4. NCC cadets/NSS volunteers clean the entire college campus specially litters every Sunday as a rule.
5. In every winter the institution makes a small seasonal floral zone.

**7.2 *Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year***

Full action taken towards the implementation of plan fixed in the beginning of the session 2011-2012 under the head “Innovation and Best practices”. Action mentioned in 7.1, 7.3 and 7.4 is taken as per plan of the year.

**7.3 *Give two Best Practices of the institution (Please see the format in the NAAC Self-study Manuals)***

1. Testing facilities of water and soil (both Chemical and Microbiological).
2. Community service provided by college NSS Unit. (Please see Annexure IIIa and IIIb)

**7.4 *Contribution to environmental awareness / protection***

1. Afforestation Programmes undertaken by college NSS Unit.
2. Seminar on environmental awareness.
3. Initiatives have been taken for arsenic microbial analysis.

**7.5 *Whether environmental audit was conducted?*** No

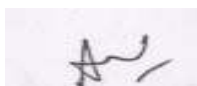
**7.6 *Any other relevant information the institution wishes to add. (For example SWOC Analysis)***

At the close of each academic session SWOC Analysis is done by each department, in perspective of plan & requirement furnished in the beginning of a session.

**8. Plans of institution for next year**

*Please see **Annexure IV***

Name **Dr. Arun Kumar Nandi**



Signature of the Coordinator, IQAC

Co-ordinator  
IQAC, Chakdaha College

Name **Dr. Swagata DasMohanta**



Signature of the Chairperson, IQAC

Principal  
CHAKDAHARA COLLEGE



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**Annexure I: MONTHLY STATEMENT OF ACADEMIC CALENDAR:  
ACADEMIC SESSION 2011-2012**

MONTH	TOTAL DAYS	TEACHING DAYS	SUNDAYS	HOLIDAYS	SUSPENSION OF CLASSES	UNIVERSITY EXAM	COLLEGE EXAM	REQUISITION OF ELECTION COMMISSION	RECESS	VACATION	REMARKS
JULY 2011	31	14	5	0	0	12 (1 to 14th Part-I exam)	0	0	0	0	
AUGUST 2011	31	22	4	5 (8/8, 13/8-Rakhi Purnima, 15/8-Independence Day, 22/8-Janmastami, 31/8-Eid-ul-Fitre)	0	0	0	0	0	0	
SEPTEMBER 2011	30	22	4	1 (27/9-Mahalaya)	0	0	3 (26/9,28/9,29/9)	0	0	0	
OCTOBER 2011	31	2	5	0	0	0	0	0	0	24	
NOVEMBER 2011	30	21	4	4 (4/11-Jagaddhatri puja, 7/11-Id-ud-zoha, 10/11-Gurunank's birthday, 21/11-College Foundation day)	1 (25/11-Seminar by Chemistry Department)	0	0	0	0	0	
DECEMBER 2011	31	15	4	1 (6/12-Muharram)	8 (winter recess following Principal's discretion & Seminar by Pol.Sc deptt-2)	0	3 (Unit Test) 22/12 to 24/12	0	0	0	
JANUARY 2012	31	20	5	4 (12/1-Vivekananda's birthday,23/1-Netaji's birthday,26/1-Republic da,28/1-Saraswati puja)	2 (Seminar by Physics & Sanskrit Deptt) 10/1 & 18/1	0	0	0	0	0	
FEBRUARY 2012	29	19	4	0	1 (Cease Work)	0	5 (10/2,11/2-Unit Test -I & 20/2 to 22/2-General Test)	0	0	0	
MARCH 2012	31	11	4	2 (8/3 & 9/3-Doljatra)	0	11 (16/3 to 28/3-Part-III exam)	3 (Unit Test & Test)	0	0	0	
APRIL 2012	30	15	5	2 (6/4-Good Friday, 14/4-Bengali New Year)	0	6 (24/4 to 30/4-Part-II exam)	2 (Unit Test)	0	0	0	
MAY 2012	31	0	4	2 (1/5-May day, 8/5-Rabindra jayanti)	0	23 (2/5 to 29/5-Part-II exam)	0	0	2	0	
JUNE 2012	30	0	4	0	0	2 (29/6, 30/6-Part-I exam)	0	0	24	0	
<b>TOTAL</b>	<b>366</b>	<b>161</b>	<b>52</b>	<b>21</b>	<b>12</b>	<b>54</b>	<b>16</b>	<b>0</b>	<b>26</b>	<b>24</b>	

<b>Annexure II: List of purchased equipments (major &amp; minor) including computer software</b>			
2011-2012	FRIDGE	1	575000.00
2011-2012	INVERTER	10	
2011-2012	LAPTOP	1	
2011-2012	LED PHILIPS	1	
2011-2012	SLR	1	
2011-2012	VIDEOCON	1	
2011-2012	XEROX	2	
2011-2012	BATTERY	2	25000.00
2011-2012	FRIDGE	1	11300.00
2011-2012	TUBILER TROLLY	2	1800.00
2011-2012	UPS	2	9680.00
2011-2012	GENERATOR	1	65293.00
2011-2012	ADOBE READER	1	12485.00
2011-2012	ANTIVIRUS	1	
2011-2012	FURNITION GENERTOR	1	
2011-2012	OFFICE 10	1	
2011-2012	SOFTWARE WIN-7	1	68980.00
2011-2012	TALLY	1	
2011-2012	Bristol simple microscope	2	2400.00
2011-2012	Bristol students' microscope	14	35000.00
2011-2012	Centrifuge	1	5200.00
2011-2012	Chain Metric Balance	4	15800.00
2011-2012	Conductivity meter	1	10780.00
2011-2012	Dissecting trays	40	2800.00
2011-2012	Electronic Balance	1	4680.00
2011-2012	Electronic Balance	1	19970.00
2011-2012	Function Generator	2	12485.00
2011-2012	Heating Mantle	1	1600.00
2011-2012	KF-4 Getner microscope	1	7650.00
2011-2012	Magnetic stirrer with Hot plate	2	9890.00
2011-2012	Melting Point bath	1	4600.00
2011-2012	Mercury lamp/ Prism	2	3275.00
2011-2012	Meterbridge & accessories	2	4206.00
2011-2012	Micro-microscope	1	2000.00
2011-2012	Museum specimens	0	4566.00
2011-2012	Potentiometer	2	4830.00
2011-2012	Potentiometer	1	8950.00
2011-2012	Sodium vapour lamp	1	3200.00

2011-2012	Weighing Box	4	2780.00
2011-2012	UREKA FORBES PURIFIER	1	7990.00
2011-2012	COMPUTER HP	1	31600.00
2011-2012	SAMSUNG PRINTER	1	
2011-2012	UPS	1	
2011-2012	KEYBOARD+MOUSE	5	14550.00
2011-2012	PRINTER EPSON	1	
2011-2012	COMPUTER (HP)	1	29625.00
2011-2012	PRINTER	1	
2011-2012	ANNOTATION SENSOR	1	280000.00
2011-2012	DIGITAL PROJECTOR	1	
2011-2012	RISUALISER	1	
	TOTAL	130	<b>1299965.00</b>

### **Annexure IIIa: BEST PRACTICES**

1. Title of the Practice : Testing Facilities of water and soil  
(Both chemical and microbiological)
2. Departments involved : Chemistry and Botany
3. Objective :
  - To encourage local people to test their potable water source
  - To invite some entrepreneurs to test their water source (industrial use)
  - To earn some revenues for the college by providing such facilities
  - To involve some students in the facility so that they can have an idea of the different techniques.
4. The context :

Faculties of the said departments are extremely talented and doing their jobs meticulously besides discharging their normal academic duties. Besides Chemistry and Botany, faculties of other departments who are interested and capable do participate in the said programme. Following strategies are framed to perform this kind of activities in a more profound way:

  - To procure few instruments like laminar air flow etc., glassware and necessary chemicals exclusively for this purpose
  - To set up a laboratory for such testing facility
  - To encourage more people (specially the local people) so that they can test their water source
  - Promote to organise seminars related to such testing facilities and aware the mass.
5. The Practice :
  - Provided optimum facilities by the College to start such activities
  - By arranging in-house Seminars and conferences regarding arsenic contamination, water pollution, adulteration etc.
  - Complete authority is given to the department of Chemistry and Botany to facilitate smooth progress and implementation of the said services.
6. Observation and Inference :
  - Arranged Protocols, Procedures and Methodology (Both ISI and European Standard) regarding testing of water and soil samples.
  - Purchased essential chemicals, glass goods and media chemicals for testing
  - Success rate in terms of testing is quite satisfactory
  - After several attempts now it is possible to encourage the people so that they can know their source of potable water by testing the water
7. Constraints :
  - Not enough space is available
  - Time for testing of the samples becomes a problem due to shortage of teaching staff
  - So far the facilities are provided free of cost. Institute is thinking of taking a token charge from the clients
  - Not enough financial support.



### **Annexure IIIb: BEST PRACTICES**

**(1) Title of the practice:** Community service provided by NSS Unit, NCC unit and Students' Union.

**(2) Objectives:** Educational institutions are primarily teaching-learning oriented. But this process remains incomplete without a minimum agendum of social welfare for which a consistent practice is necessary. The NSS unit, NCC wing, and the Students' Union have been working to promote community services and health-awareness programmes in their own ways. The objective of the practice is to involve as many 148 students as possible in this community service and to make them physically fit, mentally alert and socially committed, i.e. complete human beings, not merely book worms.

**(3) Context:** In times of hurry and directionlessness, the tender-aged students should be engaged in noble tasks and welfare activities even within a limited time-span of 5/6 hours per working day and time-bound examination-system so that their energy may be put to proper use. Under the guidance of the Faculties concerned, and the General Secretary to the Students' Union of the college, every year, different enterprises are invited inside and outside the college premises. With time, some extension programmes are held. Some of these are meant for practical knowledge (knowing blood-groups), some for tackling critical situations (what to do after snake-bite), and some for preventing diseases (how to avoid drugs). Students are also enlightened about the historical and cultural tradition of their nation through the programmes like the Republic Day celebration etc.

**4) Practice:** The NSS unit worked with the motivation of making the students not only good academicians but also good humans and nationals. However, each year the Unit is trying to extend its periphery and reach out to greater society.

**(a) Awareness programmes and activities of the NSS unit of the college:**

i) National programmes-

- NSS day observance
- National Youth's Day Celebration
- National Integration programme
- Republic Day observance
- Independence Day observance
- Conducting Red Ribbon Programme

ii) Health Awareness Programmes:

- Blood donation camps
- Blood pressure check-up camp
- Eye check camp
- Thalassemia awareness and detection camp

iii) Community awareness programmes:

- Literacy mission
- Plantation programmes
- Anti-drug addiction campaign
- Snake bite awareness programmes
- Scavenging the campus and out side

Apart from these, special camps of seven days had been organized in the peripheral areas almost as a regular practice.

**(b) Activities and programmes organized by NCC Wing (between 2010 and 2015):** Like NSS Unit, the NCC wing (Estd. 30 th April 1984) of the college has been arranging variegated programmes down the years.

- \_ Three RDC camps (Republic Day Camp)
- \_ One BLC camps (Basic Leadership Camp)
- \_ One LRDC camps (Local Republic Day Camp)
- \_ Four NIC camps (I & II) (National Integration camp)
- \_ All India Trekking camp (In UP & MP)
- \_ Miscellaneous – White Water Rafting Camp

These programmes were held in different places within the state or outside in order to develop and insert among the students the quality of leadership and adventurous spirit. Most of these initiatives ended successfully with some remarkable performances since 2009. The students of our college awarded/occupied the 1<sup>st</sup> prize in tent layout, second positions for group - dance, solo song and successfully participated in cultural events.

**(c) Socio -cultural activities, Annual sports, etc. organized by the Students' Union round the year-** This is conventional with the Students' Union of Chakdaha Collge to meddle with and organize various social and cultural programmes throughout the year:

- \_ College social and Naveen- Baran (Freshers' Welcome)
- \_ Sports

These activities help create an ambience of fraternity, fellow - feeling and togetherness in the college. Other than holding annual sports in the college, the Union provides a number of play-items viz. table- tennis, carrom board, football, and volleyball. The Union also plays a praiseworthy role so that not a single incident of ragging or eve - teasing takes place in the campus.

\_ Humanitarian activities of the Students' Union - It bestows a very good amount as concession on the needy but meritorious students of both the Day and Morning sections. Almost 60 to 70 percent students are benefited each year.

- In any crisis of the students, the Union performs uniquely and takes them to the dispensaries or nearby hospitals whenever some fellow student is seek.

**(5) Evidence of success:**

Yearly all the NCC cadets attend two Combined Annual Training Camps (CATC 1-15), organised by ADG, W.B and Sikkim etc., Kolkata. The female students appealed to the Principal of the college for organising many more of health- programmes.

**(6) Observation and constraints:**

These are chiefly infra-structural and financial: (1) Computers for NSS unit and NCC wing, (2) financial support from the college or any NGO, (3) more representations from students, (4) inclusion of at least 1 class/week in the master-routine are badly desired!

**(7) Note:**

Despite the constraints, the authority, the faculties, concerned, the non-teaching staff and the Students' Union always discharge their sincerest efforts to carry on the activities. The students' Union is willing to donate funds to the NSS Unit and NCC wing as per its capacity.