

ANNUAL QUALITY ASSURANCE REPORT(AQAR) **2012-2013**

CHAKDAHANA COLLEGE



P.O.- CHAKDAHANA, DIST.- NADIA
PIN.-741222, W.B.

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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. MHCOGN 18879)

WBCOGN13583

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 2012-13.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 st Cycle	B	2.36	2008	2008-2013
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC:

27.06.2014

DD/MM/YYYY

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

2012-2013

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)
ii. **AQAR 2011-12 submitted to NAAC on** (DD/MM/YYYY) **22.12.2015**

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	<input type="text"/>		
University with Potential for Excellence	<input type="text"/>	UGC-CPE	<input type="text"/>
DST Star Scheme	<input type="text"/>	UGC-CE	<input type="text"/>
UGC-Special Assistance Programme	<input type="text"/>	DST-FIST	<input type="text"/>
UGC-Innovative PG programmes	<input type="text"/>	Any other (<i>Specify</i>)	<input type="text"/>
UGC-COP Programmes	<input type="text"/>		

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	<input type="text" value="8"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="1"/>
2.3 No. of students	<input type="text" value="1"/>
2.4 No. of Management representatives	<input type="text" value="0"/>
2.5 No. of Alumni	<input type="text" value="1"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="0"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="0"/>
2.8 No. of other External Experts	<input type="text" value="2"/>
2.9 Total No. of members	<input type="text" value="13"/>
2.10 No. of IQAC meetings held	<input type="text" value="N.A."/>

2.11 No. of meetings with various stakeholders: No. Faculty
 Non-Teaching Staff Students Alumni Others

2.12 Has IQAC received any funding from UGC during the year? Yes No
 If yes, mention the amount

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. Please see Part B for outcomes.</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

Part – B

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
UG	16 <i>(13 Hons Courses & 3 (BA/ B.Sc/ B.Com) General courses</i>	Nil	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	<i>1. NSOU (UG & PG) 2. ICE- Computer Centre (DOEACC)</i>	Nil	Nil	<i>Diploma & Certificate courses</i>
Total	16			
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	16

1.3 Feedback from stakeholders* Alumni Parents Employers Students
(On all aspects)

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.

NA

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	23 F.T (13 P.T)	03	20	-	13 (P.T)

2.2 No. of permanent faculty with Ph.D. 17 (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	15	-	-	-	-	-	-	00	15

2.4 No. of Guest and Visiting faculty and Temporary faculty 46 - 0

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	04	10	10
Presented papers	0	01	0
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 144

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

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	334	-	37.7	-	-	93.1
BA/B.Sc/B.Com General Courses	467	-	0.0	-	-	75.6

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

Since there was no IQAC during 2012-2013, 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	03
UGC – Faculty Improvement Programme	00
HRD programmes	00
Orientation programmes	02
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	Number of Vacant	Number of permanent	Number of positions filled

	Employees	Positions	positions filled during the Year	temporarily
Administrative Staff	20	17	Nil	22
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 2012-13, 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	06	04	03
Non-Peer Review Journals	00	02	01
e-Journals	00	00	00
Conference proceedings	02	01	00

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	Nil	Nil	Nil	Nil
Sponsoring agencies	Nil	Nil	Nil	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 From Management of University/College

Total

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

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 SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
National level International level

3.22 No. of students participated in NCC events:

University level State level
National level International level

3.23 No. of Awards won in NSS:

University level State level
National level International level

3.24 No. of Awards won in NCC:

University level State level
National level International level

3.25 No. of Extension activities organized

University forum College forum
NCC NSS Any other

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
- ❖ Celebration of Independence Day
- ❖ Celebration of Netaji's Birth Day
- ❖ Organizing Red-Ribbon Programme
- ❖ Anti Drug addiction campaigning

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	20814	323590/-	1048	249435/-	21862	573025/-
Reference Books	1418		112		1530	
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	24	01	10	05	01	04	03	0
Added	06	NIL	01	02	NIL	02	01	NIL
Total	30	01	11	07	01	06	04	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, special class taken for weaker students

4.6 Amount spent on maintenance in lakhs :

i) ICT	0.99432
ii) Campus Infrastructure and facilities	3.63724
iii) Equipment	7.28696
iv) Others	21.64774
Total :	33.56626

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- | | |
|-----|--|
| i) | <i>Through website, seminars, extension activities</i> |
| ii) | <i>Meetings with different stakeholders</i> |

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
4491			

(b) No. of students outside the state

0

(c) No. of international students

02

Men	No	%	Women	No	%
	2265	50.43		2226	49.57

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
2595	906	99	147	02	3749	2899	1170	164	256	02	4491

Demand ratio: 1:6 Dropout (%): (based on Part I): **Hons. courses: 10.9%, Gen. courses: 8.2%**

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 290 SC/ST students

5.5 No. of students qualified in these examinations

NET 15 SET/SLET 05 GATE 02 CAT -
IAS/IPS etc - State PSC - UPSC - Others 13

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
-	-	-	-

5.8 Details of gender sensitization programmes

Awareness camp was organized by the College on early marriage of minor girl child

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 National level International level

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	750	3,00550/-
Financial support from government	18	194000/-
Financial support from other sources	06	19200/-
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:

As the previous years, 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 neighboring 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. Annual examinations are also held. University exams of Part-I, Part-II and Part-III were held within stipulated period.

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 staff 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

6.3.9 No Industry Interaction has been made so far.

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

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

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*
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. Initiatives have been taken to make the campus poster and plastic free. College campus has been declared as no smoking zone.
2. Institution takes affordable measures to keep up an eco-friendly atmosphere in the campus.
3. NCC cadets clean the entire college campus specially litters every Sunday as a rule.
4. In every winter the institution makes a small seasonal floral zone.
5. Various infrastructural innovations have been introduced like construction of building, use of ICT. Initiatives have been taken for computerization of administrative work etc.
6. Practice of social and cultural programmes to create positive atmosphere in the campus.

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 2012-2013 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. Departments of Chemistry and Botany have taken initiatives to encourage local people to test their potable water and soil (both Chemical and Microbiological).
2. Communities service provided by NSS Unit, Students' Union and Health Awareness Programme organized by "NCC" to promote community services and Health Awareness Programme in their own way. (Please see Annexure IIIa & IIIb)

7.4 Contribution to environmental awareness / protection

1. Programmes under taken for plantation of trees by college NSS and NCC Unit.
2. Seminars on environmental awareness have been organised.
3. Initiatives have been taken for arsenic microbial analysis.
4. Proper use of computer and E-waste management.
5. Initiatives taken for conservation of electric energy and reduction of level of carbon dioxide.

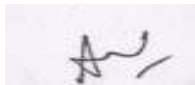
7.5 *Whether environmental audit was conducted?* No

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

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



**Annexure I: MONTHLY STATEMENT OF ACADEMIC CALENDAR:
ACADEMIC SESSION 2012-2013**

MONTH	TOTAL DAYS	TEACHING DAYS	SUNDAYS	HOLIDAYS	SUSPENSION OF CLASSES	UNIVERSITY EXAM	COLLEGE EXAM	REQUISITION OF ELECTION COMMISSION	RECESS	VACATION	REMARKS
JULY 2012	31	0	5	0	0	26 (2/7 to 31/7-Part-I)	0	0	0	0	
AUGUST 2012	31	22	4	4 (2/8 Rakhi, 9/8-Janmastami, 15/8 Independence day, 20/8-Id-Ul-Fitre)	1 (31/8-closed due to death of a student)	0	0	0	0	0	
SEPTEMBER 2012	30	24	5	0	1 (21/9- Feshers' Welcome)	0	0	0	0	0	
OCTOBER 2012	31	15	4	2 (2/10-Gandhi's Birthday, 15/10-Mahalaya)	0	0	0	0	0	10	
NOVEMBER 2012	30	8	4	3 (21/11 College Foundation, 22/11-Jagadhatri Puja, 28/11-Gurunanak's Birthday)	0	0	0	0	0	15	
DECEMBER 2012	31	17	5	1 (25/12-X-mass day)	8 (1/12-Sudden demise of a student, 19/12-College sports, 20/12-College closed after sports, 5-Principal's Discretion)	0	0	0	0	0	
JANUARY 2013	31	17	4	4 (12/1-Vivekananda Birth Day, 23/1-Netaji's Birth Day, 25/1-Fateha Dohaz Doham, 26/1-Republic day)	2 (16/1, 17/1-Annual Social & College Closed after Social)	0	4 (7/1 to 10/1-Test Exam)	0	0	0	
FEBRUARY 2013	28	22	4	2 (15/2, 16/2-Saraswati Puja)	0	0	0	0	0	0	
MARCH 2013	31	8	5	3 (27,28,29/9 Doljatra & Good Friday)	0	10 (14/2 to 25/2-Part-III exam)	5 (1/2 to 6/2-Test Exam)	0	0	0	
APRIL 2013	30	11	4	1 (15/4 Bengali New Year Day)	8 (Preparatory Leave for 5 days, 24/4 Closed for demise of Radha Routh, 29/4 & 30/4 all Class suspended)	0	6 (Test Exam)	0	0	0	
MAY 2013	31	0	4	2 (1/5, 9/5- May day & Rabindra Jayanti)	6 (Classes suspended)	19 (10/5 to 31/5-Part-II Exam)	0	0	0	0	
JUNE 2013	30	0	5	0	0	11 (1/6 to 13/6-Part-III Exam)	0	0	14	0	
TOTAL	365	144	53	22	26	66	15	0	14	25	0

Annexure II: List of purchased equipments (major & minor) including computer software			
2012-2013	COMPUTER	1	87290.00
2012-2013	DELL LAPTOP	1	
2012-2013	LAPTOP	1	
2012-2013	DMP	1	
2012-2013	KEY BOARD + MOUSE	5	
2012-2013	HARD DISK+MOHTERBOARD+RAM		14210.00
2012-2013	EUREKOFORBES WATER PURIFIER	3	11760.00
2012-2013	Abney level	10	10700.00
2012-2013	Adapter for microscope	1	5000.00
2012-2013	Binocular dissecting microscope	1	12500.00
2012-2013	Camera lucida	20	8500.00
2012-2013	Camera Lucida Prism type	4	3800.00
2012-2013	Clinometer	2	2950.00
2012-2013	Compound microscope	10	24850.00
2012-2013	Compound microscope	7	22400.00
2012-2013	Digital Function Generator	1	7443.00
2012-2013	Digital pH meter with Electrode	1	11986.00
2012-2013	Dissecting trays	15	2970.00
2012-2013	Dumpy level with folding metallic stand, Brass body in wooden box	7	53200.00
2012-2013	Electronic Balance of 100gm. capacity	1	17000.00
2012-2013	Electrophoresis set	1	23500.00
2012-2013	Herbarium Cabinet	1	11875.00
2012-2013	Leveling stuff with Carry leg	12	9360.00
2012-2013	Measuring tape	5	1900.00
2012-2013	Meterbridge & accessories	2	8782.00
2012-2013	Micro-Processor	1	7875.00
2012-2013	Minerals pieces	35	11900.00
2012-2013	Mirror stereoscope with Binocular	2	38000.00
2012-2013	Monocular comp. microscope	8	36120.00
2012-2013	Nickel Crucible	6	2580.00
2012-2013	Ocular micrometer	15	4200.00
2012-2013	Ocular Micrometer	2	1700.00
2012-2013	OHP Liberty with automatic folding type	1	11500.00
2012-2013	P.O. Box set	2	9450.00
2012-2013	Pan Balance	3	3150.00
2012-2013	pH electrode	2	3300.00
2012-2013	pH meter	1	12400.00
2012-2013	pH meter	1	13200.00

2012-2013	Planimeter in box	5	6300.00
2012-2013	Plumbob with thread	10	730.00
2012-2013	Power supply	1	6641.00
2012-2013	Prismatic compass with folding metallic stand	7	11466.00
2012-2013	Ranging Rod pieces	24	2760.00
2012-2013	Razor of microtome	1	7400.00
2012-2013	Rocks pieces	35	11375.00
2012-2013	Stage Micrometer	2	3200.00
2012-2013	Stage micrometer	15	11250.00
2012-2013	Theodilite with metallic stand	2	29300.00
2012-2013	Toposheet Survey of India pieces	100	9500.00
2012-2013	Trinocular microscope	1	34800.00
2012-2013	BROTHER SCANNER INJECT MACHINE	1	203000.00
2012-2013	MICROPHONE	2	
2012-2013	RISO DIGITAL DUPLICATOR	1	
2012-2013	SPEAKER	6	
2012-2013	WATER PUMP SET	2	6800.00
2012-2013	COMPUTER+PRINTER+UPS	1	42971.00
	TOTAL	408	894844.00

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 1st 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.