

ANNUAL QUALITY ASSURANCE REPORT(AQAR)

2013-2014

CHAKDAHA COLLEGE



P.O.- CHAKDAHA, DIST.- NADIA

PIN.-741222, W.B.

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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, 2013 to June 30, 2014)

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:

Dr. Ajoy Paul, 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 2013-14.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)

2013-2014

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**
iii. **AQAR 2012-13 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" value="N.A."/>		
University with Potential for Excellence	<input type="text" value="N.A."/>	UGC-CPE	<input type="text" value="N.A."/>
DST Star Scheme	<input type="text" value="N.A."/>	UGC-CE	<input type="text" value="N.A."/>
UGC-Special Assistance Programme	<input type="text" value="N.A."/>	DST-FIST	<input type="text" value="N.A."/>
UGC-Innovative PG programmes	<input type="text" value="N.A."/>	Any other (<i>Specify</i>)	<input type="text" value="N.A."/>
UGC-COP Programmes	<input type="text" value="N.A."/>		

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. Date of Establishment of IQAC in the new format: 27.06.2014. The AQAR was prepared by the present IQAC Team)*

	<input type="text" value="08"/>
2.1 No. of Teachers	
2.2 No. of Administrative/Technical staff	<input type="text" value="01"/>
2.3 No. of students	<input type="text" value="01"/>
2.4 No. of Management representatives	<input type="text" value="00"/>
2.5 No. of Alumni	<input type="text" value="01"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="00"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="00"/>
2.8 No. of other External Experts	<input type="text" value="02"/>
2.9 Total No. of members	<input type="text" value="13"/>

2.10 No. of IQAC meetings held **NA**

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	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	NSOU CODE (D-06)	Nil	Nil	Nil
Total	16	Nil	Nil	Nil
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
	22 F.T (13 P.T)	04	18	-	13 (P.T)

2.2 No. of permanent faculty with Ph.D. 14 (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
	01	15	-	-	-	-	-	-	01	15

2.4 No. of Guest and Visiting faculty and Temporary faculty 56 - 01

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	0	08	07
Presented papers	0	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 143

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 04

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	356	-	24.4	-	-	93.8
BA/B.Sc/B.Com General Courses	354	-	0.8	-	-	85.9

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

Since IQAC was formed on 27.06.2014, so during 2013-2014, 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	04
UGC – Faculty Improvement Programme	00
HRD programmes	00
Orientation programmes	01
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	18	19	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, IQAC was formed at the end of 2013-2014, so during this session 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	05	02	04
Non-Peer Review Journals	00	00	00
e-Journals	00	00	00
Conference proceedings	00	06	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	<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"/>

3.25 No. of Extension activities organized

University forum	<input type="text" value="NA"/>	College forum	<input type="text" value="Nil"/>
NCC	<input type="text" value="Nil"/>	NSS	<input type="text" value="10"/>
		Any other	<input type="text" value="Educational tour = 03"/>

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
- ❖ Educational tour conducted by Geography, Botany and Zoology Department
- ❖ National Youth's Day celebration
- ❖ Cleaning the Campus and outside
- ❖ Thalassaemia Awareness programme
- ❖ Organizing Red-Ribbon Programme
- ❖ Celebration of Independence Day
- ❖ Celebration of Netaji's birthday
- ❖ NSS Day celebration

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	-	-	11
Seminar Halls	01	01	UGC	02
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 partially done

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value (Rs.)	No.	Value (Rs.)	No.	Value (Rs.)
Text Books	21,862	573025/-	1488	237091/-	23350	810116/-
Reference Books	1530		172		1702	
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	30	01	11	07	01	06	04	NIL
Added	07	NIL	02	01	NIL	02	01	01
Total	37	01	13	08	01	08	05	01

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	0.38670
ii) Campus Infrastructure and facilities	23.17104
iii) Equipment	0.25056
iv) Others	28.40858
Total :	52.21688

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
5206			

(b) No. of students outside the state

00

(c) No. of international students

03

Men	No	%	Women	No	%
	2762	53.05		2444	46.95

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
2899	1170	164	256	02	4491	3528	1232	177	265	04	5206

Demand ratio: 1:5 Dropout (%): (based on Part I): **Hons. courses: 6.5%, Gen. courses: 10.8%**

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

104 SC/ST students

5.5 No. of students qualified in these examinations

12

02

-

-

NET SET/SLET GATE CAT
 IAS/IPS etc State PSC UPSC Others

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

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 Programme was organized by the College on dowry system

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 10

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	352	3,68,700/-
Financial support from government	43	3,78,000/-
Financial support from other sources	06	21,000/-
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. 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. Teaching Faculty: Recruitment - 01; Guest Lecturers-10
Non teaching faculty- 10(casual)

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

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 declares 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?

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

6.11 Activities and support from the Alumni Association

6.12 Activities and support from the Parent – Teacher Association

Revis

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 all affordable measures to keep up an eco-friendly atmosphere in the campus.
3. NCC cadets clean the entire college campus specially litter 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, computerization of administrative work etc.
6. Various social and cultural programmes are being practiced.

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 2013-2014 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 and IIIb.)

7.4 Contribution to environmental awareness / protection

1. Programmes undertaken for plantation of trees by college NSS and NCC Unit.
2. Garden for medicinal plant has been made.
3. Seminars on environmental awareness have been organised.
4. Initiatives have been taken for arsenic microbial analysis.
5. Proper use of computer and E-waste management.
6. 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

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



**Annexure I: MONTHLY STATEMENT OF ACADEMIC CALENDAR:
ACADEMIC SESSION 2013-2014**

MONTH	TOTAL DAYS	TEACHING DAYS	SUNDAYS	HOLIDAYS	SUSPENSION OF CLASSES	UNIVERSITY EXAM	COLLEGE EXAM	REQUISITION OF ELECTION COMMISSION	RECESS	VACATION	REMARKS
JULY 2013	31	10	4	0	12 (Admission)	0	0	5 (18/7 to 23/7)	0	0	0
AUGUST 2013	31	2	4	4 (8/8-Eid-ul-Fitre, 15/8-Independence day, 21/8-Rakhi purnima, 28/8-Janmastami)	1 (Admission to 1st year)	20 (5/8 to 31/8-Part-I Exam)	0	0	0	0	0
SEPTEMBER 2013	30	14	5	0	1	2 (2/8, 3/8-Part-I Exam)	0	8 (17/9 to 25/9)	0	0	0
OCTOBER 2013	31	5	4	2 (2/10-Gandhi birthday, 4/10-Mahalaya)	0	0	0	1 (3/10)	0	19	0
NOVEMBER 2013	30	18	4	2 (15/11-Muharram, 21/11-College Foundation day)	2 (22/11, 23/11-Nabinbaran)	0	0	0	0	4	0
DECEMBER 2013	31	18	5	1 (25/12-X-mass day)	5 (Winter Recess-Principal's discretion)	0	2 (16/12 & 24/12)	0	0	0	0
JANUARY 2014	31	22	4	3 (1/1-New year's day, 14/1-Fateha Dohaz Daham, 23/1-Netaji's birthday)	2	0	0	0	0	0	0
FEBRUARY 2014	28	19	4	3 (4/2, 5/2-Saraswati puja, 27/2-Shivratri)	2	0	0	0	0	0	0
MARCH 2014	31	9	5	1 (17/3-Doljatra)	2	12 (6/3 to 19/3 -Part-III exam)	2	0	0	0	0
APRIL 2014	30	20	4	3 (14/4-Dr. B.R.Ambedkar's birthday, 15/4-Bengali New year day, 18/4-Good Friday)	1	0	2	0	0	0	0
MAY 2014	31	6	4	3 (1/5-May day, 9/5-Rabindra jayanti, 14/5-Buddha purnima)	1	5 (27/5 to 31/5- Part-III Exam)	0	3	9	0	0
JUNE 2014	30	0	5	0	0	23 (2/5 to 27/5)	0	0	2	0	0
TOTAL	365	143	52	21	29	63	6	17	11	23	0

Annexure II: List of purchased equipments (major & minor) including computer software

2013-2014	COMPUTER	2	108900.00
2013-2014	COMPUTER	2	
2013-2014	PRINTER ZOMER	6	18600.00
2013-2014	STEEL ALMIRAH AND SELF	15	47600.00
2013-2014	VOCUME CLENER	2	9980.00
2013-2014	COMPYTER	13	39144.00
2013-2014	DELL PROJECTOR	1	45996.00
2013-2014	PRINTER 1005	1	
2013-2014	ELECTRICAL EQUIPMENTS	35	73106.00
2013-2014	ANTYVIRUS QUICKHEAL	1	900.00
2013-2014	VOCUME CLENER	2	9490.00
2013-2014	COMPUTER	10	400000.00
2013-2014	PRINTER 1136	2	
2013-2014	SCANER HP+CANNON	2	
2013-2014	SOFTWARE WIN-7	2	
2013-2014	UPS	16	
2013-2014	WALL LCD SAMSUNG	1	
2013-2014	WALL LED VIDEOCON	1	
2013-2014	EUREKOFORBES WATER PURIFIER	1	4155.00
2013-2014	4 way Gas cock	1	2200.00
2013-2014	Anderson Bridge with coil	1	6298.00
2013-2014	Bunsen burner	10	650.00
2013-2014	DC Digital Ammeter	4	2730.00
2013-2014	Fume chamber	2	62398.00
2013-2014	Kipp's apparatus	1	3300.00
2013-2014	Lamp & Scale arrangement set	2	5496.00
2013-2014	LPG Burner	22	5280.00
2013-2014	Potentiometer/ Meter Bridge	3	22156.00
2013-2014	Variable Capacitor box	2	2748.00
2013-2014	KIRLOSKER GENERATOR	1	360000.00
2013-2014	ANTIVIRUS QUICKHEAL	3	14522.00
2013-2014	EXTERNAL HARDDISK	2	
2013-2014	ANTIVIRUS QUICKHEAL	1	9135.00
2013-2014	PRINTER 1020	1	
2013-2014	FIRE GUARD	5	36950.00
2013-2014	ANTYVIRUS QUICKHEAL	1	1365.00
	TOTAL	177	1293099.00

Annexure IIIa: BEST PRACTICES (2013-2014)

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 will 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 peoples so that they can know their sense of potable water by testing the water
7. Constraints :
 - Not enough space is available
 - Time for testing of the samples becomes a problem and 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.

Annexure IV.-Plan of Action, 2014-2015, Chakdaha College

1. Curricular activities

- Departmental Heads in consultation with the departmental Colleagues will allocate the syllabus, prepare teaching plan, Model Questions- Answers, departmental profile evaluate students' performance, and place requirement, if any, and report it immediately to the TIC/IQAC-Co-ordinator for documentation and upload in college website.
- Meeting of the Academic Sub Committee will discuss the following matters: teaching through digitized/modern methods- smart class room & power point teaching etc.
- Proposal for commencement of Post Graduate course in Bengali and Political Science, Introduction of Communicative English, Computer Science, Hons course in Philosophy, DODL
- Propaganda for Entry in Service & Remedial Coaching
- Adherence to Academic Calendar.

Teaching, Learning & Evaluation.

1. Monthly Test & reporting the result to the IQAC.
2. At least one class Group discussion between students & all the teachers.
3. At least one class in smart class room per year of each department.
4. To conduct seminar, conference, workshop, etc. (International, National, State, and inter-departmental level).
5. Exhibition of every department in every year.
6. Quiz contest, debate, essay, and music competition.
7. Thalaseamia detection camp, Blood donation Camp.
8. Academic audit (Teachers' attendance, arrival- departure – attendance in Classes according to class routine).
9. Special Coaching in Remedial Classes, considering the diversity of the students of different socio-economic backgrounds subject to the availability of UGC grants for the said scheme.
10. Active student's participation in college NCC and NSS units.

Research, Consultancy & Extension:

1. Application for Major/Minor research projects/ conference/seminar /workshop etc to UGC and other funding agency or Govt.
2. Publication of inter-disciplinary College Journal in every year.
3. Free Access to internet by students, teachers & Non-teaching staff.
4. Co-operation of alumni in research and other activities.
5. Emphasis on teacher's participation in Refresher course, orientation course, Workshop etc.

Infrastructure & Learning Resources:

1. Digitization of Library books.
2. Maintenance of a register of users of Library.
3. E-Books & E Journal Member ship of College in N- List (INFLIBNET).
4. Hard Copy of Journal of each department.
5. Improvement of Departmental Library & Central Library.
6. Arrangement for online purchase of Library books/equipments.
7. Administrative audit- (maintenance and regular update of Asset Register, Stock Register, Ledger Book, Cash Book, Leave Register, Despatch/Receiving system etc.)
8. Yearly financial audit – up to date.
9. Ensuring minimum support system (Chalk, Duster, Black Board, Routine, Students' Register, Chair, table, bench etc) for class teaching-learning in advance.
10. Single Identity Card for 3 years subject to yearly renewal.
11. Boys' Common Room.
12. Sports & Gym (Separate)
13. A new mobile connection for the College.
14. Development of Electricity facilities

Student support & Progression:

1. Students' attendance according to KU Rules – Students' Declaration.
2. Feedback from all stakeholders (particular emphasis given on feedback from students).
3. Grievance Redressal Cell.
4. Placement Cell.
5. Alumni Association
6. Parents' Association

Governance, Leadership & Management:

1. Regular update of College Website.
2. Training of administrative staff- computer, campus care.
3. Broaden the structure of the IQAC and form a NAAC Steering Committee (4-6 members) to be formed who will communicate with the NAAC Team.
4. Updated Service Books & Proceedings of TC meetings.
5. Summary report (yearly) of GB meeting –(No. of GB meeting, major activities, action taken report etc. for AQAR)

Environment Innovation & best practices:

1. Garden for medicinal plant.
2. Vermin Composting plan
3. Gardening inside & outside the College campus.
4. Preparation and Publication of a compendium compiling ENVIS project reports submitted by the students.

Further, some important Points of Discussion

(Ref IQAC Meeting with Non-teaching staff, dated 28.8.2014)

1. Information (ENQUIRY) Centre
2. College Security System (at least Main Gate, Cycle garage)
3. Master plan
4. Naming of different buildings after celebrated persons
5. Update College DATABASE
6. Infrastructure of the Laboratory
7. Guardians' waiting room
8. Display board
9. Cycle garage
10. CHEAP CANTEEN
11. Horticulture & Campus beautifications
12. Extension of LIBRARY BUILDING
13. Computerised LIBRARY & MANUAL cataloguing
14. Extension of Reading Room
15. Improvement of LIBRARY SERVICE
16. Common meeting (with all stakeholders)