

ANNUAL QUALITY ASSURANCE REPORT(AQAR)

2014-2015

CHAKDAHA COLLEGE



P.O.- CHAKDAHA, 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, 2014 to June 30, 2015)

Part – A

1. 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:

www.chakdahacollege.ac.in

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 :

DD/MM/YYYY

27.06.2014

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

2014-2015

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 2013-14 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

N.A.

University with Potential for Excellence

N.A.

UGC-CPE

N.A.

DST Star Scheme

N.A.

UGC-CE

N.A.

UGC-Special Assistance Programme

N.A.

DST-FIST

N.A.

UGC-Innovative PG programmes

N.A.

Any other (*Specify*)

N.A.

UGC-COP Programmes

N.A.

2. IQAC Composition and Activities

2.1 No. of Teachers

08

2.2 No. of Administrative/Technical staff

01

2.3 No. of students

01

2.4 No. of Management representatives

00

2.5 No. of Alumni

01

2.6 No. of any other stakeholder and
community representatives

00

2.7 No. of Employers/ Industrialists

00

2.8 No. of other External Experts

02

2.9 Total No. of members

13

2.10 No. of IQAC meetings held **Three (3)** (Dated: 13.08.2014, 10.09.2014, 9.12.2014)

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

Total Nos. International National State Institution Level

(ii) Themes

Computer awareness- 2, Anti-human Trafficking awareness -1, English departmental seminar -1, NSS- awareness about Blood donation and snake bite awareness programme-1

2.14 Significant Activities and contributions made by IQAC

- ***Prepared and implemented first-time a perspective plan (Action Plan 2014-15) for the college, and Prepared AQAR.***
- ***Provided continuous assistance to prepare SSR for NAAC visit (cycle 2) ,***
- ***Maintained academic and administrative quality activities***
- ***Hosting and develop a new dynamic website for the college (www.chakdahacollege.ac.in) and a separate window/website exclusively for the college-IQAC (www.iqac.chakdahacollege.ac.in) for the purpose of maintaining transparency in all activities of the college***
- ***Conducted online admission,***
- ***Enhance student support system to increase their accessibility to academic facilities,***
- ***Digitization of library,***
- ***Steps undertaken to ensure regular classes,***
- ***Prepared Parents and students' feedback reports,***
- ***Encouraged teacher to participate in research activities and faculty improvement programme,***
- ***Conducted meeting and seminars on regular basis.***

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
Please see Annexure-I	Please see Annexure-I

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

2.16 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body GB

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

1. 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	Statistics & B.Com	Nil	Nil	Nil
Innovative	Project work in different Departments	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	17

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: Please see annexure III*

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

B. Com. Syllabus and Bengali (Hons.) syllabus revised by the affiliating University during 2014-15

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

Introduced three new courses/subjects from the academic year 2014-15:
Honours course in Philosophy (Intake=60) and General courses in Computer Science (Intake=60) and Education (Intake=100)

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	25 F.T (12 P.T)	12	14	-	12 (P.T)

2.2 No. of permanent faculty with Ph.D. 19 (Full time teacher- F.T) + 1 (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
	10	13	-	-	-	-	-	-	-	-

2.4 No. of Guest and Visiting faculty and Temporary faculty 61 - 03

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	02	13	11
Presented papers	0	02	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 163

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 03

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	404	-	22%	-	-	93%
BA/B.Sc/B.Com General Courses	518	-	-	-	-	58.3%

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

Departmental Heads, faculty members and students interact with IQAC coordinator/Principal on regular basis and all issues are discussed in the meeting. Principal/IQAC coordinator/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	00
Faculty exchange programme	00
Staff training conducted by the university	00
Staff training conducted by other institutions	07
Summer / Winter schools, Workshops, etc.	00
Others	2 (STC)

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	16	21	Nil	22
Technical Staff	-	-	-	-

2.15 Plan of Action by IQAC/Outcome

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Agenda no. 4

Criterion – III

3. Research, Consultancy and Extension

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

During 2014-15, IQAC has been formed on 27.06.2014. The IQAC along with 'Research & Publication' sub-committee look after the matters regarding promotion of research by 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	01	Nil	Nil
Outlay in Rs. Lakhs	NA	2.455 Lakhs	NA	NA

3.4 Details on research publications

	International	National	Others
Peer Review Journals	11	06	03
Non-Peer Review Journals	00	01	00
e-Journals	01	00	00
Conference proceedings	00	05	01

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	2015	UGC	2.455 Lakhs	2.125 Lakhs
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	-	-	2.455 Lakhs	2.125 Lakhs

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	01
Sponsoring agencies	Nil	Nil	Nil	Nil	College Fund

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="02"/>
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="11"/>
		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
- ❖ Organizing Blood Donation camp
- ❖ Tree plantation
- ❖ Thalassemia Awareness programme
- ❖ Educational tour conducted by Geography, Botany and Zoology Department
- ❖ NSS Day Celebration
- ❖ Cleaning the Campus and outside
- ❖ Anti Drug Campaigning
- ❖ Snake bite Awareness Programme
- ❖ National Integration Day Celebration
- ❖ Celebration of Independence Day
- ❖ Celebration of Netaji's birthday

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	02	-	-	02
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	715	83	UGC, SAAC, COLLEGE FUND	798
Value of the equipment purchased during the year (Rs)	Rs. 3487908/-	Rs. 255,364/-	UGC, SAAC, COLLEGE FUND	Rs. 3743272/-
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	23350	810116/-	90	26820/-	23440	836936/-
Reference Books	1702		23		1725	-
e-Books	-	-	-	-	-	-
Journals	-	-	120	19410/-	120	19410/-
e-Journals	-	-	N-List Programme	5000/-	N-List Programme	5000/-
Digital Database	-	-	-	-	N-LIST	5000/-
CD & Video	-	-	-	-		
Others (specify)	-	-	Daily News Paper & Magazines	-	Daily News Paper & Magazines	9840/-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	37	01	13	08	01	08	05	01
Added	08	Nil	02	02	Nil	02	01	01
Total	45	01	15	10	01	10	06	02 NCC & NSS

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

Provide 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	0.97860
ii) Campus Infrastructure and facilities	19.63868
iii) Equipment	2.79132
iv) Others	19.73797
Total :	43.14657

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
5226			

(b) No. of students outside the state

00

(c) No. of international students

03

Men	No	%	Women	No	%
	2490	49.55		2736	52.35

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
3528	1232	177	265	04	5206	3033	1676	104	405	08	5226

Demand ratio: 1:6 Dropout : 38.08% (based on entry level and final year of passing)

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

Tutorial Coaching Classes
Coaching for Entry in services

No. of students beneficiaries

–

5.5 No. of students qualified in these examinations

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

A seminar on 'Anti-Human Trafficking' was organized by the Nadia District Police in collaboration with Chakdaha College in the College Campus on 10.03.2015.

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 02

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	522	3,68,700/-
Financial support from government	858	3795850/-
Financial support from other sources	08	27600/-
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:

There were no such major grievances lodged by the students.

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. 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. KOHA still under process; INFLIBNET, N-LIST programme almost implemented.

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 -10 ; Guest Lecturers -05

6.3.8 Industry Interaction / Collaboration

No Industry Interaction has been made so far.

6.3.9 Admission of Students

Admission was done as per guidelines of University of Kalyani. The admission sub-committee headed by the Teacher-in-Charge looked after the overall admission process. Admission was completed by 'On-Line' process.

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?

Planned, but not yet executed

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**
- 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. The 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/NSS volunteers 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, 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 2014-2015 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. Community service provided by NSS Unit, Students' Union and Health Awareness Programme organized by "NCC" and "NARI SAMSAD" to promote community services and Health Awareness Programme in their own way.

7.4 Contribution to environmental awareness / protection

1. Programmes undertaken for plantation of trees by college NSS and NCC Unit.
2. Practice of Vermicompost.
3. Garden for medicinal plant has been made.
4. Seminars on environmental awareness have been organised.
5. Initiatives have been taken for arsenic microbial analysis.
6. Emphasis on proper use of computer and E-waste management.
7. Initiatives taken for conservation of electric energy and reduction of level of carbon dioxide.

7.5 Whether environmental audit was conducted? No

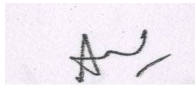
7.6 Any other relevant information the institution wishes to add. (For example SWOC Analysis)

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
CHAKDAHA COLLEGE



Annexure I: Plan of Action 2014-15, Chakdaha College

1. Curricular activities

- To update evaluative report of each department as per NAAC format and to create/update detailed departmental profile including teacher's profile (as per both Excel format and API format), demarcation of syllabus, teaching plan, students information, departmental library, model question-answers etc which are to be submitted to IQAC and uploaded on the College website.
- Proposal for commencement of Post Graduate course in selected subjects and job oriented vocation courses, Introduction of Communicative English, establishment of additional study centres for distance education, establishment of Language laboratory.
- Revival of classes for Entry in Services & Remedial Coaching (UGC-sponsored)
- To prepare Academic Calendar for 2015-16.
- To encourage and motivate faculty members to participate in different workshops relating to revision and up-gradation of syllabus.
- To encourage and motivate faculty members to participate in different faculty development programmes (RC/OP/STC etc.)
- To create new teaching and non-teaching posts.

2. Teaching, Learning & Evaluation

- To conduct meeting of the Academic Sub Committee on regular basis and planning, implementation and monitoring of different academic activities.
- To prepare comprehensive teaching plan and class routine (for peak and slack session) for each department and it is to be implemented accordingly.
- Effective use of ICT in teaching-learning process.
- To conduct tutorial classes and group discussion.
- To encourage the students to participate in in-house seminars.
- To apply for conducting seminar, conference, workshop, etc. to be funded by different funding agencies (International, National, State, and University level).
- To conduct class test (monthly), annual test examinations and evaluation on regular basis and results are to be published through notice board and website within stipulated time.
- To organize health and social awareness programmes (Thalassemia detection camp, Blood donation Camp, Exhibition, Quiz contest, debate, essay, and music competition etc.) with active and effective involvement of students' union, NSS, and NCC units.
- To conduct Academic audit for the last academic year 2014-15.

3. Research, Consultancy & Extension:

- To encourage and motivate faculty members for their active involvement in research activities in contemporary issues /field visit/local project work etc.
- To encourage and motivate faculty members for active participation in seminars/conferences/workshop etc
- To publish an inter-disciplinary College Journal, Souvenir of departmental Re-union, Environmental project reports etc on regular basis.

- To increase accessibility of college internet system by the students, teachers, Non-teaching & Library staff at free of cost.
- To use alumni power in respect of research and other academic activities, and employment opportunities.

4. Infrastructure & Learning Resources:

- Membership of College in N- List (INFLIBNET).
- Improvement of Library services (Departmental & Central Library)
- Maintenance of a register of users of Library.
- Hard Copy of Journal of each department.
- Up to date financial and Administrative audit- (maintenance and regular update of Asset Register, Stock Register, Ledger Book, Cash Book, Leave Register, Despatch/Receiving system etc.)
- Ensuring minimum support system (Chalk, Duster, Black Board, Routine, Students' Register, Chair, table, bench etc) for class teaching-learning in advance.
- Boys' Common Room.
- Guardians' waiting room
- Games and Sports
- Development of Electricity facilities
- Installation of cc TV and instruments for biometric attendance.
- Cycle garage
- Cheap canteen with hygienic food
- Gymnasium and Recreation Room

5. Student support & Progression:

- Encourage students for active participation in college NCC and NSS units.
- Students' attendance according to KU Rules – Students' Declaration.
- Feedback from all stakeholders.
- Grievance Redressal Cell.
- Placement and counselling Cell.
- Alumni Association, Parents' Association
- Students' Aid Fund

6. Governance, Leadership & Management:

- Regular update of College Website.
- Training (computer, Laboratory Instruments, campus care, online admission etc.) to staff.
- To Update Service Books & Proceedings of TC meetings.
- Summary report (yearly) of GB meeting –(No. of GB meeting, major activities, action taken report etc.)
- Online admission
- Office automation

7. Environment Innovation & best practices:

- Plastic and poster free campus and No smoking zone
- Garden for medicinal plant.
- Vermi composting plan
- Gardening inside & outside the College campus.
- Publication of a compendium compiling ENVIS project reports submitted by the students.
- Afforestation programme.
- Arsenic detection and Microbiological testing facilities for drinking water.
- Social and cultural programmes.

**Annexure II: MONTHLY STATEMENT OF ACADEMIC CALENDAR:
ACADEMIC SESSION 2014-2015**

MONTH	TOTAL DAYS	TEACHING DAYS	SUNDAYS	HOLIDAYS	SUSPENSION OF CLASSES	UNIVERSITY EXAM	COLLEGE EXAM	REQUISITION OF ELECTION COMMISSION	RECESS	VACATION	REMARKS
JULY 2014	31	6	4	0	9 (8 days- Admission & 1 day-Exam Preparation)	12 (18/7 to 31/7)	0	0	0	0	
AUGUST 2014	31	5	5	1 (15/8 Independence Day)	0	20 (1/8 to 25/8)	0	0	0	0	
SEPTEMBER 2014	30	22	4	3 (23/9,29/9,30/9 Mahalaya,Puja Vacation)	1 (17/9- Biswakarma Puja)	0	0	0	0	2	
OCTOBER 2014	31	5	4	25 (1/10 - 25/10)(Gandhiji's Birth Day & Puja Vacation)	0	0	0	0	0	25	
NOVEMBER 2014	30	18	5	4 (1/11-Jagadhatri Puja, 4/11- Muharram, 6/11- GuruNanak Birth Day, 21/11 College Foundation Day)	1 (Freshers' welcome- 14/11)	0	0	2 (13/11, 15/11)	0	0	
DECEMBER 2014	31	19	4	1 (25/12- X-mas Day)	7 (5 days- Principal's Discretion, 17/2-Annual Sports, 18/12-Closed after sports)	0	0	0	0	0	0

JANUARY 2015	31	18	4	5 (1/1-New Years Day, 12/1 Vivekananda Biffth Day, 23/1-Netaji Birth Day, 14-Saraswati Puja, 26/1- Republic Day)	2 (1 day- College social, 1 day- Closed after Social)	0	2 (14/1 and 15/1- 3rd Yr Test)	0	0	0	0
FEBRUARY 2015	28	23	4	1 (17/2-Shivratri)	0	0	0	0	0	0	0
MARCH 2015	31	22	5	2 (5/3-Doljatra, 6/3-Holi)	0	0	2 (2/3 and 3/3- 2nd Year Test)	0	0	0	0
APRIL 2015	30	21	4	3 (3/4-Good Friday, 14/4-B.R Ambedkar's birthday, 15/4- Bengali New year's day)	2 (25/4- Municipal election and 27/4-Sudden demise of a student)	0	0	0	0	0	0
MAY 2015	31	3	5	2 (1/5- May Day, 9/5-Rabindra jayanti)	1 (11/5- Exam Preparation)	14 (12/5 to 27/5)	3 (5/5 to 7/5- 1st year test)	0	3	0	0
JUNE 2015	30	0	4	0	0	0	0	0	26*	0	*Online Admission (2015-16) work started from 1.6.15
TOTAL	365	162	52	21	23	46	7	2	29	23	

**Annexure III: EVALUATIVE REPORT ON STUDENTS' FEEDBACK
FOR THE ACADEMIC YEAR 2014-2015**

Students Feedback Analysis

Drawbacks

- Due to more and more student intake, the size of the classrooms for different classes (both Honours and General) is a problem.
- Scarcity of classrooms.
- Library books are available for very little time.
- Need for more books in the library.
- More modernization of the library.
- College canteen improvement required.
- No teacher in Statistics.

Positive Side

- Workload undertaken by the teachers is quite satisfactory.
- Most teachers are available after classes and can be approached.
- Introduction of INFLIBNET in the college library is useful.
- Syllabus is completed in due time.
- NCC and NSS units of the college are active.
- Practical work in most of the department is completed in time.

Comment and Evaluation

Grievances by the students seem to be justified and solutions to these issues would be taken up in the next session.

Annexure IV: BEST PRACTICES (2014-2015)

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.