

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

## **2015-2016**

# **CHAKDAHA COLLEGE**



**P.O.- CHAKDAHA, DIST.- NADIA**

**PIN.-741222, W.B.**

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

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

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

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

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

(For Academic Year: July 1, 2015 to June 30, 2016)

**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. Swagata Das Mohanta, *Principal*

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 2015-16.doc>

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

1.6 Accreditation Details

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

1.7 Date of Establishment of IQAC :

27.06.2014

DD/MM/YYYY

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

2015-16

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)

- AQAR 2010-11 submitted to NAAC on 11.05.2016 (revised version).
- AQAR 2011-12 submitted to NAAC on 22.12.2015 (DD/MM/YYYY), 11.05.2016 (revised version)

- iii. **AQAR 2012-13** submitted to NAAC on 22.12.2015 (DD/MM/YYYY), 11.05.2016 (revised version)  
 iv. **AQAR 2013-14** submitted to NAAC on 22.12.2015 (DD/MM/YYYY), 11.05.2016 (revised version)  
 v. **AQAR 2014-15** submitted to NAAC on 22.12.2015 (DD/MM/YYYY), 11.05.2016 (revised version)

#### 1.10 Institutional Status

University State ☐ Central ☐ Deemed ☐ Private ☐

Affiliated College Yes ☒ No ☐

Constituent College Yes ☐ No ☒

Autonomous college of UGC Yes ☐ No ☒

Regulatory Agency approved Institution Yes ☐ No ☒

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

Type of Institution Co-education ☒ Men ☐ Women ☐

Urban ☒ Rural ☐ Tribal ☐

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

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

#### 1.11 Type of Faculty/Programme

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

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

Others (Specify)

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

UNIVERSITY OF KALYANI

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence

UGC-CPE

DST Star Scheme

UGC-CE

UGC-Special Assistance Programme

DST-FIST

UGC-Innovative PG programmes

Any other (*Specify*)

UGC-COP Programmes

## **2. IQAC Composition and Activities**

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: 30.7.2015, 02.09.2015, 06.04.2016*)**

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

☐

Rs. 300000/-



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

**Quality Improvement in Higher Education (19.8.2015)**

## 2.14 Significant Activities and contributions made by IQAC

- *Prepared Action Plan 2015-16.*
- *Prepared and uploaded AQAR (last 5 yrs.) on the website and submitted to NAAC for re-accreditation (cycle 2).*
- *Extended cooperation and members are actively participated in the preparation of College-SRR (2016) and submit to NAAC for re-accreditation (cycle 2).*
- *Assisted to update college websites [www.chakdahacollege.ac.in](http://www.chakdahacollege.ac.in), [www.igac.chakdahacollege.ac.in](http://www.igac.chakdahacollege.ac.in) ) for the purpose of maintaining transparency in all activities of the college and to encourage paperless activities.*
- *Facilitated to conduct online ([www.chakdahacollege.org](http://www.chakdahacollege.org), [www.chakdahacollege.co.in](http://www.chakdahacollege.co.in)) admission to the first year UG (Hons and General) courses.*
- *Suggested Library sub- committee to improve library services to the students.*
- *Manual and online arrangement for feedback responses from all stakeholders.*
- *Encouraged teacher to participate in faculty improvement programmes and research activities.*
- *Motivated teaching and non-teaching staff to participate seminar/workshop/ conference/training programmes.*

## 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
<b>Please see Annexure-I</b>	<b>Please see Annexure-I</b>

*\*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

Provide the details of the action taken

***AQAR is placed and approved in the GB Meeting, dated 23.03.2017,  
Agenda No. 8***

## 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	<b>17</b> <b>(14 Hons. &amp; 3 Gen. (BA / B.Sc / B.Com) courses)</b>	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	<b>1. NSOU (UG &amp; PG)</b> <b>2. ICE- Computer Centre (DOEACC)</b>	Nil	Nil	<b>Diploma &amp; Certificate courses</b>
<b>Total</b>	<b>17</b>	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	<b>17</b>

1.3 Feedback from stakeholders\* Alumni

(On all aspects)

Mode of feedback :

Online	Parents	Employers	Students
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Manual	Co-operating schools (for PEI)		
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		

**\*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.

***Revised syllabus for Geography (Hons.), Zoology (Hons, Gen.), Education (Hons, Gen.), Philosophy (Hons, Gen.) and English (Hons., Gen) courses by the affiliating University which are implemented from the academic session 2016-17.***

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

***Philosophy (Hons), Education (General), Computer Science (General) courses***

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
19 F.T (12 CWTT & PTT)	11	08	-	12

2.2 No. of permanent faculty with Ph.D.

14

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	18	-	-	-	-	-	-	-	18

2.4 No. of Guest and Visiting faculty and Temporary faculty

77

-

-

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	01	08	02
Presented papers	02	17	00
Resource Persons	00	00	00

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

- Using modern technology in teaching –learning process.
- 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

159

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

71%

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
BA/B.Sc/B.Com Hons. Courses	<b>422</b>	-	<b>30.53</b>	-	-	<b>84.60</b>
BA/B.Sc/B.Com General Courses	<b>518</b>	-	<b>0.02</b>	-	-	<b>58.30</b>

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

*Departmental Heads, faculty members and students interact with IQAC Chairperson and Co-ordinator 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 issues, if any, in the meeting and providing useful suggestions for quality improvement in the college through discussion and participation of the concerned stakeholders.*

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	00
Faculty exchange programme	00
Staff training conducted by the university	00
Staff training conducted by other institutions	00
Summer / Winter schools, Workshops, etc.	00
Others	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	14	23	Nil	00
Technical Staff	-	-	-	-

## Criterion – III

### 3. Research, Consultancy and Extension

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

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	01	Nil	Nil
Outlay in Rs. Lakhs <i>(One faculty member is working as Project Co-Director)</i>	NA	<b><i>Rs. 1800000/-* ICSSR- RPS at West Bengal State University (www.icssrwbsu.in)</i></b>	NA	NA

#### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	Nil		Nil	Nil
Outlay in Rs. Lakhs	<b><i>2.45 Lakh</i></b>		NA	NA

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	<b><i>13</i></b>	<b><i>09</i></b>	<b><i>07</i></b>
Non-Peer Review Journals	<b><i>00</i></b>	<b><i>00</i></b>	<b><i>00</i></b>
e-Journals	<b><i>00</i></b>	<b><i>00</i></b>	<b><i>00</i></b>
Conference proceedings	<b><i>00</i></b>	<b><i>00</i></b>	<b><i>00</i></b>

#### 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	-	-	-	-

3.7 No. of books published i) With ISBN No. **01** Chapters in Edited Books **07**

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

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

year

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

03

Enrolled-03

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

Nil

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

JRF

NA

SRF

NA

Project Fellows

NA

Any other

NA

3.21 No. of students Participated in NSS events:

University level

04

State level

00

National level

00

International level

00

3.22 No. of students participated in NCC events:

University level

00

State level

05

National level

10

International level

00

3.23 No. of Awards won in NSS:

University level

02

State level

00

National level

00

International level

00

3.24 No. of Awards won in NCC:

University level

00

State level

01

National level

02

International level

00

3.25 No. of Extension activities organized

University forum

NA

College forum

Nil

NCC

05

NSS

02

Any other

Educational tour = 03

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

- ❖ Extension Lecture (21.11.2015)
- ❖ Plantation Programme (24.11.2015),
- ❖ Kanyashree Mela (24.11.2015 to 01.12.2015 ),
- ❖ Thalassaemia Awareness Programme (28.11.2015 to 01.12.2015),
- ❖ Swastho Ujjwal Jiboncharja (Healthy Lifestyle of Women) (01.12.2015),
- ❖ Sexual Harassment, The 2013 Act and Higher Education Institution(10.02.2016),
- ❖ Bhasha Dibos(26.02.2016),
- ❖ Vermi Compost Programme (18.05.2016)
- ❖ Organizing NSS Special Camp
- ❖ Organizing Blood Donation camp
- ❖ NSS Day Celebration
- ❖ Anti Drug 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	34	-	-	34
Laboratories	11	-	UGC	11
Seminar Halls	02	-	UGC	02
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.		Please see Annexure IV		
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	23350	810116/-	51	7828/-	23491	844764/-
Reference Books	1702		20		1745	
e-Books	-	-	-	-	-	-
Journals	-	-	-	-	-	-
e-Journals	-	-	N-List Programme	5725/-	N-List Programme	5725/-
Digital Database	-	-	-	-	-	-
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	45	01	15	10	01	10	06	02 NCC & NSS
Added	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil
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	2.18350
ii) Campus Infrastructure and facilities	17.60144
iii) Equipment	1.96287
iv) Others	28.00
<b>Total :</b>	<b>49.74781</b>

## Criterion – V

### 5. Student Support and Progression

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

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

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

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

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

UG	PG	Ph. D.	Others
4942			

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

00

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

00

No	%
2414	50.8

Men

No	%
2430	49.2

Women

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
3033	1676	104	405	08	5226	2637	1146	807	348	10	4942

Demand ratio: 1:6      Dropout (%): (based on Part I): ***Hons. courses: 4.1%, Gen. courses: 10.7%***

#### 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

A large section of the students

#### 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

**Career Counseling programme held on 15.03.2016 by the George Telegraph**

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

A seminar on Swastho Ujjwal Jiboncharja (Healthy Lifestyle of Women) (01.12.2015)

## 5.9 Students Activities

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

State/ University level

30

National level

0

International level

0

No. of students participated in cultural events 01

State/ University level

01

National level

International level

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

Sports : State/ University level

12

National level

0

International level

0

Cultural: State/ University level

01

National level

0

International level

0

#### 5.10 Scholarships and Financial Support

	Number of students	Amount (Rs.)
Financial support from institution	-	-
Financial support from government	650	1625000
Financial support from other sources	-	-
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 neighbouring society in all possible ways
- To impart value based education to make the students responsible citizens in future
- To maintain transparencies in all college activities.

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

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

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

##### 6.3.1 Curriculum Development

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

##### 6.3.2 Teaching and Learning

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

##### 6.3.3 Examination and Evaluation

Regular class test (viva/written), and Test examination of Honours and pass Students were held. 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 facilities. The Library is resourceful and is used by students and staff. Library is using KOHA software; INFLIBNET, N-LIST programme is 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 is recruited through the WBCSC. However, recruitment of guest lecturers and other office staff/casual staff is made by the GB as per administrative and academic requirements.

#### 6.3.8 Industry Interaction / Collaboration

No Industry Interaction has been made so far.

#### 6.3.9 Admission of Students

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

6.4 Welfare schemes  
for

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

6.5 Total corpus fund generated

Nil



6.6 Whether annual financial audit has been done      Yes ☒      No ☐

6.7 Whether Academic and Administrative Audit (AAA) has been done? **No**

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

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

For UG Programmes      Yes ☐      No ☒

For PG Programmes      Yes ☐      No ☐

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

Not Applicable

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

Not Applicable

6.11 Activities and support from the Alumni Association

Alumni Association between past and present students has been formed in 2007 and already been registered. It is functioning.

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

NA

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 littered 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 2015-2016 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). ***(Please see annexure Va)***
2. Community 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 Vb)***

***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.

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

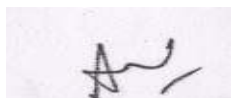
**7.6 Any other relevant information the institution wishes to add. (For example SWOC Analysis)**

At the close of each academic session SWOC Analysis is done by each department.

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

*Please see Annexure VI*

Name **Dr. Arun Kumar Nandi**



Signature of the Coordinator, IQAC

Co-ordinator  
IQAC, Chakdaha College

Name **Dr. Swagata DasMohanta**



Signature of the Chairperson, IQAC

Principal  
CHAKDAHARA COLLEGE



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### **Annexure I: Plan of Action and Achievements in 2015-16, Chakdaha College**

Plan of action	Achievements
<p><b>1. <u>Curricular activities</u></b></p> <ul style="list-style-type: none"> <li>i) Participation in curriculum design and development by faculty members.</li> <li>ii) Open up New PG and UG courses</li> <li>iii) Adherence to Academic Calendar</li> </ul>	<ul style="list-style-type: none"> <li>i) Three faculties (two from Chemistry and one from Economics) actively involved in UG curriculum design and development at Kalyani University as Member of Board of UG studies. Besides, two faculty members (one from Chemistry and one from Economics) working as Moderator of Gour Banga University and West Bengal State University.</li> <li>ii) Applied for opening up PG course in commerce. Honours Course (UG) in Philosophy and general courses in Education and Computer Science are already introduced (w.e.f academic year 2015-16).</li> <li>iii) The college mainly follows UG Academic Calendar of the University of Kalyani as affiliated college.</li> </ul>
<p><b>2. <u>Teaching, Learning &amp; Evaluation</u></b></p> <ul style="list-style-type: none"> <li>i) Teaching –learning as per teaching plan to be prepared by the departmental faculties.</li> <li>ii) C-ordinates with Academic Sub Committee on regular basis and prepare action taken report.</li> <li>iii) Intensive use of ICT in Teaching.</li> <li>iv) Field visit and Project work as a part of syllabus.</li> <li>v) To conduct seminars/workshop/ group discussion etc.</li> <li>vi) To conduct test examination (monthly and annual)</li> <li>vii) Academic audit to be conducted.</li> </ul>	<ul style="list-style-type: none"> <li>i) Teaching plan done and implemented to a large extent in most of the departments</li> <li>ii) Meetings held and discussed academic agenda for improvement.</li> <li>iii) Very Few departments used projectors, computer, laptop, ppt &amp; pdf files for class teaching. Smart Class room is not yet used for teaching. But many students are using mobile services for Google search for their study materials and they access to online open library services (N-LIST).</li> <li>iv) Project work on environmental issues is compulsory for all the 1<sup>st</sup> year students. Some of the departments also completed their field visit programmes successfully.</li> <li>v) Conducted several college level seminars and tutorial classes held on regular basis as an integral part of class routine.</li> <li>vi) Department conducted test exam. as and when required but not on the monthly basis. College conducted annual exam as per academic calendar.</li> <li>vii) Initiatives are taken to conduct Academic audit for both the year 2014-15 and 2015-16.</li> </ul>
<p><b>3. <u>Research, Consultancy &amp; Extension</u></b></p> <ul style="list-style-type: none"> <li>i) To encourage and motivate faculty members for their active involvement in research activities in contemporary issues /field visit/local project work etc.</li> <li>ii) To encourage and motivate faculty</li> </ul>	<ul style="list-style-type: none"> <li>i) Two faculty members (one from Commerce and other from Economics) submitted their application for UGC-MRP (minor). There is one ongoing ICSSR-Sponsored Research Project, collaboration with the Department of</li> </ul>

<p>members for active participation in seminars/conferences/workshop etc</p> <p>iii) To publish an inter-disciplinary College Journal, Souvenir of departmental Re-union, Environmental project reports etc on regular basis.</p> <p>iv) To increase accessibility of college internet system by the students, teachers, Non-teaching &amp; Library staff at free of cost.</p> <p>v) To establish close link with Alumni for their co-operation in research and other academic activities.</p>	<p>Economics, West Bengal State University.</p> <p>ii) Faculty members are actively participated in faculty development programmes and they also presented research papers in different National and International seminars/conferences/ symposium/ workshops.</p> <p>iii) An inter-disciplinary college journal (International level) : “RAY” is already published. Departmental magazines and Re-union Souvenirs are published on regular basis.</p> <p>iv) There is a separate research room with books out of MRP fund and a computer for the researchers. A computer with internet facilities is already installed in the Teachers’ room to equip with modern technology and access to learning resources of international standard.</p> <p>v) Chakdaha College Alumni Association is already established and registered and it is functioning with the goals of the institute.</p>
<p><b>4. <u>Infrastructure &amp; Learning Resources</u></b></p> <p>i) E-Books &amp; E Journal Member ship of College in N- List (INFLIBNET)</p> <p>ii) Digitization of Library and improvement of library services.</p> <p>iii) Improvement of Departmental Library.</p> <p>iv) Class teaching and learning devices improvements.</p> <p>v) To update Financial Audit, cash book, asset register, leave register etc.</p> <p>vi) Facilities for sports and Gymnasium.</p>	<p>i) Renewed membership of N-LIST</p> <p>ii) Library software KOHA is installed in offline mode but the students can access library services through online OPAC system.</p> <p>iii) All the departments upgrade their libraries.</p> <p>iv) Besides audio-visual facilities, two additional LCD projectors are installed for teaching learning purposes.</p> <p>v) Financial audit is up to date. Leave register is yet to update.</p> <p>vi) Some sports facilities are developed but Gymnasium is not completed.</p>
<p><b>5. <u>Student support &amp; Progression</u></b></p> <p>i) Encourage students for active participation in college NCC and NSS units.</p> <p>ii) Students’ attendance according to KU Rules – Students’ Declaration.</p> <p>iii) Feedback from all stakeholders.</p> <p>iv) Grievance Redressal Cell.</p> <p>v) Placement and counselling Cell.</p> <p>vi) Alumni Association, Parents’ Association</p>	<p>i) Students are actively participated in the NSS and NCC programmes.</p> <p>ii) Not done.</p> <p>iii) Feedback from students and Alumni done following both manual and online process.</p> <p>iv) Already existed. Grievances solved on case to case basis.</p> <p>v) Placement campaign is not possible due to stringent examination schedule.</p> <p>vi) Suggestions are invited from both the associations for overall development of the college and acted accordingly.</p>
<p><b>6. <u>Governance, Leadership &amp; Management</u></b></p> <p>i) Regular update of College Website.</p> <p>ii) Training (computer, Laboratory Instruments, campus care, online</p>	<p>i) Websites for the college are updated regularly with the help of the external agency.</p>

<p>admission etc.) to staff.</p> <p>iii) To Update Service Books &amp; Proceedings of TC meetings.</p> <p>iv) Summary report (yearly) of GB meeting – (No. of GB meeting, major activities, action taken report etc.)</p>	<p>ii) Teaching and non-teaching staff re-availed computer training from the college computer centre at free of cost as per MOU with the Institute of Computer Engineers.</p> <p>iii) Done</p> <p>iv) Executed following the action taken by the GB.</p>
<p><b>7. <u>Environment Innovation &amp; best practices</u></b></p> <p>i) Garden for medicinal plant.</p> <p>ii) Vermi Composting plan</p> <p>iii) Gardening inside &amp; outside the College campus.</p> <p>iv) Preparation and Publication of a compendium compiling ENVIS project reports submitted by the students.</p>	<p>i) Done-Poly House</p> <p>ii) Done</p> <p>iii) Ongoing process</p> <p>iv) Yet to prepare.</p>



**Annexure-II MONTHLY STATEMENT OF ACADEMIC CALENDAR:**

**ACADEMIC SESSION 2015 – 2016**

MONTH	TOTAL DAYS	TEACHING DAYS	SUNDAYS	HOLIDAYS	SUSPENSION OF CLASSES DUE TO COLLEGE ACTIVITY	SUSPENSION OF CLASSES DUE TO UNIVERSITY EXAM	OF CLASSES DUE TO COLLEGE REQUISITION OF ELECTION COMMISSION	RECESS	VACATION	REMARKS
JULY 2015	31	21	4	1 (18/8 - Id-ul-Fitre)	5 (5 days Admissio n work 2015-16)	0	0	0	0	0
AUGU ST 2015	31	15	5	1 (15/8 - Independence Day)	1 (19/8 - Seminar on Quality Improve ment in Higher Educatio n)	9 (21/8 to 31/8 Part- II)	0	0	0	0
SEPTE MBER 2015	30	2	4	1 (24/9 - Id-ud-Zoha)	1 (23/9 - Principal' s discretio n)	22 (1/9 to 22/9 Part - II & 28/9 to 30/9 Part - I)	0	0	0	0
OCTO BER 2015	31	0	4	2 (2/10 - Gandhiji's Birth Day, 12/10 - Mahalaya)	0	13 (1/10 to 17/10 Part - I)	0	0	0	12
NOVE MBER 2015	30	11	5	3 (14/11 - Childrens' day, 4/11 - Muharram, 25/11 - Gurunanak Birth Day, 21/11 - College Foundation Day)	0	0	0	0	0	11
DECE MBER 2015	31	20	4	1 (25/12 - X-Mass day)	6 (26/12 to 31/12 - Principal' s Discretio n, 24/12 - Closed)	0	0	0	0	0

JANUARY 2016	31	21	5	4 (1/1 - New Year Day, 12/1 - Vivekananda's Birth Day, 23/1 - Netaji's Birth Day, 26/1 - Republic Day)	1 (21/1 - Closed after Sports)	0	0	0	0	0	0
FEBRUARY 2016	29	21	4	1 (15/2 - Saraswati Puja)	2 (8/1 - Sudden demise of staff, 18/2 - Closed after Social)	0	1 (20/2 - 3rd year test)	0	0	0	0
MARCH 2016	31	19	4	6 (7/3 - Shivratri, 19/3 - Election training, 23/3 - Doljatra, 24/3 -Holi, 25/3 - Good Friday, 26/3 - Closed)	0	0	2 (29/3 to 30/3 - 2nd & 1st Year Test)	0	0	0	0
APRIL 2016	30	17	4	1 (14/4 - Dr. B. R. Ambedkar's birth day and Bengali New Year)	0	0	0	8 (15/4 to 23/4)	0	0	0
MAY 2016	31	12	5	0	0	4 (27/5 to 31/5 - Part III)	0	0	10	0	0
JUNE 2016	30	0	4	0	0	6 (1/6 to 7/6 - Part III)	0	0	20*	0	*Including Admission (2016-17) work
<b>TOTAL</b>	<b>366</b>	<b>159</b>	<b>52</b>	<b>21</b>	<b>16</b>	<b>54</b>	<b>3</b>	<b>8</b>	<b>30</b>	<b>23</b>	

### **Annexure III: STUDENTS' FEEDBACK REPORT: 2015-2016**

The process or mechanism of feedback collection developed by IQAC-Chakdaha College is both format method and direct interaction with stakeholders through online and offline systems. The IQAC, Chakdaha College took an initiative to collect students' feedback since the academic year 2014-2015 with a given format (both online and manual methods). The focus of the students' feedback (format-Bengali and English version) is to cover the different aspects of college e.g. overall teaching- learning, campus amenities, infrastructure (academic and administrative) facilities, and teacher's appraisal by the students. There were 15 items on teaching-learning, campus amenities & infrastructure facilities and 5 items on teachers' appraisal. Each item of the questionnaire was subject to 5 scales of opinion viz. A (excellent), B (good), C (fair), D (poor), E (very poor). Students are requested to put A, B, C, D or E against each item freely as per their perception and honesty. The questionnaires were distributed among the Part-III students at the time of filling up of 'forms' to appear at Part III Examination 2016.

The feedbacks analysis reveals that the performance of teachers regarding overall teaching-learning process is good in each department. The opinion regarding completion of syllabus is fair. Some students opined that there is a need to open up some job-oriented new courses in our college. Regarding campus amenities, infrastructure (academic and administrative) facilities they have positive view but to improve access to support services.

The overall feedback is satisfactory.

The good side of the report on overall teaching, amenities and infrastructure:

- 1) Campus cleanliness
- 2) Cooperative role of Non-teaching staff and students Union
- 3) Most teachers are available after classes and can be approached
- 4) NCC and NSS units of the college are actively functioning.
- 5) Field visit programmes for project work are very interesting.

#### **Drawbacks**

- 1) Shortage of number of classes (part II and part III)
- 2) Lack of full strength permanent faculty
- 3) Lack of sufficient book lending facilities
- 4) Duration of book lending facility is too short due to various official obligations, such as delay of library card, no lending facility during exam and recess.
- 5) They urge the college authority to extend the library book lending facilities from the date of commencement of classes to the end of university examination. This may help to the financially weaker students.

# Annexure IV: List of purchased equipments (major & minor)

STOCK REGISTER										Page No. 16
Name of the Article <u>Equipments</u>										
FOR THE YEAR - <u>2015-16</u>										
RECEIVED					ISSUED					
10. Remarks Signature & Date	1. Date	2. Inward Chitikan No.	3. From whom Received and other Particulars	4. Quantity Received	5. Date	6. Outward Chitikan No.	7. To whom Issued and other Particulars	8. Quantity Issued	9. Balance in stock Col 4-8	10. Remarks Signature & Date
	17/12/15	37/15-16	D. Tech.				Physics	(1)	Nil	
			Newton's Ring Lens	(1)						
			Rs. 2510.00							
			Val 342.00							
			Total 2862.00							
	15/12/15	57/15-16	Eureka Forbes							
			Heavy Metal Remover							
			Rs. 1995.00							
	15/12/15	655/15-16	Eureka Forbes							
			1/2 heavy iron							
			Crucible							
			Rs. 1995.00							

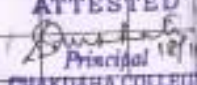
**ATTESTED**  
Principal  
**CHANDANA COLLEGE**

404

Name of the Article Equipments  
FOR THE YEAR - 2015-16

ATTESTED  
Principal 14/11/16  
CHAKDAH College



RECEIVED				ISSUED							R
1 Date	2 Inward Challan No.	3 From whom Received and other Particulars	4 Quantity Received	5 Date	6 Outward Challan No.	7 To whom Issued and other Particulars	8 Quantity Issued	9 Balance in stock Col 4-8	10 Remarks Signature & Date	11 Inward Challan No.	12 P t
3/7/15		From CENSIA	9	3/7/15		Botany dept.	9	NV			
		① Ocucular Micrometer ERMA @ Rs. 280									
		X 9									
		② Stage Micrometer ERMA @ Rs. 990 each	9	"		Botany dept.	9	NV			
		③ Diccator 12" dia	01	"		Botany dept.	01	NV			
		TARSON Code no. 401040, Rs. 4194									
		④ Camera Lucida Prism type - Cooke @ Rs. 1800.-w	8	"		Botany dept.	8	NV			
4/7/15	232/15-16	From CENSIA	01	4/7/15		Chemistry dept.	01	NV			
		① Polymimeter Quanta PL-200 - Cooke Rs. 2,600.-w									
		② Digital Potentiometer, Model - Eq-601 Equipments with electrode Rs. 9,900.-w	01	"		Chemistry dept.	01	NV			
		③ ABBE Refractometer, Model - RL-1 - Cooke, Rs. 10,400.-w	01	"		Chemistry dept.	01	NV			
6/7/15	147/15-16	From SAHA ELECTRONICS B282 SWCH L G. REF. SL NO-107448 Rs. 22,300.-w	01	"		Chemistry dept.	01	NV			
<b>ATTESTED</b>  Principal 18/11/16 <b>CHAKDAH COLLEGE</b>											









### **Annexure Va: BEST PRACTICES – 1 (2015-2016)**

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 Vb: BEST PRACTICES - 2 (2015-2016)**

**(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:** Initially two NSS units worked with the motivation of making the students not only good academicians but also good humans and nationals. But on and from 2015-2016 the said units have been reduced to one as per the statute of the University of Kalyani. 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:** 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 in 2014 and 2015 when the students of our college occupied second positions for group - dance, solo song and cultural events respectively.

**(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 Nabin- 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.

#### **(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 VIa

Amr  
18/7/16

Sumanjyoti  
18/7/16

~~Draft~~

### Plan of action, 2016-2017, Chakdaha College

#### 1. Curricular activities

- Participation in UG Board of studies meeting/syllabus related workshops and seminars.
- 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 ~~Departmental~~ 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- intensive use of smart class room & power point teaching etc.
- Proposal for commencement of Post Graduate course (Bengali & Commerce).
- Emphasis on creation of new teaching and non-teaching posts.
- Revival of UGC schemes for Entry in Service & Remedial Coaching
- Adherence to Academic Calendar.

#### Teaching, Learning & Evaluation.

- Regularity in class teaching and continuous evaluation system.
- At least one class per week for tutorial for honours students.
- Intensive use of modern teaching aids.
- To conduct seminar, conference, workshop, exhibition etc. (International, National, State, and inter-departmental level).
- Quiz contest, debate, essay, and music competition.
- Thalasaemia detection camp, Blood donation Camp.
- Academic audit, administrative audit, environmental audit.
- Active student's participation in college NCC and NSS units.

#### Research Compliancy & Extension:

- Application for Major/Minor research projects/ conference/seminar /workshop etc to UGC and other funding agency or Govt.
- Publication of inter-disciplinary College Journal with ISSN No..
- Free Access to internet by students, teachers & Non-teaching staff.
- Co-operation of alumni in research and other activities.
- Emphasis on teacher's participation in Refresher course, orientation course, Workshop etc.

#### Infrastructure & Learning Resources:

- Digitization of Library books.
- Maintenance of a register of users of Library.
- E-Books & E Journal and continuation of Member ship of College in N- List (INFLIBNET).
- Hard Copy of Journal of each department.
- Improvement of Departmental Library & Central Library.
- Arrangement for online purchase of Library books/equipments/furniture etc.
- Maintenance and regular update of Asset Register, Stock Register, Ledger Book, Cash Book, Leave Register, Despatch/Receiving system etc.
- Yearly financial audit – up to date.
- Ensuring minimum support system (Chalk, Duster, Black Board, Routine, Students' Register, Chair, table, bench etc) for class teaching-learning in advance.
- Arrangement of Students Identity Card and Library card within appropriate time.
- Provide Sports equipments & Gym facilities to students and encourage them participation different games and sports
- Development of Electricity facilities

#### Student support & Progression:

- Students' attendance according to KU Rules – Students' Declaration.
- Feedback from all stakeholders (particular emphasis given on feedback from students).
- Grievance Redressal Cell.
- Placement Cell.
- Alumni Association registration
- Parents' Association registration



**Governance, Leadership & Management:**

- Preparation for NAAC visit (cycle 2)
- Regular update of College Website.
- Use of bio-metric systems for increase in paperless activities.
- Training of administrative staff- comouter, campus care etc.
- Updated Service Books & Proceedings of TC meetings.
- Summary report (yearly) of GB meeting -(No. of GB meeting, major activities, action taken report etc. for AQAR)
- College Security System (effective use CCTV)
- Master plan
- Guardians' waiting room
- Canteen

**Environment Innovation & best practices:**

- Rain water harvesting for laboratory use.
- Installation of Solar system
- Continuation of Garden for medicinal plant, Vermin Composting, Gardening inside & outside the College campus.
- Preparation and Publication of a compendium compiling ENVIS project reports submitted by the students.

## **Annexure VIb:**

### **CHAKDAHA COLLEGE**

#### **ACADEMIC CALENDAR 2016-17**

**(Approved by Governing Body, Vide GB Meeting, Dated: 11.05.2016, Agendum 7)**

- 1. Academic Session:** 1st July, 2016 to 30<sup>th</sup> June, 2017
- 2. College Working Hours:** Day Section: 11.00 AM -5.00 PM,  
Morning Section: 7AM -10.45 AM
- 3. Admission to 1<sup>st</sup> year B.A/B.Sc/B. Com. (Hons & General) courses:**  
  
Admission (online and strictly on merit basis) to different UG courses starts within three working days after announcing of H.S (10+2) result of WBCHSE following the guidelines of University of Kalyani and Department of Higher Education, Govt. of West Bengal.
- 4. Registration of 1<sup>st</sup> year students:** As per KU Academic Calendar for UG courses
- 5. Enrolment to 2<sup>nd</sup> /3<sup>rd</sup> year B.A/B.Sc/B. Com. (Hons & General) courses:**  
Candidates appearing at Part-I/II examinations shall be enrolled provisionally in the 2<sup>nd</sup> /3<sup>rd</sup> year classes respectively within 15 days from the date of completion of the said examinations.
- 6. Commencement of 1st year Classes:** 1<sup>st</sup> July, 2016 for both Hons. Courses and general courses (as per KU notification).
- 7. Class Test:** Continuous (monthly) evaluation for Honours courses; as and when required by the Department
- 8. College Test Examination:** As per KU Academic Calendar for UG courses
- 9. Results of Test Examination:** Within 15 days of Test Examination
- 10. Students' Aid Fund Meeting:** Just before form fill up for KU Examination
- 11. Form fill up for KU Examination:** As per KU notification
- 12. Commencement of University Examination:** As per KU Academic Calendar for UG courses
- 13. Results of University Examinations:** As per KU Academic Calendar for UG courses
- 14. Alumni Association Meeting:** 6<sup>th</sup> October, 2016.

**15. Parents – Teachers Meeting:** 2<sup>nd</sup> Week of December, 2016 and /or as and when required by the Departments.

**16. College Social Function:** 2<sup>nd</sup> Week of January, 2017

**17. College Annual Sports:** 2<sup>nd</sup> Week of December, 2016

**18. Seminar/conference/Workshop:**

i) **International/National/State:** As sanctioned by the funding authority

ii) **In house seminars:** To be arranged by the departments

**19. Computer Awareness and training programme:**

i) After Test Examination (for students)

ii) During Recess (for staff & faculty)

**20. Health Awareness Programme/Blood Donation Camp:** 3rd Week of December, 2016

**21. Career Counseling and Placement:** 3rd Week of December, 2016

**22. College Foundation Day:** 21<sup>st</sup> November, 2016

**23. Social/Cultural Programmes:** Sarodotsav (5<sup>th</sup> October, 2016), Basantosav (before Summer Recess, 2016), Bhasa Divas (21<sup>st</sup> February, 2017)

**24. Holidays and Recess:** ‘List of Holidays 2016’ prepared as per KU guidelines.

UNIVERSITY OF KALINGA  
BBSAR, ODISHA-751005



## Academic calendar for B.A./B.Sc/B.Com (Hons, Major and General) Courses for the Academic Year 2016 - 17

Courses (B.A./B.Sc/B.Com)	Admission/Enrollment	Commencement of classes	Scheduling of Registration fees to the University	Starting of Examination term to the Colleges	Scheduling of Examination term to the University	Commencement of University Examinations	Publication of Results
Part-III	Within 15 days from the date of completion of Part-II Exam.	Within 5 days from the last date of enrollment.	—	1 <sup>st</sup> week of February, 2017	Last week of February, 2017	Last week of March, 2017	Within June, 2017
Part-II	Within 15 days from the date of completion of Part-I Exam.	Within 5 days from the last date of enrollment.	—	1 <sup>st</sup> week of April, 2017	Last week of April, 2017	Last week of May, 2017	Within 90 days from the last date of Examination
Part-I	Given, order to be followed	1 <sup>st</sup> July, 2016	30 <sup>th</sup> September, 2016	1 <sup>st</sup> week of June, 2017	Last week of June, 2017	Last week of July, 2017	Within 90 days from the last date of Examination

NOTE: 1. Dates as mentioned are provisional. It may be changed due to reasonable circumstances. 2. Last date of change of subjects/streams within 25 days from the last date of admission to the 1<sup>st</sup> year degree courses.

Approved  
21.01.2016

*[Signature]*  
21/01/16

*[Signature]*  
21/01/16



UNIVERSITY OF KALYANI



Department of Controller of Examinations

UNIVERSITY OF KALYANI  
VICE-CHANCELLOR'S SECRETARIAT  
DIARY NO. VOL. 54129

SCHEDULE FOR UNIVERSITY EXAMINATIONS, 2016-2017  
EXAMINATION CALENDAR

NAME OF THE EXAMINATIONS	DATE OF COMMENCEMENT (THEORY)	DATE OF COMMENCEMENT (PRACTICAL)	EXPECTED DATE OF PUBLICATION OF RESULT
HONOURS AND MAJOR THEORETICAL PAPERS OF PART - III (HONOURS EXAMINATIONS, 2017)	02.03.2017	TO BE COMPLETED BETWEEN 27.03.2017 TO 31.03.2017	21.04.2017
GENERAL THEORETICAL PAPERS OF PART - III GENERAL EXAMINATIONS, 2017	07.03.2017	TO BE COMPLETED BETWEEN 01.04.2017 TO 15.04.2017	22.05.2017
HONOURS AND MAJOR THEORETICAL PAPERS OF PART - II EXAMINATIONS, 2017	23.02.2017	TO BE COMPLETED BETWEEN 12.06.2017 TO 16.06.2017	23.08.2017
GENERAL THEORETICAL PAPERS FOR HONOURS AND MAJOR CANDIDATES OF PART - II EXAMINATIONS, 2017	29.02.2017	TO BE COMPLETED BETWEEN 06.07.2017 TO 15.07.2017	
GENERAL THEORETICAL PAPERS FOR GENERAL CANDIDATES ONLY OF PART - II EXAMINATIONS, 2017	19.06.2017	TO BE COMPLETED BETWEEN 06.07.2017 TO 15.07.2017	
HONOURS AND MAJOR THEORETICAL PAPERS FOR PART - I EXAMINATIONS, 2017	25.07.2017	TO BE COMPLETED BETWEEN 21.08.2017 TO 31.08.2017	30.11.2017
GENERAL THEORETICAL PAPERS FOR HONOURS AND MAJOR CANDIDATES OF PART - I EXAMINATIONS, 2017	31.07.2017	28.08.2017 TO 21.09.2017	
GENERAL THEORETICAL PAPERS FOR GENERAL CANDIDATES ONLY OF PART - I EXAMINATIONS, 2017	17.08.2017		
M.A. PART-II (DDEI)	01.12.2016		10.02.2017
M.A. PART-I (DDEI)	04.12.2016		24.02.2017
B.Ed 3 <sup>rd</sup> SEMESTER	10.01.2017	19.12.2016 TO 31.12.2016	22.02.2017
B.Ed 3 <sup>rd</sup> & 4 <sup>th</sup> SEMESTER	13.01.2017	19.12.2016 TO 31.12.2016	11.02.2017
B.Ed 4 <sup>th</sup> SEMESTER	14.07.2017	27.06.2017 TO 10.07.2017	31.08.2017
B.Ed 2 <sup>nd</sup> & 4 <sup>th</sup> SEMESTER	01.07.2017	25.06.2017 TO 30.06.2017	19.08.2017
B.A. LL.B (H) 1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> , 4 <sup>th</sup> , 5 <sup>th</sup> SEM	07.12.2016		05.02.2017
B.A. LL.B (H) 2 <sup>nd</sup> , 3 <sup>rd</sup> , 4 <sup>th</sup> & 5 <sup>th</sup> SEM	07.06.2017		19.08.2017

Controller of Examinations

CONTROLLER OF EXAMINATIONS  
University of Kalyani  
Kalyani-741235, Nadia, (W.B.)

## HOLIDAY LIST - 2016

Sl. No.	Occasion	Month	Date	Day	No. of day (s)
1	New Year's Day	January	01	Friday	01
2	Netaji's Birth Day	January	23	Saturday	01
3	Republic Day	January	26	Tuesday	01
4	Saraswati Puja	February	13, 14	Sat., Sun.	01
5	Mahashivratri	March	07	Monday	01
6	Doljatra	March	23	Wednesday	01
7	Good Friday	March	25	Friday	01
8	Bengali New Year's Day	April	14	Tuesday	01
9	May Day	May	01	Sunday	00
10	Rabindra Jayanti	May	08	Sunday	00
11	Id-Ul-Fitr	July	06	Wednesday	01
12	Independence Day	August	15	Monday	01
13	Rakhi Purnima	August	18	Thursday	01
14	Jannastami	August	25	Thursday	01
15	Id-Ul-Zoha	September	12	Monday	01
16	Mahulaya	September	30	Friday	01
17	Gandhi Birthday	October	02	Sunday	00
18	Puja Vacation	7 <sup>th</sup> October to 1 <sup>st</sup> November (23 working days except Sundays)			
19	Jagadhatri Puj	November	09	Wednesday	01
20	Guru Nanak Birthday	November	14	Monday	01
21	College Foundation Day	November	21	Monday	01
22	Fatcha Dusz Dalam	December	13	Tuesday	01
23	X-Mas Day	December	25	Sunday	00
24	Principal's discretion	-	-	-	05
				<b>Total -</b>	<b>46</b>
25	Summer Recess	May 16 - June 30			
26	Winter Recess	26 <sup>th</sup> December to 31 <sup>st</sup> December -			
					06
<b>State Govt. Holidays</b>					
12 <sup>th</sup> January: Tuesday - Vivekananda's Birthday					
24 <sup>th</sup> March: Thursday - Holi					