INTERNAL QUALITY ASSURANCE CELL (IQAC)
CHAKDAHA COLLEGE

Date: 20.09.2023
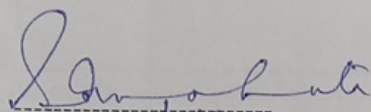
Annual Action Taken Report (ATR) 2022-23: Chakdaha College

	Action Plan (2022-23)	Action Taken (2022-23)
1	**Preparation of Academic and Administrative Calendars:** The college plans to create both Academic and Administrative calendars for better organization and planning.	Preparation and Upload of Calendars: The Academic and Administrative calendars were prepared and uploaded on the college website.
2	**Introduction of New Courses and Add-ons:** The college intends to offer new courses, add-ons, certificate courses, and Soft Skills Training programs to provide diverse learning opportunities to students.	Approval and Implementation of Certificate Courses: A substantial number of certificate courses have been approved by the Governing Body (GB) and the affiliating University (KU), and these have been successfully implemented.
3	**Creation of New Posts and Employee Regularization:** Initiatives will be taken to establish new posts (TS/NTS) and regularize temporary, casual, and contractual employees as per applicable guidelines.	Initiative for Vacant Posts: An initiative has been taken to fill vacant posts in accordance with Government rules.
4	**Increased Participation of SACT Teachers and Women Empowerment:** The college aims to involve SACT teachers more in decision-making processes and promote women's empowerment in various aspects.	Engagement of SACT Teachers and Women Empowerment: SACT teachers have actively participated in various sub-committees. The Women Cell is functioning effectively.
5	**Effective Implementation of CBCS Curriculum with OBE:** The college will implement the CBCS curriculum focusing on Outcome-Based Education (OBE). This includes preparing teaching plans, model questions, training teachers on Bloom's Taxonomy, faculty exchange, E-content development, and maximizing the use of E-resources, field visits, and project works.	Adoption of OBE System and NEP 2020: Chakdaha College has adopted the Outcome-Based Education (OBE) system and implemented NEP 2020 based on notifications and guidelines from Kalyani University and the Government of West Bengal.

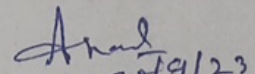|		
6	**Expansion of Research and Extension Activities:** The college plans to expand research and extension activities, conducting webinars, seminars, and conferences throughout the year. Outcomes from these events will be published and shared.	Research and Seminars: While research projects sponsored by UGC or similar institutions were not available during this period, the college has conducted several seminars, workshops, and training programs. Outcomes from these events are uploaded on the college website.
7	**MOUs with Institutions/Industry for Exchange and Skill Development:** The college aims to establish Memorandums of Understanding (MOUs) with different institutions and industries for faculty-student exchange programs and skill development to create employment opportunities.	Effective MOUs and Collaborations: The college has signed a significant number of MOUs, collaborations, and linkages with other institutions, all of which are functioning effectively.
8	**Formation of ICT Cell and Infrastructure Development:** The college will set up an ICT cell and develop ICT infrastructure, including other physical facilities, to enhance both academic and administrative activities.	Formation and Functioning of ICT Cell: An ICT cell has been established and is functioning effectively.
9	**Establishment of ICT-based Studio-Room and Language Lab:** Plans include setting up an ICT-based Studio-Room for creating E-content and developing a Language Lab at the college for enhanced language learning.	Content Creation and Language Lab: Although there is no Studio-Room, teachers are creating e-contents using existing ICT facilities. A Language lab is expected to be established in the library building soon.
10	**Development of MIS/ERP System and Digital Tools:** The college plans to develop a comprehensive Management Information System (MIS)/Enterprise Resource Planning (ERP) system, along with digital tools like a College App, bio-metric attendance, and digital ID cards.	ERP System and Digital Tools Development: The college's ERP system covers various aspects such as academics, administration, finance, and library services. However, the development of the College App, student attendance system with bio-metric features, and digital ID-cards is still pending.

11	**Organizing Staff Training Programs:** The college will organize training programs for both faculty members and non-teaching staff to enhance their skills and knowledge.	Faculty Training Programs: The college has organized several training programs for its members and encouraged participation in training programs conducted by other institutions.
12	**Methodology Design for Data Collection and Updates:** The college aims to design and implement a methodology for data collection, ensuring timely submission of AQAR and NAAC–Accreditation (Cycle 3), as well as regular website updates.	Data Collection and Website Updates: A Data Bank has been created, and Google Forms have been used to collect data on various aspects. The AQAR 2021-22 has been submitted and uploaded on the website, and the IIQA will be submitted to NAAC soon. The college websites are regularly updated by external agencies under the supervision of a sub-committee formed by the Teachers' Council.
13	**Improvement of Library Services:** The college intends to enhance library services through the purchase of new books and journals, organizing library classes, creating Student-membership for N-LIST access, and making E-resources available to both staff and students.	NLIST Memberships and Participation: NLIST memberships for students, faculty, and staff members are in place. However, the number of active members is not substantial at Chakdaha College.
14	**Encouraging Student Participation in Activities:** The college plans to encourage student involvement in various activities, especially those related to social responsibility and environmental awareness, conducted by NSS and NCC units.	Effectiveness of NSS and NCC Units: The NSS and NCC units of Chakdaha College have been highly effective, conducting various activities throughout the year.
15	**Conducting Annual Audits:** The college will conduct yearly AAA Audits, financial audits with allocated budgets, and environmental audits to ensure transparency and accountability.	Audit Completion: Internal audit has been completed, and external audit is currently in progress.

16	**Collecting Feedback from Stakeholders:** Feedback will be collected from different stakeholders using Google Forms and face-to-face interactions. The collected feedback will be analyzed and used for improvements.	Feedback Collection and Analysis: Feedback analysis for the year 2021-22 has been completed and uploaded on the website. The collection, analysis, and uploading process for feedback for the AY2022-23 are underway and will be completed soon.
17	Re-establishing Coaching Centre and Promoting Career Guidance: The college aims to re-open the Coaching Centre for Entry in Services and promote Career Guidance Programs for the benefit of both students and alumni.	Career Guidance Programs and Cell: While the Coaching Centre for Entry in Services has not been implemented, the Career Council Cell is highly active, organizing various programs in this domain.

20/9/23

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