Perspective Plan, 2014-2015, Chakdaha College

1. Curricular activities

- Departmental Heads in consultation with the departmental Colleagues will allocate the syllabus, prepare teaching plan, Model Questions- Answers, departmental profile evaluate students' performance, and place requirement, if any, and report it immediately to the TIC/IQAC-Co-ordinator for documentation and upload in college website.

- Meeting of the Academic Sub Committee will discuss the following matters: teaching through digitized/modern methods- smart class room & power point teaching etc.

- Proposal for commencement of Post Graduate course in Bengali and Political Science, Introduction of Communicative English, Computer Science, Hons course in Philosophy, DODL

- Classes for Entry in Services & Remedial Coaching

- Adherence to Academic Calendar.

Teaching, Learning & Evaluation.

1. Monthly Test & reporting the result to the IQAC.

2. At least one class Group discussion between students & all the teachers.

3. At least one class in smart class room per year of each department.

4. To conduct seminar, conference, workshop, etc. (International, National, State, and inter-departmental level).

5. Exhibition of every department in every year.

6. Quiz contest, debate, essay, and music competition.

7. Thalaseamia detection camp, Blood donation Camp.

8. Academic audit (Teachers' attendance, arrival- departure – attendance in Classes according to class routine).

9. Special Coaching in Remedial Classes, considering the diversity of the students of different socio-economic backgrounds subject to the availability of UGC grants for the said scheme.

10. Active student's participation in college NCC and NSS units.

Research, Consultancy & Extension:

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

Infrastructure & Learning Resources:

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

Student support & Progression:

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

Governance, Leadership & Management:

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

Environment Innovation & best practices:

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

IQAC Meeting with Non-teaching staff

Date: 28.08.2014,   Venue: College Staff Room

Points of Discussion

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