

Perspective Plan, 2015-2016, 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 centers 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 (Thalassaemia 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.

(Revised Version)

4. **Infrastructure & Learning Resources:**

- Renewal of 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.