

Ans
18/7/16
Co-ordinator
IQAC, Chakdaha College

Sambhuti
18/7/16
Principal
CHAKDAHA COLLEGE

2016

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 ~~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- 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.
- Thalassaemia 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- computer, 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 ENVS project reports submitted by the students.