

## **ACTION PLAN 2017-18**

### **(IQAC-CHAKDAHA COLLEGE)**

#### **1. CURRICULAR ACTIVITIES**

- 1.1 Plan to open up honours course in Education and MA course in Bengali. Initiatives are to be taken for commencement of some vocational courses / Add-on courses/short term diploma or certificate courses (like food processing, retail marketing, communication skills and personality development, library and information, internet and mobile banking, audit-tax-share marketing etc.) with a ray of hope to increase employability of students.  
Further, an appropriate computer certificate course may be offered to our students at a concessional rate in collaboration with college computer centre (ICE- Computer Centre, DOEACC).
- 1.2 To organise a workshop regarding UGC- CBCS (choice based credit system) and to encourage faculty members for participation in board of studies meetings/ syllabus related workshops-seminars for curriculum design and development.
- 1.3 To help and coordinate Academic Sub-Committee to held meeting effectively and adhere to Academic Calendar 2017-18.
- 1.4 To help and coordinate Routine Sub Committee to prepare Class Routine (both for peak and slack periods) well in advance (and preferably circulate it during the first year admission printed forms in the college prospectus). Faculties of each department through departmental meetings) may prepare teaching plan, demarcate syllabus, frame model questions and modalities of students evaluation, and organise Parent –teacher meeting (PTM) for effective implementation of syllabus.

#### **2. TEACHING, LEARNING & EVALUATION**

- 2.1 Teaching, Learning and Evaluation process are to be conducted as per teaching-learning plan and methods, of each department including morning section. (emphasis are to be given on departmental academic flexibility to complete syllabus and co-ordination and academic exchange among intra-college and inter-college departments based on physical and financial constraints in the college).
- 2.2 Field visits, Project works as per syllabus and students participation in the seminars/workshop/ group discussion etc. activities are to be encouraged and rewarded.
- 2.3 Intensive use of ICT in Teaching-learning process is to be promoted.
- 2.4 Academic Audit to be conducted at the end of each academic session preferably by the external agency/experts.

#### **3. RESEARCH, CONSULTANCY & EXTENSION**

- 3.1 Faculty members are to be motivated and encouraged for their active participation in research activities, different faculty improvement programmes and international/national seminars/conferences by providing financial, technical and other supports as suggested by the Teachers' Council of the college.
- 3.2 A series of talks by eminent speakers on varied disciplines are to be arranged in the college during the academic session.

- 3.3 Different certificate courses, consultancy and extension services are to be provided in collaboration with private ventures to strengthen the links with society and also to generate internal resources.
- 3.4 Continuation of publication of our UGC listed Inter-disciplinary International Journal (RAY).
- 3.5 Publication of selective environmental project reports based on the local issues and resources on the college website under the active supervision of the faculty members of each department.

#### **4. INFRASTRUCTURE & LEARNING RESOURCES**

- 4.1 Effective use of Virtual class room- Demonstration/training to teachers.
- 4.2 Priority is to be given on extensive use of online library resources and improvement of library services - continuation of N- LIST (INFLIBNET) membership, free access to computer and internet system to students, regular update of college library, and arrangement of training/seminar lectures/feedback system regarding access to improved library services.
- 4.3 Syllabus, study materials, teaching materials, questions (test and final exam.), new arrivals -books and journals etc are to be arranged and displayed systematically to access easily by the students.
- 4.4 Implementation of AAA-committee recommendations.
- 4.5 Digital Identity card to be introduced.
- 4.6 Enhance physical infrastructure facilities, learning devices, electricity and internet facilities. Sports and Gymnasium, toilet and water etc. facilities are to be improved on urgent basis. Cycle garage to be maintained systematically.

#### **5. STUDENT SUPPORT & PROGRESSION**

- 5.1 Encourage students to participate in the college NCC and NSS units.
- 5.2 Expansion of Students' Aid Fund- publication of the beneficiary list.
- 5.3 Ensure students' attendance according to KU Rules – Students' Declaration/notification/PTM.
- 5.4 Feedback collection from all stakeholders -analysis and action taken report publication.
- 5.5 Encourage proper activities of Grievance Redressal Cell, Placement and counselling Cell, Alumni Association, Parents' Association.

#### **6. GOVERNANCE, LEADERSHIP & MANAGEMENT**

- 6.1 Office automation and improvement of students' management system, and update Service Books, financial audit, cash book, asset register, leave register etc.
- 6.2 Bio-metric students' attendance and library use system to be developed with digital Identity card.
- 6.3 Regular update of College Website (particularly, all relevant notices, highlight college best practices, activities of different sub-committees, publication of books-papers-articles etc, attendance and participation in RC/OP/ STC/seminar/conference etc.).
- 6.4 Strengthening online links and co-ordination among functions and activities of IQAC, GB, TC, Academic Committee.
- 6.5 Administrative Audit to be conducted at the end of each academic session preferably by the external agency/experts.

**7. ENVIRONMENT, INNOVATION & BEST PRACTICES**

- 7.1 Ensure environment friendly campus.
- 7.2 Effective use of Garden for medicinal plant, Vermi-Composting plan
- 7.3 Tree plantation programme.
- 7.4 Awareness camp/seminar regarding government schemes relevant for local people.

