

**ANNUAL ACTION PLAN 2019-20**  
**(IQAC-CHAKDAHA COLLEGE)**

The IQAC-Chakdaha College specifically recommends the following suggestions as an important part of the Annual Action Plan 2019-20 for the all-round development (Academic, Administrative, and Environment) of the Chakdaha College.

1. Recommended for the full Automation of Administration and Library-  
(i) Plan to conduct **training programmes** for the intensive use of ICT in teaching-learning process. (ii) Plan to introduce a “**College –APP**” for improvement of the College Management Information System, and (iii) digital students’ attendance and digital Id. Card (all-purpose single Id. card).
2. Participation in (i) **Social Media Champion (SMC)**, and (ii) **The Swachhata Rankings of Higher Education Institutions** (SWACHH CAMPUS) as a strategy of outward-looking policy of the Chakdaha College.(Ref. <http://aishe.nic.in/>)
3. **Plan to adopt two tribal villages** (one from home district Nadia and another from Jangal Mahal-Bankura District) for (i) the expansion of education among Scheduled Tribes, and (ii) development of tribal women and children.
  - i. Major sources of Fund (donation from the Co-ordinator of IQAC & AISHE, Voluntary contributions from the staff-members (TS & NTS) and students, Govt. & NGOs., any others).
  - ii. Implementation Strategy: Through the existing ICDS centres in the villages.
4. Plan to open up an **appropriate professional course/study centre** in the new Campus (land) of the college for skill development and increase the scope of employability.
5. Recommended for the **increase in the number of Permanent Staff** (TS & NTS) of the college - Initiatives may be taken to (i) create New Posts, and /or (ii) convert existing casual staff to permanent staff.
6. Speed-up of proper utilisation **RUSA Fund**.
7. Arrangement for **Academic, Administrative and Environmental Audit** of the College every year by a Committee (preferably by the External experts or Agency).
8. Formation of a Committee to celebrate the forthcoming **Golden Jubilee Year** of the College.

The NAAC Criterion-wise details perspective plan of action of the Chakdaha College for the year 2019-20 is given below:

### **1. CURRICULAR ACTIVITIES**

- \* Encourage and motivate faculty members for the effective participation in the process of curriculum design and development at the University level.
- \* Create awareness regarding CBCS Syllabus and examination system among different stakeholders like students, teachers and parents.
- \* Plan to introduce skill enhancement courses and conduct training programmes in this regard. .
- \* Plan to increase ICT facilities to the teachers and students.
- \* Plan to coordinate Academic Sub-Committee and Routine Sub-Committee for the timely preparation of Academic Calendar and Class Routine of the college.
- \* Departmental profile be updated on the college website on regular basis and the best practices are to be highlighted.

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

- \* Demarcation of syllabus by teachers, Teaching plan and methods of teaching etc are to be prepared with full academic flexibility by each department to complete syllabus and internal examinations in due time based on physical and financial constraints in the college.
- \* Plan to encourage students and teachers for participation in academic exchange programmes within and between Institutions.
- \* Field visits, Project works as per syllabus and students participation in the seminars/workshop/ group discussions etc. activities are to be encouraged and rewarded.
- \* Awareness is to be created regarding access to online platforms (like <https://swayam.gov.in/> , youtube etc.) for digital education and study materials. Intensive use of ICT in Teaching-learning process is to be promoted.
- \* A Self-appraisal report (API) is to be submitted by the faculty members to the co-ordinator of IQAC-Chakdaha College.

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

- \* Faculty members are to be motivated and encouraged for their active participation in research activities, different faculty improvement programmes and participation in

the International/National seminars/conferences by providing financial, technical and other supports as per plan of the Teachers' Council of the college.

- \* A series of talks by eminent speakers on varied disciplines are to be arranged in the college during the academic session.
- \* 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.
- \* Continuation of publication of the Inter-disciplinary International Journal (RAY).

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

- \* Plan to improve physical infrastructure and laboratory equipment facilities – increase number of class rooms, learning devices, improve water & power supply, toilet facilities, internet facilities, and Sports equipments.
- \* 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 facilities to students, regular update of college library, and arrangement of training/seminar lectures/feedback system regarding access to improved library services. Syllabus, study materials, teaching materials, questions (test and final exam.), new arrivals -books and journals etc are to be collected, arranged and displayed systematically.

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

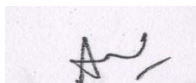
- \* Students participation in NCC and NSS events (International/ National/ University/ State level) be increased.
- \* Plan to enhance Students' Aid Fund and to create awareness regarding different public and private scholarships/fellowships and regular publication of the beneficiary list.
- \* Plan to ensure students' attendance according to KU Rules - Students' Declaration, Notifications and Parent –Teacher Meetings may be arranged in this regard.
- \* Feedback collection from all stakeholders (students, staff, Alumni, Parents) will be arranged on regular basis and an analysis and action taken report be prepared and published on the Website.
- \* Plan to encourage activities of 'Nari Sansad' and 'Placement and counseling Cell' for students' empowerment. Activities of Grievance Redressal Cell, Alumni Association will also be encouraged.

## 6. GOVERNANCE, LEADERSHIP & MANAGEMENT

- \* College Office will be fully computerized to update Service Books, Financial Audit, Cash Book, Asset Register, Leave Register etc. and to improve students' management information system.
- \* Effectiveness of the existing Bio-metric Attendance system for Teaching and Non-teaching staff be evaluated and plan to introduce Bio-metric students' attendance and library use system.
- \* Plan to Regular update of College Website (particularly, information relating to Admission, College events, seminars/workshops, College notices, highlights of college best practices, activities of different sub-committees, publication of books-papers-articles by teachers and participation in RC/OP/ STC/ seminar/ conference etc.).
- \* Academic and Administrative Audit may be conducted at the end of each academic session, preferably by the external agency/experts.

## 7. ENVIRONMENT, INNOVATION & BEST PRACTICES

- \* Plan to ensure Eco-friendly campus and beautification of campus.
- \* Plan to effective use of the Garden for medicinal plant.
- \* Plan to organise seminars on environmental issues relating to local natural resources.



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Principal and IQAC- Chairperson  
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