



Phone : 03473 - 242-268 :: Mobile No. 8967300985

# CHAKDAHA COLLEGE

P.O.- Chakdaha, Dist.- Nadia, Pin.- 741222

Re-accredited by NAAC 'B+' ::: Affiliated to University of Kalyani

Website: [www.chakdahacollege.ac.in](http://www.chakdahacollege.ac.in) :::: E-mail: [chakdahacollege1972@gmail.com](mailto:chakdahacollege1972@gmail.com)

Website for IQAC: [www.iqac.chakdahacollege.ac.in](http://www.iqac.chakdahacollege.ac.in)

E-mail: [chakdahacollegeiqac2014@gmail.com](mailto:chakdahacollegeiqac2014@gmail.com)

Ref. IQAC Meeting/2/2018-19

Date : 16.03.2019

## Minutes of the IQAC-- Meeting held on 16.03.2019, Chakdaha College

The first Meeting of IQAC, Chakdaha College during the *Academic Year: 2017-18* was held on 16.03.2019 at 12.30 pm in the Principal's Room. The notice of the said meeting was notified on 28.02.2019.

### Agenda:

1. To confirm the minutes of the last meeting.
2. To discuss AQAR 2017-18
3. To discuss Academic and administrative performance, 2018-19
4. Misc.

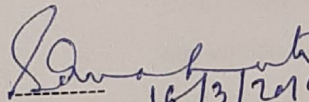
The Chairperson of the IQAC-Chakdaha College welcomed all the members and the

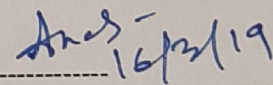
Co-ordinator, IQAC read the agenda of the meeting for consideration and discussion.

### Present members unanimously resolved that:

1. The minutes of the previous meeting were read and confirmed.
2. Members discussed regarding submission of AQAR 2017-18 to NAAC.
3. Academic and administrative performance of the college as per action plan 2018-19 till date were discussed thoroughly and pointed out the limitations of the plan and rectified accordingly.
4. The Co-ordinator emphasised on AAA for the previous year performance judgement of the college.

The meeting ended with a vote of thanks..

  
16/3/2019  
(Signature of the Chairperson)  
IQAC-Chakdaha College  
Principal  
CHAKDAHA COLLEGE

  
16/3/19  
(Signature of the Co-ordinator)  
IQAC-Chakdaha College  
Co-ordinator  
IQAC, Chakdaha College





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Ref. IQAC Meeting/1/2018-19

Date : 02.08.2018

## Minutes of the IQAC- Meeting held on 02.08.2018 at Chakdaha College

The First Meeting of IQAC, Chakdaha College during the year: 2018-19 was held on 02.08.2018 at 2.00 pm in the Principal's Room. The notice of the meeting was notified on 25.07.2018.

### Agenda of the Meeting:

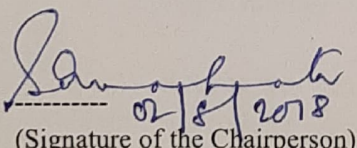
1. To confirm the minutes of the last meeting.
2. To discuss achievements of the Action Plan 2017-18.
3. To prepare Action Plan 2018-19.
4. Misc.

Dr. Swagata DasMohanta, the Chairperson of the IQAC and the Principal, Chakdaha College welcomed all the members and disclosed agenda of the meeting for discussion and careful consideration.

### **Members unanimously resolved that:**

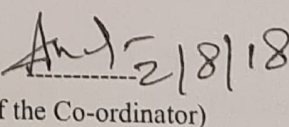
1. The Minutes of the previous meeting was read and confirmed.
2. The IQAC members were discussed targets and achievements of Action Plan 2017-18 as given in the *Annexure I*.
3. The Action Plan 2018-19 was prepared and finalized (*Annexure II*).

There being no other point to discuss, the meeting ended with vote of thanks.

  
(Signature of the Chairperson)

IQAC-Chakdaha College

Principal  
CHAKDAHA COLLEGE

  
(Signature of the Co-ordinator)

IQAC-Chakdaha College

Co-ordinator  
IQAC, Chakdaha College



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Ref.

Date: 28.02.2019

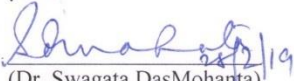
## Notice

A meeting of the IQAC Chakdaha College will be held on 16.03.2019 at 12.30 PM in the Principal's Room to discuss the following agenda.

The members are requested to kindly make it convenient to attend the meeting.

Agenda:

1. To confirm minutes of the last meeting
2. To discuss AQAR 2017-18
3. To discuss academic and administrative performance, 2018-19
4. Misc.

  
(Dr. Swagata Das Mohanta)

Principal

Chakdaha College

Principal

CHAKDAHA COLLEGE

List of IQAC Members:-

1. Sri Dipak Chakraborty
2. Dr. Swagata Das Mohanta,
3. Dr. Arun Kumar Nandi
4. Dr. Prabir Kumar Das
5. Dr. Partha Karmakar
6. Prof. Madhumita Das
7. Dr. Paritosh Biswas
8. Dr. Saikat Sarkar
9. Dr. Anjan Sengupta
10. Dr. Siddhartha Dutta
11. Dr. Sahanous Mallick
12. Sri Sujash Karmakar
13. Sri Narendra Kumar Sarkar
14. Sri Anip Roy
15. Sri Tufan Banerjee
16. Sri Subhamay Singha

  
28/2/19

(Dr. Arun Kumar Nandi)

IQAC-Coordinator

Chakdaha College

Co-ordinator  
IQAC, Chakdaha College

CC



CC



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Ref.

Date: 25.07.2017


## Notice

A meeting of the IQAC Chakdaha College will be held on 02.08.2018 at 2.00 PM in the Principal's Room to discuss the following agenda.


The members are requested to kindly make it convenient to attend the meeting.

Agenda:

1. To confirm minutes of the last meeting
2. To discuss achievements of Action Plan 2017-18
3. To prepare Action Plan 2018-19
4. Misc.

  
(Dr. Swagata DasMohanta)  
Principal  
Chakdaha College

Principal  
CHAKDAH COLLEGE

  
(Dr. Arun Kumar Nandi)  
IQAC-Coordinator  
Chakdaha College

**List of other meetings with different stakeholders during 2018-19**

<b>Sl. No</b>	<b>Date of Meeting</b>	<b>Main Agenda</b>	<b>Members of Meeting</b>	<b>Academic Year</b>
1	21.08.2018	TS & NTS Meeting: Discussion regarding Library orientation	IQAC, Faculty members and Non-Teaching Staff	<b>2018-19</b>
2	28.08.2018	Eye & Blood Pressure Checkup Camp	IQAC and Students	<b>2018-19</b>
3	19.09.2018	Consumer Affairs Including Green and Digital Consumer	IQAC and Students	<b>2018-19</b>
4	27.09.2018 to 03.10.2018	Departmental meeting regarding academic matters of the department.(dt. 27/9, 28/9, 2/10, 3/10)	IQAC and department-wise Faculty members	<b>2018-19</b>
5	11.10.2018	Prize Distribution	IQAC and Students	<b>2018-19</b>
6	20.11.2018 to 30.11.2018	Parent Teacher Meeting Department wise (dates: 20/11, 24/11, 27/11, 28/11, 29/11. 30/11)	IQAC and Department-wise PTM	<b>2018-19</b>
7	15.11.2018	TS & NTS Meeting: Discussion regarding Academic matters	IQAC, Faculty members and Non-Teaching Staff	<b>2018-19</b>
8	04.12.2018	CBCS External Exam., Internal Exam, Holiday List, MRP/Seminar/Workshop etc.	IQAC and Teachers' Council Members	<b>2018-19</b>
9	02.01.2019	NTS Meeting: Discussion regarding workload of Morning Section	IQAC, Faculty members and Non-Teaching Staff	<b>2018-19</b>
10	14.05.2019	NAAC new process of reaccreditation, Submission of Self Appraisal (API) to IQAC, Golden jubilee celebration, Govt. Health scheme to faculty etc.	IQAC and Teachers' Council Members	<b>2018-19</b>



2.8.18

Co-ordinator  
IQAC, Chakdaha College

**ANNUAL ACTION PLAN 2018-19  
(IQAC-CHAKDAHA COLLEGE)**

Principal  
CHAKDAHA COLLEGE

**1. CURRICULAR ACTIVITIES**

- \* Awareness regarding effective implementation of CBCS Syllabus is to be created among different stakeholders like students, teachers and parents.
- \* Faculty members are to be encouraged for participation in the process of curriculum design and development at the University level.
- \* Initiatives are to be taken for skill development among students through the implementation of different certificate or diploma courses and training with the collaboration of other such Institutions.
- \* Plan to increase number of computer labs to increase students' access to computer and internet facilities.
- \* Plan to coordinate Academic Sub-Committee and Routine Sub-Committee for quality improvement in teaching-learning process.

**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 is to be submitted by each department to the IQAC-Chakdaha College regarding action taken and achievements at the end of each Semester.

**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) and an initiative is to be taken for re-enlisting in the List of UGC Journals.



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

- \* More number of classrooms is to be equipped with modern system of teaching-learning Aids (audio-visual).
- \* Plan to effective use of Virtual class room- Demonstration/training to teachers.
- \* 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.
- \* Digital Identity card is to be introduced for students and staff (both teaching & non-teaching).
- \* Plan to improve physical infrastructure and laboratory equipment facilities – class rooms, learning devices, water & power supply, toilet facilities, internet facilities, Sports and Gymnasium, Cycle garage, elevator etc.

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

- \* Plan to encourage NCC and NSS students for more participation in International/National/University/State level events.
- \* 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 environment friendly campus and beautification of campus.
- \* Plan to effective use of the Garden for medicinal plant, Vermi-Composting plant and to encourage activities of Arsenic detection Centre.
- \* Awareness camp/seminars regarding government schemes/programmes relevant for local people are to be organised.





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Ref. No.

Date:.....

## ACTION TAKEN REPORT 2018-19

### IQAC-Chakdaha College

Plan of Action (2018-19)	Action Taken (2018-19)
<b>1. <u>Curricular activities</u></b>	<b>1. <u>Curricular activities</u></b>
i) Awareness programme on implementation of CBCS-Syllabus.	i) Several meetings of Teachers' Council and departmental meetings were held to discuss effective implementation of CBCS-syllabus and semester system examination.
ii) Initiatives are to be taken for skill development among students through different training programmes and implementation of certificate and diploma courses.	ii) Few programmes like Students' Motivation and Certificate distribution of NSEDP & Spoken and Communicative English Programme, Women's Safety Awareness Programme, Cyber Crime and Security etc were held but the university approved certificate or diploma courses were not introduced.
<b>2. <u>Teaching, Learning &amp; Evaluation</u></b>	<b>2. <u>Teaching, Learning &amp; Evaluation</u></b>
i) Demarcation of syllabus, teaching plan, mode of teaching etc. are to be decided by the teachers of each department (departmental meeting) and act accordingly.	i) Teaching-learning and examination processes were conducted as per the departmental plan of action.
ii) Awareness programme is to be held regarding access to online platforms and resources in Teaching-learning process	ii) Teachers and students were benefited from the training and awareness programmes of mainly two organisations- (i) The institute of Computer Engineers (India) at Chakdaha College campus, and (ii) Creative Mart-Our Admission Website Developers.
iii) Encourage students' participation in Field visit and Project work .	iii) Field visit and Project works are conducted by different departments.
iv) Plan to conduct seminars/ workshop/ group discussion etc.	iv) Conducted several seminars, extension lectures, awareness programmes.
v) Plan to collect self-appraisal report from the teachers as a part of academic audit.	v) Few teachers have submitted self-appraisal report as per UGC-format but the formal academic and administrative audit (AAA) was not conducted.
<b>3. <u>Research, Consultancy &amp; Extension</u></b>	<b>3. <u>Research, Consultancy &amp; Extension</u></b>
i) Faculty members are to be motivated and encouraged for active participation in research activities.	i) Faculty members are actively engaged in Research work and published research papers regularly
ii) Continuation of publication of the inter-disciplinary College Journal (RAY).reports etc on regular basis.	ii) The College Journal -RAY is published on a regular basis. Departmental magazines and Re-union Souvenirs are also published on a regular basis.
iii) A series of talks by the eminent speakers will be arranged.	iii) Several seminars, awareness programmes, special talks were organised by the college.



CC





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<b>4. Infrastructure &amp; Learning Resources</b>	<b>4. Infrastructure &amp; Learning Resources</b>
i) Plan to effective use of virtual class room.	i) Virtual class room was used.
ii) Plan to improve library services (full automation) and continuation of N_LIST membership.	iii) Library software KOHA is effective and the students are using OPAC system for library services. N-LIST membership renewed.
iii) Digital Id card for students and staff be introduced.	iii) Not done
iv) Plan to develop physical infrastructure facilities	iv) Developed some physical infrastructure facilities
<b>5. Student support &amp; Progression</b>	<b>5. Student support &amp; Progression</b>
i) To ensure students' attendance according to KU Rules	i) Students' Declaration/PTM/ notifications for ensuring class attendance were taken.
ii) Encourage students for active participation in college NCC and NSS units.	ii) Students are actively participated in the NSS and NCC programmes.
iii) To collect Feedback from all stakeholders.	iii) students and parents feedback were collected.
iv) To encourage activities of Placement and counselling Cell.	iv) Placement and counselling Cell performed different activities.
<b>6. Governance, Leadership &amp; Management</b>	<b>6. Governance, Leadership &amp; Management</b>
i) College Office will be fully computersied and under MIS system	i) Partly done
ii) Plan to introduce biometric students' attendance	ii) Not done
iii) Plan to update college websites on regular basis.	iii) Websites are updated
<b>7. Environment Innovation &amp; best practices</b>	<b>7. Environment Innovation &amp; best practices</b>
i) Plan to ensure environment friendly campus.	i) College campus is eco-friendly.
ii) Plan to effective use of Garden for medicinal, plant vermi-composting plant etc.	ii) College has maintaining Gardening for medicinal plants and vermi- composting plant.
iii) Plan to aware different government schemes for the benefit of students	iii) Awareness camps held and Students were benefited from the schemes.

Signature of the Co-ordinator, IQAC,  
Chakdaha College  
Co-ordinator

IQAC, Chakdaha College

Signature of the Principal  
Chakdaha CollegePrincipal  
CHAKDAH A COLLEGE

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