

Minutes of Meeting of the IQAC-Chakdaha College

(held on 04.02.2020 at Principal' Room, Chakdaha College)

Member Present/Absent: (Please see Annexure-I).

At the very outset of the meeting, the Principal & Chairperson, IQAC-Chakdaha College welcome all members present in the meeting and also requested the Co-ordinator of the said IQAC, to initiate the discussion.

The Co-ordinator of the IQAC stated formally the minutes of the previous meeting for confirmation and read out agenda of the meeting for discussion. The members discussed the agenda of the said meeting and unanimously resolved the following points:

1. Confirmation of the minutes of the previous meeting.
2. The different issues raised in the departmental meetings with the Principal during 3-8 January, 2020 were discussed carefully and considered the following points for quality improvement (academic and physical) of the college: (i) Departmental Excursion be held and the fund for that be provided by the college. (ii) Library class (to develop open access system through visit to library), Field survey and computer class should be included in the main class routine. (iii) Online examination (CBCS-internal examination from the 2nd and 4th semester, 2020) should be introduced. (iv) Awareness regarding online feedback system from different stakeholders, particularly from the students (SSS) be created and the necessary help for the creation of students' e-mail id be provided by the respective departments. (v) Encourage teaching and non-teaching staff to participate in the Computer Training Programme organised by the college with the help of "Chakdaha College Computer Centre". (vi) Free Yoga & Karate Training for female students be organised. (vii) Maintain the record of pass out students as far as practicable through email/reunion or any other mode). (viii) Physical infrastructure (particularly class rooms) and equipments be increased. (ix) Use of ICT (video conference, Class lectures upload on youtube, use of Google classrooms etc.) in teaching –learning process be improved.
3. Financial information (particularly, year-wise budget approved and utilize for academic and physical development purpose) be submitted to the IQAC Co-ordinator immediately.
4. Details results and attendance of the students be uploaded on the college website.

5. Details academic calendar and publication of Academic News Letter are important.
6. Formation of some new sub-committees and the effectiveness of the existing sub-committees are needed.
7. An Association for the retired staff of the college be formed.
8. On the basis of the Co-ordinator's report regarding very poor collection of data and information for the AQAR, it is resolved that the Students' feedbacks report and updated version of departmental profile including API format for the teachers' profile from the concerned departments/teachers be urgently submitted to the IQAC Co-ordinator. The major resolutions and action taken reports of the Teachers' Council and that of different sub-committees are also urgently needed for the purpose of online submission of AQAR.

The meeting ended with vote of thanks from the Chair.

Aug
18/2/20
Co-ordinator
IQAC, Chakdaha College

Somabati
18/2/2020
Principal
CHAKDAHA COLLEGE

Minutes of Meeting of the IQAC-Chakdaha College


(held on 30.09.2019 at Principal' Room, Chakdaha College)

30.9.2019

1. Documents of teachers' publication, participation in seminars/conference/workshop etc., and member of other academic/professional bodies regarding curriculum development and design etc. for the period 2017-18 & 2018-19, should be submitted to Dr Saikat Sarkar & Dr. Sahanous Mallick by 9th November, 2019.

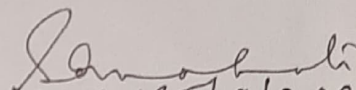
Documents of the same for the period 2019-2020 should be directly submitted to the Co-ordinator, IQAC by the concern teacher.

2. Admission information of students for the year 2018-19 needed. e.g., number of applicants (M/F), no. of students admitted, etc.
3. Information regarding NCC, NSS & sports, cultural etc., field study etc., should be submitted to the Co-ordinator, IQAC.
4. Students orientation regarding SSS is needed
5. Library services should be improved.
6. Orientation of teachers regarding revised guidelines of NAAC and intensive use of ICT in teaching –learning process is needed.



Ans
30/9/19

Co-ordinator
IQAC, Chakdaha College


Principal 30/9/2019

CHAKDAHA COLLEGE



CHAKDAH COLLEGE

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

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

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

Website: www.chakdahacollege.ac.in :: E-mail: chakdahacollege1972@gmail.com

Date: 27.01.2020

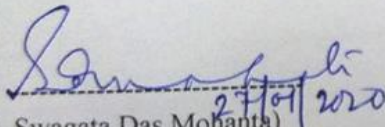
Notice

A meeting of the IQAC -Chakdaha College will be held on 04 .02.2020 at 1.30 p.m. in the Principal' Room to discuss the following agenda.

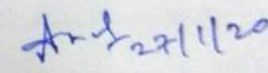
The members are requested to kindly make it convenient to attend the meeting.

Agenda:

1. To confirm the Minutes of the last meeting.
2. To discuss different issues raised in departmental meeting (3-8 January, 2020).
3. To discuss about online submission of AQAR.
4. Misc.


(Dr. Swagata Das Mohanta)
Principal and IQAC-Chairperson
Chakdaha College

Dr. Swagata Das Mohanta
Principal & Secretary, G.B
Chakdaha College


(Dr. Arun Kumar Nandi)
IQAC-Co-ordinator,
Chakdaha College

Co-ordinator
IQAC, Chakdaha College



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Date: 19.09.2019

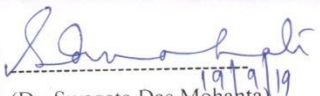
Notice

A meeting of the IQAC -Chakdaha College will be held on 30.09.2019 at 11.00 AM in the Principal' Room to discuss the following agenda.

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

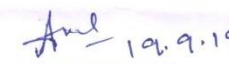
Agenda:

1. To confirm the Minutes of the last meeting.
2. To discuss the NAAC-Revised Guideline (2018) and the composition of the IQAC-Chakdaha College.
3. To discuss Action Plan 2019-20
4. To discuss AQAR 2018-19.
5. Misc.


(Dr. Swagata Das Mohanta)
Principal and IQAC-Chairperson
Chakdaha College
CHAKDAH A COLLEGE

Co-ordinator

IQAC, Chakdaha College


(Dr. Arun Kumar Nandi)
IQAC-Co-ordinator,
Chakdaha College
CHAKDAH A COLLEGE
Co-ordinator
IQAC, Chakdaha College

List of other Meetings with different stakeholders

Sl. No.	Date of Meeting	Main Agenda	Members of Meeting	Academic Year
1	25.09.2019	Book Exhibition	IQAC and Students	2019-20
2	26.09.2019	Book Exhibition	IQAC and Students	2019-20
3	30.09.2019	Prize Distribution	IQAC and Students	2019-20
4	03.12.2019	Thalasemia Detection Camp	IQAC and Students	2019-20
5	12.12.2019	Holiday list, Internal exam under CBCS, Welfare schemes	IQAC and Teachers' Council Members	2019-20
6	14.12.2019	Computer Training Chakdaha College Computer Centre	IQAC, Faculty members and Non-Teaching Staff	2019-20
7	03.01.2020	Departmental Meeting	IQAC and department-wise Faculty members	2019-20
8	06.01.2020	Departmental Meeting	IQAC and department-wise Faculty members	2019-20
9	07.01.2020	Departmental Meeting	IQAC and department-wise Faculty members	2019-20
10	08.01.2020	Departmental Meeting	IQAC and department-wise Faculty members	2019-20
11	04.02.2020	Meeting with guest teachers regarding academic and financial matter	IQAC and Guest Teachers	2019-20
12	26.02.2020	TS & NTS Meeting: Resource Person - Srikanta Basak. Discussion and workshop for online examination, marks submission etc	IQAC, Faculty members and Non-Teaching Staff	2019-20

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 bellow:

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 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

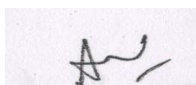
- * Students participation in NCC and NSS events (International/ National/ University/ State level) be increased.
- * Plan to enhance Students' Aid Fund and to create awareness regarding different public and private scholarships/fellowships and regular publication of the beneficiary list.
- * Plan to 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.



(Dr. Arun Kumar Nandi)

IQAC- Coordinator,
Chakdaha College

Co-ordinator
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(Dr. Swagata DasMohanta)

Principal and IQAC- Chairperson
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ACTION TAKEN REPORT 2019-20: IQAC-Chakdaha College

Plan of Action (2019-20)	Action Taken (2019-20)
Enhancing Online Teaching Resources	Faculty members actively embraced and utilized online resources.
Active Participation in (i) Social Media Champion (SMC) and (ii) The Swachhata Rankings of Higher Education Institutions (SWACHH CAMPUS) as a strategic, outward-looking policy of Chakdaha College.	Successfully participated and contributed to both initiatives.
Development of a "College -APP" for improving the College Management Information System	The College App is pending, but significant enhancements were made to the MIS/ERP system.
Training Programs for ICT in Teaching-Learning	Conducted comprehensive training sessions for both teaching and non-teaching staff on 14.12.2019 and 26.2.2020.
Implementation of Digital Attendance and All-Purpose ID Card	Digital attendance and all-purpose ID card initiatives are pending, but biometric attendance for faculty and non-teaching staff is ongoing. Steps being taken for digital ID cards.
Introduction of Professional Courses for Skill Development	Professional or vocational courses are not initiated, but there is an ongoing effort for skill development using existing facilities and collaborations with other institutions.
Golden Jubilee Celebration Committee Formation and Successful Program Completion	Successfully formed the Golden Jubilee celebration committee, leading to a triumphant completion of the program.
Seminars/Webinars and Talks by Eminent Speakers	Conducted a substantial number of webinars (Department-wise) and organized talks by eminent speakers across disciplines throughout the academic session.
Adoption of Two Tribal Villages	Successfully adopted Lodha Village, extending extensive assistance to local residents during the pandemic.
Academic, Administrative, and Environmental Audit Completion	Successfully completed all aspects of the academic and administrative audits.

[Signature]

Signature of the Principal and Chairperson, IQAC

Principal
CHAKDAH A COLLEGE

[Signature]

Signature of the Co-ordinator, IQAC

Co-ordinator
IQAC, Chakdaha College