



Action Taken on the Academic and Administrative Audit (AAA) Report (2021-22)

Chakdaha College has diligently implemented measures to address the recommendations and suggestions outlined in the AAA report. These initiatives are aimed at enhancing the quality of higher education across various domains, encompassing curriculum refinement, teaching-learning enhancement, research and extension activities, infrastructure development, and human resource enrichment.

Criteria-I: Curricular Aspects

(a) Steps in Designing of Syllabus & Curriculum:

Action Taken: Despite limitations in altering the structural curriculum, faculty members actively participate in curriculum planning and development at the University level as members of the UGBOS. Initiatives have been launched to bridge the gap between theory and practice, including the introduction of field experiences, hands-on learning opportunities, and professionally oriented programs like Data Analytics and programming languages.

(b) Contents of the Curriculum:

Action Taken: Feedback mechanisms have been established to collect input from students regarding the curriculum. Upon receiving student feedback, the College authority communicates with the concerned University body for necessary revisions to the curriculum.

(c) Validation/Implementation of the Curriculum:

Action Taken: The Academic sub-committee, Routine sub-committee, and IQAC collaboratively design comprehensive academic schedules based on departmental curriculums.

(d) IDC / EDC:

Action Taken: Initiatives are underway to formalize the establishment of IDC/EDC within the College.

(e) Credits Allotted/Distribution-logic:

Action Taken: Communication and collaboration with the affiliating University is ongoing to ensure alignment with credit allotment and distribution logic.



Criteria-II: Curriculum Transaction

(a) Teaching Methods & Teaching Aids:

Action Taken: Increased frequency of workshops and encouraged faculty members to participate in different Faculty Development Programs (FDPs) and use of ICT facilities in teaching-learning process. Organized follow-up sessions to ensure faculty members stay updated on pedagogical methodologies.

(b) E-learning Modules:

Action Taken: Planned provision of wireless connections for all services in the near future.

Increased the number of computers in the reading room of the Central Library and computer labs to enhance access to E-learning modules.

(c) Project Work UG/PG:

Action Taken: Included more assignments and projects testing creative and analytical ability in the curriculum. Initiated upgrades to departmental laboratories in alignment with new syllabus and university recommendations.

(f) Internal Assessment – Components – Uniqueness:

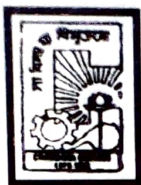
Action Taken: Emphasized practical application and testing of creative and analytical abilities in assessments to enhance the teaching-learning process.

(g) Student Support – Remedial Coaching:

Action Taken: Conducted remedial classes for competitive examinations related to the program of study to support academically challenged students.

(h) Parents Meeting – Evaluation of Student's Progress:

Action Taken: Instituted regular Parent-Teacher Meetings for each department and organized Student-Parent-Teacher Meets to foster better communication and evaluation of student progress.



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(i) Feedback from Students:

Action Taken: Encouraged all students to provide feedback positively for the benefit of the institution and enhanced promotion and encouragement for students to submit feedback online through the college website and Google forms.

(j) Steps Taken on the Feedback:

Action Taken: Made the feedback action taken report more specific and informed students/guardians about the action taken in response to their feedback for transparency and accountability.

Criteria-III: Faculty Profile

(a) Seminars/Conferences Attended:

Action Taken: Provided financial support for organizing seminars and conferences through college funds. Encouraged faculty members to participate in seminars/webinars and present their research work. Facilitated the application process for Travel Allowances from different funding sources for faculty members attending seminars/conferences.

(b) Papers/Articles/Books/Published Outstanding Five Publications:

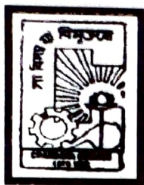
Action Taken: Encouraged faculty members to publish impactful papers, articles, and books in their respective fields and provided support and resources for faculty members to engage in high-quality research activities.

(c) FDP/RC/OP/Training Program/Workshop:

Action Taken: Increased encouragement for faculty members to participate in FDP/RC/OP/Training Program/Workshop programs on a regular basis. Facilitated the application process and provided necessary support for faculty members attending such programs.

(d) Project Completed/On Going:

Action Taken: Encouraged faculty members to submit research proposals to different funding agencies and provided guidance and assistance to faculty members in the preparation and submission of research proposals.



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(e) M. Phil. & Ph.D. Awarded:

Action Taken: Provided support and encouragement for faculty members to pursue M. Phil. and Ph.D. degrees and facilitated the process for upgrading academic degrees for faculty members.

(f) Acted as Resource Person:

Action Taken: Encouraged faculty members to act as resource persons in seminars, workshops, and other academic events. Facilitated opportunities for faculty members to showcase their expertise and contribute to the academic community.

(g) Preparation of E-content Materials/Content:

Action Taken: Improved infrastructural facilities to create and deliver E-learning materials and provided technical support and training for faculty members to develop and deliver E-content materials effectively, and enhanced the dissemination of E-content materials through various online platforms and channels, including the college website, social media, and video-sharing platforms.

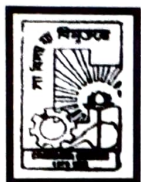
Criteria-IV: Profile of Students

(a) Demand Ratio (Applications Received Vs. Sanctioned Strength):

Action Taken: The college authority has reviewed the demand ratio and identified subjects with high demand but limited intake capacity. Necessary steps have been initiated to increase the intake capacity for high-demand subjects through consultation with the university and relevant authorities. Efforts are being made to streamline the admission process and accommodate more students without compromising on quality education.

(b) Students' Involvement in Extra-curricular & Co-curricular Activities:

Action Taken: Dedicated college playground facilities are being arranged to provide students with ample space for regular sports practices and events. Consideration is being given to the opening of a physical education course to encourage more students to pursue sports activities.



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Plans are underway to procure additional sports goods to support the diverse sporting interests of the students.

(c) Study Tour/Industrial Visits/Exhibitions/Internship/Training:

Action Taken: The college administration has encouraged all departments to organize study tours, industrial visits, exhibitions, internships, and training programs as part of extracurricular activities. Efforts are being made to ensure active participation of students in these programs to enhance their practical knowledge and real-world exposure.

(d) Achievements:

Action Taken: Continuous encouragement and motivation are being provided to students to excel in both academic and extracurricular activities. Recognition and awards are being instituted to acknowledge outstanding achievements by students in various fields. Steps are being taken to publicize student achievements both within the college community and externally to inspire and motivate other students.

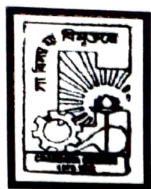
Criteria-V: Infrastructure in the Institute

(a) No. of Classrooms:

Action Taken: Identified the need for additional classrooms to accommodate the growing number of students and try to provide dedicated spaces for each department. Initiated plans for the construction of new classrooms with ICT facilities to meet the demand and proposed the construction of a large auditorium with smart class facilities to accommodate a minimum of 250 students for various academic and extracurricular activities. Designated a room exclusively for classes related to the Indian Knowledge System (IKS) to promote indigenous knowledge and cultural heritage.

(b) No. of Laboratories:

Action Taken: Procured new instruments and equipment as per the CBCS syllabus guidelines to enhance practical learning experiences for students. Discussed with relevant authorities to establish a Central Laboratory Facility (incubation centre) with modern instruments to support interdisciplinary research and experimentation and established a language lab for trilingual subjects (Sanskrit, Bengali & English) to facilitate language learning and communication skills.



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(c) No. of Computers for Teachers:

Action Taken: Identified the need for more laptops/computers with internet connectivity and printing facilities for teachers and planned to provide tabs to every teacher to support the smooth running of academic events and activities.

(d) No. of Computers for Students:

Action Taken: Planned to procure a larger number of the latest version computers with internet connectivity dedicated to students' academic purposes and proposed to arrange free training sessions for basic computer applications to enhance students' digital literacy and skills and explored the possibility of opening an Honours Course in Computer Science at the undergraduate level to cater to the growing demand for computer education.

(e) No. of Computers for Research Purposes:

Action Taken: Identified the need to enhance the number of computers with internet and intranet connectivity for research purposes and proposed the provision of high-quality plagiarism software for researchers to maintain academic integrity and quality of research output.

(f) Sports & Gymnasium Facility:

Action Taken: Recognized the need to enhance sports facilities and equipment for students and encouraged more students to participate in different sports events to promote physical fitness and well-being.

Criteria-VI: Activities of the Institute

(a) MoUs Signed:

Action Taken: Recognized the importance of signing more MoUs with academic institutions and industries for academic and placement benefits. Renewed the MoU with NSOU for the smooth operation of the study center and with NIELIT for running subsidized computer courses.

Recently signed MoUs with J.R.S.E.T. College of Law and Village Level Entrepreneur of CSC for academic and cultural exchange and spoken English courses. Initiated discussions with NAAC-accredited institutions for potential MoUs and explored opportunities for industry collaboration.



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(b) Collaborations:

Action Taken: Acknowledged the significance of collaborative programs and workshops in enhancing academic and extracurricular experiences. Organized online workshops, seminars, and web-talks with various organizations during the pandemic and explored possibilities for student exchange programs and planned to strengthen collaborations with nearby institutions for more diverse programs and activities.

(c) Association Meetings:

Action Taken: Recognized the importance of alumni associations in contributing to cultural, social and financial aspects. Planned initiatives to increase active members and organize more programs involving alumni to address academic and social issues.

(d) Guest Faculties:

Action Taken: Acknowledged the significance of inviting guest faculty for seminars, workshops, and extension talks. Planned to arrange more invited lectures on contemporary issues and encourage faculty to engage in knowledge-sharing beyond the college.

(e) Conference/Seminar/Workshop Conducted:

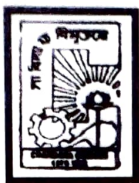
Action Taken: Acknowledged the importance of organizing seminars, workshops, and conferences on various topics. Planned to organize a minimum of two to three international conferences per year and focus on organizing seminars on cross-cutting issues.

(f) Extension Activity:

Action Taken: Recognized the need for regular extension activities through NSS and NCC wings. Planned to organize more outreach extension programs in collaboration with local bodies and institutes to contribute to societal development.

(g) Interaction with Industry/Research Centers/Educational Institutions:

Action Taken: Acknowledged the need for more interaction programs with industries and research centers. Planned initiatives to sign MoUs with nearby industries and research organizations for interactive programs and academic interests.



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(h) Newsletters/Magazine:


Action Taken: Recognized the importance of newsletters and magazines for academic dissemination. Planned to consider publishing an annual news bulletin and include additional commerce-related journals in the library.

(i) Consultancy:

Action Taken: Acknowledged the absence of formal consultancy services. Planned to initiate necessary initiatives for providing consultancy services in relevant areas.

(j) Placement:

Action Taken: Acknowledged the importance of placement opportunities for students and planned to sign MoUs with reputed organizations for providing placement opportunities and organizing job fairs.


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