

## **INTERNAL QUALITY ASSURANCE CELL (IQAC), CHAKDAHA COLLEGE ANNUAL ACTION PLAN 2023-24**

The IQAC-Chakdaha College presents the Annual Action Plan 2023-24 for the comprehensive development of Chakdaha College in the areas of academics, administration, and the environment, aligned with the seven criteria of NAAC for quality improvement in higher education.

### **1. CURRICULAR ACTIVITIES**

- Conduct workshops, seminars, and awareness campaigns to inform students, teachers, parents, and other stakeholders about National Education Policy (NEP 2020) and State Education Policy (SEP 2023), the semester system, outcome-based education, and examination procedures.
- Encourage active faculty participation in curriculum design and development at the university level.
- Introduce skill enhancement courses, value added courses, and organize training programs.
- Enhance ICT accessibility for both faculty and students to facilitate curriculum implementation.
- Implement the use of Digital Calendar 365 to display and record daily college activities..

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

- Empower departments with academic flexibility to demarcate syllabi, create teaching plans, and conduct internal examinations within physical and financial constraints.
- Promote participation in academic exchange programs within and between institutions.
- Encourage field visits, project work, and active engagement in seminars, workshops, and group discussions.
- Raise awareness of online platforms (e.g., swayam.gov.in, YouTube) for digital education and study materials.
- Implement self-appraisal reports (API) by faculty members for continuous improvement.

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

- Motivate faculty for active participation in research, faculty improvement programs, and national/international seminars/conferences, with necessary support.
- Organize a series of talks by eminent speakers across disciplines.
- Collaborate with private ventures to offer certificate courses, consultancy, and extension services.
- Sustain the publication of the Inter-disciplinary International Journal (RAY).

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

- Create new teaching and non-teaching staff positions.
- Enhance physical infrastructure and upgrade laboratory equipment.
- Promote extensive use of online library resources, maintain N-LIST (INFLIBNET) membership, and provide free computer and internet access.

- Ensure the systematic collection, organization, and display of syllabi, study materials, teaching materials, and library resources.

#### 5. STUDENT SUPPORT & PROGRESSION

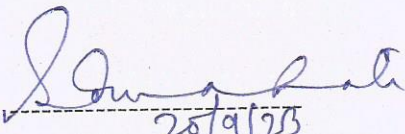
- Organize student induction programs (SIP) to introduce Academic Bank of Credits (ABC) accounts and facilitate the anti-ragging declaration program in alignment with UGC guidelines.
- Increase participation in NCC and NSS events at international, national, university, and state levels.
- Expand Students' Aid Fund and raise awareness of public and private scholarships/fellowships.
- Monitor students' attendance in line with KU rules, organizing declarations, notifications, and parent-teacher meetings.
- Regularly collect feedback from all stakeholders and publish analysis and action reports on the website.
- Promote activities of 'Nari Sansad,' 'Placement and Counseling Cell,' 'Grievance Redressal Cell,' and the Alumni Association.

#### 6. GOVERNANCE, LEADERSHIP & MANAGEMENT

- Develop a "College-APP" to improve the College Management Information System.
- Fully computerize the College Office for efficient management, including service books, financial audits, and asset registers.
- Evaluate the effectiveness of the Bio-metric Attendance system and extend it to students.
- Regularly update the College Website with admission information, event updates, best practices, and sub-committee activities.
- Emphasize the publication of reports, policy documents, study materials, Pos and Cos, and research outcomes on the college website.
- Establish a committee for annual Academic, Administrative, and Environmental Audits.

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

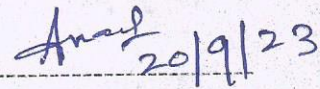
- Conduct the 'Kathopakathan' lecture series for enlightening stakeholders.
- Establish a data bank for NAAC, AISHE, NIRF, and better planning and coordination.
- Organize seminars on environmental issues related to local natural resources.
- Ensure an eco-friendly campus and garden beautification.

  
20/9/23

(Dr. Swagata DasMohanta)

Principal and Chairperson, IQAC, Chakdaha College

Principal  
CHAKDAHA COLLEGE

  
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(Dr. Arun Kumar Nandi)

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