CHAKDAHA COLLEGE

CHAKDAHA, NADIA, PIN.- 741222

Phone No. 03473 – 242268, Mob. No. 8967300985

Accredited by NAAC

Affiliated to Kalyani University

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

Notice

Date: 23.7.2015

The 1st meeting of IQAC Chakdaha College during Academic Year 2015-16 will be held on 30.7.15. at 1:30 PM to discuss the following Agenda.

Members are requested to be present at the said meeting.

Agenda:

1. Confirmation of the last Meeting (IQAC)
2. Review of functioning of IQAC with perspective plan 2014-15
3. Plan of action for the academic year 2015-16
4. AQAR, SSR for Re-accreditation (cycle 2)
5. Misc.

27/7/15

(Arun Kumar Nandi)
IQAC-Coordinator
Chakdaha College

Co-ordinator
IQAC, Chakdaha College

22/7/15

(Swagata Das Mohanta)
Principal
Chakdaha College

Principal
CHAKDAHA COLLEGE

মিটিং রেজল্যুশন বহি
MEETING RESOLUTION BOOK

মিটিং নং / Meeting No.	01/15-16
তারিখ / Date	30.07.2015

উপস্থিত সভ্যগণের নাম
NAME OF MEMBERS PRESENT

স্থান / Place	Principals Ro...
সময় / Time	1:30 PM

১। 1. *Sdmohanta*.
২। 2. *Arun*
৩। 3. A. Hoque
৪। 4. *Anjan Sengupta*.
৫। 5. *Jay Sankar Basu*
৬। 6. *Madhumita Das. (ba)*
৭। 7. *Asoke K Mukherjee*.

৮। 8. *Partha Karmakar*.
৯। 9. *Rajib Kar*
১০। 10. *30.07.15*
১১। 11. *20.7.15*
১২। 12.
১৩। 13.
১৪। 14.

১৫। 15.
১৬। 16.
১৭। 17.
১৮। 18.
১৯। 19.
২০। 20.
২১। 21.

নং / No.	রেজল্যুশন / Resolution Adopted

Members:

1. Dr. Swagata Das Mohanta (Principal), Chairperson, IQAC
2. Dr. Arun Kumar Nandi (Co-ordinator, IQAC)
3. Prof Aliul Hoque (Secretary, Teachers' Council)
4. Dr. Partha Karmakar (External Expert Member)
5. Prof. Kunal Banerjee (External Expert Member)
6. Dr. Ajoy Paul (Teacher member)
7. Dr. Jaysankar Basu (Teacher Member)
8. Prof. Madhumita Das (Teacher Member)
9. Dr. Anjan Sengupta (Teacher Member)
10. Dr. Paritosh Biswas (Teacher Member)
11. Sri Asoke Kumar Mukherjee (Head Clerk)
12. Sanjib (Rajib) Kar (GS, Student Member)
13. Sri Sujash Karmakar (Alumni Member)

Minutes of the 1st Meeting:

Ref. IQAC-Meeting No.01/2015-16,

Dated: 30.07.2015   Time: 1.30 PM, Venue: Principal's Room

The first meeting of IQAC, Chakdaha College during academic year 2015-16 was held on 30.07.2015 at 1.30 PM in the Principal's Room. The meeting was notified on 23.07.2015 and the said meeting was presided over by Dr. Swagata Das Mohanta, Principal and Chairperson of IQAC, Chakdaha College. Dr. Arun Kumar Nandi, Coordinator of IQAC, started the meeting by welcoming all members of IQAC. On behalf of members of IQAC, he specially welcomed and expressed congratulation to Dr. Swagata Das Mohanta for her joining to the post of Principal, which was long due in Chakdaha College since 2010. At the very outset, Coordinator of IQAC briefly presented follow up action of all previous IQAC-meetings during 2014-15 and then read out agenda of the present meeting one by one before the house for consideration and discussion.

The following members of IQAC were present/absent in the meeting:

Members Present:

1. Dr. Swagata Das Mohanta (Principal and Chairperson, IQAC)
2. Dr. Arun Kumar Nandi (Co-ordinator, IQAC)
3. Prof Aliul Hoque (Secretary, Teachers' Council)
4. Dr. Partha Karmakar (External Expert Member)
5. Dr. Jaysankar Basu (Teacher Member)
6. Prof. Madhumita Das (Teacher Member)
7. Dr. Anjan Sengupta (Teacher Member)
8. Dr. Paritosh Biswas (Teacher Member)
9. Sri Asoke Kumar Mukherjee (Head Clerk)
10. Sanjib (Rajib) Kar (GS, Student Member)
11. Sri Sujash Karmakar (Alumni Member)

Members Absent:

1. Dr. Ajoy Paul (Teacher Member) (due to personal matter)
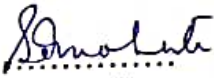2. Prof. Kunal Banerjee (External Expert Member) (due to personal matter)

Members unanimously resolved that:

1. Minutes of the last meeting dated 09.12.2014 are confirmed, excepting the inclusion of part-time and contractual teachers as members of IQAC as referred to in Resolution No. 4.

2. Resolved that feedbacks/updated version of departmental profile including API format from certain departments be sought, and as Dr. A. Nandi mentioned these departmental feedbacks/appraisals which are not yet submitted, are urgently needed.

3. Resolved that proposals for seminars, workshops, MRP from all the departments be addressed / worked up.

4. Resolved that Alumni Association be registered.

5. Resolved that Parents Association be raised and registered.

6. Resolved that interdisciplinary international journal (at least one) be incorporated in Library, E-journal network.

7. Resolved that a workshop on forthcoming NAAC be held as early as possible.

8. Stock Resister /Asset Register etc. are partially done. Resolved that it be framed in full and final and acceptable format.

9. Resolved that College Website be regularly updated.

10. Resolved that updating of Service Book and proceedings of TC be done.

11. Resolved that the SSR & AQAR, as drafted so far, be accepted and given final shape.

12. Draft of AQAR be submitted to Principal for circulation among members of IQAC/Deptt. Heads for finalized.

13. Academic Calendar 2015-16 (drafted by Prof. A Nandi) be finalized with the help of Prof. A Sengupta (in a week).

14. Caretaker will arrange and put in good shape all classrooms for the new session of classes, within 31st July 2015, with the help of TCS as IQAC member.

15. New routine be implemented on 1st August, 2015 and be uploaded on website.

16. Lab stock register be completed within 10.08.2015

17. Data of student activities be procured from Students' Union.

18. A conducive academic atmosphere be ensured for the ensuing Part-II Examination.

19. TCS will intimate activities / meetings of all subcommittees to the Principal/IQAC.

20. Financial status Report since XIth Plan be finalized.

21. Sports incentives, a forestation and drinking water be arranged on an urgent basis.

22. Resolved that Principal will immediately given written assignment/duties to the Persons/different subcommittees as per the following tentative format for the purpose of finalization of AQAR & SSR for ensuing NAAC visit and overall development of the college:

Date: 31.07.2015

The following assignments must be done and reports of the same submitted to the Chairman of IQAC/ Principal within stipulated time, as per resolution of IQAC meeting held on 30.07.2015. Please contact IQAC coordinator for details.
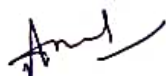
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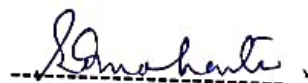Principal, Chakdaha College

Principal
CHAKDAHA COLLEGE

Sl no	Work assigned	Assigned to	Date of submission	Remarks
1	Academic Calendar	Dr. A Sengupta	06.08.2015	
2	Good Shape of all Classrooms	Caretaker	31.07.2015	
3	New routine uploaded on website	Sujash Karmakar	01.08.2015	
4	Lab Stock Register	Dr. Subhatosh Biswas Sri Himangshu Das	10.08.2015	
5	Students activities (2014-2015) Games & Sports, Blood Donation, Debate, Quiz	G.S, Students Union	07.08.2015	
6	Students Alumni Parents Feedback (2014-2015)	Dr. Siddharth Dutta Dr. Amit Kr Chakraborty Sri Sujash Karmakar	07.08.2015	
7	Library Feedback by Student	Dr. A Sengupta & Library Sub Committee	06.08.2015	
8	T.C meeting Proceedings (2014-2015)	TCS	06.08.2015	
9	Summary report of GB meeting related to quality assurance (last 5 Years) Year wise	Principal & Smt. Sipra Banerjee	10.08.2015	
10	Financial Status Report (Summarized) from 11th Plan to till date	Principal, Bursar & Sri Ashok Kr Mukherjee	10.08.2015	
11	Departmental Profile & individual faculty profile (API)	Dr. N.K. Mondal Dr. Parth Dutta	10.08.2015	
12	Publication (Deptt. Journal college newsletter Lompendium of ENVS, Presents)	Dr. J.S Bose. Dr. S. Dutta, Sri A. Hoque, Dr. M. Roy, Dr. S.R Mondal	10.08.2015	

13	Stock Register, Asset Register, Ledger Book, Cash Book, Despatch Receiving System, (updated) Scholarship & Loan Register.	Sri Ashok Mukherjee Sri Sujash Karmakar	10.08.2015	
14	Service Book information	Dr. Paritosh Biswas Sri Tufan Banerjee	10.08.2015	
15	Campus Beautification	Sri A. Hoque Sri Anip Roy	25.08.2015	
16	Internet accessibility and website update	Dr. Saikat Sarkar Sri Sujash Karmakar	15.08.2015	
17	Workshop/Seminar related to NAAC including quality improvement	Dr. Partha Karmakar	07.09.2015	
18	No Plastic Zone within the College	Principal & Students Representative	25.08.2015	
19	e-version of Prospectus (updated version)	Dr. Saikat Sarkar	07.09.2015	
20	NSOU	Dr. Asit Kumar Chakraborty	10.09.2015	
21	Remedial	Dr. Arun Kumar Nandi	05.09.2015	
22	Entry in Service	Sri A. Topeder	10.09.2015	

The meeting ended with a vote of thanks to the Chair and from the Chair.

Signature of IQAC - Coordinator
(with Date & Seal)
Chakdaha College

Signature of Principal/TIC
(with Date & Seal)
Chakdaha College

Principal
CHAKDAHA COLLEGE

~Sawhayta
07/9/15
Principal
CHAKDAHA COLLEGE

(Revised Version)

Aw 7/9/15

Co-ordinator
IQAC, Chakdaha College

Perspective Plan, 2015-2016, Chakdaha College

1. *Curricular activities*

- To update evaluative report of each department as per NAAC format and to create/update detailed departmental profile including teacher's profile (as per both Excel format and API format), demarcation of syllabus, teaching plan, students information, departmental library, model question-answers etc which are to be submitted to IQAC and uploaded on the College website.
- Proposal for commencement of Post Graduate course in selected subjects and job oriented vocation courses, Introduction of Communicative English, establishment of additional study centers for distance education, establishment of Language laboratory.
- Revival of classes for Entry in Services & Remedial Coaching (UGC-sponsored)
- To prepare Academic Calendar for 2015-16.
- To encourage and motivate faculty members to participate in different workshops relating to revision and up-gradation of syllabus.
- To encourage and motivate faculty members to participate in different faculty development programmes (RC/OP/STC etc.)
- To create new teaching and non-teaching posts.

2. *Teaching, Learning & Evaluation*

- To conduct meeting of the Academic Sub Committee on regular basis and planning, implementation and monitoring of different academic activities.
- To prepare comprehensive teaching plan and class routine (for peak and slack session) for each department and it is to be implemented accordingly.
- Effective use of ICT in teaching-learning process.
- To conduct tutorial classes and group discussion.
- To encourage the students to participate in in-house seminars.
- To apply for conducting seminar, conference, workshop, etc: to be funded by different funding agencies (International, National, State, and University level).
- To conduct class test (monthly), annual test examinations and evaluation on regular basis and results are to be published through notice board and website within stipulated time.
- To organize health and social awareness programmes (Thalaseamia detection camp, Blood donation Camp, Exhibition, Quiz contest, debate, essay, and music competition etc.) with active and effective involvement of students' union, NSS, and NCC units.
- To conduct Academic audit for the last academic year 2014-15.

3. *Research, Consultancy & Extension:*

- To encourage and motivate faculty members for their active involvement in research activities in contemporary issues /field visit/local project work etc.
- To encourage and motivate faculty members for active participation in seminars/conferences/workshop etc
- To publish an inter-disciplinary College Journal, Souvenir of departmental Re-union, Environmental project reports etc on regular basis.
- To increase accessibility of college internet system by the students, teachers, Non-teaching & Library staff at free of cost.
- To use alumni power in respect of research and other academic activities, and employment opportunities.

4. Infrastructure & Learning Resources:

- Renewal of Membership of College in N- List (INFLIBNET).
- Improvement of Library services (Departmental & Central Library)
- Maintenance of a register of users of Library.
- Hard Copy of Journal of each department.
- Up to date financial and Administrative audit- (maintenance and regular update of Asset Register, Stock Register, Ledger Book, Cash Book, Leave Register, Despatch/Receiving system etc.)
- Ensuring minimum support system (Chalk, Duster, Black Board, Routine, Students' Register, Chair, table, bench etc) for class teaching-learning in advance.
- Boys' Common Room.
- Guardians' waiting room
- Games and Sports
- Development of Electricity facilities
- Installation of cc TV and instruments for biometric attendance.
- Cycle garage
- Cheap canteen with hygienic food
- Gymnasium and Recreation Room

5. Student support & Progression:

- Encourage students for active participation in college NCC and NSS units.
- Students' attendance according to KU Rules – Students' Declaration.
- Feedback from all stakeholders.
- Grievance Redressal Cell.
- Placement and counselling Cell.
- Alumni Association, Parents' Association
- Students' Aid Fund

6. Governance, Leadership & Management:

- Regular update of College Website.
- Training (computer, Laboratory Instruments, campus care, online admission etc.) to staff.
- To Update Service Books & Proceedings of TC meetings.
- Summary report (yearly) of GB meeting –(No. of GB meeting, major activities, action taken report etc.)
- Online admission
- Office automation

7. Environment Innovation & best practices:

- Plastic and poster free campus and No smoking zone
- Garden for medicinal plant.
- Vermi composting plan
- Gardening inside & outside the College campus.
- Publication of a compendium compiling ENVS project reports submitted by the students.
- Afforestation programme.
- Arsenic detection and Microbiological testing facilities for drinking water.
- Social and cultural programmes.
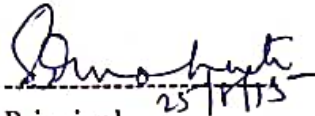
Notice

Date: 25.8.2015

(IQAC Meeting with TS/NTS/Library Staff)

A meeting of IQAC with Teaching/Non-Teaching/Library Staff, Chakdaha College will be held on 02.09.2015 at 2.00 PM in the Seminar Room, Commerce Building, to discuss the following matters.
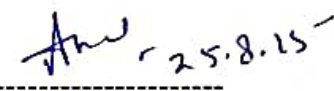
All the members on Teaching/Non-Teaching/Library Staff, Chakdaha College are hereby requested to kindly attend the said meeting.

Agenda:

1. To discuss AQAR for Re-accreditation (cycle 2).

2. To discuss perspective plan 2015-16

3. Misc.

Principal
Chakdaha College

Principal
CHAKDAHA COLLEGE

IQAC-Coordinator
Chakdaha College

Co-ordinator
IQAC, Chakdaha College

Internal Quality Assurance Cell (IQAC)
Chakdaha College

Minutes of IQAC Meeting with TS/NTS/Library Staff:

Dated: 02.09.2015   Time: 2.00 PM, Venue: Computer Room

A meeting of the IQAC along with Teaching/Non-teaching and Library staff of Chakdaha College was held on 02.09.2015 at 2.00 PM in the Computer Room (in lieu of Seminar room). The meeting was notified on 25.08.2015. The meeting was presided over by Dr. Swagata Das Mohanta, Principal and Chairperson of IQAC Team. The Coordinator of IQAC started the meeting with the kind permission from the chairperson and welcomed all the present faculty members and non- teaching staff of the college and expressed his sincere thanks to them for attending the meeting. The Coordinator of IQAC presented (with the help of computer and projector) the agenda of the meeting along with AQARs (draft), target-achievement of action plan 2014-15, perspective plan 2015-16 for suggestions/comments and discussion (Hardcopies of the same were also given for written feedback from the stakeholders to IQAC team).

The following TS/NTS/Library staff members were present in the meeting:

1. Dr. Swagata DasMohanta, Principal and Chairperson of IQAC.
2. Dr. Arun Kumar Nandi, Co-ordinator of IQAC
3. Dr. Mandira Roy
4. Dr. Jay Sankar Basu
5. Dr. Sadasiv Chakrabarti
6. Dr. Anjan Sengupta
7. Dr. Madhumita Das
8. Dr. Paritosh Biswas
9. Dr. Partha Dutta
10. Dr. Saikat Sarkar
11. Prof. Aliul Hoque
12. Mithun Sarkar
13. Avijit Biswas
14. Ranjan Karmakar
15. Mihir Nath
16. Sujit Roy

17. Susanta Ghosh
18. Ashok Kumar Mukherjee
19. Sujash Karmakar
20. Debabrata Biswas
21. Narendra Kumar Sarkar
22. Tapan Kumar Mukherjee
23. Pradip Debnath
24. Avoy Rajbanshi
25. Tufan Banerjee
26. Birnab Paul
27. Arup Dey
28. Milan Kanti Das
29. Himangshu Das
30. Avijit Topder
31. Sukumar Chakraborty
32. Laltu Mishra
33. Provanjan Chatterjee
34. Debasish Bhowmick
35. Subhamay Chaudhuri
36. Surojit Singha
37. Pallab Kumar Basu

After thread bear discussions the following RESOLUTIONS were adopted:-

1. Necessary data and information and reports of different sub-committees (academic and administrative) be submitted to Principal/IQAC co-ordinator immediately on urgent basis so that gaps in AQARs and SSR be filled up and uploaded to our website and to submit the same to NAAC within stipulated date (last date of submission: December, 2015).
2. The perspective plan of 2015-16 be implemented in a time bound manner.
3. Prof. Partha Dutta would be the NAAC Co-ordinator.
4. Evaluative Report of each department be updated and finalised immediately.
5. Members to see / explore and to access the college Website to be conversant with the programme / actions taken by IQAC.
6. Access to E-library (N-LIST) be increased among students. Library lending / borrowing be streamlined.
7. Sports activities be encouraged among students.
8. Class Attendance of students be ensured.
9. Loitering of students in the corridor of the college be stopped.
10. The functioning of placement of career counselling be strengthened.
11. The system of feedback from Students/parents/alumni/staff be improved.
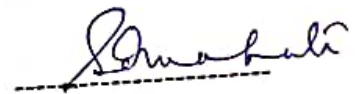12. Alumni Association be registered immediately.

13. Cultural programmes and departmental publications be enhanced.
14. Representative of Guest Lecturers/part-time teacher be incorporated to IQAC team, if possible.
15. Audit report, Stock Register, asset register etc be made up-to-date.
16. Separate Bank A/c of NSS be opened.
17. Staff training arrangement be made by the authority.
18. CC TV be installed.
19. Hygienic food in chief canteen and pollution free environment be ensured.
20. Visual documentation (photograph) of meetings be recorded/maintained.

The meeting ended with vote of thanks to the Chair.

Signature of IQAC - Coordinator
(with Date & Seal)
Chakdaha College

Co-ordinator
IQAC, Chakdaha College

Signature of Principal/TIC
(with Date & Seal)
Chakdaha College

Principal
CHAKDAHA COLLEGE
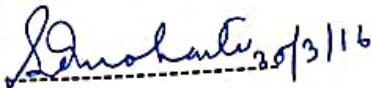
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Date: 30.3.2016

(IQAC Meeting)

The meeting of IQAC, Chakdaha College will be held on 06.04.2016 at 2.00 PM in the Principal's Room, to discuss the following agenda.

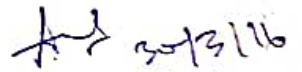All the members are hereby requested to be present in the said meeting.

Agenda:

1. To discuss submitted/uploaded AQARs for Re-accreditation (cycle 2) for final correction, if any.

2. To discuss implementation status of the perspective plan 2015-16

3. Misc.

Principal
Chakdaha College

Principal
CHAKDAHA COLLEGE

IQAC-Coordinator
Chakdaha College

Co-ordinator
IQAC, Chakdaha College

মিটিং রেজল্যুশন বহি
MEETING RESOLUTION BOOK

মিটিং নং / Meeting No.	2/2015-16
তারিখ / Date	6·4·2016

উপস্থিত সভ্যগণের নাম
NAME OF MEMBERS PRESENT

স্থান / Place	Principal's Room
সময় / Time	2·00 P.M

১। 1. Somohawta 05/4/16
২। 2. MB. 06/04/16
৩। 3. Amal
৪। 4. A Hoque 6·4·16
৫। 5. Madhumita Sen. 6·4·16
৬। 6. Ashok U. Mukherji. 6·4·16
৭। 7. Jorma Karmakar

৮। 8. 06·04·16
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নং / No.	রেজল্যুশন / Resolution Adopted

Internal Quality Assurance Cell (IQAC), Chakdaha College

Minutes of the 2nd Meeting:

Ref. IQAC-Meeting No.02/2015-16,

Dated: 06.04.2016   Time: 2.00 PM, Venue: Principal's Room

The 2nd meeting of IQAC, Chakdaha College during academic year 2015-16 was held on 06.04.2016 at 2.00 PM in the Principal's Room. The meeting was notified on 30.03.2016 and the said meeting was presided over by Dr. Swagata Das Mohanta, Principal and Chairperson of IQAC, Chakdaha College. At first, the Coordinator of IQAC started the meeting by welcoming all members of IQAC and presented the agenda of the 2nd meeting of IQAC for discussion. He was also briefly presented (with the help of projector) the proceedings of the earlier meetings of IQAC (dated 30.7.2015 and 2.9.2015) before the present members. Then, the Chairperson of IQAC described all followed up actions and summed up the present status of IQAC activities.

The following members of IQAC were present/absent in the meeting:

Members Present:

1. Dr. Swagata Das Mohanta (Principal and Chairperson, IQAC)
2. Dr. Jaysankar Basu (Co-ordinator, NAAC)
3. Prof Aliul Hoque (Secretary, Teachers' Council)
4. Dr. Partha Karmakar (External Expert Member)
5. Prof. Madhumita Das (Teacher Member)
6. Sri Asoke Kumar Mukherjee (Head Clerk)

7. Sri Sujash Karmakar (Alumni Member)
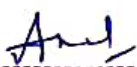8. Dr. Arun Kumar Nandi (Co-ordinator, IQAC)

Members Absent:
9. Dr. Ajoy Paul (Teacher Member)
10. Prof. Kunal Banerjee (External Expert Member)
11. Dr. Anjan Sengupta (Teacher Member)
12. Dr. Paritosh Biswas (Teacher Member)
13. Sanjib (Rajib) Kar (GS, Student Member)

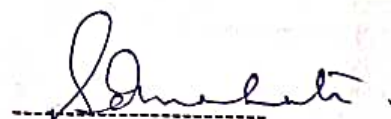*Members unanimously resolved that:*

1. Proceedings of earlier meetings of IQAC are confirmed.
2. Corrected versions of AQARs are considered for necessary approval and action by the college authority (Governing Body).
3. Steps to be taken to achieve the target of action plan 2015-16.
4. An academic and administrative audit for 2014-15 year be conducted for self assessment.
5. Students' feedback report, Computer awareness programme to the students as in the earlier year be implemented immediately.
6. Biometric attendance of TS & NTS be introduced.

The meeting ended with a vote of thanks to the Chair and from the Chair.

Signature of IQAC - Coordinator
(with Date & Seal)
Chakdaha College

Co-ordinator
IQAC, Chakdaha College

Signature of Principal/TIC
(with Date & Seal)
Chakdaha College

Principal
CHAKDAHA COLLEGE