

# CHAKDAHA COLLEGE

CHAKDAHA, NADIA, PIN.- 741222

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

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

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

## Notice

Date: 02.07.2016

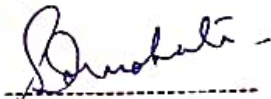
### (IQAC Meeting)

The 1<sup>st</sup> meeting of the IQAC, Chakdaha College during Academic Year 2016-17 will be held on 09.07.2016 at 1.30 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. Confirmation of the proceedings of the last (IQAC) Meeting.
2. Review of achievements/outcome during 2015-16.
3. Plan of action for the academic year 2016-17
4. 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.	১১/২০১৬-১৭
তারিখ / Date	৭.৭.১৬

উপস্থিত সভ্যগণের নাম  
NAME OF MEMBERS PRESENT

স্থান / Place	Principal's Room
সময় / Time	১.৩০ প.ম

- ১। ১. Dr. Swagata Das Mohanta
- ২। ২. Dr. Arun Kumar Nandi
- ৩। ৩. Dr. Paritosh Biswas
- ৪। ৪. Dr. Anjan Sengupta
- ৫। ৫. Dr. Arun K. Nandi
- ৬। ৬. Dr. Madhumita Das
- ৭। ৭. Dr. Anjan Sengupta

- ৮। ৮.
- ৯। ৯.
- ১০। ১০.
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- ১৯। ১৯.
- ২০। ২০.
- ২১। ২১.

নং / No.

রেজল্যুশন / Resolution Adopted

### Internal Quality Assurance Cell (IQAC) Chakdaha College, 2016-17

The following existing IQAC Team will continue till NAAC visit (Cycle 2) as per resolution of the meeting of Governing Body, Chakdaha College (~~2016-17~~) ...  
intimated by the Principal, Chakdaha College.

Member's Name (Position)	Designation	Mobile No.	E-mail
Dr. Swagata Das Mohanta (Chairperson, IQAC)	Principal, Chakdaha College	8599951670	
Dr. Arun Kumar Nandi (Co-ordinator, IQAC)	Associate Professor in Economics	9433332475	anu_dipa@yahoo.com
Dr. Partha Karmakar (External Expert Member)	Principal, Muragachha Govt. College	9434572914	
Prof Aliul Hoque (Secretary, Teachers' Council)	Assistant Professor in Political Science	9830877135	
Dr. Jaysankar Basu (Teacher member)	Associate Professor in English	9433117668	
Prof. Madhumita Das (Teacher Member)	Associate Professor in English	9007872780	das.madhumita.1961@gmail.com
Dr. Anjan Sengupta (Teacher Member)	Associate Professor in Botany	9007425915	
Dr. Paritosh Biswas (Teacher Member)	Associate Professor in Chemistry	9433513472	
Sri Asoke Kumar Mukherjee (Senior Administrative Member)	Head Clerk, Chakdaha College	9932651015	
Sri Sujash Karmakar (Alumni Member)	Computer Assistant, Chakdaha College	9232120550	
(One Student representative)	General Secretary, Students' Union		



# MINUTES OF MEETINGS OF IQAC DURING 2016-17

## Minutes of the 1<sup>st</sup> Meeting:

Ref. IQAC-Meeting No.01/2016-17,

Dated: 09.07.2016 Time: 1.30 PM, Venue: Principal's Room

The first meeting of IQAC, Chakdaha College during academic year 2016-17 was held on 09.07.2016 at 1.30 PM in the Principal's Room. The said meeting was presided over by Dr. Swagata Das Mohanta, Principal and Chairperson of IQAC, Chakdaha College. The Chairperson of IQAC welcomed all members of IQAC and informed the size and composition of present IQAC Team, Chakdaha College. Dr. Arun Kumar Nandi, Coordinator of IQAC discussed the necessity of the present IQAC meeting and read out the agenda before the house for consideration and discussion.

The following members of IQAC were present in the meeting:

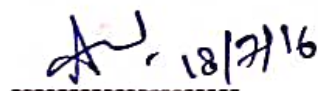
1. Dr. Swagata Das Mohanta (Principal and Chairperson, IQAC)
2. Dr. Arun Kumar Nandi (Co-ordinator, IQAC)
3. Prof. Madhumita Das (Teacher Member & NAAC-Cordinator)
4. Dr. Anjan Sengupta (Teacher Member)
5. Dr. Paritosh Biswas (Teacher Member & NAAC-Cordinator)
6. Sri Asoke Kumar Mukherjee (Head Clerk)
7. Sri Sujash Karmakar (Alumni Member)

### *Members unanimously resolved that:*

1. Resolutions of the last meeting of the IQAC read and confirmed.
2. Reports of different committees and sub-committees, important meeting resolutions and action taken towards quality improvement in education of the institute during the last year (2015-16) to be submitted to the IQAC Coordinator within this month (July, 2016) so that AQAR for the year 2015-16 be effectively completed and uploaded on the website. The list of assigned duties as the last year (copy enclosed) may be used in this regard.

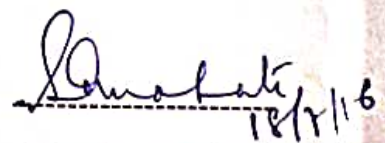
3. Plan of Action for the year 2016-17 and a report of target and achievements of Action Plan 2015-16 be prepared (draft given in the Annexure I) and it may be updated by the Co-ordinator with the help of the Chairperson and other members of IQAC team from time to time, if necessary.
4. In the miscellaneous agendum, the Principal intimated all present members the continuation of the previous members in the IQAC Team to act till NAAC Peer Team visit (cycle 2) and invited/proposed incorporation of few persons in absence of some members of the previous team due to varied reasons. The names of the following persons are proposed in the meeting. However, it is upto G.B's discretion to finalise and approve the said proposal.
1. Sri Dipak Chakraborty, President GB (Management)
  2. Sri Narendra Kumar Sarkar, Administrative Member
  3. Sri Tufan Banerjee, Administrative Member
  4. Sri Anip Roy, Administrative Member
  5. Dr. Amit Kumar Chakraborty, Teacher member
  6. Dr. Siddhartha Dutta, Teacher member
  7. Dr. Saikat Sarkar, Teacher member
  8. Dr. Sahanouz Mallick, Teacher member
  9. One Student Representative

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

 18/7/16

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

**Co-ordinator**  
**IQAC, Chakdaha College**

 18/7/16

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

**Principal**  
**CHAKDAHA COLLEGE**



The following assignments (tentative list) may be done and reports (soft copy and hard copy) of the same to be submitted to the Chairman / Co-ordinator of IQAC within stipulated time (July, 2016).

Sl no	Work assigned	Assigned to	Date of submission	Remarks
1	Academic Calendar	Dr. A Sengupta		
2	Good Shape of all Classrooms	Caretaker		
3	Regular notice, current events, new class routine etc. uploaded on website	Sujash Karmakar Debabrata Biswas		
4	Lab Stock Register	Dr. Subhatosh Biswas Sri Himangshu Das		
5	Students activities (2015-2016) Games & Sports, Blood Donation, Debate, Quiz	G.S, Students Union		
6	Feedback from Students, Alumni, Parents, & Library users (2015-2016)	Dr. Siddharth Dutta Ranjan Karmakar Sumanta Kr. Das Sri Sujash Karmakar		
7	T.C meeting Proceedings (2015-2016)	TCS		
8	Summary report of GB meeting related to quality assurance (last year)	Dr. Sadashiv Chakraborti		
9	Financial Status Report (with summary statistics) for the 12 <sup>th</sup> Plan	Principal, Bursar & Sri Ashok Kr Mukherjee		
10	Departmental Profile & individual faculty profile (API)	Dr. N.K. Mondal Dr. Sarbajit Paul		
11	Publications (College Journal newsletter, Compendium of ENVS etc)	Dr. A Sengupta, Dr. S. Dutta, Dr. Amit Kr. Chakraborty, Dr. S.R Mondal, Ranjan Karmakar		
12	Stock Register, Asset Register, Ledger Book, Cash Book, Dispatch/ Receiving System, (updated) Scholarship & Loan Register.	Sri Ashok Mukherjee & office staff		
13	Service Book information	Dr. Paritosh Biswas Sri Tufan Banerjee		
14	Information regarding Library	Library staff		

15	Campus Beautification	Dr. Sabina Jesmin Ms. Shilpi Sarkar Sri Anip Roy		
16	Internet accessibility and website update	Dr. Saikat Sarkar Sri Sujash Karmakar Dr. Arun Kumar Nandi Principal		
17	Workshop/Seminar related to NAAC including quality improvement	Convener-seminar sub-committee, TC and Dr. Partha Karmakar		
18	No Plastic Zone within the College	Principal & Students Representative		
19	e-version of Prospectus (updated version)	Dr. Saikat Sarkar		
20	NSOU/Computer centre	Co-ordinator (s)		
21	Gender sensitization/equal opportunity etc	Dr. Shibani Roy Mondal Mithun Sarkar		
22	Placement cell	Dr. Iftikar Alam		
23	Results and students information management systems	Deep Narayan Biswas Birnah Paul Debabrata Biswas		



18/7/16  
Co-ordinator  
IQAC, Chakdaha College



18/7/16  
Principal  
CHAKDAHA COLLEGE

## Plan of action, 2016-2017, Chakdaha College

### 1. Curricular activities

- Participation in UG Board of studies meeting/syllabus related workshops and seminars.
- Departmental Heads in consultation with the departmental Colleagues will allocate the syllabus, prepare teaching plan. Model Questions- Answers, departmental profile evaluate students' performance, and place requirement, if any, and report it immediately to the ~~Principal~~ IQAC-Co-ordinator for documentation and upload in college website.
- Meeting of the Academic Sub Committee will discuss the following matters: teaching through digitized/modern methods- intensive use of smart class room & power point teaching etc.
- Proposal for commencement of Post Graduate course (Bengali & Commerce).
- Emphasis on creation of new teaching and non-teaching posts.
- Revival of UGC schemes for Entry in Service & Remedial Coaching
- Adherence to Academic Calendar.

### Teaching, Learning & Evaluation.

- Regularity in class teaching and continuous evaluation system.
- At least one class per week for tutorial for honours students.
- Intensive use of modern teaching aids.
- To conduct seminar, conference, workshop, exhibition etc. (International, National, State, and inter-departmental level).
- Quiz contest, debate, essay, and music competition.
- Thalassaemia detection camp, Blood donation Camp.
- Academic audit, administrative audit, environmental audit.
- Active student's participation in college NCC and NSS units.

### **Research Compliance & Extension:**

- Application for Major/Minor research projects/ conference/seminar /workshop etc to UGC and other funding agency or Govt.
- Publication of inter-disciplinary College Journal with ISSN No..
- Free Access to internet by students, teachers & Non-teaching staff.
- Co-operation of alumni in research and other activities.
- Emphasis on teacher's participation in Refresher course, orientation course, Workshop etc.

### **Infrastructure & Learning Resources:**

- Digitization of Library books.
- Maintenance of a register of users of Library.
- E-Books & E Journal and continuation of Member ship of College in N- List (INFLIBNET).
- Hard Copy of Journal of each department.
- Improvement of Departmental Library & Central Library.
- Arrangement for online purchase of Library books/equipments/furniture etc.
- Maintenance and regular update of Asset Register, Stock Register, Ledger Book, Cash Book, Leave Register, Despatch/Receiving system etc.
- Yearly financial audit – up to date.
- Ensuring minimum support system (Chalk, Duster, Black Board, Routine, Students' Register, Chair, table, bench etc) for class teaching-learning in advance.
- Arrangement of Students Identity Card and Library card within appropriate time.
- Provide Sports equipments & Gym facilities to students and encourage them participation different games and sports
- Development of Electricity facilities

### **Student support & Progression:**

- Students' attendance according to KU Rules – Students' Declaration.
- Feedback from all stakeholders (particular emphasis given on feedback from students).
- Grievance Redressal Cell.
- Placement Cell.
- Alumni Association registration
- Parents' Association registration



### **Governance, Leadership & Management:**

- Preparation for NAAC visit (cycle 2)
- Regular update of College Website.
- Use of bio-metric systems for increase in paperless activities.
- Training of administrative staff- computer, campus care etc.
- Updated Service Books & Proceedings of TC meetings.
- Summary report (yearly) of GB meeting –(No. of GB meeting, major activities, action taken report etc. for AQAR)
- College Security System (effective use CCTV)
- Master plan
- Guardians' waiting room
- Canteen

### **Environment Innovation & best practices:**

- Rain water harvesting for laboratory use.
- Installation of Solar system
- Continuation of Garden for medicinal plant, Vermin Composting, Gardening inside & outside the College campus.
- Preparation and Publication of a compendium compiling ENVS project reports submitted by the students.



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## Notice

Date: 02.11.2016

### (IQAC Meeting)

A meeting of the IQAC, Chakdah College will be held on 12.11.2016 at 12.30 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 read and confirm the resolutions of the last meeting.
2. To discuss regarding Action Plan 2016-17.
3. To submit/upload AQAR 2015-16.
4. To discuss NAAC Peer Team Visit for re-accreditation (cycle 2)
5. Misc.

*[Signature]* 24/11/16  
Principal  
Chakdah College

Principal  
CHAKDAHA COLLEGE



*[Signature]* 2.11.16  
IQAC-Coordinator  
Chakdah College

Co-ordinator  
IQAC, Chakdah College



# মিটিং রেজল্যুশন বহি

## MEETING RESOLUTION BOOK

মিটিং নং / Meeting No.	02/2016-17
তারিখ / Date	12.11.2016

উপস্থিত সভ্যগণের নাম

NAME OF MEMBERS PRESENT

স্থান / Place	Principal
সময় / Time	12-30 P.

১। 1. Amalendu 12/11/16

২। 2. Amal 12/11/16

৩। 3. Amal 12/11/16

৪। 4. Amal 12/11/16

৫। 5. Amalendu 12/11/16

৬। 6. Amal 12.11.2016

৭। 7. Amal 12/11/16

৮। 8. Amalendu 12/11/16

৯। 9. Amalendu 12/11/16

১০। 10. Amalendu 12/11/16

১১। 11. Amal 12/11/16

১২। 12. Amal 12/11/16

১৩। 13. Amal 12/11/16

১৪। 14. Amalendu 12/11/16

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২০। 20.

২১। 21.

নং / No.

রেজল্যুশন / Resolution Adopted

## Minutes of the 2<sup>nd</sup> Meeting during 2016-17:

Ref. IQAC-Meeting No.02/2016-17

Dated: 12.11.2016 Time: 12.30 PM, Venue: Principal's Room

The 2<sup>nd</sup> meeting of IQAC, Chakdaha College during academic year 2016-17 was held on 12.11.2016 at 12.30 PM in the Principal's Room. The meeting was notified on 02.11.2016 and the said meeting was presided over by Dr. Swagata Das Mohanta, Principal and Chairperson of IQAC, Chakdaha College. The Coordinator of IQAC Dr. Arun Kumar Nandi welcomed all members of IQAC, especially new members of IQAC, and presented the agenda of the 2<sup>nd</sup> meeting of IQAC for discussion.

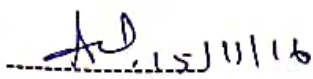
The following members of IQAC were present in the meeting:

1. Dr. Swagata Das Mohanta (Principal and Chairperson, IQAC)
2. Dr. Madhumita Das (Jt. Co-ordinator, NAAC)
3. Dr. Paritosh Biswas (Jt. Co-ordinator, NAAC)
4. Prof Aliul Hoque (Secretary, Teachers' Council)
5. Dr. Partha Karmakar (External Expert Member)
6. Dr. Sahanouz Mallick, Teacher member
7. Sri Asoke Kumar Mukherjee (Head Clerk)
8. Sri Narendra Kumar Sarkar, Administrative Member
9. Sri Tufan Banerjee, Administrative Member
10. Sri Anip Roy, Administrative Member
11. Sri Sujash Karmakar (Alumni Member)
12. Dr. Arun Kumar Nandi (Co-ordinator, IQAC)

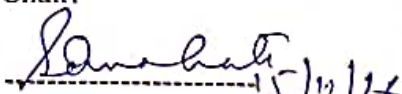
### *Members unanimously resolved that:*

1. Resolutions of the last meetings of IQAC read and confirmed.
2. An Academic and Administrative Audit Committee be formed and be placed to GB for approval with internal and external members to conduct such audit on 19.11.2016 for the year 2014-2015 and 2015-16.
3. Members discussed thoroughly regarding implementation status of Action Plan 2016-17 and resolved that AQAR – 2015-16 be finalised and submitted to NAAC immediately with due approval from GB, Chakdaha College.

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  
(with Date & Seal)  
Chakdaha College

**Principal**  
**CHAKDAHA COLLEGE**