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

CHAKDAHA   COLLEGE
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

Website for IQAC: www.iqac.chakdahacollege.ac.in
E-mail: chakdahacollegeiqac2014@gmail.com

Ref. IQAC Meeting/2/2017-18

Date : 17.01.2018

Minutes of the IQAC- Meeting held on 17.01.2018, Chakdaha College

The second Meeting of IQAC, Chakdaha College during the year: 2017-18 was held on 17.01.2018 at 12.00 Noon in the Principal's Room. The notice of the meeting was notified on 04.01.2018.
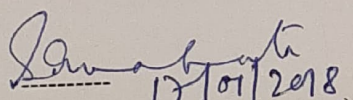
Agenda of the Meeting:
1) To confirm the minutes of the last meeting.
2) To discuss implementation of CBCS syllabus.
3) To review activities of different sub-committees.
4) Misc.

Dr. Swagata DasMohanta, the Chairperson of the IQAC and the Principal, Chakdaha College welcomed all the members. The Co-ordinator, IQAC presented the above agenda of the meeting for discussion.
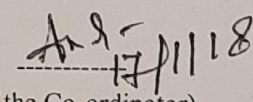
Present members unanimously resolved that:
1) The Minutes of the previous meeting dated 10.08.2017 was read and confirmed.
2) The present IQAC members were discussed about the different aspects and dimensions of UGC and State government prescribed CBCS Syllabus which was designed and be implemented by the Kalyani University from the academic session 2018-19. It was decided in the meeting to organise a workshop on the CBCS syllabus and Semester system examination.
3) The functions and activities of different committees and sub-committees were exentively reviewed and discussed.
4) The IQAC-Co-ordinator requested members to take active participation regarding awareness of the objectives and functions of IQAC among the stakeholders (students, Parents, Alumni, Teaching and Non-teaching Staff) as far as practicable and be requested them to submit necessary data and information to the IQAC Cell. The IQAC-Co-ordinator also requested the Principal to reconstitute IQAC Team for quality improvement of the college.

The meeting ended with vote of thanks.

17/01/2018
(Signature of the Chairperson)
IQAC-Chakdaha College
Principal
CHAKDAHA COLLEGE

17/1/18
(Signature of the Co-ordinator)
IQAC-Chakdaha College
Co-ordinator
IQAC, Chakdaha College

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E-mail: chakdahacollegeiqac2014@gmail.com

Ref. IQAC Meeting/1/2017-18   Date: 10.08.2017

Minutes of the IQAC-- Meeting held on 10.08.2017, Chakdaha College

The first Meeting of IQAC, Chakdaha College during the *Academic Year: 2017-18* was held on10.08.2017 at 2.00 pm in the Principal's Room. The notice of the said meeting was notified on 26.07.2017. The Agenda of the meeting were as follows:
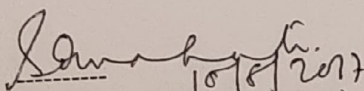
Agenda:
1. Confirmation of the minutes of the last meeting.
2. Review of the previous Action Plan and functions of different sub-committees.
3. Plan of Action for the Academic year 2017-18.
4. Regarding AQAR 2015-16 and AQAR 2016-17.
5. Misc.

The Chairperson of the IQAC-Chakdaha College welcomed all the members and the Co-ordinator, IQAC was read the agenda of the meeting for discussion.

Present members unanimously resolved that:

1. The minutes of the previous meeting were read and confirmed.
2. The Plan of Action for the year 2016-17 and the activities of different sub-committees were reviewed and discussed. The IQAC -Co-ordinator requested the Secretary, Teachers' Council to collect and submit written reports from the Convenor (s) of the sub-committees regarding their achievements and problems to IQAC Cell for further improvement (academic and administrative) of the College.
3. The Co-ordinator presented a draft Action Plan for the Academic year 2017-18 for discussion. The Plan of Action was discussed and finalized in the meeting for circulation through the college website.
4. Members were discussed and scrutinized regarding the data gaps in both AQAR 2015-16 and AQAR 2016-17. The Chairperson of the IQAC and the Principal, Chakdaha College informed the Co-ordinator and the members to look into the data requirements of AQAR and requested to send the final version of it to the NAAC immediately.
5. In the last agendum, the Co-ordinator of the IQAC suggested for full automation of the College Office and Library services for smooth and efficient functioning of the data management system in the college.

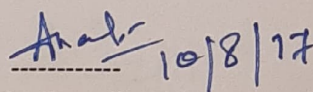The meeting ended with a vote of thanks from and to the Chair.

(Signature of the Chairperson)
IQAC-Chakdaha College
Principal
CHAKDAHA COLLEGE

10/8/17
(Signature of the Co-ordinator)
IQAC-Chakdaha College
Co-ordinator
IQAC, Chakdaha College

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C H A K D A H A   C O L L E G E

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Ref.   Date: 04.01.2018
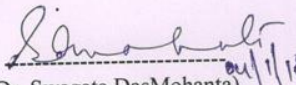
Notice

A meeting of the IQAC Chakdaha College will be held on 17.01.2018 at 12 Noon in the Principal's Room to discuss the following agenda.
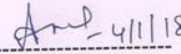
The members are requested to kindly make it convenient to attend the meeting.

Agenda:

1. To confirm minutes of the last meeting

2. To discuss implementation of CBCS syllabus

3. To review activities of different sub-committees

4. Misc.

(Dr. Swagata DasMohanta) 04|1|18
Principal
Chakdaha College

(Dr. Arun Kumar Nandi) 4|1|18
IQAC-Coordinator
Chakdaha College

Principal
CHAKDAHA COLLEGE

Co-ordinator
IQAC, Chakdaha College

D. Biswas   CC

CHAKDAHA COLLEGE

CHAKDAHA, NADIA, PIN.- 741222
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Website (iqac): www.iqac.chakdahacollege.ac.in   E-mail: iqac.cc@gmail.com

Notice

Date: 26.07.2017

(IQAC Meeting, No. 01/2017-18)

The 1st meeting of IQAC Chakdaha College during Academic Year 2017-18 will be held on 10.08.2017 at 2.00 PM in the Principal's Room to discuss the following agenda.

All the esteemed members are requested to kindly attend the meeting.

Agenda:

1. Confirmation of minutes of the last meeting
2. Review of previous Action Plan and functions of different sub-committees
3. Plan of Action for the academic year 2017-18
4. Regarding AQAR 2015-16 and AQAR 2016-17
5. Misc.

(Dr. Swagata DasMohanta)
Principal
Chakdaha College

Principal
CHAKDAHA COLLEGE

(Dr. Arun Kumar Nandi)
IQAC-Coordinator
Chakdaha College

Co-ordinator
IQAC, Chakdaha College

List of other meetings with different stakeholders during 2017-18

Sl. No.	Date of Meeting	Main Agenda	Members of Meeting	Academic Year
1	13.07.2017	Report and resolutions of meeting of different sub-committees, Display of Vision-Mission and Mobile numbers of IQAC Chairperson and Co-ordinator on College campus	IQAC and Teachers' Council Members	**2017-18**
2	21.09.2017	TS & NTS Meeting: Discussion regarding Endowment Fund.	IQAC, Faculty members and Non-Teaching Staff	**2017-18**
3	15.11.2017	Seed money to faculty for research work, Awareness regarding CBCS Syllabus and semester system (w.e.f 2018-19)	IQAC and Teachers' Council Members	**2017-18**
4	24.11.2017	TS & NTS Meeting: Discussion regarding forthcoming University Examination	IQAC Chairperson, Faculty members and Non-Teaching Staff	**2017-18**
5	06.11.2017	NTS Meeting: Discussion regarding Duty Roster of NTS and Biometric Attendance	IQAC Chairperson and Non-Teaching Staff	**2017-18**
6	27.12.2017	Orientation Programme on Library information for students	IQAC and Students	**2017-18**
7	28.12.2017	Orientation Programme on Library information for students	IQAC and Students	**2017-18**
8	09.01.2018	Holiday List, Report of different sub-committees, New assessment process of NAAC	IQAC and Teachers' Council Members	**2017-18**
9	21.02.2018	NTS Meeting: Discussion regarding leave rule and working hour of the NTS	IQAC and Non-Teaching Staff	**2017-18**
10	26.02.2018	Kanshashree : Regarding sanitary Nabkin Distribution & Awarness Programme	IQAC and Students	**2017-18**
11	13.03.2018	All staff Meeting regarding CBCS & Semester System	IQAC, Faculty members and Non-Teaching Staff	**2017-18**
12	16.04.2018	CBCS syllabus and semester Exam system, Book purchase, CAS and Service Rules	IQAC and Teachers' Council Members	**2017-18**
13	24.05.2018	TS & NTS Meeting: Discussion regarding New assessment system of NAAC	IQAC, Faculty members and Non-Teaching Staff	**2017-18**

ACTION PLAN 2017-18

(IQAC-CHAKDAHA COLLEGE)

1. CURRICULAR ACTIVITIES

1.1 Plan to open up honours course in Education and MA course in Bengali. Initiatives are to be taken for commencement of some vocational courses / Add-on courses/short term diploma or certificate courses (like food processing, retail marketing, communication skills and personality development, library and information, internet and mobile banking, audit-tax-share marketing etc.) with a ray of hope to increase employability of students.

Further, an appropriate computer certificate course may be offered to our students at a concessional rate in collaboration with college computer centre (ICE- Computer Centre, DOEACC).

1.2 To organise a workshop regarding UGC- CBCS (choice based credit system) and to encourage faculty members for participation in board of studies meetings/ syllabus related workshops-seminars for curriculum design and development.

1.3 To help and coordinate Academic Sub-Committee to held meeting effectively and adhere to Academic Calendar 2017-18.

1.4 To help and coordinate Routine Sub Committee to prepare Class Routine (both for peak and slack periods) well in advance (and preferably circulate it during the first year admission printed forms in the college prospectus). Faculties of each department through departmental meetings) may prepare teaching plan, demarcate syllabus, frame model questions and modalities of students evaluation, and organise Parent –teacher meeting (PTM) for effective implementation of syllabus.

2. TEACHING, LEARNING & EVALUATION

2.1 Teaching, Learning and Evaluation process are to be conducted as per teaching-learning plan and methods, of each department including morning section. (emphasis are to be given on departmental academic flexibility to complete syllabus and co-ordination and academic exchange among intra-college and inter-college departments based on physical and financial constraints in the college).

2.2 Field visits, Project works as per syllabus and students participation in the seminars/workshop/ group discussion etc. activities are to be encouraged and rewarded.

2.3 Intensive use of ICT in Teaching-learning process is to be promoted.

2.4 Academic Audit to be conducted at the end of each academic session preferably by the external agency/experts.

3. RESEARCH, CONSULTANCY & EXTENSION

3.1 Faculty members are to be motivated and encouraged for their active participation in research activities, different faculty improvement programmes and international/national seminars/conferences by providing financial, technical and other supports as suggested by the Teachers' Council of the college.

3.2 A series of talks by eminent speakers on varied disciplines are to be arranged in the college during the academic session.

3.3 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.

3.4 Continuation of publication of our UGC listed Inter-disciplinary International Journal (RAY).

3.5 Publication of selective environmental project reports based on the local issues and resources on the college website under the active supervision of the faculty members of each department.

4. INFRASTRUCTURE & LEARNING RESOURCES

4.1 Effective use of Virtual class room- Demonstration/training to teachers.

4.2 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 system to students, regular update of college library, and arrangement of training/seminar lectures/feedback system regarding access to improved library services.

4.3 Syllabus, study materials, teaching materials, questions (test and final exam.), new arrivals -books and journals etc are to be arranged and displayed systematically to access easily by the students.

4.4 Implementation of AAA-committee recommendations.

4.5 Digital Identity card to be introduced.

4.6 Enhance physical infrastructure facilities, learning devices, electricity and internet facilities. Sports and Gymnasium, toilet and water etc. facilities are to be improved on urgent basis. Cycle garage to be maintained systematically.

5. STUDENT SUPPORT & PROGRESSION

5.1 Encourage students to participate in the college NCC and NSS units.

5.2 Expansion of Students' Aid Fund- publication of the beneficiary list.

5.3 Ensure students' attendance according to KU Rules – Students' Declaration/notification/PTM.

5.4 Feedback collection from all stakeholders -analysis and action taken report publication.

5.5 Encourage proper activities of Grievance Redressal Cell, Placement and counselling Cell, Alumni Association, Parents' Association.

6. GOVERNANCE, LEADERSHIP & MANAGEMENT

6.1 Office automation and improvement of students' management system, and update Service Books, financial audit, cash book, asset register, leave register etc.

6.2 Bio-metric students' attendance and library use system to be developed with digital Identity card.

6.3 Regular update of College Website (particularly, all relevant notices, highlight college best practices, activities of different sub-committees, publication of books-papers-articles etc, attendance and participation in RC/OP/ STC/seminar/conference etc.).

6.4 Strengthening online links and co-ordination among functions and activities of IQAC, GB, TC, Academic Committee.

6.5 Administrative Audit to be conducted at the end of each academic session preferably by the external agency/experts.

7. ENVIRONMENT, INNOVATION & BEST PRACTICES

7.1 Ensure environment friendly campus.

7.2 Effective use of Garden for medicinal plant, Vermi-Composting plan

7.3 Tree plantation programme.

7.4 Awareness camp/seminar regarding government schemes relevant for local people.

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Ref. No. Date:............

IQAC-Chakdaha College
Action Taken Report (ATR) 2017-18

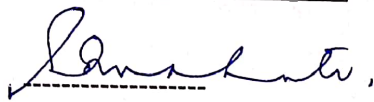| Plan of action (2017-18)	Action Taken (2017-18)
1. Curricular activities	**1. Curricular activities**
i) Plan to organise workshop on CBCS-Syllabus.	i) Workshop on CBCS-syllabus & UG-semester system held on 13.03.2018
ii) Encourage faculty members to participate in curriculum design and development.	ii) Three faculty members of UG Board of Studies, Kalyani University performed their duties.
iii) Plan to open up Hons course in Education and PG course in Bengali..	iii) Not done
2. Teaching, Learning & Evaluation	**2. Teaching, Learning & Evaluation**
i) Use of teaching plan and modern teaching aids in teaching –learning process.	i) Regular classes are held as per teaching plan of the respective departments and teachers are using modern teaching aids.
ii) Intensive use of ICT in Teaching-learning process	ii) Teachers and students are using ICT.
iii) Encourage students' participation in Field visit and Project work .	iii) Field visit and Project works are conducted by different departments.
iv) Plan to conduct seminars/ workshop/ group discussion etc.	iv) Conducted several college level seminars, extension lectures, awareness programmes.
v) Plan to conduct Academic audit, administrative audit, and environmental audit.	v) Not done
3. Research, Consultancy & Extension	**3. Research, Consultancy & Extension**
i) To encourage and motivate faculty members for active participation in research activities.	i) Faculty members are actively engaged in Research work and published research papers. One faculty member is working as ICSSR project Co-director at the Department of Economics, West Bengal State University.
ii) To encourage and motivate faculty members for active participation in seminars/conferences/workshop etc	ii) Several teachers have presented their research papers in different international/national level seminars/conferences.
iii) To publish an inter-disciplinary College Journal, Souvenir of departmental Re- union, Environmental project reports etc on regular basis.	iii) An inter-disciplinary college journal (International level) : "RAY" is published on a regular basis. Departmental magazines and Re-union Souvenirs are also published on a regular basis.
iv) Encourage teachers to participate in OP/RC/STC courses.	iv) Few Teachers have participated in different OP/RC/STC courses.
v) To organise extension lectures/different college programmes.	v) College conducted 13 extension lectures/different programmes during the session.

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4. *Infrastructure & Learning Resources*	4. *Infrastructure & Learning Resources*
i) Demonstration/training to teachers for effective use of virtual class room.	i) Demonstration/training conducted.
ii) Digital Id card is to be introduced.	ii) Not done .
iii) Digitization of Library books and improvement of online library services.	iii) Library software KOHA is installed and the students are using OPAC system for library services.
iv) E-Books & E Journal Member ship of College in N- List (INFLIBNET)	iv) Renewed membership of N-LIST
v) Plan to improve facilities for sports and Gymnasium.	v) Partly done
Plan of action (2017-18)	**Achievements (2017-18)**
5. *Student support & Progression*	5. *Student support & Progression*
i) Students' attendance according to KU Rules	i) Students' Declaration/PTM/ notifications for ensuring class attendance were taken.
ii) Encourage students for active participation in college NCC and NSS units.	ii) Students are actively participated in the NSS and NCC programmes.
iii) Feedback from all stakeholders.	iii) Feedback from students and Alumni done following both manual and online process.
iv) Encourage activities of Placement and counselling Cell.	iv) Placement and counselling Cell performed different activities.
6. *Governance, Leadership & Management*	6. *Governance, Leadership & Management*
i) Office automation and implementation of Bio-metric students' attendance.	i) Not done but it is under consideration.
ii) Update of College Website on a regular basis.	ii) Websites for the college are updated regularly with the help of the external agency.
iii) Training (computer, Laboratory Instruments, campus care, online admission etc.) to staff.	iii) Teaching and non-teaching staff are availed computer training from the college computer centre at free of cost as per MOU with the Institute of Computer Engineers.
7. *Environment Innovation & best practices*	7. *Environment Innovation & best practices*
i) Plan to ensure environment friendly campus.	i) Maintained College campus eco-friendly.
ii) Effective use of Garden for medicinal plant.	ii) Different medicinal plants are grown under Poly House
iii) Awareness camps on government schemes in this regard.	iii) Awareness camps held and Students are participated in such Awareness camps.

Signature of the Co-ordinator, IQAC,
Chakdaha College
Co-ordinator
IQAC, Chakdaha College
CC

Signature of the Principal
Chakdaha College
Principal
CHAKDAHA COLLEGE
CC

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