



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

CHAKDAH COLLEGE

P.O.- Chakdah, Dist.- Nadia, Pin.- 741222

Re-accredited by NAAC 'B+' ::: Affiliated to University of Kalyani

Website: www.chakdahcollege.ac.in ::: E-mail: chakdahcollege1972@gmail.com

Website for IQAC: www.iqac.chakdahcollege.ac.in

E-mail: chakdahcollegeiqac2014@gmail.com

Ref. IQAC Meeting/2020-21

Date : 25.07.2020

Minutes of an online IQAC-- Meeting held on 25.07.2020, Chakdah College

An online meeting of IQAC, Chakdah College during was held on 25th July 2020 at 4 pm to discuss the Action Plan -2020-21 and other academic and administrative matters through Google meet: (Meeting ID: <https://meet.google.com/jfj-wnp-x-zfs>). The notice of the said meeting was posted on IQAC WhatsApp group on 18.07.2020.

Agenda of the Meeting were as follows:

- i. Confirmation of the minutes of the last meeting (dated 4.2.2020)
- ii. Action plan 2020-21
- iii. Misc.

The following documents were hyperlinked for the purpose of the said online meeting.

- a. Minutes of the last meeting
- b. Action Plan 2019-20
- c. Suggestions received from the members
- d. Draft prospectus for Admission 2020-21
- e. KU Admission rule (old 23.5.2018)
- f. KU academic calendar (old 2019-20)
- g. Students' feedback
- h. TS and NTS Information
- i. IQAC Guidelines revised (30.10.2019)



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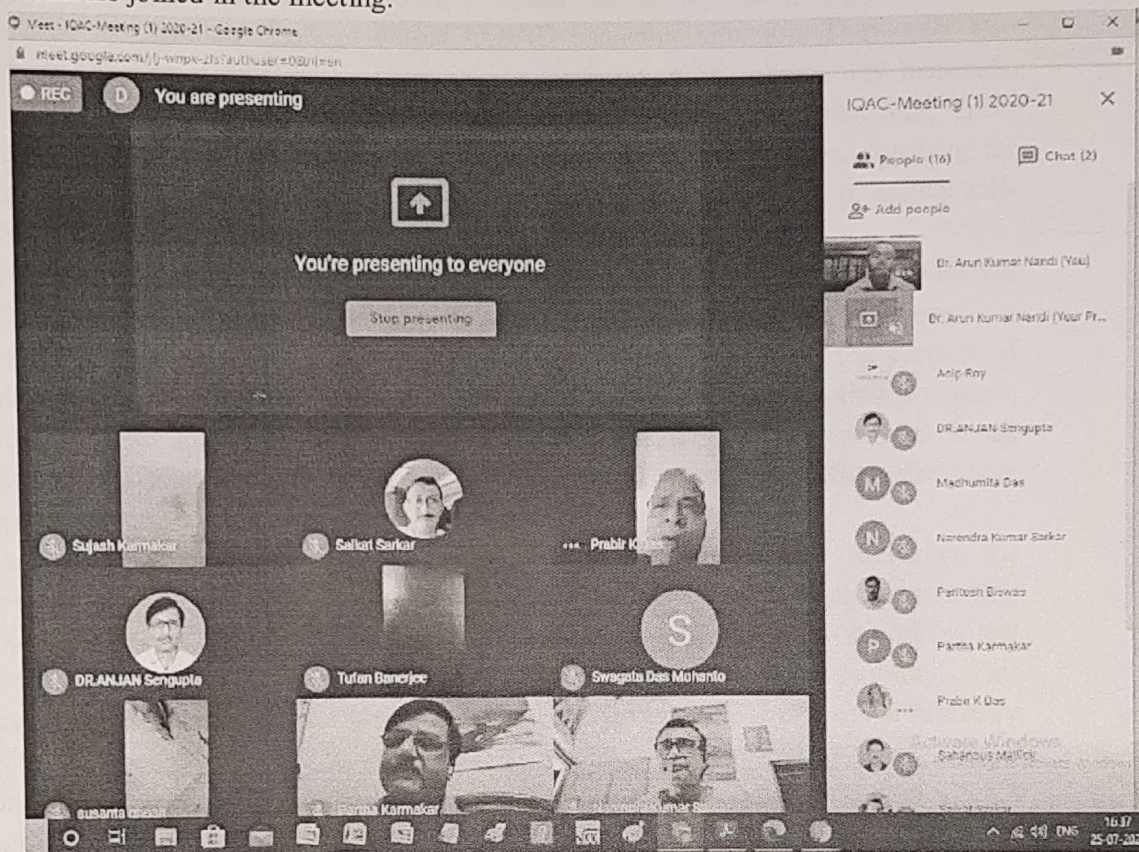
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Members joined in the meeting:



Dr Swagata Das Mohanto, Principal and Chairperson of the IQAC-Chakdaha College welcomed all the members and expressed her concern about the teaching-learning process under COVID 19 pandemic situation.

Dr Arun Kumar Nandi, Co-ordinator, IQAC-Chakdaha College, briefly introduced different activities of IQAC and presented (shared the computer screen) the agenda of the meeting, minutes of the last meeting and other information for consideration and discussion through the virtual meeting.

The virtual meeting of IQAC was recorded with permission of all members.

All members unanimously resolved that:

1. The minutes of the last meeting held on 04.02.2020 were confirmed.
2. Members discussed details of the plan of action 2020-21 and action taken report of 2019-20 for further quality improvement of the college.



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3. Eminent external members of IQAC (Dr. Prabir Kumar Das and Dr. Partha Karmakar) appreciated faculty members for taking online classes by using different virtual platforms at Chakdah College during COVID pandemic situation. They were also suggested for more and more online classes, preparation of online study materials, uploading study materials on different platforms and social media like You Tube, College website etc. Students mentoring and counselling programmes, coaching for preparation of different competitive examinations, regular collection of annual self-appraisal from the staff were the added suggestions by them.
4. Hon'ble Principal madam suggested and encouraged faculty members for conducting different international and national levels webinars during the pandemic situations.
5. IQAC-Coordinator reported that college opened G-Suite account for the purpose of online classes, creation of Google classrooms for students, conducting webinars, document-recording, creation of college You Tube channel etc. Users account for all teaching and Non-teaching staff have been created. The college Website developer (rayinfossystem) looked after this software for smooth operation of it.
6. Faculty members (especially, Dr Anjan Sengupta) suggested the following: (i) Opening up Alumni portal and creation of Alumni compendium - to access intership opportunities for the existing students and creation of fund, (ii) Add-on courses and soft-skill development programmes-to increase scope of employability, (iii) development of multi-corners feedback system and preparation of the annual summary report (Principal' report) to be displayed on the college website, (iv) NAAC sensitization programme for 3rd cycle, (v) development of environmental project club and infrastructural and environmental Audit be conducted on regular basis. Dr Saikat Sarkar, Secretary, Teachers' Council and member of IQAC, suggested for the development of e-content on the college website, emphasis on ICT-based teaching-learning, e-based webinars etc. Dr Paritosh Biswas, Bursar and member of IQAC, pointed out limitations of information on college financial position/aspect to IQAC. College budget-statement and financial audit status need to be updated soon.
7. Non-teaching staff (especially, Naredra Kumar Sarkar and Anip Roy) and Alumni member (Sujash Karmakar) of IQAC suggested the following: Fully computersied college office, purchase of softwares, development of College App, infrastructure development, improvement of library services etc and strengthening alumni association (department-wise) and feedback analysis.
8. Academic and administrative performance of the college as per action plan 2019-20 (action taken report) were discussed and pointed out the limitations of the plan and be rectified accordingly.



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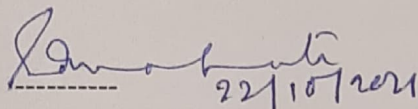
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9. The Co-ordinator of IQAC expressed his concern regarding online submission of previous AQAR reports and an update of submitted AQAR 2017-18 due to lack of required data and information.
10. Academic and Administrative Audit (AAA) be conducted under the supervision of Dr. Prabir Kumar Das and Dr Partha Karmakar, External members of IQAC. A modified format be designed by them for this purpose.
11. Members have unanimously requested the Chairperson for effective implementation of the plan of action in a time-bound manner.

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

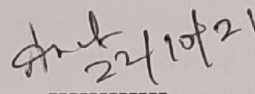

22/10/2021

(Signature of the Chairperson)

IQAC-Chakdaha College

Principal

CHAKDAHA COLLEGE


22/10/21

(Signature of the Co-ordinator)

IQAC-Chakdaha College

Co-ordinator

IQAC, Chakdaha College

1:58

Voi) LTE 84%



IQAC-Chakdaha College

Anip, Anjan, Arun, Dipak, Madhu...



18 July 2020

+91 6290 218 606 added Sujash Karmakar

Sujash Karmakar added Anip Roy New, Naren Sarkar and Tufan Banerjee

Sujash Karmakar added Sahanous

+91 6290 218 606

~Dr Arun Kumar Nandi

An online meeting of the IQAC-Chakdaha College will be held on 25th July 2020 at 4 pm to discuss the Action Plan -2020-21 and other academic and administrative matters. All the members of the IQAC-Chakdaha College are hereby requested to join the meeting.

Meeting link (Google meet): Meeting ID meet.google.com/jfj-wnpx-zfs

: Chairperson and Co-ordinator, IQAC-Chakdaha College

12:03 pm

Madhumitadi

+91 6290 218 606

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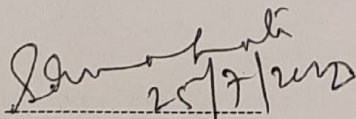
List of other Meetings with different stakeholders

Year	Date of Meeting	Main Agenda	Members of Meeting	Academic Year
2020	02.11.2020	TS & NTS Meeting: Discussion regarding academic and administrative matters	IQAC, Faculty members and Non-Teaching Staff	2020-21
2021	16.05.2021	online Meeting regarding Covid-19	IQAC and COVID-19 Committee	2020-21
2021	19.05.2021	online Meeting regarding Covid-19	IQAC and COVID-19 Committee	2020-21

Plan of Action 2020-21

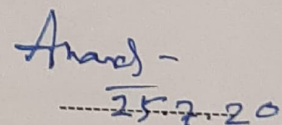
IQAC-CHAKDAHA COLLEGE

1. More and more online classes, examinations are to be conducted by using different virtual platforms at Chakdaha College during COVID-19 pandemic situation as per the guidelines of UGC and the state government. Emphasis should be given on the preparation of online study materials, uploading study materials on the College website and different virtual platforms and social media like YouTube, Face book etc.
2. Online Admission, Students mentoring and counselling programmes, coaching for preparation of different competitive examinations, feedback analysis, data collection and compilation for submission of AQAR, improvement in online library services, conducting different international level and national level webinars etc. are to be continuing as a plan of action during the year.
3. In addition, there is a plan to implement residual plans of Action Plan 2019-20 in a time-bound manner as far as practicable with the active participation of different stakeholders.
4. There is plan to open a G-Suite (education version) account for the purpose of online classes, creation of Google classrooms for students, conducting webinars, document-recording, creation of college You Tube channel etc.
5. Opening up Alumni portal and creation of Alumni compendium, implementation of Add-on courses and soft-skill development programmes for increasing the scope of employability, development of multi-corners feedback system and preparation of the annual summary report (Principal' report) to be displayed on the college website, conducting NAAC sensitization programme for the 3rd cycle, development of environmental project club and infrastructural and environmental Audit be conducted on a regular basis.
6. Academic and Administrative Audit (AAA) be conducted under the active supervision of the External members of IQAC. A modified format be designed by them for this purpose. Information on budget-statement and financial status of the college needs to be updated to IQAC. Further, there is a plan to given emphasis on MIS system, Office automation, and purchase of computer software, development of College App, and physical infrastructure development programmes.



(Signature of the Chairperson)
IQAC-Chakdaha College

Principal
CHAKDAHA COLLEGE



(Signature of the Co-ordinator)
IQAC-Chakdaha College

Co-ordinator
IQAC, Chakdaha College



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Date:.....

IQAC-Chakdaha College Action Taken Report 2020-21

Plan of Action (2020-21)	Action Taken (2020-21)
1. Plan to use of online platforms and online study materials intensively for the purposes of Teaching-learning process and examination system. process	1. Done by the faculty members of each departments
2. Plan to open up G-Suite account for the College	2. G-Suite account is opened up and its user account have been created for all the Teachers and Administrative staff
3. Plan to conduct different National and International level Webinars on different topics	3. College has conducted several Webinars on different topics including National Education Policy 2020.
4. Plan to conduct feedback analysis from different stakeholders.	4. Feedback collected, analysed, action taken and uploaded report on the college website.
5. Plan to conduct Academic and Administrative Audit (AAA)	5. Not done

Signature of the Co-ordinator, IQAC,
Chakdaha College

Co-ordinator
IQAC, Chakdaha College

Signature of the Principal
Chakdaha College

Principal
CHAKDAH A COLLEGE

