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

Minutes of the IQAC Meeting (dated 20.06.2022)

The IQAC meeting convened on **20.06.2022** at 3.00 pm in the Vidyasagar Hall, Chakdaha College. The meeting notice and the list of members present (offline) are enclosed below. The meeting was conducted in a hybrid mode. External IQAC members, Dr. Prabir Kr. Das and Dr. Partha Karmakar, participated in the meeting through the Google Meet link: https://meet.google.com/ayq-kcmt-gvg

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Notice for IQAC-Meeting

Date: 11-06-2022

A meeting of the IQAC-Chakdaha College will be held on 20th June, 2022 at 3.00 pm in Vidyasagar Hall, Chakdaha College to discuss the following Agenda. All the members of the IQAC-Chakdaha College are hereby requested to attend the meeting.

Agenda:

1. Confirmation of the procedings of the last meeting
2. To discuss Action taken report (2021-22) and to prepare Action Plan 2022-23
3. To review of data collection for AQARs and Re-accreditation of NAAC (Cycle 3)
4. To discuss Feedback Analysis of different stakeholders
5. Misc.

Principal and Chairperson
IQAC- Chakdaha College
Principal
CHAKDAHA COLLEGE

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

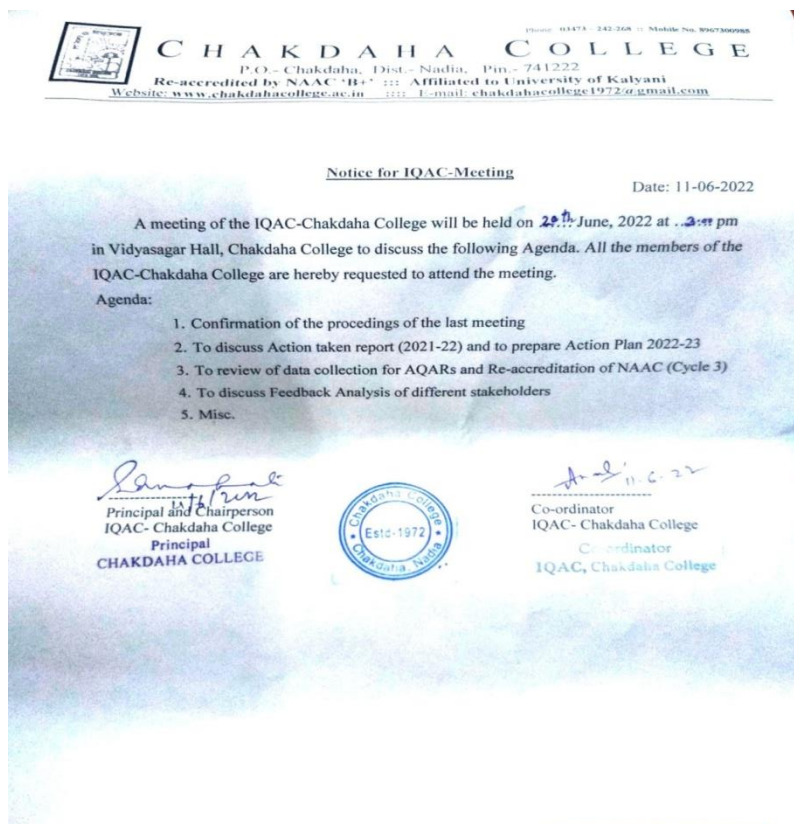**Mobile No. 8967300985**

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IQAC Meeting

Date: 20-06-2022
Time: 3-00 p.m.

Members present:

1. Samabrati. 20/6/2022
2. Arun Kr. Nandi - 20/6/22
3. Anjan Sengupta 20/6/22
4. Iftekar Alam
5. Sahanows Mallick 20/06/2022
6. Paritosh Biswas 20.06.2022
7. Narendra Kumar Sarkar. 20/06/2022
8. Tufan Banerjee 20/6/22
9. Sujash Karmakar.
10. Saikat Sarkar 20/06/22 (invited as Jt. NAAC Coordinator)

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After detailed discussions on the agenda of the meeting, the following resolutions were adopted unanimously in the meeting.

Resolution 1: The Minutes of the last IQAC meeting, dated 16.02.2022 were read and confirmed.

Resolution 2: The following action taken report was adopted unanimously in the meeting.

ACTION TAKEN REPORT 2021-22

Internal Quality Assurance Cell (IQAC)

Chakdaha College, Nadia, West Bengal

	Action Plan 2021-22	Action Taken 2021-22
1	**Prepare detailed Academic Calendar and upload it on the IQAC-Website.**	The college successfully prepared a comprehensive Academic Calendar, and it has been uploaded on the IQAC-Website.
2	**Conduct department-wise students' induction/orientation programme for 1st Semester as per UGC guidelines.**	The induction/orientation programmes for first-semester students were conducted as per UGC guidelines; however, documentation of these programs is pending.
3	**Plan Golden Jubilee celebration with exhibition and other programmes.**	The college has completed the weekly programmes for the Golden Jubilee celebration, and ongoing annual programmes related to the Golden Jubilee are being successfully executed.
4	**Plan data collection and compilation for uploading AQAR and preparing NAAC cycle 3.**	A dedicated NAAC criteria-wise committee has been formed, actively working on data collection, and is in the process of preparing for NAAC cycle 3.
5	**Use online methods (Google form) for feedback analysis from different stakeholders.**	Feedback data from students, TS, NTS, Alumni, and Parents was collected using Google forms, meticulously analyzed, and subsequently uploaded on the website.

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6	**Introduce new Add-on courses/internship programmes department-wise.**	Initiatives have been taken to introduce various Add-on courses, and currently, a Yoga certificate course is successfully running.
7	**Adopt another tribal village from Bankura district (Plan from 2019-20).**	Due to a shortage of funds and the remoteness of the chosen village, it was decided to cancel the plan of adopting another tribal village from Bankura district.
8	**Effective implementation of other plans from the 2019-20 action plan.**	The majority of the plans outlined in the 2019-20 action plan have been successfully implemented.
9	**Renew G-Suite, purchase original computer software, and form an effective IT cell.**	The renewal of G-Suite is in progress, and the purchase of original computer software is underway. Plans to establish an effective IT cell within the college are in the pipeline.
10	**Emphasize more on online classes, examinations, and meetings.**	The college has successfully emphasized and executed more online classes, examinations, and meetings.
11	**Encourage paperless academic and administrative activities.**	Progress has been made in encouraging paperless practices in both academic and administrative activities, though this remains an ongoing effort.
12	**Conduct more international and national level webinars, encourage faculty participation in FDP and research programmes.**	The college continues to conduct a series of international and national-level webinars, actively encourages faculty participation in Faculty Development Programs (FDP), and supports engagement in research programmes.
13	**Improve library services.**	Library services have been improved to some extent, with ongoing efforts for further enhancements.
14	**Modernize classrooms (at least one for each department) for effective teaching-learning with modern aids.**	The college has partially completed the modernization of classrooms, ensuring at least one classroom for each department is equipped with modern teaching aids.

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15	**Equip a room with a minimum support system for medical purposes, especially for COVID-19 cases.**	A dedicated room has been equipped with the necessary support system, including two beds, a wheelchair, oxygen support, Oximeters, blood pressure machines, and first aid facilities, specifically for medical purposes, especially for COVID-19 cases.
16	**Conduct Academic and Administrative Audit (AAA), financial audit, energy audit, and green audit.**	The Academic and Administrative Audit (AAA) for the year 2021-22 has been successfully completed. A dedicated team comprising both external and internal members diligently carried out the audit process.

Resolution 3: The following Action plan for the year 2022-23 was approved in the meeting.

IQAC-CHAKDAHA COLLEGE

Action Plan 2022-23

1.   **Plan to prepare an Academic calendar as well as an Administrative calendar.**

2.   **Opening up new courses/ Add-on/certificate courses/Soft Skills Training courses. (Foreign language, Nursing Course, Automobile/ Plumbing courses, Organic farming, Bee keeping training etc. may be considered in collaboration with different industries/ institutions like, British Council, MAKAUT etc.).**

3.   **An Initiative be taken to create new posts (TS/NTS) and regularisation of temporary/casual/contractual employees**

4.   **More involvement of SACT teachers in different decision making process and also plan to encourage women empowerment.**

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5. Effective implementation of CBCS curriculum towards outcome based education (OBE): preparation of teaching plan, model questions, training of teachers on Bloom's Taxonomy, inter-departmental exchange of faculty, E-contents development, and intensive use of E-resources, project works, field visits, etc.

6. Expansion of research and extension activities based on contemporary issues and local resources. Different Webinars/Seminars/Conferences be conducted round the year and the outcomes are to be published and circulated.

7. Plan to sign MOUs with different Institutions/Industry for faculty and students exchange programmes and for skill development and creation of employment opportunities.

8. Formation of an ICT cell and development of ICT infrastructure along with other physical infrastructures development for both academic and administrative activities.

9. Plan to set-up an ICT based Studio-Room (E-content Development centre) for creation and development of E-contents. A Language lab is to be developed at the college.

10. Development of MIS/ERP system: Full Office automation, College App, bio-metric attendance (class and library use), digital Id-card etc.

11. Arrangements for staff training programmes for the Faculty members and Non-teaching staff.

12. Plan to design and development a methodology for data collection for timely submission of AQAR and NAAC–Accreditation (Cycle 3) and regular update of websites.

13. Improvement of library services- Purchase of new books and journals, Library class, creation of all Student-membership of N-LIST and access to N-LIST (both Staff and students) and E- resources effectively.

14. Plan to encourage students to participate in different activities (especially social responsibility and environmental activities) of NSS and NCC units. Plan for invitation of

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Students from local schools for social and academic interactions and visit to College Library, Laboratory and Museum.

15.   Plan to conduct yearly AAA Audit, Financial audit (with provision of financial budget) and Environmental audit.

16.   Plan to collect Feedback from different stakeholders through Google Form and face-to-face interaction methods and analysed feedback reports effectively.

17.   Plan to re-open Coaching Centre for Entry in Services and to promote Career Guidance Programmes for the Students and Alumni.

18.   An initiative be taken to implement the Action Plan 2022-23 effectively and efficiently.

Resolution 4: The following Academic Calender and Administrative Calender (tentative) for the session 2022-23 were approved in the meeting.

TENTATIVE ACADEMIC CALENDER FOR THE SESSION 2022-2023

SL NO.	COLLEGE ACTIVITEIS/PROGRAMMES	TENTATIVE TIME SCHEDULE
1.	Commencement of UG Admission (Honours and Programme)	As per notification of the University of Kalyani and W.B.H.E.D.
2.	Commencement of 1st Semester classes	As per notification of the University of Kalyani and W.B.H.E.D.
3.	Orientation/Induction programme regarding CBCS and other matters	Within 15 days after the commencement of classes
4.	Registration for the students of 1st Semester	As per the schedule of the University of Kalyani
5.	Provisional enrolment for the successive semesters	Within 7 days from the date of completion of the end term examination
6.	Parent teachers' meetings	One meeting for odd and even semesters each before internal assessment
7.	Internal Assessments	8-10 weeks after the commencement of classes

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8.	Form fill-in for semester End Term examination	As per University of Kalyani notification
9.	End term examination	As per University of Kalyani notification
10.	Publication of Results of End term examination	As per University of Kalyani notification
11.	Orientation programme for faculty member regarding library access	2nd week of July to 4th week of July
12.	International Yoga Day Celebration	21st June, 2022
13.	Prize distribution and Sharodotsav	Before Puja Vacation
14.	Skill Development and Awareness Programme	Round the Year
15.	Annual meeting of the Alumni Association	Preferably in winter
16.	Closing ceremony of Golden Jubilee Celebration	November, 2022
17.	Annual Sports	December, 2022
18.	Annual Social	January, 2023
19.	Department Reunions/Farewell Programmes/Fresher's Welcome	As per the notification of the departments concerned
20.	AntorjatikMatribhashaDibhosh celebration	21 st. February, 2023
21.	Seminars/Workshops/Conference/Symposia/Webinar	To be organised as/when proposed by the respective Departments/Sub-Committees
22.	AntorjatikNariDibosh	8th March, 2023
23.	Basantoutsav	2nd week of March, 2023
24.	Inhouse programmes	To be organised round the year by NCC, NSS, and other sub-committees

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Administrative Calendar : 2022-2023 (July to June)
Tentative

1	Governing Body Meeting	September, (2nd Week) December, (within 10th) February (within 10th) April (last week) June (last week)
2	All teaching and nonteaching staff	After puja vacation
3	IQAC meeting	Every alternative month
4	Departmental meeting Subject wise	(July & January)
5	Meeting with HODs	February, May, August, November
6	Meeting with the convernors of the Sub Committee	January, August
7	Meeting with NTS	February (last week) July(last week), December(2nd week)
8	Meeting with students	August in every Year
9	Meeting with Parents	August in every Year
10	Meeing with all member of the Sub Committee	December
11	T.C meeting	As per notification of the TCS

(Dr.SwagataDasMohanta)
Principal, Chakdaha College
Chakdaha, Nadia, West Bengal, India

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Resolution 5:

Criteria-wise members for preparation of NAAC SSR and AQAR were formed and they are effective in doing their jobs under the leadership of the Principal.

Ref.   Date: 02.02.2022

Notice

A meeting for preparation of 3rd cycle NAAC with the convenor and respective members will be held Criteria wise on **08.02.2022** (*Tuesday*) at *Vidyasagar Sabakakshya* as per following schedule. All are requested to attend the meeting positively.

Criteria	Convenor	Member	Time
(1) Curriculum Aspects (100)	Dr. Siddhartha Dutta	Dr. Subhatosh Biswas, Sri Sumanta Kumar Das Ms. Zakia Kalam, Sri Sujit Roy, Smt. Sagata Bhadra, Ms Priya Das, Sri Abhijit Mukhopadhyay, Sri Subhamay Chaudhuri, Sri Arup Dey	12.00 Noon to 12.30 PM
(2) Teaching Learning and Evaluation (350)	Dr. Sahanous Mallick	Dr. Anjan Sengupta, Sri Sanjit Kr. Biswas, Sri Abhishek Chowdhury, Dr. Mintu Debnath, Sri Susanta Ghosh, Sri Sanat Ghosh, Sri Pallab Kumar Basu, Sri Debabrata Biswas, Sri Dipnarayan Adhikary	12.30 PM to 1.00 PM
(3) Research, Innovations and Extension (110)	Dr. Soumen Ghosh	Dr. Ananya Roy Chowdhury, Sri Nihar Kanti Baidya, Sri Avik Karmakar, Smt. Nabanita Paul, Sri Sanjib Manna, Sri Provonjon Chatterjee, Sri Birnab Paul.	1.00 PM to 1.30 PM
(4) Infrastructure and Learning Resources (100)	Dr. Nikhil Kr. Mandal	Sri Ranjan Karmakar, Smt. Madhumita Das, Dr. Sabina Jesmin, Dr. Nabanita Chottopadhyay, Dr. Shiladitya Satpathi, Sri Maglu Mura, Sri Sujash Karmakar Sri Anip Roy	1.30 PM to 2.00 PM
(5) Student Support and Progression (140)	Sri Mithun Sarkar	Smt. Suparna Sarkar, Dr. Anirban Banerjee, Ms Ahana Bhattacharyya, Sri Biswajit Roy, Sri Goutam Dey, Sri Supriya Bhattacharyya, Sri Pradip Debnath, Sri Sujash Karmakar, Sri Sanjib Bose.	2.00 PM to 2.30 PM
(6) Governance, Leadership and Management (100)	Dr. Sarbajit Paul	Dr. Arun Kr Nandi, Dr. Shibani Ray Mandal, Sri Naresh Mondal, Sri Aliul Hoque, Sri Abhijit Biswas, Dr. Anirban Banerjee, Sri Mihir Nath, Sri Narendra Kumar Sarkar, Sri Tufan Banerjee, Sri Tanmay Singha,	2.30 PM to 3.00 PM
(7) Institutional Values and Best Practices (100)	Dr. Iftikar Alam	Dr. Mausumi Saha, Smt. Smarinaka Banerjee, Dr. Arindam Debnath, Dr. Nitya Gopal Biswas, Smt. Moumita Ghosh (English), Smt. Banalata Banerjee, Sri Surajit Singha, Sri Abhay Rajbanshi	3.00 PM to 3.30 PM

Paritosh Biswas 02.02 2022

Saikat Sarkar 02.02.2022

Dr. Paritosh Biswas
Dr. Saikat Sarkar
Joint Convenor
NAAC 3rd Cycle

Dr. Swagata DasMohanta
Principal
Chakdaha College
Principal
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Resolution 6: Feedback analysis from different stakeholders were reported, discussed and approved in the meeting and suggested for uploading in the IQAC-website of the college.

Resolution 7: It was resolved that the different committees and sub-committees should write their annual reports as per the objectives and functions of the respective committees in the following format. The report should be submitted to TCS and Cc to e-mail of IQAC and Principal by the 1st week of July every year.

A tentative format for writing Annual Report of different Sub-committees

1. Plan of activities set (action plan) for the year
2. Performance of the committee (achievements with documentation)
3. Problems faced in implementation-
   (financial, administrative, management, others).
4. Proposal for improvement (effectiveness and efficiency in implementation)
5. Plan for the next year.

Resolution 8: The meeting concluded with Principal Madam announcing the inclusion of new external members and the reconstitution of the IQAC Team (List enclosed) at Chakdaha College.

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

_29/9/22_

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

_29/9/22_

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

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Minutes of the IQAC Meeting

(Meeting Date: 16ᵗʰ February 2022)

The IQAC meeting was convened on 16th February 2022 at Vidyasagar Hall, Chakdaha College, at 3 pm, addressing the following agenda:

➢ Confirmation of the resolutions from the previous meeting

➢ Discussion on the status of AQARs and Re-accreditation of NAAC (Cycle 3)

➢ Deliberation on Feedback Analysis from different stakeholders

➢ Miscellaneous issues

The meeting was attended by the following members:
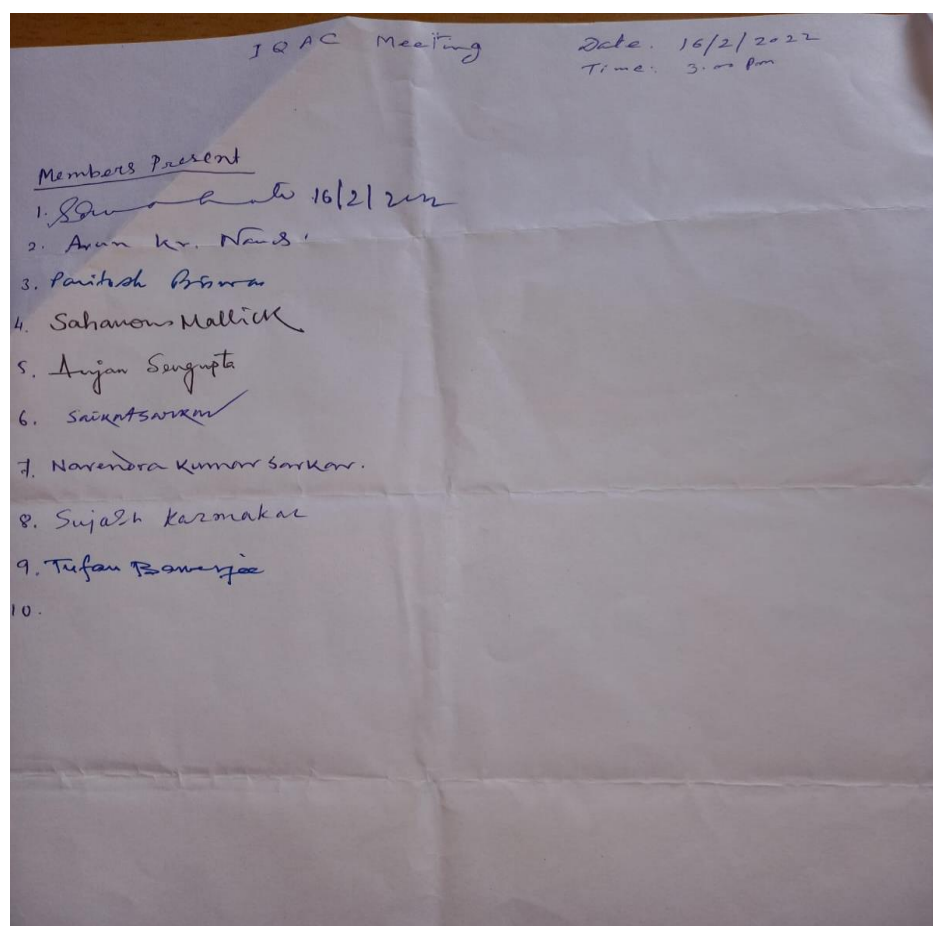
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The IQAC team members of Chakdaha College unanimously resolved the following:

1. Confirmation of the Minutes from the previous meetings.

2. A comprehensive discussion on the status of data collection and documentation for the previous AQARs and Re-accreditation of NAAC (Cycle 3) took place. The IQAC Coordinator expressed concerns about the prolonged delay in submitting AQARs to NAAC, emphasizing the urgent need for active participation from IQAC members and other staff in submitting relevant data and action taken reports from various sub-committees to the Coordinator. Principal Madam informed that a NAAC Committee has been formed to expedite the data collection and documentation process in this regard. Dr. Paritosh Biswas and Dr. Saikat Sarkar, Members of IQAC Team, acted as Joint Convenors of the said NAAC Committee and the names of Criteria-wise Convenors are as follows:

NAAC Criteria	Name of the Convenor
1. Curriculum Aspects (100)	Dr. Siddhartha Dutta
2. Teaching, Learning and Evaluation (350)	Dr. Sahanous Mallick
3. Research, Innovations and extension (110)	Dr. Soumen Ghosh
4. Infrastructure and Learning Resources (100)	Dr. Nikhil Kumar Mandal
5. Student Support and Progression (140)	Sri Mithun Sarkar
6. Governance, Leadership and Management (100)	Dr. Sarbajit Paul
7. Institutional Values and Best Practices (100)	Dr. Iftikar Alam

It was resolved that submission and uploading of AQARs should be done at the earliest.

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3.   The meeting delved into a detailed discussion on feedback collection, analysis, and the uploading of feedback reports. The Coordinator presented the status of feedback collection as of 16.2.2022:

Total Feedback respondents as on 21.10.2021		As on 16.2.22
Alumni	449	480
Parents	489	672
Students (SSS-2021)	1069	1073
Non-Teaching	8	16
Faculty	77	106

4. (i) Under the miscellaneous agenda, the meeting addressed concerns related to examinations, results, library services, large number of inactive N-LIST students' memberships, and the low attendance of students in classes.
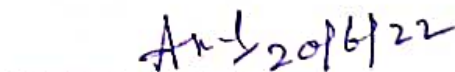
(ii) The meeting concluded with the resolution to revise and upload various policy documents on the website. These documents encompass a range of areas, including the implementation of Add-on/Certificate/Value-added courses, Program Outcomes (POs) and Course Outcomes (COs) for different subjects, research policy, Codes of Conduct for different stakeholders, Grievance redressal, anti-ragging measures, and information about student scholarships and fellowships, among others.

The meeting ended with a vote of thanks.

Principal and Chairperson
IQAC, Chakdaha College
Principal
CHAKDAHA COLLEGE

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

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Date:.......

Minutes of the IQAC Meeting - 7th December 2021:
Preparation of E-Contents and Website Upload

The meeting related to the preparation of e-contents/e-materials and their upload on the website was held on 7.12.2021 at Vidyasagar Sabhakaksha, Chakdaha College. The following faculty members were present in the said meeting.
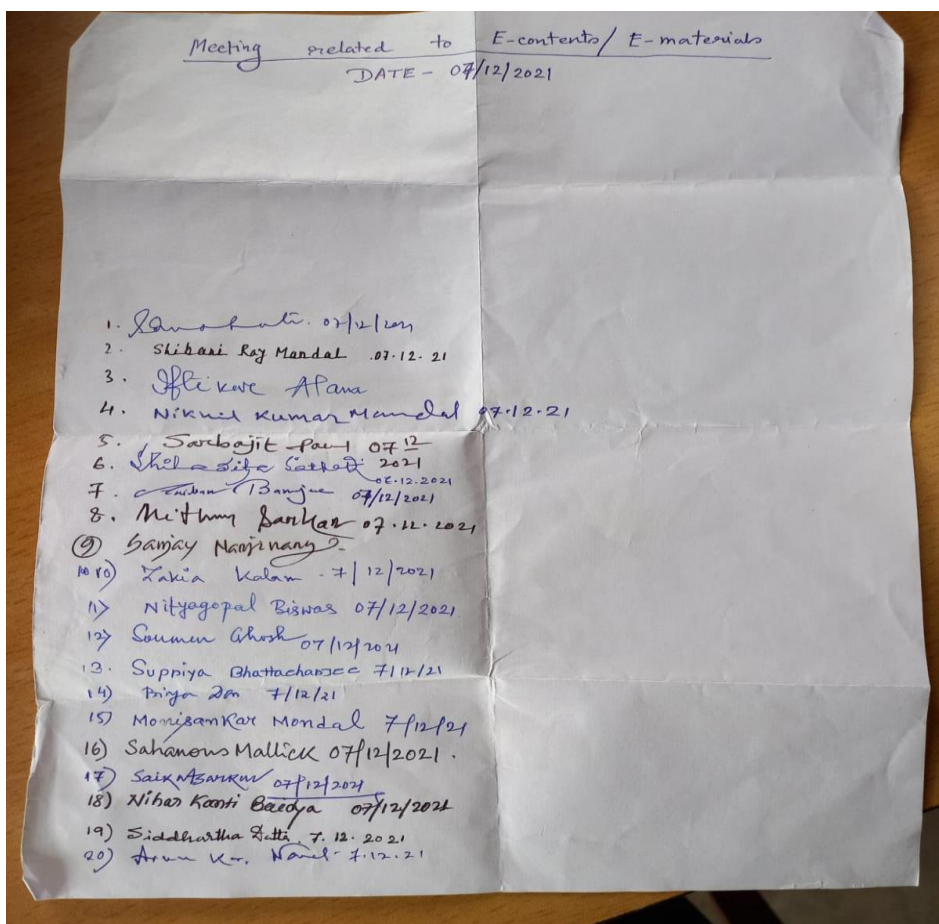
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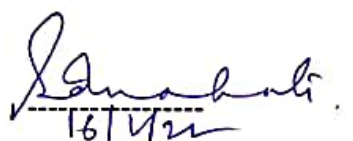Website for IQAC: www.iqac.chakdahacollege.ac.in :::: E-mail:chakdahacollegeiqac2014@gmail.com

Resolution 1: It was unanimously resolved that each faculty member would create e-contents aligned with the UG Syllabus for students. These e-contents are to be promptly emailed to the Convenors of the Website Sub-Committee, with a copy to the IQAC email, for urgent upload on the website. The web-links for these e-contents will also be shared with the Department of Higher Education, Govt. of West Bengal.

Resolution 2: Faculties of each department, either jointly or individually, will utilize the Smart Classroom for effective teaching-learning processes. The routine for the Smart Classroom usage will be fixed by the Convenors of the Routine sub-committee.

Resolution 3: The college authority commits to providing the necessary infrastructure for creating e-contents and will organize training sessions for teachers on the effective use of modern ICT tools in the teaching-learning process.

Resolution 4: Both, print copy and the soft copy of the study materials, prepared by all the Faculty members, will be preserved in the Library for circulation among students.

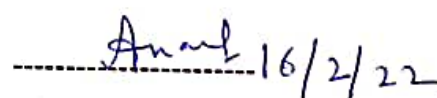The meeting concluded with a vote of thanks extended from and to the Chair.

16/4/22

Principal and Chairperson
IQAC- Chakdaha College
Principal
CHAKDAHA COLLEGE

16/2/22

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

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Date: ….

The Minutes of the IQAC-Meeting held on 22nd October 2021

The meeting of the IQAC-Chakdaha College was held at Vidyasagar Sabhakaksha (instead of Principal's Room) in dual mode, Physical and Virtual, (Google meet link for the meeting was: https://meet.google.com/fwt-ahtc-wtx). It was also an extended meeting with Teaching and Non-teaching staff.

The following Meeting Notice was circulated on 9-10-2021 through College WhatsApp Group

Notice for IQAC-Meeting

Date: 09-10-2021

A meeting of the IQAC-Chakdaha College will be held on 22nd October, 2021 at Principal's Room at 12 noon to discuss the following Agenda. All the members of the IQAC-Chakdaha College are hereby requested to attend the meeting.

Agenda:

1. Confirmation of the resolutions of the last meeting
2. Action Plan 2021-22
3. AQAR and NAAC
4. Re-organisation of IQAC Team
5. Misc.

: Chairperson and Co-ordinator, IQAC- Chakdaha College

Mobile No. 8967300985

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The present members in the meeting resolved unanimously the following resolutions:

1. The Minutes of the last meeting held on 25.7.2020 (online) were read and confirmed.

2. The final version of the Plan of Action for the year 2021-22 was prepared and uploaded on the website (**Annexure A**)**.**

3. Regarding the data and information collection and documentation for preparation of AQAR and re-accreditation of NAAC (Cycle 3), IQAC-Cordinator expressed his concerns about long due of submission (online) of AQARs to NAAC due to huge lack of data collection and proper documentation of the same. Coordinator earnestly request IQAC members and other present teaching and Non-teaching staff to submit relevant data actively and urgently. He proposes few names for Data compilation and coordination: Audit (external members), Deptt-wise (HODs), Language (SD, MD), science (SS, ASG), Commerce and Economics (Sarbajit), other subjects of Social Sciences (to be decided by the house), morning section (Susanta), Feedback for students of General subjects (Librarians). Finance (PB), Sports (Mithun), Office (Narenda, Anip, Sujash), ... over all coordination (IQAC Chairperson and Coordinator).The Chairperson, Principal Madam reminds the duty and responsibility of the IQAC members and request all to cooperate for preparation of AQAR and NAAC re-accreditation (Cycle 3).

4. **Re-organisation of IQAC:** The IQAC Coordinator presented the new NAAC guidelines regarding the composition of IQAC and requested Principal Madam to initiate changes in the Coordinator and members of IQAC in accordance with the guidelines. It was resolved that a new IQAC team would be formed in due course. However, the existing IQAC team will continue its responsibilities until the NAAC (Cycle 3) visit is completed.

CHAKDAHA COLLEGE

COMPOSITION (NAAC Guidelines)

IQAC may be constituted in every institution under the Chairmanship of the Head of the institution with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders

The composition of the IQAC may be as follows:

Chairperson: Head of the Institution

A few senior administrative officers

Three to eight teachers

One member from the Management

One/two nominees from local society, Students and Alumni

One/two nominees from Employers /Industrialists/stakeholders

One of the senior teachers as the coordinator/Director of the IQAC

5. Resolutions regarding Miscellaneous agenda:

5.1 Regarding feedback analysis from different stakeholders, detailed discussions were held, emphasizing the unsatisfactory submission of feedback analysis reports from different departments. Coordinator was discussed present status of feedback analysis. The Google forms, (as prepared by the IQAC Coordinator) were used for data collection for the stakeholders like students-parents-teachers- non teaching staff – alumni.

Total Feedback respondents as received on 21.10.2021	
Alumni	449
Parents	489
Students (SSS-2021)	1069
Non-Teaching	8
Faculty	77

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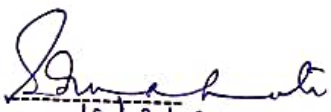Website: www.chakdahacollege.ac.in   ::::   E-mail:chakdahacollege1972@gmail.com
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Mobile No. 8967300985

5.2 Different sub-committees (for Golden Jubilee) were formed and Principal Madam also shared the program schedule for the forthcoming week-long Golden Jubilee Celebration.

5.3 Date of the next meeting, every three months interval, and the last working day, and preferably in blended mode, were discussed.
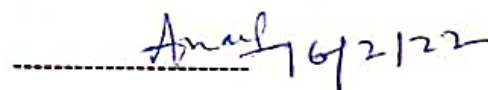
The meeting was concluded with a vote of thanks from the Chair.

Principal and Chairperson
IQAC- Chakdaha College
Principal
CHAKDAHA COLLEGE

Co-ordinator
IQAC- Chakdaha College

Co-ordinator
IQAC, Chakdaha College

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Annexure A

Internal Quality Assurance Cell (IQAC)

Chakdaha College, Nadia, West Bengal

Action plan 2021-22

1. There is a plan to prepare Academic Calendar in detail and upload it on the IQAC-Website.
2. Department-wise students' induction/orientation programme be conducted for the admitted students (1st Semester) as per UGC guidelines for the same.
3. Plan for Golden Jubilee celebration (exhibition and other programmes).
4. Plan for data collection and compilation for the purpose of uploading AQAR and for the preparation of NAAC cycle 3. Use online methods (Google form) for the purpose of feedback analysis from different stakeholders as far as possible.
5. Plan to introduce new Add-on courses /internship programmes department-wise.
6. Adopt another tribal village from Bankura district and proper implementation of other plans as per action plan 2019-20.
7. Renewal of G-Suite and purchase of original computer software and to form an effective IT cell in the college.
8. More and more emphasis on online classes, examinations and online meetings. Plan to encourage paperless academic and administrative activities.
9. Plan to conduct more and more international and national level webinars, encourage faculty to participate in FDP and research programmes. Plan to improve library services.
10. Modernisation of classrooms (at least one for each department) for the purpose of the effective teaching-learning process (blended mode).
11. A Room is to be equipped with a minimum support system (two beds, a wheel chair, oxygen support, Oximeters, Blood pressure machine, First Aid etc.) for medical purposes, especially for COVID-19 cases.
12. The Academic and Administrative Audit (AAA) and financial and environmental audit be conducted.

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IQAC MEETING

Friday, October 22, 2021 · 12:45 – 3:15pm

Time zone: Asia/Kolkata

Google Meet joining info

Video call link: https://meet.google.com/fwt-ahtc-wtx

Or dial: (US) +1 859-813-5396 PIN: 951 918 597#

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TENTATIVE ACADEMIC CALENDAR

FOR THE SESSION 2021-2022

Sl No	Activities / Programmes	Tentative time schedule
1	Commencement of UG Admission (Hons& Programme)	As per notification of the University of Kalyani and West Bengal Higher Education Department
2	Commencement of 1st Semester Class	As per notification of the University of Kalyani and West Bengal Higher Education Department
3	Induction/Orientation Programme *A virtual tour of College * Welcome address by the Principal * Address by Convenor, NCC * Address by Convenor, NSS * Induction by Departments	The 2nd Week of October, 2021.
4	Registration for the students of 1st semester.	As per the schedule of the University of Kalyani
5	Provisional enrolment for the successive semesters	Within 7 days from the date of completion of the end-term examination.
6	Parents – teachers meetings	One meeting for odd and even semesters each before internal assessment
7	Internal Assessments	8 to 10 week after the commencement of our classes.
8	Form filling for semester and term examination	As per notification of the University of Kalyani
9	Commencement of 3rd semester and 5th Semester classes	1st week of October, 2021
10	Commencement of even semester classes	1st week of January, 2022
11	End term examination	As per notification of the University of Kalyani
12	Publication of results of end term examination	As per notification of the University of Kalyani
13	Prize distribution and Sharadotsav	Before Puja vacation
14	Puja Vacation	10th October, 2021to 24th October, 2021 and 31st October 2021 to 6th November, 2021.
15	Annual Meeting of the Alumni Association	Preferably in winter.

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16	Inaugural Ceremony of Golden Jubilee Celebration	21st November, 2021
17	Annual Sports	December, 2021
18	Winter Recess	25th December, 2021 to 31st December, 2021
19	Annual Social	January, 2022
20	International Mother Language Day	21st February, 2022
21	Departmental Re-union / Farewell Programmes / Freshers Welcome	As per the notifications of the departments concerned
22	International Women's Day	8th March, 2022
23	Seminar / Workshops / Conferences / Symposium / Webinar	To be organized as and when proposed by the respective departments / Sub Committees
24	In-house Programmes	To be organized round the year by NCC, NSS and other Sub Committees

List of other meetings with different stakeholders 2021-22

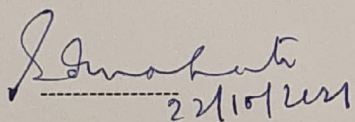| Sl. No.	Date of Meeting	Main Agenda	Members of Meeting	Academic Year
1	16.07.2021	Meeting regarding Admission (2022-23)	IQAC and Admission Sub-committee	2021-22
2	24.09.2021	Adoption of Lodha Village	IQAC and adopted village People	2021-22
3	05.10.2021	TS & NTS Meeting: Discussion regarding Golden Jubilee Celebration Meeting	IQAC, Faculty members and Non-Teaching Staff	2021-22
4	07.10.2021	Regarding Garments Distribution among village people	IQAC and adopted village People	2021-22
5	18.10.2021	TS & NTS Meeting: Discussion regarding Golden Jubilee Celebration Meeting	IQAC, Faculty members and Non-Teaching Staff	2021-22
6	01.11.2021	Sanitisation Programme for Covid-19 with all TS & NTS	IQAC, Faculty members and Non-Teaching Staff	2021-22
7	08.11.2021	TS & NTS Meeting: Discussion regarding Academic and administrative matters	IQAC, Faculty members and Non-Teaching Staff	2021-22
8	07.12.2021	Meeting for E-contents and uploading e-resources.	IQAC and Faculty members	2021-22
9	19.02.2022	Regarding the time frame for preparation of SSR for NAAC 3rd Cycle	IQAC and NAAC Sub-Committee members	2021-22
10	12.03.2022	Regarding preparation of different Criteria of SSR for NAAC 3rd Cycle	IQAC and NAAC Sub-Committee members	2021-22
11	09.04.2022	Regarding preparation and progress of different Criteria of SSR for NAAC 3rd Cycle.	IQAC and NAAC Sub-Committee members	2021-22
12	30.04.2022	Criteria-wise presentation regarding preparation of SSR for NAAC 3rd Cycle.	IQAC and NAAC Sub-Committee members	2021-22

Principal
CHAKDAHA COLLEGE

Co-ordinator
IQAC, Chakdaha College

Internal Quality Assurance Cell (IQAC)

Chakdaha College, Nadia, West Bengal
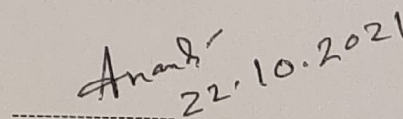
Action plan 2021-22

1. There is a plan to prepare Academic Calendar in detail and upload it on the IQAC-Website.

2. Department-wise students' induction/orientation programme be conducted for the admitted students (1ˢᵗ Semester) as per UGC guidelines for the same.

3. Plan for Golden Jubilee celebration (exhibition and other programmes).

4. Plan for data collection and compilation for the purpose of uploading AQAR and for the preparation of NAAC cycle 3. Use online methods (Google form) for the purpose of feedback analysis from different stakeholders as far as possible.

5. Plan to introduce new Add-on courses /internship programmes department-wise.

6. Adopt another tribal village from Bankura district and proper implementation of other plans as per action plan 2019-20.

7. Renewal of G-Suite and purchase of original computer software and to form an effective IT cell in the college.

8. More and more emphasis on online classes, examinations and online meetings. Plan to encourage paperless academic and administrative activities.

9. Plan to conduct more and more international and national level webinars, encourage faculty to participate in FDP and research programmes. Plan to improve library services.

10. Modernisation of classrooms (at least one for each department) for the purpose of the effective teaching-learning process (blended mode).

11. A Room is to be equipped with a minimum support system (two beds, a wheel chair, oxygen support, Oximeters, Blood pressure machine, First Aid etc.) for medical purposes, especially for COVID-19 cases.

12. The Academic and Administrative Audit (AAA) and financial and environmental audit be conducted.

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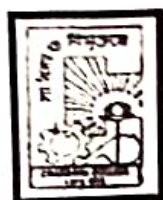
(Signature of the Chairperson)
IQAC-Chakdaha College
Principal
CHAKDAHA COLLEGE

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22.10.2021

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

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ACTION TAKEN REPORT 2021-22

Internal Quality Assurance Cell (IQAC)

Chakdaha College, Nadia, West Bengal

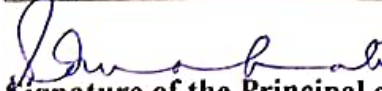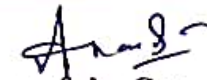|	Action Plan 2021-22	Action Taken 2021-22
1	Prepare detailed Academic Calendar and upload it on the IQAC-Website.	The college successfully prepared a comprehensive Academic Calendar, and it has been uploaded on the IQAC-Website.
2	Conduct department-wise students' induction/orientation programme for 1st Semester as per UGC guidelines.	The induction/orientation programmes for first-semester students were conducted as per UGC guidelines; however, documentation of these programs is pending.
3	Plan Golden Jubilee celebration with exhibition and other programmes.	The college has completed the weekly programmes for the Golden Jubilee celebration, and ongoing annual programmes related to the Golden Jubilee are being successfully executed.
4	Plan data collection and compilation for uploading AQAR and preparing NAAC cycle 3.	A dedicated NAAC criteria-wise committee has been formed, actively working on data collection, and is in the process of preparing for NAAC cycle 3.
5	Use online methods (Google form) for feedback analysis from different stakeholders.	Feedback data from students, TS, NTS, Alumni, and Parents was collected using Google forms, meticulously analyzed, and subsequently uploaded on the website.
6	Introduce new Add-on courses/internship programmes department-wise.	Initiatives have been taken to introduce various Add-on courses, and currently, a Yoga certificate course is successfully running.
7	Adopt another tribal village from Bankura district (Plan from 2019-20).	Due to a shortage of funds and the remoteness of the chosen village, it was decided to cancel the plan of adopting another tribal village from Bankura district.
8	Effective implementation of other plans from the 2019-20 action plan.	The majority of the plans outlined in the 2019-20 action plan have been successfully implemented.

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9	Renew G-Suite, purchase original computer software, and form an effective IT cell.	The renewal of G-Suite is in progress, and the purchase of original computer software is underway. Plans to establish an effective IT cell within the college are in the pipeline.
10	Emphasize more on online classes, examinations, and meetings.	The college has successfully emphasized and executed more online classes, examinations, and meetings.
11	Encourage paperless academic and administrative activities.	Progress has been made in encouraging paperless practices in both academic and administrative activities, though this remains an ongoing effort.
12	Conduct more international and national level webinars, encourage faculty participation in FDP and research programmes.	The college continues to conduct a series of international and national-level webinars, actively encourages faculty participation in Faculty Development Programs (FDP), and supports engagement in research programmes.
13	Improve library services.	Library services have been improved to some extent, with ongoing efforts for further enhancements.
14	Modernize classrooms (at least one for each department) for effective teaching-learning with modern aids.	The college has partially completed the modernization of classrooms, ensuring at least one classroom for each department is equipped with modern teaching aids.
15	Equip a room with a minimum support system for medical purposes, especially for COVID-19 cases.	A dedicated room has been equipped with the necessary support system, including two beds, a wheelchair, oxygen support, Oximeters, blood pressure machines, and first aid facilities, specifically for medical purposes, especially for COVID-19 cases.
16	Conduct Academic and Administrative Audit (AAA), financial audit, energy audit, and green audit.	The Academic and Administrative Audit (AAA) for the year 2021-22 has been successfully completed. A dedicated team comprising both external and internal members diligently carried out the audit process.

Signature of the Principal and Chairperson
IQAC- Chakdaha College
Prin...
CHAKDAHA COLLEGE

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