CHAKDAHA COLLEGE

Date: 20.09.2023

Minutes of the IQAC Meeting held on 28.06.2023

The last meeting of IQAC during 2022-23 was held at Vidyasagar Sabhakaksha, Chakdaha College at 3.00 pm on **28.06.2023** (date of notification of the said Meeting was 19.06.2023). The meeting was conducted in both Physical and Virtual modes. The link for virtual mode was: https://meet.google.com/hnz-ocxw-hwz

The following members were present/absent in the meeting.

IQAC Team, Chakdaha College, 2022-23		Present/ Absent
1. Dr.Swagata Das Mohanta	Principal and Chairperson, IQAC	Present
2. Dr.Arun Kumar Nandi	Co-ordinator, IQAC	Present
3. **Dr Prabir Kumar Das**	**External Member**	**Present**
4. **Rev. Swami SarvalokanandaJi Maharaj**	**External Member**	**Absent**
5. **Dr.Shaktibrata Bhowmick**	**External Member**	**Absent**
6. Dr.Paritosh Biswas	NAAC Jt. Co-ordinator	Present
7. Dr.Saikat Sarkar	NAAC Jt. Co-ordinator	Present
8. Dr.Iftikar Alam	Secretary	Present
9. Dr.Anjan Sengupta	Teacher Member	Present
10. Dr.SahanousMallick	Teacher Member	Present
11. Dr.Sarbajit Paul	Teacher Member	Present
12. Dr. Nikhil kumarMondal	Teacher Member	Present
13. Dr.Somen Ghosh	Teacher Member	Present
14. MithunSarkar	Teacher Member	Present
15. Sumanta Kumar Das	Librarian	Present
16. Sri SujashKarmakar	Alumni Member	Present
17. Sri Narendra Kumar Sarkar	Non Teaching Member	Present
18. Sri Anip Roy	Non Teaching Member	Present
19. Sri Tufan Banerjee	Non Teaching Member	Present

The meeting commenced with a welcome address from Dr. Swagata Das Mohanta, Principal of Chakdaha College. Dr. Arun Kumar Nandi, IQAC Co-ordinator, presented the

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meeting's agenda for discussion. Following extensive deliberations, the following resolutions were unanimously adopted:

R1. The minutes of the IQAC meeting held on 27.02.2023 were read and confirmed.

R2. Strategies for implementing NEP 2020 and online admission processes for the academic year 2023-24 were discussed. It was resolved to conduct seminars, workshops, special lectures, and group discussions with stakeholders to effectively implement National Education Policy (NEP) as well as State Education Policy (SEP). Online admissions for 2023-24 will be closely monitored by the Core Committee of the Admission sub-committee, led by the Principal, Dr. Swagata Das Mohanta.

R3. Members discussed policy documents on various aspects (Academic and administrative, including Code of Conduct, Teaching-Learning, Add-on Courses, Anti-ragging, Student Scholarships, Human Resource Management, Physical Assets Management, etc.). It was resolved that these documents would be prepared in accordance with the new education system, approved by the Governing Body (GB), signed by the Principal, and uploaded on the college website.

R4. Members discussed and finalized the ATR 2022-23 for submission as follows:

Annual Action Taken Report (ATR) 2022-23: Chakdaha College

1	**Preparation of Academic and Administrative Calendars:** The college plans to create both Academic and Administrative calendars for better organization and planning.	Preparation and Upload of Calendars: The Academic and Administrative calendars were prepared and uploaded on the college website.

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2	**Introduction of New Courses and Add-ons:** The college intends to offer new courses, add-ons, certificate courses, and Soft Skills Training programs to provide diverse learning opportunities to students.	Approval and Implementation of Certificate Courses: A substantial number of certificate courses have been approved by the Governing Body (GB) and the affiliating University (KU), and these have been successfully implemented.
3	**Creation of New Posts and Employee Regularization:** Initiatives will be taken to establish new posts (TS/NTS) and regularize temporary, casual, and contractual employees as per applicable guidelines.	Initiative for Vacant Posts: An initiative has been taken to fill vacant posts in accordance with Government rules.
4	**Increased Participation of SACT Teachers and Women Empowerment:** The college aims to involve SACT teachers more in decision-making processes and promote women's empowerment in various aspects.	Engagement of SACT Teachers and Women Empowerment: SACT teachers have actively participated in various sub-committees. The Women Cell is functioning effectively.
5	**Effective Implementation of CBCS Curriculum with OBE:** The college will implement the CBCS curriculum focusing on Outcome-Based Education (OBE). This includes preparing teaching plans, model questions, training teachers on Bloom's Taxonomy, faculty exchange, E-content development, and maximizing the use of E-resources, field visits, and project works.	Adoption of OBE System and NEP 2020: Chakdaha College has adopted the Outcome-Based Education (OBE) system and implemented NEP 2020 based on notifications and guidelines from Kalyani University and the Government of West Bengal.
6	**Expansion of Research and Extension Activities:** The college plans to expand research and extension activities, conducting webinars, seminars, and conferences throughout the year. Outcomes from these events will be published and shared.	Research and Seminars: While research projects sponsored by UGC or similar institutions were not available during this period, the college has conducted several seminars, workshops, and training programs. Outcomes from these events are uploaded on the college website.

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7	**MOUs with Institutions/Industry for Exchange and Skill Development:** The college aims to establish Memorandums of Understanding (MOUs) with different institutions and industries for faculty-student exchange programs and skill development to create employment opportunities.	Effective MOUs and Collaborations: The college has signed a significant number of MOUs, collaborations, and linkages with other institutions, all of which are functioning effectively.
8	**Formation of ICT Cell and Infrastructure Development:** The college will set up an ICT cell and develop ICT infrastructure, including other physical facilities, to enhance both academic and administrative activities.	Formation and Functioning of ICT Cell: An ICT cell has been established and is functioning effectively.
9	**Establishment of ICT-based Studio-Room and Language Lab:** Plans include setting up an ICT-based Studio-Room for creating E-content and developing a Language Lab at the college for enhanced language learning.	Content Creation and Language Lab: Although there is no Studio-Room, teachers are creating e-contents using existing ICT facilities. A Language lab is expected to be established in the library building soon.
10	**Development of MIS/ERP System and Digital Tools:** The college plans to develop a comprehensive Management Information System (MIS)/Enterprise Resource Planning (ERP) system, along with digital tools like a College App, bio-metric attendance, and digital ID cards.	ERP System and Digital Tools Development: The college's ERP system covers various aspects such as academics, administration, finance, and library services. However, the development of the College App, student attendance system with bio-metric features, and digital ID-cards is still pending.
11	**Organizing Staff Training Programs:** The college will organize training programs for both faculty members and non-teaching staff to enhance their skills and knowledge.	Faculty Training Programs: The college has organized several training programs for its members and encouraged participation in training programs conducted by other institutions.

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12	**Methodology Design for Data Collection and Updates:** The college aims to design and implement a methodology for data collection, ensuring timely submission of AQAR and NAAC–Accreditation (Cycle 3), as well as regular website updates.	Data Collection and Website Updates: A Data Bank has been created, and Google Forms have been used to collect data on various aspects. The AQAR 2021-22 has been submitted and uploaded on the website, and the IIQA will be submitted to NAAC soon. The college websites are regularly updated by external agencies under the supervision of a sub-committee formed by the Teachers' Council.	
13	**Improvement of Library Services**: The college intends to enhance library services through the purchase of new books and journals, organizing library classes, creating Student-membership for N-LIST access, and making E-resources available to both staff and students.	NLIST Memberships and Participation: NLIST memberships for students, faculty, and staff members are in place. However, the number of active members is not substantial at Chakdaha College.	
14	**Encouraging Student Participation in Activities:** The college plans to encourage student involvement in various activities, especially those related to social responsibility and environmental awareness, conducted by NSS and NCC units.	Effectiveness of NSS and NCC Units: The NSS and NCC units of Chakdaha College have been highly effective, conducting various activities throughout the year.	
15	**Conducting Annual Audits:** The college will conduct yearly AAA Audits, financial audits with allocated budgets, and environmental audits to ensure transparency and accountability.	Audit Completion: Internal audit has been completed, and external audit is currently in progress.	

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16	**Collecting Feedback from Stakeholders**: Feedback will be collected from different stakeholders using Google Forms and face-to-face interactions. The collected feedback will be analyzed and used for improvements.	Feedback Collection and Analysis: Feedback analysis for the year 2021-22 has been completed and uploaded on the website. The collection, analysis, and uploading process for feedback for the AY2022-23 are underway and will be completed soon.
17	Re-establishing Coaching Centre and Promoting Career Guidance: The college aims to re-open the Coaching Centre for Entry in Services and promote Career Guidance Programs for the benefit of both students and alumni.	Career Guidance Programs and Cell: While the Coaching Centre for Entry in Services has not been implemented, the Career Council Cell is highly active, organizing various programs in this domain.

R5. Members discussed and finalized the criteria-wise systematic Action Plan for the Year 2023-24 as follows:

INTERNAL QUALITY ASSURANCE CELL (IQAC), CHAKDAHA COLLEGE ANNUAL ACTION PLAN 2023-24

The IQAC-Chakdaha College presents the Annual Action Plan 2023-24 for the comprehensive development of Chakdaha College in the areas of academics, administration, and the environment, aligned with the seven criteria of NAAC for quality improvement in higher education.

1. CURRICULAR ACTIVITIES
➢ Conduct workshops, seminars, and awareness campaigns to inform students, teachers, parents, and other stakeholders about National Education Policy (NEP 2020) and State Education Policy (SEP 2023), the semester system, outcome-based education, and examination procedures.
➢ Encourage active faculty participation in curriculum design and development at the university level.

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➢ Introduce skill enhancement courses, value added courses, and organize training programs.
➢ Enhance ICT accessibility for both faculty and students to facilitate curriculum implementation.
➢ Implement the use of Digital Calendar 365 to display and record daily college activities..

2. TEACHING, LEARNING & EVALUATION

➢ Empower departments with academic flexibility to demarcate syllabi, create teaching plans, and conduct internal examinations within physical and financial constraints.
➢ Promote participation in academic exchange programs within and between institutions.
➢ Encourage field visits, project work, and active engagement in seminars, workshops, and group discussions.
➢ Raise awareness of online platforms (e.g., swayam.gov.in, YouTube) for digital education and study materials.
➢ Implement self-appraisal reports (API) by faculty members for continuous improvement.

3. RESEARCH, CONSULTANCY & EXTENSION

➢ Motivate faculty for active participation in research, faculty improvement programs, and national/international seminars/conferences, with necessary support.
➢ Organize a series of talks by eminent speakers across disciplines.
➢ Collaborate with private ventures to offer certificate courses, consultancy, and extension services.
➢ Sustain the publication of the Inter-disciplinary International Journal (RAY).

4. INFRASTRUCTURE & LEARNING RESOURCES

➢ Create new teaching and non-teaching staff positions.
➢ Enhance physical infrastructure and upgrade laboratory equipment.
➢ Promote extensive use of online library resources, maintain N-LIST (INFLIBNET) membership, and provide free computer and internet access.
➢ Ensure the systematic collection, organization, and display of syllabi, study materials, teaching materials, and library resources.

5. STUDENT SUPPORT & PROGRESSION

➢ Organize student induction programs (SIP) to introduce Academic Bank of Credits (ABC) accounts and facilitate the anti-ragging declaration program in alignment with UGC guidelines.
➢ Increase participation in NCC and NSS events at international, national, university, and state levels.

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- Expand Students' Aid Fund and raise awareness of public and private scholarships/fellowships.
- Monitor students' attendance in line with KU rules, organizing declarations, notifications, and parent-teacher meetings.
- Regularly collect feedback from all stakeholders and publish analysis and action reports on the website.
- Promote activities of 'Nari Sansad,' 'Placement and Counseling Cell,' Grievance Redressal Cell, and the Alumni Association.

6. GOVERNANCE, LEADERSHIP & MANAGEMENT

- Develop a "College-APP" to improve the College Management Information System.
- Fully computerize the College Office for efficient management, including service books, financial audits, and asset registers.
- Evaluate the effectiveness of the Bio-metric Attendance system and extend it to students.
- Regularly update the College Website with admission information, event updates, best practices, and sub-committee activities.
- Emphasize the publication of reports, policy documents, study materials, Pos and Cos, and research outcomes on the college website.
- Establish a committee for annual Academic, Administrative, and Environmental Audits.

7. ENVIRONMENT, INNOVATION & BEST PRACTICES

- Conduct the 'Kathopakathan' lecture series for enlightening stakeholders.
- Establish a data bank for NAAC, AISHE, NIRF, and better planning and coordination.
- Organize seminars on environmental issues related to local natural resources.
- Ensure an eco-friendly campus and garden beautification.

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R6. Regarding the submission of AQAR 2022-23, it was resolved that criteria-wise information for the year 2022-23 be sent to the IQAC Co-ordinator within the 1st week of July. It will be finalized for submission by the 2nd week of July. Draft IIQA and SSR will be prepared before the Puja vacation, and the final version will be submitted to NAAC after the Puja vacation.

R7. Members discussed proposals for the introduction of multidisciplinary courses, including a Library and Information Science course and Science in Everyday Life.

R8. The revised feedback form for employers was accepted during the meeting.

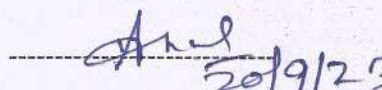The meeting concluded with a vote of thanks from and to the Chair.

28/9/23

(Dr. Swagata DasMohanta)
(Signature of the Chairperson)
IQAC-Chakdaha College
Principal
CHAKDAHA COLLEGE

20/9/23

(Dr. Arun Kumar Nandi)
(Signature of the Co-ordinator)
IQAC-Chakdaha College
Co-ordinator
IQAC, Chakdaha College

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Minutes of the IQAC Meeting, dated 27.02.2023

The meeting of IQAC-Chakdaha College was held on **27.02.2023** at 1.00 pm in the Vidyasagar Sabhakaksha, Chakdaha College (The notice circulation date for the IQAC-Meeting was 16.02.2023) through blended mode (Physical and Virtual). The link for virtual mode was as follows:

Google Meet joining info

Video call link: https://meet.google.com/wea-zacd-qyo

The following members were present/absent in the meeting.

IQAC Team, Chakdaha College, 2022-23		Present/ Absent	Mode
1. Dr.Swagata Das Mohanta	Principal&IQAC Chairperson	Present	Physical
2. Dr.Arun Kumar Nandi	IQAC Co-ordinator	Present	Physical
3. Dr Prabir Kumar Das	External Member	Present	online
4. Rev. Swami SarvalokanandaJiMaharaj	External Member	Absent	Out of station
5. Dr.ShaktibrataBhowmick	External Member	Absent	Out of station
6. Dr.ParitoshBiswas	NAAC Jt. Co-ordinator	Present	Physical
7. Dr.SaikatSarkar	NAAC Jt. Co-ordinator	Absent	Due to Leave
8. Dr.IftikarAlam	Secretary	Present	Physical
9. Dr.AnjanSengupta	Teacher Member	Present	Physical
10. Dr.SahanousMallick	Teacher Member	Present	Physical
11. Dr.Sarbajit Paul	Teacher Member	Present	Physical
12. Dr. Nikhil kumarMondal	Teacher Member	Present	online
13. Dr.SomenGhosh	Teacher Member	Present	Physical
14. MithunSarkar	Teacher Member	Present	Physical
15. Sumanta Kumar Das	Librarian	Present	Physical
16. Sri SujashKarmakar	Alumni Member	Present	Physical
17. Sri Narendra Kumar Sarkar	Non-Teaching Member	Present	Physical
18. Sri Anip Roy	Non-Teaching Member	Present	Physical
19. Sri Tufan Banerjee	Non-Teaching Member	Present	Physical

The meeting was presided over by the Principal and the meeting agenda were presented by the IQAC Co-ordinator, Chakdaha College for discussion one by one and after the detailed discussions, the following resolutions were adopted unanimously.

Agenda 1. Read and confirm of the resolutions of the last IQAC meeting, dated 29.09.2022.

Agenda 2. The Secretary, Teachers' Council, Chakdaha College briefly described regarding the present status and functions of different sub-committees constituted under the Teachers' Council. He was also reported that a write-up on the objectives and functions of different sub-committees in the college is under process. It was resolved that the review report regarding funtionings of different sub-committees (i.e., the TC meeting resolutions along with the said write-up) be submitted to IQAC-Coordinator very shortlyfor the purpose of record keeping and the preparation of action taken report for the same. It was also resolved that the resolutions of the other than the TC sub-committes be submitted to the IQAC-Team for the purpose of proper planning and evalution of different activities towards quality enhancement and maintainance (specially, human resource management, finance and physical assets, teaching aids and library resources and laboratory equipments etc.).

Agenda 3. The IQAC Co-ordinator informed the house that the relevant data and information has been submitted regarding the NIRF 2023 for both College category and Overall category and these are displayed on the college website for feedback. He also informed that data can be edited based on feedback on it.

Agenda 4. The IQAC Co-ordinator informed the house that the AQAR 2020-21 has been submitted (online) to NAAC and uploaded on the website based on available data and information on different Criteria (1-7). He has also requested Convenor of each Criteria to check and feedback on it and also theprevious AQARs so that submitted data can be edited online within NAAC stipulated time period i.e., within 15 days.The IQAC-Coordinator was expressed his worried in the meeting about availability of updated data from the respective criteria-wise Co-ordinators, specially Criteria 1. Regarding the submission of AQAR 2021-22 and IIQA, it was resolved that the date for collection of final data and informationfor AQAR 2021-22 be fixed on latest by March, 2023 and the IIQA for NAAC (Cycle 3) be submitted within June, 2023.

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Agenda 5. It was unanimously resolved that the ELC (Electoral Literacy Club) and a Research Sub-Committee be formed as per the latest Guidelines. Principal Madam informed the house that proposed function of ELC is practising to some extent in the college already.

Agenda 6. Under Misc. agenda, it was unanimouslyresolved that

(i)   the IQAC member from the Industry/Employer sector be included in the existing IQAC-Team as per the newly revised IQAC-Guidelines;

(ii)   as per the proposal of the IQAC Coordinator, a Data Bank regarding the college human resources and physical resources be created and updated regularly and be published the same on the college website.

(iii)   regarding the IQAC Plan of Action relating to Add on/value added/certificate courses, the Principal Madam informed that the following ceritificate courses (eight) and Para medical courses (twelve) have been approved by the University of kalyani.

Sl No	Course	Mode of learning		Course Duration
1	Communicative English			
2	Yoga			
3	Fundamental Analysis of stock Market		Self	30 to 40 hours
4	Applied GST and Income Tax	Blended	Finance	or
5	Food Adulteration: Its detection and mitigation			3 to 6 months
6	Travel & Tourism			
7	Photography			
8	Computer Application			

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Sl No	Name of the Course	Duration	Proposed Intake
1	DOS & OT (Diploma in Optometrical Science and Ophthalmic Technique)	2 Years + 6 months internship	80
2	DMLT (Diploma in Medical Laboratory Technique)	2 Years + 6 months internship	80
3	DMRT (Diploma in Medical Radiology Technique)	2 Years + 6 months internship	80
4	DPT (Diploma in Physiotherapy Technique)	2 Years + 6 months internship	80
5	DDT (Diploma in Dialysis Technology)	2 Years + 6 months internship	80
6	DOTT (Diploma in Operation Theatre Technology)	2 Years + 6 months internship	80
7	DCCT (Diploma in Critical Care Technology)	2 Years + 6 months internship	80
8	POPT (Pre Optometry and Pre Technology)	2 Years + 6 months internship	80
9	CSI (Certificate in Sanitary Inspection)	2 Years + 6 months internship	80
10	CBPN (Certificate in Basic Practical Nursing	1 Year + 6 months internship	80
11	CMS & ED (Certificate in Community Medical Service and Essential Drug)	1 Year + 6 months internship	
12	DAT (Diploma in Anesthesia Technology)	1 Year + 6 months internship	80

In addition, it was also resolved that students are to be encouraged for participation in different online Add on/certificate courses conducted by the Swayam, MOOCs, NPTEL etc. It was also noted that the different departments of our college are taking initiative to implement different such courses like Department of Commerce (Fundamental Analysis of Stock Market), Department of Chemistry and Botany (Food Adulteration: Its detection and mitigation), Department of Botany (Photography), Department of Geography (Travel and Tourism, Beautification), Department of Political Science (Human Rights in India), Department of Zoology (Fishery and Bee Keeping). Department of Sanskrit has already been implemented certificate course on Sanskrit Language in collaboration with National Sanskrit University. A WhatsApp group be formed by the Principal shortly for such purposes of certificate courses. The Brochure of each of these courses be finalised based on the circulation of IQAC in the following format:

An outline of the Brochure for the add on/value added/certificate courses:
The Brochure contents –
1. Title of the course (preferably designed with pictorial diagram-highlighting the importance of the course).
2. Name of the program for which course is offered.
3. Course objectives and outcomes.
4. Course content/syllabus/materials (including bibliographic references)
5. Duration of the course/ Course structure/Place of work/Class Routine, collaboration with other Institute, if any, etc.
6. Enrolment process/Eligibility criteria - (Target groups/intended audience)

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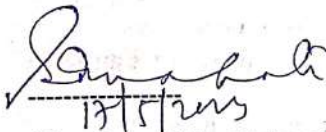
7. Mode of teaching-learning (offline/online/hybrid- practical/theoretical etc.)

8. Course Co-ordinator/Experts/Resource persons/Teaching Assistants etc.

9. Examination and evaluation system (Total Marks/Passing marks, Class-wise internal/Final exam, no. of retake of exam etc.)

10. Course Fee structure.

11. Model certificate. (Original certificate should be with original signature - scanned signature is invalid)

Please note the following additional points while running the said courses and report writing for the same:

1.   Attendance Register (teachers and students).
2.   List of enrolled students.
3.   List of successful participants
4.   Preserve copy of the Certificate
5.   A brief report of the course with some geo-tag photos (documentation).

This is a tentative format relating to the add on=value added=certificate course. For the details, please visit Swayam website: https://swayam.gov.in/
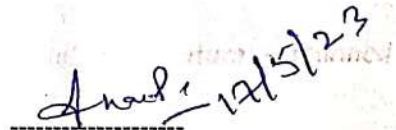
The meeting ended with a vote of thanks to and from the Chair.

13/5/23
(Signature of the Chairperson)

IQAC-Chakdaha College

Principal
CHAKDAHA COLLEGE

12/5/23
(Signature of the Co-ordinator)

IQAC-Chakdaha College

Co-ordinator
IQAC, Chakdaha College

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Ref. IQAC Meeting/2022-23   Date:

Minutes of the IQAC Meeting held on 29.09.2022

After the reconstitution of IQAC Team, Chakdaha College as per new Guidelines of NAAC, the first meeting of IQAC during 2022-23 was held at Vidyasagar Sabhakaksha, Chakdaha College at 3.00 pm on **29.09.2022** (circulation date of the Meeting Notice was 19.09.2022) through hybrid mode (Physical and Virtual). The link for virtual mode was:https://meet.google.com/agw-nsvd-hhp

The following members were present in the meeting.

IQAC Team, Chakdaha College, 2022-23		Present	Absent	Mode
1. Dr.Swagata Das Mohanta	Principal,IQAC Chairperson	Present		Physical
2. Dr.Arun Kumar Nandi	IQAC Co-ordinator	Present		Physical
3. **Dr Prabir Kumar Das**	**External Member**	**Present**		**online**
4. **Rev. Swami SarvalokanandaJiMaharaj**	**External Member**	**Present**		**online**
5. **Dr.ShaktibrataBhowmick**	**External Member**	**Present**		**online**
6. Dr.ParitoshBiswas	NAAC Jt. Co-ordinator	Present		Physical
7. Dr.SaikatSarkar	NAAC Jt. Co-ordinator	Present		Physical
8. Dr.IftikarAlam	Secretary	Present		Physical
9. Dr.AnjanSengupta	Teacher Member	Present		Physical
10. Dr.SahanousMallick	Teacher Member	Present		Physical
11. Dr.Sarbajit Paul	Teacher Member	Present		Physical
12. Dr. Nikhil kumarMondal	Teacher Member	Present		Physical
13. Dr.SomenGhosh	Teacher Member	Present		Physical
14. MithunSarkar	Teacher Member	Present		Physical
15. Sumanta Kumar Das	Librarian	Present		Physical
16. Sri SujashKarmakar	Alumni Member	Present		Physical
17. Sri Narendra Kumar Sarkar	Non Teaching Member	Present		Physical
18. Sri Anip Roy	Non Teaching Member	Present		Physical
19. Sri Tufan Banerjee	Non Teaching Member	Present		Physical

Mobile No. 8967300985

HAKDAHA COLLEGE

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

The meeting began with the welcome address given by the Hon'ble Principal Madam, Dr. Swagata Das Mohanta, Chakdaha College. The IQAC Co-ordinator, Dr.Arun Kumar Nandi, presented following agenda of the meeting for discussion.

1. Read and confirm of the minutes of the last meeting.
2. To discuss academic and administrative matters for the quality improvement.
3. To discuss data collection for AQAR and Re-accreditation of NAAC (Cycle 3)
4. To discuss Feedback collection and Analysis.
5. Misc., if any.

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

Resolution 1. The minutes of the IQAC meeting held on 20.06.2022 were confirmed by the members.

Resolution2. The members were discussed different dimensions and issues academic and administrative matters for the quality improvement.

i)   The administrative calendar be upgraded by inclusion of Admission schedule (IftikarAlam), No. of meetings of all statutory and non-statutory committees including financial matters (Sarbajit Paul and Nikhil Kumar Mandal). The yearly schedule of activities of NSS and NCC units be also included the next administrative calendar. The academic calendar be upgraded as monthly table calendar (colour) to clearly depict the no. of days college open, holidays, examination and result discussin days, admission and other acivities, like

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celebration of important days etc.(The principal, IQAC Co-ordnator, AnjanSengupta).

ii) Regarding add on/certificate/value added courses, the Principal madam informed that few (list enclosed) proposals have been submitted to the Kalyani University for approval. The department of Chemistry, Botany and Commerce will start such courses as soon as possible (Chemistry and Botany- on and from the 3rd week of November 2022 and Commerce deptt.-the last week of November 2022).

iii) The NAAC Co-ordinators suggested for an arrangement of a seminar/discussion with the IQAC Co-ordinator on the National Education Policy 2020 and its implementation status and its significance to NAAC evaluation.

iv) The Principal madam will take initiative for creation of new posts (both Teaching and Non-teaching).

v) More emphasis be given on the publications of papers (preferably, CARE list) and the publication of edited books (preferably, department-wise) with ISBN number (The Principal and AnjanSengupta).

vi) The Principal madam will take initiative for conducting audit (AAA) and Green audit.

Resolution3. Regardingdata collection for AQAR and SSR for re-accreditation of NAAC (Cycle 3) it was resolved that the Criteria-wise data and information be supplied by the following members to the IQAC Co-ordinator.

Criterion – I: Curricular Aspects   (Sumanta Kumar Das)

Criterion – II: Teaching, Learning and Evaluation   (Sahanous Mallick)

Criterion – III: Research, Innovations and Extension (Somen Ghosh)

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Criterion – IV: Infrastructure and Learning Resources   (Nikhil kumar Mondal)

Criterion – V: Student Support and Progression   (Mithun Sarkar)

Criterion – VI: Governance, Leadership and Management   (Sarbajit Paul)

Criterion – VII: Institutional Values and Best Practices   (Iftikar Alam)

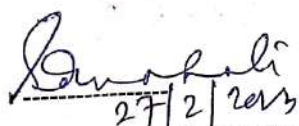*Financial matters (Budget statement, audit report, sanctioned memo and UC etc.)-Narendra Kumar Sarkar

* Student related matters- Anip Roy andTufan Banerjee

* ICT and other assets related matters-Sujash Karmakar

* Year-wise report of Field Visit/Survey of different departments- Iftikar Alam

Resolution 4. Regarding feedback collection and analysis and action taken report it was resolved that Anjan Sengupta and Nikhil Kumar Mondal will take necessary steps in this regard.
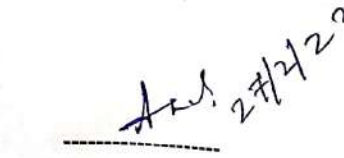
The meeting ended with a vote of thanks to and from the Chair.

27/2/2013

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

27/2/23

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

CHAKDAHA COLLEGE
Estd-1972
Chakdaha, Nadia

Notice for IQAC-Meeting

Date: 19-06-2023

A meeting of the IQAC-Chakdaha College will be held on 28th June, 2023 at Vidyasagar Hall at 3.00 pm 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. To discuss Implementation of NEP 2020 and Online Admission 2023-24.

3. To discuss IQAC policy revisions in the context of outcome-based education (OBE) (New Courses, Learning resources, methods of teaching and evaluation, Research and IPR, Technology upgradation, extension activities, feedback system, Code of conduct, etc.).

4. To discuss ATR 2022-23 and Action Plan 2023-24.

5. To discuss submission of AQAR 2022-23 and IIQA to NAAC.

6. Misc.

19/6/2023
Principal and Chairperson
IQAC- Chakdaha College

Principal
CHAKDAHA COLLEGE

19/6/23
Co-ordinator
IQAC- Chakdaha College
Co-ordinator
IQAC, Chakdaha College

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CC

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Ref. IQAC Meeting/2022-23   Date: 16.02.2023

Notice for IQAC-Meeting

A meeting of the IQAC-Chakdaha College will be held on 27.th February, 2023 to discuss the following Agenda. All the members of the IQAC-Chakdaha College are hereby requested to attend the meeting.
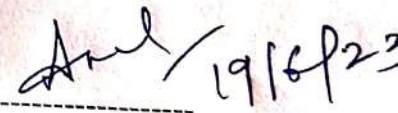
Agenda:

1. Read and confirm of the procedings of the last meeting (dated 29.09.2022).

2. To review activities of different sub-committees.

3. To discuss data upload for the ranking of NIRF-2023.

4. To discuss submission of AQAR and IIQA for NAAC (Cycle 3).

5. To discuss about formation of ELC and a Research Sub-Committee.

6. Misc., if any.

Venue: Vidyasagar Sabhakaksha, Chakdaha College.   Time: 1:00.pm

15/02/2023

Principal and Chairperson
IQAC- Chakdaha College
Principal
CHAKDAHA COLLEGE

16/2/23

Co-ordinator
IQAC- Chakdaha College

Co-ordinator
IQAC, Chakdaha College

CC

Ref. IQAC Meeting/2022-23   Date: 19.09.2022
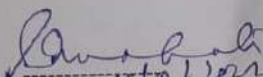
Notice for IQAC-Meeting

A meeting of the IQAC-Chakdaha College will be held on 29 th September, 2022 to discuss the following Agenda. All the members of the IQAC-Chakdaha College are hereby requested to attend the meeting.
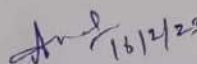
Agenda:
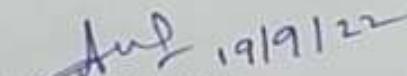
1. Read and confirm of the procedings of the last meeting (dated 20.06.2022).
2. To discuss academic and administrative matters for the quality improvement.
3. To discuss data collection for AQAR and Re-accreditation of NAAC (Cycle 3)
4. To discuss Feedback collection and Analysis.
5. Misc., if any.

Venue: Vidyasagar Sabhakaksha, Chakdaha College

Time: ...3.pm

Principal and Chairperson
IQAC- Chakdaha College

Co-ordinator
IQAC- Chakdaha College

Principal
CHAKDAHA COLLEGE

Co-ordinator
IQAC, Chakdaha College

CC   CC

List of other meetings with different stakeholders 2022-23

Sl. No.	Date of Meeting	Main Agenda	Members of Meeting	Academic Year
1	08.09.2022	**Academic Issues, Write-up regarding objectives and functions of different sub-committees**	IQAC and Teachers' Council Members	**2022-23**
2	06.02.2023	**Holiday List 2023, Academic Issues, Review of activities of different TC Sub-committees**	IQAC and Teachers' Council Members	**2022-23**
3	24.04.2023	**Review meeting regarding the "Teachers' Week Celebration", from 17.4.2023 to 23.4.2023**	IQAC and Faculty members	**2022-23**
4	15.5.2023	**Meeting regarding Admission 2023-24**	IQAC and Admission Su-committee members	**2022-23**
5	17.5.2023	**Academic and administrative matters, Value-added/Certificate courses etc.**	IQAC, Faculty members, co-ordinators, and Non-Teaching staff	**2022-23**
6	24.2.2023 to 16.3.2023	**Departmental visits, Office visits and review of different activities**	IQAC and the respective departmental faculties	**2022-23**

Points of discussion during the Departmental visit cum meeting:

1.   Academic matters: Class routine, Classes allotted and taken, leave statement, Teaching plan, teaching –learning methods, preparation of study materials and access to learning resources, academic exchange programmes, list of students, results, participation in online/offline add on/value added/certificate courses.

2.   Research and extension activities, seminar/workshop, and outcomes: Ph D work (Registration and Supervision), Research Project (completed/ongoing/applied for), Field visit/survey report/term paper/dissertations, Publications of books, articles, research report etc.

3.   Infrastructure and support system: Class rooms, Notice/display board, furniture and equipments, ICT uses and facilities of traditional tools, and library uses including N-LIST.

4.   Students, parents and Alumni Feedback collection, analysis and action taken report.

5.   Record keeping and documentation process, self-appraisal report, and SWOT analysis.

Please feel free to contact IQAC Co-ordinator (personally or over the phone - 9433332475) for any query regarding the meeting date and time or the above subject matters.

This is in concurrence with Hon'ble Principal, Chakdaha College.

(Dr. Arun Kumar Nandi)

IQAC Co-ordinator

Chakdaha College

more.

24 February 2023

Your security code with – PD changed. Tap to learn more.

Points of discussion during the Departmental visit cum meeting:
1. Academic matters: Class routine, Classes allotted and taken, leave statement, Teaching plan, teaching –learning methods, preparation of study materials and access to learning resources, academic exchange programmes, list of students, results, participation in online/offline add on/value added/certificate courses.
2. Research and extension activities, seminar/workshop, and outcomes: Ph D work (Registration and Supervision), Research Project (completed/ongoing/applied for), Field visit/survey report/term paper/dissertations, Publications of books, articles, research report etc.
3. Infrastructure and support system: Class rooms, Notice/display board, furniture and equipments, ICT uses and facilities of traditional tools, and library uses including N-LIST.
4. Students, parents and Alumni Feedback collection, analysis and action taken report.
5. Record keeping and documentation process, self-appraisal report, and SWOT analysis.

☺ Message   📎   🪙   📷   🎤

INTERNAL QUALITY ASSURANCE CELL (IQAC), CHAKDAHA COLLEGE
ANNUAL ACTION PLAN 2023-24

The IQAC-Chakdaha College presents the Annual Action Plan 2023-24 for the comprehensive development of Chakdaha College in the areas of academics, administration, and the environment, aligned with the seven criteria of NAAC for quality improvement in higher education.

1. CURRICULAR ACTIVITIES

- Conduct workshops, seminars, and awareness campaigns to inform students, teachers, parents, and other stakeholders about National Education Policy (NEP 2020) and State Education Policy (SEP 2023), the semester system, outcome-based education, and examination procedures.
- Encourage active faculty participation in curriculum design and development at the university level.
- Introduce skill enhancement courses, value added courses, and organize training programs.
- Enhance ICT accessibility for both faculty and students to facilitate curriculum implementation.
- Implement the use of Digital Calendar 365 to display and record daily college activities..

2. TEACHING, LEARNING & EVALUATION

- Empower departments with academic flexibility to demarcate syllabi, create teaching plans, and conduct internal examinations within physical and financial constraints.
- Promote participation in academic exchange programs within and between institutions.
- Encourage field visits, project work, and active engagement in seminars, workshops, and group discussions.
- Raise awareness of online platforms (e.g., swayam.gov.in, YouTube) for digital education and study materials.
- Implement self-appraisal reports (API) by faculty members for continuous improvement.

3. RESEARCH, CONSULTANCY & EXTENSION

- Motivate faculty for active participation in research, faculty improvement programs, and national/international seminars/conferences, with necessary support.
- Organize a series of talks by eminent speakers across disciplines.
- Collaborate with private ventures to offer certificate courses, consultancy, and extension services.
- Sustain the publication of the Inter-disciplinary International Journal (RAY).

4. INFRASTRUCTURE & LEARNING RESOURCES

- Create new teaching and non-teaching staff positions.
- Enhance physical infrastructure and upgrade laboratory equipment.
- Promote extensive use of online library resources, maintain N-LIST (INFLIBNET) membership, and provide free computer and internet access.

> Ensure the systematic collection, organization, and display of syllabi, study materials, teaching materials, and library resources.
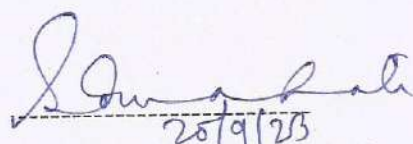
5. STUDENT SUPPORT & PROGRESSION

> Organize student induction programs (SIP) to introduce Academic Bank of Credits (ABC) accounts and facilitate the anti-ragging declaration program in alignment with UGC guidelines.
> Increase participation in NCC and NSS events at international, national, university, and state levels.
> Expand Students' Aid Fund and raise awareness of public and private scholarships/fellowships.
> Monitor students' attendance in line with KU rules, organizing declarations, notifications, and parent-teacher meetings.
> Regularly collect feedback from all stakeholders and publish analysis and action reports on the website.
> Promote activities of 'Nari Sansad,' 'Placement and Counseling Cell,' Grievance Redressal Cell, and the Alumni Association.

6. GOVERNANCE, LEADERSHIP & MANAGEMENT

> Develop a "College-APP" to improve the College Management Information System.
> Fully computerize the College Office for efficient management, including service books, financial audits, and asset registers.
> Evaluate the effectiveness of the Bio-metric Attendance system and extend it to students.
> Regularly update the College Website with admission information, event updates, best practices, and sub-committee activities.
> Emphasize the publication of reports, policy documents, study materials, Pos and Cos, and research outcomes on the college website.
> Establish a committee for annual Academic, Administrative, and Environmental Audits.

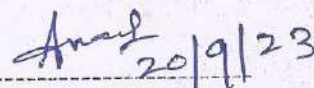## 7. ENVIRONMENT, INNOVATION & BEST PRACTICES

> Conduct the 'Kathopakathan' lecture series for enlightening stakeholders.
> Establish a data bank for NAAC, AISHE, NIRF, and better planning and coordination.
> Organize seminars on environmental issues related to local natural resources.
> Ensure an eco-friendly campus and garden beautification.

20/9/23

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

Co-ordinator
IQAC, Chakdaha College

20/9/23
(Dr. Swagata Das Mohanta)
Principal and Chairperson, IQAC, Chakdaha College

Principal
CHAKDAHA COLLEGE

Date: 20.09.2023

Annual Action Taken Report (ATR) 2022-23: Chakdaha College

	Action Plan (2022-23)	Action Taken (2022-23)
1	**Preparation of Academic and Administrative Calendars:** The college plans to create both Academic and Administrative calendars for better organization and planning.	Preparation and Upload of Calendars: The Academic and Administrative calendars were prepared and uploaded on the college website.
2	**Introduction of New Courses and Add-ons:** The college intends to offer new courses, add-ons, certificate courses, and Soft Skills Training programs to provide diverse learning opportunities to students.	Approval and Implementation of Certificate Courses: A substantial number of certificate courses have been approved by the Governing Body (GB) and the affiliating University (KU), and these have been successfully implemented.
3	**Creation of New Posts and Employee Regularization:** Initiatives will be taken to establish new posts (TS/NTS) and regularize temporary, casual, and contractual employees as per applicable guidelines.	Initiative for Vacant Posts: An initiative has been taken to fill vacant posts in accordance with Government rules.
4	**Increased Participation of SACT Teachers and Women Empowerment:** The college aims to involve SACT teachers more in decision-making processes and promote women's empowerment in various aspects.	Engagement of SACT Teachers and Women Empowerment: SACT teachers have actively participated in various sub-committees. The Women Cell is functioning effectively.
5	**Effective Implementation of CBCS Curriculum with OBE:** The college will implement the CBCS curriculum focusing on Outcome-Based Education (OBE). This includes preparing teaching plans, model questions, training teachers on Bloom's Taxonomy, faculty exchange, E-content development, and maximizing the use of E-resources, field visits, and project works.	Adoption of OBE System and NEP 2020: Chakdaha College has adopted the Outcome-Based Education (OBE) system and implemented NEP 2020 based on notifications and guidelines from Kalyani University and the Government of West Bengal.

6	**Expansion of Research and Extension Activities:** The college plans to expand research and extension activities, conducting webinars, seminars, and conferences throughout the year. Outcomes from these events will be published and shared.	Research and Seminars: While research projects sponsored by UGC or similar institutions were not available during this period, the college has conducted several seminars, workshops, and training programs. Outcomes from these events are uploaded on the college website.
7	**MOUs with Institutions/Industry for Exchange and Skill Development:** The college aims to establish Memorandums of Understanding (MOUs) with different institutions and industries for faculty-student exchange programs and skill development to create employment opportunities.	Effective MOUs and Collaborations: The college has signed a significant number of MOUs, collaborations, and linkages with other institutions, all of which are functioning effectively.
8	**Formation of ICT Cell and Infrastructure Development:** The college will set up an ICT cell and develop ICT infrastructure, including other physical facilities, to enhance both academic and administrative activities.	Formation and Functioning of ICT Cell: An ICT cell has been established and is functioning effectively.
9	**Establishment of ICT-based Studio-Room and Language Lab:** Plans include setting up an ICT-based Studio-Room for creating E-content and developing a Language Lab at the college for enhanced language learning.	Content Creation and Language Lab: Although there is no Studio-Room, teachers are creating e-contents using existing ICT facilities. A Language lab is expected to be established in the library building soon.
10	**Development of MIS/ERP System and Digital Tools:** The college plans to develop a comprehensive Management Information System (MIS)/Enterprise Resource Planning (ERP) system, along with digital tools like a College App, bio-metric attendance, and digital ID cards.	ERP System and Digital Tools Development: The college's ERP system covers various aspects such as academics, administration, finance, and library services. However, the development of the College App, student attendance system with bio-metric features, and digital ID-cards is still pending.

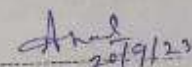|		
11	**Organizing Staff Training Programs:** The college will organize training programs for both faculty members and non-teaching staff to enhance their skills and knowledge.	Faculty Training Programs: The college has organized several training programs for its members and encouraged participation in training programs conducted by other institutions.
12	**Methodology Design for Data Collection and Updates:** The college aims to design and implement a methodology for data collection, ensuring timely submission of AQAR and NAAC–Accreditation (Cycle 3), as well as regular website updates.	Data Collection and Website Updates: A Data Bank has been created, and Google Forms have been used to collect data on various aspects. The AQAR 2021-22 has been submitted and uploaded on the website, and the IIQA will be submitted to NAAC soon. The college websites are regularly updated by external agencies under the supervision of a sub-committee formed by the Teachers' Council.
13	**Improvement of Library Services:** The college intends to enhance library services through the purchase of new books and journals, organizing library classes, creating Student-membership for N-LIST access, and making E-resources available to both staff and students.	NLIST Memberships and Participation: NLIST memberships for students, faculty, and staff members are in place. However, the number of active members is not substantial at Chakdaha College.
14	**Encouraging Student Participation in Activities:** The college plans to encourage student involvement in various activities, especially those related to social responsibility and environmental awareness, conducted by NSS and NCC units.	Effectiveness of NSS and NCC Units: The NSS and NCC units of Chakdaha College have been highly effective, conducting various activities throughout the year.
15	**Conducting Annual Audits:** The college will conduct yearly AAA Audits, financial audits with allocated budgets, and environmental audits to ensure transparency and accountability.	Audit Completion: Internal audit has been completed, and external audit is currently in progress.

16	**Collecting Feedback from Stakeholders:** Feedback will be collected from different stakeholders using Google Forms and face-to-face interactions. The collected feedback will be analyzed and used for improvements.	Feedback Collection and Analysis: Feedback analysis for the year 2021-22 has been completed and uploaded on the website. The collection, analysis, and uploading process for feedback for the AY2022-23 are underway and will be completed soon.
17	Re-establishing Coaching Centre and Promoting Career Guidance: The college aims to re-open the Coaching Centre for Entry in Services and promote Career Guidance Programs for the benefit of both students and alumni.	Career Guidance Programs and Cell: While the Coaching Centre for Entry in Services has not been implemented, the Career Council Cell is highly active, organizing various programs in this domain.

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

Coordinator
IQAC, Chakdaha College

(Dr. Swagata DasMohanta)
Principal and Chairperson, IQAC, Chakdaha College

Principal
CHAKDAHA COLLEGE