

ANNUAL ACTION PLAN 2018-19
(IQAC-CHAKDAHA COLLEGE)

1. CURRICULAR ACTIVITIES

- * Awareness regarding effective implementation of CBCS Syllabus is to be created among different stakeholders like students, teachers and parents.
- * Faculty members are to be encouraged for participation in the process of curriculum design and development at the University level.
- * Initiatives are to be taken for skill development among students through the implementation of different certificate or diploma courses and training with the collaboration of other such Institutions.
- * Plan to increase number of computer labs to increase students' access to computer and internet facilities.
- * Plan to coordinate Academic Sub-Committee and Routine Sub-Committee for quality improvement in teaching-learning process.

2. TEACHING, LEARNING & EVALUATION

- * Demarcation of syllabus by teachers, Teaching plan and methods of teaching etc are to be prepared with full academic flexibility by each department to complete syllabus and internal examinations in due time based on physical and financial constraints in the college.
- * Plan to encourage students and teachers for participation in academic exchange programmes within and between Institutions.
- * Field visits, Project works as per syllabus and students participation in the seminars/workshop/ group discussions etc. activities are to be encouraged and rewarded.
- * Awareness is to be created regarding access to online platforms (like <https://swayam.gov.in/> , youtube etc.) for digital education and study materials. Intensive use of ICT in Teaching-learning process is to be promoted.
- * A Self-appraisal report is to be submitted by each department to the IQAC-Chakdaha College regarding action taken and achievements at the end of each Semester.

3. RESEARCH, CONSULTANCY & EXTENSION

- * Faculty members are to be motivated and encouraged for their active participation in research activities, different faculty improvement programmes and participation in the International/National seminars/conferences by providing financial, technical and other supports as per plan of the Teachers' Council of the college.
- * A series of talks by eminent speakers on varied disciplines are to be arranged in the college during the academic session.
- * Different certificate courses, consultancy and extension services are to be provided in collaboration with private ventures to strengthen the links with society and also to generate internal resources.
- * Continuation of publication of the Inter-disciplinary International Journal (RAY) and an initiative is to be taken for re-enlisting in the List of UGC Journals.

4. INFRASTRUCTURE & LEARNING RESOURCES

- * More number of classrooms is to be equipped with modern system of teaching-learning Aids (audio-visual).
- * Plan to effective use of Virtual class room- Demonstration/training to teachers.
- * Priority is to be given on extensive use of online library resources and improvement of library services - continuation of N- LIST (INFLIBNET) membership, free access to computer and internet facilities to students, regular update of college library, and arrangement of training/seminar lectures/feedback system regarding access to improved library services. Syllabus, study materials, teaching materials, questions (test and final exam.), new arrivals -books and journals etc are to be collected, arranged and displayed systematically.
- * Digital Identity card is to be introduced for students and staff (both teaching & non-teaching).
- * Plan to improve physical infrastructure and laboratory equipment facilities – class rooms, learning devices, water & power supply, toilet facilities, internet facilities, Sports and Gymnasium, Cycle garage, elevator etc.

5. STUDENT SUPPORT & PROGRESSION

- * Plan to encourage NCC and NSS students for more participation in International/National/University/State level events.
- * Plan to enhance Students' Aid Fund and to create awareness regarding different public and private scholarships/fellowships and regular publication of the beneficiary list.
- * Plan to ensure students' attendance according to KU Rules - Students' Declaration, Notifications and Parent –Teacher Meetings may be arranged in this regard.
- * Feedback collection from all stakeholders (students, staff, Alumni, Parents) will be arranged on regular basis and an analysis and action taken report be prepared and published on the Website.
- * Plan to encourage activities of 'Nari Sansad' and 'Placement and counseling Cell' for students' empowerment. Activities of Grievance Redressal Cell, Alumni Association will also be encouraged.

6. GOVERNANCE, LEADERSHIP & MANAGEMENT

- * College Office will be fully computerized to update Service Books, Financial Audit, Cash Book, Asset Register, Leave Register etc. and to improve students' management information system.
- * Effectiveness of the existing Bio-metric Attendance system for Teaching and Non-teaching staff be evaluated and plan to introduce Bio-metric students' attendance and library use system.
- * Plan to Regular update of College Website (particularly, information relating to Admission, College events, seminars/workshops, College notices, highlights of college best practices, activities of different sub-committees, publication of books-papers-articles by teachers and participation in RC/OP/ STC/ seminar/ conference etc.).
- * Academic and Administrative Audit may be conducted at the end of each academic session, preferably by the external agency/experts.

7. *ENVIRONMENT, INNOVATION & BEST PRACTICES*

- * Plan to ensure environment friendly campus and beautification of campus.
- * Plan to effective use of the Garden for medicinal plant, Vermi-Composting plant and to encourage activities of Arsenic detection Centre.
- * Awareness camp/seminars regarding government schemes/programmes relevant for local people are to be organised.

