



CHAKDAHA COLLEGE

MINUTES OF MEETINGS OF IQAC DURING 2015-16

Minutes of the 1st Meeting:

Ref. IQAC-Meeting No.01/2015-16,

Dated: 30.07.2015 Time: 1.30 PM, Venue: Principal's Room

The first meeting of IQAC, Chakdaha College during academic year 2015-16 was held on 30.07.2015 at 1.30 PM in the Principal's Room. The meeting was notified on 23.07.2015 and the said meeting was presided over by Dr. Swagata Das Mohanta, Principal and Chairperson of IQAC, Chakdaha College. Dr. Arun Kumar Nandi, Coordinator of IQAC, started the meeting by welcoming all members of IQAC. On behalf of members of IQAC, he specially welcomed and expressed congratulation to Dr. Swagata Das Mohanta for her joining to the post of Principal, which was long due in Chakdaha College since 2010. At the very outset, Coordinator of IQAC briefly presented follow up action of all previous IQAC-meetings during 2014-15 and then read out agenda of the present meeting one by one before the house for consideration and discussion.

The following members of IQAC were present/absent in the meeting:

Members Present:

1. Dr. Swagata Das Mohanta (Principal and Chairperson, IQAC)
2. Dr. Arun Kumar Nandi (Co-ordinator, IQAC)
3. Prof Aliul Hoque (Secretary, Teachers' Council)
4. Dr. Partha Karmakar (External Expert Member)
5. Dr. Jaysankar Basu (Teacher Member)
6. Prof. Madhumita Das (Teacher Member)
7. Dr. Anjan Sengupta (Teacher Member)
8. Dr. Paritosh Biswas (Teacher Member)
9. Sri Asoke Kumar Mukherjee (Head Clerk)
10. Sanjib (Rajib) Kar (GS, Student Member)

11. Sri Sujash Karmakar (Alumni Member)

Members Absent:

1. Dr. Ajoy Paul (Teacher Member) (**due to personal matter**)
2. Prof. Kunal Banerjee (External Expert Member) (**due to personal matter**)

Members unanimously resolved that:

1. Minutes of the last meeting dated 09.12.2014 are confirmed, excepting the inclusion of part-time and contractual teachers as members of IQAC as referred to in Resolution No. 4.
2. Resolved that feedbacks/updated version of departmental profile including API format from certain departments be sought, and as Dr. A. Nandi mentioned these departmental feedbacks/appraisals which are not yet submitted, are urgently needed.
3. Resolved that proposals for seminars, workshops, MRP from all the departments be addressed / worked up.
4. Resolved that Alumni Association be registered.
5. Resolved that Parents Association be raised and registered.
6. Resolved that interdisciplinary international journal (at least one) be incorporated in Library, E-journal network.
7. Resolved that a workshop on forthcoming NAAC be held as early as possible.
8. Stock Resister /Asset Register etc. are partially done. Resolved that it be framed in full and final and acceptable format.
9. Resolved that College Website be regularly updated.
10. Resolved that updating of Service Book and proceedings of TC be done.
11. Resolved that the SSR & AQAR, as drafted so far, be accepted and given final shape.
12. Draft of AQAR be submitted to Principal for circulation among members of IQAC/Deptt. Heads for finalized.
13. Academic Calendar 2015-16 (drafted by Prof. A Nandi) be finalized with the help of Prof. A Sengupta (in a week).

14. Caretaker will arrange and put in good shape all classrooms for the new session of classes, within 31st July 2015, with the help of TCS as IQAC member.
15. New routine be implemented on 1st August, 2015 and be uploaded on website.
16. Lab stock register be completed within 10.08.2015
17. Data of student activities be procured from Students' Union.
18. A conducive academic atmosphere be ensured for the ensuing Part-II Examination.
19. TCS will intimate activities / meetings of all subcommittees to the Principal/IQAC.
20. Financial status Report since XIth Plan be finalized.
21. Sports incentives, a forestation and drinking water be arranged on an urgent basis.
22. Resolved that Principal will immediately given written assignment/duties to the Persons/different subcommittees as per the following tentative format for the purpose of finalization of AQAR & SSR for ensuing NAAC visit and overall development of the college:

Draft

Plan of action, 2015-2016, Chakdaha College

1. Curricular activities

- Departmental Heads in consultation with the departmental Colleagues will allocate the syllabus, prepare teaching plan, Model Questions- Answers, departmental profile evaluate students' performance, and place requirement, if any, and report it immediately to the TIC/IQAC-Coordinator for documentation and upload in college website.
- Meeting of the Academic Sub Committee will discuss the following matters: teaching through digitized/modern methods- smart class room & power point teaching etc.
- Proposal for commencement of Post Graduate course and creation of new posts
- Propaganda for Entry in Service & Remedial Coaching
- Adherence to Academic Calendar.

Teaching, Learning & Evaluation.

1. Monthly Test & reporting the result to the IQAC.
2. At least one class Group discussion between students & all the teachers.
3. At least one class in smart class room per year of each department.
4. To conduct seminar, conference, workshop, etc. (International, National, State, and inter-departmental level).
5. Exhibition of every department in every year.
6. Quiz contest, debate, essay, and music competition.
7. Thalaseamia detection camp, Blood donation Camp.
8. Academic audit (Teachers' attendance, arrival- departure – attendance in Classes according to class routine).
9. Special Coaching in Remedial Classes, considering the diversity of the students of different socio-economic backgrounds subject to the availability of UGC grants for the said scheme.
10. Active student's participation in college NCC and NSS units.

Research Compliancy & Extension:

1. Application for Major/Minor research projects/ conference/seminar /workshop etc to UGC and other funding agency or Govt.
2. Publication of inter-disciplinary College Journal in every year.
3. Free Access to internet by students, teachers & Non-teaching staff.
4. Co-operation of alumni in research and other activities.
5. Emphasis on teacher's participation in Refresher course, orientation course, Workshop etc.

Infrastructure & Learning Resources:

1. Digitization of Library books.
2. Maintenance of a register of users of Library.
3. E-Books & E Journal and continuation of Member ship of College in N- List (INFLIBNET).
4. Hard Copy of Journal of each department.
5. Improvement of Departmental Library & Central Library.
6. Arrangement for online purchase of Library books/equipments.
7. Administrative audit- (maintenance and regular update of Asset Register, Stock Register, Ledger Book, Cash Book, Leave Register, Despatch/Receiving system etc.)
8. Yearly financial audit – up to date.
9. Ensuring minimum support system (Chalk, Duster, Black Board, Routine, Students' Register, Chair, table, bench etc) for class teaching-learning in advance.
10. Students Identity Card.
11. Boys' Common Room.
12. Sports & Gym (Separate)
13. Development of Electricity facilities

Student support & Progression:

1. Students' attendance according to KU Rules – Students' Declaration.
2. Feedback from all stakeholders (particular emphasis given on feedback from students).
3. Grievance Redressal Cell.
4. Placement Cell.
5. Alumni Association registration
6. Parents' Association registration

Governance, Leadership & Management:

1. Preparation for NAAC visit (cycle 2)
2. Regular update of College Website.
3. Training of administrative staff- computer, campus care etc.
4. Updated Service Books & Proceedings of TC meetings.
5. Summary report (yearly) of GB meeting –(No. of GB meeting, major activities, action taken report etc. for AQAR)
6. Information (ENQUIRY) Centre
7. College Security System (at least Main Gate, Cycle garage)
8. Master plan
9. Naming of different buildings after celebrated persons
10. Update College DATABASE
11. Infrastructure of the Laboratory
12. Guardians' waiting room
13. Display board
14. Cycle garage
15. CHEAP CANTEEN

Environment Innovation & best practices:

1. Garden for medicinal plant.
2. Vermin Composting plan
3. Gardening inside & outside the College campus.
4. Preparation and Publication of a compendium compiling ENVIS project reports submitted by the students.

