

KANCHRAPARA COLLEGE

ANNUAL ACTION PLAN 2018-19

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 the 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.

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 support 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.

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4. INFRASTRUCTURE & LEARNING RESOURCES


- More classrooms are to be equipped with a modern system of teaching-learning Aids (audio-visual).
- Plan for effective use of Virtual classroom- 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

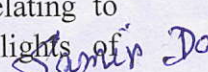
- Plan to encourage NCC and NSS students for more participation in International/National/University/State level events.
- Plan to enhance Students' Aid Fund and to create awareness regarding different public and private scholarships/fellowships and regular publication of the beneficiary list.
- Plan 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 a 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 counselling Cell' for students' empowerment. Activities of Grievance Redressal Cell, Alumni Association will also be encouraged.

6. GOVERNANCE, LEADERSHIP & MANAGEMENT

- The 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 introduce College Diary containing ethical duties of Principal, Teaching Staffs, Non-teaching Staffs and Students.
- Plan to Regular update of College Website (particularly, information relating to Admission, College events, seminars/workshops, College notices, highlights of


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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 the Arsenic detection Centre.
- Awareness camp/seminars regarding government schemes/programmes relevant for local people are to be arranged.

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KANCHRAPARA COLLEGE

ANNUAL ACTION PLAN 2019-20

The IQAC-Kanchrapara College specifically recommends the following suggestions as an important part of the Annual Action Plan 2019-20 for the all-round development (Academic, Administrative, and Environment) of the Kanchrapara College.

- Maintain academic excellence through periodic review by IQAC & yearly Academic Audit.
- Establish linkages with Industries.
- Establish academic linkages with other Institutions for collaborative quality initiatives.
- Organise Seminars for the benefit of both faculty and students
- Participation in NIRF
- Arranging other quality audits like Gender Audit and Green Audit etc.
- Encouraging water conservation through Rainwater Harvesting
- Introduction of CBCS as and when implemented by the Affiliating University
- Introduction of new courses
- Introduction of more Add-On and Value-Added Courses
- Conducting Skill Development Programmes
- Organizing Workshops and FDPs for teachers on use of advance teaching aids and adopt enhanced ICT techniques
- Updating the library with appropriate books as suggested by the faculty from time to time.
- Following a transparent and fair feedback system
- Encouraging teachers to join Ph. D programme
- Motivating teachers to apply for Research Projects
- Organising various seminars / symposiums on different research topics, workshops on Research Methodology and Intellectual Property Rights (IPR)
- Budget allocation for students' development programmes and activities
- Providing career guidance, arranging Trainings & Placement Activities
- Modification and enhancement of ICT infrastructure.
- Full Automation in college library with ILMS (Recommendation of NAAC peer team (First Cycle)
- Organise Sports and Cultural competitions and programmes
- Motivating students to participate in Sports and Cultural Programmes at competitive levels
- Leadership development through decentralization
- Smooth Working of sub-committees & cells
- Code of conduct for Principal, Teaching Staffs, Non-teaching Staffs and Students.
- Staff welfare policy implementation
- Empowerment of teaching and non-teaching staff through workshops and training programmes for better governance.


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- Expansion of community services programmes through Students' Unit and NSS Encouraging students for serving the society
- Organise gender sensitization programmes, health related awareness programmes and health camps, commemorative days observation programmes Environment awareness programme. Clean and Green campus initiative programmes Green initiative beyond the Campus.

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ANNUAL ACTION PLAN 2020-21

- During the period of COVID-19 Pandemic when classroom teaching in off-line mode was not possible, IQAC of the college made a strategic plan to introduce means to continue teaching learning activity through online mode. Accordingly, to maintain a zero-contact policy, the G-Suite Accounts (Education version) were introduced through which teachers could smoothly communicate with the students.
- A strategic plan was deployed for mentoring the students for improving their academic performance as well as providing mental support to them, especially under COVID-19 critical conditions.
- Emphasis should be given on the preparation of online study materials, uploading study materials on the different virtual platforms and social media like YouTube, Facebook etc.
- Curricular planning and implementation through well-defined routine structure: Chandernagore College ensures imparting quality education to its students through curriculum planning and its implementation through well-defined Routine structure.
- Kanchrapara College provides financial support for organising different Faculty development Programmes, Conferences, Workshops by the departments of the college.
- Academic and Administrative Audit (AAA) be conducted under the active supervision of the IQAC. Further there is a plan to give MIS, office automation, purchase of instruments supported to the upcoming importance of digital learning.



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ANNUAL ACTION PLAN 2021-22

- There is a plan to prepare an Academic Calendar for the college and for the departments.
- Arrange of student's orientation for 1st Semester students following UGC Guidelines.
- Plan for Golden Jubilee Celebration.
- Plan for data collection compilation for the purpose of the purpose of AQAR preparation. Use different online methods like Google Form, Google Drive for the purpose of feedback analysis of different stakeholders.
- To bridge the gap between theory and practice, we will encourage project-based learning, practical training orientation.
- Renewal of G-Suite for teaching learning purpose.
- Plan to introduce new Add-On courses /certificate courses.
- Plan to equip our Doctor's Chamber with a minimum support system (Bed, a wheelchair, oxygen support, Oximeter, First-Aid etc) for medical purposes, especially for COVID-19 cases.
- To give additional thrust to Campus Placements Initiatives.



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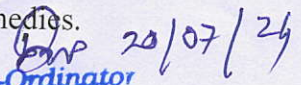
KANCHRAPARA COLLEGE

ANNUAL ACTION PLAN 2022-23

- Plans to create more modern, technology-driven learning environments. ICT-based smart classrooms will enhance teaching methods, making learning more interactive and engaging for students.
- To introduce high-speed internet connectivity, reliable Wi-Fi networks, and adequate hardware to ensure seamless integration of technology in classrooms.
- To further academic excellence, the college will introduce postgraduate programs in more conventional and emerging subjects. Research and development initiatives will also be encouraged, providing opportunities for faculty and students to contribute to knowledge creation.
- Developing a mechanism for the creation of Semester-wise/Subject-wise Teaching Plans by each Faculty, Uploading the Lecture Plans on College Website so that Lecture Schedules are available to the students at the beginning of the Semesters.
- Emphasis will be placed on enhancing teaching methodologies to ensure quality education delivery. Additionally, the college will work on improving infrastructure and laboratory facilities to create a conducive learning environment.
- Increasing Plantation Drive: Expand the plantation drive on campus to enhance the green cover. Plant trees, shrubs, and flowering plants in designated areas to create a visually appealing and environmentally friendly campus. Organize regular tree planting events involving students, faculty, and staff to raise awareness about the importance of environmental conservation.
- Display of Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution on the website of the College for the benefit of the students and other stakeholders.
- Introduction of Value-Added Courses imparting transferable and life skills.
- Initiative taken for expansion of college central library and also extension of Departmental Library. Provide training on library research skills and promote the use of digital resources for research and self-directed learning.
- Install solar energy systems and solar-powered lights to reduce dependence on traditional power sources and minimize carbon emissions. Implement energy-efficient practices, such as LED lighting and occupancy sensors, to optimize energy consumption and reduce environmental impact. Promote rainwater harvesting techniques to conserve water resources on campus. Install rainwater harvesting systems to capture and store rainwater for irrigation purposes, especially in gardens and plantations. Educate the campus community on the importance of water conservation and responsible water usage.
- Establish a dedicated area for cultivating medicinal plants on campus. Introduce a variety of medicinal plants that have health benefits and encourage their cultivation through student-led initiatives and gardening clubs. Utilize these plants for educational purposes, research, and promoting traditional herbal remedies.


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- Collaborate with local colleges, government agencies, and NGOs to address societal challenges and contribute to the betterment of the community. Student Exchange Programme and Faculty Exchange Programme with the MoU signing Colleges/ Other Educational Institution.
- Plan to reopen coaching centres for Entry in Services and Entry in Higher Study.
- To continue to organize Extension Activities for the benefit of the Society and to create awareness on various social issues through the NSS Unit of college.
- In alignment with the New Education Policy 2020, Kanchrapara College has devised an additional future plan to incorporate the key principles and recommendations of the policy. This plan aims to promote holistic education, multidisciplinary learning, skill development, and innovative pedagogical practices

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