

2019

# Annual Quality Assurance Report

**Internal Quality Assurance Cell**

**Bamanpukur Humayun Kabir  
Mahavidyalaya  
1/1/2019**

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**The Annual Quality Assurance Report (AQAR) of the IQAC**  
***(For Affiliated/Constituent Colleges)***

Institutions Accredited by NAAC need to submit an Annual self-reviewed progress report i.e. Annual Quality Assurance Report (AQAR) to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the IQAC at the beginning of the Academic year. *The AQAR period would be the Academic Year. (For example, July 1, 2017 to June 30, 2018)*

**Part – A**

**Data of the Institution**

*(data may be captured from IIQA)*

**1. Name of the Institution:** **Bamanpukur Humayun Kabir Mahavidyala**

Name of the Head of the institution:	Dr. Subhas Biswas
Designation:	Principal
Does the institution function from own campus:	Yes
Phone no./Alternate phone no.:	03217260816
Mobile no.:	+91 9830362656
Registered e-mail:	bhkm2007@gmail.com
Alternate e-mail	sbiswas2k@gmail.com
Address :	Vill + P.O.: Bamanpukur
City/Town :	Minakhan, North 24 Parganas
State/UT :	West Bengal
Pin Code :	743425

**2. Institutional status:**

Affiliated / Constituent:	Affiliated
Type of Institution:	Co-education
Location :	Rural

Financial Status: (please specify) Grants-in aid and UGC 2f and 12 (B)

Name of the Affiliating University: West Bengal State University

Name of the IQAC Co-ordinator : Arghadip Paul

Phone no. :

Alternate phone no:

Mobile: +91 8017461560

IQAC e-mail address: [iqacbkmv@gmail.com](mailto:iqacbkmv@gmail.com)

Alternate Email address: [paul.arghadip@gmail.com](mailto:paul.arghadip@gmail.com)

3. Website address: [www.bhkm.org](http://www.bhkm.org)

Web-link of the AQAR: (Previous Academic Year)For ex.

<http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

4. Whether Academic Calendar prepared during the year? Yes

Yes/No....., if yes, whether it is uploaded in the Institutional website:

Weblink: <http://www.bhkm.org/bhkm-new/notice.php?action=Academic%20Calendar>

**5. Accreditation Details:**

Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1 <sup>st</sup>	B	2.16	2016	from:05.11.2016 to: 04.11.2021

6. Date of Establishment of IQAC: DD/MM/YYYY: 01.04.2014

**7. Internal Quality Assurance System**

7.1 Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & duration	Number of participants/beneficiaries
1. Regular Meeting of the IQAC	1. 05.04.2019, 2 Hrs 2. 05.07.2019, 2 Hrs 3. 26.08.2019, 2 Hrs	<b>10</b> <b>10</b> <b>18</b>
2. Timely Submission of AQAR	30 <sup>th</sup> December, 2019	All stakeholders of the college
3. Feedback from students	11.11.2019	All students

4. Feedback from Alumni	27.11.2019	All Alumni
5. Participation in Swachhata Ranking Framework	nil	nil

**Note: Some Quality Assurance initiatives of the institution are:**  
(Indicative list)

- Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback from all stakeholders collected, analysed and used for improvements
- Academic Administrative Audit (AAA) conducted and its follow up action
- Participation in NIRF
- ISO Certification
- NBA etc.
- Any other Quality Audit

8. Provide the list of funds by Central/ State Government-UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/ Department/Faculty	Scheme	Funding agency	Year of award with duration	Amount
Department of Higher Education, Government of Higher Education	Building Grant	Department of Higher Education	2019	28,00,000

9. Whether composition of IQAC as per latest NAAC guidelines: Yes

\*upload latest notification of formation of IQAC

[http://bhkm.org/bhkm-new/pdf/1578825516\\_Doc.pdf](http://bhkm.org/bhkm-new/pdf/1578825516_Doc.pdf)

10. No. of IQAC meetings held during the year: 3

The minutes of IQAC meeting and compliance to the decisions have been uploaded on the institutional website:

Meeting No. 1 [http://bhkm.org/bhkm-new/pdf/1578825653\\_Doc.pdf](http://bhkm.org/bhkm-new/pdf/1578825653_Doc.pdf)

Meeting No. 2 [http://bhkm.org/bhkm-new/pdf/1578825738\\_Doc.pdf](http://bhkm.org/bhkm-new/pdf/1578825738_Doc.pdf)

Meeting No. 3 [http://bhkm.org/bhkm-new/pdf/1578825777\\_Doc.pdf](http://bhkm.org/bhkm-new/pdf/1578825777_Doc.pdf)

Meeting No. 4 [http://bhkm.org/bhkm-new/pdf/1578825839\\_Doc.pdf](http://bhkm.org/bhkm-new/pdf/1578825839_Doc.pdf)

(Please upload, minutes of meetings and action taken report)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year? No

If yes, mention the amount:

Year:

12. Significant contributions made by IQAC during the current year (maximum five bullets)

\* Orientation Programme on CBCS for newly admitted students

\* Special felicitation for the students who achieved 'A' grade in 2<sup>nd</sup> semester examination.

\* Making the teachers acquainted with the values of institutional accreditation and the new method of NAAC accreditation.

\* Making arrangement for sending important notifications through SMS to all the stakeholders of the college regularly.

**13. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year**

Plan of Action	Achievements/Outcomes
1. Publication of Academic Calendar at the very beginning of the session from the next academic year.	The papers wise academic calendars of every programme included in the college CBCS curriculum have been published and uploaded before the beginning of every semester.
2. Publication of hand book for code of conduct for faculties, staff and students	The Handbook for code of conduct for all stakeholders has been prepared and uploaded in the college website. Web link: 1. <a href="http://bhkm.org/bhkm-new/pdf/1578825608_Doc.pdf">http://bhkm.org/bhkm-new/pdf/1578825608_Doc.pdf</a> 2. <a href="http://bhkm.org/bhkm-new/pdf/1578825565_Doc.pdf">http://bhkm.org/bhkm-new/pdf/1578825565_Doc.pdf</a>
3. Introduction of college app for disseminating information to all the stakeholders	Google group has been formed for disseminating information to all teaching staff. All departments have formed their own respective whats app group for doing the same.
4. Introduction of online Student Satisfaction Survey	Students' Satisfaction Survey (SSS) has been prepared followed by the NAAC guideline and send to the students through online.
5. Renovation of 1st and 2nd floor of the main building	Almost Completed
6. Organization of gender equality programme as a part of extension activities of the institution	Initiative has been taken.
7. Procurement of books according to the changes in UG syllabi.	Total 80 books are purchased following the new CBCS syllabus costing Rs. 19896.
8. Organization of development programmes for the support staff	Organised
9. Submission revised teaching staff pattern to the Government of West Bengal to have sanction for more full time faculty	Requisition for teaching staff in accordance to revised teaching staff pattern have been submitted. 6 teaching posts are sanctioned.
10. Submission of revised non-teaching staff pattern to the Government of West Bengal to have sanction for more permanent non-teaching staff.	Requisition for non-teaching staff in accordance to revised teaching staff pattern have been submitted. 6 non-teaching posts are sanctioned.
11. Publication of College Journal	Initiative has been taken.
12. Opening of College Cooperative	Initiative has been taken.

**14. Whether the AQAR was placed before statutory body? Yes**

Name of the statutory body: Governing Body      Date of meeting(s): 03.01.2020

**15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to Assess the functioning? : No**

**16. Whether institutional data submitted to AISHE: Yes**

Year: 2018

Date of Submission: 01.10.2019

**17. Does the Institution have Management Information System?**

**Yes**

If yes, give a brief description and a list of modules currently operational.

(Maximum 500 words)

Management Information Systems is operative in the college. The MIS pervades the following areas of institutional activities:

1. The college has a LAN through which students, teachers and supporting staff can access the current data base for students, their academic performance and also other academic query.
2. College provides important notification through sms gateway.
3. The admission process of the college is fully automated and done through online mode only.
4. Students' achievement related records are maintained manually. However, attempts are made to maintain the records through software.
5. College provides examination related information through email and conventional notice system.
6. Notices and brochures related to College seminar are uploaded in the college website.
7. A Google group is formed for the faculty for exchange of information quickly and efficiently.

## **Part-B**

### **CRITERION I – CURRICULAR ASPECTS**

#### **1.1 Curriculum Planning and Implementation**

1.1.1 Institution has the mechanism for well-planned curriculum delivery and documentation. Explain in 500 words

The college follows the curriculum for different courses designed by affiliating University. There is little scope for the college for modification of the curriculum. However, Different Board of Studies of the West Bengal State University frequently organises meeting cum workshop regarding curriculum designing. Faculties of the college actively participates in this programmes. Moreover, two teachers of the college worked as member of Board of Studies and they participated in the curriculum designing process of the University.

The institution has well planned mechanism for curriculum implementation.

1. At the beginning of the every academic session the Academic Council consisting of the Head of the academic departments prepare systematic planning to ensure implementation of the curriculum with due consideration to the time line framed by the University.
2. Same academic council publishes Academic Calendar every year, which contains full information about the curriculum of all the subjects taught in the institution and the same is distributed among the students for the purpose of documentation.
3. The academic calendar consists the information regarding the academic session, unit-wise distribution of the syllabus, references, programmes planned for the session, and examination.
4. The routine committee provides a well-constructed weekly time table for each semester. Beside this all departments prepare their departmental routine which is duly approved by the Principal.
5. Individual teachers prepare their lectures according to the syllabus allotted and classes available.

Various classroom teaching methods based on various needs of different subjects are regularly used for the effective delivery of the curriculum such as

- a) Chalk and Blackboard method
- b) ICT-enabled teaching-learning method.
- c) Distribution of class notes by teachers.
- d) Group discussion amongst the students during the class.
- e) Micro-teaching and seminars by students related to curriculum.
- f) Project work.
- g) Special talks by experts for advance studies.
- h) Subject specific Quiz, Debate, and Extempore.
- i) Subject specific Film show.



1.1.2 Certificate/ Diploma Courses introduced during the Academic year				
Name of the Certificate Course	Name of the Diploma Courses	Date of introduction and duration	focus on employability/ entrepreneurship	Skill development
Nil				

## 1.2 Academic Flexibility

1.2.1 New programmes/courses introduced during the Academic year			
Programme with Code	Date of Introduction	Course with Code	Date of Introduction
Nil			

1.2.2 Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the Academic year.					
Name of Programmes adopting CBCS	UG	PG	Date of implementation of CBCS / Elective Course System	UG	PG
1. B.A. Hons in Bengali	1	0	01.07.2017	1	
2. B.A. Hons in English	1	0	01.07.2017	1	
3. B.A. Hons in History	1	0	01.07.2017	1	
4. B.A. Hons in Education	1	0	01.07.2017	1	
5. B.A. Hons in Sanskrit	1	0	01.07.2017	1	
6. B.A. Hons in Political Science	1	0	01.07.2017	1	
7. B.A. General	1	0	01.07.2017	1	

1.2.3 Students enrolled in Certificate/ Diploma Courses introduced during the year		
	Certificate	Diploma Courses
No of Students	Nil	

## 1.3 Curriculum Enrichment

1.3.1 Value-added courses imparting transferable and life skills offered during the year		
Value added courses	Date of introduction	Number of students enrolled
Nil		

1.3.2 Field Projects / Internships under taken during the year	
Project/Programme Title	No. of students enrolled for Field Projects / Internships
<b>EDCACOR07P</b>	<b>35</b>
<b>PART III Excursion at Jorasanko</b>	<b>27</b>

## 1.4 Feedback System

1.4.1 Whether structured feedback received from all the stakeholders.				
1) Students	2) Teachers	3) Employers	4) Alumni	5) Parents
Yes	Yes	No	Yes	No

1.4.2 How the feedback obtained is being analyzed and utilized for overall development of the institution?
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(maximum 500 words)

The feedback from the stakeholders is an important part of the academic activity of every institution. Likewise Bamanpukur Humayun Kabir Mahavidyalaya has collected feedback from the students of Semester-I and Semester-III, Alumni of the college and the Teachers for the overall assessment of the academic session. The feedback not only focuses on the achievements of the college but also looks for scope for improvements in different areas. In the semester from July-December, 2019 for the first time the college has introduced online feedback system for the stakeholders. Different Google forms have created separately for the students of Semester-I and Semester-III, alumni of the college and the teachers. The forms have been mainly circulated through a created link via different social groups like WhatsApp. Students could submit filled out form online. The forms have been devised in both English and Bengali languages for the students and alumni. Students' Evaluation of the College form or their feedback form mainly focused on the day to day academic activities of the college and how satisfied they are regarding it. Students feedback-form has different sections comprising of the teachers' performance indicators in each individual papers like 'Regularity', 'Punctuality', 'Content Clarity', 'Discipline', 'Knowledge of the Teacher' and 'Teacher's Communication Skill'. Students are given a 5 point scale where 1 is the least and 5 is the most satisfaction level indicator. Students are provided with the scope to air their views and comment on the entire teaching-learning process of the college in the comment box. The alumni feedback was taken based on their experience of the college during their period of stay here; these experience indicators fall in the following categories: Admission Procedure, Ambience of the College, Infrastructure of the Lab Facilities of the College, College Faculty, Project Guidance, Quality of Support Materials, Training and Placement, College Library, Canteen Facilities. They were given the parameters 'unsatisfactory', 'satisfactory', 'fair', 'good' and 'very good' to evaluate the performance of the college. Teachers' feedback is also taken on the given parameters: The effectiveness of the contents of the syllabus, availability of the books in the library, Canteen Facilities, Test and Examination, Teaching Techniques, Atmosphere of the college, Administrative Support, Funding and Support for Faculty Development. They are given the parameters of Strongly Disagree, Disagree, Neutral, Agree, Strongly Agree to evaluate the Academic and Administrative and Infrastructural Facilities of the college. The Results of the Feedback from different section have been automatically generated through the Google Form software. The result has been circulated to the respective departments and administration to take it into consideration for the development of the college.

## CRITERION II -TEACHING-LEARNING AND EVALUATION

### 2.1 Student Enrolment and Profile

2.1. 1 Demand Ratio during the year (UG Semester 1 only)			
Name of the Programme	Number of seats available	Number of applications received	Students Enrolled
Bengali Honours Programme	130	345	74
English Honours Programme	30	73	28
Education Honours Programme	75	225	51
Sanskrit Honours Programme	130	64	23
Pol. Science Honours Programme	30	73	15
History Honours Programme	75	99	53
B.A. General Programme	1500	2141	1240
Total	1970	3020	1484

### 2.2 Catering to Student Diversity

2.2.1. Student - Full time teacher ratio (current year data)					
Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of full time teachers available in the institution teaching only UG courses	Number of full time teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	2446	N.A.	15	N.A.	0

### 2.3 Teaching - Learning Process

2.3.1 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)					
Number of teachers on roll	Number of teachers using ICT ( <i>LMS, e-Resources</i> )	ICT tools and resources available	Number of ICT enabled classrooms	Number of smart classrooms	E-resources and techniques used
29	8	Computers, Projectors, Internet & Wi-Fi, Smart Board	2	1	Different websites, e-books, emodules like gyankosh, nptel etc.

2.3.2 Students mentoring system available in the institution? Give details. (maximum 500 words)
Students mentoring system starts at the very beginning of the admission process. Students, who are admitted in UG Programme are to appear at verification and counselling as a prerequisite for their final admission. At this verification process newly admitted students come to the touch of the teachers. Teachers give their valuable suggestions to the students about the utilities of different subjects, which are taught at present. They also ensure necessary counselling of the students about their willingness and capabilities for different subjects and suggest subjects, which are suitable according to capabilities of the

latter. They also discuss in detail about job prospects of different subjects, which are taught in the institution. Not only that but also the teachers inform the students about the discipline, rules and regulations of the institution. In this session, orientation programmes respectively for honours and general students have been organised by the IQAC centrally. Those apart the career counselling cell conduct student mentoring throughout the year. The cell informs necessary information about the different jobs in different Government and non-government organizations. It also facilitates the students to have different information about the different professional and skill development courses through internet. It also organizes different workshops, seminars to enhance employability of the students.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor: Mentee Ratio
2446	15	1: 163

## 2.4 Teacher Profile and Quality

2.4.1 Number of full time teachers appointed during the year				
No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D.
16	15	01	7	2

2.4.2 Honours and recognitions received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year )			
Year of award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2019	Madhu Sriwastav	Assistant Professor	Honoured as a Poet in Guntur International Poetry Fest 2019,  Recognition and Honoured as Poet in ICCR Kolkata, News Connect, RNI-WBBEN/2014/59090  Recognition and Honoured as Poet in International Literary and Cultural Meet, 27 <sup>th</sup> August, ISISAR,  Recognition and Honoured as Poet in World Poetry Initiative  Recognition as faculty organiser from IIT, Bombay
2019	Sumita Chatterjee	Assistant Professor	Recognition as faculty organisers from IIT, Bombay

## 2.5 Evaluation Process and Reforms

2.5.1 Number of days from the date of semester-end/ year- end examination till the declaration of results during the year				
Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year- end examination	Date of declaration of results of semester-end/ year- end examination
B.A. Hons Programme		2 <sup>nd</sup> Semester	<b>19.07.2019</b>	07.09.2019

2.5.2 Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)
The college introduced project based evaluation systems in the college examinations in place of traditional evaluation methods in the Honours courses. Some Departments are also evaluating their Departmental students through organizing debates, extempore, group discussion, seminar presentation etc.

2.5.3 Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)
<p>The institution publishes its academic calendar in every academic session to acquaint the students with total academic atmosphere. It contains the following information:</p> <ul style="list-style-type: none"><li>i. Tentative working days;</li><li>ii. Tentative University and College Examination Schedule</li><li>iii. Tentative Teaching Days;</li><li>iv. Tentative Observation Days;</li><li>v. List of faculties and holidays;</li><li>vi. Details of Departmental Extra Curricular Activities</li><li>vii. Detailed curriculum of each of the programmes.</li><li>viii. A List of References related to the Curriculum.</li></ul>

## 2.6 Student Performance and Learning Outcomes

2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the web link)
<p><b>Yes</b></p> <p><b>Weblink:</b> <a href="http://bhkm.org/bhkm-new/pdf/1579688856_Doc.pdf">http://bhkm.org/bhkm-new/pdf/1579688856_Doc.pdf</a></p>

2.6.2 Pass percentage of students				
Programme Code	Programme name	Number of students appeared in the final year examination	Number of students passed in final semester/year examination	Pass Percentage
BNGA	B.A. Hons in Bengali	52	18	34.62
EDCA	B.A. Hons in Education	24	20	83.3
ENGA	B.A. Hons in English	8	4	50
HISA	B.A. Hons in History	15	11	73.3
PLSA	B.A. Hons in Pol-Science	2	0	0
SANA	B.A. Hons in Sanskrit	11	6	54.54
GENERAL	B.A. General	118	64	54.24

## 2.7 Student Satisfaction Survey

2.7.1 Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as web-link)

[https://docs.google.com/forms/d/e/1FAIpQLSfaEf8nOk5Se6o89C8B-EHz6YiZV\\_GRuRuemztR89RA65UjCA/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLSfaEf8nOk5Se6o89C8B-EHz6YiZV_GRuRuemztR89RA65UjCA/viewform?usp=sf_link)

### CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

#### 3.1 Resource Mobilization for Research

3.1.1 Research funds sanctioned and received from various agencies, industry and other organisations				
Nature of the Project	Duration	Name of the funding Agency	Total grant sanctioned	Amount received during the Academic year
Major projects			NIL	
Minor Projects	2 yrs	UGC	92,500	ongoing
Interdisciplinary Projects			NIL	
Industry sponsored Projects			NIL	
Projects sponsored by the University/ College			NIL	
Students Research Projects (other than compulsory by the College)			NIL	
International Projects			NIL	
Any other(Specify)			NIL	
Total			NIL	

#### 3.2 Innovation Ecosystem

3.2.1 Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year		
Title of Workshop/Seminar	Name of the Dept.	Date(s)
Nil		

3.2.2 Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year				
Title of the innovation	Name of the Awardee	Awarding Agency	Date of Award	Category
	nil			

3.2.3 No. of Incubation centre created, start-ups incubated on campus during the year		
Incubation Centre	Name	Sponsored by
Nil		
Name of the Start-up	Nature of Start-up	Date of commencement
nil		

#### 3.3 Research Publications and Awards

3.3.1 Incentive to the teachers who receive recognition/awards		
State	National	International
NIL		

3.3.2 Ph. D.s awarded during the year ( <i>applicable for PG College, Research Center</i> )	
Name of the Department	No. of Ph. Ds Awarded
N.A.	

3.3.3 Research Publications in the Journals notified on UGC website during the year			
	Department	No. of Publication	Average Impact Factor, if any
National	Bengali	2	
International	English	16	
	Education	1	
	Sociology	1	
	Political science	1	

3.3.4 Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year	
Department	No. of publication
English	1
Sanskrit	2
Bengali	4
Arabic	1

3.3.5 Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or Pub Med/ Indian Citation Index						
Title of the paper	Name of the author	Title of the journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citations
nil						

3.3.6 h-index of the Institutional Publications during the year. (based on Scopus/ Web of science) <b>Nil</b>						
Title of the paper	Name of the author	Title of the journal	Year of publication	h-index	Number of citations excluding self citations	Institutional affiliation as mentioned in the publication
Nil						



3.3.7 Faculty participation in Seminars/Conferences and Symposia during the year :				
No. of Faculty	International level	National level	State level	Local level
Attended Seminars/ Workshops	7	14	7	6
Presented papers	12	5	1	0
Resource Persons				

### 3.4 Extension Activities

3.4.1 Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year			
Title of the Activities	Organising unit/ agency/ collaborating agency	Number of teachers co-ordinated such activities	Number of students participated in such activities
A Rally on Yuva Divas (date: 12.01.2019)	Extension Programme Cell	10	25
A Rally on Matri Bhasha Divas (date: 21.02.2019)	Extension Programme Cell	5	42
A rally and cleaning activities at adopted village and college premises on occasion of Swachhata Pakwada	NSS	4	41
N.S.S Special Camp (Date: 23.02.19 to 01.03.19)	N.S.S	10	150
Observation of Quami Ekta Week	Extension Programme Cell in collaboration with NSS	20	100
The awareness programme on “Hand-washing before taking food” as a part of observation of SWACCHTA SAPTAHA (25 <sup>th</sup> -31 <sup>st</sup> August) on 27.08.2019	Health and Hygiene Cell In collaboration with Extension Programme Cell	2	College students: 15 School Students: 80
Save Water Programme in schools at Putkhali On 27.07.2019	Department of Education In collaboration with Education-Alumni Cell	2	45
Rural Sanitation and Cleaning Programme at KANMARI under Swacchata Pakwada 05.08.2019	Department of Education, English and NSS	4	60

3.4.2 Awards and recognition received for extension activities from Government and other recognized bodies during the year			
Name of the Activity	Award/recognition	Awarding bodies	No. of Students benefited
Kanyasree Prakalpa	Best Activities Award	Minakhan Block, Govt of WB	500

3.4.3 Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year				
Name of the scheme	Organising unit/ agency/ collaborating agency	Name of the activity	Number of teachers <b>coordinated</b> such activities	Number of students participated in such activities
SWACCHA BHARAT MISSION	Department of Education in collaboration with Govt of India	Cleaning Programme	2	35

### 3.5 Collaborations

3.5.1 Number of Collaborative activities for research, faculty exchange, student exchange during the year			
Nature of Activity	Participant	Source of financial support	Duration
NIL			

3.5.2 Linkages with institutions/industries for internship, on-the-job training, project work, sharing of research facilities etc. during the year				
Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration <b>(From-To)</b>	participant
NIL				

3.5.3 MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year			
Organisation	Date of MoU signed	Purpose and Activities	Number of students/teachers participated under MoUs
NIL			

## CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 Physical Facilities

4.1.1 Budget allocation, excluding salary for infrastructure augmentation during the year	
Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
2,30,000 for construction	2,30,000
3,00,000	50,000

4.1.2 Details of augmentation in infrastructure facilities during the year		
Facilities	Existing	Newly added
Campus area	10.53 Acres	Nil
Class rooms	20	Nil
Laboratories	0	
Seminar Halls	1	1
Classrooms with LCD facilities	0	2
Classrooms with Wi-Fi/ LAN	1	0
Seminar halls with ICT facilities	1	0
Video Centre	Nil	
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.		1
Value of the equipment purchased during the year (Rs. in Lakhs)		.5
Others		

### 4.2 Library as a Learning Resource

4.2.1 Library is automated {Integrated Library Management System -ILMS }							
Name of the ILMS software	Nature of automation (fully or partially)		Version		Year of automation		
Soul	Partially		2.0		2014-15		
4.2.1 Library Services:							
	Existing		Newly added		Total		
	No.	Value	No.	Value	No.	Value	
Text Books	6847	10,32,521	80	19896	6927	10,39,448	
Reference Books							
e-Books							
Journals	70 including free journals						
e-Journals	6000+ e-journals under UGC-NIST Programme						
Digital Database	0						
CD & Video	60						
Library automation	Fully						
Weeding (Hard & Soft)							
Others (specify)							

### 4.3 IT Infrastructure

4.3.1 Technology Upgradation (overall)									
	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Available band width (MGBPS)	Others
Existing	19	0	10	0	0	12	7	10 MBPS	0
Added	20					1	0		
Total	20	0	10	0	0	13	7		

4.3.2 Bandwidth available of internet connection in the Institution (Leased line)
10 MBPS

4.3.3 Facility for e-content	
Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Nil	

4.3.4 E-content developed by teachers such as: e-PG-Pathshala, CEC (under e-PG-Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc			
Name of the teacher	Name of the module	Platform on which module is developed	Date of launching e - content
Nil			

### 4.4 Maintenance of Campus Infrastructure

4.4.1 Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year			
Assigned budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
1. Magazine : 60000	65000	80000	80000
2. Internal seminar: 10000	8600		
3. Newsletter: 6000	6000		

4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. ( <i>maximum 500 words</i> ) (information to be available in institutional Website, provide link)
This college has no system of designing separate budget for maintenance of academic facilities and physical

facilities. Every year in the annual budget a consolidated budget for maintenance of academic as well as physical facilities are fixed on the basis of last years' indexed expenditure. Expenditure are incurred throughout the year on the basis of that budget. At the end of the year actual amount is compared with budgeted amount to find out the deviations. Apart from college general fund maintenance of facilities are also done from available UGC grants and any other available grants.

## CRITERION V - STUDENT SUPPORT AND PROGRESSION

### 5.1 Student Support

5.1.1 Scholarships and Financial Support			
	Name /Title of the scheme	Number of students	Amount in Rupees
Financial support from institution	Half studentship	65 @ 250	16250
Financial support from other sources			
a) National/State	1. Scholarship for SC, ST, OBC students 2. Aikashree 3. Kanyasree 4. Swami Vivekananda Scholarship	800 @ 5200 400 @ 5200  185 @25000 12@ 10000	4,160,000 2,080,000  4,625,000 120,000

5.1.2 Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,			
Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Spoken Tutorial	13.02.2019	100	Bombay IIT
Career Counselling Programme by ANNUDEEP Foundation	22.02.2019	60	ANNUDEEP FOUNDATION
JIO Campus Connect Programme	20.04.2019	20	JIO India

5.1.3 Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year					
Year	Name of the scheme	Number of benefited students by Guidance for Competitive examination	Number of benefited students by Career Counselling activities	Number of students who have passed in the competitive exam	Number of students placed
2019	Career Counselling Programme by ANNUDEEP Foundation		100		

5.1.4 Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year
When any grievance of students including grievance relating to sexual harassment is submitted to the office of the Principal, the matter is placed to the Governing Body by the Principal in consultation with the Grievance Redressal Cell. The Governing Body after considering viability of the same take

appropriate action with due consideration to the relevant provision of the Statue of the West Bengal State University and Principles of Natural Justice.		
Total grievances received	No. of grievances redressed	Average number of days for grievance redressal When any
Nil		

## 5.2 Student Progression

5.2.1 Details of campus placement during the year					
On campus			Off Campus		
Name of Organizations Visited	Number of Students Participated	Number of Students Placed	Name of Organizations Visited	Number of Students Participated	Number of Students Placed
JIO	35	10	Nil		
GILLATE	203	1			

5.2.2 Student progression to higher education in percentage during the year					
Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of Programme admitted to
2019	14	Education Hons	Education	Calcutta University Rabindrabharati University Netaji Subhas Open University	M.A. in Education
2019	4	English Hons	English	Rabindrabharati University Netaji Subhas Open University	M.A. in English
2019	21	Bengali Hons	Bengali	West Bengal State University Rabindrabharati University	M.A. in Bengali
2019	4	History Hons	History	WBUTTPEA	B.Ed.

5.2.3 Students qualifying in state/ national/ international level examinations during the year (eg: NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services) NIL		
Items	No. of Students selected/qualifying	Registration number/roll number for the exam
NET		
SET		

SLET		
GATE		
GMAT		
CAT		
GRE		
TOFEL		
Civil Services		
State Government Services		
Any Other		

5.2.4 Sports and cultural activities / competitions organised at the institution level during the year		
Activity	Level	Participants
Annual Sports	College	15
Annual Cultural Programme	College	10
Nabin Baran	College	110
Nabin Baran by Dept. of History	College	40
Nabin Baran by Dept. of Bengali	College	100
Cultural Programme on 79 <sup>th</sup> Death Anniversary of R.N. Tagore	College	50
Cultural Programme on the Biswa Matri Bhasha Diwas	College	50
An One Play on Act- 6 of Sakuntala by the Dept. of English	College	50
Youth Parliament Competition	District	20
Character building Quiz Competition	District	2
Drawing Competition	College	10
Participation in District Level Yoga Competition	District	5
Participation in Essay competition at Bidhannagar College	District	5
Participation in Extempore Competition at Bidhannagar College	District	3
Participation in Quiz Competition on Vidyasagar at Archarya Prafulla Chandra College	District	2

### 5.3 Student Participation and Activities

5.3.1 Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)						
Year	Name of the award/ medal	National/ International	Sports	Cultural	Student ID number	Name of the student
Nil						

5.3.2 Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)
<p>Student Council of the institution is formed as per regulations of the West Bengal State University. Election of the same is held as per order issued by the Government of West Bengal and West Bengal State University. As per West Bengal State University Statute General Secretary, Student Council is ex-officio member of the Governing Body. Apart from Governing Body the General Secretary of Student Council of this Institution is the member of the Internal Quality Assurance Cell, and Library Advisory Committee. Student Council in its institutional peripheral actively maintain a platform of relationship between college administration and the</p>



students in general about the academic and administrative activities. It also communicates different needs and aspirations of the students from the college administration. Every year it assumes key role to organize Annual Athletic Meet, Annual Freshers' Welcome, Annual Social Function, observation of Vasanta Panchami and publication of annual magazine 'Spectrum'.

### 5.3 Alumni Engagement

5.3.1 Whether the institution has registered Alumni Association? Yes/No, if yes give details (maximum 500 words):

**No**

5.3.2 No. of ~~registered~~ enrolled Alumni:

**20**

5.3.3 Alumni contribution during the year (in Rupees) :

Rs. 700

5.3.4 Meetings/activities organized by Alumni Association :

**5**

## CRITERION VI –GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 Institutional Vision and Leadership

6.1.1 Mention two practices of decentralization and participative management during the last year (maximum 500 words)

- i. The Governing Body of Institution consists of teacher representatives, non-teaching representatives and students' representative;
- ii. Two administrative bodies namely IQAC and RUSA Project Monitoring Unit consist of teacher, non -teaching and student representatives.
- iii. Teachers, Non-teaching staff, and students participate in different cells and committees.

6.1.2 Does the institution have a Management Information System (MIS)?

Yes/No/Partial:

**Yes**

### 6.2 Strategy Development and Deployment

6.2.1 Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

- ❖ Curriculum Development: The institution does enjoy any autonomy in the matter of curriculum development. It is the affiliating University, which designs curriculum. Only four of our full time faculties are the members of Undergraduate Board of Studies of the University. They actively participate in the curriculum development. Those apart our teachers also participate in the workshops, organized by the affiliating University for curriculum development. They also communicate their valuable suggestions to the University about the same when those are sought

from them.
❖ Teaching and Learning : Teaching and learning of the institution is monitored by the academic council, which consists of Head of all the academic departments. Every year academic council prepare academic calendar in order to ensure systematic curriculum enrichment. It also prepares class routine with the class routine sub-committee strictly following the guideline issued by the affiliating University and relevant orders of the Government.
❖ Examination and Evaluation: In the matter of examination and evaluation the institution strictly follows the rules and regulations of the University. For conducting University Examinations it has examination committees, formed on the basis of the recommendation of the Teachers' Council. A tentative schedule of Internal Examinations . At the end of every academic session it also evaluates results of the final University Examination and sends the same to the Internal Quality Assurance Cell. University Examination Committee under the Centre -in-charge ship of the Head of the Institution conducts all the necessary affairs relating room allotment of the students, duty allotment of the teachers and staff and all other allied activities of the same. The same committee also conducts internal test examinations before the University Level Examination. Few teachers of the institution are also belonged to the University Examination Flying Squad.
❖ Research and Development : The institution continuously maintains an academic environment , which is also conducive for research and development. Central library used by the faculties for their research purpose. It also possesses lot of IT resources with high speed internet connections,
❖ Library, ICT and Physical Infrastructure / Instrumentation: Central Library of this institution is a matter of pride. It contains lot of resources, which can be used for academic as well as research purpose. Considering its ever increasing demand last year we have renovated the same. The institution also possesses considerable ICT infrastructure. Last year it has also installed aadhaar based bio -metric attendance terminal and the necessary software. Regarding physical infrastructure the institution continuously strives for its improvement and renovation. It has renovated the ground floor of main building during last year under Govt west Bengal.
❖ Human Resource Management: The institution strives for systematic efforts towards optimum utilization of human resources. It distributes the responsibilities of different academic, research and allied activities amongst the faculties on the basis of recommendation of the Teachers' Council. It also allows its faculties to participate at different faculty development programmes in order to uplift their expertise. For the non-teaching staff it also possesses systematic allocation of duties considering the necessity of the institution and their capabilities are maintained.
❖ Industry Interaction / Collaboration: Regarding industry interaction/collaboration the institution mainly uses the platform of organizing different seminar/conference and extension programmes. During last year as many as seven extension programmes were organized by its NSS Unit , details of which are given in point 3.4.3. Those apart, its career counselling cell organized two important student welfare programme in collaboration with non -government organizations.
❖ Admission of Students: The admission of UG 1st year students of this institution is guided by the rules and regulations of the affiliating University and the Government of West Bengal. As per standing norms of the Government of West Bengal Bamanpukur Humayun Kabir Mahavidyalaya follows the on line admission system of UG students. For this purpose it maintains a separate admission portal in collaboration and a link is also provided at the college main website.

<b>6.2.2 : Implementation of e-governance in areas of operations:</b>					
❖ Planning and Development: In the matter of implementation of e-governance in the area of planning and development the initiative of the institution is praiseworthy. It follows e-tender procedure for selection of bidders for any construction, renovation work and procurement of any items and equipment. For this purpose it has enlisted itself at the e-procurement portal of the Government of West Bengal.					
❖ Administration: In the matter of administration it also strives to implement e-governance as far as possible. It disseminates all the necessary information to its students and all the other stake holders through its website and also maintains necessary communication with the West Bengal State University and the Government through email. Very recently it has also decided to develop a college app to maintain close communication with its students and other stakeholders.					
❖ Finance and Accounts: In the matter of Finance and Accounts the institution also strives to implement e-governance. Its accounting system is fully automated by the use of accounting software package.					
❖ Student Admission and Support: Student admission of this institution for UG 1st year students are totally conducted through online admission system. A student only comes to the college when his/her admission is completed at the online admission portal. Further in the matter of student support the institution also implement e -governance though facilitating students to have different information through the college website and to apply for different scholarships through the respective web portals. The institution also verifies the applications through those portals.					
❖ Examination: In the matter of examinations the institution has very little scope to innovations. It is fully guided by the affiliating University. However for the interest of implementation of e-governance the institution has started to deposit necessary examination fees to the University directly to the Bank account through NEFT/RTGS and also it collects different information from the University about the examinations through the University website and disseminates that information to the students and faculties through its website.					

### 6.3 Faculty Empowerment Strategies

<b>6.3.1 Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year</b>				
Year	Name of teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
	Nil			

<b>6.3.2 Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year</b>					
Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non- teaching staff	Dates (from-to)	No. of participants (Teaching staff)	No. of participants (Non-teaching staff)

2019	Computer training programme				
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6.3.3 No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year		
Title of the professional development programme	Number of teachers who attended	Date and Duration (from – to)
Orientation Programme	1	<b>01.03.2019 to 30.03.2019</b>
Short Term Course on MOOC and e-content Development	1	<b>14.10.19 to 19.10.19</b>
One week workshop on research in culture and humanities: methodological issues and emerging trends	1	<b>17.10.19 to 23.10.19</b>
Short term training programme on higher education on happiness and well being	1	<b>16.10.19 to 22.10.19</b>
ICSSR sponsored research methodology course for woman researchers in social sciences	1	<b>15.04.19 to 24.04.19</b>

6.3.4 Faculty and Staff recruitment (no. for permanent/fulltime recruitment):			
Teaching		Non-teaching	
Permanent	Fulltime	Permanent	Fulltime/temporary
6	6	0	0

6.3.5 Welfare schemes for	
Teaching	Bonus as per Govt. of West Bengal norms, exgratia for college paid part-time, and guest faculties.
Non-teaching	Bonus as per Govt. of West Bengal norms, exgratia for casual and daily paid staff
Students	Student aid fund, Students' health home, scholarship of state, national and non-governmental agencies, career counselling.

#### **6.4 Financial Management and Resource Mobilization**

6.4.1 Institution conducts internal and external financial audits regularly (with in 100 words each)
Auditing of the institution is a regular practice. Immediately after expiry of the accounting year the Accountant of the College conducts internal audit. The external audit is conducted by the auditor recommended by the Director of Public Instruction, Government of West Bengal. Internal audit up to the year 2017-18 is completed and external audit up to the year 2016-17 is completed. Necessary procedure for external audit for the year 2017-18 is going on and is expected to be completed shortly.

6.4.2 Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III) : Nil		
Name of the non government funding agencies/ individuals	Funds/ Grants received in Rs.	Purpose
6.4.2 Total corpus fund generated Nil		

## 6.5 Internal Quality Assurance System

6.5.1 Whether Academic and Administrative Audit (AAA) has been done?				
Audit Type	External	Internal		
	Yes/No	Agency	Yes/No	Authority
Academic	No		Yes	Academic Council
Administrative	No		Yes	IQAC

6.5.2 Activities and support from the Parent – Teacher Association (at least three)
6.5.3 Development programmes for support staff (at least three)
1. Computer Training Programme for staff

6.5.4 Post Accreditation initiative(s) (mention at least three)
a. Submission of Data for AISHE portal : Yes
b. Participation in NIRF : No
c. ISO Certification : No
d. NBA or any other quality audit : No

6.5.5 Number of Quality Initiatives undertaken during the year				
Year	Name of quality initiative by IQAC	Date of conducting activity	Duration (from----- to-----)	Number of participants
2019	Orientation programme for newly admitted students	12.07.2019	12:00 to 2:00p.m.	Teacher: 08 Students: 85
2019	Orientation programme for newly admitted students	26.07.2019	12:00 to 2:00 p.m.	Teacher :06 Students: 155
2019	Felicitatation of Grade A students	01.10.2019	1:00 to 2:00 p.m.	Teacher : 12 Students: 80

## CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 - Institutional Values and Social Responsibilities

7.1.1 Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)			
Title of the programme	Period (from-to)	Participants	
		Female	Male
Nil			

7.1.2 Environmental Consciousness and Sustainability/Alternate Energy initiatives such as: Percentage of power requirement of the College met by the renewable energy sources
1. Water conservation programme at Putkhali
2. Swachhata Abhiyan at Kanmari.

7.1.3 Differently abled (Divyangjan) friendliness		
Items Facilities	Yes/No	No. of Beneficiaries
Physical facilities	No	
Provision for lift	No	
Ramp/ Rails	1	
Braille Software/facilities	No	
Rest Rooms	1	
Scribes for examination	No	
Special skill development for differently abled students	No	
Any other similar facility	No	

7.1.4 Inclusion and Situatedness						
Enlist most important initiatives taken to address locational advantages and disadvantages during the year						
Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date and duration of the initiative	Name of the initiative	Issues addressed	Number of participating students and staff
2019	2	2	1. 19.11.2019 to 25.11.2019 2. 15.11.2019	Quami Ekta Week International Old age day		Staff: 14 Students: 86  Staff: 5 Students: 35

7.1.5 Human Values and Professional Ethics		
Code of conduct (handbooks) for various stakeholders		
Title	Date of Publication	Follow up (maximum 100 words each)
<b>1. Code of conduct for students</b>	<b>01.01.2019</b>	
<b>2. Code of Conduct for Staff</b>	<b>01.01.2019</b>	

7.1.6 Activities conducted for promotion of universal Values and Ethics		
Activity	Duration (from-----to-----)	Number of participants
<b>Consumers awareness programme</b>	<b>11.11.2019</b>	<b>Teacher: 10 Students: 100</b>

7.1.7 Initiatives taken by the institution to make the campus eco-friendly (at least five)	
<b>a) Plastic Free b)Smoking Free c)Disposal of Garbage d) Regular cleanliness e) Gardening</b>	

<b>7.2 Best Practices</b>
Describe at least two institutional best practices Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link
<ol style="list-style-type: none"> <li>1. Subject Related Quiz, Debate and Extempore.</li> <li>2. Observation of Library Day.</li> <li>3. Student Seminar/ Group Discussion</li> </ol>
Web link: <a href="http://bhkm.org/bhkm-new/pdf/1579688915_Doc.pdf">http://bhkm.org/bhkm-new/pdf/1579688915_Doc.pdf</a>

<b>7.3 Institutional Distinctiveness</b>
Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust Provide the weblink of the institution in not more than 500 words
<ol style="list-style-type: none"> <li>1. Sufficient Student's Strength: Huge number of students are being admitted annually. At present 2446 students are admitted in different course of the college. It can be considered the prime strength of the college.</li> <li>2. Sufficient Students' diversity: The students admitted in the college has great diversity in terms of sex, caste and religion. Most of the students belong to SC, ST, OBC and Minority section of the local social groups. This diversity presents students with the opportunity to interact with the other socio-cultural community which is conducive to the unity in diversity.</li> <li>3. Distinctiveness in academic subjects: The College provides a scope for the students to study a few special subjects such as Defence Studies, Human Rights, Human Development, and Anthropology. The study of such subject is important for the students belonging to the local socio-cultural groups. College is trying to introduce some other subject like these.</li> <li>4. Locational Distinctiveness: The college is situated in Sundarban Delta. It gives the college opportunity to study the bio and socio-cultural diversity of Sundarban.</li> <li>5. Broad Catchment area: The college covers a huge catchment area including six Blocks.</li> <li>6. Minority Girls' Students: A number of minority girls students are being admitted in the different courses of the college every year. The College arranges different programmes for the development of the minority girls students. Previously the college arranged "Noi Roshni" Programme specially for the minority girls students which was funded by MSDP. College is trying to arrange for the organisation of such programmes in the upcoming years.</li> <li>7. First Generation Learners: Most of the students coming to the college belong to the first generation learners' group. Remedial and extra classes are arranged in every semester to cater to the needs of these students for achieving a good academic result.</li> <li>8. Environmental Obstacle: There are some environmental obstacle also. The saline water, and salty soil prevent the natural growth of plants. Constant caring is needed for keeping the greenery of the college. Therefore the programmes like save drinking water is needed to be organised. The college has been organising such programmes in previous years and plan to continue the same in the upcoming years.</li> </ol>
Web link: <a href="http://bhkm.org/bhkm-new/pdf/1579688265_Doc.pdf">http://bhkm.org/bhkm-new/pdf/1579688265_Doc.pdf</a>

## 8. Future Plans of action for next academic year (500 words)

### Plan of Action:

#### ➤ Plan of Action Prepared by Different Departments:

##### Dept. of English:

1. Subject related books will be purchased for library according to the new WBSU syllabus.
2. Dept. will reconstruct book bank for new CBCS students.
3. Dept. will try to increase the number of Departmental Teachers' and Students Seminars.
4. Dept. News Letter will be published.
5. Encouragement will be given to students to participate in the co-curricular activities.
6. As a part of learning management system semester wise Google Classroom will be created.
7. Departmental routine, class routine, and individual routine will be uploaded in the Google Class Room.
8. A Poetry Reading session for teachers and students will be organised.

##### Dept. of Sanskrit:

1. Sanskrit Devasa will be organised.
2. A departmental exhibition will be organised.

##### Dept. of Education:

1. As a part of leaning management system the existing Google Classroom will be created semester wise separately.
2. Departmental routine, class routine, and individual routine will be uploaded in the Google Class Room and College website.
3. Books will be purchased for library according to the new WBSU syllabus.
4. 5 selected students will be motivated to enrol in the SWAYAM course for further studies.
5. Department will collaborate with cells of the college for observation of different seminars according to the given academic calendar.
6. Dept. will reconstruct book bank next year for new CBCS students.
7. Dept. will encourage more student participation in the co-curricular activities.

##### Dept. of History:

1. A state level seminars will be organised.
2. Quiz, debate extempore, and library day will be organised.
3. Extra classes (Remedial/tutorial) will be organised.



Dept. of Political Science:

1. A Field Trip to Bidhansabha will be organised.

B.A. General:

1. ICPR sponsored lecture series will be organised before 31<sup>st</sup> March, 2020.
2. Wall Magazine of General Departments will be published by April, 2020.
3. Students Seminar will be organised by March, 2020.
4. Quiz, Debate and Extempore will be organised by all B.A. General Departments.

Plan of Action of Admission cell:

1. Admission will be conducted according to WBSU circular and dates.
2. Semester wise admission will be monitored according to WBSU admission circular.

Plan of Action of Seminar Research Forum A cell:

1. The forum will encourage to conduct general, state and national level seminars.
2. All seminar proposals of the college to be submitted to the forum for approval.
3. External participation of all faculties to the seminar, workshop, orientation, refresher, short-term courses with proper documents and letters must be submitted to the forum.
4. The theme, content, of the wall magazine must be informed earlier to the forum and after publication a profile with photograph must be submitted by the in-charge of the wall magazine to the forum.
5. The forum proposes that every department should bring out its own departmental newsletter. The forum encourages the faculties to submit proposals for minor research project, the college will give grant of five thousand rupees for Institutional research, the researcher have to submit 40,000 words research report after completion of the project.

Plan of Actions related to Library:

1. Fully computerised library system will be introduced.
2. INFLIBNET will be introduced before April, 2020.
3. Subscription of relevant journals for all respective departments in the college will be continued.
4. Relevant new journals and newspapers will be subscribed.

Plan of Action Related to Feedback System:

1. Workshop on the process of Feedback will be organised before March, 2020.
2. Online Feedback from teachers will be taken before the end of each semester.
3. Online Feedback from students of different semesters will be taken before the end of each semester.
4. Online Feedback from the Alumni of the college will be taken before the end of December, 2020.
5. Online Students' Satisfaction Survey will be conducted before the end of each semester.

Plan of Action of Women Cell:

1. Seminar on issues related women.
2. Banners and posters with the Vishakha guidelines and important phone numbers will be displayed in the college premises.
3. A programme on gender sensitisation will be organised.

Plan of Action of Sexual Harassment Cell:

1. Banners and posters and important phone numbers will be displayed in the college premises.
2. A complaint box will be installed for complaint.

Plan of Action for Remedial Cell:

1. A two hour seminar for English MIL students will be organised in collaboration with the Dept. of English.
2. A one hour session for General Students on how to approach a question paper will be organised.

Plan of Action of Counselling Cell:

1. A two day workshop addressing social problems of students will be organised.

Plan of Action of Environmental Cell:

1. A wall magazine on 'No To Plastic Use' will be published.
2. Pamphlets on world environment will be distributed.
3. Environment Audit will be done.
4. A seminar will be organised with in-house faculty within first week of March, 2020.

Plan of action for Academic Council:

3. Academic Audit for session of 2019-20 will be conducted.
4. All routines (A- Master Routine, B- Dept. Routine, C- Individual Routine) to be provided before the commencement of the each semester.
5. Work Diary to be provided in time.

Plan of action for cultural committee:

1. Students to be involved in various cultural programmes throughout the year.

Plan of Action related to Financial Issues:

2. Due financial audit will be completed within March, 2020.
3. Annual Budget for 2020-21 will be prepared within February, 2020.

Plan of Related to Physical Facilities:

1. Complete WiFi facilities will be provided within March, 2020.
2. Complete Email Directory will be done within March, 2020.

3. Installation of LAN system will be done.
4. Up gradation of operating system of existing computers will be done.
5. New computers will be installed as per requirement.
6. High power UPS will be installed for simultaneous use in two computers.

**Plan of Action of IQAC:**

1. Orientation programme on CBCS will be organised for semester-I students.
2. Felicitation of successful students who scored more than 60% in the semester examination will be conducted.
3. NAAC sponsored seminar will be organised as per proposal.

**Plan of Action for Students' progression:**

1. A motivational workshop on career development will be organised.
2. Talks for Students' progression: Interactive session between present students and alumni in collaboration with alumni cell.

**Plan of Action for Minorities:**

1. Observation of Minority Rights Day.
2. Field visit to minority village in search of new perspective to education in collaboration with extension cell.
3. Awareness programme on Minority Scholarship will be conducted.

**Plan of Action of Extension Cell:**

1. Rally on the observation of Yuva Diwas will be organised in January, 2020.
2. Rally on Biswa Matri Bhasa Diwas in collaboration with Dept. of Bengali will be organised.
3. Visit to Bamanpukur F.P. School to observe the Swacchta Saptaha in collaboration with Health and Hygiene Cell will be done.
4. Extension Programme to Minority village in collaboration with Minority cell will be conducted.
5. The Quami Ekata Week will be observed.

**Plan of Action of Health and Hygiene Cell:**

1. A seminar on 'The Importance of Right Food Choice during Monsoon' will be conducted.
2. The Awareness programme on the use of sanitary napkin during menstruation will be conducted for girl students.

**Plan of Action of Equal Opportunity cell:**

1. National Disabled Day
2. Geriatric care Day
3. Thalassemia-Career Awareness workshop and testing
4. National Education Day

Plan of Action of Anti- Ragging Cell:

1. Awareness seminar on Anti Ragging rules and regulations will be organized.
2. Anti-ragging posters will be highlighted in the college.
3. Anti-ragging proforma will be distributed among the students.

Name ----Arghadip Paul

Name \_\_Dr. Subhash Biswas

Sd/Arghadip Paul

Signature of the Coordinator, IQAC

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Signature of the Chairperson, IQAC

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**Abbreviations:**

CAS	-	Career Advancement Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution

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For Communication with NAAC

**The Director**

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