



## Yearly Status Report - 2019-2020

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>		<b>BAMANPUKUR HUMAYUN KABIR MAHAVIDYALAYA</b>
Name of the head of the Institution		<b>Dr. Subhash Biswas</b>
Designation		<b>Principal</b>
Does the Institution function from own campus		<b>Yes</b>
Phone no/Alternate Phone no.		<b>09830362556</b>
Mobile no.		<b>9830362656</b>
Registered Email		<b>bhkm2007@gmail.com</b>
Alternate Email		<b>sbiswas2k@gmail.com</b>
Address		<b>Bamanpukur</b>
City/Town		<b>Minakhan</b>
State/UT		<b>West Bengal</b>
Pincode		<b>743425</b>
<b>2. Institutional Status</b>		

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Rural
Financial Status	state
Name of the IQAC co-ordinator/Director	Dr. Arghadip Paul
Phone no/Alternate Phone no.	08777023186
Mobile no.	8017461560
Registered Email	iqacbhkmv@gmail.com
Alternate Email	paul.arghadip@gmail.com

### 3. Website Address

Web-link of the AQAR: (Previous Academic Year)	<a href="http://www.bhkm.org/bhkm-new/pdf/AQAR-BHKM%202018-19.pdf">http://www.bhkm.org/bhkm-new/pdf/AQAR-BHKM%202018-19.pdf</a>
<b>4. Whether Academic Calendar prepared during the year</b>	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	<a href="http://www.bhkm.org/bhkm-new/pdf/1581333795_Doc.pdf">http://www.bhkm.org/bhkm-new/pdf/1581333795_Doc.pdf</a>

### 5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	B	2.16	2016	04-Nov-2016	05-Nov-2020

<b>6. Date of Establishment of IQAC</b>	01-Jan-2014
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### 7. Internal Quality Assurance System

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
Conduct Sesityation programme on NAAC Accreditation	07-Aug-2020 1	695

Timely Preparation of Academic Calendars for all courses	01-Jul-2019 1	30
Frequent Meeting of IQAC	03-Jan-2020 4	30
Introduction of Online Classes at the earliest during Covid Pandemic	18-Mar-2020 1	30
Encourage all Departments and administrative cells to conduct webinars	18-Mar-2020 1	30
<a href="#">View File</a>		

**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 Education	Webinar	ICSSR	2020 2	45000
<a href="#">View File</a>				

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

Yes

Upload latest notification of formation of IQAC

[View File](#)

**10. Number of IQAC meetings held during the year :**

4

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

Yes

Upload the minutes of meeting and action taken report

[View File](#)

**11. Whether IQAC received funding from any of the funding agency to support its activities during the year?**

No

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

1. Conduct Seminar in collaboration with NAAC. 2. Establishment of IQAC building 3. Introduction of Online classes at the earliest of the Pandemic. 4. Introduction of Selfappraisal system following the latest UGC Pattern. 5. Preparation of Academic plan for each course

[View File](#)

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

Plan of Action	Achivements/Outcomes
Publication book with ISBN from the college	Application made to Raja Rammohun Roy National Agency for ISBN to collect ISBN for the college.
Establishment of IQAC building	The Establishment of New IQAC Building with 20 Rooms for different Cells and Committees has been completed. The infrastructure for the Room is yet to be developed.
NAAC sponsored seminar will be organised as per proposal.	Seminar has been conducted in collaboration with NAAC on "Revised Accreditation framework".
Completion of Academic Administrative Audit	Cannot Achieved due to Pandemic
Completion of Gender Audit	Cannot Achieved due to pandemic
Preparation of Academic plan	academic plan has been prepared for each course by following the CBCS Pattern.
Self-appraisal system	A self-appraisal system has been developed for college staff by following the Revised UGC Guideline
Completion of Extension of Library	The extension of the Library has been completed. The infrastructure for the newly set up part is yet to be developed.
Complete Email Directory will be done within March, 2020.	Partially done
Rally on the observation of Yuva Diwas, Biswa Matri Bhasa Diwas will be organised.	organised

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

Yes

Name of Statutory Body	Meeting Date
GOVERNING BODY	25-Apr-2022

**15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?**

No

<b>16. Whether institutional data submitted to AISHE:</b>	Yes
Year of Submission	2020
Date of Submission	26-Mar-2020
<b>17. Does the Institution have Management Information System ?</b>	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	<p>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.</p>

## 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. academic council publishes Academic Calendar every year, which contains full information about the courses taught in the institution and the same is distributed among the students. 3. All departments prepares their respective academic plan for each courses which 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) lecture method b) ICT-enabled teaching-learning method. c) Distribution of extra materials by teachers. d) Group discussion amongst the students during the class. e) 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. j) Flipped and Blended learning method. All departments prepare their own guidelines of pedagogy, delivery, pace and assessment as decided in the departmental committee meeting which are then documented in the form of meeting minutes. Additional documentation is maintained in the form of attendance records, internal assessments, internal assessment scores and analysis.

#### 1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene urship	Skill Development
<b>No Data Entered/Not Applicable !!!</b>					

#### 1.2 – Academic Flexibility

##### 1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
<b>No Data Entered/Not Applicable !!!</b>		
No file uploaded.		

##### 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	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	Honors in Bengali	01/07/2018
BA	Honors in English	01/07/2018
BA	Honors in Snskrit	01/07/2018
BA	Honors in Education	01/07/2018
BA	Honors in Political Science	01/07/2018
BA	Honors in History	01/07/2018
BA	General	01/07/2018
BSc	General	01/07/2018

##### 1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course

No Data Entered/Not Applicable !!!

### 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
No Data Entered/Not Applicable !!!		
No file uploaded.		

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	Honours in education	73
BA	B.A. General	77
<a href="#">View File</a>		

### 1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Nil
Alumni	Yes
Parents	Nil

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

Feedback Obtained
The feedback is collected in both informal and formal way. Teachers, Administrators collect feedback from the students, alumni, parents, local peoples, about system through interaction which is the backbone of the development of the college. However, there is a specific cell that work on collection of feedback from the various stakeholders. Usually feedback is collected through online and off-line mode from teachers, students, alumni, parents and local people regarding their opinion about the teachers, teaching methodology, administration, examination system, administrative staff and overall ambience of the college etc. The feedback is then analyzed and informed to the concern staff for their development. The names of the students are kept anonymous and confidentiality of the whole process is strictly maintained.

## CRITERION II – TEACHING- LEARNING AND EVALUATION

### 2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	Bengali	130	137	73
BA	English	30	36	28
BA	Education	75	89	51
BA	History	75	68	53
BA	Sanskrit	130	29	23

BA	Political Science	30	19	15
BA	General	1500	1829	1241
BSc	General	70	17	0
<a href="#">View File</a>				

## 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 fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	2892	0	15	0	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 (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
15	15	6	2	1	5

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

### 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
2892	15	1:193

## 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	1	7	7

### 2.4.2 – Honours and recognition 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
2020	Madhu Sriwastav	Assistant Professor	Recognition as poet
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## 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
BA	101	2nd Semester	30/12/2020	25/01/2021
BA	102	2nd Semester	30/12/2020	25/01/2021
BA	103	2nd Semester	30/12/2020	25/01/2021
BA	108	2nd Semester	30/12/2020	25/01/2021
BA	109	2nd Semester	30/12/2020	25/01/2021
BA	113	2nd Semester	30/12/2020	25/01/2021
BA	139	2nd Semester	30/12/2020	25/01/2021
BA	101	4th Semester	30/12/2020	25/01/2021
BA	102	4th Semeste	30/12/2020	25/01/2021
BA	103	4th Semeste	30/12/2020	25/01/2021
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The college introduced assignment based internal evaluation systems in the college examinations in place of traditional evaluation methods in the all courses. The questions of the assignemnts are uploaded in the college website well before the last date of submission of assignments. moreover, this year college introduced the online examination system by following the West Bengal State University guideline. 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)

The institution prepare and publishes the academic calendar in two ways: Course wise and institution wise. the Academic Council prepares the Institutional academic calendar following which, the department prepares their academic calendar for each courses offered, in order to acquaint the students with total academic atmosphere. It contains the following information: i. Tentative working days ii. Tentative University and College Examination Schedule iii. Tentative Teaching Days iv. Tentative Observation Days v. List of faculties and holidays vi. Details of Departmental Extra Curricular Activities vii. Detailed curriculum of each of the programmes. viii. A List of References related to the Curriculum.

## 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 weblink)

No Data Entered/Not Applicable !!!

### 2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
101	BA	Bengali Honours	60	52	86.67
102	BA	English Honours	9	9	100
103	BA	Sanskrit Honours	20	18	90
108	BA	History	24	23	95.8
109	BA	Political Science	6	6	100
113	BA	Education	25	23	92
139	BA	General	227	174	76.65
142	BSc	General	0	0	0

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## 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 weblink)

No Data Entered/Not Applicable !!!

## 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 year
No Data Entered/Not Applicable !!!				
No file uploaded.				

### 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
No Data Entered/Not Applicable !!!		

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
No Data Entered/Not Applicable !!!				
No file uploaded.				

## 3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
<b>No Data Entered/Not Applicable !!!</b>					
<b>No file uploaded.</b>					

## 3.3 – Research Publications and Awards

## 3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
<b>No Data Entered/Not Applicable !!!</b>		

## 3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
<b>No Data Entered/Not Applicable !!!</b>	

## 3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
<b>No Data Entered/Not Applicable !!!</b>			
<b>No file uploaded.</b>			

## 3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Sociology	1
English	4
Education	5
Bengali	1
<a href="#">View File</a>	

## 3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
<b>No Data Entered/Not Applicable !!!</b>						
<b>No file uploaded.</b>						

## 3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
<b>No Data Entered/Not Applicable !!!</b>						
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## 3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
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No Data Entered/Not Applicable !!!

[View File](#)

### 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 participated in such activities	Number of students participated in such activities
No Data Entered/Not Applicable !!!			
No file uploaded.			

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	Number of students Benefited
No Data Entered/Not Applicable !!!			
No file uploaded.			

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/Agen cy/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
No Data Entered/Not Applicable !!!				
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### 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
No Data Entered/Not Applicable !!!			
No file uploaded.			

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 From	Duration To	Participant
No Data Entered/Not Applicable !!!					
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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/Activities	Number of students/teachers participated under MoUs
No Data Entered/Not Applicable !!!			

No file uploaded.

## 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
16	15.11

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Class rooms	Existing
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Existing
<a href="#">View File</a>	

### 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
Nil	Nil	Nil	2022

4.2.2 – Library Services

Library Service Type	Existing	Newly Added	Total
No Data Entered/Not Applicable !!!			
No file uploaded.			

4.2.3 – 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
No Data Entered/Not Applicable !!!			
No file uploaded.			

### 4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	20	0	10	0	0	13	7	10	0
Added	0	1	0	0	0	0	0	0	0
Total	20	1	10	0	0	13	7	10	0

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

160 MBPS/ GBPS

#### 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
<b>No Data Entered/Not Applicable !!!</b>	

#### 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
<b>No Data Entered/Not Applicable !!!</b>			

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

The College has a well-defined policy and system for the maintenance and utilization of all its physical and academic facilities. Maintenance and utilization of Classroom facilities The classrooms of the college is well equipped with necessary teaching-learning tools. Stock list of assets of Classroom property, cleaning and maintenance are done on a regular basis under the supervision of establishment cell. Some classroom are well equipped with the modern teaching technology like computers, projectors, smart board, audio system etc. These are maintained and utilized by following the class routine and schedule specified by Academic council and routine committee. Sports equipments Sports committee looks after maintaining the sports ground and sports equipment. Committee organizes various indoor and outdoor sports competitions for students at intra and intercollegiate level. Computers and other equipment The computers (Hardware and Software), updating software related to administrative and overall maintenance of campus infrastructure is maintained by Annual maintenance contracts. It includes the computers, copier machines, software, CCTV, Fire extinguisher etc. Maintenance of Campus An external housekeeping service looks after cleanliness on the campus. It includes the cleanliness of classroom, teachers' room, office rooms, toilet and other rooms. Website The website is maintained and updated with the help of external professionals. It includes the admission process and regular updation of the college notices. Safety and security Institution follows all safety and security norms as required for an educational institution and makes optimal use of all security mechanisms. Safety of girls is specially handled and appropriate measures are taken to make the campus safe for students.

### 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	Concession in tuition fees	98	25520
Financial Support from Other Sources			
a) National	Scholarship	1186	10247800
b) International	Nil	Nil	Nil

[View File](#)

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
<b>No Data Entered/Not Applicable !!!</b>			
No file uploaded.			

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 for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2020	Competitive examination preparation	60	Nil	Nil	Nil
No file uploaded.					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
<b>No Data Entered/Not Applicable !!!</b>		

## 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
<b>No Data Entered/Not Applicable !!!</b>					
No file uploaded.					

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
2020	36	BA	Nil	Nil	M.A.
<a href="#">View File</a>					

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)

Items	Number of students selected/ qualifying
<b>No Data Entered/Not Applicable !!!</b>	
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
<b>No Data Entered/Not Applicable !!!</b>		
No file uploaded.		

**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/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
<b>No Data Entered/Not Applicable !!!</b>						
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

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 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'.

**5.4 – Alumni Engagement**

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

47

5.4.3 – Alumni contribution during the year (in Rupees) :

850

5.4.4 – 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)

1. The Functioning of the Academic Departments and Administrative cells: All the academic departments and administrative cells of the college function



according to the central directive of the institution and the respective government bodies, but at the same time enjoys an autonomy of their own, so that they could prepare a plan of action according to the specific needs of the students who are mostly first-generation learners coming from remote underdeveloped rural areas. There are departmental committee for all the 6 honours programmes and 1 general programme, and 12 Cells with multiple functionalities under IAQC. The departmental committees consist of the faculty members of the respective programme and a faculty from the other department as external member, and all the administrative cells function through the participative cooperation of the cell members consisting of the college faculty, non-teaching staffs. These committees and cells have the autonomy to organise any programme relevant to the field their activities. All the decision regarding departmental and cell programmes related to curricular, co-curricular and extra-curricular activities is chalked out in respective committee meetings where the participation of all the committee members is encouraged. There is always a scope for healthy debate and opposition which is resolved through discussion and decision is made collectively. The college held many seminars and webinars on regional, state, national and international level with the participative collaboration between different departments and cells of the college, and of other colleges and Government agencies such as NAAC, ICCSSR etc. In these seminar and webinar committees, respective teachers and students participated and the decision regarding the plan of the programme and resources and outcomes and the mobilization of funds if any were taken collectively through the suggestion of the experienced elderly faculty members and youthful younger teachers as well as students and these resolutions are executed with their enthusiastic co-operation. Therefore, these academic and administrative practices of the college over the years created an opportunity for decentralization and participative management.

**2. Organisation of Covid-19 Vaccination camp:** During Covid-19 pandemic the college established a covid19-committee consists of the college faculty and non-teaching staffs. The committee distributed its workload among every teacher. They were given the responsibility to inform the committee any information regarding Covid situation coming from the local students to battle the covid-19 pandemic. The committee also organised two covid-19 vaccination camp in the college campus in collaboration with Block Development Office of the area. In the camp the college faculty members worked as the resource person to enrol the names of the unvaccinated students and send it to the medical personnel to get the jab the representatives from the students' body worked as volunteers to direct the flow of students coming to be vaccinated according to the covid norms. The strategy and planning of the camp and other such activities were raised and discussed in the meeting and resolution is made which is then acted upon with the active collaboration of all the stakeholders of the college.

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

Partial

## 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):

Strategy Type	Details
Curriculum Development	Being an affiliated college, the institution does not have any direct role to play in the development of the curriculum. However, a few of the members of the faculty of the college are the members of the Undergraduate Board of Studies of the University. They actively participate in the BoS

meetings and participate in the development of the curriculum. Apart from this other faculty members also participate in the workshops on curriculum development organised by the University. In such workshops they try to incorporate their inputs into the curriculum if sought by the University.

Teaching and Learning

The teaching learning process involves the student centric, flipped based, and outcome-based methodologies. Before the commencement of every academic session the college academic calendar and class routine are prepared and circulated by the academic council based on that the course specific calendars with the plan of curriculum dissemination, class allotments for every course, evaluation process, and details of co-curricular activities. However, during Covid-19 Pandemic the mode shifted to the online classes as per Government and University instruction. Online classes and other co-curricular activities were conducted using the virtual platform such as Skype, ZOOM, and GMeet, and subject knowledge were shared through Google Classroom and other E-tools.

Examination and Evaluation

Due to Covid-19 Pandemic situation following the direction of the Government and University, the college conducted and completed its entire examination and evaluation process via online mode. Under the guidance and supervision of the Exam Sub-committee the academic departments worked tirelessly to ensure that every student could participate in this online process. Frequent meetings of the exam committee were held to take decision keeping in mind the digitally backward students. All the teaching faculty personally guided their groups of students to scan and send the e-copy of the answer scripts to the subject specific emails.

Research and Development

The college encourage its faculty and students to actively participate in research and development activities. It continues to support the faculty members to enrolled in research methodology and development FDPs. They were encouraged to published their research papers in journals and Books. Teachers uses the existing library resources to continue their research

activities. The college has Research, and Magazine Committees which instigate the students and the teachers to contribute to the development of the research publication both through both through college magazine and outside platforms.

Library, ICT and Physical Infrastructure / Instrumentation

The college has an adequate library facility with availability of subject specific books and courses. It maintains subscription of academic and employment related journal, and news papers for the benefit of the students and the teachers. In the vacant post of the librarian was filled and the catering to the growing students base of the college the extension work of the library is initiated. The college has two ICT enabled classrooms and adequate normal classrooms and other administrative rooms to continue the regular activities of the college. Students enjoy the space of the large campus area which is a matter of pride.

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. During pandemic students and teachers were verbally trained to accommodate themselves to shift to the online mode of teaching and learning.

Industry Interaction / Collaboration

Regarding industry interaction/collaboration the institution mainly uses the platform of organizing different seminar/conference/webinars and extension programmes. During Covid-19 Pandemic Various cells and departments of the college organised many webinars in collaboration with NAAC, ICSSR, and UG colleges of the state. Students and teachers were motivated to participate in such webinars and improve their knowledge in various segments of industry. The resource persons from

various industry provide them a knowledge exposure to the possibilities of these fields of industry through interaction with them teachers also participated in the same to upgrade their knowledge as well.

**Admission of Students**

The admission of UG semester-1 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 online admission system for UG students. For this purpose, the institution maintains a separate admission portal in collaboration and a link is also provided at the college main website.

**6.2.2 – Implementation of e-governance in areas of operations:**

E-governance area	Details
<p><b>Finance and Accounts</b></p>	<p>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. Maintaining of Accounts and disbursement of funds are totally done digitally.</p>
<p><b>Student Admission and Support</b></p>	<p>Student admission of this institution for UG semester-1 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.</p>
<p><b>Examination</b></p>	<p>The college 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</p>

	<p>students and faculties through its website. However, due to Covid-19 pandemic situation college is forced to shift the entire examination system to online mode. It created department wise emails for the collection of internal assignments and end-semester answer papers from students.</p>
<p>Planning and Development</p>	<p>The issues related to planning and development of the college are taken up through its official email address apart from this the respective departments and cells have their own emails through which they did the same.</p> <p>The college faculty and the administrative bodies of the college also connects through many Official WhatsApp groups of their own where issues related to planning and development are discussed. During Covid-19 Pandemic college intensively made use of the virtual meeting platforms such as Google Meet to participate various academic and administrative meeting to take decision regarding the same.</p>
<p>Administration</p>	<p>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. The college converted it into practice to keep a digital copy of various administrative documents for later smooth recovery. The administration also functions very effectively through the WhatsApp groups as well.</p>

### 6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

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
<b>No Data Entered/Not Applicable !!!</b>				
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme	Title of the administrative training programme	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
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	organised for teaching staff	organised for non-teaching staff				
<b>No Data Entered/Not Applicable !!!</b>						
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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	From Date	To date	Duration
REFRESHER COURSE IN RESEARCH METHODOLOGY IN SOCIAL SCIENCE	2	20/07/2020	01/08/2020	12
FDP IN RESEARCH WRITING AND PUBLICATION	1	03/02/2020	07/02/2020	5
FDP ON ROLE OF TEACHER IN NATION BUILDING	1	03/08/2020	09/08/2020	7
FDP ON RECENT PEDAGOGY AND ICT TOOLS IN TEACHING AND RESEARCH	1	27/08/2020	31/08/2020	5
FDP ON MANAGING VIRTUAL CLASSROOM AND OPEN EDUCATIONAL RESOURCES	1	24/06/2020	29/06/2020	5
INDUCTION PROGRAMME	1	26/06/2020	24/07/2020	30
FDP ON RESEARCH METHODOLOGY	1	01/10/2020	15/10/2020	15
FDP ON ADVANCED CONCEPTS FOR DEVELOPING MOOCS	1	02/07/2020	17/07/2020	15
<a href="#">View File</a>				

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
3	3	Nil	Nil

## 6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Bonus for teaching staff	Bonus for non-teaching staff	Scholarship and Freeship

## 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 end of the financial year the accountant of the College initiate the process of conducting internal audit. After the completion of 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 2018-19 is completed and external audit up to the year 2017-18 is completed. Necessary procedure for external audit for the year 2018-19 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)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
No Data Entered/Not Applicable !!!		
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## 6.4.3 – Total corpus fund generated

No Data Entered/Not Applicable !!!

## 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	Nil	Yes	Academic Council
Administrative	No	Nil	Yes	Internal Quality Assurance Cell

## 6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

Nil

## 6.5.3 – Development programmes for support staff (at least three)

Nil

## 6.5.4 – Post Accreditation initiative(s) (mention at least three)

1. Introduction of Self Appraisal system by following the Latest UGC Guideline and Notification of WBHED. 2. Continue of Library days as a part of Institutional best practices. 3. Preparation of separate Academic Calendar for each and every course related paper available in the college.

## 6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2020	Seminar on New NAAC Accreditation process	Nil	17/08/2020	17/08/2020	857
2020	ICSSR Sponsored Seminar on Learning Environment for the 21st Century: Issues and Challenges	26/09/2020	26/09/2020	27/09/2020	1243
2020	Introduction of Online classes at the earliest	16/03/2020	18/03/2020	Nil	15

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**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	Period To	Number of Participants	
			Female	Male
<b>No Data Entered/Not Applicable !!!</b>				

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
<b>No Data Entered/Not Applicable !!!</b>

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	71
Rest Rooms	Yes	71
Any other similar facility	Yes	71

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational	Number of initiatives taken to engage with	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
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	advantages and disadvantages	and contribute to local community				
<b>No Data Entered/Not Applicable !!!</b>						
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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
CODE OF CONDUCT- STUDENTS OF THE COLLEGE	01/09/2019	This code of conduct is prepared for the students of the college. the code of conduct is published in the college website. the link is <a href="http://www.bhkm.org/bhkm-new/pdf/1578825565_Doc.pdf">http://www.bhkm.org/bhkm-new/pdf/1578825565_Doc.pdf</a>
Codes of Conduct of the Faculty and Staff	01/09/2020	this code of conduct is prepared for the teaching and non-teaching staff of the college. the code of conduct is circulated to the college staff and published in the college website. The link is: <a href="http://www.bhkm.org/bhkm-new/pdf/1578825608_Doc.pdf">http://www.bhkm.org/bhkm-new/pdf/1578825608_Doc.pdf</a>

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
<b>No Data Entered/Not Applicable !!!</b>			
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

<p>1. Clean Drive during NSS Camp. 2. Tree plantation programme 3. E-waste management 4. Arrangement for waste water management and solid waste management 5. Poster campaign on Environmental awareness</p>
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**7.2 – Best Practices**

7.2.1 – Describe at least two institutional best practices

<p>1. Title of the practice - 1 : Subject specific Quiz, Debate, and Extempore 2. Context of the practice: The purpose of education is to develop men and women with sound knowledge, awareness and give them a strong foundation for future and train them to live a skilled, wholesome and meaningful life. In an endeavour to provide sound knowledge of their respective subjects and to give a strong foundation of their career, Bamanpukur Humayun Kabir Mahavidyalaya arranges a subject specific quiz, debate and extempore. The college is situated in a remote area and the students of this college mostly belong to backward classes. Their financial and social condition is not favourable for their main stream career. So, continuous syllabus-based quiz competition, extempore and debate might be key factors for their better result in the university exam and in their future establishment. Beside this, this practice is helpful for the students to adapt themselves in newly introduced CBCS system. In CBCS system, the evaluation process has been changed enormously. The continuous evaluation</p>
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is taking the place of conventional system. In the changing scenario, this practice is helpful for the teacher to evaluate their students. 3. Objectives of the practice: The objective in introducing syllabus-based Departmental quiz, extempore and debate was to provide all students an opportunity: i) To acquire thorough knowledge of their subjects. ii) To enhance advanced learners for the competitive exams. iii) To cover the entire syllabus systematically. iv) To provide need based education. v) To promote a collective approach that focuses on quality and accountability in higher education. vi) To develop the selfreliant of the students. vii) To make the educational institution relevant with the local-economic condition. viii) To help teachers to evaluate their students on continuous basis. ix) To adapt the students to newly introduced CBCS system. 4. The practice: The steps we took for this practice are following: i. Consulted students and teachers to frame the system. ii. Introduced students' feedback mechanism to improve the quality of the programme. iii. A committee consisting of teachers from all departments was formed, - a) to optimize the resources and talents. b) to co-ordinate the programme effectively, and c) to prepare a time-table and to insert it in the departmental calendar. iv. Regular weekly assessment has helped to keep the pace and monitoring the learning skill of the students. In 2018-19 following programmes are organised as a part of this practice

Name of the programme Date Organised Department Students participated Departmental Quiz 02.04.19 Education 22 Debate 05.04.19 Education 16 Departmental Quiz 04.04.19 Sanskrit 10 Departmental Quiz 12.04.19 History 10 Departmental Quiz 08.04.19 English 12 Debate on "Should literature be the primary source of language learning?" 10.04.19 English 11 Departmental Quiz 12.04.19 History 13 Debate 30.07.19 Education 24 Departmental Quiz 30.08.19 Education 30

5. Obstacle faced: i) The college does not have sufficient fund for frequent organization of such programmes. ii) The college does not have adequate number of full-time teachers. It increased the work pressure of the teachers. iii) Inadequate number of non-teaching staffs is also an impediment for effective functioning of such programmes. iv) The inhibition of the students sometime leads to absence of students in the class on such days. v) Clash of class timing is also a problem, particularly for arranging such programmes for general students. 6. Impact of the Practice (Success Story): 1. Two students of Department of Education won the "District Level Quiz competition on Pandit Iswar Chandra Vidyasagar" on 26.09.2019. 2. One student of Department of Education won the district level extempore competition on 3. Two students participated in "District Level Quiz Competition on Character Building". 7. Resource required: i. The college requires more full time teachers who can invest adequate time for organizing such programmes. ii. Additional and adequate fund for such programmes can enhance the quality of such programmes. iii. Well experienced senior counselor and consultant from other organizations and institutions can also help to enhance the quality. iv. Modern and advance equipment, particularly use of more audio-visual aids, are needed. v. Facilities to surf internet can immensely help the students to prepare themselves for such programmes. vi. A language laboratory is also required. 1. Title of the practice - 2 : Observation of Library Day 2. The context of the practice: Most of the students that come to the college belong to the first generation learner's group. Many among them do not have proper access to a library. The college being a gateway to the higher education must provide students with the opportunity to expand their area of knowledge. A library definitely gives scope in that area. The observation of library day by different departments of the college introduces students to the library and to its whereabouts, thereby creating an awareness towards the effectiveness of a library for the improvement of learning skill of the students. 3. Objective of the Practice: 1. To introduce students to library and the way it functions. 2. To introduce students with important books. 3. To involve students into reading more passionately. 4. To increase the effectiveness of the library. 5. To improve

students understanding of reference books and how they should incorporate them into their studies. 6. To make learning as a part of recreation. 4. The practice: The different departments of the college are responsible for the observation of library day with their respective students. Each department selects a specific date of their own choice to observe the day. A formal notice has been circulated among students after seeking permission from the in-charge of library regarding the availability of dates. Students gathered in their respective departments and the teachers lead them from there to the library. In the library with the help of the in-charge of the library students are introduced to the whereabouts of the library and the way it functions. Then the students are given a questionnaire composite of topics from their course of studies. The students need to consult different text and reference books available in the library to answer the questions in the questionnaire. This challenge to answer the question after consulting the books is a version of the open book examination which the college is gradually willing to incorporate in the examination system for the continuous evaluation of the students. After the completion of the task students gather in the front desk of the library to discuss the question they have answered and to share their experience which is followed by a photo session. 5. Obstacles faced if any and strategies adopted to overcome them: i) The shortage of books: The college-library is facing shortage of books after the implementation of the CBCS system. New books are being purchased to overcome the shortage. ii) Shortage of infrastructure: The library space is not sufficient to accommodate a large number of students. It also requires installation of computers for online search of books and e-content. However, a new annex building is in underconstruction and renovation is also in progress. The installation of computer with internet facilities is also proposed. iii) Shortage of Staff: The college-library has faced the shortages of staff till now. However, the vacant posts of the librarian and a library peon is soon to be filled up to overcome the shortage of staff. iv) Disproportionate Student-teacher ratio: The studentteacher ratio is also disproportionate. The college immediately needs the recruitment of new teachers to cater to the need of the students, especially lead the students in small groups to implement the library day effectively. v) Lack of Motivation of Students: Students coming from the poorer section of society lacks motivation to engage in such activities. The college faculty is trying their best with the limited resources to motivate students to engage in such activities. vi) Notes based Study: Library day is a direct action against readymade note based study. It provides students with the scope to exercise their mind to come out with new ideas. But it is a lengthy process and requires constant effort to get the right result. 6. Impact of the practice: Overcoming all the obstacle the institution is successfully continuing with its one of the cherished best practices, viz. the observation of library day. It might take some time to take its full effect on the students but day by day the number of students going to library at their own will is increasing. A few students in groups hang out more in the library for the purpose of study and the number is increasing. Students are participating more enthusiastically in the observation of library day, and certainly their inclination towards study has increased. If not all but some credit for this improvement goes to this best practice of the institution. 7. Resources required: i) More CBCS curriculum based books. ii) Proper sitting arrangement in the library. iii) Computers with internet facility.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

[http://bhkm.org/bhkm-new/pdf/1579688915\\_Doc.pdf](http://bhkm.org/bhkm-new/pdf/1579688915_Doc.pdf)

### 7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

The Institution is distinctive in the following areas: 1. 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 among students in respect of culture and socio-economic status. A major parts of the students are belongs to the first generation learners. The college is well aware about the diversity of the students admitted in the college. College arrange scholarships for SC, ST, OBC and minority students, so that financial issues cannot be obstacle for the development of these students. College often organize special programme for the development of the minority students. Freeship in terms of the concession in tuition fees is provided to the economically weaker students. Moreover, all developmental activities like academic, administrative, financial activities of the college is planned by following this issue. 2. Locational Distinctiveness:

The college is situated in Sundarban Delta which is quite distinct in its culture and biodiversity from the other part of the country. Natural disasters like Flood, Cyclone, is a common phenomenon of this area. It gives the college opportunity to study the bio and socio-cultural diversity of Sundarban. The saline water, and salty soil prevent the natural growth of plants. Constant caring is needed for keeping the greenery of the college. The college organised programmes like awareness camp, in previous years and plan to continue the same in the upcoming years.

Provide the weblink of the institution

[http://bhkm.org/bhkm-new/pdf/1579688265\\_Doc.pdf](http://bhkm.org/bhkm-new/pdf/1579688265_Doc.pdf)

## 8.Future Plans of Actions for Next Academic Year

1. Publication book with ISBN from the college: 10 ISBN has already sanctioned for the college by Raja Rammohun Roy National Agency for ISBN. attempt will be made to publish edited books and conference proceedings from the college. 2. Completion of Academic Administrative Audit: The academic and administrative audit cannot be done due to Covid Pandemic. in the upcoming year this will be completed. 3. Completion of Gender Audit: The gender audit cannot be done due to Covid Pandemic. in the upcoming year this will be completed. 4. Formation of Different committees to support the IQAC Services: In this year some new faculty member has joined and some are transferred to other college. So there is a change in the staff pattern. Hence different academic and administrative committees of the college will be restructured. 5. Framing the Perspective plan of the College: Usually annual plan is made for the development of the college. But there is need to prepare a perspective plan of the college. In the upcoming year, this plan will be prepared. 6. Framing the policy documents of the college: There is an urgent need to prepare the policy documents of the college for smooth functioning of the college administration. These will be prepared in the upcoming year. 7. Development of play ground: The development activities of the college play ground will be completed. 8. Development of IQAC Building: The development activities of the IQAC Building will be completed. 9. Motivate faculty members to participate in different workshop or faculty development programmes: IQAC will motivate all faculty members to participate in different workshop or faculty development programmes for their development. 10. Conduct of Career Counseling programme: Some career counselling programme will be conducted. 11. Conduct of Seminar: Faculty members will be motivated to organize more seminars in the college. Application will be made to the funding agency for financial support of the programme. 12. Publication of Academic Calendar: Academic Calendar and the course calendar will be published before the beginning of the class. 13. Publication of Newsletter: Newsletter for different department will be published. 14. Use of Blended mode of teaching learning: Blended mode of teaching learning and evaluation system will be used effectively. 15. COVID Awareness: Awareness camp in form of poster and other media will be done. 16. Publication in UGC CARE listed journal:

Faculty will be motivated to publish in the UGC CARE listed journals. 17. Induction Programme for Students: Induction programme for new students will be organised on New CBCS system. 18. Thalassemia testing Camp: A camp will be organized on Detection and awareness of thallasemia.