



BAMANPUKUR HUMAYUN KABIR MAHAVIDYALAYA

ESTD. – 2007

BAMANPUKUR • NORTH 24 PARGANAS • PIN – 743425 • WEST BENGAL

Ph- 03217-260816/(M) 9830362656 . Email: bhkm2007@gmail.com

[Affiliated to the West Bengal State University and Recognised under section 2(f) and 12B of the UGC Act]

(NAAC ACCREDITED)

Institutional perspective Plan deployment documents

2017-2023

Governing Body Decisions and Action Taken Report

[Meeting-Minutes]

Principal



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2018

মিটিং রেজল্যুশন বই MEETING RESOLUTION BOOK

মিটিং নং / Meeting No.	16	উপস্থিত সভ্যগণের নাম NAME OF MEMBERS PRESENT	স্থান / Place	সময় / Time
তারিখ / Date	02-02-18			2:30 pm
সি. 1. প্রমোদজয় মন্ডল	সি. 2. সঞ্জয় গুপ্ত	সি. 3. সান্ধিতা হায়া	সি. 4. সঞ্জয় গুপ্ত	সি. 5. সঞ্জয় গুপ্ত
সি. 6. সঞ্জয় গুপ্ত	সি. 7. সঞ্জয় গুপ্ত	সি. 8. সঞ্জয় গুপ্ত	সি. 9. সঞ্জয় গুপ্ত	সি. 10. সঞ্জয় গুপ্ত
সি. 11. সঞ্জয় গুপ্ত	সি. 12. সঞ্জয় গুপ্ত	সি. 13. সঞ্জয় গুপ্ত	সি. 14. সঞ্জয় গুপ্ত	সি. 15. সঞ্জয় গুপ্ত
সি. 16. সঞ্জয় গুপ্ত	সি. 17. সঞ্জয় গুপ্ত	সি. 18. সঞ্জয় গুপ্ত	সি. 19. সঞ্জয় গুপ্ত	সি. 20. সঞ্জয় গুপ্ত
সি. 21. সঞ্জয় গুপ্ত	সি. 22. সঞ্জয় গুপ্ত	সি. 23. সঞ্জয় গুপ্ত	সি. 24. সঞ্জয় গুপ্ত	সি. 25. সঞ্জয় গুপ্ত

সং / No.	রেজল্যুশন / Resolution Adopted
	Sri Pradyumn Mandal, President, Governing Body of the college preside over the meeting.
	Item: 1. Confirmation of the proceedings of the 15th G.B. meeting held on 02/02/2018.
	The resolution of the meeting held on 10th January, 2017, at the chamber of the principal is read and confirmed.
	Item: 2. Sanction of earned leave from 28.02.18 to 20.03.2018 and medical leave from 21.03.18 to 17.04.18 of Dr. Sanchita Hazra of Dept. of Bengali.
	The application for earned leave from 28.02.18 to 20.03.18 and medical leave from 21.03.18 to 17.04.18 of Dr. Sanchita Hazra of Dept. of Bengali is sanctioned.
	Item: 3. Sanction of an duty leave of Dr. Namrata Kathani from 01.02.18 to 22.02.18 to participate in refresher course at Calcutta University.
	The application of on duty leave of Dr. Namrata Kathani from 01.02.18 to 22.02.18 to participate

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Sisira

Principal



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	in refresher course at Calcutta University is sanctioned.
	Item: 4. Sanction of Anduly leave of Prof. Anghadip Paul of the department of education from 10.03.18 to 24.03.18 24.03.18 to participate in Research Methodology Course at IIPA, New Delhi.
	The application of Anduly leave of Prof. Anghadip Paul of the Department of Education from 10.03.18 to 24.03.18 to participate in Research Methodology Course at IIPA, New Delhi, is sanctioned.
	Item: 5. Sanction of Anduly leave of Prof. Sumit Chatterjee of the Dept. of Education from 26.03.18 to 21.04.18 to participate in refresher course at JNU, New Delhi.
	The application of anduly leave of Prof. Anghadip Paul of the Department of Education from 26.03.18 26.03.18 to 21.04.18 to participate in refresher course at JNU, New Delhi, is sanctioned.
	Item: 6. Confirmation of uninterrupted service of Dr. Debanee Sathu (Joined on 17.01.2017), Aditi Biswas (Joined on 21.04.2017) and Debraj Howlader (Joined on 29.04.2017) who has completed required services in the College.
	Unanimously resolved that the service of Dr. Debanee Sathu, who has joined the college in the post of Assistant Professor in Sanskrit on 17.01.2017 and whose pay is duly fixed by the DPT, Govt. of West Bengal and completed her probation period of one year on 18.01.2018 be confirmed.

Biswas

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১। ৫.	১১। ১২.	১৮। ১৯.
১। ৬.	১৪। ১২.	১৯। ২০.
১। ৭.	১৪। ১২.	২১। ২১.

নং / No.	রেজল্যুশন / Resolution Adopted
	It is unanimously resolved that the service of Ashis Biswas, who has joined the college in the post of Assistant Professor in English on 21-04-2018 and whose pay is duly fixed by the DPT, Govt of West Bengal and completed his probation period of one year on 22-04-2018 be confirmed.
	It is unanimously resolved that the service of Debroy Howlader, who has joined the college in the post of Assistant Professor in Bengali on 28-03-2018 and whose pay is duly fixed by the DPT, Govt of West Bengal and completed his probation period of one year on 29-04-2018 be confirmed.
	Item: 7. Continuation of DOP. As Kalyani University has withdrawn their study centre following the jurisdictional reason, it is resolved that an application for a study centre for both BPT and PGP be made to the Director of NSOU, Kolkata. The Principal of the college is requested to expedite the matter.
	Item: 8. Recruitment of Non-teaching staff. The Principal of the college informed the house about creation of 7 non-teaching post and one post of Librarian by the Directorate of Higher Education, vide memo no. 55/41-15/11 dt.

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Biswas

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Sl. No.	Resolution Adopted
	21.05.2018 Resolved that a selection committee will be formed as per Govt. rules. Resolved that applications be made to the appropriate authorities for government nominees, CSE nominees and WBSU nominees. Further resolved that Dr. Kishore Sri Mridulajyoti Mandal will be the nominee of the Governing Body, B.K.B. Mahavidyalaya. The principal of the college will convene the meeting as usual.
	Further resolved that advertisement for the post will be given in in two newspapers (Pratidin and The Statesman) seeking application from the aspiring candidates with a service fee of Rs. 200/- (000 for SC and ST) for each post. It is resolved that an application be made and sent to the Directorate of Employment informing the requisitions. Also resolved that an advertisement for walk-in-interview for group-D post will be made 15 days prior to the selection as per government rules with similar fees. Those who applied earlier need not apply again.
	Item: 9: Payment for the Guest Lecturer. The issue of increasing in the amount of payment of the Guest-lecturer is discussed. Resolved that an amount of Rs. 4000/- per month for eleven consecutive months will be paid. One month will be kept 'nil' both in attendance and payments.
	Item: 10: First Semester admission and the introduction of CSES. Resolved that online admission following the CSES as introduced will be followed as per University regulations. Class routine will be prepared as per requirement.

Kishor

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2020

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মিটিং নং / Meeting No.	18
তারিখ / Date	03.01.2020

উপস্থিত সভ্যগণের নাম
NAME OF MEMBERS PRESENT

স্থান / Place	Principal's Chamber
সময় / Time	2:30 PM

Sl. No.	1	2	3	4	5	6	7	8	9	10	11	12	13	14
	Dr. Maitrayee Mondal	Dr. Maitrayee Mondal	Dr. Maitrayee Mondal	Dr. Maitrayee Mondal	Dr. Maitrayee Mondal	Dr. Maitrayee Mondal	Dr. Maitrayee Mondal	Dr. Maitrayee Mondal	Dr. Maitrayee Mondal	Dr. Maitrayee Mondal	Dr. Maitrayee Mondal	Dr. Maitrayee Mondal	Dr. Maitrayee Mondal	Dr. Maitrayee Mondal

Sl. No.	15	16	17	18	19	20	21

সং / No.	রেজল্যুশন / Resolution Adopted
	Sri Maitrayee Mondal, President, Governing Body of the college preside over the meeting.
	Item: 1. Confirmation of the proceedings of the 15 th Governing Body meeting held on 02.08.2019.
	The resolution of the meeting held on 27 th April, 2019, at the chamber of the Principal is read and confirmed.
	Item: 2. Third semester and Fifth semester admission following CBCS.
	Resolved that the admission in third third and fifth semester will be done following the existing policy and the report to be sent to the University and the office of the DET duly.
	Item: 3. Transfer and release of Dr. Debanee Sathu and confirmation of the same post from DET, Reenter and Requisition.
	Resolved that the release of Dr. Debanee Sathu from the college vide Memo No. BHKM/05/Release/2/19, dt. 24.05.2019 following the Government order No. 1325/Edn(CS)/1A-93/2019, dt. 22.08.19 be accepted. The Principal is requested

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Sl. No.	চলমান / Resolution Adopted
	to prepare a new resolution and authenticate the same from the BSW office as the post is created following the release of Dr. Debashree Sathu.
	Item: 4. Construction of Annex Building of the college.
	The Governing Body of the college accepted the work order placed in favour of Sanati Construction (P.) vide memo no. BHKM/WB/Annex/ET/1/19 dt. 13.11.2019, selected through the e-procurement system ID No. - 2019-DHE-242246-1 and contract No. - 001/301/E-TENDER/2019. Further resolved that the excess amount if required to be sanctioned as per the report of the SAE, Minakshi.
	Further resolved that the first floor of the same building having similar amount, duly vetted and estimated by the competent authority may be placed in favour of the same tenderer in consultation with the President of the Governing Body.
	Item: 5. Acceptance of the appointment of
	(a) Dr. Md. Nasir Uddin Mandal (Arabic), (b) Paramita Mandal (Philosophy), (c) Dr. Ruma Das Chaudhuri (Sociology), (d) Minakshi Biswas (Political Science), (e) Kousik Baidya (Political Science), (f) Sudepta Choudhury (Sanskrit).
	(a) The joining of Dr. Md. Nasir Uddin Mandal in the post of assistant professor in Arabic (R.P. No.-14) vide college memo number BHKM/73/Arabic/085-A/Asptt/3/19 dated 29.07.2019 and CSC Recommendation No. 133/CSC/WBSU/(279N)-05/17 dated 12.07.2019 who has joined the college on 01.08.2019 is accepted. The principal of the college is requested to submit the relevance paper to the office of the DPE, Dikash Bhawan, Kolkata, for fixation of pay and allowances w.e.f. 01.08.2019.

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সং / No.	রেজল্যুশন / Resolution Adopted
	(b) The joining of Parnamita Mondal in the post of Assistant Professor in Philosophy (R.P. No.-15) vide college memo number BHKM/Ts/Philosophy/SC/Asstt/1/19 dated 22.07.2019 and CSC Recommendation No. 120/CSC/WBSU/(24N)-03/17 dated 12.01.2019 who has joined the college on 01.08.2019 is accepted. The principal of the college is requested to submit the relevance paper to the office of the DPE, Bishakh Bhawan, Kolkata for fixation of pay and allowances w.e.f. 01.08.2019.
	(c) The joining of Dr. Runa Das Chaudhuri in the post of Assistant Professor in Sociology (R.P.-16) vide college memo number BHKM/Ts/Sociology/Gen/Asstt/3/19 dated 22.08.2019 and CSC Recommendation No. 702/CSC/WBSU/(24N)-03/17 dated 02/08/2019 who has joined the college on 26.08.2019 is accepted. The principal of the college is requested to submit the relevance paper to the office of the DPE, Bishakh Bhawan, Kolkata for fixation of pay and allowances w.e.f. 26.08.2019.
	(d) The joining of Minakshi Biswas in the post of Assistant Professor in Political Science (R.P. No.-17) vide college memo number BHKM/Ts/Political Science/Gen/Asstt/04/19 dated 11.09.2019 and CSC Recommendation No. 703/CSC/WBSU/(24N)-03/17 dated 27.05.2019 who has joined the college on 20.09.2019 is accepted. The principal of the college is requested to submit the relevance paper to

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Sl. / No.	সংক্রান্ত / Resolution Adopted
	the office of the DPI, Bikash Bhavan, Kolkata for fixation of pay and allowances w.e.f. 20.09.2019.
	(C) The joining of Kousik Baidya in the post of Assistant Professor in Political Science (R.P.No-7) vide college memo number BHKM/TS/Political Science/SC/ Apptt./5/19 dated 11.09.2019 and SSC Recommendation No. 707/SSC/WBSU/(24N)-03/17 dated 27.08.2019 who has joined the college on 12.09.2019 is accepted. The principal of the college is requested to submit the relevance paper to the office of the DPI, Bikash Bhavan, Kolkata for fixation of pay and allowances w.e.f. 12.09.19.
	(D) The joining of Sudipta Choudhury in the post of Assistant Professor in Sanskrit (R.P.No-12) vide college memo number - BHKM/TS/Sanskrit/PNE/Apptt./6/19 dated 09.11.2019 and SSC Recommendation No. - 1379-SSC/WBSU/(24N)-03/17 dated 21.10.2019 who has joined the college on 11.11.2019 is accepted. The principal of the college is requested to submit the relevance paper to the office of the DPI, Bikash Bhavan, Kolkata, for fixation of pay and allowances w.e.f. 11.11.2019.
	Item: 6. CAS (Stage-I to stage-II) of Prof. Manohar Sircar, Department of English.
	Resolved that the application for CAS (Stage-I to stage-II) to be sent to the office of the DPI after due clearance from the screening committee. The principal of the college is requested to expedite the matter.
	Item: 7. Promotion of (a) Sougata Das (Accountant) (b) Asit Kumar Das (Cashier), (c) Prasenjit Kumar Mandal (Clerk), (d) Sammath Mandal (Typist), (e) Asit Kumar Das (Guard), (f) Sibha Gini (Maity) (Peon) and (g) Ashok Kumar Nishan (Peon).

Prasanna

Principal



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Sl. No.	কর্তৃপক্ষ/Resolution Adopted
	the office of the DPT, Bikash Bhavan, Kolkata for fixation of pay and allowances w.e.f. 20.09.2019.
	(E) The joining of Kansik Baidya in the post of Assistant Professor in Political Science (R.P. No.-7) vide college memo number BHKM/TS/Political Science/SC/ Apptt./5/19 dated 11.09.2019 and SSC Recommendation No. TGT/CSC/WBSU/(24N)-03/17 dated 27.08.2019 who has joined the college on 17.09.2019 is accepted. The principal of the college is requested to submit the relevance paper to the office of the DPT, Bikash Bhavan, Kolkata for fixation of pay and allowances w.e.f. 17.09.19.
	(F) The joining of Sudipta Choudhury in the post of Assistant Professor in Sanskrit (R.P. No.-12) vide college memo number - BHKM/TS/Sanskrit/Prof/Apptt./6/19 dated 08.11.2019 and SSC Recommendation No. - 1379 - CSC/WBSU/(24N)-03/17 dated 31.10.2019 who has joined the college on 11.11.2019 is accepted. The principal of the college is requested to submit the relevance paper to the office of the DPT, Bikash Bhavan, Kolkata, for fixation of pay and allowances w.e.f. 11.11.2019.
	Item: 6, CAS (Stage-I to stage-II) of Prof. Madhu Srinivasan, Department of English.
	Resolved that the application for CAS (Stage-I to stage-II) to be sent to the office of the DPT after due clearance from the screening committee. The principal of the college is requested to expedite the matter.
	Item: 7, Promotion of (a) Sougata Das (Accountant), (b) Asit Kumar Das (Cashier), (c) Pravarjan Kumar Mandal (Clerk), (d) Sammath Mandal (Typist), (e) Asit Kumar Das (Guard), (f) Sikha Gini (Maity) (Peon) and (g) Ashok Kumar Naskar (Peon).

Srinivas

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১। ৭.	১৫। ১৪.	১২। ২১.

সং / No.	রেজল্যুশন / Resolution Adopted
	(a) The application of Career Advance of Saugata Das, Accountant who has joined the college on 07.12.2009 and completed ten years of uninterrupted service on 06.12.2019 is accepted. The principal of the college is requested to submit the proposal for career advancement with necessary papers to the office of the DPT, Bishakh Bhawan.
	(b) The application for Career Advance of Asit Kumar Das, Cashier who has joined the college on 07.12.2009 and completed ten years of uninterrupted service on 06.12.2019 is accepted. The principal of the college is requested to submit the proposal for career advancement with necessary papers to the office of the DPT, Bishakh Bhawan.
	(c) The application for Career Advance of Pravanjan Kumar Mandal, clerk who has joined the college on 07.12.2009 and completed ten years of uninterrupted service on 06.12.2019 is accepted. The principal of the college is requested to submit the proposal for career advancement with necessary papers to the office of the DPT, Bishakh Bhawan.
	(d) The application for Career Advance of Somnath Mandal, Typist who has joined the college on 08.01.2010 and completed ten years of

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Shirwar

Principal

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Institutional perspective Plan deployment documents

2017-2023

IQAC Decisions and Action Taken Report

[Meeting-Minutes]

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Ph- 03217-260816/(M) 9830362656 . Email: bhkm2007@gmail.com

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2024

মিটিং রেজল্যুশন বই MEETING RESOLUTION BOOK

মিটিং-এর তারিখ/ Date of Meeting : 2/2024

মিটিং-এর তারিখ/ Date of Meeting : 16-01-2024

মিটিং-এর স্থান/ Venue of Meeting : IQAC Room

মিটিং-এর সময়/ Time of Meeting : 3:30PM to 4:30PM

উপস্থিত সদস্যদের নাম/Name of Members Present

১/১		৪/৪		১১/১৭	
১/২		১১/১৮		১১/১৮	
১/৩		১১/১৯		১১/১৯	
১/৪		১১/২০		১১/২০	
১/৫		১১/২১		১১/২১	
১/৬		১১/২২		১১/২২	
১/৭		১১/২৩		১১/২৩	
১/৮		১১/২৪		১১/২৪	

স্বাক্ষর
Signature

রেজল্যুশন / RESOLUTIONS ADOPTED

- Resolved that Prof. Sumita Chatterjee and Prof. Ajijul Haque Mondal will give a feedback of their participation in a State Government sponsored Workshop about NAAC held at Hiralal Majumdar College for Women, Kolkata.
- Resolved that a one-day workshop on SSR will be on and University Mentors will be approached for guidance.
- Resolved that the academic profile of the college will be updated. Prof. Rajant Motta will be requested to submit an updated profile for uploading in the website soon.

(Signature of the Coordinator, IQAC)

Coordinator
IQAC
BHK Mahavidyalaya

(Signature of the Principal)

Principal
B.H.K. Mahavidyalaya
Bamanpukur, 24 Parganas

MOUSUMI ENTERPRISE, KOLKATA-700 009

Principal



BAMANPUKUR HUMAYUN KABIR MAHAVIDYALAYA

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মিটিং রেজল্যুশন বই MEETING RESOLUTION BOOK

মিটিং এর ক্রমিক নম্বর/ Serial No. of Meeting : 6/2024

মিটিং এর তারিখ/ Date of Meeting : 25-01-2024

মিটিং এর স্থান/ Venue of Meeting : IQAC Room

মিটিং এর সময়/ Time of Meeting : 3:00PM to 4:30PM

উপস্থিত সদস্যদের নাম/Name of Members Present

20/1	5/8	35/17
20/2	Sumita Chatterjee	35/18
20/3	J. S. Sengupta	35/19
20/4	Mr. Nasiruddin Mondal	35/20
20/5	Ruma Das Chaudhuri	35/21
20/6	Kousin Das	35/22
20/7		35/23
20/8	Sangata Das	35/24

রেজল্যুশন / RESOLUTIONS ADOPTED

- a) Resolved that Prof. Madhu Srivastava and Prof. Minakshi Biswas will submit reports regarding additional queries regarding Criterion-1 [Curricular Planning and Implementation] within 27th March.
- b) Resolved that Prof. Debroy Howlader and Mr. Sukanya Malik will submit reports regarding additional queries regarding Criterion-4 [Infrastructure and Learning Resource] within 27th March.
- c) Resolved that Prof. Sumita Chatterjee will submit reports regarding additional queries regarding Criterion-3 [Research, Innovations and Extension] within 27th March.
- d) Resolved that Prof. Arjuna Paromita Poddar will submit reports regarding additional queries regarding Criterion-7 [Institutional Values and Best Practices] within 27th March.
- e) Resolved that Prof. Mr. Nasir Uddin Mondal will submit reports regarding additional queries regarding Criterion-2 [Teaching, Learning and Evaluation] within 27th March.
- f) Resolved that Prof. Ruma Das Chaudhuri will submit reports regarding additional queries regarding Criterion-5 [Student Support and Progression] within 27th March.

Signature of the Coordinator, IQAC

MOUSUM ENTERPRISES
IQAC
BHE Mahavidyalaya

Signature of the Principal

B. H. K. Mahavidyalaya
Bamanpukur, 24 Parganas

Biswas

Principal



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মিটিং রেজল্যুশন বই MEETING RESOLUTION BOOK

মিটিং-এর তারিখ/Date of Meeting : 5/3/24

মিটিং-এর তারিখ/Date of Meeting : 23-03-2024

মিটিং-এর স্থান/Venue of Meeting : IQAC Room

মিটিং-এর সময়/Time of Meeting : 3-00PM to 4-00PM

উপস্থিত সকলের নাম/Names of Members Present

১/১. <i>[Signature]</i>	১/১৬. <i>[Signature]</i>	১৫/১৭. <i>[Signature]</i>
১/২. <i>[Signature]</i>	১৫/১৮. <i>[Signature]</i>	১৫/১৯. <i>[Signature]</i>
১/৩. <i>[Signature]</i>	১৬/১৬. <i>[Signature]</i>	১৬/১৭. <i>[Signature]</i>
১/৪. <i>[Signature]</i>	১৬/১৮. <i>[Signature]</i>	১৬/১৯. <i>[Signature]</i>
১/৫. <i>[Signature]</i>	১৬/১৯. <i>[Signature]</i>	১৬/২০. <i>[Signature]</i>
১/৬. <i>[Signature]</i>	১৬/২১. <i>[Signature]</i>	১৬/২২. <i>[Signature]</i>
১/৭. <i>[Signature]</i>	১৬/২৩. <i>[Signature]</i>	১৬/২৪. <i>[Signature]</i>
১/৮. <i>[Signature]</i>	১৬/২৫. <i>[Signature]</i>	

Page No.	রেজল্যুশন / RESOLUTIONS ADOPTED
১৩৩	১) Resolved that necessary papers will be collected from WBSC for the purpose of TQA submission. The Coordinator will collect the papers from the University.
	২) Resolved that Rs. 25,000/- and 18% GST will be paid online and be paid from College fund. The principal of the College is requested to expedite the matter.
	৩) Resolved that necessary posters depicting the activities of different cells will be made and demonstrated.
	৪) Resolved that a S.S.S will be done among the current semester students and the report along with analysis and action taken report will be uploaded. Prof. Md. Masim Uddin Mondal and Prof. Joyanta Sarkar are requested to do the needful.
	<i>(Signature of the Coordinator, IQAC)</i> Coordinator IQAC BHK Mahavidyalaya <i>(Signature of the Principal)</i> Principal B.H.K. Mahavidyalaya-1 Bamanpukur, 24 Pgs. (N)

MOUSUMI ENTERPRISE, KOLKATA-700 009

[Signature]

Principal



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Institutional perspective Plan deployment documents

2017-2023

Decisions and action taken Report

DEPARTMENT OF BENGALI

[Meeting-Minutes]

Principal



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2021

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মিটিং রেজল্যুশন বই
MEETING RESOLUTION BOOK

মিটিং নং / Meeting No.	তারিখ / Date	উপস্থিত সভ্যগণের নাম NAME OF MEMBERS PRESENT	স্থান / Place সময় / Time	Cubicle Room 2 P.m
১। ১.	১১/১১/২০২১	১। ৬.	১০। ১৬.	
১। ২.		২। ৬.	১৬। ১৬.	
১। ৩.		১০। ১০.	১৭। ১৭.	
১। ৪.		১১। ১১.	১৮। ১৮.	
১। ৫.		১২। ১২.	১৯। ১৯.	
১। ৬.		১০। ১৩.	২০। ২০.	
১। ৭.		১১। ১৪.	২১। ২১.	

রেজল্যুশন / Resolution Adopted

R / No.

Agenda:

- Confirmation of the resolution of the early meeting held on 30.09.2021
- Switch over to off-line mode of classes from on-line.
- Orientation for COVID awareness.
- Misc.

A meeting of the Department of Bengali, BHKM, was held on 11.11.2021 at 2 P.m at Departmental Cubicle Room to discuss and resolve the above mentioned agenda.

Having discussed the agenda, the Members have unanimously resolved that:

- The resolution of the previous meeting held on 30.09.2021 at 6 P.m (online / skype) is read and confirmed.
- Resolved that, all the classes of semester I, III and V will be switch over to off-line mode - from on-line mode.
- Resolved that, an Orientation programme for COVID awareness will be organize on 16.11.2021.

Principal

Principal



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2022

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মিটিং রেজল্যুশন বই
MEETING RESOLUTION BOOK

মিটিং নং / Meeting No. তারিখ / Date	উপস্থিত সভ্যগণের নাম NAME OF MEMBERS PRESENT	সময় / Time	অন-লাইন On-line
12/01/2022	১. T. Akbar Hossain ২. Aijul Hossain Mondal ৩. Joyanta ৪. Rajanmoy Pal ৫. E. ৬. T.	১০:১৫ ১০:১০ ১০:১৭ ১০:১৮ ১০:১৯ ১০:২০ ১০:২১	

রেজল্যুশন / Resolution Adopted

Agenda:

- Confirmation of the resolution of the early meeting held on 28.11.2021
- Paper distribution of Sem-II, IV and VI-2022
- Submission of A.C and A.C
- Observation of International Mother Language Day.
- Miscellaneous.

An on-line (Google Meet) Departmental meeting (Dept. of Bengali, BHK Mahavidyalaya) was held on 12.01.22 at 6 PM to discuss and resolve the above mentioned agenda.

Having discussed the agenda, the members have unanimously resolved that:

- The resolution of the previous meeting held on 28.11.2021 at Departmental Cubicle Room was read and confirmed.
- It was resolved that, the following teachers of Dept. of Bengali will be paper in-charge of Sem-II, IV and VI-2022:
 BH: BNGACOR01, BNGACOR02, BNGACOR03, BNGACOR04, BNGACOR05, BNGACOR06, BNGACOR07, BNGACOR08, BNGACOR09, BNGACOR10, BNGACOR11, BNGACOR12, BNGACOR13, BNGACOR14, BNGACOR15, BNGACOR16, BNGACOR17, BNGACOR18, BNGACOR19, BNGACOR20, BNGACOR21, BNGACOR22, BNGACOR23, BNGACOR24, BNGACOR25, BNGACOR26, BNGACOR27, BNGACOR28, BNGACOR29, BNGACOR30, BNGACOR31, BNGACOR32, BNGACOR33, BNGACOR34, BNGACOR35, BNGACOR36, BNGACOR37, BNGACOR38, BNGACOR39, BNGACOR40, BNGACOR41, BNGACOR42, BNGACOR43, BNGACOR44, BNGACOR45, BNGACOR46, BNGACOR47, BNGACOR48, BNGACOR49, BNGACOR50, BNGACOR51, BNGACOR52, BNGACOR53, BNGACOR54, BNGACOR55, BNGACOR56, BNGACOR57, BNGACOR58, BNGACOR59, BNGACOR60, BNGACOR61, BNGACOR62, BNGACOR63, BNGACOR64, BNGACOR65, BNGACOR66, BNGACOR67, BNGACOR68, BNGACOR69, BNGACOR70, BNGACOR71, BNGACOR72, BNGACOR73, BNGACOR74, BNGACOR75, BNGACOR76, BNGACOR77, BNGACOR78, BNGACOR79, BNGACOR80, BNGACOR81, BNGACOR82, BNGACOR83, BNGACOR84, BNGACOR85, BNGACOR86, BNGACOR87, BNGACOR88, BNGACOR89, BNGACOR90, BNGACOR91, BNGACOR92, BNGACOR93, BNGACOR94, BNGACOR95, BNGACOR96, BNGACOR97, BNGACOR98, BNGACOR99, BNGACOR100.
 A.H: BNGACOR01, BNGACOR02, BNGACOR03, BNGACOR04, BNGACOR05, BNGACOR06, BNGACOR07, BNGACOR08, BNGACOR09, BNGACOR10, BNGACOR11, BNGACOR12, BNGACOR13, BNGACOR14, BNGACOR15, BNGACOR16, BNGACOR17, BNGACOR18, BNGACOR19, BNGACOR20, BNGACOR21, BNGACOR22, BNGACOR23, BNGACOR24, BNGACOR25, BNGACOR26, BNGACOR27, BNGACOR28, BNGACOR29, BNGACOR30, BNGACOR31, BNGACOR32, BNGACOR33, BNGACOR34, BNGACOR35, BNGACOR36, BNGACOR37, BNGACOR38, BNGACOR39, BNGACOR40, BNGACOR41, BNGACOR42, BNGACOR43, BNGACOR44, BNGACOR45, BNGACOR46, BNGACOR47, BNGACOR48, BNGACOR49, BNGACOR50, BNGACOR51, BNGACOR52, BNGACOR53, BNGACOR54, BNGACOR55, BNGACOR56, BNGACOR57, BNGACOR58, BNGACOR59, BNGACOR60, BNGACOR61, BNGACOR62, BNGACOR63, BNGACOR64, BNGACOR65, BNGACOR66, BNGACOR67, BNGACOR68, BNGACOR69, BNGACOR70, BNGACOR71, BNGACOR72, BNGACOR73, BNGACOR74, BNGACOR75, BNGACOR76, BNGACOR77, BNGACOR78, BNGACOR79, BNGACOR80, BNGACOR81, BNGACOR82, BNGACOR83, BNGACOR84, BNGACOR85, BNGACOR86, BNGACOR87, BNGACOR88, BNGACOR89, BNGACOR90, BNGACOR91, BNGACOR92, BNGACOR93, BNGACOR94, BNGACOR95, BNGACOR96, BNGACOR97, BNGACOR98, BNGACOR99, BNGACOR100.
 J.P: BNGACOR01, BNGACOR02, BNGACOR03, BNGACOR04, BNGACOR05, BNGACOR06, BNGACOR07, BNGACOR08, BNGACOR09, BNGACOR10, BNGACOR11, BNGACOR12, BNGACOR13, BNGACOR14, BNGACOR15, BNGACOR16, BNGACOR17, BNGACOR18, BNGACOR19, BNGACOR20, BNGACOR21, BNGACOR22, BNGACOR23, BNGACOR24, BNGACOR25, BNGACOR26, BNGACOR27, BNGACOR28, BNGACOR29, BNGACOR30, BNGACOR31, BNGACOR32, BNGACOR33, BNGACOR34, BNGACOR35, BNGACOR36, BNGACOR37, BNGACOR38, BNGACOR39, BNGACOR40, BNGACOR41, BNGACOR42, BNGACOR43, BNGACOR44, BNGACOR45, BNGACOR46, BNGACOR47, BNGACOR48, BNGACOR49, BNGACOR50, BNGACOR51, BNGACOR52, BNGACOR53, BNGACOR54, BNGACOR55, BNGACOR56, BNGACOR57, BNGACOR58, BNGACOR59, BNGACOR60, BNGACOR61, BNGACOR62, BNGACOR63, BNGACOR64, BNGACOR65, BNGACOR66, BNGACOR67, BNGACOR68, BNGACOR69, BNGACOR70, BNGACOR71, BNGACOR72, BNGACOR73, BNGACOR74, BNGACOR75, BNGACOR76, BNGACOR77, BNGACOR78, BNGACOR79, BNGACOR80, BNGACOR81, BNGACOR82, BNGACOR83, BNGACOR84, BNGACOR85, BNGACOR86, BNGACOR87, BNGACOR88, BNGACOR89, BNGACOR90, BNGACOR91, BNGACOR92, BNGACOR93, BNGACOR94, BNGACOR95, BNGACOR96, BNGACOR97, BNGACOR98, BNGACOR99, BNGACOR100.
 A.P: BNGACOR01, BNGACOR02, BNGACOR03, BNGACOR04, BNGACOR05, BNGACOR06, BNGACOR07, BNGACOR08, BNGACOR09, BNGACOR10, BNGACOR11, BNGACOR12, BNGACOR13, BNGACOR14, BNGACOR15, BNGACOR16, BNGACOR17, BNGACOR18, BNGACOR19, BNGACOR20, BNGACOR21, BNGACOR22, BNGACOR23, BNGACOR24, BNGACOR25, BNGACOR26, BNGACOR27, BNGACOR28, BNGACOR29, BNGACOR30, BNGACOR31, BNGACOR32, BNGACOR33, BNGACOR34, BNGACOR35, BNGACOR36, BNGACOR37, BNGACOR38, BNGACOR39, BNGACOR40, BNGACOR41, BNGACOR42, BNGACOR43, BNGACOR44, BNGACOR45, BNGACOR46, BNGACOR47, BNGACOR48, BNGACOR49, BNGACOR50, BNGACOR51, BNGACOR52, BNGACOR53, BNGACOR54, BNGACOR55, BNGACOR56, BNGACOR57, BNGACOR58, BNGACOR59, BNGACOR60, BNGACOR61, BNGACOR62, BNGACOR63, BNGACOR64, BNGACOR65, BNGACOR66, BNGACOR67, BNGACOR68, BNGACOR69, BNGACOR70, BNGACOR71, BNGACOR72, BNGACOR73, BNGACOR74, BNGACOR75, BNGACOR76, BNGACOR77, BNGACOR78, BNGACOR79, BNGACOR80, BNGACOR81, BNGACOR82, BNGACOR83, BNGACOR84, BNGACOR85, BNGACOR86, BNGACOR87, BNGACOR88, BNGACOR89, BNGACOR90, BNGACOR91, BNGACOR92, BNGACOR93, BNGACOR94, BNGACOR95, BNGACOR96, BNGACOR97, BNGACOR98, BNGACOR99, BNGACOR100.
- It was resolved that, the last date of submission of

DEPT. HEADS, 24 PARGANAS, NORTH 24 PARGANAS - 743425

রেজল্যুশন / Resolution Adopted

As and A.C. of Sem-II, IV and VI-2022 is 20-01-2022.

It is resolved that, Department of Bengali, BHKM will observe International Mother Language Day and arrange a Seminar on 21.02.2022. Prof. Joyanta Mondal, HOD Dept. of Bengali is assigned to organize the programme.

Principal

Principal



BAMANPUKUR HUMAYUN KABIR MAHAVIDYALAYA

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DEPARTMENT OF ENGLISH

[Meeting-Minutes]

Principal



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2019

PHONE: 03217260816 Email: bhkm2007@gmail.com Website: www.bhkm.org BAMANPUKUR HUMAYUN KABIR MAHAVIDYALAYA (Affiliated to the West Bengal State University and Recognised under section 2(f) and 12B of the UGC Act) ESTD. - 2007 BAMANPUKUR • NORTH 24 PARGANAS • PIN-743425 • (W. B.) (NAAC ACCREDITED) No. <u>BHKM/ENG/MT</u> NO. <u>2</u>/2019 Date <u>12/06/19</u> Department / Cell / Committee of <u>English</u> NOTICE This is to inform all members of the department that a meeting will be held on 21/06/19 at 2:00 p.m. Agenda: 1) Confirmation of previous meeting minutes 2) Distribution of syllabus 3) Preparation of dept. routine 4) Teaching methodology and OBE 5) Preparation of academic calendar <i>Ses</i> Signature of the Principal <i>M. Samanta</i> Signature of the Vice-Principal	MINUTE BOOK - 20..... Date - <u>21/06/19</u> Time - <u>2:00 p.m.</u> Place - <u>BHKM</u> Members Present: <i>M. Samanta</i> Chairman: <i>P. Biswas</i> <i>S. Samanta</i> <i>Rajul Malik</i> External Members & Others Resolution 1) Previous meeting minutes were read out & confirmed 2) It is resolved that - 3) Academic calendar will be prepared 4) Syllabus distributed among all 4 wings 5) Orientation programme to be organized for students 6) Co-curricular & extra-curricular to be taken into practice 7) I.T. tools to be used in teaching Action Taken report 1) Special meeting prepared for L.P. Session election process. <i>M. Samanta</i> Signature of the Vice-Principal
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P. Biswas

Principal



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(NAAC ACCREDITED)

2020

 PHONE: 03217-260816 E-mail: bhkm2007@gmail.com bhkm2007@gmail.com Website: www.bhkm2007.org BAMANPUKUR HUMAYUN KABIR MAHAVIDYALAYA (Affiliated to the West Bengal State University and Recognised under section 2(f) and 12B of the UGC Act) ESTD. - 2007 BAMANPUKUR • NORTH 24 PARGANAS • PIN-743425 • (W. B.) (NAAC ACCREDITED) No. <u>BHUKH/ENG/HET NOS/2020</u> Date <u>18/3/20</u> Department / Cell / Committee of <u>English</u> NOTICE This is to inform all members of the dept. that a meeting will be held on 19/03/20. Agenda: 1) Confirmation of previous meeting minutes 2) Shifting to online class using online tools such as google meet 3) Upgradation of HET skills to meet the needs of the times   <u>H. Samanta</u> Secretary (Cell/Committee)	BHUKH/ENG/HET NOS/2020 MINUTE BOOK - 20..... Date - <u>19/03/20</u> Time - <u>10:30 AM</u> Place - <u>B.H.K.M.</u> Members Present - <u>Chairman</u> <u>H. Samanta</u> <u>Prasanna Biswas</u> <u>Rupam Maiti</u> External Member : <u>5 chairs</u> Resolution:- 1) Meeting minutes of previous meeting read & confirmed 2) Plan of Action of the session confirmed - It is resolved that - 3) Classes will be held online due to the pandemic situation 4) Teachers will upgrade their ICT skills to meet the needs of the time 5) Teachers will make use of online resources to help students 6) Seminar on 'Show Bunko' will be organised Action Taken Report: 1) Academic calendar & assignments were prepared 2) Departmental Routine prepared 3) Communication activities & best practices observed by the dept. 4) Publication of wall magazine
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Biswas

Principal



BAMANPUKUR HUMAYUN KABIR MAHAVIDYALAYA

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Date: 19/02/21
 Department / Cell / Committee of: English

NOTICE

This is to inform all members of the Dept. that a meeting is to be held on 19/02/21 online.

Agenda:
 1) Confirmation of agenda of previous meeting
 2) Discussion on internal assignment marks, online examination.



Signature of the Principal



Signature of the In-charge

BHKM/ENG/MTT 102/2021
MINUTE BOOK - 20.....

Date - 19/02/21
 Time - 08 Place - online

Members Present -	Chairperson -
H. S. Ghosh	
ASHIS BHOWMICK	
Soumitra Banerjee	
Rupak Mitter	
Absent Member - <u>2</u> <u>Chattopadhyay</u>	

Resolution:

- 1) Plan of action for the next session to be prepared.
- 2) It is resolved that -
- 3) Dept. will organize online exam for students due to pandemic.
- 4) Assignment for internal exam to be submitted online. Each paper in charge will create a google form to enable students to submit their assignments.
- 5) Paper in charge will also be the examiner & that paper respectively. Each paper in charge will create a google form to enable students to submit their answer scripts & grade them in the process.

Action Taken Report

1. A. B. Ghosh released from dept. activities.
2. Action on 'Online Exam' & Negotiating 'Examination' on 14th & 15th September 2020 in collaboration with...

S. Biswas

Principal



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Biswas

Principal



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Institutional perspective Plan deployment documents

2017-2023

Decisions and action taken Report

DEPARTMENT OF EDUCATION

[Meeting-Minutes]

Principal



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Sl. BHKM/EDU/MEET/NO-2/2019

Date: 15.6.19.

Department / Cell / Committee of Education

NOTICE

You teachers of Dept. of Education are hereby requested to present in the meeting on 16.6.19, Home 2nd onwards, venue: Rooms 2, with the following agenda,
Agenda 1: Confirmation of early meeting mins.
Agenda 2: Submission of number details to exam committee.

Agenda 3: Proposals for upcoming seminars
1) Extension programme on water preservation at Puthuli, dated 27.7.2019
2) Malabarra community with parents on 3.8.19
3) Swachh Pabna initiative in Karami school on 8.9
4) Extension on World Environment day on 5.10.19
5) Seminar on construction of a school at Pabna.

Suman Chatterjee
Signature of the Head
BHKM/EDU/MEET/NO-2/2019
Bamanpukur, 24 Parganas



2019 - 2020

নিটিং রেজল্যুশন বই

MEETING RESOLUTION BOOK

Sl. No.	Name of Members Present	Signature	Date
1	Suman Chatterjee	<i>Suman Chatterjee</i>	15.6.19
2	Pratik Paul	<i>Pratik Paul</i>	15.6.19
3	Malabarra Community	<i>Malabarra Community</i>	15.6.19
4			15.6.19
5			15.6.19
6			15.6.19
7			15.6.19
8			15.6.19
9			15.6.19
10			15.6.19
11			15.6.19
12			15.6.19
13			15.6.19
14			15.6.19
15			15.6.19
16			15.6.19
17			15.6.19
18			15.6.19
19			15.6.19
20			15.6.19

Resolution / Resolution Adopted

Agenda 1 - Confirmation of Previous meeting mins.

Early meeting mins confirmed

Agenda 2

It is resolved that from members will be submitted to exam committee.

Agenda 3 It is resolved that all seminar proposals will be accepted for further organizing Extension programme will be given importance.

The meeting ended with the vote of thanks to the chair.

14 Pabna South, 24 Parganas, 743425

Suman

Principal

Principal



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2017-2023

Decisions and action taken Report

DEPARTMENT OF POLITICAL SCIENCE

[Meeting-Minutes]

Principal



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2022



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No. BHKM/Pol.Sc./2022/4

Date 18.4.22

Department / Cell / Committee of POLITICAL SCIENCE

NOTICE

All teachers of the department of Political Science are hereby requested to join an Online Departmental meeting via Google Meet on 20.4.22 at 6:00 P.M with the following agenda:-

1. Confirmation of resolution of the previous meeting held on 12.2.22.
2. Discussion regarding upcoming seminar Paper distribution, making of the notice, AL, AS
3. Orientation of student of the Department
4. Miscellaneous.

Signature of the Principal

B.H.K. Mahavidyalaya
Bamanpukur - 743425



Kavir Baidya

Signature of the In-charge
Department of Pol.Science
B.H.K. Mahavidyalaya

Principal

Principal



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2022

মিটিং রেজল্যুশন বই MEETING RESOLUTION BOOK		
মিটিং নং / Meeting No.	2022/4	উপস্থিত সভ্যগণের নাম NAME OF MEMBERS PRESENT
তারিখ / Date	20.04.2022	স্থান / Place
১. Koushik Dasgupta	২। ৮.	সময় / Time
২. Nishakshi Ghosh	৩। ৯.	১৪। 15.
৩. S. Rahman	৪। 10.	১৫। 16.
৪। ১১.	৫। 11.	১৬। 17.
৫। 12.	৬। 12.	১৭। 18.
৬। 13.	৭। 13.	১৮। 19.
৭। 14.	৮। 14.	১৯। 20.
৮। 15.		২০। 21.
নং / No.	রেজল্যুশন / Resolution Adopted	
	Agenda :-	
	1. The resolution of the previous meeting held on 01.02.2022 will be read and confirmed.	
	2. To discuss regarding preparation for upcoming semester - paper distribution, Mailing of Routine, Academic Calendar and Assignment.	
	3. To discuss regarding the conduct of a day by orientation program for the 1 st department students.	
	4. Miscellaneous	

Principal

Principal



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2022

রেজল্যুশন / Resolution Adopted

Resolutions Adopted -

1. The resolutions adopted in the previous meeting held on 1.2.2022 read and confirmed.
2. Resolved that, the department will begin preparing for the upcoming semester with respect to distribution of papers, making for routine for the upcoming semester, preparing academic calendar and assignment.
3. Resolved that the department faculty will conduct an orientation program for the students of the department in order to enlighten the newly enrolled admitted students.

Biswas

Principal



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Decisions and action taken Report

DEPARTMENT OF SANSKRIT

[Meeting-Minutes]

Principal



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2019

মিটিং রেজল্যুশন বই

MEETING RESOLUTION BOOK

Sl. No. / Meeting No.	Sl. No. / Meeting No.	উপস্থিত সভ্যগণের নাম	Sl. No. / Meeting No.	উপস্থিত সভ্যগণের নাম
Sl. No. / Meeting No.	Sl. No. / Meeting No.	NAME OF MEMBERS PRESENT	Sl. No. / Meeting No.	NAME OF MEMBERS PRESENT
Sl. No. / Meeting No.	Sl. No. / Meeting No.	Sl. No. / Meeting No.	Sl. No. / Meeting No.	Sl. No. / Meeting No.
Sl. No. / Meeting No.	Sl. No. / Meeting No.	Sl. No. / Meeting No.	Sl. No. / Meeting No.	Sl. No. / Meeting No.
Sl. No. / Meeting No.	Sl. No. / Meeting No.	Sl. No. / Meeting No.	Sl. No. / Meeting No.	Sl. No. / Meeting No.
Sl. No. / Meeting No.	Sl. No. / Meeting No.	Sl. No. / Meeting No.	Sl. No. / Meeting No.	Sl. No. / Meeting No.
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Sl. No. / Meeting No.	Sl. No. / Meeting No.	Sl. No. / Meeting No.	Sl. No. / Meeting No.	Sl. No. / Meeting No.

Sl. No.	Resolution Adopted
1.	Confirmation of the resolution of the last meeting held on 11/11/19.
2.	Discussion on University Semester Examination (I & II).
3.	Discussion on Students Evaluation.
4.	To discuss about to assess how much of the plan of action the Department has achieved in this session.
5.	Misc.

Resolution:-

1. Confirmation of the resolution of the previous meeting held on 11/11/19 is read and confirmed.
2. It is resolved that in Semester Examination all paper in charge of each paper will perform their particular duties respectively.
3. It is resolved that results of semester-II students will be evaluated.
4. It is resolved that department will complete all the programmes given in its plan of action.

Action Taken Report:-

1. Academic calendars and Assignments were prepared.
2. Best Practice were observed by the department.
3. Students evaluation were prepared by the departmental head.
4. Mr. Sudipta Choudhury was given the charge of HOD of department of Sanskrit from 11/11/2019.

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5. Quam Ekta Campaign was observed by the department.

Biswas

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মিটিং রেজল্যুশন বই MEETING RESOLUTION BOOK

সভার/সভাপতির নাম Name of the Meeting/Chairman	তারিখ/সময় Date/Time	উপস্থিত সভ্যগণের নাম NAME OF MEMBERS PRESENT	সভার/সভাপতির নাম Name of the Meeting/Chairman	তারিখ/সময় Date/Time
১. সুদীপ্ত চন্দ্র	০৬.০৮.২০২১	১. ১১	১. ১১	১. ১১
২. সুদীপ্ত চন্দ্র		২. ১২	২. ১২	২. ১২
৩. সুদীপ্ত চন্দ্র		৩. ১৩	৩. ১৩	৩. ১৩
৪. সুদীপ্ত চন্দ্র		৪. ১৪	৪. ১৪	৪. ১৪
৫. সুদীপ্ত চন্দ্র		৫. ১৫	৫. ১৫	৫. ১৫
৬. সুদীপ্ত চন্দ্র		৬. ১৬	৬. ১৬	৬. ১৬
৭. সুদীপ্ত চন্দ্র		৭. ১৭	৭. ১৭	৭. ১৭
৮. সুদীপ্ত চন্দ্র		৮. ১৮	৮. ১৮	৮. ১৮
৯. সুদীপ্ত চন্দ্র		৯. ১৯	৯. ১৯	৯. ১৯
১০. সুদীপ্ত চন্দ্র		১০. ২০	১০. ২০	১০. ২০

সভার/সভাপতির নাম Name of the Meeting/Chairman	তারিখ/সময় Date/Time	উপস্থিত সভ্যগণের নাম NAME OF MEMBERS PRESENT	সভার/সভাপতির নাম Name of the Meeting/Chairman	তারিখ/সময় Date/Time
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২. সুদীপ্ত চন্দ্র		২. ১২	২. ১২	২. ১২
৩. সুদীপ্ত চন্দ্র		৩. ১৩	৩. ১৩	৩. ১৩
৪. সুদীপ্ত চন্দ্র		৪. ১৪	৪. ১৪	৪. ১৪
৫. সুদীপ্ত চন্দ্র		৫. ১৫	৫. ১৫	৫. ১৫
৬. সুদীপ্ত চন্দ্র		৬. ১৬	৬. ১৬	৬. ১৬
৭. সুদীপ্ত চন্দ্র		৭. ১৭	৭. ১৭	৭. ১৭
৮. সুদীপ্ত চন্দ্র		৮. ১৮	৮. ১৮	৮. ১৮
৯. সুদীপ্ত চন্দ্র		৯. ১৯	৯. ১৯	৯. ১৯
১০. সুদীপ্ত চন্দ্র		১০. ২০	১০. ২০	১০. ২০

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২. সুদীপ্ত চন্দ্র		২. ১২	২. ১২	২. ১২
৩. সুদীপ্ত চন্দ্র		৩. ১৩	৩. ১৩	৩. ১৩
৪. সুদীপ্ত চন্দ্র		৪. ১৪	৪. ১৪	৪. ১৪
৫. সুদীপ্ত চন্দ্র		৫. ১৫	৫. ১৫	৫. ১৫
৬. সুদীপ্ত চন্দ্র		৬. ১৬	৬. ১৬	৬. ১৬
৭. সুদীপ্ত চন্দ্র		৭. ১৭	৭. ১৭	৭. ১৭
৮. সুদীপ্ত চন্দ্র		৮. ১৮	৮. ১৮	৮. ১৮
৯. সুদীপ্ত চন্দ্র		৯. ১৯	৯. ১৯	৯. ১৯
১০. সুদীপ্ত চন্দ্র		১০. ২০	১০. ২০	১০. ২০

সভার/সভাপতির নাম Name of the Meeting/Chairman	তারিখ/সময় Date/Time	উপস্থিত সভ্যগণের নাম NAME OF MEMBERS PRESENT	সভার/সভাপতির নাম Name of the Meeting/Chairman	তারিখ/সময় Date/Time
১. সুদীপ্ত চন্দ্র	০৬.০৮.২০২১	১. ১১	১. ১১	১. ১১
২. সুদীপ্ত চন্দ্র		২. ১২	২. ১২	২. ১২
৩. সুদীপ্ত চন্দ্র		৩. ১৩	৩. ১৩	৩. ১৩
৪. সুদীপ্ত চন্দ্র		৪. ১৪	৪. ১৪	৪. ১৪
৫. সুদীপ্ত চন্দ্র		৫. ১৫	৫. ১৫	৫. ১৫
৬. সুদীপ্ত চন্দ্র		৬. ১৬	৬. ১৬	৬. ১৬
৭. সুদীপ্ত চন্দ্র		৭. ১৭	৭. ১৭	৭. ১৭
৮. সুদীপ্ত চন্দ্র		৮. ১৮	৮. ১৮	৮. ১৮
৯. সুদীপ্ত চন্দ্র		৯. ১৯	৯. ১৯	৯. ১৯
১০. সুদীপ্ত চন্দ্র		১০. ২০	১০. ২০	১০. ২০

Principal

Principal

BAMANPUKUR HUMAYUN KABIR MAHAVIDYALAYA



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DEPARTMENT OF ARABIC

[Meeting-Minutes]

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Meeting of the Department of Arabic Bamanpukur Humayun Kabir Mahavidyalaya Bamanpukur, Minakhan, North 24 Parganas

Meeting No.	07	Date	25/09/2019
Place	B. A. General Room	Time	3:00 p.m.

Members of the committee:

Members present in the meeting:

Sl. No.	Name of the member	Signature of the member
1	Dr. Md. Nasir Uddin Mondal	<i>Dr. Md. Nasir Uddin Mondal</i>
2	Mr. Rejaul Molla	<i>Rejaul Molla</i>
3	Mr. Kutubuddin Molla	<i>Kutubuddin Molla</i>
4	Md. Qutubuddin Molla	<i>Q. Molla</i>
5	Dr. Runa Das Chaudhuri	<i>Runa Das Chaudhuri</i>
6	Mr. Debraj Howlader	<i>Debraj Howlader</i>
7	Ms. Paramita Mondal	<i>Paramita Mondal</i>
8	Ms. Minakshi Biswas	<i>Minakshi Biswas</i>

A meeting of the department of Arabic (Departmental Committee) was held on 25/09/2019 at 3:00 p.m. at the B. A. General Room to discuss and resolve the following agenda. Dr. Md. Nasir Uddin Mondal, Head, Department of Arabic is voted to the chair. Dr. Md. Mondal welcomed all the members present and extended his good wishes on behalf of the department. Thereafter, the meeting started and he reported the members about the agenda:

1. To Confirm the resolutions of the previous meeting, held on 02/08/2019
 - The resolutions of the previous meeting, held on 02/08/2019 were read and confirmed.

Minakshi Biswas

Principal



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2. To restructure and include whole time faculty as members of the departmental committee

- It is resolved that the necessary changes in the departmental structure need to be made. It is decided by the members that new members need to be included. Accordingly Dr. Runa Das Chaudhuri, Mr. Debraj Howlader, Ms. Paramita Mondal and Ms. Minakshi Biswas were selected by the members. Further it is resolved that the existing committee is dissolved. It is again resolved that Dr. Md. Nasir Uddin Mondal will continue as a member of the newly constituted departmental committee as well as the head of the department of Arabic and the chairman of the committee.

3. Miscellaneous

a) To conduct campaign for observing Qawmi Ekta Week

- It is resolved that the Department of Arabic, BHKM, will conduct a campaign in an educational institutions for observing Qawmi Ekta Week in the month of November, 2019. Dr. Md. Nasir Uddin Mondal is assigned to conduct the campaign.

b) To prepare the departmental new routine

- It is decided that the departmental new routine is need to be prepared. Accordingly Dr. Md. Nasir Uddin Mondal is assigned to prepare the departmental new routine. It will be effected from 01/11/2019.

The Meeting ended with a vote of thanks to the chair.

Dr. Md. Nasir Uddin Mondal
(Dr. Md. Nasir Uddin Mondal)
Head, Dept. of Arabic, BHKM

Dr. M.N. Mondal
Head
Department Of Arabic
Bamanpukur H. Kabir Mahavidyalaya
Bamanpukur, North 24 Pgs.

Biswas

Principal



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Meeting of the Department of Arabic Bamanpukur Humayun Kabir Mahavidyalaya Bamanpukur, Minakhan, North 24 Parganas

Meeting No.	10	Date	30/03/2020
Place	Google Meet Platform	Time	10:00 a.m.

Members of the committee:		Members present in the meeting:
Sl. No.	Name of the member	Signature of the member
1	Dr. Md. Nasir Uddin Mondal	
2	Mr. Debraj Howlader	
3	Dr. Runa Das Choudhuri	
4	Ms. Minakshi Biswas	
5	Ms. Paramita Mondal	

An online meeting of the department of Arabic (Departmental Committee) was held on 30/03/2020 at 10:00 a.m. on Google Meet Platform to discuss and resolve the following agenda. Dr. Md. Nasir Uddin Mondal, Assistant Professor and Head, Department of Arabic is voted to the chair. Dr. Mondal welcomed all the members present and extended his good wishes on behalf of the department. Thereafter, the meeting started and he reported the members about the agenda.

- To Confirm the resolutions of the previous meeting, held on 17/02/2020**
 - The resolutions of the previous meeting, held on 17-02-2020 were read and confirmed by the members.
- To switch over the classes to online mode from offline mode**
 - It is resolved that the classes of the department will be switched over to online mode from offline mode on and from 01/04/2020 due to pandemic situation.
- Miscellaneous**
 - No matter to discuss and resolve

The Meeting ended with a vote of thanks to the chair.

(Dr. Md. Nasir Uddin Mondal)
Head, Dept. of Arabic, BHKM
Dr. M.N. Mondal
Head
Department of Arabic
Bamanpukur H. Kabir Mahavidyalaya
Bamanpukur, North 24 Pgs.

Continued with 12/03/2020

Principal



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Meeting of the Department of Arabic Bamanpukur Humayun Kabir Mahavidyalaya Bamanpukur, Minakhan, North 24 Parganas

Meeting No.	13	Date	23/04/2021
Place	Google Meet Platform	Time	10:00 a.m.

Members of the committee:

Members present in the meeting:

Sl. No.	Name of the member	Signature of the member
1	Dr. Md. Nasir Uddin Mondal	
2	Mr. Debraj Howlader	
3	Dr. Runa Das Choudhuri	
4	Dr. Minakshi Biswas	
5	Ms. Paramita Mondal	

A meeting of the department of Arabic (Departmental Committee) was held on 23/04/2021 at 10:00 a.m. on the Google Meet Platform to discuss and resolve the following agenda. Dr. Md. Nasir Uddin Mondal, Assistant Professor and Head, Department of Arabic is voted to the chair. Dr. Mondal welcomed all the members present and extended his good wishes on behalf of the department. Thereafter, the meeting started and he reported the members about the agenda.

- To Confirm the resolutions of the previous meeting, held on 24/12/2020**
 - The resolutions of the previous meeting, held on 24/12/2020 were read and confirmed.
- To commence the departmental classes**
 - It is resolved that the classes of the department for the semester - II, IV & VI will be commenced on and from 01/05/2021.
- To prepare the departmental routine and academic calendar**
 - It is resolved that the departmental routine and academic calendar will be prepared and published thereafter before the commencement of the classes. Dr. M. N. Mondal

Principal



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is assigned to prepare the departmental routine and academic calendar and take necessary steps to publish them.

4. To select the names of the paper – in – charges and examiners

- It is decided that the names of the paper in charge(s) and examiners will be as follows:

Paper code	Paper-in-charge	Examiner
ARBGCOR02T/ARBHGEC02T	Dr. Md. Nasir Uddin Mondal	Dr. Md. Nasir Uddin Mondal
ARBGCOR04T/ARBHGEC04T	Dr. Md. Nasir Uddin Mondal	Dr. Md. Nasir Uddin Mondal
ARBGDSE02T	Dr. Md. Nasir Uddin Mondal	Dr. Md. Nasir Uddin Mondal
ARBGGEC02T	Dr. Md. Nasir Uddin Mondal	Dr. Md. Nasir Uddin Mondal

5. To complete the Internal Assessment

- It is resolved that the Internal Assessment will be completed before 10/07/2021. Dr. M. N. Mondal is assigned to complete the task.

6. To dissolve the departmental classes

It is decided that the classes of the department will be dissolved before five days from the commencement of the examination (Even Semester) to enable the students to prepare for the examination.

7. To decide the method of teaching

- It is resolved that the classes will be held in spaced learning method keeping in mind slow learners apart from regular class lecture mode of teaching.

8. Miscellaneous

a) To evaluate the result of the departmental students

- It is resolved that the results of the semester - II, IV and VI will be evaluated immediately after the publication of the result. Dr. M.N. Mondal is assigned to evaluate the result.

The Meeting ended with a vote of thanks to the chair.

Md. Nasir Uddin Mondal.
(Dr. Md. Nasir Uddin Mondal)
Head, Dept. of Arabic, BHKM

Dr. M.N. Mondal
Head
Department Of Arabic
Bamanpukur H.Kabir Mahavidyalaya
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Biswas

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Meeting of the Department of Arabic Bamanpukur Humayun Kabir Mahavidyalaya Bamanpukur, Minakhan, North 24 Parganas

Meeting No.	21	Date	24/12/2022
Place	Arabic Departmental Room	Time	2:00 p.m.

Members of the committee:

Members present in the meeting:

Sl. No.	Name of the member	Signature of the member
1	Dr. Md. Nasir Uddin Mondal	<i>Dr. Md. Nasir Uddin Mondal</i>
2	Mr. Debraj Howlader	<i>Debraj Howlader</i>
3	Dr. Ruma Das Choudhuri	<i>Ruma Das Choudhuri</i>
4	Dr. Minakshi Biswas	
5	Ms. Paramita Mondal	<i>Paramita Mondal</i>

A meeting of the department of Arabic (Departmental Committee) was held on 24/12/2022 at 2:00 p.m. at the Arabic Departmental Room to discuss and resolve the following agenda. Dr. Md. Nasir Uddin Mondal, Assistant Professor and Head, Department of Arabic is voted to the chair. Dr. Mondal welcomed all the members present and extended his good wishes on behalf of the department. Thereafter, the meeting started and he reported the members about the agenda.

- To Confirm the resolutions of the previous meeting, held on 26/07/2022**
 - The resolutions of the previous meeting, held on 26/07/2022 were read and confirmed by the members.
- To prepare plan of Action for the year 2023**
 - It is resolved that the following programmes will be organized and conducted on behalf of the department in the year 2023

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Sl. No.	Name of the Dept.	Name of the Programme	Objectives	Year	Date	Time	Venue	Organizing Secretary	Probable Budget
1	Dept. of Arabic	Library Day	To help students to enrich their knowledge	2023	02/05/2023	1 p.m.	College Library	Dr. M. N. Mondal	Nil
2	Dept. of Arabic	Quiz	To evaluate the knowledge of students	2023	10/05/2023	12 noon	Room No. 34	Dr. M. N. Mondal	Nil
3	Dept. of Arabic	Extempore	To enable students to speak and analyse the issue on spot	2023	13/05/2023	1 p.m.	Room No. 33	Dr. M. N. Mondal	Nil
4	Dept. of Arabic	Debate	To enhance the skill of convincing opposition	2023	13/09/2023	1 p.m.	Room No. 33	Dr. M. N. Mondal	Nil
5	Dept. of Arabic	Student's Seminar	To develop student's speaking and discussion skill	2023	20/09/2023	2 p.m.	Room No. 34	Dr. M. N. Mondal	Nil
6	Dept. of Arabic	Wall Magazine	To develop thinking and writing skill	2023	29/11/2023	2 p.m.	College Corridor	Dr. M. N. Mondal	Nil

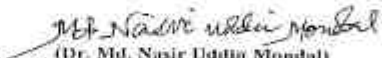
Further it is decided that Dr. Md. Nasir Uddin Mondal, Head, Department of Arabic, will organize and conduct the programmes as per the schedules.

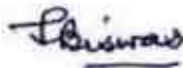
3. Miscellaneous

a) To discuss and resolve on CO & PO

- The members have discussed on the CO & PO for the department and unanimously requested Dr. Mondal to analyze the CO & PO.

The Meeting ended with a vote of thanks to the chair.


(Dr. Md. Nasir Uddin Mondal)
Head, Dept. of Arabic, BHKM
Dr. M. N. Mondal
Head
Department of Arabic
Bamanpukur H. Kabir Mahavidyalaya
Bamanpukur, North 24 Pgs.



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DEPARTMENT OF SOCIOLOGY

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Meeting of the Department of Sociology
Bamanpukur Humayun Kabir Mahavidyalaya
Bamanpukur, Minakhan, North 24 Parganas

Meeting No.	05	Date	20/06/2019
Place	B. A. General Room	Time	2:00 p.m.

Members present in the meeting:

A meeting of the department of Sociology (Departmental Committee) was held on 20/06/2019 at 2:00 p.m. at the B. A. General Room to discuss and resolve the following agenda. Mr. Debraj Howlader, Co-ordinator, Department of Sociology is voted to the chair. Mr. Howlader welcomed all the members present and extended his good wishes on behalf of the department. Thereafter, the meeting started and he reported the members about the agenda.

Sl. No.	Name of the member	Signature of the member
1	Mr. Pankaj Das	<i>Pankaj Das</i>
2	Mr. Debraj Howlader	<i>Debraj Howlader</i>
3	SK. Saifur Rahman	<i>SK. Saifur Rahman</i>

1.To confirm the resolutions of the previous meeting, held on 24/12/2018

The resolutions of the previous meeting, held on 24/12/2018 were read and confirmed.

2.To commence the departmental classes

It is resolved that the classes of the department for the semester – I, III & Part-III (Under 1+1+1 System) will be commenced on and from 01/07/2019.

3.To prepare the departmental routine and academic calendar

It is resolved that the departmental routine and academic calendar will be prepared and published thereafter before the commencement of the classes. SK. Saifur Rahman is assigned to prepare the departmental routine and academic calendar and take necessary steps to publish them.

Saifur Rahman

Principal



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4.It is resolved that the names of the paper in charge(s) will be as follows:

Paper code	Paper-in-charge
SOCGGR01T/SOCGGR02T	SK. Saifur Rahman
SOCGGR03T	SK. Saifur Rahman
SOCG - IV	SK. Saifur Rahman

5.To dissolve the departmental classes

It is decided that the classes of the department will be dissolved before seven days from the commencement of the examination to enable the students to prepare for the examination.

6.Miscellaneous

No matter to discuss and resolve.

The meeting ended with a vote of thanks to the chair.

Signature
(Co-ordinator, Dept. of Sociology)

Principal



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2020

Meeting of the Department of Sociology
Bamanpukur Humayun Kabir Mahavidyalaya
Bamanpukur, Minakhan, North 24 Parganas

Meeting No.	09	Date	10/02/2020
Place	B. A. General Room	Time	2:00 p.m.

Members present in the meeting:

Sl. No.	Name of the member	Signature of the member
1.	Dr. Runa Das Chaudhuri	<i>Runa Das Chaudhuri</i>
2	Dr. Md. Nasir Uddin Mondal	<i>Md. Nasir Uddin Mondal</i>
3	Mrs. Minakshi Biswas	<i>Minakshi Biswas</i>

A meeting of the Department of Sociology was held on 10.2.2020 at 2 p.m. at the BA General Room to discuss and resolve the following agenda. Dr. Runa Das Chaudhuri is voted to the Chair. Dr. Das Chaudhuri welcomed all the members present and extended her good wishes on behalf of the Department. Thereafter the meeting started and she reported about the agenda.

1. Confirmation of resolution of earlier meeting held on 24.12.2019.

The minutes of the previous meeting held on 24.12.2019 were read and confirmed.

2. Proposal of departmental student seminar

It is resolved that a departmental student seminar titled 'Caste and Tribe in India' will be organized by the Department of Sociology.

It is resolved that Dr. Runa Das Chaudhuri will be in charge of selecting papers for presentations from students.

It is resolved that Dr. Runa Das Chaudhuri will be in charge of preparing the brochure, programme schedule, maintaining official records and writing the detailed report following the seminar.

3. Miscellaneous

No matter to discuss and resolve.

The meeting ended with a vote of thanks to the chair.

Minakshi Biswas

Principal



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Meeting of the Department of Sociology
Bamanpukur Humayun Kabir Mahavidyalaya
Bamanpukur, Minakhan, North 24 Parganas

Meeting No.	14	Date	25/01/2021
Place	Google Meet Platform	Time	12:00 p.m.

Members present in the meeting:

Sl. No.	Name of the member	Signature of the member
1.	Dr. Runa Das Chaudhuri	<i>Runa Das Chaudhuri</i>
2	Dr. Md. Nasir Uddin Mondal	<i>[Redacted Signature]</i>
3	Dr. Minakshi Biswas	<i>Minakshi Biswas</i>

A meeting of the Department of Sociology was held online on 25/01/2021 at 12 p.m. to discuss and resolve the following agenda. Dr. Runa Das Chaudhuri is voted to the Chair. Dr. Das Chaudhuri welcomed all the members present and extended her good wishes on behalf of the Department. Thereafter the meeting started and she reported about the agenda.

1. Confirmation of resolution of earlier meeting held on 24.12.2020

The minutes of the previous meeting held on 24.12.2020 were read and confirmed.

2. Proposal of state level webinar

It is resolved that the department will be conducting a state level webinar on the theme 'Class Societies in Urban India' on 19.2.2021 from 5.30-7 p.m.

It is resolved that Dr. Runa Das Chaudhuri will be in charge of selecting the resource person for the webinar, maintaining official records, brochure making and preparing programme schedule, for issuing e-certificates to participants and writing the detailed report of the webinar.

3. Decision about inviting resource person of state level webinar

It is resolved that the resource person of state level webinar 'Class Societies in Urban India' will be Dr. Aniksha Roy, Faculty, Department of Sociology, The Bhawanipur Education Society College, University of Calcutta.

4. Miscellaneous

No matter to discuss and resolve.

The meeting ended with a vote of thanks to the chair.

Biswas

Principal



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2022

Meeting of the Department of Sociology
Bamanpukur Humayun Kabir Mahavidyalaya
Bamanpukur, Minakhan, North 24 Parganas

Meeting No.	23	Date	29/04/2022
Place	B.A. General Room	Time	2:00 p.m.

Members present in the meeting:

Sl. No.	Name of the member	Signature of the member
1.	Dr. Runa Das Chaudhuri	<i>Runa Das Chaudhuri</i>
2.	Dr. Md. Nasir Uddin Mondal	<i>Md. Nasir Uddin Mondal</i>
3.	Dr. Minakshi Biswas	<i>Minakshi Biswas</i>

A meeting of the Department of Sociology was held online on 29/04/2022 at 2 p.m. to discuss and resolve the following agenda. Dr. Runa Das Chaudhuri is voted to the Chair. Dr. Das Chaudhuri welcomed all the members present and extended her good wishes on behalf of the Department. Thereafter the meeting started and she reported about the agenda

1. Confirmation of resolution of earlier meeting held on 07.02.2022

The minutes of the previous meeting held on 07.02.2022 were read and confirmed.

2. To switch over the classes to online from offline

It is resolved that the classes of the department for the semester – II, IV & VI will be switched over to online from offline on and from 02/05/2022 as per Govt. order No.— This online mode of classes will run till 15/05/2022.

3. Miscellaneous

No matter to discuss and resolve

The meeting ended with a vote of thanks to the chair.

Principal



BAMANPUKUR HUMAYUN KABIR MAHAVIDYALAYA

ESTD. – 2007

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Decisions and action taken Report

DEPARTMENT OF PHILOSOPHY

[Meeting-Minutes]

Principal



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Department / Cell / Committee of _____

Date 02.01.2022

NOTICE

This is to notify all that an urgent meeting of the department of philosophy will be held on 03.01.2022 at 2pm at BA General Room to discuss and resolve the following agenda. All the members of the Committee are requested to joining the meeting.

Agenda:

1. To confirm the resolution of the previous meeting.
2. To switch over the classes to online mode from offline.
3. Miscellaneous.

Signature of the Principal

S. K. Mahapatra
Bamanpukur, 24 Parg (W)



Pranabita Mondal

Signature of the Principal

মিটিং রেজল্যুশন বই MEETING RESOLUTION BOOK

Meeting No.	DATE	TIME	NAME OF MEMBERS PRESENT
12011	03/01/2022	2:00 PM	1. Dr. S. K. Mahapatra 2. Dr. S. K. Mahapatra 3. Dr. S. K. Mahapatra 4. Dr. S. K. Mahapatra 5. Dr. S. K. Mahapatra

Meeting of the Department of Philosophy
Bamanpukur Humayun Kabir Mahavidyalaya
Bamanpukur, North 24 Parganas

Meeting No.	DATE	TIME
12011	03/01/2022	2:00 PM

An online meeting of the department of Philosophy (Departmental Committee) was held on 03/01/2022 at 02:00 pm on the Google Meet Platform in discuss and resolve the following agenda. Mr. Pranabita Mondal, Assistant Professor and Head, Department of Philosophy is present in the chair. Mr. Mondal welcomed all the members present and extended her good wishes on behalf of the department. Thereafter, the meeting started and she reported the members about the agenda.

1. To Confirm the resolutions of the previous meeting, held on 12/01/2021
2. The resolutions of the previous meeting, held on 12/01/2021 were read and confirmed by the members.
3. To switch over the classes to online from offline
4. It is resolved that the classes of the department for the semester I, II & V will be switched over to online from offline on and from 03/01/2022 at per Govt. order No- _____
5. Miscellaneous
6. For matter to discuss and resolve

The Meeting ended with the vote of thanks to the chair.

Pranabita Mondal

Department of Philosophy
Bamanpukur, 24 Parg (W)

S. K. Mahapatra

Principal

Principal



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DEPARTMENT OF Geography

[Meeting-Minutes]

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Date: 25/10/2019

Department/Cell/Committee of: Geography

NOTICE

A Meeting of the Department of Geography (Departmental Committee) BHKM Mahavidyalaya will be held on 27/10/2019 at 3:00 PM in the departmental cultural of Geography with the following agenda:-

Agenda:-

- 1) Preparation of Academic Calendar
- 2) Framing the departmental Rules.
- 3) Discussion about departmental placement, Quiz, Debate, Extempore and Literary Day, etc.
- 4) Miscellaneous

Date: 27.10.2019
To: Chairperson



Tapas Kumar
Sikdar

Signature



মিঃ প্রজ্ঞাশন বহি

MEETING RESOLUTION BOOK

Sl. No.	NAME OF MEMBER'S PRESENT	Sl. No.	NAME OF MEMBER'S PRESENT
---------	--------------------------	---------	--------------------------

01	Tapas Kumar	01	Tapas Kumar
02	Pragnan Bha	02	Pragnan Bha
03	...	03	...
04	...	04	...
05	...	05	...
06	...	06	...
07	...	07	...
08	...	08	...
09	...	09	...
10	...	10	...

Sl. No.	Agenda
1	Item-I:- Confirmation of the resolution of the body meeting held on 10/10/2019
2	Item-II:- Preparation of Academic Calendar
3	Item-III:- Framing the departmental Rules
4	Item-IV:- Discussion about departmental placement, Quiz, Debate, Extempore and Literary Day, etc.
5	Item-V:- Miscellaneous

Principal

Principal



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Date: 14/11/20

Department / Cell / Committee of: Geography

NOTICE

As members of Departmental Committee (Geography Department) are requested to presence present in the meeting held on 14th Nov at 1:30 PM on Geography Department with the following agenda:

- Agenda:-
i) Preparation of first position (Quarterly Meeting)
- Discussion about Library Day.
- Any other business.



Topic: Library Day

Signature of the charge



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MEETING RESOLUTION BOOK

Sl. No.	Topic	Date	Time	Place
1	11/11/20	1:30 PM	1:30 PM	1:30 PM

Sl. No.	Topic	Date	Time	Place
1	11/11/20	1:30 PM	1:30 PM	1:30 PM
2	11/11/20	1:30 PM	1:30 PM	1:30 PM
3	11/11/20	1:30 PM	1:30 PM	1:30 PM
4	11/11/20	1:30 PM	1:30 PM	1:30 PM
5	11/11/20	1:30 PM	1:30 PM	1:30 PM
6	11/11/20	1:30 PM	1:30 PM	1:30 PM
7	11/11/20	1:30 PM	1:30 PM	1:30 PM
8	11/11/20	1:30 PM	1:30 PM	1:30 PM
9	11/11/20	1:30 PM	1:30 PM	1:30 PM
10	11/11/20	1:30 PM	1:30 PM	1:30 PM

Signature / Name of the member

Item I:- Implementation of resolution of early meeting held on 10/11/20.

Item II:- Preparation of first position:-
As per the decision of Academic Council, first position will be submitted on 14/11/20. It is requested to prepare the same and submit it to the Academic Council on due time.

Item III:- Discussion about Library Day.
As per the decision of Academic Council on Library Day will be conducted on 14/11/20. It is requested to prepare the same and submit it to the Academic Council on due time.

After taken Report:-
1) First position of Geography Department has been done.
2) Library Day has been decided.

Principal

Principal

Principal



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10/05/2022

Department / Cell / Committee of Geography

NOTICE

All members of departmental Committee (Geography Department) are requested to presence present in the meeting that will be held on 10/05/2022 at 2:30 PM in a General room in the library building agenda -

Agenda:
1. Discussion regarding the departmental cell magazine and library day
2. Minutes



Dr. Chatterjee



Tapas Kumar

Signature of the Principal

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MEETING RESOLUTION BOOK

Sl. No.	NAME OF MEMBERS PRESENT	DATE	TIME	PLACE
01	Dr. Tapas Kumar	10/05/2022	2:30 PM	Library
02	Dr. Chatterjee	10/05/2022	2:30 PM	Library
03	Dr. Chatterjee	10/05/2022	2:30 PM	Library
04	Dr. Chatterjee	10/05/2022	2:30 PM	Library
05	Dr. Chatterjee	10/05/2022	2:30 PM	Library
06	Dr. Chatterjee	10/05/2022	2:30 PM	Library
07	Dr. Chatterjee	10/05/2022	2:30 PM	Library

Agenda:

- Confirmation of the resolutions of the last meeting held on 10/05/2022.
- Decision regarding the departmental cell magazine and library day.
- Minutes.

A meeting of the Department of Geography (Departmental Committee) was held on 10/05/2022 at 2:30 PM in a General room in the library building agenda -

Dr. Tapas Kumar in chair.

Having discussed the agenda, the members have unanimously resolved that the departmental cell magazine and library day will be held on 10/05/2022 and it will be held in the library building and submit it to the Headmaster's Council in due time.

Action Taken Report:-

1. Departmental Cell Magazine and Library Day has been done.

Principal

Principal



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DEPARTMENT OF LIBRARY

[Meeting-Minutes]

Principal



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2020

Page: 10/3/20
Date: 10/3/20

Meeting of "Library Committee"
Bamanpukur Humayun Kabir Mahavidyalaya

Meeting No.: BHKM/10/04/20
Date: 10/03/2020

Place: Library Room
Time: 2.00 pm

Signatures:

1. Sukanya Malik (Convener of LC)
2. Ashis Biswas
3. Lebranj Haldar
4. Purna Das Chaudhuri
5. Sikha Guin (mail)

A meeting of the "Library Committee" was held on 10/3/20 at 2 pm at the "Library room" to discuss and resolve the following agenda.

Mrs. Sukanya Malik welcomed all the members present and extended her good wishes on behalf of Library committee. Then, the meeting was started and she reported the members about the agenda.

1. To form the "Library committee"

All the present members gave consent to be the members of the library committee. All the members showed full support and accepted to work actively in all the programmes to be organized by library committee. After that, it was resolved that the following are the members of the "Library committee of Bamanpukur Humayun Kabir Mahavidyalaya".

1. Sukanya Malik (convener)

Biswas

Principal



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2020

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2. Dr. Rana Das Chaudhuri, Asst. prof. of Sociology
3. Mr. Debraj Howladar, Asst. prof. of Bengali
4. Mr. Aship Bhowmik, Asst. prof. of English
5. Mrs. Sikha Bhowmik, Asst. prof. of English

To discuss about the development of the library.

It was decided and resolved that the pending work in the extended library room would be completed and cleaning of library should be done regularly.

3. Miscellaneous

No matter to discuss and resolve.

The meeting was ended with a vote of thanks to the chair.

Principal



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Memo No. BHKM/LA/02/2021

Date 24/12/2021

Minutes of Meeting

Members present in Library Committee Meeting were greeted at first & then the agenda were read & discussed.

Dated → 24/12/2021

Time → 2 P.M.

Place → Principal's chamber.

1. Sanjoy Ghose
2. Nityanjoy Mandal
- 3.
4. Anghadev Paul
5. Sukanya Mallik (Librarian)

1. The resolutions of last meeting held on 18/03/2021 were read and these were not fully confirmed. Plumbing works was not completed.

2. It was resolved that the BEUP of honourable MLA 122 Minakhan (SC) assembly constituency accepted with thanks. It was resolved that vitrified tiles flooring along with plumbing and other works would be completed. Further resolved that construction of stair case, rooms at 2nd floor would be completed along with this work. Further resolved that plumbing and other brick works along with mables to be laid in the ground floor ascertained.

It was resolved that these three works could be named as PART 1, PART 2 & PART 3. It was also resolved that an amount of Rs. 10, 50,000/- (rupees ten lakhs and fifty thousand only) would be spent inclusive of BEUP as follows:

PART 1: Planned cost Rs.347948.80/-

PART 2: Estimated cost Rs.349410.50/-

PART 3: Estimated cost Rs.473116.52/-

It was resolved that an amount of Rs. 3,00,000/-, Rs. 3,00,000/- and Rs.4,50,000/- (total ten lakhs and fifty thousand rupees only) would be sanctioned as the estimated cost for PART 1, PART 2 and Part 3 respectively.

Then the Principal was requested to submit the utilization certificate soon after completion of the work.

The meeting was ended with the vote of thanks to the chair.

Principal



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2022

Meeting No. : <u>BHKM / LC / 01 / 22</u>	Page : <u>14/09/2022</u>
Place : <u>Library</u>	Time : <u>3 pm</u>

A meeting has been organized by the Librarian, also the members of "Academic Council", in the teachers' room on 14/09/2022 at 3:00 pm. Then the Sukanya Malik welcomed all the members and started meeting by reporting following agenda.

Signatures : Sukanya Malik 14/9/22

1. Arghadeep Paul.
2. Rakha Sainikar
3. Sudipika Dasgupta 14.09.22.
4. Tapas Patra.
5. Omar Khayam Ahamed.
6. Kousik Choudhury 14.09.2022
7. Md. Nasiruddin Mondal 14/09/22
8. Renu Das Choudhuri 14/09/22
9. P. Bhatia 14.09.22
10. Subraj Kumar 14.09.22
11. Ashu Biswas
12. Sukanya Malik (Librarian)

Agenda & Resolutions

1. Confirmation of the resolution of previous meeting. The resolution of early meeting held on 14/09/22 is confirmed.
2. Circulation of the format for information regarding assignments. Resolved that all departments will submit a summary sheet of information regarding assignments of session 2022-2023 within 15/09/2022. A format of information sheet has been circulated to all HODs or representatives.
3. Submission of information sheet : The information sheet regarding assignments of 2022-23 should be submitted only through HOD of the departments.

Biswas

Principal



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2022

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4. Format of mode of evaluation's
Those who conduct internal examinations through other mode except assignments, should prepare an assignment sheet ~~tests~~ in due format and should mention there clearly that there will be no assignment (with paper code, semester & name of paper-in-charge)

5. Conduction of training programme on KOMA.
It was decided and resolved that a training programme will be conducted in November 2022 for the students so that they can use OPAC easily.

6. Miscellaneous

No such matter was to discuss and resolve.

The meeting was ended with vote of thanks to the chair.

Biswas

Principal



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Strategic Policy Deployment

Appointment Procedure

Principal

Steps of appointment upto confirmation –attach model papers



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Of the institutional perspective plan is effectively deployed and functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules, and procedures, etc

2017-2023

- a. Organogram
- b. Plan of Action and Achievement of IQAC
- c. Code of Conduct- Students
- d. Code of Conduct- Staff

Principal



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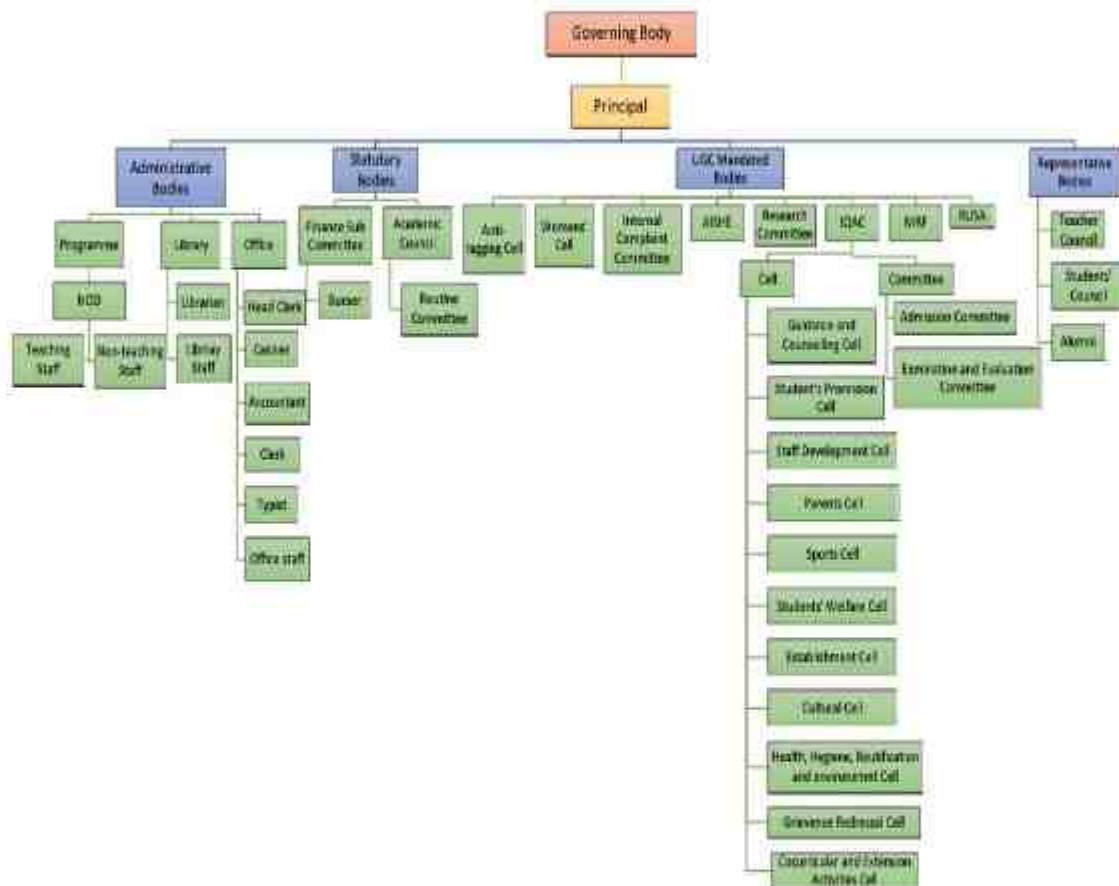
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ORGANOGRAM



Biswas

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2017-2023

Plan of Action and Achievement of IQAC

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Plan of Action	Achievements
Academic proposals:	
Opening of new courses of emerging areas with due consideration to the recommendation of the NAAC Peer Team.	No action could be taken due to introduction of CBCS and semester system from the ongoing session.
Opening of Post-Graduation courses in Bengali, History and English.	Necessary process has not yet been initiated.
Administrative proposals:	
More initiative to appoint required number of permanent staff to meet inadequacy of staff members.	Eight new posts of Non-Teaching staff including Librarian is sanctioned by the Govt. of West Bengal
Completion of construction of renovation of college building.	Revision of staff pattern is going on as per Government order.
Installation of bio-metric attendance terminal for teachers and staff	Construction has been completed. Installation has been successfully completed.
Proposals relating to Research and consultancy:	
Ensure more initiative on the part of Seminar & Research Forum to motivate faculty members to actively participate in different research activities.	Some initiatives have been adopted and Five teachers working on their Ph.D. thesis and one of them has been awarded degree.
Ensure organization of research and professional development activities by all the academic departments.	
Organization of Student Satisfaction Survey by the Seminar & Research Forum.	Initiative has been taken.
Proposals relating to Cultural programmes:	
Increase the number of events in the Annual College Cultural Programme.	No such improvement has been found
Increase the number of participation in external cultural competition	No such improvement has been found

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Proposals relating to Games & Sports:	
Inter class game and sports events be regularized and overcoming problems if any	No initiative have been adopted.
Ensure participation of students in state as well as national level games & sports competition.	No initiative have been adopted.
Proposal relating to community extension programme:	
Normal programmes of NSS unit should include more programmes based on science and environment.	Some positive initiatives have been adopted. 50 students have participated in the Swaccha Bharat Summer Internship programme and awarded accordingly.
Organization of more community extension programmes by the cadets of NSS	
Organization of community extension programme and social action programmes by the students other than NSS.	More participation is noticed in mobilising school students of the locality for communal harmony
Proposal for College Library	
Completion of renovation of the library	Work has been completed very recently.
Installation of CCTV and introduce RFID technologies.	Process could not initiated due to the fact that renovation work of the central library was going on throughout the year and has completed very recently.
Installation of separate Cloud Server for own Website and remote access of WEBOPAC	Same as above.
Ensure procurement of new books according to revision of syllabus	
Opening separate website for Central Library	No action has been taken.
Others:	
Regularization of activities of Grievance Redressal Cell	No positive action has been found to be adopted.
Creation of awareness among the students about the anti-ragging policy formulated by the UGC.	Some initiatives have been adopted by the anti-ragging cell.
Initiatives have to be taken by all the academic departments to tap the alumni for development of the institution.	No positive action has been found to be adopted.

Principal



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Plan of Action	Achivements/Outcomes
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.
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. http://bhkm.org/bhkm-new/pdf/1578825608_Doc.pdf 2. http://bhkm.org/bhkm-new/pdf/1578825665_Doc.pdf
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 whatsapp group for doing the same.
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.
Renovation of 1st and 2nd floor of the main building	Almost Completed
Organization of gender equality programme as a part of extension activities of the institution	Initiative has been taken.
Procurement of books according to the changes in UG syllabi.	Total 80 books are purchased following the new CBCS syllabus costing Rs. 19896.
Organization of development programmes for the support staff	Organised
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.

Biswas

Principal



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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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Plan of Action	Achievements/Outcomes
Publication book with ISBN from the college	An edited book has been published entitled
Completion of Academic Administrative Audit	Initiation taken
Completion of Gender Audit	Initiation taken
Formation of Different committees to support the IQAC Services	12 committees are formed along with the statutory Committees to support the IQAC services. Separate room has been allotted for all committees.
Framing the Perspective plan of the College	A detailed perspective plan has been prepared for the college containing all aspects of the college like, Academic, teaching, learning evaluation, infrastructure , staff development etc.
Framing the policy documents of the college	Total 12 policy- related documents have been prepared and circulated to all stakeholders.
Development Activities of the college	The Development of Playground and the internal pathways has been completed.
Motivate faculty members to participate in different workshop or	6 teachers have actively participated in different workshops, online webinar, MOOC Courses, Faculty Development Programmes.

faculty development programmes	
Conduct of Career Counseling programme	Career counseling programme has been conducted in collaboration with RICE (A famous career counseling organization) .

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Plan of Action	Achievements/Outcomes
Completion of pending AQAR and submit to the NAAC .	AQAR for 2019-20 is completed and submitted to NAAC.
Renovation and updation of Library system.	The Library system has be updated through new cataloging system in COHA. Registration has been made in Iflibnet, and related E-library system.
Arrange for feedback responses from students, teachers, parents & Alumni on syllabus.	Feedback collected, analyzed, discussed in the departmental committee meeting for taking action.
Development and application of quality benchmarks / parameters for the various academic and administrative activities of the institution.	A quatality benchmark / parameter has been prepared for academic and administrative service of the college so that Academic and Administrative Audit can e done by following the parameter.
Participation in NIRF- 2022-23	Application made for NIRF-2022
Development of Self-appraisal system for teachers and non-teaching staff.	A self appraisal system has been prepared for teachers and non-teaching staff. Initiative has been taken to collect the self appraisal from all staff.
Increase the facilities for differently abled students.	Initiatives are taken to arrange a wheel chair and toilet for disable students.
Preperation and publication of Academic Calendar and Course calendar on time focusing on the OBE.	Academic calendar and course calendars have been prepared and uploaded in the college website before commencement of the class by following the OBE.
Preparation of College Archive.	Initiative has been taken to prepare a college achieve, so that old reports and other documents can be collected easily.
Updation of ICT infrastructure.	The ICT facilities are repaired.

Biswas

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	and updated. New software is purchased for Finance.
Organization of career oriented programme for students.	Two career counselling programmes have been organised.
Organization of orientation programmes for new students	Orientation programme has been conducted centrally as well as department wise.
Arrangement of Sanitary vending machine, and water ATM for students.	Application made to the MP for fund from the MPLAD.
Implementation of Students' Mentoring System.	Students' Mentoring system has been introduced by following the NAAC Guideline.

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Plan of Action	Achievements/Outcomes
Take initiative for the installation of the sanitary vending machine, and Water ATM	One Sanitary vending machine has been installed.
Prepare plan for making campus more divayang friendly toilet.	A Divayanga Friendly toilet has been constructed.
Prepare plan for playground development.	Plan have been prepared with external expert ad submitted to the college authority for approval.
Encourage to Conduct seminar on IPR, Career related workshop.	3 career related workshop have been organized.
Prepare plan for the Installation of solar panel.	Plan has been prepared and submitted to Higher Education Department, Govt. of West Bengal for fundig.
Prepare plan for the upgradation of Surveillance infrastructure.	Plan has been prepared and submitted to Higher Education Department, Govt. of West Bengal for fundig.
Prepare plan for the upgradation of ICT infrastructure.	Plan has been prepared and submitted to Higher Education Department, Govt. of West Bengal for fundig.
Prepare plan for the upgradation of Library.	Plan has been prepared and submitted to Higher Education Department, Govt. of West Bengal for fundig.
Take initiative for the buying Computer equipments such as the later version of mouse, keyboard, UPS.	Few equipments have been purchased.
Take initiative for the buying Colour Printer academic and administrative purpose.	A colour printer has been purchased.
Take initiative for the installation of new upgraded water purifier for cleaner	can not be achieved.

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water.	
Make preparation for NEP-2020.	3 meeting cum workshop have been conducted.
Encourage teachers for publishing in the UGC Care list of journals.	teachers are encouraged. Only one teacher published paper in UGC Care list journal.
Take initiative for the modification of feedback system as per NAAC guidelines.	feedback system modified, collected and analysed.
Take initiative for the completion the automation of the college library.	Partially done through COHA.
Plan for the repair work of the college building.	can not be achieved fully.
Encourage students to participate in the sports activity.	students are encouraged to participate in University level and college level sports activities.
Encourage to arrange gender related programmes.	one gender related programmes is conducted.

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Institutional perspective Plan deployment documents

2017-2024

CODE OF CONDUCT

STUDENTS

Principal



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CODE OF CONDUCT- STUDENTS OF THE COLLEGE

Usual Rules and Regulation to Deal with the Violation of Ethical Codes and Conducts by the Students of the College:

Failure to comply with the normal conduct and following any one of unbecoming activities will invite one or more of the sanctions as under:

- 1. Students of the College are strictly directed to adhere to the standing orders as displayed in the Fees book.**

STANDING ORDERS

1. Carrying of Identity Card/Fee Book within the College Campus is mandatory.
2. Loitering or gathering in the corridor is prohibited.
3. Entertaining outsiders within the college is prohibited.
4. Reading of notices is a must.
5. Strict attendance in the classes is adhered following University rules.
6. Provocation, Proxy, Unfair-means at every stage is bound by disciplinary action.
7. All right of admission, cancellation and disciplinary action is reserved.

- 2. Students are directed to follow the agreement they make during admission.**

DECLARATION

- I certify that I will provide complete and accurate responses to the items on this application. If any of the information changes, I will notify the office of BHK Mahavidyalaya in timely manner.
- I authorize release of any information submitted by me with this application to any person, firm, corporation, association, or government agency only to verify or explain information.
- I understand that the college is composed of stakeholders from many different regions, and many cultural and religious backgrounds. I agree to cooperate with all stakeholders with generosity and tolerance.
- I also understand that acceptance into the program does not obligate BHK Mahavidyalaya to provide me with any form of financial support.
- I understand the decision of the principal with regard to admission is final.
- I agree and understand that BHK Mahavidyalaya will cancel my admission, if my qualification related documents are found fraudulent / misrepresented / falsified / manipulated.



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- I agree that this application and the accompanying supporting documentation will remain with the office of BHK Mahavidyalaya even if I am not accepted into the program.
- I understand that the information I provided above will be stored in electronic form for the sole purpose of the application and admissions procedure at BHK Mahavidyalaya.
- I am aware that, the refund of tuition fees on cancellation of the admission shall be as per the rules of BHK Mahavidyalaya.
- I understand the definition of ragging and the penalty of ragging under the regulations and the order of hon'ble Supreme Court of India.
- I understand and undertake to face disciplinary action/legal proceedings including cancellation of admission/debarring from examinations, valuation and assessment process/expulsion from BHK Mahavidyalaya, if I am found guilty of any aspect of ragging.
- I am aware that use of mobile phone on the campus is prohibited wherever academic activity is going on (class rooms, laboratories, libraries, corridors etc.), and undertake to strictly follow the rule.
- I undertake to keep my guardian / parents informed about (a) my progress in studies and (b) attendance at lectures, particulars, tutorials, etc.
- I understand that, I will not be permitted to appear for my college/university examination, if I fail to satisfy the college/university authorities on any of the following counts:
 - a) At least 75% attendance separately at theory and practical classes.
 - b) Attendance and performance at the university examination / tutorials, etc.
 - c) Good disciplined behaviour & decent dress into the college premises.
 - d) Obedience to the instructions of teachers, staff and other college authorities.
 - e) Payment of college/university fees as prescribed.
- I understand that, I must secure the qualifying marks as stipulated by WBSU/college regulations in the BHK Mahavidyalaya test examination for appearing in the university examination.

3. Students are directed to follow the anti-ragging affidavit, they submit during the admission.

ANTI-RAGGING AFFIDAVIT

I, _____ (full name of student with Institute Roll Number), S/O D/O
Mr./Mrs./Ms _____, having been admitted to
_____ (name of the institution), have received or



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downloaded a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations") carefully read and fully understood the provisions contained in the said Regulations.

1. I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
2. I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
3. I hereby solemnly aver and undertake that
 - a. I will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations.
 - b. I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
4. I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.
5. I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.
6. Along with the above mentioned points I do hereby declare that
 - a) I will obey the code of conduct of the institute and do not indulge in any kind of in-disciplined activity while in and off the institution campus.

I will be solely responsible for any kind of accident/mishap caused on account of the above mentioned clause (6.a).

AFFIDAVIT BY PARENT/GUARDIAN

I, Mr./Mrs./Ms. _____ (full name of parent/guardian)
father/mother/guardian of, (full name of student with University Roll Number), having been admitted to
_____(name of the institution), have received or downloaded a copy of the
UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter
called the "Regulations"), carefully read and fully understood the provisions contained in the said Regulations.

1. I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
2. I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against my ward in case he/she is found



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guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

3. I hereby solemnly aver and undertake that
 - a. My ward will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations.
 - b. My ward will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
4. I hereby affirm that, if found guilty of ragging, my ward is liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against my ward under any penal law or any law for the time being in force.
5. I hereby declare that my ward has not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, the admission of my ward is liable to be cancelled.
6. Along with the above mentioned points I do hereby declare that
 - a. My ward will obey the code of conduct of the institute and do not indulge in any kind of in-disciplined activity while in and off the institution campus.
 - b. My ward will be solely responsible for any kind of accident/mishap caused on account of the above mentioned clause (6.a).

4. Students are directed to restrain themselves from the following activities listed as

a. Misconduct:

- i. Engaging in behaviour that disrupts or interferes with the learning experience, including talking in class while the faculty member or other students are speaking, using offensive language or personal attack, creating distractions or disturbances, sleeping, and reading unrelated materials will be treated as misconduct.
- ii. Using cell phones or other electronic devices that disrupt the learning process. The use of personal laptop computers, phones, etc. may be acceptable in some classes; however, they must be used only for note-taking or activities in direct support of the course objectives. Faculty members have the right to ask students to shut down any electronic devices.
- iii. Entering the classroom late or leaving the classroom prior to the end of class, unless exceptional circumstances arise will be treated as misconduct.

b. Cheating



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Cheating includes, but is not limited to, the following:

- i. Using resources not authorized by the faculty member (textbooks, notes, websites, the work of other students) to complete examinations or other assignments will be treated as cheating.
- ii. Giving or receiving content information relating to assignments/quizzes/tests/examinations to/from others unless authorized by the instructor to be treated as cheating.
- iii. Using unauthorized electronic equipment to be treated as cheating.
- iv. Submitting academic work previously submitted in another course without authorization will be treated as cheating.
- v. Altering or otherwise tampering with grades will be treated as cheating.

c. Plagiarism

Plagiarism is intentional or unintentional use of the intellectual creations of another source, person or organization without proper attribution. Credit must be given for every direct quotation, for paraphrasing or summarizing a work (in whole, or in part) in one's own words, and for information that is not common knowledge. Plagiarism usually takes two main forms:

- i. Stealing or passing off as one's own the ideas or words, images, or other creative works of another will be treated as plagiarism.
- ii. Using or relying upon another's work without crediting the source, even if only minimal information is available to identify it for citation will be treated as plagiarism.

d. Academic Dishonesty

- i. Copying during a test or allowing another student to copy during a test will be treated as academic dishonesty.
- ii. Giving homework, term papers, or other academic work to another student to plagiarize will be treated as academic dishonesty.
- iii. Submitting any work that is not one's own will be treated as academic dishonesty.
- iv. Falsifying information to a faculty member or College official will be treated as academic dishonesty.
- v. Altering a graded work after it has been returned, then submitting the work for re-grading without the instructor's knowledge/approval will be treated as academic dishonesty.
- vi. Stealing or improperly obtaining tests or other assessment items will be treated as academic dishonesty.
- vii. Forging signatures on College documents will be treated as academic dishonesty.
- viii. Giving false or misleading information to a faculty member in an effort to receive a postponement or an extension on a test or other assignment will be treated as academic dishonesty.



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- ix. Accessing computerized College records or systems without authorization will be treated as academic dishonesty.
- x. Unauthorized recording, reproduction, retransmission, or redistribution of course materials (e.g., lectures, hand-outs, podcasts, exams, student projects, group work, online material, etc.) will be treated as academic dishonesty.
- xi. Providing material or information to another person with knowledge that such aid could be used in any of the violations stated above will be treated as academic dishonesty.

e. Obstructive Conduct

Failure to comply with any aspect of any student disciplinary process-

- i. Falsification, distortion, or misrepresentation of information in connection with any student disciplinary process will be treated as abusive/ obstructive conduct.
- ii. Disruption or interference with the orderly process of a discipline hearing will be treated as abusive/ obstructive conduct.
- iii. Attempting to discourage an individual's proper participation in or use of any student grievance or appeals process will be treated as abusive/ obstructive conduct.
- iv. Attempting to influence the impartiality of any student disciplinary process or grievance process, or any College individual involved in the process will be treated as abusive/ obstructive conduct.
- v. Verbal or physical harassment and/or intimidation of any individual who participates in any student disciplinary process or grievance process will be treated as abusive/ obstructive conduct.
- vi. Influencing or attempting to influence another person to commit an abuse of any student disciplinary process or grievance process will be treated as abusive/ obstructive conduct.
- vii. Retaliating against any other College community member because of their participation in any student disciplinary process or grievance process will be treated as abusive/ obstructive conduct.

f. Threatening Behaviour

- i. Any written or oral communication, conduct or gesture that causes a reasonable apprehension of physical harm to a person or property will be treated as threatening behaviour.
- ii. Interference by force, threat, harassment or duress with personal safety, academic efforts, employment and/or participation in College-sponsored activities will be treated as threatening behaviour.

g. Undue Behaviour



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- i. Unauthorized access or entry (as determined by a College official) to College buildings, structures or facilities, information systems, or obtaining or providing to another person the means of such unauthorized access will be treated as undue behaviour.
- ii. Unauthorized possession, duplication or use of keys or access cards for any College property will be treated as undue behaviour.
- iii. Continued occupation of any College facility after being requested to leave by a College employee, official or designee acting in the performance of their duties will be treated as undue behaviour.

5. Sanctions

The following sanctions/consequences may be imposed by the College for a violation of the student Code of Conduct (unless stated otherwise in the Code)

- a. Verbal warning
- b. Written warning
- c. Probation – A period of observation and review of conduct during which the student or organization must demonstrate compliance with College standards. Terms of this probationary period will be determined at the time probation is imposed.
- d. Permanent or temporary removal from a course.
- e. Permanent or temporary removal from a program.
- f. Restitution – Restitution is monetary compensation required of students who have taken, misused, damaged or destroyed College property or the property of another. Amounts charged to students may include cost to repair, replace, recover, clean or otherwise account for the property affected.
- g. Suspension – the student or the organization has temporary loss of student status for a specified length of time.
- h. Expulsion from the College.

6. Rules and Regulations

- a) For the hearing, students are entitled to be accompanied by one advisor.
- b) The student's advisor shall have no role at the hearing other than to advise the student. The advisor shall not be permitted to ask or answer questions or to make oral arguments or otherwise disrupt or delay the hearing.
- c) Pre-Hearing conference: The College will convene a pre-hearing conference for the appealing student and for any other student-party to the underlying student conduct process. Each student will receive notification of this meeting by a letter explaining the nature of the appeal. The purpose of this



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meeting is for the Dean of Students Affair or designee to familiarize the students with the hearing process and to allow the students to prepare for the hearing.

- d) The Chair of the hearing committee will establish what will govern the hearing by following the guidelines below.
- i. Witness lists and all documents to be presented in the hearing will be exchanged between the Dean of Students Affairs (or designee) and the appealing student prior to the hearing.
 - ii. This process will be coordinated by the Dean of Student Affairs (or designee).



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Institutional perspective Plan deployment documents

2017-2023

CODE OF CONDUCT

STAFF

Principal



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Codes of Conduct of the Faculty and Staff

a. Code of ethics for faculty and staff:

In fulfilment of their obligations to the teaching profession, teachers will strive to:

- i. Advance the interests of the teaching profession through responsible ethical practices.
- ii. Regard themselves as learners and engage in continual professional development.
- iii. Be truthful when making statement about their qualifications and competencies.
- iv. Contribute to the development and promotion of sound educational policy.
- v. Contribute to the development of an open and reflective professional culture.
- vi. Treat colleagues and associates with respect, working with them in a very congenial environment.
- vii. Assist newcomers to the profession, disclosure is required by the law or serve compelling professional purpose.
- viii. Respect confidential information on colleagues unless,
- ix. Speak out if the behaviour of a colleague is seriously in breach of this code.

b. Responsibility and accountability:

- i. Teachers should handle the subjects assigned by the Head of the Department/Authority.
- ii. Teachers should complete the syllabus in time. Teachers shall produce good results in the subjects handled by them and are accountable for the same.
- iii. Tutor – Ward system must be effectively implemented. Teachers shall monitor the respective group of students who are attached to them.
- iv. Assignment topics for each course are to be given to the students in time.
- v. Assignments /records should be written in Note Books. The Note Books are to be collected from the students in time and returned to the students after correction.
- vi. Teachers should be good counsellors and Facilitators. They should help, guide, encourage and assist the students to ensure that the Teaching-Learning Process is effective and successful. Value based education must be their motto.
- vii. Teachers should maintain decorum both inside and outside the classroom and set a good example to the students.
- viii. Teachers should carry out other academic, co-curricular and organizational activities that may be assigned to them from time to time.

c. ID Card:

- i. It is Mandatory for students and staff to display ID cards at all times when they are in campus.
- ii. Staff should avoid taking ID cards from students when they are involved in undesirable activities. ID cards can be demanded only to ascertain the identity of students. After noting the details of student, ID card must be returned to the student concerned on the spot.



BAMANPUKUR HUMAYUN KABIR MAHAVIDYALAYA

ESTD. – 2007

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d. Communicating with Parents:

Faculty should not summon parents to the Institute under any circumstances. Parents shall be invited to the campus only on the recommendation of the College Discipline Committee/appropriate authority.

e. Students - late coming:

- i. Students should not be denied admission into the classrooms / Labs when they report late for the classes. However, such students shall automatically lose attendance for those Classes.
- ii. Teachers must desist from awarding physical punishments to students indulging in misbehaviour in the classrooms. However, they can warn such students or report to the HOD/Principal for necessary action.
- iii. Cases of indiscipline, misbehaviour or insubordination should be dealt at HOD or Principal level as such teachers should not threaten the students in the name of marks or other punitive action for their lapses or indiscipline.

f. Taking attendance:

- i. Staff members must take attendance within first 5 minutes of starting the period.
- ii. Latecomers should not be denied admission into the classes for being late. However, such students need not be given attendance.
- iii. Teachers are advised to refrain from awarding punishments like:
 - Dismissal from the class rooms,
 - Making them stand in the class rooms,
 - Summoning their parents to campus.
- iv. Trouble makers in the class rooms must be reported to the HOD/Principal / Director for further action.

g. Course diary:

Every teacher must maintain a course diary for each subject offered during semester/year. It shall have following details:

- i. Syllabus
- ii. Lecture Plan
- iii. Lecture notes for each period
- iv. Date and time of preparation
- v. Date and time of delivery

h. Class adjustment before going on leave:

- i. As per the rules of the institute staff members must adjust their classes and show the consent of the substitute teacher to the HOD before going on leave.
- ii. All the staff members are advised to strictly follow the above procedure; failing which the leave will be treated as unauthorized with loss of pay.



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i. Instructions to invigilators:

- i. Report to the Chief Superintendent at least 30 minutes before the commencement of Examination. Collect the seating arrangement, examination stationery and be present at the respective hall at least 15 minutes prior to the commencement of examination.
- ii. The candidates should be present in the examination halls before the commencement of examination and no candidate should be allowed after the commencement of the Examination. Ensure that the candidate should not carry any material except Hall ticket, ID card and non-programmable calculator into the examination halls. Programmable Calculators, Cell Phones and other electronic items are not allowed for the examinations.
- iii. Ensure that the relevant question papers are given for distribution in the hall.
- iv. Candidates are not allowed to leave the examination hall until 3 hours from the commencement of examination.
- v. Please ensure to collect the answer book from the candidates before they leave the examination hall.
- vi. Malpractice cases, if any, should be reported to the Chief Superintendent / AUR immediately. Invigilators should not take the liberty of condoning the defaulters by giving oral warning.

j. Norms for conducting university practical examinations:

- i. Practical examinations have to be conducted in the respective Laboratories/ Workshops / Drawing Halls only.
- ii. Both the examiners (Internal and External) have to assess the students for 50% of marks assigned for the practical. Internal examiners have to brief the external examiners regarding allocation of marks for each component of practical activity.
- iii. Marks must be noted on the answer sheets clearly indicating the marks awarded for each component of practical activity.
- iv. Both the examiners must sign on the Answer Sheets as well as on the award lists.