YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	BAMANPUKUR HUMAYUN KABIR MAHAVIDYALAYA
• Name of the Head of the institution	DR. SUBHASH BISWAS
• Designation	PRINCIPAL
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	09830362656
• Mobile No:	9830362656
• State/UT	WEST BENGAL
• Pin Code	743425
2.Institutional status	
• Affiliated / Constitution Colleges	Affliated college
• Type of Institution	Co-education
• Location	Rural

• Financial Status	UGC 2f and 12(B)
• Name of the Affiliating University	WEST BENGAL STATE UNIVERSITY
• Name of the IQAC Coordinator	DR. ARGHADIP PAUL
• Phone No.	08017461560
• Alternate phone No.	8777023186
• IQAC e-mail address	iqacbhkmv@gmail.com
• Alternate e-mail address	paul.arghadip@gmail.com
3.Website address (Web link of the AQAR (Previous Academic Year)	http://www.bhkm.org/bhkm-new/pdf/1664168838_Doc.pdf
4.Whether Academic Calendar prepared during the year?	Yes
• if yes, whether it is uploaded in the Institutional website Web link:	http://www.bhkm.org/bhkm-new/pdf/1661233923_Doc.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.16	2016	05/11/2016	04/11/2021

6.Date of Establishment of IQAC	01/01/2014

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

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Education	Webinar	ICPR	2021	9625

8. Whether composition of IQAC as per latest NAAC guidelines	Yes
• Upload latest notification of formation of IQAC	View File

9. No. of IQAC meetings held during the year	4
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	No
• If No, please upload the minutes of the meeting(s) and Action Taken Report	View File

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

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

Development of Playground and the internal pathways: The Playground of the college was very poor condition due to the flood the college area in 2020. Hence IQAC takes initiatives to development the playground so that sports activities of the college can be performed. An application has been made to the PWD for arrangement of soil for the field development.

Framing the policy documents of the college: There is an urgent need to frame the different policies of the college administration and management. IQAC take initiatives to frame the policies of the college viz. Policy related to discipline, anti ragging, Retake examination, Leave, Extracurriclar and extension activities, RTI etc.

Various Committees are formed for support services on the recommendation of IQAC: There is need to restructure the existing committees of the college. Different committees are restructured viz. Establishment Cell, ICT and Mooc Cell, Health and Hygiene cell, Environment Cell, Students' Credit Card Cell, Students' Welfare

Cell, Staff Development Cell, Cultural Committee, Annual Day Observation day cell, Guidance and Counselling Cell, Students' Progression Cell, Sports Cell, Seminar and Research Forum, NSS, Extracurricular and Extension cell, Antiragging and Equal Opportunity Cell, Admission Committee, Academic Committee.

Framing the Perspective plan of the College: There was no documented perspective plan for the college. Usually college frames the annual plan. so there was need to frame a perspective plan atleast for five years. IQAC takes initiatives to frame a Perspective plan at different aspects of the college.

Publication book with ISBN from the college: It was planned during the framing of POA of 2018-19 that IQAC will take initiatives to publish books from the college with ISBN. Due to pandemic the process cannot be done in 2019-20. However, it has been completed in 2020. A book already been published entitled "Learning Outcomes for the 21st Century: Issues and Challenges".

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

Plan of Action	Achievements/Outcomes
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).

13.Whether the AQAR was placed before statutory body?	Yes

- Name of the statutory body

Name	Date of meeting(s)
Governing Body	25/04/2022

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2020	26/03/2020

15.Multidisciplinary / interdisciplinary

Introducing multidisciplinary/interdisciplinary courses is a major area of NEP -2020. The transformation of our institution into a Multidisciplinary/interdisciplinary institution is now at the very initial stage. we have prepared a policy paper on "Graduate Attributes" and Expected Learning Outcomes so that proper planning can be made for introducing the Multidisciplionary Courses. Communication has also been made with the affiliating university for proper guidelines regarding this issue.

16.Academic bank of credits (ABC):

The institution alreday introduced the Credit System in the form of CBCS from 2018-19 academic session. The institution also make a plan for implementing the Academic Bank of Credit (ABC). However, at present this is in a planning and discussion level. Communication has been done to the Affiliating University to know the University level plannning for proper implementation of ABC. In the meantime, teachers are encouraged to attend workshop and dicussion of the other universities/institutions to gather information and necessary skills for implementation of ABC.

17.Skill development:

Institution takes some major steps to make the courses more skill oriented. There is a compulsory course called "Skill Enhancement Course" to foster the skill of the undergraduate students. Moreoevr, Our college frequently organizes different workshops to develop the skills of the students in Information Technology, Soft skills etc. Initiatives of development of skills are the integral part of the

teaching learning process. Institution encourages department to make the teaching learning process more engaging and practice based through project work, assignment, group learning, and diferent cocurricular activities. These process develops the social skills, and emotional skills of the students that help them to adjust in diverse real life situation.

18. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

1. Teaching learning of all courses of 6 out of 7 programmes is run though the Indian languages.

2. The college has 4 language based programmes such as Bengali, Sanskrit, Arabic and English.

3. Moreover, Indian knowledge system, culture is given priority in all other courses like History, Education, Sociology, Geography, Philosophy, Political Science, Defence Studies.

19. Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

The college has introduced the learning outcome based curriculum framework (LOCF) based on the guideline of University Grants Commission. The document is now available in the college website. Students are informed the learning outcomes at the beginning of the course through their course calendars. Teachers assess the outcomes through students' different curricular and co-curricular activities.

20. Distance education/online education:

Online education has been running since the early day of COVID-19 Pandemic, i.e., March 2020. However, students were given extra guidance through different online media like Google Classroom, WhatsApp groups, Email prior to this pandemic situation. The college has already applied for introduction of distance education centre to the Netaji Subhash Open University.

Extended Profile

1. Programme

1.1 Number of courses offered by the institution across all programs during the year	213

File Description	Documents
Data Template	View File

2. Student

2.1	2803

Number of students during the year

File Description	Documents
Data Template	View File

2.2

Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year | 1224

File Description	Documents
Data Template	View File

2.3

Number of outgoing/ final year students during the year | 386

File Description	Documents
Data Template	View File

3.Academic

3.1

Number of full time teachers during the year | 15

File Description	Documents
Data Template	View File

3.2

Number of Sanctioned posts during the year | 17

File Description	Documents
Data Template	View File

4.Institution

4.1

Total number of Classrooms and Seminar halls | 20

4.2

Total expenditure excluding salary during the year (INR in lakhs) | 5621954

4.3 | 11

| Total number of computers on campus for academic purposes | |

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

The college follows the curriculum for different courses designed by affiliating University.Different Board of Studies of the West Bengal State University frequently organises meeting cum workshop regarding curriculum designing. Faculties of the college actively participates in this programmes. Moreover, two teachers of the college worked as member of Board of Studies and they participated in the curriculum designing process of the University. The institution has well planned mechanism for curriculum implementation. At the beginning of the every academic session the Academic Council publishes Academic Calendar , which contains full information about the courses taught in the institution and the same is distributed among the students. All departments prepares their respective academic plan for each courses which consists the information regarding the academic session, unit-wise distribution of the syllabus, references, programmes planned for the session, and examination.The routine committee provides a well-constructed weekly time table for each semester. Beside this all departments prepare their departmental routine which is duly approved by the Principal.

All departments prepare their own guidelines of pedagogy, delivery, pace and assessment as decided in the departmental committee meeting which are then documented in the form of meeting minutes. Additional documentation is maintained in the form of attendance records, internal assessments, internal assessment scores and analysis.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	http://www.bhkm.org/bhkm-new/pdf/1661233923_Doc.pdf

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The college is affiliated to West Bengal State University. Usually the University publishes their Academic Calendar before the commencement of classes. The college strictly follows the academic calendar prepared by the University and plans all its activities including the conduct of Continuous Internal Evaluation (CIE)

accordingly. In case of revision of academic calendar by the university, institute incorporates the necessary changes accordingly. The institute prepares an institute-level calendar and subsequently every department prepares its calendar for each courses. Institute calendar of events includes details like the total number of working days and holidays, CIE dates, dates for the Institute's flagship programs. The department calendar comprises the unit-wise distribution of syllabus, amount of lectures, workshops, seminars, other co-curricular and extra-curricular activities. The academic activities, CIE, and all activities are conducted in adherence to the calendar of events except unforeseen circumstances.

The Continuous Internal Assessment is done through various ways like, Wall Magazine, Internal Quiz, Extempore and Debate Competition, participation in departmental activities, class-tests, assignments, viva-voce etc. The Principal, through the meeting with academic committee and the examination committees, frequently reviews the semester's progress and provides suitable suggestions.

File Description	Documents
Upload relevant supporting documents	**View File**
Link for Additional information	http://www.bhkm.org/bhkm-new/pdf/1658321860_Doc.pdf

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University	B. Any 3 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	**View File**

Any additional information	No File Uploaded

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

7

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	No File Uploaded

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

Nil

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	No File Uploaded

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

1. Gender related issues:

Gender related courses are an integral part of various programmes. Students are sensitized and encouraged to work towards gender equity from a cross-cultural perspective.

1. Counselling services are provided through the Counselling Cell and the teacher mentor.
2. Gender sensitization camps like "NAI ROSHNI" are organized that include women's rights, human rights, child rights, gender justice and gender equality etc.
3. Compulsory core courses along with the wide range of community outreach programmes that include health and hygiene camps, Work with old age women, village adoption, enable exposure to real life situations etc.

2. Environment and Sustainability:

The college is situated very near from the greater Sundarban Area. The college always try to sensitize pupils related to the protection of environment, and the sustainability.

1. A compulsory core course on Environment studies is included in all UG programmes.
2. Environment awareness camps, seminars, workshops, guest lectures, industry visits and field excursions are organized.
3. Environment Day, Earth Day and Water Day are annually celebrated.
4. Preservation of natural water bodies.
5. Sensitize students related to Waste Water Management, Solid waste management, save of drinking water etc.

3. Human Values and Professional Ethics

The curriculum has the following compulsory core courses in all UG programmes specially focused on the development of human values and professional ethics:

1. NSS Work related to social services.
2. Extension Activities like observation of World International Day for Older Persons help to develop the basic human values like

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

1.3.2 - Number of courses that include experiential learning through project work/field

work/internship during the year	
2	

File Description	Documents
Any additional information	**View File**
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	**View File**

1.3.3 - Number of students undertaking project work/field work/ internships

84

File Description	Documents
Any additional information	**View File**
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	**View File**

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	

File Description	Documents
URL for stakeholder feedback report	No File Uploaded
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded
Any additional information(Upload)	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows	

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	Nil

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

2040

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

1395

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The institution assesses the learning levels of the students in two ways at the time of the commencement of the classes. Students enrolled in various disciplines are identified as slow and advanced learners based on their +2 marks. Moreover, the wide range of continuous assessment components that include, Daily Home Assignments, Class Assignments, Seminars and Group Discussions, Additional Assignments, Quizzes, Class Tests, Projects, Internships, Viva-voce examinations and attendance, enable effective assessment of learning levels of students.

Strategies adopted for slow learners

1. Extra Classes are conducted with an aim to improve the academic performance of the slow learners, and absentees.

2. Group Study System is also encouraged with the help of the advanced learners.
3. Academic and personal counselling is given to the slow learners by the tutor, mentor and the counselling cell.
4. Bilingual explanation and discussions are imparted to the slow learners after the class hours for better understanding.
5. Provision of simple and standard lecture notes/course materials

Strategies for the advanced learners

1. Advanced learners are encouraged to enrol in different online courses like MOOC.
2. Additional learning and reference material are provided.
3. Assignment and Student Seminars are organized on contemporary topics to enable them for placement.
4. Participation by the students in the in-house competitions such as Debate, Extempore, Group Discussion, Problem Solving and Quiz Programmes are also encouraged.
5. Talented students are motivated to participate in extra-curricular activities, exhibitions and cultural competitions.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	No File Uploaded

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
2803	15

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

During the pandemic students participated in online classes like their other counterparts all over the country. Being a college of rural area and most of the students being first generation learners, their participation in considerable numbers was quite an achievement for the faculty. This was also recognized in a reputed daily newspaper . The methodologies for enhancing learning experience were adhered to in following ways,

Experiencial learning:

- Students learned to attend online classes through various platforms like Google classroom, Google Meet, Zoom, Whatsapp video calling, Youtube etc.
- They learned how to access online resources available at reputed libraries, archives and journals and also Open Educational Resources.

- Teachers also continued with blended process (both synchronized and asynchronized methods) to ensure effective learning.
- Micro-surveys to determine ICT competency of the students were also conducted.

Participative Learning:

- Along with classes the students participated in different webinars and talks. Faculty members circulated information of these through different Whatsapp groups.
- Different Whatsapp groups for different papers also made group discussion possible.
- Some of them participated in Covid awareness campaigns and surveys under active guidance of faculty.
- Faculty also followed flipped methodology and modular teaching for the period for holistic development of the students.
- Students also actively participated in different online quiz and essay competitions.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

The faculty members of Bamanpukur Humayun Kabir Mahavidyalaya (BHKM) are using ICT enabled learning tools for effective teaching-learning process. Today, it is essential for the students to learn and master the latest digital technologies in order to be job-ready. As a consequence, teachers are combining technology with traditional mode of instruction to support, enhance, and optimize the delivery of education and engage students in long term learning.

The following are the specific ICT enabled tools used by teachers:

1.Powerpoint presentations- PPT prsentations on differnt topics ofcourse is freqently sed by teacher in dy to day classroom.

2. Online quiz- Online quiz is organised for students by using Kahoot, and Google Form Quiz Tools.

4. Online Classes:Zoom, Google Meet, and Google Classroom, skype is used for online classes.

5. Online resources: online educational resources isprovided to stdentslike National Digital Library of India and E-Pathshala.

6.Webinars : A number of webinars have been conducted which has been very enthusiastically attended by students.

7.Use of google forms for student feedback on teacher's assessment: Students are encouraged to provide their feedback on the various aspects of teaching and submit their evaluations by duly filling up a google form.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

15

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	No File Uploaded
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	No File Uploaded

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

16

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

7	

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

44	

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The college has transparent and robust evaluation process in terms of frequency and variety. In order to ensure transparency in internal assessment, the system of internal assessment is communicated with the students well in time through the course calendar. The Principal holds meetings of the faculties and directs them to ensure effective implementation of the evaluation process. At the entry level, admissions are given purely on merit basis and the lists of merit students are displayed on Notice board. Students who are admitted for the concerned course are assessed continuously through various evaluation processes at college and University level. Continuous evaluation is made through Group Discussion, Unit Tests, Assignments Submission, Field Visit / Field Work and Seminars Presentation, participation in co-curricularactivities etc.

For transparent and robust for internal assessment, the following mechanisms are conducted

1. Internal Examination Committee.
2. Question Paper Setting and arrangement of various activities for the students.
3. Conduct of Examination.
4. Communication of results with students.

5. Interaction with students regarding their internal assessement.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

Redressal of grievances at institute level

Departmental Level: The continuous evaluation of students is carried out by the faculty members classtests, Assignments, Project works, Participation in different college activities like, wall magazine, group discussion, Quiz, extempore, and debate competetion, students' seminaretc. Query and grievances if any is discussed with faculty and HOD. Retake policy for examination is there for students who are not satisfied with the internal evaluation.

College Level: The Institute appoints a Examination Coordinator(Controller of Examination) for smooth conduction of examinations of both internal and End sem examination. If students are facing any problems, they are solved by the Controller of Examination of the institution . The grievances during the conduction of online/theory examinations are considered and discussed in consultation with the Principal and if necessary forwarded to the university by examination section.

Redressal of grievances at University level: The queries related to results, corrections in mark sheets, other certificates issued by university are handled at examination section after forwarding such quires through the college examination section. Students are allowed to apply for revaluation, recounting and challenged evaluation by paying necessary processing fee to university if they are not satisfied with the university evaluation through college.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

The Programme and Course outcomes are prepared at the very begening of the academic session. The Graduate attributes are preared by the Academic Council in consultation with Internal Quality Assurance Cell. The guidelines provided by UGC, analysis of current job market, local demand,etc. are given priority while preparing the

Graduate attributes of programme outcomes. Each department prepares their respective programme specific oucomes by following the graduate attributes andscope of the programme. then course in charge prepares their respective course outcomes such a way that programme specific outcomes can be attained. The students were make aware about the Programme outcomes, Programme specific outcomes and Course outcomes through notice and during the orientation programme of the students. Internal Quality Assurance Cell centrally arrange the orientation programme for all honourse and general students and all departments arrange their own orientation programme to make aware students about the learning outcomes. The course incharge prepares a course calendar that includes the respective course outcomes which is circulted through colege website at well advance.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

Bamanpukur Humayun Kabir Mahavidyalaya uses the following methodologies to assess students' attainment of the Learning outcomes i.e.Programme outcomes,Programme specific outcomes, and course outcomes

(i) Unit test as per academic and course calendar(ii) Participation in seminar and webinar(iii) Syllabus oriented Quiz, debate, and extempore. (iv) Field/Project work (V) Assignments. (Vi) The Institute provides opportunities for students to exhibit their understanding through the medium of expression i.e. oral or written. (vii). Through participation and performance inextra-curricular activities Awareness/celebration day, Women's day, Constitution day, Survey on Covid-19, etc. (viii)The Institutefollows the evaluation process suggested byWest Bengal State University. Thisincludes term-end and internal assessments, the examinations, and results of the University also measure the attainment of CO, PO, and PSO.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

304

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	**View File**
Upload any additional information	**View File**
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

http://www.bhkm.org/bhkm-new/pdf/1657355106.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

54625

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

1

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	View File

Paste link to funding agency website	http://icpr.in/Periodicl_Lecture_2021.pdf

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

10

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

The college organizes a number of extension activities to promote institute-neighborhood community to sensitize the students towards community needs. The students of our college actively participate in

social service activities leading to their overall development. The college runs effectively National Service Scheme Through these units, the college undertakes various extension activities in the neighbourhood community.

NSS organizes a residential seven day camp in nearby adopted village and several activities were carried out by NSS volunteers addressing social issues which include cleanliness , tree plantation ,water conservation, Shramdan,Eradication of superstition,Environmental awareness, Women empowerment, National Integrity, Aids awareness, Health check up campetc. In 2020-21 Academic session, due to covid-19 pandemic, direct social activities could not be done, but the pandemic open many alternative area for social work like awareness programme on Covid pandemic, and environemtal issues. College actively organizes programme on Covid Vaccination,

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	No File Uploaded
e-copy of the award letters	No File Uploaded

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

6

File Description	Documents
Reports of the event organized	No File Uploaded

Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

123

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

1

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	No File Uploaded

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	No File Uploaded

Details of functional MoUs with institutions of national, international importance, other universities etc during the year	No File Uploaded

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching-learning. viz., classrooms, laboratories, computing equipment etc.

Bamanpukur Humayun Kabir Mahavidyalaya has a campus area of 10.41 acres. The main academic and administrative building of the college has 18 devoted class rooms for regular classes. In these classrooms the classes of all the honours and general programme are taken. There are 2 ICT enabled classrooms, viz., Room no 22 and 36 comprising of screen, computer, and projector and internet facilities. Apart from these there is a computer lab in the annex room of room no 22 consistingof 10 computers with internet facilityfor the practical classes and other uses by the students. There are 2 rooms, viz., Room 20 and 23 consists of cubicles of 10 various academic departments of the college; in these cubicles teachers apart from their schedule academic cell activities take especial classes for the academically weak students. The college has a seminar hall (room no. 21) to hold seminars and cultural activities of various departments and cells. There is a reading hall for the students adjacent to the library of the college (Room no. 31).

File Description	Documents
Upload any additional information	**View File**
Paste link for additional information	http://bhkm.org/bhkm-new/pdf/1644296579_Doc.pdf

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The college campus has a large playing field of 3 acres (for the regular and casual sports activities of the students. There are two rooms separately build for boys and girls where they can participate in various indoor sports with the equipment available. There are2 cell rooms (Room no 62 & 63) for Boys' and Girls' Sports in the IQAC Building of the College. The college has a Seminar Hallroom (room no. 21) to hold various cultural activities by different academic departments and cells. The college has acquired various instrument for different cultural activities related to music such as Key board (Yamaha), Guitar (Hobner), Key board stand and notation stand and Percussion Instrument

1. Sports fecilities

a. Play Ground

b. Seperate Cell Room for Boys and Girls Sports

c. fecilities for outdoor games like football, cricket, tenis.

d. Fecilities for indoor games like chess, caram, table tenis.

2. Cultural activities

a. Seperate cell room for Cultural committee

b. Fecilities for cultural progrmme like Guiter, Key board, Harmonium, Tabla etc.

c. Professional Mentor for cultural activities

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

3

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

3

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	No File Uploaded

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

4365203

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded

Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

The college has a Integrated Library Managment System (ILMS) for library managemnt. the details are provided below.

· Name of ILMS software : Libware

· Nature of automation (fully or partially) : Partially

· Version : 1.1

· Year of Automation : 2016

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	Nil

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	D. Any 1 of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

0

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded

Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	No File Uploaded

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

0

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	No File Uploaded

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The college has subscribed to a stable internet connection to fulfillits IT needs. All the computers of the college areconnected with this internet which the teachers and students can access for administrative and academic purposes. Apart from this the college has wi-fi router installed at the teachers room (Room-1)for the use of the teachers. It was protected by password. The teachers makes use of the wi-fi to connect theri personal devices for thier day to day digital works.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.3.2 - Number of Computers

11

File Description	Documents
Upload any additional information	**View File**
Student – computer ratio	No File Uploaded

4.3.3 - Bandwidth of internet connection in the Institution	A. ≥ 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	**View File**

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

0

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	No File Uploaded

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The physical assets of the college are divided in two categories: Fixed and Mobile assets; these assents again are categorized in two: Electric and non-electric assets; the electric assets are categorized as IT and non-IT assets, and the non-IT assets are divided in four categories such as Wooden (W), Steel (S) and Plastic (P) and Glass (G).

There are separate system and procedure for maintaining these different categories of assets. For specific electronic items such as Computers, computer Anti-virus and UPSs college buys and renews Annual Maintenance Services (AMC) from third party agencies through proper quotations. Software assets such as COHA is looked after by the third-party agency. Other IT and Non-IT Electronic assets are maintained and repaired through the local agencies by negotiating with them the minimum market values as remuneration from time to time. However, if the repair required a substantiate amount of money it was done by inviting quotations from various agencies; then one quotation was selected based on the fulfilment of requirement and minimum value. Other assets were bi-annually cleaned and repaired (if required); and it was done through employing the local agencies and labours.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

1390

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

522

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	B. 3 of the above

File Description	Documents
Link to institutional website	Nil
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data	No File

Template)	Uploaded

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

0

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

0

File Description	Documents
Any additional information	No File Uploaded
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	No File Uploaded

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	B. Any 3 of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

0

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	No File Uploaded

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

10

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

0

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded

5.3 - Student Participation and Activities

5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

0

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded

Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	No File Uploaded

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

Student Council of the institution is formed as per regulations of the West Bengal State University anf West Bengal Higher Education Department. Election of the students' council is held as per order issued by the Government of West Bengal and West Bengal State University. As per West Bengal State University Statute General Secretary, Student Council is exofficio member of the Governing Body. Apart from Governing Body the General Secretary of Student Council of this Institution is the member of the Internal Quality Assurance Cell, and Library Advisory Committee. Student Council in its institutional peripheral actively maintain a platform of relationship between college administration and the students in general about the academic and administrative activities. It also communicates different needs and aspirations of the students from the college administration. Every year it assumes key role to organize Annual Athletic Meet, Annual Freshers' Welcome, Annual Social Function, observation of Vasanta Panchami and publication of annual magazine 'Spectrum'.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

2

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

the college has no registered alumni association. However, the department of Education, English and Bengali has their own alumni unit along with thecentral alumni unit of the college. The alumni unit is a very important unit of the college. The alumni not only helps as a mentor of the new students, they also organizes different programmes in the college. All deartments of the college also arrangemutual interctive session between New students and the alumni as a part of their induction programme.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year (INR in Lakhs)	E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The vision of the college is to create an atmosphere of education which is free from fear, fulfilled with potentialities, thirsty for knowledge and courageous to learn. The College is committed to the creationof empowerment of the young students through unending access to higher education, and enabling them to develop as intellectually vibrant, socially responsible citizens with a strong desire for continuous personal, social, moral and professional development.

The institution follows a democratic and participatory mode of governance to ensure a transparent operation, easy accessibility to information and accountability to all stakeholders. The Governing Body delegates authority to the Principal, who in turn delegate it with the different levels of functionaries of the college. The IQAC, HODs of different departments, Conveners of different cells and Committees, and all other teaching and non-teaching staff play important role in determining the institutional policies and implementing the same.

IQAC of the institution plays a key role in implementing the vision and mission of the college. The IQAC makes the students aware about Learning outcomes, CBCS system, evaluation system etc through

orientation programme.Different departments and committees enjoy considerable autonomy in proposing different ways for better management of their respective units. With the mentor-mentee system many student related issues could have been addressed and this definitely ensures greater student friendly atmosphere in the institution. The Non-teaching staff plays important role in day-to-day administration of the college. Students are also encouraged to take part in different administratve activities.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The Governing Body is the highest administrative council of the college. Important decisions are passed through the GB. Although college has scarcity of officestaff work of the institution go forwrd smoothly through the decentralized management system. At the commencement of every semester the Principal holds a meeting with the Faculty members and office staff for formation and/ or reformulation of different committees and units. Academic Committee arranges different meetings with the HODs and faculty members for collecting reports about progress of the academic affairs. HODs in turn hold meetings with the faculty members of the department. Paper-in Charges decide mode of internal evaluation and thus exercises control in decision making. Hence, there is scope for enrichment due to liberty. Departments have also been given the freedom to suggest purchasing of study materials, books or any other equipment for the departments through Purchase Committee. The college follows a higherarchy system so that participation of different staff can be maxized in the administration process.

File Description	Documents
Paste link for additional information	http://www.bhkm.org/bhkm-new/pdf/1668156892_Doc.pdf
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The deployment of institutional strategic / perspective plan is ensured through a participative method. The Governing Body, Teachers' Council, Students' Union, Non- Teaching staff all work together to analyze, assess and fill the gaps of the strategic plans. They submit their comments and proposals to the college authority. IQAC discusses the significant issues and tries to ensure

implementation of important proposals. Plan of Action is perceived and deployment cum achievement is analyzed at the end of the year.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	Nil
Upload any additional information	View File

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The insitution follows a smooth functioning system through the following procedures.

1. Clear policies: The Institution has clear policies in place that outline the goals and objectives of the institution, as well as the procedures for achieving them. These policies are communicated clearly to all stakeholders.
2. Efficient administrative setup: There is an efficient administrative setup to ensure smooth functioning of the institution. This includes clearly defined roles and responsibilities, appropriate delegation of authority, and effective communication channels.
3. Appointment and service rules: Institutions have a clear appointment and service rules in line with the rules and regulations of State Government and Statues of the University, that promote, transparency, and accountability. This includes clear criteria for selection, appointment, and promotion of staff, as well as appropriate compensation and benefits.
4. Streamlined procedures: Procedures of the institution are streamlined to minimize delays and maintain the quality. This includes the use of technology, automation, and standardization of procedures.
5. Regular training and development: Institutions provides regular training and development opportunities to their staff to ensure they have the necessary skills and knowledge to perform their roles effectively.
6. Monitoring and evaluation: Effective monitoring and evaluation systems are there in place to track progress towards institutional goals and identify areas for improvement. This includes regular reporting, data analysis, feedback mechanisms and auditing.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	http://www.bhkm.org/bhkm-new/pdf/1668156892_Doc.pdf

Upload any additional information	No File Uploaded

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	No File Uploaded
Screen shots of user interfaces	View File
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

Pension and Retirement Benefits: The institute arranges retirement benefits for all staff such as pension plans and other retirement savings options as per the government rules. It can help to secure the financial future of the staff members.

Leave Benefits: The institute also provides leave benefits, such as sick leave, casual leave, and Special leave for study, and attending course and seminars etc. that can help to promote work-life balance and reduce the stress levels of staff members.

Professional Development Opportunities: The institute also provides training and professional development opportunities for staff that can help staff members to improve their skills and advance in their careers.

Work-From-Home and Flexible Work Arrangements: The institution also offers a flexible work arrangements, such as work-from-home options that can help to support staff members with family or personal commitments, and can also be useful during pandemics.

Bonuses: The institution also make arrangement for rewarding teaching and non-teaching staff members whose emoluments did not exceed Rs. 36,000/- per month with bonuses that help to motivate them and increase job satisfaction.

Need based Advance pay: The college also arrange some advance pay for teaching and non-teaching staff.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	No File Uploaded

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

0

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	No File Uploaded

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during

the year

0

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

Maintaining a performance appraisal system for teaching and non-teaching staff involves several steps and processes. Here are some practices that are used by the college:

Objective Setting: The college sets clear and measurable objectives for each staff member, aligned with the college's goals and priorities. These objectives provide a basis for evaluating performance and determining areas for improvement.

Performance Appraisal Form: College collect and maintain fill out a performance appraisal form on a yearly basis from all staff members. This form allows employees to evaluate their own performance, set goals, and provide feedback on their achievements. The form may include various sections such as job responsibilities, accomplishments, strengths, weaknesses, and development needs.

Performance Evaluation: A formal evaluation process is conducted to assess the performance of each staff member. This evaluation is carried out by IQAC and Principal. The evaluation process involves reviewing the staff member's performance against the previously set objectives, assessing their competencies and skills, and considering any additional factors relevant to their role.

Performance Records: Colleges maintain records of staff members' monthly activities through work diaries. These records help in tracking progress, monitoring performance, and identifying any patterns or trends over time. Work diaries may include details of tasks accomplished like classes taken, administrative duties perform, programme organised etc.

File Description	Documents
Paste link for additional information	Nil

Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The institution conductsinternal and external financial audits to ensure proper financial management and compliance with regulations.

1. Internal Financial Audit: This is conducted by the institution's internal audit committee. It involves reviewing financial records, transactions, and controls to assess accuracy, efficiency, and compliance with internal policies and procedures.

2. External Financial Audit: This audit is performed by an independent external audit firm. It focuses on examining the institution's financial statements and verifying their accuracy, completeness, and compliance with applicable accounting standards and legal requirements.

When audit objections arise during these audits, a mechanism for settling them is put in place. This mechanism typically involves the following steps:

1. The audit objections are identified and documented by the auditing team.

2. The objections are analyzed and validated to determine their accuracy and relevance. This may involve further investigation and discussions with the relevant departments.

3. The institution prepares a response to each objection, explaining the actions taken or planned to address the issues raised.

4. The auditors review the institution's response and action plan. Discussions may take place between the institution and auditors to reach a mutual agreement on the settlement. Once settled, the institution implements the necessary measures and follows up to ensure compliance.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	No File Uploaded

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

Bamanpukur Humayun Kabir Mahavidyalaya employs several strategies for mobilizing funds and ensuring optimal utilization of resources. These strategies include:

1. Grants and Scholarships: The college actively seeks grants and scholarships from government agencies, corporate sponsors, and philanthropic organizations. These funds are utilized for infrastructure development, research projects, and student support programs.

2. Grant Writing and Research Funding: Encourage faculty members to pursue research grants and funding opportunities from government agencies. Develop a dedicated team or department to support grant writing efforts.

3. Diversify Funding Sources: Explore various avenues for generating funds, including government grants, corporate sponsorships,fundraising events etc.

4. Cost Optimization: Seeks opportunities to reduce costs without compromising the quality of education. This involves energy-efficient measures, bulk purchasing, negotiating favorable contracts etc.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

To institutionalize the quality assurance strategies and processes, the following strategies are employed by the IQAC:

1. Establishing Quality Policy: IQAC establishes quality policies in different aspects of the institution that outlines the institution's commitment to quality, objectives, and expectations from various stakeholders.
2. Conducting Internal Audits: IQAC conducts regular internal audits to evaluate the effectiveness of the Quality Management System and identify areas for improvement.
3. Encouraging Stakeholder Feedback: IQAC encourages stakeholders such as students, faculty, non-teaching staff, and alumni to provide feedback on the quality of education and other activities in the institution.
4. Promoting Best Practices: IQAC promotes best practices in teaching, research, and other activities to improve the quality of education and other activities in the institution.
5. Providing Professional Development: IQAC provides professional development opportunities for faculty and staff to enhance their skills and knowledge, which can contribute to the quality of education and other activities in the institution.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

Self-Assessment: All departments of the college conducts a self-assessment of its teaching-learning process, structures, and methodologies. This involves gathering data from students' performance, evaluating the existing practices, and identifying areas for improvement.

Feedback Collection: Feedback from various stakeholders, including students, faculty, staff, and alumni, is collected. This feedback provides valuable insights into the effectiveness of teaching methods, curriculum, infrastructure, and other aspects of the college.

Data Analysis: The collected data is analyzed to identify patterns, trends, and areas of improvement. This analysis helps in understanding the strengths and weaknesses of the current system.

Review Meetings: Review meetings are held by the departments with the relevant stakeholders, including faculty members, department heads. These meetings discuss the findings from the self-assessment and feedback collection processes.

Preparation and implementation of Action Plan: Based on the analysis and review, an action plan is formulated to address the identified areas for improvement. The plan includes changes to teaching methodologies, curriculum revisions, infrastructure development, faculty development programs, or other initiatives. The action plan is implemented, and the necessary changes are made in the teaching-learning process, structures, and methodologies.

Monitoring, Evaluation and Documentation: The IQAC monitors the implementation of the action plan and evaluates its impact on the teaching-learning process. Regular assessments and evaluations are conducted to measure the learning outcomes and overall improvement. All the action plans, and outcomes are documented by the IQAC. This includes recording the incremental improvement in various activities.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	No File Uploaded

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Gender Equity is the need of the hour. The institution has an important role to play in promoting gender equity. Bamanpukur Humayun Kabir Mahavidyalaya takes all the necessary measures to promote gender equity in the campus by giving all possible support through infrastructure, courses and activities.

Safety and security

The female students must first of all feel safe and secure within the campus where they come to get education. There are separate washroom facilities for girls and boys. The girls have a separate common room with many toilets .

CCTV Camera

The institution is under CCTV Camera coverage. Female students can feel safe and free inside the campus for all are under surveillance that puts miscreants on the alert thereby dissuading them from exploitative activities.

Discipline in campus

Students wear their ID cards and strict discipline is maintained in the campus. Female students, many who come in hijab are comfortable within the campus.

Counselling

Female students have their mentors and counsels to guide them in every sphere of their life in their college life in the institution.

Awareness programs

The Women's Cell of the college organised a webinar entitled 'COVID 19 and its impact on Women' to sensitize students and participants about the severe impact of the pandemic and lockdown especially on woman. Female faculty and female students participated actively in the webinar.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

7.1.2 - The Institution has facilities for alternate	D. Any 1 of the above

| sources of energy and energy conservation measures   Solar energy   Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment | |

File Description	Documents
Geo tagged Photographs	**View File**
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

The college facilitates several techniques for the management of solid and liquid waste.The college has different dustbins to segregate the different waste like solid, biomedical, etc. The Health & Hygiene committeedeals with the minimization of waste.The college organizesSwach Bharat Mission every year where the utility of recycling solid and biomedical waste is practiced. There is a separate waste water management system where waste water is stored and reused for tree plantation. The college maintaina biomedical , hazourdous and radioactive free campus. The college also make students aware about not to use the smoke in the campus area, not to waste water, and use the proper bin through placard displayed at the source like water tap, canteen etc.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	Nil
Any other relevant information	**View File**

| 7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus | C. Any 2 of the above |

File Description	Documents
Geo tagged photographs / videos of the facilities	**View File**
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: 1. Restricted entry of automobiles 2. Use of Bicycles/ Battery powered vehicles 3. Pedestrian Friendly pathways 4. Ban on use of Plastic 5. landscaping with trees and plants	C. Any 2 of the above

File Description	Documents
Geo tagged photos / videos of the facilities	**View File**
Any other relevant documents	No File Uploaded

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	D. Any 1 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded

Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	**View File**
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The college has undertaken several commendable efforts and initiatives to foster an inclusive environment that promotes tolerance, harmony, and respect for various forms of diversity. Recognizing the importance of cultural, regional, linguistic, communal, socioeconomic, and other diversities, the college aims to create a space where every individual feels valued and included.

Firstly, the college promotes linguistic diversity by offering diverse language courses including Bengali, English, Sanskrit, and Arabic. This encourages students to learn new languages and enhances intercultural communication.

Secondly, to ensure equal access to education, the college offers scholarships, grants, and financial aid programs for students from disadvantaged backgrounds. This supports socioeconomic diversity and provides opportunities for individuals who may face financial barriers.

Thirdly, the college organizes various cultural events, and celebrationsthroughout the academic year. These activities provide platforms for students to showcase their cultural heritage, engage in meaningful conversations, and learn from one another.

Lastly, we have established support networks and counseling services to address the specific needs of diverse student populations. These services aim to create a safe and inclusive space where students can seek guidance, express themselves, and find support.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The College sensitizes students and employees to the constitutional obligations, values, rights, duties, and responsibilities of citizens through various methods, such as:

Curriculum Integration: College incorporates the study of constitutional obligations, values, rights, duties, and responsibilities into the curriculum across different disciplines. This includes courses in Political science, Education, History, Sociology, Defence Studies. By integrating these topics into the academic program, students are exposed to constitutional principles and their implications.

Guest Lectures and Workshops: Inviting experts, scholars, and professionals to deliver guest lectures or conduct workshops on constitutional obligations and citizenship is an effective way to sensitize students and employees. These sessions cover topics such as constitutional rights, civic duties, democratic processes, and social responsibility.

Awareness Campaigns: College organizes awareness campaigns and events to promote constitutional values and educate students and

employees about their rights and responsibilities. This includes
seminars, debates, related to citizenship and constitutional issues.

Campus Policies and Codes of Conduct: College established campus
policies and codes of conduct that reflect constitutional values and
principles. This includes promoting free speech, diversity,
inclusion, and respect for individual rights. By aligning
institutional policies with constitutional ideals, College creates
an environment that reinforces these principles.

Student Engagement and Participation: Encouraging students to
actively participate in democratic processes, such as voting in
student elections, participating in student government, or engaging
in community service, fosters a sense of civic responsibility and
awareness of constitutional obligations.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	**View File**
Any other relevant information	No File Uploaded

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized	C. Any 2 of the above

File Description	Documents
Code of ethics policy document	No File Uploaded
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the	No File Uploaded

various programs etc., in support of the claims	
Any other relevant information	**View File**

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

The college organizes and celebrate several national and international commenmorative days like National Yuva Diwas,International Mother language day,World environment day, Independence day, Republic day, World Yoga day, Flag day, World happiness day, World handwash day, Earth Day, etc. throughout the year. Howevere, in 2020, the college have organized 15 programme in such national and international commenmorative days. The details of the programme and annual reports are attached.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	**View File**
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

The college organizes two best practices successfully viz. Library Day, and Departmental quiz-debate and extempore comepetetion. However, in 2020, due to pandemic the event are practiced partially by the all departments. the detailed reports are attached.

File Description	Documents
Best practices in the Institutional web site	**View File**
Any other relevant information	No File Uploaded

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

The Institution is distinctive in the following areas: 1. Students' diversity: The students admitted to the college have great diversity in terms of sex, caste, and religion. Most of the students belong to SC, ST, OBC, and Minority sections of the local social groups. This diversity is present among students in respect of culture and socio-economic status. Major parts of the students belong to the first generation learners. The college is well aware of the diversity of the students admitted to the college. Colleges arrange scholarships

for SC, ST, OBC, and minority students so that financial issues cannot be obstacles to the development of these students. Colleges often organize special programs for the development of minority students. Freeship in terms of the concession in tuition fees is provided to economically weaker students. Moreover, all developmental activities like academic, administrative, and financial activities of the college are planned by following this issue. 2. Locational Distinctiveness: The college is situated in the Sundarban Delta which is quite distinct in its culture and biodiversity from the other part of the country. Natural disasters like floods, and cyclones, are common phenomena of this area. It gives the college opportunity to study the bio and socio-cultural diversity of Sundarban. The saline water and salty soil prevent the natural growth of plants. Constant caring is needed for keeping the greenery of the college. The college organized programs like awareness camp, in previous years and plan to continue the same in the upcoming years.

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

1. Completion of Automation of library: the automation process of Library that has already started will be completed, 2. Registration of the College atINFLIBNET: Initiation will be taken to register the college into the INFLIBNET. 3. Completion of Construction activities: The construction activities at the library and newly established teachers room will be completed. 4.Publication of Academic Calendar: Academic Calendar and the course calendar will be published following the new format before the beginning of the semester. 5. Faculty Developemnt Programme: A FDP will be organized for all faculty membersabout the latest teaching methodologies. 6. Completion of Financial Audit: the external audit of financefor all pending years will be completed. 7. Submission of pending AQAR: All pending AQAR i.e. 2019-20 and 2020-21 will be submitted as per the timeline given by NAAC. 8. Continuation of Institutional Best Practices: Due to the Covid Pandemic, the Institutional Best Practices Viz. Library Day and Quiz-Debate and Extempore cannot be organized by all departments. Now these best practices of the college will be practiced on time. 9. Preperation of SSR: Initiative will be taken to prepare the Self-Study Report of the College.10. Installation of Sanitary Vending Machine and Water ATM: Initiative will be taken to purchase such machine.11. Reduce of E-wastage: during pandemic, a number of Computers, projectors, and other ICT related equipment were brokendown. Initiative will be taken to reduce these huge e-wastage.