



YEARLY STATUS REPORT - 2021-2022

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
• Registered e-mail	bhkm2007@gmail.com
• Alternate e-mail	sbiswas2k@gmail.com
• Address	BAMANPUKUR
• City/Town	MINAKHAN, NORTH 24 PARGANAS
• State/UT	WEST BENGAL
• Pin Code	743425
2.Institutional status	
• Affiliated / Constitution Colleges	Affiliated
• 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				
• Mobile	8017461560				
• 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/1685186512_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/1658322015_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	
Nil	Nil	Nil	Nil	Nil	
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
<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	No File Uploaded
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
<ul style="list-style-type: none"> If yes, mention the amount 	
11.Significant contributions made by IQAC during the current year (maximum five bullets)	
IQAC takes initiative to update the ICT facilities of the college. It includes updating the software, purchase of new software, and repair of existing computers.	
IQAC takes initiative to expand the facilities of the college library. it includes full cataloging and registration in the inflibnet and other E-library systems.	
IQAC organizes several programs for faculties regarding the new educational systems like OBE, new pedagogies that is needed for adapting the new educational policies.	
IQAC takes initiative to complete the Academic and Administrative audit of the college.	
IQAC takes initiative to make the campus more inclusive. It includes an arrangement of Wheelchair, Installation of a sanitary vending machine for girls.	
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
Completion of pending AQAR and submit to the NAAC .	AQAR for 2019-20 is completed and submitted to NAAC.
Renovation and updation of Library system.	The Library system has be updated through new cataloging system in COHA. Registration has been made in Iflibnet, and related E-library system.
Arrange for feedback responses from students, teachers, parents & Alumni on syllabus.	Feedback collected, analyzed, discussed in the departmental committee meeting for taking action.
Development and application of quality benchmarks / parameters for the various academic and administrative activities of the institution.	A quatility benchmark / parameter has been prepared for academic and administrative service of the college so that Academic and Administrative Audit can e done by following the parameter.
Participation in NIRF- 2022-23	Application made for NIRF-2022
Development of Self-appraisal system for teachers and non-teaching staff.	A self appraisal system has been prepared for teachers and non-teaching staff. Initiative has been taken to collect the self appraisal from all staff.
Increase the facilities for differently abled students.	Initiatives are taken to arrange a wheel chair and toilet for disable students.
Preperation and publication of Academic Calendar and Course calendar on time focusing on the OBE.	Academic calendar and course calendars have been prepared and uploaded in the college website before commencement of the class by following the OBE.
Preparation of College Archieve.	Initiative has been taken to prepare a college achieve, so that old reports and other documents can be collected easily.
Updation of ICT infrastructure.	The ICT facilities are repaired,

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

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

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

14. Whether institutional data submitted to AISHE
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Year	Date of Submission
2021-22	19/01/2023

15. Multidisciplinary / interdisciplinary
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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 Multidisciplinary Courses. Communication has also been made with the affiliating university for proper guidelines regarding this issue.

16. Academic bank of credits (ABC):
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The institution already 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 planning 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:

The college took several efforts for developing diverse skills of the student.These are:

1. **Curriculum Design:** Our college incorporated courses that focus on developing specific skills like communication, ICT, and some Skill Enhancement Coourses that are relevant to different fields of study. This ensures that students gain practical knowledge and skills required for their chosen career paths.
2. **Skill-based Workshops and Training:** The college frequently organizes workshops, seminars, and training sessions to enhance students' skills in areas such as communication, leadership, problem-solving, teamwork, and critical thinking. These sessions are conducted by faculty members, industry experts, or professional trainers.
3. **Entrepreneurship and Innovation Programs:** Our college promotes entrepreneurship and innovation by offering programs and resources to support student startups and entrepreneurial ventures. These initiatives help students develop skills such as business planning, financial management, marketing, and networking.
4. **Technology Integration:** With the increasing importance of technology in various fields, college often integrates technology into their teaching methodologies. The college also provides access to software, tools, and resources that enable students to acquire technical skills relevant to their disciplines.
5. **Alumni Networks and Mentoring:**Our college established an alumni networks and mentoring programs to connect current students with successful graduates. Alumni provides guidance, share their experiences, and mentor students to help them develop the necessary skills and navigate their career paths effectively.

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

The college took several efforts to make appropriate integration of Indian Knowledge system in the curriculum.These are:

1. **Teaching in Indian Languages:** Our college offers courses and educational materials in various Indian languages, ensuring that students have the opportunity to learn and engage with subjects in their native tongues. This approach can help preserve regional languages, promote inclusivity, and make education more accessible to students who may not be proficient in English.
2. **Cultural Integration:** The College promotes the integration of Indian culture into the educational experience by organizing events, workshops, and festivals that celebrate Indian traditions, arts, and customs. This fosters a sense of belonging, encourages cultural exchange, and enables students to appreciate the richness of their heritage.
3. **Curriculum Development:** The college incorporated Indian knowledge systems, philosophies, and traditional practices into the curriculum alongside mainstream courses. This involve offering courses on yoga philosophy, Sanskrit literature, Indian History, and Culture, Education system of ancient India and other disciplines rooted in Indian culture. By doing so, college provides students with a holistic education that combines modern and traditional knowledge.

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

Our college follows following steps to focus on outcome-based education.

1. **Defining learning outcomes:** College adopted OBE typically begin by clearly defining the desired learning outcomes for their programs or courses.These are specific statements that describe what students should be able to know, understand, or do upon completion of their studies.
2. **Aligning curriculum:** Once the learning outcomes are established, the curriculum is designed or aligned to ensure

that it supports the achievement of those outcomes. The curriculum includes the selection of appropriate content, learning activities, and assessments that align with the desired outcomes.

3. **Assessing student progress:** OBE emphasizes continuous assessment and feedback to track student progress towards the learning outcomes. Various assessment methods, such as tests, projects, presentations, Quiz, debate and extempore, Wall magazine and participation in college activities are used to evaluate student performance.
4. **Providing constructive feedback:** Feedback plays a crucial role in OBE. Faculty members provide timely and constructive feedback to students, highlighting their strengths and areas for improvement in relation to the learning outcomes. This feedback helps students understand their progress and make necessary adjustments.
5. **Continuous improvement:** OBE promotes a culture of continuous improvement. Our College regularly review and revise their programs and courses based on feedback from students, faculty, employers, and other stakeholders. This ensures that the education provided remains relevant and aligned with the evolving needs of the industry and society.

20.Distance education/online education:

The College used online education through various methods and tools. Here are some ways in which college utilize online education:

1. **Learning Management Systems (LMS):** Our College often used Learning Management Systems such as Google Classroom. These platforms provide a centralized online space where instructors can upload course materials, assignments, and resources. Students can access these materials, submit assignments, participate in discussions, and communicate with instructors and peers through the LMS.
2. **Synchronous Online Classes:** Colleges may conduct live virtual classes using video conferencing platforms like Google Meet, Zoom, Microsoft Teams. In synchronous online classes, students and instructors meet at specific times to participate in real-time discussions, lectures, or collaborative activities.

3. **Asynchronous Online Learning:** Asynchronous learning refers to self-paced learning where students access pre-recorded lectures, videos, and other learning materials at their own convenience. The College provide recorded lectures, instructional videos, multimedia content, and online reading materials that students can access through the LMS or other online platforms. This allows students to learn at their own pace and review the content as needed.
4. **Online Assignments and Assessments:** The College used online platforms to distribute and collect assignments and assessments. Students can submit their assignments electronically through the LMS or other designated platforms. Similarly, online quizzes, tests, and exams can be administered using online assessment tools that provide automatic grading and feedback.
5. **Online Seminar or Webinar:** The College organized online seminars or webinars on specific topics or areas of interest. These events allow students to attend virtual presentations, workshops, or panel discussions facilitated by experts, guest speakers, or faculty members. Participants interacted through chat features, ask questions, and engage in discussions during the event.
6. **Online Support Services:** Colleges provide online support services to distance education students. This includes virtual office hours where instructors are available for one-on-one consultations, online tutoring services, e- libraries, academic advising, career counseling, and technical support. These services ensure that students have access to the necessary resources and assistance to support their online learning experience.

Extended Profile

1.Programme

1.1 213

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

File Description	Documents
Data Template	View File

2.Student

2.1 **3349**

Number of students during the year

File Description	Documents
Data Template	View File

2.2 **1224**

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

File Description	Documents
Data Template	View File

2.3 **656**

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1 **16**

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2 **17**

Number of Sanctioned posts during the year

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 Number of students during the year	3349
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	656
File Description	Documents
Data Template	View File
3.Academic	
3.1 Number of full time teachers during the year	16
File Description	Documents
Data Template	View File

3.2	17
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	21
Total number of Classrooms and Seminar halls	
4.2	7174342
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	12
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

BHK Mahavidyalaya ensures effective curriculum delivery through a well-planned and documented process by incorporating several key strategies and practices. Here is an overview of how BHK Mahavidyalaya ensures effective curriculum delivery:

1. **Curriculum Design:** The college design the curriculum in align with the curriculum suggested by the affiliating University.This process involves identifying the learning objectives, determining the content and skills to be covered, and structuring the curriculum in a logical sequence.
2. **Lesson Planning:** BHK Mahavidyalaya encourages its instructors to engage in effective lesson planning. This involves breaking down the syllabus into individual lessons, determining the teaching methodologies and resources to be used, and specifying the time allocated for each topic.

3. **Teaching Strategies:** The institution promotes the use of diverse teaching strategies to cater to different learning styles and enhance student engagement. This includes a combination of lectures, discussions, group work, practical exercises, multimedia presentations, and real-world applications. This fosters active learning and provides students with a well-rounded educational experience.
4. **Assessment and Evaluation:** The college establishes clear assessment criteria and guidelines to ensure consistency. It employs a variety of assessment methods such as tests, quizzes, assignments, projects, presentations, and examinations to assess students' understanding and skills.
5. **Documentation and Review:** BHK Mahavidyalaya maintains a documented record of the curriculum, syllabi, lesson plans, and assessment outcomes in the form of attendance record, exam paper, and geo tagged pictures, feedback system. It enables periodic reviews of the curriculum to identify areas of improvement, content updation.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	http://www.bhkm.org/bhkm-new/academic-calender.php

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

BHK Mahavidyalaya adheres to the academic calendar to ensure the smooth functioning of its educational programs and the timely completion of course requirements. The Academic Committee prepares an annual academic calendar that includes the start and end dates of each semester, holidays, examination periods, and other significant academic events. This calendar is shared with students, faculty, and staff to ensure everyone is aware of the timelines and can plan their activities accordingly. Then all department designs a course calendar for each semester. This course calendar provides a detailed schedule of classes, including the topics to be covered, Learning Outcomes, assignments, projects, and assessments, List of cocurricular activities, Reference Book,

and observation of institutional best practices. It helps students and faculty members to stay organized and track their progress throughout the semester. To adhere to the Continuous Internal Evaluation (CIE) system, BHK Mahavidyalaya incorporates various assessment methods into the course structure. These assessments aim to evaluate students' understanding and progress in their respective courses. The college employs methods such as quizzes, debates, extempore speeches, assignments, and class tests to gauge students' knowledge and skills. Regular attendance is also an essential component of the CIE system at BHK Mahavidyalaya. Students are expected to attend all classes, and their attendance is recorded for evaluation purposes.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	Nil

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)

0

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

0

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	No File Uploaded
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	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	View File
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)	No File Uploaded

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

96

File Description	Documents
Any additional information	No File Uploaded
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

B. Any 3 of the above

File Description	Documents
URL for stakeholder feedback report	View File
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

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
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

926

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
3349	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,

Experiential 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 presentations on different topics of course is frequently used by teacher in day 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 is provided to students like 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	View File
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.	View File
Circulars pertaining to assigning mentors to mentees	No File Uploaded
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	View File
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

60

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 mechanism of internal assessment of the college is designed to be transparent and robust, ensuring a fair and accurate evaluation of individuals within the institution. Transparency is achieved through clear guidelines and communication channels that provide students a comprehensive understanding of the assessment process.

In terms of frequency, internal assessments are conducted on a regular basis, typically at predefined intervals. This regularity ensures that performance evaluations are consistent and allow for timely feedback and improvement opportunities. The frequency varies depending on the specific needs and goals of the departments.

The college incorporates diverse modes for internal assessment. This includes Group Discussion, Unit Tests, Assignments Submission, Field Visit / Field Work and Seminars Presentation, participation in co-curricular activities, and class attendance.

To maintain transparency and robustness, the assessment criteria or learning outcomes are well-defined and communicated in advance. This ensures that participants have a clear understanding of the expectations and standards against which they will be evaluated. Additionally, the assessment process is conducted by qualified assessors who provide unbiased and constructive feedback.

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 class tests, Assignments, Project works, Participation in different college activities like, wall magazine, group discussion, Quiz, extempore, and debate competition, students' seminars etc. 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 an 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 beginning of the academic session. The Graduate attributes are prepared 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 outcomes by following the graduate attributes and scope of the programme. Then the course in charge prepares their respective course outcomes such a way that programme specific outcomes can be attained. The students were made 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 honours and general students and all departments arrange their own orientation programme to make aware students about the learning outcomes. The course in charge prepares a course calendar that includes the respective course outcomes which is circulated through college 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 in extra-curricular activities Awareness/celebration day, Women's day, Constitution day, Survey on Covid-19, etc. (viii)The Institute follows the evaluation process suggested by West Bengal State University. This includes 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

586

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)

0

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

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

0

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

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

17

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

4

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

17

File Description	Documents
Any additional information	No File Uploaded
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 engages in a range of extension activities aimed at fostering a strong bond between the institution and the local community while also instilling a sense of social responsibility in its students. Through the National Service Scheme, the college executes various outreach initiatives within the neighborhood.

During the 2021-22 academic session, the direct social activities had to be put on hold due to the Covid-19 pandemic. However, this situation led to the exploration of alternative avenues for social work, such as raising awareness about the pandemic and environmental issues. The college took an active role in organizing programs focused on Covid vaccination, conducting awareness camps about student credit cards, commemorating International Yoga Day, observing International Mother Language Day, and conducting seminars in 2022. Additionally, the college actively participated in the "Duare Sarkar Camp" at Bamanpukur High School, further reinforcing its commitment to community service.

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

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

0

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**

7

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**

417

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

2

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

0

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 is a college with a campus area of 10.41 acres. The main building of the college is dedicated to academic and administrative purposes. It houses 21 classrooms that are used for regular classes, accommodating both honours and general programme students. Additionally, there are two ICT-enabled classrooms, namely Room 22 and Room 36, equipped with screens, computers, projectors, and internet access.

Furthermore, there is a computer lab located in the annex room of Room 22. This lab contains 10 computers with internet access, which are used for practical classes and other student activities. Two other rooms, Room 20 and Room 23, consist of cubicles representing 10 different academic departments of the college. In these cubicles, teachers not only carry out their regular academic duties but also provide special classes for students who require additional support in their studies.

The college also possesses a seminar hall, Room 21, which serves as a venue for seminars and cultural activities organized by various departments and cells. Adjacent to the college library, there is a reading hall (Room 31) dedicated to the students, providing them with a quiet space for studying and research.

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

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

The college campus offers extensive facilities for sports and cultural activities. It has a spacious playing field measuring 3 acres, which is suitable for regular and casual sports activities for the students. Additionally, there are separate rooms dedicated to boys and girls where they can engage in various indoor sports using the provided equipment. These rooms are located in the IQAC Building of the college, specifically Room No. 62 for boys and Room No. 63 for girls.

Regarding sports facilities, the college provides ample resources

for both outdoor and indoor games. The outdoor games include football, cricket, and tennis, while indoor games such as chess, carom, and table tennis are also available.

In terms of cultural activities, the college has a designated cell room for the Cultural Committee. This room serves as a space for organizing and planning cultural programs. The college is equipped with musical instruments like the Yamaha keyboard, Hobner guitar, keyboard stand, notation stand, and percussion instruments. These instruments are available for students to engage in various cultural activities.

Furthermore, the college has appointed a professional mentor to guide and assist students in their cultural pursuits. This mentor provides valuable guidance and support to ensure the success of cultural activities organized by the students and different academic departments or cells.

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)	View File

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)

5005128

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 Management System (ILMS) for library management. 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 A. Any 4 or more 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)

7400

File Description	Documents
Any additional information	View File
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)	View File

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

2

File Description	Documents
Any additional information	View File
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 obtained a reliable internet connection to meet its IT requirements. All the computers in the college are linked to this internet connection, allowing teachers and students to access it for administrative and educational purposes. Additionally, there is a Wi-Fi router installed in the teachers'

room (Room-1), specifically intended for the teachers' use. The Wi-Fi network is secured with a password. The teachers utilize this Wi-Fi network to connect their personal devices and carry out their daily digital tasks.

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

4.3.2 - Number of Computers

24

File Description	Documents
Upload any additional information	View File
Student – computer ratio	View File

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

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

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)

59107

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)	View File

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 college's physical assets are categorized into two main groups: Fixed assets and Mobile assets. These categories are further divided into Electric and non-electric assets. The Electric assets are then classified into IT and non-IT assets. The non-IT assets are subcategorized into Wooden (W), Steel (S), Plastic (P), and Glass (G).

Different systems and procedures are in place to maintain each of these asset categories. For specific electronic items like Computers, computer Anti-virus, and UPSs, the college procures and renews Annual Maintenance Services (AMC) from third-party agencies by obtaining appropriate quotations. The third-party agency takes care of software assets such as COHA. Other IT and Non-IT Electronic assets are maintained and repaired by local agencies. The college negotiates with these agencies to determine fair compensation based on the minimum market values. However, for substantial repairs that involve a significant amount of money, the college invites quotations from multiple agencies. The selected quotation is chosen based on meeting the requirements and offering the minimum value.

As for other assets, they undergo bi-annual cleaning and repairs, if necessary. This task is assigned to local agencies and laborers hired by the college.

File Description	Documents
Upload any additional information	View File
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

3209

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	View File
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

133

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

C. 2 of the above

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

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

56

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

254

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

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	No File Uploaded
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

2

File Description	Documents
Self-attested list of students placed	View File
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

16

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 and 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

1

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 the central 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 departments 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 College envisions an atmosphere of education which is free from fear, fulfilled with potentialities, thirsty for knowledge and courageous to learn. It committed to the cause of 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 governance of the college ensure that the policies and decisions made at the college level are in alignment with the institution's vision and mission. This includes

1. formulating policies that promote a fear-free and intellectually stimulating atmosphere, as well as policies that support access to higher education and the overall development of students.
2. Collaborative decision making among the departments and administrators that support the empowerment of students, foster a thirst for knowledge, and encourage continuous personal and professional development.
3. The allocation of resources, such as funding, facilities, and staffing, prioritize initiatives that align with the institution's vision and mission. This includes investing in educational resources, cocurricular activities, and support

services that enable students to develop as intellectually vibrant and socially responsible citizens.

4. The governance framework provides mechanisms for inclusive and participatory decision-making. It involves various stakeholders, including faculty, Non-teaching staff, students, and community members, to ensure their voices are heard and their perspectives considered.
5. The governance also established mechanisms for monitoring and evaluating the institution's progress toward achieving its vision and mission.

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	Nil
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 effective deployment of the institutional strategic/perspective plan involves several key steps and considerations.

1. 1. at first the plan is communicated clearly and comprehensively to all stakeholders within the institution. This includes staff, management, board members, and any other relevant parties.
2. Then feedback are collected from all stakeholders regarding the strategic plan. By involving stakeholders in the planning and decision-making process, a sense of ownership and commitment can be fostered.
3. Then specific tasks and timelines are assigned to individuals or teams within the institution.
4. Regular progress monitoring and reporting mechanisms are put in place by IQAC to track the implementation of the plan and address any challenges or deviations from the intended course.
5. Adequate resources, both financial and human, are allocated to support the implementation of the plan.
6. Regular assessment of the progress made towards the stated goals and objectives allows for adjustments and refinements as needed.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	http://www.bhkm.org/bhkm-new/pdf/1668156892_Doc.pdf
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

B. Any 3 of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user interfaces	View File
Any additional information	View File
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 following the recovery based advance payment policy.

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

8

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	View File
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 conducts internal 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)

C. Any 2 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

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 .

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 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

D. Any 1 of the above

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 employs a variety of strategies to effectively manage both solid and liquid waste. To ensure proper waste disposal, the college has implemented a system of different dustbins designed for the segregation of various types of waste, including solid waste, biomedical waste, and others. The Health & Hygiene committee plays a vital role in overseeing waste minimization efforts within the college. The college organized the annual Swach Bharat Mission. This event serves as a platform for promoting the recycling and appropriate disposal of solid and biomedical waste. In addition to solid waste management, the college has also established a dedicated wastewater management system. This system involves the collection and storage of wastewater, which is then reused for the purpose of tree plantation. The college places a

strong emphasis on maintaining a campus that is free from biomedical, hazardous, and radioactive waste. Stringent protocols are in place to ensure the proper handling and disposal of such waste materials. Furthermore, the college actively promotes awareness among students regarding environmental best practices. Students are educated about the harmful effects of smoking on the campus area and are encouraged not to engage in such activities. They are also guided on proper waste disposal through the use of informative placards displayed at various locations such as water taps, canteens, and other relevant areas.

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 **B. Any 3 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: **C. Any 2 of the above**

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

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	View File

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

C. Any 2 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 implemented numerous commendable initiatives to create an inclusive environment that encourages tolerance, harmony, and respect for different forms of diversity. Acknowledging the significance of cultural, regional, linguistic, communal, socioeconomic, and other diversities, the college strives to establish a setting where every individual feels valued and included.

Firstly, the college fosters linguistic diversity by offering a range of language courses such as Bengali, English, Sanskrit, and Arabic. This approach encourages students to explore new languages and facilitates intercultural communication.

Secondly, the college ensures equitable access to education by providing scholarships, grants, and financial aid programs for students from underprivileged backgrounds. This supports socioeconomic diversity and creates opportunities for individuals who may face financial obstacles.

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

Lastly, the college has established support networks and counseling services to cater to the specific needs of diverse student populations. These services aim to create a secure and inclusive environment 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 aims to create awareness among its students and employees regarding their constitutional obligations, values, rights, duties, and responsibilities. This is accomplished through a variety of approaches, including:

1. **Integrating Constitutional Topics into the Curriculum:** The College incorporates the study of constitutional obligations, values, rights, duties, and responsibilities into various academic disciplines such as Political Science, Education, History, Sociology, and Defense Studies. By integrating these subjects into the curriculum, students are exposed to constitutional principles and their implications.
2. **Awareness Campaigns:** The College organizes awareness campaigns and events to promote constitutional values and educate students and employees about their rights and responsibilities. These initiatives may include seminars, debates, and other activities that focus on citizenship and constitutional issues.
3. **Campus Policies and Codes of Conduct:** The College establishes campus policies and codes of conduct that reflect constitutional values and principles. These policies promote free speech, diversity, inclusion, and respect for individual rights. By aligning institutional policies with constitutional ideals, the College creates an environment that reinforces these principles.
4. **Student Engagement and Participation:** The College encourages students to actively participate in democratic processes, such as participating in Youth Parliament, participating in community service. These activities foster a sense of civic responsibility and increase 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

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

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

The college organizes and celebrate several national and international commenorative days like National Youth Day,International Mother language day,World environment day, Independence day, Republic day, Flag day, World happiness day, World nature conservation day, International Human Rights Day, Indian Constiution Day, National Polluion Day, International Women's Dayetc. throughout the year. Howeveere, in 2021-22, the college have organized 09programme in such national and

international commemorative 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 competition. 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 stands out in the following aspects:

1. **Student Diversity:** The college has a remarkable diversity among its student body, encompassing various genders, castes, and religions. A significant portion of the students belong to socially disadvantaged groups such as Scheduled Castes (SC), Scheduled Tribes (ST), Other Backward Classes (OBC), and minority communities. This diversity extends to cultural backgrounds and socio-economic statuses. Many of the students are the first in their families to pursue higher education. Recognizing the importance of catering to this diversity, the college offers scholarships specifically designed for SC, ST, OBC, and minority students, ensuring that financial constraints do not hinder their

progress. Furthermore, economically disadvantaged students receive tuition fee concessions through freeships. The college takes into account this diversity when planning all academic, administrative, and financial activities.

2. Unique Location: The college is located in the Sundarban Delta, which sets it apart from other parts of the country due to its distinctive culture and rich biodiversity. The region frequently experiences natural disasters such as floods and cyclones. This geographical context provides the college with an opportunity to study and explore the biological and socio-cultural diversity of the Sundarban area. The presence of saline water and salty soil poses challenges to the natural growth of plants, necessitating continuous efforts to maintain greenery within the college premises. In previous years, the college has organized awareness camps and similar initiatives to address these challenges, and it intends to continue such programs in the future.

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

BHK Mahavidyalaya ensures effective curriculum delivery through a well-planned and documented process by incorporating several key strategies and practices. Here is an overview of how BHK Mahavidyalaya ensures effective curriculum delivery:

1. **Curriculum Design:** The college design the curriculum in align with the curriculum suggested by the affiliating University. This process involves identifying the learning objectives, determining the content and skills to be covered, and structuring the curriculum in a logical sequence.
2. **Lesson Planning:** BHK Mahavidyalaya encourages its instructors to engage in effective lesson planning. This involves breaking down the syllabus into individual lessons, determining the teaching methodologies and resources to be used, and specifying the time allocated for each topic.
3. **Teaching Strategies:** The institution promotes the use of diverse teaching strategies to cater to different learning styles and enhance student engagement. This includes a combination of lectures, discussions, group work, practical exercises, multimedia presentations, and real-world applications. This fosters active learning and provides students with a well-rounded educational experience.
4. **Assessment and Evaluation:** The college establishes clear assessment criteria and guidelines to ensure consistency. It employs a variety of assessment methods such as tests, quizzes, assignments, projects, presentations, and examinations to assess students' understanding and skills.
5. **Documentation and Review:** BHK Mahavidyalaya maintains a documented record of the curriculum, syllabi, lesson plans, and assessment outcomes in the form of attendance

record, exam paper, and geo tagged pictures, feedback system. It enables periodic reviews of the curriculum to identify areas of improvement, content updation.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	http://www.bhkm.org/bhkm-new/academic-calender.php

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

BHK Mahavidyalaya adheres to the academic calendar to ensure the smooth functioning of its educational programs and the timely completion of course requirements. The Academic Committee prepares an annual academic calendar that includes the start and end dates of each semester, holidays, examination periods, and other significant academic events. This calendar is shared with students, faculty, and staff to ensure everyone is aware of the timelines and can plan their activities accordingly. Then all department designs a course calendar for each semester. This course calendar provides a detailed schedule of classes, including the topics to be covered, Learning Outcomes, assignments, projects, and assessments, List of cocurricular activities, Reference Book, and observation of institutional best practices. It helps students and faculty members to stay organized and track their progress throughout the semester. To adhere to the Continuous Internal Evaluation (CIE) system, BHK Mahavidyalaya incorporates various assessment methods into the course structure. These assessments aim to evaluate students' understanding and progress in their respective courses. The college employs methods such as quizzes, debates, extempore speeches, assignments, and class tests to gauge students' knowledge and skills. Regular attendance is also an essential component of the CIE system at BHK Mahavidyalaya. Students are expected to attend all classes, and their attendance is recorded for evaluation purposes.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	Nil

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)

0

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

0

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	No File Uploaded
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	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	View File
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)	No File Uploaded

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

96

File Description	Documents
Any additional information	No File Uploaded
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	B. Any 3 of the above
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File Description	Documents
URL for stakeholder feedback report	View File
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

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
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

926

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
3349	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,

Experiential 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 presentations on different topics of course is frequently used by teacher in day 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 is provided to students like 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	View File
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.	View File
Circulars pertaining to assigning mentors to mentees	No File Uploaded
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	View File
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

60

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 mechanism of internal assessment of the college is designed to be transparent and robust, ensuring a fair and accurate evaluation of individuals within the institution. Transparency is achieved through clear guidelines and communication channels that provide students a comprehensive understanding of the assessment process.

In terms of frequency, internal assessments are conducted on a regular basis, typically at predefined intervals. This regularity ensures that performance evaluations are consistent and allow for timely feedback and improvement opportunities. The frequency varies depending on the specific needs and goals of the departments.

The college incorporates diverse modes for internal assessment. This includes Group Discussion, Unit Tests, Assignments Submission, Field Visit / Field Work and Seminars Presentation, participation in co-curricular activities, and class attendance.

To maintain transparency and robustness, the assessment criteria or learning outcomes are well-defined and communicated in advance. This ensures that participants have a clear understanding of the expectations and standards against which they will be evaluated. Additionally, the assessment process is conducted by qualified assessors who provide unbiased and constructive feedback.

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 class tests, Assignments, Project works, Participation in different college activities like, wall magazine, group discussion, Quiz, extempore, and debate competition, students' seminars etc. 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(Controllor 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 Controllor 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 in extra-curricular activities Awareness/celebration day, Women's day, Constitution day, Survey on Covid-19, etc. (viii)The Institute follows the evaluation process suggested by West Bengal State University. This includes 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

586

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)

0

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

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

0

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

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

17

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

4

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

17

File Description	Documents
Any additional information	No File Uploaded
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 engages in a range of extension activities aimed at fostering a strong bond between the institution and the local community while also instilling a sense of social responsibility in its students. Through the National Service Scheme, the college executes various outreach initiatives within the neighborhood.

During the 2021-22 academic session, the direct social activities had to be put on hold due to the Covid-19 pandemic. However, this situation led to the exploration of alternative avenues for social work, such as raising awareness about the pandemic and environmental issues. The college took an active role in organizing programs focused on Covid vaccination, conducting awareness camps about student credit cards, commemorating International Yoga Day, observing International Mother Language Day, and conducting seminars in 2022. Additionally, the college actively participated in the "Duare Sarkar Camp" at Bamanpukur High School, further reinforcing its commitment to community service.

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

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

0

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

7

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

417

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

2

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

0

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 is a college with a campus area of 10.41 acres. The main building of the college is dedicated to academic and administrative purposes. It houses 21 classrooms that are used for regular classes, accommodating both honours and general programme students. Additionally, there are two ICT-enabled classrooms, namely Room 22 and Room 36, equipped with screens, computers, projectors, and internet access.

Furthermore, there is a computer lab located in the annex room of Room 22. This lab contains 10 computers with internet access, which are used for practical classes and other student activities. Two other rooms, Room 20 and Room 23, consist of cubicles representing 10 different academic departments of the college. In these cubicles, teachers not only carry out their regular academic duties but also provide special classes for students who require additional support in their studies.

The college also possesses a seminar hall, Room 21, which serves as a venue for seminars and cultural activities organized by various departments and cells. Adjacent to the college library, there is a reading hall (Room 31) dedicated to the students, providing them with a quiet space for studying and research.

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

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

The college campus offers extensive facilities for sports and cultural activities. It has a spacious playing field measuring 3 acres, which is suitable for regular and casual sports activities for the students. Additionally, there are separate rooms dedicated to boys and girls where they can engage in various indoor sports using the provided equipment. These rooms are located in the IQAC Building of the college, specifically Room No. 62 for boys and Room No. 63 for girls.

Regarding sports facilities, the college provides ample resources for both outdoor and indoor games. The outdoor games include football, cricket, and tennis, while indoor games such as chess, carom, and table tennis are also available.

In terms of cultural activities, the college has a designated cell room for the Cultural Committee. This room serves as a space for organizing and planning cultural programs. The college is equipped with musical instruments like the Yamaha keyboard, Hobner guitar, keyboard stand, notation stand, and percussion instruments. These instruments are available for students to engage in various cultural activities.

Furthermore, the college has appointed a professional mentor to guide and assist students in their cultural pursuits. This mentor provides valuable guidance and support to ensure the success of cultural activities organized by the students and different academic departments or cells.

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)	View File

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)	
5005128	
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)	
<p>The college has a Integrated Library Managment System (ILMS) for library managemnt. the details are provided below.</p> <ul style="list-style-type: none"> • 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	A. Any 4 or more 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)

7400

File Description	Documents
Any additional information	View File
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)	View File

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

2

File Description	Documents
Any additional information	View File
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 obtained a reliable internet connection to meet its IT requirements. All the computers in the college are linked to this internet connection, allowing teachers and students to access it for administrative and educational purposes. Additionally, there is a Wi-Fi router installed in

the teachers' room (Room-1), specifically intended for the teachers' use. The Wi-Fi network is secured with a password. The teachers utilize this Wi-Fi network to connect their personal devices and carry out their daily digital tasks.

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

4.3.2 - Number of Computers

24

File Description	Documents
Upload any additional information	View File
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

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

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)

59107

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)	View File

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 college's physical assets are categorized into two main groups: Fixed assets and Mobile assets. These categories are further divided into Electric and non-electric assets. The Electric assets are then classified into IT and non-IT assets. The non-IT assets are subcategorized into Wooden (W), Steel (S), Plastic (P), and Glass (G).

Different systems and procedures are in place to maintain each of these asset categories. For specific electronic items like Computers, computer Anti-virus, and UPSs, the college procures and renews Annual Maintenance Services (AMC) from third-party agencies by obtaining appropriate quotations. The third-party agency takes care of software assets such as COHA. Other IT and Non-IT Electronic assets are maintained and repaired by local agencies. The college negotiates with these agencies to determine fair compensation based on the minimum market values. However, for substantial repairs that involve a significant amount of money, the college invites quotations from multiple agencies. The selected quotation is chosen based on meeting the requirements and offering the minimum value.

As for other assets, they undergo bi-annual cleaning and repairs, if necessary. This task is assigned to local agencies and laborers hired by the college.

File Description	Documents
Upload any additional information	View File
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	
3209	
File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	View File
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	
133	
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	C. 2 of the above

hygiene) ICT/computing skills	
File Description	Documents
Link to institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	View File
5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
56	
5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
254	
File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File
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	No File Uploaded
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

2

File Description	Documents
Self-attested list of students placed	View File
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

16

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 and 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

1

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 the central 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

departments of the college also arranged mutual interactive 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 College envisions an atmosphere of education which is free from fear, fulfilled with potentialities, thirsty for knowledge and courageous to learn. It committed to the cause of 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 governance of the college ensure that the policies and decisions made at the college level are in alignment with the institution's vision and mission. This includes

1. formulating policies that promote a fear-free and intellectually stimulating atmosphere, as well as policies that support access to higher education and the overall development of students.
2. Collaborative decision making among the departments and administrators that support the empowerment of students, foster a thirst for knowledge, and encourage continuous personal and professional development.
3. The allocation of resources, such as funding, facilities,

and staffing, prioritize initiatives that align with the institution's vision and mission. This includes investing in educational resources, cocurricular activities, and support services that enable students to develop as intellectually vibrant and socially responsible citizens.

4. The governance framework provides mechanisms for inclusive and participatory decision-making. It involves various stakeholders, including faculty, Non-teaching staff, students, and community members, to ensure their voices are heard and their perspectives considered.
5. The governance also established mechanisms for monitoring and evaluating the institution's progress toward achieving its vision and mission.

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 forwrđ 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	Nil
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 effective deployment of the institutional strategic/perspective plan involves several key steps and considerations.

1. 1. at first the plan is communicated clearly and comprehensively to all stakeholders within the institution. This includes staff, management, board members, and any other relevant parties.
2. Then feedback are collected from all stakeholders regarding the strategic plan. By involving stakeholders in the planning and decision-making process, a sense of ownership and commitment can be fostered.
3. Then specific tasks and timelines are assigned to individuals or teams within the institution.
4. Regular progress monitoring and reporting mechanisms are put in place by IQAC to track the implementation of the plan and address any challenges or deviations from the intended course.
5. Adequate resources, both financial and human, are allocated to support the implementation of the plan.
6. Regular assessment of the progress made towards the stated goals and objectives allows for adjustments and refinements as needed.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	http://www.bhkm.org/bhkm-new/pdf/1668156892_Doc.pdf
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 institution 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	B. Any 3 of the above
File Description	Documents
ERP (Enterprise Resource Planning)Document	No File Uploaded
Screen shots of user interfaces	View File
Any additional information	View File
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	
<p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>Bonuses: The institution also make arrangement for rewarding teaching and non-teaching staff members whose emoluments did</p>	

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 following the recovery based advance payment policy.

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

8

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	View File
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 conducts internal 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)	C. Any 2 of the above
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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
<p>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.</p> <p>Safety and security</p> <p>The female students must first of all feel safe and secure</p>

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 .

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 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

D. Any 1 of the above

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 employs a variety of strategies to effectively manage both solid and liquid waste. To ensure proper waste disposal, the college has implemented a system of different dustbins designed for the segregation of various types of waste, including solid waste, biomedical waste, and others. The Health & Hygiene committee plays a vital role in overseeing waste minimization efforts within the college. The college organized the annual Swachh Bharat Mission. This event serves as a platform for promoting the recycling and appropriate disposal of solid and biomedical waste. In addition to solid waste management, the college has also established a dedicated wastewater management system. This system involves the collection and storage of wastewater, which is then reused for the purpose of tree plantation. The college places a strong emphasis on maintaining a campus that is free from biomedical, hazardous, and radioactive waste. Stringent protocols are in place to ensure the proper handling and disposal of such waste materials. Furthermore, the college actively promotes awareness among students regarding environmental best practices. Students are educated about the harmful effects of smoking on the campus area and are encouraged not to engage in such activities. They are also guided on proper waste disposal through the use of informative placards displayed at various locations such as water taps, canteens, and other relevant areas.

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	B. Any 3 of the above
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File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:	C. Any 2 of the above
<ol style="list-style-type: none"> 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 	

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
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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	View File

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

C. Any 2 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 implemented numerous commendable initiatives to create an inclusive environment that encourages tolerance, harmony, and respect for different forms of diversity. Acknowledging the significance of cultural, regional,

linguistic, communal, socioeconomic, and other diversities, the college strives to establish a setting where every individual feels valued and included.

Firstly, the college fosters linguistic diversity by offering a range of language courses such as Bengali, English, Sanskrit, and Arabic. This approach encourages students to explore new languages and facilitates intercultural communication.

Secondly, the college ensures equitable access to education by providing scholarships, grants, and financial aid programs for students from underprivileged backgrounds. This supports socioeconomic diversity and creates opportunities for individuals who may face financial obstacles.

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

Lastly, the college has established support networks and counseling services to cater to the specific needs of diverse student populations. These services aim to create a secure and inclusive environment 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 aims to create awareness among its students and employees regarding their constitutional obligations, values, rights, duties, and responsibilities. This is accomplished through a variety of approaches, including:

1. Integrating Constitutional Topics into the Curriculum:
The College incorporates the study of constitutional obligations, values, rights, duties, and responsibilities

into various academic disciplines such as Political Science, Education, History, Sociology, and Defense Studies. By integrating these subjects into the curriculum, students are exposed to constitutional principles and their implications.

2. **Awareness Campaigns:** The College organizes awareness campaigns and events to promote constitutional values and educate students and employees about their rights and responsibilities. These initiatives may include seminars, debates, and other activities that focus on citizenship and constitutional issues.
3. **Campus Policies and Codes of Conduct:** The College establishes campus policies and codes of conduct that reflect constitutional values and principles. These policies promote free speech, diversity, inclusion, and respect for individual rights. By aligning institutional policies with constitutional ideals, the College creates an environment that reinforces these principles.
4. **Student Engagement and Participation:** The College encourages students to actively participate in democratic processes, such as participating in Youth Parliament, participating in community service. These activities foster a sense of civic responsibility and increase 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

C. Any 2 of the above

programmes for students, teachers, administrators and other staff
4. Annual awareness programmes on Code of Conduct are organized

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

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

The college organizes and celebrate several national and international commenorative days like National Youth Day, International Mother language day, World environment day, Independence day, Republic day, Flag day, World happiness day, World nature conservation day, International Human Rights Day, Indian Constiution Day, National Polluion Day, International Women's Dayetc. throughout the year. However, in 2021-22, the college have organized 09programme in such national and international commenorative 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 comeptetion. 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 stands out in the following aspects:

1. **Student Diversity:** The college has a remarkable diversity among its student body, encompassing various genders, castes, and religions. A significant portion of the students belong to socially disadvantaged groups such as Scheduled Castes (SC), Scheduled Tribes (ST), Other Backward Classes (OBC), and minority communities. This diversity extends to cultural backgrounds and socio-economic statuses. Many of the students are the first in their families to pursue higher education. Recognizing the importance of catering to this diversity, the college offers scholarships specifically designed for SC, ST, OBC, and minority students, ensuring that financial constraints do not hinder their progress. Furthermore, economically disadvantaged students receive tuition fee concessions through freeships. The college takes into account this diversity when planning all academic, administrative, and financial activities.
2. **Unique Location:** The college is located in the Sundarban Delta, which sets it apart from other parts of the country due to its distinctive culture and rich biodiversity. The region frequently experiences natural disasters such as floods and cyclones. This geographical context provides the college with an opportunity to study and explore the biological and socio-cultural diversity of the Sundarban area. The presence of saline water and salty soil poses challenges to the natural growth of plants, necessitating continuous efforts to maintain greenery within the college premises. In previous years,

the college has organized awareness camps and similar initiatives to address these challenges, and it intends to continue such programs in the future.

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

Plan of action for the Next academic year:

1. Take initiative for the installation of the sanitary vending machine, and Water ATM
2. Prepare plan for making campus more divayang friendly toilet.
3. Prepare plan for playground development.
4. Encourage to Conduct seminar on IPR, Career related workshop.
5. Prepare plan for the Installation of solar panel.
6. Prepare plan for the upgradation of Surveillance infrastructure.
7. Prepare plan for the upgradation of ICT infrastructure.
8. Prepare plan for the upgradation of Library.
9. Take initiative for the buying Computer equipments such as the later version of mouse, keyboard, UPS.
10. Take initiative for the buying Colour Printer academic and administrative purpose.
11. Take initiative for the installation of new upgraded water purifier for cleaner water.
12. Encourage to conduct more programme on Environment.
13. Make preparation for NEP-2020.
14. Encourage teachers for publishing in the UGC Care list of journals.
15. Take initiative for the modification of feedback system as per NAAC guidelines.
16. Take initiative for the full the automation of the college library.
17. Plan for the repair work of the college building.
18. Encourage students to participate in the sports activity.
19. Encourage to arrange gender related programmes.

