



BAMANPUKUR HUMAYUN KABIR MAHAVIDYALAYA

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

Estd. – 2007

BAMANPUKUR . NORTH 24 PARGANAS . PIN – 743425 . WB

Ph- 03217-260816 / (M) 9830362656 . email ; bhkm2007@gmail.com

To
The Director,
National Assessment and Accreditation Council (NAAC)
P.O. Box No-1075, Nagarbhavi
Bangalore-560072
Karnataka
India

Sub: Uploading the Annual Quality Assurance Report 2015-16 of Bamanpukur Humayun Kabir Mahavidyalaya , P.O.- Bamanpukur, District- North 24 Parganas, West Bengal, 743425 for First Cycle of Accreditation , in the website www.bhkm.org.

Respected Sir

In compliance with the LOI requirements of the First accreditation, we feel glad to upload our Annual Quality Assurance Report (AQAR) 2015-16 in our official website www.bhkm.org for your kind perusal.

I look forward for further information from your end.

With thanks

Yours faithfully

[Dr. Subhash Biswas]

Principal

Bamanpukur Humayun Kabir Mahavidyalaya

Bamanpukur, North 24 Parganas

West Bengal, 743425



ANNUAL QUALITY ASSURANCE REPORT (2015-16)



PRESENTED BY
INTERNAL QUALITY ASSUARANCE CELL
BAMANPUKUR HUMAYUN KABIR MAHAVIDYALAYA
BAMANPUKUR, NORTH 24 PARGANAS, WB, 743425



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The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

I. Details of the Institution

1.1 Name of the Institution

BAMANPUKUR HUMAYUN KABIR MAHAVIDYALAYA

1.2 Address Line 1

Village - Bamanpukur

Address Line 2

P.O.- Bamanpukur

City/Town

District- North 24 Parganas

State

West Bengal

Pin Code

743425

Institution e-mail address

bhkm2007@gmail.com

Contact Nos.

Principal- 9830362656

Name of the Head of the Institution:

Dr.Subhash Biswas

Tel. No. with STD Code:

033 2548 8201

Mobile:

9830362656

Name of the IQAC Co-ordinator:

Sumita Chatterjee



Mobile:

IQAC e-mail address:

1.3 NAAC Track ID(For ex. MHC0GN 18879)

1.4 NAAC Executive Committee No. & Date:
(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

1.5 Website address:

Web-link of the AQAR:

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

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	Nil	Nil	Nil	Nil
2	2 nd Cycle	Nil	Nil	Nil	Nil
3	3 rd Cycle	Nil	Nil	Nil	Nil
4	4 th Cycle	Nil	Nil	Nil	Nil

1.7 Date of Establishment of IQAC: DD/MM/YYYY

1.8 AQAR for the year (for example 2010-11)

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC (for example AQAR 2010-11 submitted to NAAC on 12-10-2011)

- i. AQAR 2014-15 submitted to NAAC on 26.12.2015 (DD/MM/YYYY)
- ii. AQAR 2015-16 submitted to NAAC on 15.09.2016 (DD/MM/YYYY)
- iii. AQAR_____ (DD/MM/YYYY)
- iv. AQAR_____ (DD/MM/YYYY)



1.10 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education Men Women

Urban Rural Tribal

Financial Status Grant-in-aid UGC 2(f) UGC 12B

Grant-in-aid + Self Financing Totally Self-financing

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys. Edu.)

TEI (Edu) Engineering Health Science Management

Others (Specify)

1.12 Name of the Affiliating University (for the Colleges)

West Bengal State University

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc.

Autonomy by State/Central Govt. / University

N/A



University with Potential for Excellence	N/A	UGC-CPE	N/A
DST Star Scheme	N/A	UGC-CE	N/A
UGC-Special Assistance Programme	N/A	DST-FIST	N/A
UGC-Innovative PG programmes	N/A	Any other (<i>Specify</i>)	N/A
UGC-COP Programmes	N/A		



2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="6"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="1"/>
2.3 No. of students	<input type="text" value="0"/>
2.4 No. of Management representatives	<input type="text" value="2"/>
2.5 No. of Alumni	<input type="text" value="0"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="1"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="0"/>
2.8 No. of other External Experts	<input type="text" value="1"/>
2.9 Total No. of members	<input type="text" value="11"/>
2.10 No. of IQAC meetings held	<input type="text" value="06"/>
2.11 No. of meetings with various stakeholders:	No <input type="text" value="12"/> Faculty <input type="text" value="6"/>
Non-Teaching Staff Students <input type="text" value="3"/>	Alumni <input type="text"/> Others <input type="text" value="1"/>
2.12 Has IQAC received any funding from UGC during the year?	Yes <input type="text"/> No <input checked="" type="checkbox"/>
If yes, mention the amount	<input type="text"/>

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. International National State Institution Level

(ii) Themes



2.14 Significant Activities and contributions made by IQAC

1. Completion of SSR and go forward for NAAC Assessment.
2. Active encouragement and guidance to organize and participate in Seminar, Workshop etc. by the Staff like ‘Nai Roshni’ and Several Internal Seminars.
3. Encouragement to innovative plans for administration, teaching, examination and evaluation like “Observation of Library Day”.
4. Distribution of work through formation of different committees.
5. Recommendation for Application for Minor Research Project (UGC) for one faculty member.
6. Recommendation for internal research work of one faculty member, funded by College.
7. Collection of Grant for Extension of Library and construction of Meeting Room.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
Completion of Assessment and Accreditation by NAAC	AQAR for 2014-15 submitted, SSR has Prepared, LOI has submitted, NAAC visiting date has fixed,(21 st , 22 nd , 23 rd September,2016)
Introduction of new subjects for catering the needs of the students and to reduce loads in some subjects	One Honours Subject, viz. Political Science; and two general Subjects, viz. Anthropology and human rights are introduced from academic session 2016-17
Introduction of departmental seminars , particularly to observe the anniversaries of the icons in the departments	Departmental seminars are held regularly. English, History, Pol. Science, Education conduct internal seminars.
Introduction of Anti-ragging Cell , Equal Opportunity Cell, Women’s’ Cell.	Introduced
Renovation of Library	Application has been made for collecting



	grant for renovation and extension of Library. Process for computerization of Library has been started and almost complete. Purchasing new books for library. Attempts are being made to create posts of Assstt. Librarian and Library Peon.
Introduction of Departmental Quiz, Extempore as part of innovation in teaching and learning	All department have made their respective calendars and started organizing Subject related departmental quiz and Extempore.
Opening of DODL Study Centre of Kalyani University	Introduced from Academic Session 2016-17.
Creation of Teaching and Non-Teaching Posts	Applications are made to the appropriate authorities
Well Decorated room for Students' Union	Introduced
Introduction of Career Oriented Course	Introduced short term course.

* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

The Governing Body of the College has accepted the AQAR.



Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
UG	07	Nil	Nil	Nil
Others	Nil	Nil	Nil	Nil
Total	07	Nil	Nil	Nil
Interdisciplinary	01	Nil	Nil	Nil
Innovative	Nil	Nil	Nil	Nil

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options:

(ii) Pattern of programmes:

Pattern	Number of Programmes
Semester	Nil
Tri Semester	Nil
Annual	07

1.3 Feedback from stakeholders *Alumni Parents Employers Students
(On all aspects)

Mode of feedback : Online Manual Co-operating schools (for PEI)

**Please provide an analysis of the feedback in the Annexure*

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

Academic Calendar is prepared following the latest changes in the syllabus and question bank of early years are distributed among the students

1.5 Any new Department/Centre introduced during the year. If yes, give details.

One honours and two general courses have been introduced from the Academic Session 2016-17. Three new departments are introduced from the session 2016-17 viz, Political Science (Hons.), Anthropology and Human Rights (General)



Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
07	06	00	01	Nil

2.2 No. of permanent faculty with Ph.D.

03

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
04	05	00	00	00	00	00	00	04	05

2.4 No. of Guest and Visiting faculty and Temporary faculty

8 Guest

7 Part-time Faculties

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	4	3	1
Presented papers	8	7	1
Resource Persons	0	0	0

2.6 Innovative processes adopted by the institution in Teaching and Learning:

1. Audio-visual techniques are used by a few departments like English, History, Education.
2. Inter and Intra departmental seminars are regularly held to observe the anniversaries of icon figures.
3. Publication of Wall magazine by the students of each department regularly.
4. Extension of lectures by distinguished experts from other college and universities.
5. Introduction of Departmental Quiz and extempore as part of teaching and learning.

2.7 Total No. of actual teaching days during this academic year

190 Days

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

Nil

**2.9 No. of faculty members involved in curriculum**

2

restructuring/revision/syllabus development

as member of Board of Study/Faculty/Curriculum Development workshop

2.10 Average percentage of attendance of students

56%

2.11 Course/Programme wise

distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
BA (Hons) in Bengali	53					100%
BA (Hons) in English	4					75%
BA (Hons) in History	15					95.65%
BA (Hons) in Education	13					100%
BA (Hons) in Sanskrit	23					100%
BA (General)	417					78.42%
BSc (General)	3					100%

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes :

1. IQAC regularly interacts with the Departments to monitor the plans and proposals of those departments as well as their implementations.
2. IQAC assists the departments to execute their departmental annual calendar.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	Nil
UGC – Faculty Improvement Programme	Nil
HRD programmes	Nil
Orientation programmes	1 (Applied)
Faculty exchange programme	Nil



Staff training conducted by the university	Nil
Staff training conducted by other institutions	6
Summer / Winter schools, Workshops, etc.	Nil
Others	Nil

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of vacant Positions	Number of permanent positions filled during the year	Number of positions filled temporarily
Administrative Staff	7	Nil	Nil	1
Technical Staff	Nil	Nil	Nil	Nil



Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

1. The IQAC encourage the Faculty members to apply for Minor/Major Research projects from various funding agencies like the UGC, ICSSR, MHRD. At present there is one on-going Minor Research Project funded by the UGC and one Minor Research Project has been applied.
2. IQAC constantly encourages the faculty to do surveys and field works and to present findings in the college forum as well as in state, national and international level seminars and to publish them.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	Nil	Nil	Nil	Nil
Outlay in Rs. Lakhs	00	00	00	00

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted	Applied
Number	Nil	1	Nil	Nil	1
Outlay in Rs. Lakhs	00	1.275Lakh	00	00	1.25 Lakh (Sanctioned)

3.4 Details on research publications

	International	National	Others
Peer Review Journals	2	4	1
Non-Peer Review Journals	0	0	0
e-Journals	0	0	0
Conference proceedings	3	0	0

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS



3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects	1 On-going 1 Applied	UGC UGC	127500 125000	98750 Sanctioned
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College	On-going	College	5000	5000
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)				
Total				

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges

Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number			1	1	
Sponsoring agencies			CA	DRCSC	



3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	Nil
	Granted
International	Applied
	Granted
Commercialised	Applied
	Granted

3.17 No. of research awards/ recognitions received by faculty and research fellows Of the institute in the year

Total	International	National	State	University	Dist	College

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them

3.19 No. of Ph.D. awarded by faculty from the Institution

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
National level International level

3.22 No. of students participated in NCC events: No NCC Unit in the College.

University level State level
National level International level



3.23 No. of Awards won in NSS:

University level State level
National level International level

3.24 No. of Awards won in NCC:

No NCC Unit in the College

University level State level
National level International level

3.25 No. of Extension activities organized

University forum College forum
NCC NSS Any other

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- Quami Ekta Week is organized covering 10 local schools and all administrative Offices of the Locality.
- One workshop is organised on Consumers' awareness in collaboration with the District Consumer Affairs Department. One Big Hoarding is installed in front of the College Gate on Consumer Awareness and Fair Business Practice.
- Participated in the organization of Sundarban Cup (Block Level Football Championship) at the College Ground in association with the Local Police Station.
- Participated in the organization of the Women Football Championship (Block Level) at the College Ground in association with the Block administration
- Organised activities on "Anti-Child Labour" in collaboration with a NGO DRCSC.



Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	10.53Acres	0		10.53Acres
Class rooms	16	0		16
Laboratories				
Seminar Halls	1	0		1
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	11computers ,4 printers	3computers, 1 printers, 3 software, , 2 Projectors	College fund, West Bengal Govt.	14 Computers, 5 printers, 3 softwares, , 2 Projectors
Value of the equipment purchased during the year (Rs. in Lakhs)	2lac 80 thousand	3Lakhs 76 thousand	College fund, West Bengal Govt	
Others				

4.2 Computerization of administration and library

1. Students admission process is online and computerised.
2. Students profile and results are also being computerised.
3. Computerisation of Library is under process.
4. Full computerization of Account Related Activities is under process.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	2894	407597	1503	114126	4397	521723
Reference Books	1705	283952	690	194325	2395	478277
e-Books						
Journals	5	26020	15		20	
e-Journals						
Digital Database						
CD & Video						
Unsubscribed journal			36	Donation	36	Donation



4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	11		10			6	5	
Added	3		0			3	0	
Total	14		10			9	5	

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

Nil

4.6 Amount spent on maintenance in lakhs :

i) ICT	376574
ii) Campus Infrastructure and facilities	610642
iii) Equipment's	3080894
iv) Others	
Total :	4068110



Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

1. Grievanceredressal cell is formed and a grievance expression box is placed.
2. Information are provided for all sorts of scholarship for meritorious and needy students.
3. Equal opportunity and Anti Ragging cell is formed.
4. Academic Calendar is prepared and maintained as per schedule.
5. Departmental calendars exhibiting different programmes/observations are prepared and maintained.

5.2 Efforts made by the institution for tracking the progression

1. Students result profile is made and faculty discusses the results, place suggestions and takes action after the publication of the results.
2. Identification of the students who require special coaching and suggestions given to them
3. Successfully passed-out and well placed students are called for sharing their experiences with the current students

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2528

(b) No. of students outside the state

Nil

(c) No. of international students

Nil

Men	No	%	Women	No	%
	1319	60.33%		1209	39.67%

Last Year(2014-15)						This Year(2015-16)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1369	848	310	657	9	3184	529	1091	296	602	13	2528

Demand ratio

2:1

Dropout %

14.98%



5.4 Details of student support mechanism for coaching for competitive examinations (If any)

No yet started any coaching centre for competitive examinations.

Employment news, Gazettes are displayed in the Employment Notice Board

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET SET/SLET GATE CAT
 IAS/IPS etc State PSC UPSC Others

5.6 Details of student counselling and career guidance

1. Teachers council and the departments conducts programmes.
2. Students are encouraged to participate in programmes like Nai Roshni for minority girls, Consumer awareness , soft skills .

No. of students benefitted

5.7 Details of campus placement

<i>On Campus</i>		<i>Off Campus</i>	
Number of organization visited	Number of students participated	Number of students placed	Number of students placed
Nil	Nil	Nil	45

5.8 Details of gender sensitization programmes

1. Observation of Womens' day
2. Organizing "Nai Roshni" with 950 girls students of college and out of the college.

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level



5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	120	72315
Financial support from government	1589	10503800
Financial support from other sources	83	415000
Number of students who received International/ National recognitions	1	

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: Attempts are made to redress the grievances arising out of shortage in faculty and infrastructural facilities.



Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

The Vision

The College envisions an atmosphere of education which is free from fear, fulfilled with potentialities, thirsty for knowledge and courageous to learn.

The Mission

Bamanpukur Humayun Kabir Mahavidyalaya is 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.

6.2 Does the Institution has a management Information System

Yes.

* See Annexure-III

6.3 Quality improvement strategies adopted by the institution for each of the following :

6.3.1 Curriculum Development

Faculty members participate in the workshops for curriculum development at their respective University departments.

6.3.2 Teaching and Learning

1. Introduction of audio-visual techniques.
2. Feed-back from the students, alumni and parents are sought and taken care of for improving the teaching and learning.
3. Organization of internal seminars, Departmental Quiz, extempore and Debate Competition and Departmental Film Show.



6.3.3 Examination and Evaluation

Faculty members discharge their duties as invigilators, question –setter, examiner, scrutineer and moderators both at the college and university levels.

At the college level we have introduced departmental quiz and extempore based on the syllabus as informal part of the examination system.

6.3.4 Research and Development

The college has the practice to observe the anniversaries of the icon figures of their respective departments. Faculties cutting the departments present papers in those seminars.

Other days of importance are also observed with presentation from the faculties.

IQAC constantly encourages the faculties to organize seminars and to conduct researches and to publish them.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Books are purchased from the funds given by the UGC

Attempts are made to computerise the cataloguing system

Attempts are made to extend the Library Room

6.3.6 Human Resource Management

1. Ensuring full equality and ragging-free environment so that the potentials can be enhanced.
2. Establishing Womans' Cell.
3. Distribution of work load among the teaching and non-teaching staff.

6.3.7 Faculty and Staff recruitment

Attempts are seriously made for creation and recruitment of new staffs and faculty through Government.



6.3.8 Industry Interaction / Collaboration

1.No industry collaboration is made so far

2.Collaborations are made with voluntary organizations like Department of Cosumer Affairs and Local Panchayat, Police and Block administration, NGOs like DRCSC.

6.3.9 Admission of Students

Admission of the students takes place as per the norms framed by the University. In every case merit list is displayed and admission takes place following the merit list. Admission process in Part-I is done through online system.

6.4 Welfare schemes for

Teaching	CAS
Non-teaching	
Students	Well Decorated SU Room

6.5 Total corpus fund generated

Nil

6.6 Whether annual financial audit has been done

Yes No

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Nil	Yes	GB
Administrative	No	Nil	Yes	GB

6.8 Does the University/ Autonomous College declare results within 30 days?

NA

For UG Programmes Yes No

For PG Programmes Yes N/A No N/A



6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

N/A

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

NA

6.11 Activities and support from the Alumni Association

1. Alumni Association organizes programmes to observe special days.
2. Alumni Association has taken care of the Herbal Garden of the College.
3. Alumni has donated books for book bank and library.
4. Maintaining stand for Employment News

6.12 Activities and support from the Parent – Teacher Association

Interaction takes place informally. Attempts are being made to collect regular feedback and suggestions from the parents.

6.13 Development programmes for support staff

1. Due to paucity of staff major development programmes for the support staff could not be initiated.
2. Attempts are regularly made to distribute the work loads.
3. Ex-gratia payments are often made in cases of utter necessity.

6.14 Initiatives taken by the institution to make the campus eco-friendly

1. Tree plantation, plastic free environment, save the power, etc are taken care of.
2. Steps are taken to set up a smoking free campus.
3. Eco-club is there to maintain the campus environment eco-friendly.
4. Efforts are being made to maintain the herbal garden.
5. Rain Water Harvesting system is there to Store the Rain Water and reuse it.
6. Solid Waste Management system is there to dispose the Solid Waste.



Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

Several Committees are formed for looking after several activities of the college. Functioning of website started . This has created a positive impact on the functions of the college.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

Annexure-VIII

7.3 Give two Best Practices of the institution (please see the format in the NAAC Self-study Manuals)

1. Internal Seminar 2. Departmental Quiz, Extempore and Debate. 3. Departmental Book Bank. 4. Observation of Library Day.

**Provide the details in annexure (annexure need to be numbered as i, ii,iii)*

7.4 Contribution to environmental awareness / protection

Both the current students and the Alumni take care of plants. Special attempts are taken to make awareness Rain Water and Solid Waste Management.

7.5 Whether environmental audit was conducted? Yes No

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

Strength – Abundance of students. The College is the only higher educational institution in the remote backward locality with ample scope of development. Dedicated and motivated Teaching and Non-teaching staff.

Weakness– Poor infrastructural facilities. Shortage of Faculty. Students come from remote places having poor economic background. No strong Alumni. Dearth of Funds.

Opportunities – Huge scope to develop the locality through the college as most of the students belong to the SC,ST,OBC and Minority categories . The college can be made a centre for Sundarban studies , particularly of Mangrove-Management and Disaster –Management Studies.

Threats-Inadequacy of Staff and Faculty. To face the challenges often come from the divisive forces. Delay in infrastructural development due to shortage of funds.



7.7 Plans of institution for next year

1. Completion of Peer Team Visit.
2. Extension of Library at first floor.
3. Construct a Meeting Hall in Ground Floor.
4. Construct an open space for cultural programme.
5. Renovation of Play ground.
6. Extension of Cycle Stand.
7. Completion the Guard wall of the pond.
8. Introduction of Political Science hons. Human rights and Anthropology General.
9. Introduction of ODL from Kalyani University
10. Completion of the mini auditorium
11. Talent search in sports
12. Talent search in cultural programmes
13. Talent search in literary programmes
14. Organization of State/National Level Seminar
15. More extension activities of NSS , Eco-Club,
16. Application for Research projects
17. Initiation of a College Journal and News Letter
18. Introduction of Career –oriented courses and study materials for the Alumni.

Name : Sumita Chatterjee

Sumita Chatterjee

Signature of the Coordinator, IQAC

Name: Dr.Subhas Biswas

Dr. Subhas Biswas

Signature of the Chairperson, IQAC



ANNEXURE - I

Abbreviations:

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



ANNEXURE - II

Academic Calendar for the year 2015-16

The Academic Calendar of the College usually consists of three terms

First Term : 1st July 2015 to 17th Oct,2015 Before Puja-Recess i.e,

Second Term : From 16th Nov 2015 to Winter Recess i.e. 24th December,2014

Third Term : From 2nd January 2015 to 30th June 2015.

Gross Working Days – 269 Days (Excluding Sundays, Holidays and Recesses)

College Internal Examination Days : 21 days

University Examination Days : 38 days

Net Teaching Days – 190 Days (Excluding special days of observations like Navin- Baran, Annual Social Function, Annual Sports, Annual Cultural Competitions, College Foundation Day, Students' Union Election , Admission,Form fillup,National/State level Seminar/workshop etc,=20 Days)

Important days of observation

Independence Day- 15th August

Fresher's Welcome

Annual Social Function

Students' Union Election

Students' Union Formation

Netaji's Birthday

Republic Day

Alumni Meet

Bhasa Divas

Saraswati Puja

University Foundation Day

College Foundation Day

Birth day of Humayun Kabir



ANNEXURE - III

Management Information System of the College

Administrative system including finance: The Governing Body of the college formulates its administrative plans and policies on the bases of the recommendations of different sub-committees and the orders and directions given by the Government of West Bengal, The UGC and the affiliating University, i.e, West Bengal State University. Regarding finance, the Governing Body following the recommendations of the finance committee plans and executes the budget and the financial income and expenditure of the college.

The Teachers Council of the college assists the Governing Body through various sub-committees to take decisions, and to formulate plans and programmes regarding, admission, students' grievances, examination and evaluation as well as regarding research and seminars.

Library committee looks after the affairs of the library which includes all heads of the departments of the college. Cultural programmes, games and sports , community extension are administered by respective committees comprising of teaching and non-teaching staff of the college.



ANNEXURE - IV

Analysis of Students Feedback about the Institution

Sl.	Item	Always	Almost always	Mostly	Seldom	Never
1	What I have learned from college is very important in my life	64.3	14.3	21.4	0.0	0.0
2	The flow of development in college is remarkable	35.7	21.4	14.3	28.6	0.0
3	For improvement of education in college, opening of new course in college is relevant .	28.6	28.6	28.6	14.3	0.0
4	All cocurricular activities for Ex. Sports, cultural, seminars, debate, in our college praiseworthy.	50.0	21.4	28.6	0.0	0.0
5	The student teacher relation in collage is cordial.	35.7	42.9	7.1	14.3	0.0
6	Administration and management of the college is good	50.0	7.1	35.7	7.1	0.0
7	Extension activities of the college are good	50.0	35.7	7.1	7.1	0.0
8	NSS Activities of the college is encouraging.	28.6	42.9	21.4	7.1	0.0
9	Environment Awareness of the college is good	35.7	28.6	28.6	7.1	0.0
10	I am proud to attach with the college.	64.3	21.4	14.3	0.0	0.0
11	I will try to develop the college.	71.4	21.4	7.1	0.0	0.0

Analysis of Students Feedback about the Teachers

Sl.No	Parameter	% of positive responses
1	How far the teachers are the sources of knowledge	82%
2	How far the teachers are the good disseminators of knowledge	76%
3	How far the teachers are adequately prepared for the topics taught	75%
4	How far the teachers committed to complete the syllabus assigned to them	70%
5	How far the method of teaching is practical.	58%
6	How good is the teacher-student relationship in the classes	85%
7	How far the overall impression about the teachers of their respective classes	70%

Analysis of Alumni Feedback

Sl.No	Parameter					
1	I am proud to be a student of this college.	94.7	5.3	0.0	0.0	0.0
2	What I have learned from the college is relevant in my life	78.9	21.1	0.0	0.0	0.0
3	The recent development of the college is praiseworthy	68.4	31.6	0.0	0.0	0.0
4	The newly introduced subjects are very necessary.	63.2	31.6	5.3	0.0	0.0
5	I want to participate in development of the college	94.7	0.0	5.3	0.0	0.0



ANNEXURE -V

Best Practices

Title : Quiz competition, Extempore, Debate on the relevant topics from the syllabus of the students of each department of the College

The purpose of education is to develop men and women with sound knowledge, awareness and give them a strong foundation for future and train them to live a skilled, wholesome and meaningful life. In an endeavor to provide sound knowledge of their respective subjects and to give a strong foundation of their career, Bamanpukur Humayun Kabir Mahavidyalaya arranges a syllabus-based departmental quiz competition, extempore and debate. The college is situated in a remote area and the students of this college mostly belong to backward classes. Their financial and social condition is not favourable for their main stream career. So, continuous syllabus-based quiz competition, extempore and debate might be key factors for their better result in the university exam and in their future establishment.

Objective of the practice:-The objective in introducing syllabus-based Departmental quiz, extempore and debate was to provide all students an opportunity:

- i) to acquire thorough knowledge of their subjects.
- ii) to enhance advanced learners for the competitive exams.
- iii) it helps to cover the entire syllabus systematically.
- iv) to provide need based education.
- v) to promote a collective approach that focuses on quality and accountability in higher education.
- vi) development of self-reliant individuals.
- vii) to make the educational institution relevant with the local-economic condition.

The Practice: Introducing a new course in a socially backward area was a huge challenge for the teachers of Bamanpukur Humayun Kabir Mahavidyalaya. But the praiseworthy inspiration of our college's Principal and co-operation of the teaching and non-teaching staff has proved to be instrumental to encourage the students to participate actively in the departmental quiz competition, extempore and debate. Despite the social and financial adversity and lack of adequate transportation facilities the students' spontaneous participation was commendable. The entire stakeholder worked like a family. The steps we took for this practice are following:

- i) Consulted students and teachers to frame the system.
- ii) Introduced students' feedback mechanism to improve the quality of the programme.
- iii) A committee consisting of teachers from all departments was formed, -
 - a) to optimize the resources and talents.
 - b) to co-ordinate the programme effectively.
 - c) to prepare a time-table and to insert it in the departmental calendar.
- iv) Regular weekly assessment has helped to keep the pace and monitored the learning skill of the students.

**Obstacles:**

- i) The college does not have sufficient fund for frequent organization of such programmes.
- ii) The college does not have adequate number of full-time teachers. It increased the work pressure of the teachers.
- iii) Inadequate number of non-teaching staffs is also an impediment for effective functioning of such programmes.
- iv) The inhibition of the students sometime leads to absence of students in the class on such days.
- v) Clash of class timing is also a problem, particularly for arranging such programmes for general students.

Evidence of Success: Around 300 students took part in the syllabus based Departmental Quiz Competition, extempore and Debate despite all obstacles. It has helped the students to do better in the competitions outside the college. Our college stood second in the District Level Quiz Competition and got 2nd prize in the State Level Youth Parliament. Our college was also awarded with the 2nd prize by the State Level Extempore Competition Committee.

Resources required:

- i) The college requires more full time teachers who can invest adequate time for organizing such programmes.
- ii) Additional and adequate fund for such programmes can enhance the quality of such programmes.
- iii) Well experienced senior councilors and consultant from other organizations and institutions can also help to enhance the quality.
- iv) Modern and advance equipment, particularly use of more audio-visual aids, are needed.
- v) Facilities to surf internet can immensely help the students to prepare themselves for such programmes.
- vi) A language laboratory is also required.



ANNEXURE - VI

Plans for the Academic Session 2016-17

Academic Proposals

1. Opening of new subjects , viz, Political Science Honourse, Huma Rights and Anthropology General.
2. Opening of DODL Study Centre of Kalyani University.
3. Submission of proposal for new teaching posts.
4. Designing of distribution of study materials by the faculty as per the UGC norms
5. Ensure more than 180 teaching days in the session.
6. Meaningful analysis of results and to submit and execute recommendations by the faculty/departments

Administrative proposals

1. completion of NAAC Assessment and Accreditation.
2. Submission of proposal for new Non-teaching posts.
3. Construction of new meeting rooms and extension of library

Proposal for research and consultancy

1. Ensure adequate initiative by the Research Forum to motivate the faculty to participate in research activities / apply for minor and major research project.
2. Ensure at least one national level and one state level seminar in the college.
3. Ensure the departments to organize seminars/workshops at the college/university level.
4. Ensure the publication of Newsletter of the College.
5. Ensure the Publication of College Journal.

Proposals relating to cultural programmes

1. Increasing of the number of events and participants in the annual cultural programmes/competitions.
2. Increasing of the number of participants in external cultural programmes in the locality/university
3. More emphasis to be given on the motivation and participation of the students in the youth parliament programmes.

Proposals relating to sports and games

1. Ensure the Participation of more students in Indoor and Out door Games and Sports Competition.
2. More emphasis to be given on the motivation and participation of the students at the block/university level sports and games
3. organization of sports programmes like Sundarban Cup.



Proposals relating to the community extension programmes

1. More emphasis to be given on the participation of community related programmes like ‘Raksha Bandan’, ‘Quami Ekta Divas’, ‘Hand Wash Day’, ‘Save Drive Save Life’.
2. Ensure more community extension programmes by the NSS
3. Organising more programmes on ‘environment’ involving the local schools and administration.

Proposals for College Library

1. Emphasis to be given on the sanctioning and appointment of Librarian, Library Assistant and Library Clerk.
2. More books to be purchased
3. More journals to be subscribed
4. Ensure computerization of college library
5. Construction of extension room for the library.

Other proposals

1. Regularisation of the Students’ grievance cell.
2. Regularisation of the equal opportunity cell, women’s’ cell and Anti-ragging cell.



ANNEXURE: VII

Action Taken Report

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year

Plan of Action	Achievements
To prepare the SSR and to Complete the Process of NAAC Evaluation.	Preparation of SSR Completed, uploaded in college Website, Application for NAAC evaluation completed, NAAC Visiting Date fixed, 21 st , 22 nd and 23 rd Sept. of 2016.
Introduce the three new subjects viz, Sociology, Human Development and Philosophy	Sociology, Human Development and Philosophy have introduced.
Apply for Political Science (Hons) and for Science Stream.	Application is made for Political science Honourse, sanctioned from academic year 2016-17. Two new subjects have introduced, viz. Human rights for B.A. and anthropology for B.Sc. Separate B.Sc. Course has introduced.
Introduction of ODL from any University	Application is made for ODL at Kalyani University and sanctioned from academic year 2016-17
Completion of the mini auditorium	Completed and running. More decoration like sound proof system, fixed projector, fixed sound system, A.C, More Chairs etc. are to be completed.
Renovation of Play-Ground	Application is made to Youth Office for Grant for Renovation of Playground. Grant does not sanctioned yet. Institution makes some renovation in its own way.
Talent Search Programme	Talent search in Sports, Cultural Programmes and Literary Programmes is going through different competition.
More extension activities of NSS , Eco-Club	15 Extension programmes of NSS, And Eco-club has organised.
Application for Research projects	One Faculty has applied for Minor Research Project to UGC. And it is sanctioned on 10.09.2016
Initiation of a College Journal	Initiation has been taken but cannot complete yet. However Newsletter has been initiated and completed.
Organization of State/National Level Seminar	State or national level seminars cannot be organized. But internal seminars are organised frequently. Some department like Education and English has made the Seminar proposal but cannot apply yet. Some national and state level workshop like Nai Roshni, "Issues in Antichild labour" and about "Consumers Affaires has been organised.