



Estd: 1944

# Banwarilal Bhalotia College

Affiliated to **KAZI NAZRUL UNIVERSITY**, Asansol  
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## Notice: IQAC Meeting

All the IQAC members are hereby informed that a meeting of the IQAC is scheduled to be held on 25.09.2019 at 2-30 pm in the IQAC room. All are requested to kindly make it convenient to attend the meeting.

### Agenda:

1. Confirmation of the proceedings of the previous meeting on 15/07/2019.
2. Discussion on the ensuing District Science Fair competition
3. Discussion regarding the office staff orientation programme
4. Discussion regarding the Anti-Ragging awareness programme
5. Discussion regarding gender sensitization
6. Discussion on mentoring workshop
7. Miscellaneous

Coordinator, IQAC

B. B. College, Asansol  
Convener

Internal Quality Assurance Cell  
(IQAC)

B. B. College, Asansol

Minutes of the Meeting

Meeting No. 2  
Venue: IQAC Room

Date: 25/09/2019  
Time: 2-30pm

Members present:

1. Dr Amitava Basu (Principal) *A Basu*
2. Dr Kajal Krishna Dey (Coordinator) *KD*
3. Dr Parimal Ghosh (Bursar)
4. Dr Jyotirmoy Ghosh (Secretary, Teachers' Council)
5. Sri Manik Sarkar (Head Clerk) *M*
6. Dr Falguni Mukherjee (Principal, B.C. College, Asansol)
7. Dr Sanjeev Pandey *S.P.*
8. Dr Mousumi Ghosh
9. Dr Chanchal Kumar Biswas *C.B.*
10. Dr Snigdha Roy *S.R.*
11. Dr Animesh Mondal *A.M.*
12. Dr Sudipta Das
13. Sri Siddhartha Singh Deo
14. Sri Kajal Maji *K.M.*
15. Smt Amrita Mitra *A. Mitra*
16. Sri Uddalak Dutta *U.D.*
17. Dr Binita Dutta *B.D.*
18. Sri Abhijit Chakraborty
19. Sri Subrata Chatterjee (Alumni)
20. Sri Subhankar Roy (Industrialist)
21. Sri Atindra Kumar Chowdhury
22. Dr Malay Kr Ghosh *M.G.*


The meeting started with Dr Amitava Basu, Principal in the Chair.


1. As reference to the Agendum 1, the Coordinator read out the proceedings of the last meeting held on 15-07-2019 and hence resolved to be confirmed.
2. As reference to the Agendum 2, the meeting discussed about the ensuing District Science Fair Competition scheduled to be held on 26<sup>th</sup> and 27<sup>th</sup> September 2019 in our college campus. It was

resolved that different Committees would be formed under different heads for smooth organization of the event. The meeting decided the following committees with the members as follows.

1. Reception Committee
2. Committee for Registration of participants
3. Equipment & Maintenance Committee
4. Food Committee
3. As reference to the Agendum 3, it was decided that an orientation programme for the office staff will be held on 3<sup>rd</sup> or 4<sup>th</sup> week of November (training programme on online internal Exam, marks capturing portal, students' fees management software, approval of online form fill up portal etc.). In view of increasing computerization and complications regarding semester rules and regulations, the members felt an acute need for such a programme to be conducted as soon as possible.
4. As reference to the Agendum 4, it was decided that in accordance with the strict anti-ragging policies of the college, an anti-ragging awareness programme will to be conducted to ensure that the rules are communicated to the first semester students. The Anti-Ragging committee was entrusted with the responsibility of smoothly organizing the event, and to submit a full-fledged report to the IQAC after the completion of the event.
5. As reference to the Agendum 5, The meeting contemplated on the significance of communicating the gender-equal policies of the college to the new students. In order to acquaint them with the policy of zero-tolerance towards sexual harassment on campus, the meeting decided on entrusting the Women's Cell with the responsibility of organizing a Gender-sensitization programme as soon as possible (tentatively on 10<sup>th</sup> March, 2020). In this connection, it was further resolved that an awareness programme on breast and ovarian cancer and general health and hygiene practices will be conducted (tentatively on April, 2020) to sensitize our students.
6. As reference to the Agendum 6, it was decided that a workshop will be conducted for all stakeholders to ensure smooth functioning of mentoring system in our college. Here, all teachers will be made aware of the manner in which the mentor-mentee relationship must be maintained to ensure maximum aid to our students.

As there was no other issue to be discussed, the meeting ended with a vote of thanks to the Chair.

  
Principal  
B. B. College, Asansol  
**DR. AMITAVA BASU**  
Principal, B. B. College  
Ushagram, Asansol, P. Bardhaman  
West Bengal - 713303

  
Coordinator, IQAC  
B. B. College, Asansol  
Convener  
Internal Quality Assurance Cell  
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