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Banwarilal Bhalotia College
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Action Taken Report by IQAC for the Session 2019-2020

Internal Quality Assurance Cell (IQAC) of Banwarilal Bhalotia College had chalked out the Plan of Action for the Academic Session 2019-2020 well in advance at the beginning of the Session and then acted accordingly by taking some major initiatives regarding the fulfilment of this Plan of Action. The following is the Report for the actions taken by IQAC during this period.

1. Regular meeting of the IQAC is convened for preparation of AQAR and to enhance competence building. Further meetings are organized with members of extended NAAC Committee to make them understand the new/revised guidelines and pro-forma for AQAR as prescribed by NAAC.
2. Strong initiatives have been taken by IQAC and College Administration to introduce two new Certificate Courses on “Mushroom Cultivation” and “Entrepreneurship Development, Business Accounting and Tax Management”. Many students got registered, successfully completed these courses and got proper certification. They were very enthusiastic about the courses and provided very positive feedbacks as well.
3. Feedbacks from the students and all other stakeholders of the institution were regularly collected and detail reports were prepared through careful analysis of the huge data. Proper measures were taken by IQAC according to those reports.
4. Orientation/Induction programmes for fresher students are organized at the beginning of the session to make them aware regarding CBCS pattern, Examination System, Evaluation/Grading System and College Code of Conduct.
5. Academic Calendar was thoroughly prepared for the Sessions (for both Odd & Even Semesters) according to the University Guidelines mentioning the timeline in detail and it was circulated to the students well in advance.
6. IQAC proposed rationalization of subject wise students’ intake capacity (especially for the programme courses) after detail analysis of past 3-4 years students’ intake-admission data. Subsequently, College Administration applied to the University Authority and received

approval of that proposal from the affiliating University before commencement of admission for the students of 2020-2021 batch (Academic Session 2019-2020 according to NAAC).

7. Due to the outbreak of COVID-19 pandemic, classes in physical mode remained suspended from 23rd March, 2020 onwards. In this situation, all the teachers of the College were highly encouraged by the IQAC to take online classes for the benefit of our students utilizing different free digital learning platforms like Google Meet, Google Classroom, Zoom, Discord etc. To further assist the teaching faculties, IQAC had arranged several workshops and training-based discussions to clear out different operational difficulties raised by them.

8. On the advent of lockdown due to the pandemic, IQAC took prompt initiative to collect lots of electronic study materials (including PowerPoint presentations, lecture notes, e-books, video lectures etc.) for the comprehensive understanding of the students as provided by the teachers. Under proper guidance of IQAC, all these online study materials were diligently uploaded in the College Website by the members of Website Monitoring Committee. A special portal named as "Electronic Resources for Remote Learning During COVID-19" has been generated on the home page of the College Website for the easy access of these materials by the students.

9. It was also planned by the IQAC under the energetic supervision of the Principal to arrange a centralized online teaching platform for the entire College where all the students and faculties of the College were meticulously registered so that the classes could be organized smoothly and more effectively. The IQAC team has also perceived to select appropriate medium (upGrad platform) which reduced the required data consumption for more convenience of the College students.

10. As continuous effort of the IQAC to enhance the overall academic standard of the College, one International e-Conference and several other Seminars/Webinars/Workshops of State, National and International level have been organized by different Departments, Library and the College under the aegis of IQAC during this pandemic year. Enthusiastic participation of the teachers and the students made all these efforts successful and intriguing for future endeavours.

11. Instead of all the unprecedented situations occurred during the pandemic year of 2020, B. B. College has succeeded to organize all the necessary Internal Examinations as well as the Final Even Semester Examinations of the Academic Year 2019-2020 through online medium as per the guidelines provided by the University. After discussing with IQAC, the Examination Committee had planned to utilize Google Forms to make objective as well as subjective type questions and used Google Classrooms/WhatsApp groups to provide the students different curricular based assignments etc. The whole evaluation/assessment process was done mainly through online mode and manual evaluations were also carried out whenever it was felt necessary.

12. To assure internal quality, Students' Satisfaction Survey (SSS) has been conducted and the survey data was thoroughly analysed to make a report. Proper measures had been taken by IQAC to address the issues pertaining to this survey report.

13. Different extension activities and outreach programmes were conducted throughout the year in collaboration with various agencies through the NCC, NSS, Scout and Guide Wings of the College to inculcate social responsibly and moral values amongst all the students.

14. Initiatives have been taken by IQAC to develop linkages with different institutions where the students of the College were registered for internships, workshops, job trainings (like nursing) etc. Some MoUs have also been signed in this regard.

15. Few developments of infrastructural facilities for betterment of overall academic environment have been proposed by IQAC and most of them have been addressed by the College Administration (like arranging for some new classrooms, purchasing of new books in the libraries, improvement in Wi-Fi/LAN facilities etc.).

16. Other infrastructural developments have also been accomplished (like paving new roads, building a new Canteen facility, installing new HD CCTVs & new LED lights across the College Campus) as per the recommendation by IQAC.

17. Central Computer Lab has been remodelled with a complete setup of 100 computers where the students have their computer practical classes. This Central Computing facility has also been utilised for Internal Exam purpose and for different competitive exams as conducted by NTA.

18. Sports facilities have been developed further, both for the students and the faculties (the playground has been properly levelled, Badminton Courts have been set up in Girls' & Boys' Hostels, Multi-Gym facility has been installed in Boys' Common Room, a Recreation Room for the faculties has been created etc.).

19. Career Counselling & Placement Cell of the College has been very much active to organize various Placement Drives (off-campus)/Seminars/Webinars/Counselling Sessions/Workshops in collaboration with Companies like upGrad, WIPRO, TCS etc. to create job opportunities for the students and to guide them to choose for different career options. It also circulates different study materials/notices/posters to the students on a regular basis to aware the students regarding the various career opportunities.

20. The students are highly encouraged to participate in various cultural/sports/social activities/extension & outreach programmes for their overall holistic development.

21. As the College has a large students' base and faculty strength, IQAC has taken initiative to introduce different user-friendly ERP software and to form a structured database management system (Management Information System or MIS) for smooth functioning of Academic and Administrative work.

22. Proper documentation of various activities of the different Committees/Departments has been prepared and maintained with the help of extended NAAC Committee members for construction & submission of the annual report.

23. A structured Academic & Administrative Audit (AAA) pro-forma has been prepared by IQAC and AAA has been conducted internally by an Audit Committee.

24. A robust and effective mentoring system for the students has been properly maintained by the Departments under the guidance of IQAC through which all the problems/issues (both academic & non-academic) of the students (the mentees) were satisfactorily resolved/addressed by the concerned faculties (the mentors).

25. As all the academic processes were maintained through online mode during the prevailing pandemic, IQAC and the College Administration has taken the initiative to publish the e-Prospectus as prepared by the Prospectus Committee for the benefit of the students taking admission in 2020-2021 session. An e-Newsletter of the college, "Grass Table" has also been introduced during this pandemic period, which is published quarterly throughout the year.

26. Some major initiatives have been taken to make the College Campus more eco-friendly (like plantation of trees throughout the year, to create a paperless Administration & paperless Internal Exam System, installation of rainwater harvesting system, reduction of power consumption, proper waste management, Green Audit etc.). A Nature Club named "Beagle" was formed to aware & involve all the students and the staffs for a drive towards an eco-friendlier sustainable College Campus along with its surroundings.