

IQAC Action Taken Report for 2022-2023
Banwarilal Bhalotia College, Asansol, India

Plan of Action	Action Taken/Achievements/Outcomes
Orientation/Induction Programmes for Students	Orientation/Induction programmes for fresher students are organized at the beginning of the session to make them aware regarding CBCS and LOCF pattern, Examination System, Evaluation/Grading System and College Code of Conduct.
Preparation of Academic Calendar	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. Further, this academic calendar prepared by college incorporated the schedule of various important programmes as observed by the departments.
Organizing Various Conference/Seminar/Webinar/Workshop	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 period. Enthusiastic participation of the teachers and the students made all these efforts successful and intrigued for future endeavours.
Transparent Online Evaluation Process	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. The internal exams were mainly organized via physical mode and also by online mode using the centralized Exam Software in the Central Computer Lab. In this way, the students can view their answer scripts through a dedicated App.
Student Satisfaction Survey (SSS)	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.
Various Extension/Outreach Activities	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.
Linkages with Eminent Institutions	Initiatives have been taken by IQAC to develop linkages with different institutions like CMERI, Durgapur and Edubridge 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 along with collaboration for student and faculty exchanges.
Improvement of Infrastructural Facilities	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.). Other infrastructural developments have also been accomplished (like purchasing of new tables & benches for the classrooms,

	installing new fans & new LED lights in the classrooms and across the College Campus) as per the recommendation by IQAC.
Proper Utilization of Central Computer Lab	The Central Computer Lab has a complete setup of 100 computers where computer related practical classes are organized. This Central Computing facility has also been utilised for Internal Exam purpose and for different competitive exams as conducted by NTA.
Improvement of Sports Facilities	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.).
Providing Career Counselling & Placement Facilities	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 CLAPE technologies, AHFL finance and SHYAMSEL AND POWER, CMRIT, Qmansys, Edubridge 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.
E-governance and Implementation of Management Information System (MIS)	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.
Preparation of Annual Reports	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.
Academic & Administrative Audit (AAA)	A structured Academic & Administrative Audit (AAA) proforma has been prepared by IQAC and AAA has been conducted internally and also externally by a team of experts from the affiliating University.
Mentorship System	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 assigned mentors).
Continuation of e-Prospectus and e-Newsletter	The e-Prospectus was published in due time as prepared by the Prospectus Committee for the benefit of the students taking admission in 2022-2023 & 2023-2024 sessions. The quarterly e-Newsletter of the college, "Grass Table", was continued to be published throughout the years 2022 & 2023.
Initiatives toward Eco-Friendly/Green Campus	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 etc.). The "Beagle" nature club continues to make aware & involve all the students and the staffs for a drive towards an eco-friendlier sustainable College Campus along with its surroundings. The third international e-conference e-ConSus

	2023 on sustainable environment was organized during 7th-8th June, 2023. A survey was conducted to determine the root causes for flood in the neighbouring locality during rainy reasons.
Conduction of Green Audit, Energy Audit and Environment Audit	A dedicated green audit committee has been formed to spread environmental awareness and various pollution and waste management reports were certified by the local municipality or appropriate authorities. A group of expert external auditors were invited to certify the green audit report.
Transparent & Robust Feedback System	Feedback from the students, parents, faculties and alumni were collected and the analysis reports were prepared by the concerned team members. Necessary measures were taken by IQAC wherever required.
Promotion of Research Activities	A hands-on-training workshop on research methodology to properly use NLIST, IRINS profile was conducted by R&D Cell on 18.05.2023 to motivate the faculties for doing research. Information on various research grants were shared with them and they were sensitized to publish research articles in various edited volumes published by the college.
Launch of Departmental Edited Volumes/Books	Departments are highly encouraged to publish departmental edited volumes/books. IQAC has recommended to provide financial assistance in this regard and the college administration readily approved this proposal and sanctioned the required fund.
Implementation of NEP 2020	In accordance with NEP, various multidisciplinary/interdisciplinary Certificate and Value-added Courses were conducted throughout the year. Moreover, all the faculties were encouraged to put emphasis on teaching-learning process through local and vernacular languages for benefit of the students.
Establishment of functional Equal Opportunity Cell for SC/ST and minority students	Several workshops and seminars were organized by the equal opportunity cell for the benefit of SC, ST and OBC students of the college.

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