



Estd: 1944

Banwarilal Bhalotia College

Affiliated to **KAZI NAZRUL UNIVERSITY**, Asansol
(GOVT. SPONSORED **U G & P G** College)
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Notice: IQAC Meeting

Date: 09/06/2023

An important meeting with all the IQAC Core Committee members will be held **on 14.06.2023 (next Wednesday) at IQAC Room from 2:00 PM**. All the IQAC Core Committee members are hereby requested to remain present (or nominate a suitable representative in case she/he is unavailable due to other engagements) in the meeting. The agenda for the meeting are following:

1. Confirmation of the minutes of the last meeting held on 03/05/2023.
2. Discussion regarding present status and further improvements according to the benchmarks for different metrics as provided by NAAC.
3. Miscellaneous.

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
(IQAC)
B. B. College, Asansol

Resolution/Minutes of the Meeting

Venue: IQAC Room

Date: 14/06/2023

Time: 2 PM

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

1. As reference to the agendum 1, the IQAC Coordinator read out the proceedings of the last meeting held on 03.05.2023 and hence resolved to be confirmed.
2. As reference to agendum 2, the members present in the meeting proposed for some immediate and future initiatives by IQAC, as mentioned below:
 - (i) As the education system is transformed more into digital era under NEP 2020, more workshops (particularly on digital pedagogy) should be organized both for the faculties as well as the non-teaching staffs.
 - (ii) The logbook for the Central Computer Laboratory should be properly maintained and updated. A dedicated committee in this regard has been proposed comprising of Dr. Mithun Chandra Majee and Dr. Sagen Hansda.
 - (iii) It was discussed that more activities/workshops/courses should be organized regarding development of soft skills, ICT skills, language skills and life skills of the students from the very basic to advanced levels. In this regard, Dr. Binita Dutta, Ms. Amrita Mitra and Dr. Zarqua Jamal were proposed to be the coordinators.
 - (iv) The Grievance Redressal Committee should be restructured according to the UGC norms and the annual report of the committee must be duly updated and uploaded in the College Website for public view.
 - (v) It was conveyed to the members of the Green Audit Committee and the Beagle, Nature Club of the college to take initiative to complete the necessary surveys to conduct Green Audit and Energy Audit.
 - (vi) It was decided that the existing Equal Opportunity Cell must be completely restructured and become more active by organizing various awareness programs on funds/scholarships and other socio-economic issues.
 - (vii) It was proposed that 2-3 interactive digital boards could be purchased for the benefit of the students.
3. Since new NEP curriculum is going to be introduced from the upcoming 2023-2024 session, it was proposed that a centralized Induction Program for the newly admitted students (and for all the faculties also) shall be organized by the IQAC, the schedule of which should be prepared and circulated by the IQAC Coordinator in due time. In these meetings, the structure of the new courses under NEP shall be discussed in detail along with hands on demonstration to the every batch of the students regarding registration to individual DigiLocker accounts for creating their Academic Bank of Credit (ABC) IDs for the purpose of credit transfer.

As no other issues were to be discussed, the meeting ended with a vote of thanks to the Chair.



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DR. AMITAVA BASU
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Notice: IQAC Meeting

Date: 14/09/2023

A meeting of IQAC Core Committee will be held on **21.09.2023 (coming Thursday) from 2 PM at IQAC Room**. All the IQAC members are hereby requested to attend the meeting to discuss the following agenda.

1. Confirmation of the minutes of the last meeting held on 14/06/2023.
2. Data collection and preparation of documents for AQAR 2022-2023 according to the prescribed SOP and Benchmarks as provided by NAAC.
3. Preparation for participation in NIRF 2023-2024.
4. Miscellaneous.

Principal

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Sudipta Das

Coordinator, IQAC

B. B. College, Asansol

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Internal Quality Assurance Cell
(I Q A C)
B. B. College, Asansol

Resolution/Minutes of the Meeting

Venue: IQAC Room

Date: 21/09/2023

Time: 2 PM

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

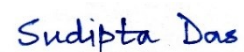
1. As reference to the agendum 1, the IQAC Coordinator read out the proceedings of the last meeting held on 14.06.2023 and hence resolved to be confirmed.
2. As reference to agendum 2, the IQAC Coordinator proposed for some immediate and future initiatives by IQAC, as mentioned below:
 - (i) The proper records for the Induction Programs organized regarding newly implemented NEP 2020 should be properly maintained to procure the follow-up reports.
 - (ii) As the education system is transformed more into digital era under NEP 2020, more workshops (particularly on digital pedagogy) should be organized both for the faculties as well as the non-teaching staffs.
 - (iii) Although hands-on demo sessions have been already organized to create DigiLocker accounts and ABC ids for all the students under NEP 2020, the members should help the fellow faculties to guide their students in this regard.
 - (iv) The newly published SOPs and benchmarks for the upcoming AQARs and SSR were meticulously discussed for preparation of AQAR 2022-2023.
 - (v) It was unanimously decided that the collection of data for AQAR 2022-2023 shall be started considering the tenure to be from September 2022 to August 2023 as the prescribed submission deadline is 31.12.2023.
3. It was mentioned to the NIRF team to keep an eye on the upcoming circulars regarding the opening of upload and submission portal for NIRF 2023-2024.
4. The following issues were also discussed:
 - (i) It was discussed that new classrooms should be built as per requirement of the 4-year course under newly implemented NCCF curriculum under NEP 2020.
 - (ii) Since new NEP curriculum is going to be introduced from the upcoming 2023-2024 session, it was proposed that 2-3 interactive digital boards could be purchased for the benefit of the students to enhance digital teaching-learning experience.

As no other issues were to be discussed, the meeting ended with a vote of thanks to the Chair.



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Notice: IQAC Meeting

Date: 23/11/2023

An urgent meeting will be held on next **Wednesday (29.11.2023)** from 2 PM at **IQAC Room**. The agenda for the meeting are the following:

1. Confirmation of the minutes of the last meeting held on 21/09/2023.
2. Introduction of a Certificate Course on Communicative English.
3. Syllabus framing and preparation of schedule for a Certificate Course on Basic Computing Skills.
4. Miscellaneous.

All the IQAC Core Committee members are hereby requested to be present in the meeting to exchange their suggestions.

A Basu

Principal

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Sudipta Das

Coordinator, IQAC

B. B. College, Asansol

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Internal Quality Assurance Cell
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B. B. College, Asansol

Resolution/Minutes of the Meeting

Venue: IQAC Room

Date: 29/11/2023

Time: 2 PM

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

1. As reference to the agendum 1, the IQAC Coordinator read out the proceedings of the last meeting held on 21.09.2023 and hence resolved to be confirmed.
2. As reference to agendum 2, the corresponding proposals and discussions are following:
It was discussed that most of the students severely lacks English communication skills. Since this is a required skill in the modern-day higher education as well as in job market, it was decided that a course on Developing English Communication Skill shall be introduced for the benefit of the students. In this regard, Dr. Uddalak Dutta and Ms. Amrita Mitra has been appointed as the convenors of this course to design the curriculum and schedule for this course.
3. As reference to agendum 3, it has been already decided in the previous meeting on 14.06.2023 to introduce Basic ICT Skill Development course. In this regard, Dr. Binita Dutta and Dr. Zarqua Jamal were nominated to be the convenors to frame the course structure (on the topics like MS Word & MS Excel, Crop & Scan Images, Merge PDFs, Google Drive, Google Classroom & Google Docs, basic knowledge about Cybersecurity etc.) and the course schedule to start the classes in blended modes (online and offline) as soon as possible.
4. It was discussed that a separate meeting regarding the Green Audit and other points of Criteria 7 should be convened in the next month (tentatively). It was also decided that the data collection for the session 2022-2023 shall be completed at the earliest for the preparation and submission of AQAR 2022-2023.

As no other issues were to be discussed, the meeting ended with a vote of thanks to the Chair.

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Notice: IQAC Meeting

Date: 06/12/2023

An urgent meeting will be held **on next Tuesday (12.12.2023) from 2 PM at IQAC Room**. The agenda for the meeting are the following:

1. Confirmation of the minutes of the last meeting held on 29.11.2023.
2. Discussion regarding guidelines as prescribed in the NAAC Workshop on 07.12.2023.
3. Updates about the preparation and upload process of NIRF 2024.
4. Updates regarding preparation of documents for AQAR 2022-23.
5. Discussion regarding preparation for NAAC in 2025.
6. Miscellaneous.

All the IQAC Core Committee members are hereby requested to be present in the meeting to exchange their views and suggestions.

A Basu

Principal

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Sudipta Das

Coordinator, IQAC

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Resolution/Minutes of the Meeting

Venue: IQAC Room

Date: 12/12/2023

Time: 2 PM

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


1. As reference to the agendum 1, the IQAC Coordinator read out the proceedings of the last meeting held on 29.11.2023 and hence resolved to be confirmed.
2. As reference to agendum 2, the corresponding few proposals and suggestions as mentioned by the State Mentors in the NAAC Workshop held on 07.12.2023 are the following:
 - (i) Emphasis should be given to the high value metrics as per the prescribed NAAC benchmarks for SSR.
 - (ii) New Skill Development Courses should be introduced as per the NEP 2020 curriculum.
 - (iii) Feedbacks from each stakeholder should be properly collected and the authority should take appropriate actions in response to those feedbacks.
 - (iv) Proper functioning of the Career Counselling Cell of HEI is very crucial.
 - (v) Good rate of student progression is vital for any HEI.
 - (vi) Gender Audit should be initiated by the HEI.
 - (vii) Entrepreneurship opportunities to be provided to the students on regular basis.
3. As reference to agendum 3, it was conveyed by the IQAC Coordinator that the DCS portal for NIRF 2024 has been opened. In this regard, it was decided that the required data should be prepared by the already nominated NIRF team and the upload process shall be duly completed within the due date of 05.01.2024.
4. As reference to agendum 4, it was discussed that the data collection and document preparation process for AQAR 2022-2023 is in full swing and the submission process shall be hopefully completed within due time.
5. As reference to agendum 5, the suggestions provided by the mentors in the NAAC Workshop were mentioned in detail and noted by the respective criteria-wise convenors. Furthermore, it was also decided that the preparation for AQAR 2023-2024 should be done in more methodical and structural manner since this will be the last AQAR before the NAAC accreditation due on 2025.
6. It was discussed that the Central Library as well as the Seminar/Departmental Libraries require new books according to the new curriculum under NEP 2020. In this regard, it was decided that a notification should be shared with every department to prepare a list of books for purchase as per the requirement of the new syllabi.

As no other issues were to be discussed, the meeting ended with a vote of thanks to the Chair.



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Notice: IQAC Meeting

Date: 24/01/2024

An urgent meeting will be held on next **Wednesday (31.01.2024)** from **2 PM** at **IQAC Room**. The agenda for the meeting are the following:

1. Confirmation of the minutes of the last meeting held on 12.12.2023.
2. To discuss our future course of action regarding NAAC Accreditation as per the new draft guideline.
3. Miscellaneous.

All the IQAC Core Committee members are hereby requested to be present in the meeting to exchange their views and suggestions.

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Principal

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Sudipta Das

Coordinator, IQAC

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Resolution/Minutes of the Meeting

Venue: IQAC Room

Date: 31/01/2024

Time: 2 PM

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

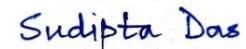
1. As reference to the agendum 1, the IQAC Coordinator read out the proceedings of the last meeting held on 12.12.2023 and hence resolved to be confirmed.
2. As reference to agendum 2, the draft of the new accreditation guidelines by NAAC has already been shared with the members. After thorough discussion, the following points was raised at the meeting:
 - (i) As we were already going to submit the AQAR in the old format for consecutive 4 years, it was unanimously decided that we should stick to the old format (if possible) for the upcoming AQAR and SSR.
 - (ii) A draft of a query letter has been made and sent to NAAC Director to know whether the HEI is still eligible for NAAC Accreditation in old format.
 - (iii) As per the new NAAC Accreditation format, extra emphasis should be given to collect the student progression and student placement data.
 - (iv) Special importance should be given to establish the Heritage status of the HEI according to the new NAAC Accreditation framework.
 - (v) More outreach activities should be taken up by the HEI for the benefit and betterment of the local or surrounding community.
 - (vi) More holistic approach of teaching-learning should be undertaken as per the NEP 2020 curriculum.
 - (vii) Emphasis on participative learning, blended classes, teaching in vernacular languages and so on.
3. It was decided that the AQAR for the session 2022-2023 session should be submitted as early as possible which will enable the respective members to prepare documents for AQAR 2023-2024 since the HEI is striving towards NAAC Accreditation in the year 2025 through the old existing framework.

As no other issues were to be discussed, the meeting ended with a vote of thanks to the Chair.



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Notice: IQAC Meeting

Date: 23/02/2024

An urgent meeting will be held **on next Thursday (29.02.2024) from 2 PM at IQAC Room**. The agenda for the meeting are the following:

1. Confirmation of the minutes of the last meeting held on 31.01.2024.
2. To discuss the progress of the documentation for NAAC Criteria 7.
3. To discuss regarding conduction of Green Audit and Energy Audit for the whole HEI campus.
4. Miscellaneous.

All the IQAC Core Committee members along with the NAAC Criteria 7 members are hereby requested to be present in the meeting to exchange their views and suggestions.

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B. B. College, Asansol

Convener
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B. B. College, Asansol

Resolution/Minutes of the Meeting

Venue: IQAC Room

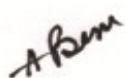
Date: 29/02/2024

Time: 2 PM

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

1. As reference to the agendum 1, the IQAC Coordinator read out the proceedings of the last meeting held on 31.01.2024 and hence resolved to be confirmed.
2. As reference to agendum 2, the following points was discussed and decided in the meeting:
 - (i) New water bodies should be constructed inside the campus.
 - (ii) More signage/tactile facilities should be incorporated for the benefit of visually impaired individuals.
 - (iii) More toilets with braille marks/handles for support should be constructed for physically challenged persons.
 - (iv) More wheelchairs/ramps should be incorporated inside the campus.
 - (v) Regular observation of No-vehicle days should be maintained (no entry for private vehicles inside campus).
 - (vi) More participative activities should be encouraged to enhance cultural and social harmony like Raksha Bandhan, Vasant Utsav etc.
 - (vii) More emphasis towards green initiatives like tree plantation, water conservation and recharge, solar power, plastic-free campus, conservation of local flora and fauna by green volunteers, survey project on local river etc.
 - (viii) More programs and activities should be initiated regarding ethics and codes of conduct.
 - (ix) A Gender Audit should be initiated through surveys conducted on faculties, staffs, and students.
 - (x) Preparation of documents for Green Audit should be completed within due time.
3. As reference to agendum 3, it was discussed that the members of the Green Audit Committee should meet on regular basis to conduct the necessary surveys to collect data regarding the following aspects:
 - (i) Water Survey (Storage capacity, daily usage in washrooms, labs, kitchen, gardens etc.)
 - (ii) Waste Management Survey (Chemical waste, bio-waste, e-waste etc.)
 - (iii) Energy Survey (Electricity consumption and conservation)
 - (iv) Air & Water Quality Survey of the campus including measurement of noise pollution in the busy areas
 - (v) Survey of the Green Cover surrounding the Campus including Biodiversity and Carbon Footprint Surveys.
4. It was decided that the Green Audit should be first conducted internally and then be inspected and certified by the external experts as per the prescribed guidelines.

As no other issues were to be discussed, the meeting ended with a vote of thanks to the Chair.



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Notice: IQAC Meeting

Date: 13/04/2024

An urgent meeting will be held on next Friday (19.04.2024) from 2 PM at IQAC Room. The agenda for the meeting are the following:

1. Confirmation of the minutes of the last meeting held on 29.02.2024.
3. To discuss regarding conduction of Academic and Administrative Audit by external experts.
4. Miscellaneous.

All the IQAC Core Committee members along with the Academic and Administrative Audit Committee members are hereby requested to be present in the meeting to exchange their views and suggestions.

A Basu

Principal

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Resolution/Minutes of the Meeting

Venue: IQAC Room

Date: 19/04/2024

Time: 2 PM

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

1. As reference to the agendum 1, the IQAC Coordinator read out the proceedings of the last meeting held on 29.02.2024 and hence resolved to be confirmed.
2. As reference to agendum 2, the following points was discussed and decided in the meeting:
 - (i) It was decided that the Academic and Administrative Audit should be first conducted internally and then by the external experts according to their availabilities.
 - (ii) Regarding the academic audit, a template was prepared by IQAC and was shared with each department to prepare the departmental profiles including departmental teaching-learning activities with emphasis on faculty profiles, student progression, placement records, minutes of departmental meetings, mentor-mentee reports, reports on slow and advanced learners, achievements by students (academic, sports or cultural) etc.
 - (iii) Regarding the administrative audit, it was decided that all the financial documents should be kept up to date and shall be categorized according to each NAAC criteria for easy understanding and handling on the behalf of the auditors. The documents concerning Governance and Management (ERP, Library Management, Admission Portal, Dedicated Apps for the students and teachers, Welfare Measures, Infrastructure Management, Fund Mobilization, Research & Development etc.) should be maintained according to the NAAC guidelines.
 - (iv) The respective tasks were divided among the designated members of the Academic and Administrative Audit Committee, as were done in the previous years.
3. It was also discussed and decided that all the departments must prepare Powerpoint Presentations based on the respective Departmental Profiles for the perusal of the members of the external experts and auditors.

As no other issues were to be discussed, the meeting ended with a vote of thanks to the Chair.

A Basu

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