



Estd: 1944

## Banwarilal Bhalotia College

Affiliated to KAZI NAZRUL UNIVERSITY, Asansol  
(GOVT. SPONSORED U G & P G College)  
ASANSOL - 713303, WEST BENGAL  
(INDIA)

Phone: 0341-2274842

Fax: 0341-2274529

Web: [www.bbcollege.ac.in](http://www.bbcollege.ac.in)

E-mail: [bbcollege1944@gmail.com](mailto:bbcollege1944@gmail.com)

### Notice: IQAC Meeting

All the members of IQAC, NAAC Steering Committee & Extended NAAC Committee and the concerned HODs are hereby informed that a meeting is scheduled to be held **on 17.06.2021 at 11:00 AM** in the **IQAC Room**. As the pandemic situation is going on, hence the concerned members who reside at close proximity of the college are requested to kindly make it convenient to attend the meeting.

#### Agenda:

1. Confirmation of the proceedings of the previous meeting on 23/05/2021.
2. Discussion regarding commencement of value-added courses/certificate courses/add-on courses in various departments for the students of Even Semesters.
3. Discussion regarding the future plan of action of Beagle (Nature Club of B. B. College).
4. Miscellaneous.

Principal  
B. B. College, Asansol

**DR. AMITAVA BASU**

Principal, B. B. College  
Ishagram, Asansol, P. Bardhamar  
West Bengal - 713303

Sudipta Das

Coordinator, IQAC  
B. B. College, Asansol  
*Convenor*  
Internal Quality Assurance Cell  
(I Q A C)  
B. B. College, Asansol

Members Present:

Full Name	Full Signature
Anurita Basu	+ Basu
Arup Ghosh	Arup
Kajal Majhi	Kajal
DR. SNIGDHA ROY	Snigdha Roy
Dr. Arnab Ganguli	Arnab
Dr Chanchal Kr Biswas	Chanchal Biswas
DR. ANIMESH Mondal	Animesh Mondal
DR. Binita Dutta	Binita Dutta
Amrita Mitra	Amrita Mitra
UDDALAK DUTTA	Uddalak Dutta
Sanjeev Pandey	Sanjeev Pandey
Malaykr Ghosh	Malaykr Ghosh
DR. MANAS PAL	Manas Pal
DR. MD. MASHKOOR ALAM	Mashkoor Alam

## **Minutes of the Meeting**

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**Venue: IQAC Room**

**Date: 17/06/2021**

**Time: 11-00 am**

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

1. As reference to the agendum 1, Principal read out the proceedings of the last meeting held on 23.05.2021 and hence resolved to be confirmed.
2. As reference to the agendum 2, the concerned HODs present in the meeting proposed to introduce few Certificate Courses. It was discussed that the concerned Course Coordinators will submit a detail Course Curriculum along with the Course Brochure to the IQAC within two weeks for further approval.
3. As reference to the agendum 3, it was discussed that various community outreach programs will be organized by Beagle, the Nature Club of B. B. College to inculcate awareness and sensitize the local community about environmental sustainability. It was further proposed that multiple tree plantation programs will be organized in the months of July-August.

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**



**Coordinator, IQAC  
B. B. College, Asansol**



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## **Notice: IQAC Meeting**

All the NAAC Steering Committee Members and the HODs / Departmental Co-ordinators / Departmental Representatives are hereby requested to attend a **virtual meeting** to be held on **28/09/2021 (next Tuesday) from 2:30 PM onwards**. The agenda of the meeting are the following:

1. Discussion regarding introduction of some new Certificate Courses.
2. Discussion regarding introduction of some Value-added Courses.
3. Discussion regarding preparation of Mentor-Mentee reports.
4. Discussion regarding preparation of Program Outcomes (P.O.), Program Specific Outcomes (P.S.O.) & Course Outcomes (C.O.).
5. Discussion regarding the new AQAR format for the academic session 2020-21.
6. Criterion wise SWOC Analysis reporting by the respective NAAC Steering Committee Members.
7. Discussion on conducting AAA with the external members for the session 2020-21.
8. Miscellaneous.

All are requested to make yourselves available for the meeting and kindly share your opinions/suggestions during the discussion.

Please join the meeting as scheduled through the following link:

<https://meet.google.com/mnf-kaip-gvj>

Principal  
**B. B. College, Asansol**

Sudipta Das  
Coordinator, IQAC  
**B. B. College, Asansol**

## Minutes of the Meeting

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**Venue: Virtual Meeting on Google Meet**

**Date: 28/09/2021**

**Time: 2-30 pm**

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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 17.06.2021 and hence resolved to be confirmed. The coordinator also reported that a new format for AQAR has been instituted by NAAC, where the data verification is to be done side-by-side along with filling out the AQAR format. Members were asked to go through at the new format.
2. All HoDs were hereby requested to initiate planning for online Certificate Courses for the upcoming Semesters on immediate basis. Detail templates were already sent to HoDs. The Course Curriculums along with the Course Brochures were asked to be submitted to IQAC within the stipulated deadline.
3. It was discussed that some Value Added Courses also must be planned. These are to be prepared along the lines of specified directives of NAAC (viz., ethics, gender issues, environment and sustainability, etc.). These courses may be run simultaneously with lectures on related sections of curriculum which form part of the normal UG/PG syllabus.
4. It was discussed that all the Departments have to prepare P.O., P.S.O., C.O. documents according to the templates provided. The template was also demonstrated at the meeting by Principal.
5. All the Departments have to prepare detailed Mentor-Mentee reports according to format illustrated at the meeting.
6. It was decided that the personal profiles of the faculties on website must be updated regularly. In this regard, HoDs have to send pertinent details through email to Web Monitoring Committee of the College. Other pertinent departmental documents like syllabi, previous years' question papers should also be updated in the College website.

Meeting with Heads of Departments ended here. NAAC members continued to discuss the following:

7. Some new members were inducted/redistributed among NAC Steering Committee as per requirement:
  - Dr Santosh Bhagat to join Criterion 2.
  - Ms Sohini Neyogi to join Criterion 2.
  - Dr Dalbinder Kour to join Criterion 2.
  - Dr Binita Dutta transferred to Criterion 5.
  - Mr Pankaj Dutta inducted into Criterion 6.
  - Mr Sayantan Dutta to join Criterion 7.
8. It was proposed that Matrix-wise discussion with specific Criterion members will be arranged in future to plan possible improvement of AQAR / SSR scores.
9. A Virtual Meeting was proposed to be held on 01.10.2021 at 3 PM to discuss issues related to participation in National Institute Ranking Framework (NIRF).

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**

**Sudipta Das**  
**Coordinator, IQAC**  
**B. B. College, Asansol**



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## **Notice: IQAC Meeting**

This is to inform you that a virtual meeting through Google Meet will be held on **01/10/2021 (coming Friday) from 3:00 PM onward.**

The agenda of this meeting are the following:

1. Confirmation of the minutes of the last meeting held on **28/09/2021**.
2. Discussion regarding participation in National Institute Ranking Framework (NIRF).
3. Miscellaneous.

All members of the NAAC Steering Committee are hereby requested to make yourselves available for the meeting and kindly share your opinions/suggestions during the discussion.

Please join the meeting as scheduled through the following link:

<http://meet.google.com/zuz-djix-uuz>

Principal  
**B. B. College, Asansol**

Sudipta Das  
Coordinator, IQAC  
**B. B. College, Asansol**

## Minutes of the Meeting

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**Venue: Virtual Meeting on Google Meet**

**Date: 01/10/2021**

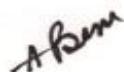
**Time: 3-00 pm**

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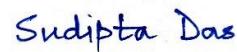
The meeting started with Dr Amitava Basu, Principal in the Chair.

1. As reference to the agendum 1, the IQAC Co-ordinator read out the proceedings of the last meeting held on 28.09.2021 and hence resolved to be confirmed.
2. As reference to the agendum 2, the Principal informed all the members present about the importance of participation in NIRF for any HEI. Also, as many matrices in NIRF have similarity with the matrices of NAAC AQAR, hence it was proposed that the respective Committee members should prepare the necessary documents for participation in NIRF for the Academic Year 2020-2021.
3. Members of the NAAC Steering Committee discussed about the possibility of re-opening of College in physical mode after Puja Vacation according to the recent announcement by the State Government. The importance of safety measures and maintenance of COVID-19 protocols like proper sanitization and wearing masks were discussed in this regard.

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**



**Sudipta Das  
Coordinator, IQAC  
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## Notice: IQAC Meeting

**Date: 30/12/2021**

All the NAAC Steering Committee members are hereby requested to attend a **virtual meeting through Google Meet** to be held on **05/01/2022 from 2:30 PM onward**.

The agenda for the meeting are following:

1. Confirmation of the minutes of the last meeting held on **01/10/2021**.
2. To discuss regarding the data collection and preparation of AQAR for 2020-2021.
3. To finalize a deadline for submission of AQAR for the session 2020-2021.
3. Miscellaneous.

Please join the meeting as scheduled through the following link:

<https://meet.google.com/bxi-deup-swr>

Principal  
**B. B. College, Asansol**

Coordinator, IQAC  
**B. B. College, Asansol**

## Minutes of the Meeting

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**Venue: Virtual Meeting on Google Meet**

**Date: 05/01/2022**

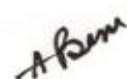
**Time: 2-30 pm**

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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 28.09.2021 and hence resolved to be confirmed.
2. As reference to the agendum 2, the IQAC Coordinator informed all the members that the newly announced tenure for data collection of NAAC AQAR for the session 2020-2021 is from July 2020 to December 2021. As the data during the period July 2020 – December 2020 has already been included and submitted in the AQAR for the session 2019-2020, hence it was proposed that the data will be collected and prepared for the period of January 2021 to December 2021 for the submission of AQAR 2020-2021. It was decided that the respective Committee members should prepare the necessary documents accordingly for preparation of AQAR for the Session 2020-2021.
3. As reference to the agendum 3, it was also finalized that the AQAR for 2020-2021 shall be prepared and submitted within March 2022.
4. As all the education institutions have been forced to be closed due to emergent third wave of COVID-19 Pandemic, Members of the NAAC Steering Committee unanimously decided that the classes and other academic activities will carry forward through online mode. Proper notices in this regard shall be circulated immediately.

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**



**Sudipta Das  
Coordinator, IQAC  
B. B. College, Asansol**



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## Notice: IQAC Meeting

**Date: 08/03/2022**

All the NAAC Steering Committee members are hereby requested to attend a meeting to be held on **15/03/2022 from 2:30 PM onward at IQAC Room.**

The agenda for the meeting are following:

1. Confirmation of the minutes of the last meeting held on **05/01/2022**.
2. To discuss regarding the pending documents for AQAR.
3. To further distribute the works regarding data collection for AQAR.
4. Miscellaneous.

Principal  
**B. B. College, Asansol**

Coordinator, IQAC  
**B. B. College, Asansol**

## **Minutes of the IQAC Meeting**

**Venue: IQAC Room**

**Date - 15.03.2022**

**Time – 2:30 pm**

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The meeting was initiated with Dr. Amitava Basu, Principal, Banwarilal Bhalotia College, as the Chair.

1. As reference to agendum 1, As reference to the agendum 1, the IQAC Coordinator read out the proceedings of the last meeting held on 05.01.2022 and hence resolved to be confirmed.
  
2. As reference to agendum 2, it was discussed that the AQAR for 2020-2021 is being prepared. The following data/documents were still pending in this regard:
  - i. Student Satisfaction Survey Report.
  - ii. Some details of expenditure as the final audit report has not been received yet.
  - iii. Few Scholarship details.
  - iv. Placement and higher progression details of the students.
  - v. Documentation regarding Best Practices by the College.
  
3. As reference to agendum 3, the pending works for AQAR were redistributed among the concerned members for each of the 7 criteria to wrap up the preparation of AQAR. It was further decided that the concerned office staffs should also be directly involved to collect and prepare the data according to the prescribed format.

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



**Principal  
B. B. College, Asansol**



**Coordinator, IQAC  
B. B. College, Asansol**



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## **Notice: IQAC Meeting**

**Date: 13/05/2022**

All the NAAC Steering Committee members are hereby requested to remain available for a meeting to be held **on 19/05/2022 from 3:00 PM onward at the Vivekananda Seminar Hall (Room No. 106).**

The agenda for the meeting are following:

1. Confirmation of the minutes of the last meeting held on **15/03/2022**.
2. To discuss and select the Convenors for each of the 7 criteria for NAAC.
3. To discuss about the strengths and weaknesses for each criteria-wise metric and further scope of improvements.
4. To discuss about various duties of the different committees and further courses of action.
5. To discuss and demonstrate about improvement of the Mentor-Mentee system.
6. Further updates/improvements of College Website.
7. Miscellaneous.

**Principal  
B. B. College, Asansol**

**Coordinator, IQAC  
B. B. College, Asansol**

## Minutes of the IQAC Meeting

**Venue:** Vivekananda Seminar Hall (Room No. 106)

**Date:** 19.05.2022

**Time:** 3-00pm

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

1. As reference to the agendum 1, the IQAC Co-ordinator read out the proceedings of the last meeting held on 15.03.2022 and hence resolved to be confirmed.
2. As reference to the agendum 2, the meeting decided that the seven teams working on each criterion of the AQAR and a few other committees shall have separate convenors.
  - i. Criterion 1: Dr. Malay Kumar Ghorui
  - ii. Criterion 2: Mr. Kajal Maji
  - iii. Criterion 3: Dr. Sanjeev Kumar Pandey
  - iv. Criterion 4: Dr. Siddharta Singh Deo
  - v. Criterion 5: Ms. Amrita Mitra
  - vi. Criterion 6: Dr. Snigdha Roy
  - vii. Criterion 7: Dr. Animesh Mondal
  - viii. Convener of the Academic Audit Committee: Dr. Binita Dutta
  - ix. Convener of the Administrative Audit Committee: Dr. Snigdha Roy
  - x. Student Satisfaction Survey: Dr. Subharthi Sarkar and Dr. Dalbinder Kour
3. With reference to the agendum 3, the meeting seriously considered the multiple arenas of improvement as suggested by the members after thoroughly studying their criteria with particular emphasis on the quantitative matrix.
  - i. Dr. Malay Ghorui (Criterion 1) remarked that the Internal Examination system followed by the college needs to be more elaborate. Students must be assessed more often to get optimum results. He further suggested that collecting data from the faculty members, like appointment letters of paper-setters and evaluators, must be frequent and systematic. The members also expressed concern over minimum student involvement in various fieldwork and internships.
  - ii. The members informed that the mentor-mentee system needs more structure and flexibility. The meeting concluded that several faculty members require additional assistance on this matter, and the departmental heads and sessions-in-charge should immediately be made acquainted with the system.
  - iii. Dr. Sanjeev Pandey (Criterion 3) raised the issue of renovation of the Innovation and Incubation Centre. Dr. Snigdha Roy indicated that dry research might demand more incentives. The Principal informed the members that various research facilities would be available in the new library building.
  - iv. The members of criterion 4 stated that the faculty should utilise the ICT classrooms more extensively. They proposed that even students should be familiarised with the workings of such high-tech classrooms.

- v. In response to the data collected for the present AQAR, the IQAC coordinator advised the members to inform the faculty members and the students about the availability of various government, non-government and private scholarships besides exemptions made from the college funds. Dr. Binita Dutta (Criterion 5) informed the meeting about the lack of response from the students who have already graduated. The meeting decided that the respective department should be responsible for collecting the data from the former students. Departments should organise regular reunions to remain connected with the former pupils.
- vi. Dr. Snigdha Roy (Criterion 6) and Dr. Arnab Ganguli (Criterion 6) emphasised the need to coordinate with members working on Criterion 2 to discuss the teaching-learning reforms. Concerning the development of e-content by the faculty members, the meeting decided that a workshop should be conducted to inform and train them adequately. If needed, experts should be arranged to enlighten the teachers on MOOCs, Running Management Software, and LMS. The meeting further noted that students should be encouraged to participate in the NPTEL courses.
- vii. Dr. Animesh Mondal (Criterion 7) and Mr. Rajarshi Das (Criterion 7) stated about the various programs organized throughout the year by NSS Wing and Beagle, the Nature Club of the College regarding social awareness and environmental issues. They also enthusiastically elaborated their plan of action for the next year like socio-economic surveys and river projects for local surrounding areas.
4. As reference to the agendum 4, the meeting discussed the duties and course of action of the various committees. It was decided that each committee would submit a proposal comprising the events for the academic year. After the approval of the IQAC, the same shall be uploaded as the exclusive calendar for that particular committee which then needs to be meticulously followed. After the completion of an event, academic, sports or cultural, the concerned committee needs to submit a full-fledged report comprising the minutes of the meeting in which it was finalised, geo-tagged photographs, number of participants (students, teaching and non-teaching), invited speakers/performers and other particulars of the event. The members proposed that the Yoga Day celebrations be held more extensively besides the other events, which were postponed due to the Covid restrictions.
5. As reference to the agendum 5, the mentor-mentee system was discussed in detail, with all concluding that a more systematised manner of preservation and collection of such records must be formalised. Dr. Sangita Lahiri argued that the various departments followed different formats regarding the mentor-mentee reports, which must be avoided. The meeting decided that a template complete in all respects and submitted in a proper format must be circulated among the various departments.
- Dr. Snigdha Roy suggested that the IQAC maintain a quarterly call for reports and minutes. The Principal stated that all documents must be appropriately maintained. He further added that the recently devised BB College eConnect App would assist in the proper maintenance of records, and therefore all faculty members must be well-acquainted with it.
6. As reference to the agendum 6, all members unanimously agreed that the college website should be regularly updated. Data regarding the various departments, information regarding all committees and

photographs and reports of sports and cultural events must be uploaded under the supervision of Mr. Rajarshi Das, the Convenor of the Web Monitoring Committee. The Principal instructed the Convenor to immediately upload the Anti-Ragging Declaration, the revised committees for Anti-Ragging, Women's Cell and Internal Complaints Committee. Mr. Kajal Maji suggested that all notices pertaining to official matters of the college must be visible on the website.

7. The members decided that in the case of Certificate Courses and Add-on Courses proposed by the departments, they require the approval of both the IQAC and the Governing Body of the college. They are further directed to submit a full-fledged report on the courses, including the departmental meeting minutes when particulars regarding the course were discussed and finalised, the number of student participants (belonging to the college and otherwise), and invited academicians, method of evaluation and the attendance data. This report must be submitted within ten days of completing the course.

The meeting kept in mind the significance of the NEP and IPR in the contemporary academic field. It proposed that workshops, seminars and invited talks be conducted to benefit the faculty members.

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

*ABM*  
**Principal  
B. B. College, Asansol**

*Sudipta Das*  
**Coordinator, IQAC  
B. B. College, Asansol**



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## **Notice: IQAC Meeting**

**Date: 06/08/2022**

An urgent meeting of IQAC will be held on **12/08/2022 (next Friday)** from **2:00 PM onward** at **Vivekananda Seminar Hall (Room No. 106)**. All the members of IQAC Core Committee and NAAC Steering Committee/Extended NAAC Committee are hereby requested to be present in the meeting and kindly share their suggestions/opinions regarding the following agenda:

1. Confirmation of the minutes of the last meeting held on **19/05/2022**.
2. Preparation for participation in NIRF for the year 2022.
3. Preparation for next AQAR (2022).
4. Miscellaneous.

Principal  
**B. B. College, Asansol**

Coordinator, IQAC  
**B. B. College, Asansol**

## Minutes of the IQAC Meeting

**Venue:** Vivekananda Seminar Hall (Room No. 106)

**Date - 12.08.2022**

**Time – 2:00pm**

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The meeting was initiated with Dr. Amitava Basu, Principal, Banwarilal Bhalotia College, as the Chair.

1. As reference to the agendum 1, the IQAC Co-ordinator read out the proceedings of the last meeting held on 19.05.2022 and hence resolved to be confirmed.

2. As reference to agendum 2, the meeting discussed in detail the preparation regarding the participation in NIRF for the year 2022. The members were informed that data pertaining to the academic years 2019-20, 2020-21 and 2021-22 would be required to complete the same. The meeting mainly focused on how to obtain the required data and the ways in which the current performance of the college may be improved.

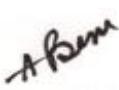
- Data regarding approved intake and registered students would be found with the College Office. Care should be taken to maintain the faculty-student ratio to the desired 1:20 value. For the current academic year, various faculty members were instructed to submit a list of required laboratory instruments, books, and other necessary equipment so that they may be purchased as soon as possible to be utilised in the upcoming semesters.
- Faculty members who have been awarded their doctoral degrees must submit a copy of the same to the IQAC for regular revision of data. The meeting encouraged the faculty members to publish in reputed journals indexed in Web of Science or Scopus databases.
- The members expressed concern about collecting data from students pursuing higher education. A proper model was to be devised by the members to maintain data properly. After discussing it with the Office staff, this must be done in earnest.
- For the section on ‘Outreach and Inclusivity’, data is available from that collected during admission. As for the ‘Perception’ section, the members must immediately contact various institutions and agencies which have collaborated with the college for various purposes.
- All departments will henceforth be instructed to decide dates for the induction meetings to be held with the newly admitted first semester students.

3. As reference to agendum 3, the IQAC coordinator informed the members of the variations included for the submission of the next AQAR.

- It included several new arenas to be examined like the Multidisciplinary/Interdisciplinary endeavours by the HEI, Skill Development Courses and appropriate integration of the Indian Knowledge System. Members suggested that certificate courses on Chemical dyes, Vedic Maths, Manu and Chanakya and other Indian philosophers may be designed after detailed discussion with the respective departments. Dr. Santosh Bhagat wished to initiate a new course titled ‘Indian Knowledge System in Ancient Indian Political Thought: Reading the Early Texts’.

- The Principal congratulated all the members on the successful submission of the AQAR and suggested that the next meeting will be devoted to members commenting on the lacunae that may be addressed in the next submission. We should focus on areas that require further attention and plan new initiatives accordingly.
  - Mr. Kajal Maji raised the issue that meetings with the departmental Heads regarding the collection and record of data must be held before the commencement of the classes. He particularly emphasised the maintenance of the mentor-mentee lists and the collection and redressal of grievances at all levels. Members also stressed the frequency of interaction with the departmental heads and convenors of various committees. Further, the problems regarding collecting information for Academic Audit and student progression were discussed.
4. The meeting decided to motivate the students to join the courses on SWAYAM and various programmes organised by the Career Counseling and Placement Cell. The students must be well-informed about the advantages of attending such events that help them gain a more comprehensive perspective about their future endeavours.

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



**Principal**  
**B. B. College, Asansol**



**Sudipta Das**  
**Coordinator, IQAC**  
**B. B. College, Asansol**



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E-mail: [bbcollege1944@gmail.com](mailto:bbcollege1944@gmail.com)

## **Action Taken Report by IQAC for the Session 2021-2022**

Like all other previous academic years, this year (2021-2022) also, the Internal Quality Assurance Cell (IQAC) of Banwarilal Bhalotia College framed the Plan of Action in advance at the beginning of the Session. After chalking out the plan of action, all the necessary steps have been taken to properly implement and fulfill our goals for the session. The Report of the actions taken by IQAC for the time period of June 2021 to August 2022 is given below.

1. Regular meeting of the IQAC is convened for addressing different academic issues and to design necessary work plans with the purpose of uplifting the quality of the College. To understand the revised guidelines and pro-forma for AQAR, several meetings are also been organized with the members of the extended NAAC Committee. With their active efforts, the AQAR report has been prepared.
2. After the successful introduction of two certificate courses on “Mushroom Cultivation” and “Entrepreneurship Development, Business Accounting and Tax Management” in the last year, this year another 15 new certificate courses and 2 value-added courses were initiated with the great encouragement of IQAC. Several students were registered for these courses and rewarded with certificates after the completion of the programs. All the participants express their positive feedback about the courses and receive sufficient knowledge to be professionally confident.
3. Orientation/Induction programs for fresher students are organized at the beginning of the session at the College as well as the department level to properly acquaint the students with the CBCS pattern, Examination System, Evaluation/Grading System and College Code of Conduct.
4. Feedback from the students and all other stakeholders of the institution was collected and the analysis reports were prepared by the concerned team members. Necessary measures were taken by IQAC wherever required.
5. Academic Calendar was meticulously prepared for the Sessions (for both Odd & Even Semesters) according to the University Guidelines mentioning the timeline in detail. Following the calendar, every department has planned their classes, schedule their internal examinations, class tests, etc.
6. Following the guidelines of IQAC, every department of the College distribute their respective syllabus in a modular pattern among their faculty members to effective cover the entire course structure.
7. With the lingering effect of the COVID-19 pandemic, this year too, the offline conventional class lectures got hampered up to 15<sup>th</sup> November 2021. To continue the pedagogical system, all

the teachers of the College put appreciable efforts to take online classes using various digital platforms like Google Meet, Google Classroom, Zoom, Discord etc. For the benefit of the students, teachers have also tried to discuss the practical classes in online mode. IQAC has thoroughly assisted the e-learning process and often arranged online discussions to mitigate any technical problems experienced by the teachers. The offline classes have been resumed from 16<sup>th</sup> November 2021.

8. As the continuous effort of the IQAC, teachers were highly encouraged to share their teaching content and electronic study materials with the students through the appropriate portal of the College website. Several PowerPoint presentations, lecture notes, e-books, video lectures, etc. were uploaded in the portal with the active effort of the College Website Monitoring Committee.
9. To enhance the overall academic standard of the College, several national and state-level Conferences, seminars and workshops are organized by different departments and committees under the active supervision of IQAC. The second international E-conference on “Revisiting Strategies for Sustainable Development” has been accomplished from 21<sup>st</sup> December to 22<sup>nd</sup> December 2021. The enthusiastic participation of the teachers and the students made all these efforts successful. Many eminent resource persons and participants from various external academic institutes have shared their expertise with our College students that play a huge role to boost their interest and aptitudes.
10. Instead of all the unprecedented situations occurred during the pandemic year of 2021, B. B. College has succeeded to organize all the necessary Internal Examinations as well as the Final Even Semester Examinations of the Academic Year 2021-2022 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.
11. To assure internal quality, Students' Satisfaction Survey (SSS) has been conducted and the survey data was thoroughly analyzed to make a report. Proper measures had been taken by IQAC to address the issues pertaining to this survey report.
12. Different extension activities and outreach programs 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. Predominant among them were the Youth Parliament and Azadi ka Amrut Mahotsav.
13. 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, upgrading of the library website, etc).
14. Other infrastructural developments have also been accomplished (like road maintenance, improving the Canteen facility, installing new LED lights across the College Campus) as per the recommendation by IQAC.
15. Sports facilities have been improved 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.).

16. The students are highly encouraged to participate in various cultural/sports/social activities/extension & outreach programs for their overall holistic development.
17. 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 databasemanagement system (Management Information System or MIS) for smooth functioning of Academic and Administrative work.
18. Proper documentation of various activities of the different Committees/Departments hasbeen prepared and maintained with the help of extended NAAC Committee members for construction & submission of the annual report.
19. A structured Academic & Administrative Audit (AAA) pro-forma has been prepared by IQAC and AAA has been conducted internally by an Audit Committee.
20. 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).
21. 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 2022-2023 session. Departments were encouraged to publish department edited volumes and for this purpose financial assistance was to be given by the college. The quarterly journal "GRASS TABLE" continues to be published.
22. The college continues to make the 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.). 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. World Ozone Day was celebrated in the college on 16.09.2021 with debate and environment awareness drama.
23. A major weakness of our institution was the lack of collaborations and the absence of a functional career counselling and placement cell. In this regards the institution has signed MOUs with several academic and industrial establishment, notable among them being with the renowned CMERI- DURGAPUR on the academic side and Edubridge on the industrial side.
24. Another drawback of the college was the absence of a functional career counseling and placement cell. In this regard several career counselling programs were organized in the college for the benefit of its students. Campus recruitment and placement were organized notable among them were recruitment drive with CLAPE technologies, AHFL finance and SHYAMSEL AND POWER.
25. The career counselling cell organized training webinars for students in order to develop their career and employability soft skills. Webinars were organized on Cloud Computing by the CMRIT, Bengaluru, IoT and Machine learning by Qmansys, BFSI skills by NIIT, Asansol. Additionally, valuable seminars and trainings were organized by Edubridge and Qmansys on developing soft skills to improve the employability aspect of the students.
26. Departments are highly encouraged to publish departmental edited volumes and financial assistance are provided by the college in this regard.

27. An all-encompassing App for B. B. College students was launched successfully in which every registered student of the college can login and view their attendance, class notes uploaded by their teachers, evaluated answer scripts of Internal Exam etc.
28. A software for all the faculties of the college has been introduced through which they can mark the attendances of the students, upload lecture notes, track their leave records etc.
29. A dedicated Leave Record software was also introduced through which the faculties of the college can apply for leaves and keep track of their leave records.
30. 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.