



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 09.01.2020 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 15/11/2019.
2. Discussion on the formation of Committee for Academic Audit & its format.
3. Discussion on the formation of Committee for Administrative Audit & its guideline.
4. Discussion on the formation of Committee for feedback collection, its analysis and action taken.
5. Discussion on the formation of extended NAAC Steering Committee.
6. Discussion on the preparation for NIRF.
7. Discussion regarding the collection of data from different Committees.
8. Discussion regarding a workshop on training program of staff members of Accounts Section.
9. Discussion regarding a workshop of all teaching members to be conducted by the Research Committee on research publication related issues for NAAC purpose.
10. Discussion on the report of the seminar organized by History Department.
11. Discussion regarding Parent-Teacher meeting.
12. Discussion regarding observance of Swami Vivekananda's birth anniversary.
13. 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

Minutes of the Meeting

Meeting No.4
Venue: IQAC Room

Date: 09/01/2020
Time: 2-30pm

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

1. As reference to the agendum 1, the Coordinator reads out the proceedings of the last meeting held on 15/11/2019 and hence resolved to be confirmed.
2. As reference to the agendum 2, the Committee resolved to form a Committee for internal Academic Audit. It is decided that the present format for the Audit will be reviewed and modified as necessary. A new Committee is formed for Academic Audit comprising of the following members.
 1. Dr Amitava Basu, Chairperson
 2. Dr Kajal Krishna Dey
 3. Patit Paban Malik
 4. Dr Sudipta Das (Morning in-Charge)
 5. Amrita Halder
 6. Dr Binita Dutta
 7. Dr Sandip Chatterjee (In-Charge, Hindi Shift)
 8. Dilawar Hossain
 9. Sucheta Mondal
 10. Ranajit Mondal
 11. Rajrupa Ghosh
3. As reference to the agendum 3, the Meeting resolved to form a Committee for Administrative Audit comprising of the following members. It is decided that our Principal, Dr Amitava Basu will help the Committee in preparing the format for this Audit.
 1. Dr Parimal Ghosh
 2. Dr Snigdha Roy
 3. Siddhartha Singh Deo
 4. Dr Amalendu Samanta
 5. Santanu Mallick
 6. Md. Arif Akhtar
4. As reference to the agendum 4, the Meeting resolved to form a Committee for Feedback collection, its analysis and preparing the report of action taken in this regard. It is further resolved that feedback collection will be made fully through online submission procedure. The questionnaire for the feedback would be reviewed as per NAAC guidelines. It is also resolved that the present online feedback collection software would be upgraded to automation. The Committee for Feedback is as follows.

Feedback Collection:
 1. Dr Chanchal Kumar Biswas
 2. Dr Debashish Mondal

Feedback Analysis and Action Taken Report:
 1. Dr Kousik Mukherjee

2. Dr Ritwik Roy
3. Kuntal Bakuli
4. Dr Dalwindar Kaur
5. Dr Avik Ghosh

5. As reference to the agendum 5, the Meeting discussed the necessity of an extended NAAC Steering Committee in view of the next NAAC preparation commencing from 2019-20 session. The Meeting resolved to form an Extended NAAC Steering Committee on the basis of seven different criteria as the following:

Criterion 1: (i) Dr Malay Ghorui (ii) Dr Debashish Mondal (iii) Dr Sandip Chatterjee

Criterion 2: (i) Dr Binita Dutta (ii) Kajal Maji (iii) Dr Sunrit Basu Sarbadhikary (iv) Dr Sangita Lahiri

Criterion 3: (i) Dr Sanjeev Pandey (ii) Uddalak Dutta (iii) Dr Subharthi Sarkar

Criterion 4: (i) Siddhartha Singh Deo (ii) Abhijit Chakraborty (iii) Dr Amalendu Samanta

Criterion 5: (i) Dr Jyotirmoy Ghosh (ii) Dr Sudipta Das (iii) Amrita Mitra

Criterion 6: (i) Dr Arnab Ganguly (ii) Dr Snigdha Roy (iii) Dr Umar Jalees Moniri (iv) Dr Sashi Kumar Shaw

Criterion 7: (i) Arup Ghosh (ii) Dr Animesh Mondal (iii) Dr Sabina Pradhan (iv) Sucheta Mondal

A meeting of the Extended Committee would be convened within a short period to discuss about the present NAAC format and its different metrics.

6. As reference to the agendum 6, the Meeting discussed about the different aspects of NIRF (National Institutional Ranking Framework). It is resolved that the IQAC will take initiative so that the registration of our college and filling up the form may be made by October 2020.

7. As reference to the agendum 7, the Meeting discussed and resolved that different Committees would submit their reports on different activities to IQAC in a regular manner. The members of IQAC will help them in this process.

8. As reference to the agendum 8, the Meeting discussed about organizing a workshop on training program of staff members of Account section towards the fulfillment of more digitized office work.

9. As reference to the agendum 9, it is resolved that IQAC will meet the Research Committee with the proposal of arranging a workshop on research publication related issues in the near future.

10. As reference to the agendum 10, the coordinator submitted the brief report on the seminar organized by the History department.

11. As reference to the agendum 11, it was resolved that the Heads of various departments will be asked to prepare a schedule for the conduction of parent-teacher meetings for students of their department. With the approval of the IQAC, these meetings will be held in the respective departments, whereby the performance of students in the recently-concluded internal exams will be discussed threadbare, especially in the light of upcoming university examinations. Parents will be made aware of the class performance of their wards.

12. As reference to the agendum 12, it was decided that Swami Vivekananda's birth anniversary (National Youth Day) will be observed in the college campus on 12 January 2020 with due reverence, in consonance with the usual practice in our college.

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



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