



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

All the IQAC members are hereby informed that a meeting of the IQAC is scheduled to be held on 21.01.2020 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 09/01/2020.
2. Discussion on the NAAC Report.
3. Discussion on the proposal of Geography Department for organizing workshop
4. Discussion on the upcoming University term-end examination.
5. Discussion regarding Blood Donation Programme.
6. Discussion regarding Career Counselling Programme.
7. Discussion regarding commencement of value-added course/certificate course/add-on programmes in various departments.
8. Discussion regarding conduction of Awareness Programme by IQAC to encourage students to participate in SWAYAM, NPTEL, MOOCs courses online.
9. 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.5  
Venue: IQAC Room

Date: 21/01/2020  
Time: 2-30pm

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

1. As reference to the agendum 1, the Coordinator read out the proceedings of the last meeting held on 09/01/2020 and hence resolved to be confirmed.
2. As reference to the agendum 2, the Committee discussed about the NAAC gradation of the college and analyzed the criteria-wise results critically on different metrics. It was resolved to select the metrics of poor performances and put emphasis on the matter for rectification in future. The following points were noted on the performance in NAAC accreditation.

Criterion 1: Care must be taken for the introduction of new value-added courses and registering to add on course. New certificate courses are also to be introduced. Also appeal may be made to the Kazi Nazrul University to increase the number of representative in the BoS from our college.

Criterion 2: The second best score was obtained in this criterion. The student intake capacity must be rationalized according to the demand ratio.

Criterion 3: The loss in score in this criterion was due to not obtaining marks in the publication and book or book-chapter. It was resolved that the faculties have to use a particular affiliation in the name of the Institution. Faculties would be encouraged to engage themselves in research through the Research Advisory Committee. Students participation in the extension activities with GO / NGO would be encouraged. Stress should be made on the faculty exchange, student exchange, internship etc.

Criterion 4: The score achieved in this criterion was good enough. However according to the Peer Team suggestion care should be taken for the betterment of the central library.

Criterion 5: Students welfare issues from the Go / NGO must be properly maintained. Care must be taken on the guidance for competitive exam and career counseling and placement of outgoing students. Students' achievements in the national and international level completion could be encouraged. Alumni association activities in different issues might be encouraged.

Criterion 6: More administrative training program and professional developmental program should be conducted.

Criterion 7: Outreach programs in collaborations with external Govt or Non-govt organization would be encouraged.

3. As reference to the agendum 3, the meeting resolved to welcome the proposal of the Geography Department for organizing a workshop. It was further resolved that the proposal would be forwarded to the Principal for kind perusal granting necessary fund.
4. As reference to the agendum 4, it was discussed and resolved that the Examination Committee, already constituted for the purpose of conducting examinations smoothly, will take up its usual responsibilities like preparation of invigilation duty roster, allotment of rooms for conduction of examination, etc. It was further decided that in case the Committee faces difficulties in identifying adequate number of rooms for

examination candidates, the matter is to be brought to the notice of the IQAC immediately. The IQAC shall then take up the matter with the college management.

5. As reference to the agendum 5, it was decided that a Blood Donation Programme will be conducted in collaboration with the local Hospitals, NGO/SHGs in the month of February-March 2020. The collected blood samples will be donated to the blood banks of the local hospitals.
6. As reference to the agendum 6, it was decided that the Career Counselling cell of our college will be entrusted with the responsibility of conducting Career Counselling Programme for our outgoing students (tentatively in March-April 2020). In this connection, the coordinator of the said committee will prepare a department-wise schedule to enable smooth participation of all final-year students. This schedule is to be submitted to the IQAC and, after approval; the programme will be conducted according to the schedule. In this regard, it is decided that an International Webinar on "Prospects in Career and Higher Education" will be held on May-June 2020 (tentatively) where eminent speakers/alumni of the college will be invited to provide counselling sessions for our students.
7. As reference to the agendum 7, it was resolved that all HoDs will be asked to prepare detailed course structures for value-added courses/certificate courses that may be run in their department. More than one department may collaborate to prepare inter-disciplinary courses to encourage greater student participation. The detailed format for these courses will be intimated to HoDs by the IQAC. Once the course structure is prepared by the department, it is to be submitted for approval to the IQAC.
8. As reference to the agendum 8, it was resolved that the IQAC coordinator will prepare a department-wise schedule for conducting awareness programmes for students to encourage them to enroll themselves to SWAYAM, NPTEL, MOOCs courses online. It was also discussed that eminent dignitaries will be invited (if possible) to address the students at these awareness programmes.

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



Coordinator, IQAC

B. B. College, Asansol  
Convener

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