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# Banwarilal Bhalotia College

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

A meeting of IQAC has been convened on 28.01.2020 in the IQAC room to meet with the Prospectus Committee, Editorial Board for Magazine and Research Committee as per the following schedule and agenda. Esteemed members of the said Committees and IQAC are requested to kindly make it convenient to attend the meeting.

1. Meeting with Prospectus Committee and Editorial Board for Magazine at 1-30pm  
Agendum: Online Prospectus cum Magazine for the next 2020-21 session.
2. Meeting with Research Committee at 2-30pm  
Agendum: Workshop on research publication, citation, author's affiliation like NAAC related issues, submission of research project proposal, funding agencies for conducting seminar/conference.

  
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. 6  
Venue: IQAC Room

Date: 28/01/2020  
Time: 1-30pm

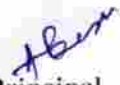
### Meeting with Prospectus Committee

The inaugural meeting of the Prospectus Committee for the session 2020-21 was held on 28 January 2020 at 1:30 PM in the IQAC room, Banwarilal Bhalotia College, Asansol. The meeting was chaired by the honourable principal, Dr. Amitava Basu. The following decisions were arrived upon unanimously:


1. The prospectus for the session 2020-2021 will be published online on the college website, rather than distributing hardcopies to students. Thus, the number of pages in the prospectus may be increased (if required) as compared to previous editions of the same, as there shall be no financial constraint in connection with printing the prospectus. However, the prospectus shall be made as precise and concise as possible for the benefit of students seeking admission to the college.
2. Sections carrying detailed information about use of ICT facilities by teachers, infrastructural support for specially-abled individuals, students' facilities (viz., laboratories, common rooms, sports amenities, students' aid fund and concession policy), details of distance education centres, career counselling and placement cell, infrastructure for Nursing Training, will be introduced in the prospectus.
3. Detailed admission procedure guidelines will be carried in the prospectus. This shall include courses offered, eligibility of application, formula for calculating marks for online admission, students' intake for various courses, attendance rules for students, detailed code of conduct for students. It shall be mentioned that preference for admission will be given to students with certified achievements in various extra-curricular / co-curricular activities at the national / state level.
4. Sections from earlier prospectuses like About the College, Important Events in the history of the college, messages from various dignitaries, etc shall be carried in the online version. The Mission and Vision of the college, Core Values and Institutional Best Practices shall be added.
5. Detailed information shall be carried about the college hostels, NCC wing, NSS wing and Scouts wing. The hostel wardens shall be approached for the necessary information with respect to hostel facilities. The respective coordinators/teachers-in-charge of NCC, NSS and Scouts will be asked to submit a detailed report for this purpose.
6. The various cultural activities and Observation Days of the college will be separately notified on the Academic Calendar to be published in the prospectus. This calendar shall also carry tentative schedules of examination, as far as practicable.
7. List of teaching and non-teaching staff members shall be published, in order of seniority in service.
8. Detailed explanation of the CBCS curriculum shall be published in the prospectus.

9. A section shall be introduced which carries details about the achievements of our students (academic as well as non-academic). For this purpose, all Heads of Departments will be asked to send the necessary information (if any) with respect to the students of their department.
10. The work concerning the prospectus was divided among the honourable members of the Prospectus Committee, to the satisfaction of all.

The meeting ended with thanks to the chair.

  
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  
(I Q A C)  
B. B. College, Asansol

## Minutes of the Meeting


Meeting No.  
Venue: IQAC Room

Date: 28/01/2020  
Time: 2-30pm

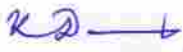
### Meeting with Research Advisory Committee

The meeting started with the honourable Principal, Dr. Amitava Basu in the chair. The following decisions were arrived upon unanimously:

1. A college funded workshop to be arranged involving all categories of teaching staff. Area of the workshop will be
  - i. Journals included in UGC-Care list, Web of science, Scopus etc.
  - ii. Plagiarism policyExternal Resources persons may be Prof. Subal Chandra Biswas or Parthasarathi Mukhopadhyay.
2. All teaching staff must create account on Research Gate, Google Scholar and Academia.edu.
3. First pages of publication of faculties to be collected periodically and submitted to IQAC.
4. Token of appreciation is to be given for publication in Scopus indexed journals and other high indexed or reputed journals.
5. Every Department to be asked for submitting proposal of seminar to IQAC. They are also advised to arrange international seminar or conferences also by inviting faculties / research associates / Ph.D. students who are working abroad.
6. A subscription of e-Shodhsindhu (Rs. 1,00,000 per year) was proposed.
7. Linkages with industry academia to be encouraged.
8. Teaching staff are to be encouraged for submitting proposals for major / minor projects.
9. Research committee is asked to send proposal for a book with ISBN number. External member to be included in editorial board for social science, commerce, life science and physical sciences.
10. Each Department is to be advised to start subject-related certificate courses and submitting the framework of the courses to principal for validation from university BoS.
11. College chapters of SWAYAM are to be initiated.
12. Three courses are to be started from Utkarsh Bangla.
13. Affiliation for faculties in their future publications must be 'Banwarilal Bhalotia College' instead of B.B. College.
14. For university assignment records, a folder for each faculty to be allotted in a Google drive of a new Gmail account that will be centrally accessed by IQAC / NAAC committee.
15. Flexibility to be initiated in internal assessment marking including projects / fieldworks / internship.
16. A seminar on 'Digital Humanities' and installation of a digital humanity lab was proposed.

  
Principal  
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