



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

IQAC is pleased to inform that an Extended NAAC Steering Committee and the Committees for Academic Audit, Administrative Audit and Feedback have been formed in its meeting on 09.01.2020.

A meeting of IQAC has been convened on 12.02.2020 in the IQAC room at 2-30pm to discuss about the future plans and steps to be taken by the concerned committees. Esteemed Members of the said Committees and IQAC are requested to kindly make it convenient to attend the meeting. Members of IQAC are requested to prepare themselves for Criteria-wise discussions in this regard.

Agenda

1. Confirmation of the proceedings of the previous meetings on 21/01/2020 & 28/01/2020
2. Discussion on rationalization of student intake capacity
3. Discussion on the Criteria-wise metrics according to present NAAC format
4. Discussion on Academic Audit
5. Discussion on Administrative Audit
6. Discussion on Feedback collection, its analysis and action to be taken
7. Discussion on the proposal of the Women Cell.
8. Discussion on the Mother Language Day celebration
9. Discussion on the State level quiz competition
10. Discussion on the students' participation in the State level painting competition and in national level Cultural Program.
11. Discussion on the College Social Programme and inter-departmental competition in the annual exhibition.
12. Miscellaneous

Extended NAAC Steering Committee:

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

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

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

KD
Coordinator, IQAC
B. B. College, Asansol
Internal Quality Assurance Cell
(IQAC)

Criterion 2: i) Dr Shmita Ghosal
ii) Kajal Maji
iii) Dr Sunrit Basu Sarbadhikari
iv) Dr Sangita Lahiri

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

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

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

Academic Audit Committee:

- i) Dr Amitava Basu (Chairperson & In-charge, Day Section)
ii) Dr Kajal Krishna Dey (Coordinator, IQAC)
iii) Dr Sudipta Das (In-charge, Morning Section)
iv) Dr Sandip Chatterjee (In-charge, Hindi Section)
v) PatitPaban Malik
vi) Dr Binita Dutta
vii) Amrita Halder
viii) Ranajit Mondal
ix) Dr Rajrupa Ghosh
x) Dilawar Hossain
xi) Sucheta Mondal

Administrative Audit Committee:


- i) Dr Parimal Ghosh
ii) Dr Snigdha Roy
iii) Siddharthe Singh Deo
iv) Dr Amalendu Samanta
v) Dr Santanu Mollick
vi) Md. Arif Akthar

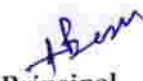
Feedback Committee:

- Feedback collection: i) Dr Chanchal Biswas
ii) Dr Debasish Mondal

Feedback analysis & action taken report:

- i) Dr Kousik Mukherjee
ii) Dr Ritwik Roy
iii) KuntalBakuli
iv) Dr Dalwinder Kaur
v) Dr Avik Ghosh


Coordinator, IQAC
B. B. College, Asansol
Convener
Internal Quality Assurance Cell
(IQAC)
B. B. College, Asansol


Principal
B. B. College, Asansol
DR. AMITAVA BASU
Principal, B. B. College
Ushagram, Asansol, P. Bardhane
West Bengal - 713303

Minutes of the Meeting

Meeting No.7
Venue: IQAC Room


Date: 12/02/2020
Time: 1-30pm


The meeting was chaired by the honourable principal, Dr. Amitava Basu. The following decisions were arrived upon unanimously:

1. As reference to the agendum 1, the Coordinator reads out the proceedings of the last meetings held on 21/01/2020 & 28/01/2020 and hence resolved to be confirmed.
2. Through a careful analysis of previous 3-4 years admission data for the demand ratios of different courses, it has been observed that some of the courses need thorough changes in their intake capacities as many seats remained vacant or overcrowded. In this regard, it was decided that a detail chart for this rationalization of the intake capacities for all the courses will be prepared as early as possible and an application letter to the University Authority will be sent on urgent basis for granting this rationalization of student intakes before the commencement of admission for the next session, i.e. for 2020-2021.
3. As reference to the Agendum 3, the Meeting discussed about the criteria-wise present guidelines of NAAC. Principal Sir discussed in detail different metrics and the newly introduced guidelines of NAAC to acquaint the newly recruited NACC Steering Committee members. He advised the Steering Committee members to detect the metrics of weak performance and take necessary measures on those issues. It was resolved that the members stipulated for seven different criteria would prepare criteria-wise formats for collecting data and related documents from the office and academic departments.
4. As reference to the agendum 4, the Committee resolved to conduct the Academic Audit internally for the current session. For this purpose the Academic Audit Committee will prepare a format for the audit work. This format will consist of two parts: one for the audit of individual profile of teaching faculties and the other one will aim to collect the academic information of the departments as a whole. To initiate the process the concerned committee will take immediate step immediately.
5. As reference to the agendum 5, the meeting resolved that internal Administrative Audit of the institute will have to be initiated shortly. The Administrative Audit Committee would take the necessary step in this regard. It is further resolved that in addition to the internal audit an AAA of our institute is to be conducted by annually by a committee consisting of external expert members. In this connection, a workshop will be conducted by the IQAC for all stakeholders concerning the Academic and Administrative audit.
6. As reference to the agendum 6, the meeting discussed about the feedback collection from the current students of odd semesters and other stake holders. It is resolved that the feedback collection would be made fully on online mode. The Feedback Committee will look after the matter and make the necessary changes of the feedback form available online in the college website.
7. As reference to the agendum 7, the meeting considered the proposal of Women's Cell in collaboration with Nehru Yuva Kendra Sangathan, Paschim Bardhaman (Ministry of Youth Affairs and Sports, Govt. of India) to organize seminars, an inter-college debate competition and a consumer awareness program as a part of the week-long 'International Women's Day'. IQAC welcomed the proposal and resolved that it

- would be communicated to the principal for financial grant for conducting the event. It was further resolved the IQAC core committee will provide full support in organizing the event.
8. As reference to the agendum 8, the meeting decided to organize a seminar and a district level inter-college recitation competition on 28.02.2020 as a part of International Mother Language Day celebration.
 9. As reference to the agendum 9, it was resolved that as a part of the Annual Festival of the college, a state level Grand Quiz competition would be held on 02.03.2020.
 10. As reference to the agendum 10, the Meeting discussed about the students' participation from our college in the State level painting competition and in the national level Cultural competition to be held at NIT, Jamshedpur. The meeting suggested deputing Dr. Mashkooor Alam, Assistant Professor of Urdu Department, for this purpose to guide the students and lead them at the venue.
 11. As reference to the agendum 11, it was decided that the Annual Social Programme of our College for 2019-2020 will be held during the 1st week of March 2020. As customary, students' participation will be greatly encouraged, besides the performances of invited artistes of repute. The much-anticipated inter-departmental competition in the exhibition will be held as usual, and all departments will be encouraged to come up with innovative ideas for their stalls to be set up at the exhibition.

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
DR. AMITAVA BASU
Principal, B. B. College
Ushagram, Asansol, P. Bardhaman
West Bengal - 713303


Coordinator, IQAC
B. B. College, Asansol
Convener
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