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Banwarilal Bhalotia College

Affiliated to **KAZI NAZRUL UNIVERSITY**, Asansol
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Notice

An IQAC meeting will be held on 6th October, 2020 on a virtual platform at 2:00 P.M. All are requested to attend the meeting.

The agenda for the meeting will be:

1. Confirmation of the minutes of the last meeting held on 05/05/2020.
2. Preparation and submission of AQAR
3. Report regarding on-going admission procedure
4. Discussion regarding introduction of centralized on-line classes for the forthcoming session 2020-2021.
5. Preparation of final feedback report.
6. Miscellaneous.

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

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

Minutes of the Meeting

Meeting No. 9

Venue: Virtual Meeting on Upgrad platform

Date: 06/10/2020

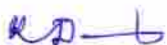
Time: 2-00pm

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 05/05/2020 and hence resolved to be confirmed.
2. As reference to the agendum 2, it was resolved that the AQAR for 2019-2020 must be prepared and submitted as early as possible. In this light, it was resolved that members of the IQAC will be assigned specific responsibilities, which would be completed within stipulated deadlines. It was agreed that online platforms may be used to facilitate smooth progress of the assigned work. The following decisions were taken:
 - The Routine (for online classes of the forthcoming session) and Academic Calendar is assigned to a committee constituted by Dr M. Ghorui (convener), Sri B. Sarkar, Dr. S. Das, Dr. A. Mondal, Dr. D. Mandal, Dr A. Samanta.
 - The resolutions of past IQAC meetings are to be sent to Ms. A. Mitra and Sri U. Dutta for incorporation of certain necessary details and final preparation. An Action Taken Report will also be prepared based on recommendations of the IQAC.
 - Faculty Exchange Programmes to be facilitated by the IQAC.
 - The functionality of the IQAC shall be projected through its regular meetings and recommendations, the Academic and Administrative Audits conducted under its aegis, collection of feedback, its analysis and report of action taken, and use of proper technology-based M. I. S. (in view of the pandemic situation).
 - The Administrative audit will be facilitated by Dr S. Roy and Dr A. Ganguli
 - The Academic audit will be will be facilitated by Dr S. Das and Dr B. Dutta
 - The responsibility of collecting the proforma for required data will lie with Dr S. Pandey, Dr C. Biswas, Dr A. Ganguli and Dr A. Mondal.
 - The institutional distinctiveness and Best Practices (criteria Nos. 7.2, 7.3., 7.3.1) will be prepared by Sri R. Das.
 - The Future Plan of Action for next academic year will be prepared by Dr S. Das.
 - The details of the Student Mentoring system (criteria no 2.3.2) will be drafted by Dr S. Pandey.
 - The Principal will notify HoDs about the format for introducing and successfully running Certificate Courses in the departments.
 - Reforms on Continuous Internal Evaluation will be prepared by Dr B. Dutta
 - The procedures and policies for maintaining and utilizing physical, academic and support facilities will be prepared by Dr S. S. Deo.

3. As reference to the agendum 3, the Principal reported that the online system of admission was running smoothly and efficiently and the corresponding report shall be prepared accordingly.
4. As reference to the agendum 4, the Meeting discussed the emergent need to begin online classes for students. It was decided that the Upgrad application will be used for this purpose. The dates would be decided as soon as possible. Measures will be taken to acquaint our teachers with the said application.
5. As reference to the agendum 5, it was decided that the Feedback Analysis Report will be prepared by Dr S. Sarkar and Dr D. Kour.
6. As reference to the agendum 6, it was reported that there are certain discrepancies in the instructions supplied in the AQAR and the SSR regarding procedure of feedback collection. Thus, Sri U. Dutta was asked to raise a query in the NAAC portal so that the issue may be resolved to the satisfaction of all.

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

Internal Quality Assurance Cell

(I Q A C)

B. B. College, Asansol



Principal

B. B. College, Asansol

DR. AMITAVA BASU
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