



Estd: 1944

Banwarilal Bhalotia College

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Notice: IQAC Virtual Meeting

All the IQAC members are hereby informed that a virtual meeting of the IQAC is scheduled to be held on 20.10.2020 at 2-00 pm on Upgrad platform. All are requested to kindly make it convenient to attend the meeting.

Agenda:

1. Confirmation of the minutes of the previous meeting held on 6th October, 2020.
2. Announcement of the reconstituted IQAC as per NAAC guidelines.
3. Discussion regarding the progress of work related to the completion of the AQAR in the earlier meeting of the IQAC members.
4. Distribution of remaining work amongst the members to complete the AQAR at the earliest according to the latest guidelines by NAAC.
5. Discussion regarding arrangement of workshop on 2nd November, 2020 for taking classes on a new virtual platform, for all our faculty members.
6. Discussion regarding the initiative taken on the part of the IQAC to collect all Departmental Routines (General as well as Honours courses) for Online Classes within 31st October, 2020.
7. Miscellaneous

J. Ban
Principal

B. B. College, Asansol

DR. AMITAVA B.
Principal, B. B. College
Ushagram, Asansol, P. Bardh
West Bengal

Minutes of the Meeting

Meeting No. 10

Venue: Virtual Meeting on Upgrad platform

Date: 20/10/2020

Time: 2-00pm

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

1. As reference to the agendum 1, the proceedings of the last meeting held on 06.10.2020 were read out and hence resolved to be confirmed.
2. As reference to the agendum 2, the Principal announced the new IQAC committee which has been reconstituted as per the NAAC guidelines. The Governing Body in its last meeting on 18.10.2020 has approved Dr. Sudipta Das, Department of Mathematics as the IQAC Coordinator.
3. As reference to the agendum 3, the Meeting reviewed the progress in regard to the completion of the AQAR.
 - Various reports including those on feedback collection, best practices, continuous internal evaluation have been successfully submitted. It was reported that about 3000 students had sent in their feedback and the Feedback Analysis Reports were formulated by Dr. S. Sarkar and Dr. D. Kour.
 - The institutional distinctiveness and Best Practices (criteria nos 7.2, 7.3., 7.3.1) was prepared and submitted by Sri R. Das.
 - The report on Reforms on Continuous Internal Evaluation had been prepared by Dr B. Dutta
 - The procedures and policies for maintaining and utilizing physical, academic and support facilities was prepared and submitted by Dr S. S. Deo.
 - The momentous task of collection of students' data required in the Academic and Administrative Audit has been completed successfully by Dr. B Dutta, Sri K Maji and Dr. S Roy, Dr. A. Ganguli respectively. The meeting resolved that the Performance Reports shall be provided to respective departments online.
 - The meeting deliberated on the report on Curriculum Planning and Implementation submitted by Dr. M Ghorui. It was decided that a detailed curriculum design containing information about the preparation of master routine and distribution of syllabus among the various faculty members shall lie with the head of every department which shall be regularly updated in the departmental meetings. The meeting also emphasized that all stakeholders must act in accordance with the academic calendar published by the college at the beginning of each academic year. To ensure a healthy mentor-mentee relationship, the list of the faculty member and the students under their mentorship shall be provided by the departmental head. The mentorship programme shall entail

individual interaction with every student, assistance in both academic and non-academic concerns, stress management issues etc. It shall require that the contact details of students and their parents are readily available. There shall be a monthly monitoring system to observe the workings of individual departments and advise accordingly.

- It was decided that henceforth all work related to the AQAR (including the above) will be uploaded on the Google classroom for the benefit of the members.
4. As reference to the agendum 4, the meeting distributed the remaining work pertaining to the completion of AQAR among the members.
- The Governing Body of the college had approved the formation of a Finance Monitoring Committee keeping in mind the present exigencies. Its members are Dr. P Ghosh, Dr. A Samanta, Md. A Akhtar and Dr. T Mondal. This committee shall be actively involved in preparing the various Audit reports. In regard to all financial transactions regarding college infrastructure (laboratory equipment, ICT, etc.), members were requested to coordinate with the Finance Monitoring Committee.
 - The meeting decided that a detailed report on the library (number of new books bought, type of automation etc.) should be submitted.
 - The IQAC laid emphasis on the conduction of green audit every year. It resolved that the report by the Internal Green Audit Committee must be considered immediately. It was proposed that an expert in this field may be engaged for the annual green audit.

As NAAC has already prescribed a new guideline for preparing AQAR for the Academic Year 2019-2020, the present IQAC Coordinator and the Principal demonstrated the changes/modifications required for this new format to the members of the newly constituted NAAC Steering Committee as well as to the NAAC Extended Group Members.

5. As reference to the agendum 5, the Meeting discussed the possibility of organizing a one-day online workshop for all faculty members to familiarize them with the intricacies of the Upgrad application. It was decided that the said workshop may be conducted on 2nd November, 2020. The recently constituted Upgrad Workshop Committee will take necessary steps in this regard. One of the members suggested that similar workshops may be conducted for the students as well. The meeting decided that it shall be the responsibility of the departmental heads to instruct the students with respect to the Upgrad application. In case they needed the assistance of an expert, IQAC members well-acquainted with the software, may assist accordingly. It was further resolved that the procedure for successfully filling out the academic audit form will be discussed in detail in the workshop, keeping in mind the problems faced by certain faculty members.
6. As reference to the agendum 6, the Meeting deliberated on the collection of routines for online classes for both Honours and General courses. It was agreed that all routines submitted shall be forwarded to Dr. M Ghorui for further consideration.
7. The meeting emphasized on creation of add-on courses by various departments. The format of the proposal of courses (target group, duration, objectives, content etc.) was discussed. The individual department must submit the proposal to the IQAC, after whose recommendation it shall be sent to the Principal and thereafter await the approval of the Governing Body. The members also decided on the

manner in which the course will be conducted (inauguration, theory & practical classes, examination, feedback, certification etc.).

Several other proposals were given in the course of the meeting. In order to spread environmental awareness among students, the meeting proposed that projects (and not MCQ examination) may be assigned to the 1st semester students for their Environmental Education Internal examination. Several lectures by well-known environmentalists and by the faculty members of the science discipline, poster/painting competitions may also be organized. One day every month may be designated as the 'No Fossil Fuel Day' where all stakeholders will be compelled to use public transport or environment-friendly transport to reach college premises. The meeting also suggested that regular visits to the blind school, old-age homes and children's home may be conducted by the college authorities.

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



Principal

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