



Estd: 1944

Banwarilal Bhalotia College

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Action Taken Report by IQAC for the Session 2021-2022

Like all other previous academic years, this year (2021-2022) also, the Internal Quality Assurance Cell (IQAC) of Banwarilal Bhalotia College framed the Plan of Action in advance at the beginning of the Session. After chalking out the plan of action, all the necessary steps have been taken to properly implement and fulfill our goals for the session. The Report of the actions taken by IQAC for the time period of June 2021 to August 2022 is given below.

1. Regular meeting of the IQAC is convened for addressing different academic issues and to design necessary work plans with the purpose of uplifting the quality of the College. To understand the revised guidelines and pro-forma for AQAR, several meetings are also been organized with the members of the extended NAAC Committee. With their active efforts, the AQAR report has been prepared.
2. After the successful introduction of two certificate courses on “Mushroom Cultivation” and “Entrepreneurship Development, Business Accounting and Tax Management” in the last year, this year another 15 new certificate courses and 2 value-added courses were initiated with the great encouragement of IQAC. Several students were registered for these courses and rewarded with certificates after the completion of the programs. All the participants express their positive feedback about the courses and receive sufficient knowledge to be professionally confident.
3. Orientation/Induction programs for fresher students are organized at the beginning of the session at the College as well as the department level to properly acquaint the students with the CBCS pattern, Examination System, Evaluation/Grading System and College Code of Conduct.
4. Feedback from the students and all other stakeholders of the institution was collected and the analysis reports were prepared by the concerned team members. Necessary measures were taken by IQAC wherever required.
5. Academic Calendar was meticulously prepared for the Sessions (for both Odd & Even Semesters) according to the University Guidelines mentioning the timeline in detail. Following the calendar, every department has planned their classes, schedule their internal examinations, class tests, etc.
6. Following the guidelines of IQAC, every department of the College distribute their respective syllabus in a modular pattern among their faculty members to effectively cover the entire course structure.
7. With the lingering effect of the COVID-19 pandemic, this year too, the offline conventional class lectures got hampered up to 15th November 2021. To continue the pedagogical system, all

the teachers of the College put appreciable efforts to take online classes using various digital platforms like Google Meet, Google Classroom, Zoom, Discord etc. For the benefit of the students, teachers have also tried to discuss the practical classes in online mode. IQAC has thoroughly assisted the e-learning process and often arranged online discussions to mitigate any technical problems experienced by the teachers. The offline classes have been resumed from 16th November 2021.

8. As the continuous effort of the IQAC, teachers were highly encouraged to share their teaching content and electronic study materials with the students through the appropriate portal of the College website. Several PowerPoint presentations, lecture notes, e-books, video lectures, etc. were uploaded in the portal with the active effort of the College Website Monitoring Committee.
9. To enhance the overall academic standard of the College, several national and state-level Conferences, seminars and workshops are organized by different departments and committees under the active supervision of IQAC. The second international E-conference on “Revisiting Strategies for Sustainable Development” has been accomplished from 21st December to 22nd December 2021. The enthusiastic participation of the teachers and the students made all these efforts successful. Many eminent resource persons and participants from various external academic institutes have shared their expertise with our College students that play a huge role to boost their interest and aptitudes.
10. Instead of all the unprecedented situations occurred during the pandemic year of 2021, B. B. College has succeeded to organize all the necessary Internal Examinations as well as the Final Even Semester Examinations of the Academic Year 2021-2022 through online medium as per the guidelines provided by the University. After discussing with IQAC, the Examination Committee had planned to utilize Google Forms to make objective as well as subjective type questions and used Google Classrooms/WhatsApp groups to provide the students different curricular based assignments etc. The whole evaluation/assessment process was done mainly through online mode and manual evaluations were also carried out whenever it was felt necessary.
11. To assure internal quality, Students’ Satisfaction Survey (SSS) has been conducted and the survey data was thoroughly analyzed to make a report. Proper measures had been taken by IQAC to address the issues pertaining to this survey report.
12. Different extension activities and outreach programs were conducted throughout the year in collaboration with various agencies through the NCC, NSS, Scout and Guide Wings of the College to inculcate social responsibly and moral values amongst all the students. Predominant among them were the Youth Parliament and Azadi ka Amrut Mahotsav.
13. Few developments of infrastructural facilities for betterment of overall academic environment have been proposed by IQAC and most of them have been addressed by the College Administration (like arranging for some new classrooms, upgrading of the library website, etc).
14. Other infrastructural developments have also been accomplished (like road maintenance, improving the Canteen facility, installing new LED lights across the College Campus) as per the recommendation by IQAC.
15. Sports facilities have been improved further, both for the students and the faculties (the playground has been properly levelled, Badminton Courts have been set up in Girls’ & Boys’ Hostels, Multi-Gym facility has been installed in Boys’ Common Room, a Recreation Room for the faculties has been created etc.).

16. The students are highly encouraged to participate in various cultural/sports/social activities/extension & outreach programs for their overall holistic development.
17. As the College has a large students' base and faculty strength, IQAC has taken initiative to introduce different user-friendly ERP software and to form a structured databasemanagement system (Management Information System or MIS) for smooth functioning of Academic and Administrative work.
18. Proper documentation of various activities of the different Committees/Departments has been prepared and maintained with the help of extended NAAC Committee members for construction & submission of the annual report.
19. A structured Academic & Administrative Audit (AAA) pro-forma has been prepared by IQAC and AAA has been conducted internally by an Audit Committee.
20. A robust and effective mentoring system for the students has been properly maintained by the Departments under the guidance of IQAC through which all the problems/issues (both academic & non-academic) of the students (the mentees) were satisfactorily resolved/addressed by the concerned faculties (the mentors).
21. As all the academic processes were maintained through online mode during the prevailing pandemic, IQAC and the College Administration has taken the initiative to publish the e-Prospectus as prepared by the Prospectus Committee for the benefit of the students taking admission in 2022-2023 session. Departments were encouraged to publish department edited volumes and for this purpose financial assistance was to be given by the college. The quarterly journal "GRASS TABLE" continues to be published.
22. The college continues to make the campus more eco-friendly (like plantation of trees throughout the year, to create a paperless Administration & paperless Internal Exam System, installation of rainwater harvesting system, reduction of power consumption, proper waste management, Green Audit etc.). The "Beagle" nature club continues to make aware & involve all the students and the staffs for a drive towards an eco- friendlier sustainable College Campus along with its surroundings. World Ozone Day was celebrated in the college on 16.09.2021 with debate and environment awareness drama.
23. A major weakness of our institution was the lack of collaborations and the absence of a functional career counselling and placement cell. In this regards the institution has signed MOUs with several academic and industrial establishment, notable among them being with the renowned CMERI- DURGAPUR on the academic side and Edubridge on the industrial side.
24. Another drawback of the college was the absence of a functional career counseling and placement cell. In this regard several career counselling programs were organized in the college for the benefit of its students. Campus recruitment and placement were organized notable among them were recruitment drive with CLAPE technologies, AHFL finance and SHYAMSEL AND POWER.
25. The career counselling cell organized training webinars for students in order to develop their career and employability soft skills. Webinars were organized on Cloud Computing by the CMRIT, Bengaluru, IoT and Machine learning by Qmansys, BFSI skills by NIIT, Asansol. Additionally, valuable seminars and trainings were organized by Edubridge and Qmansys on developing soft skills to improve the employability aspect of the students.
26. Departments are highly encouraged to publish departmental edited volumes and financial assistance are provided by the college in this regard.

27. An all-encompassing App for B. B. College students was launched successfully in which every registered student of the college can login and view their attendance, class notes uploaded by their teachers, evaluated answer scripts of Internal Exam etc.
28. A software for all the faculties of the college has been introduced through which they can mark the attendances of the students, upload lecture notes, track their leave records etc.
29. A dedicated Leave Record software was also introduced through which the faculties of the college can apply for leaves and keep track of their leave records.
30. In accordance with NEP, various multidisciplinary/interdisciplinary Certificate and Value-added Courses were conducted throughout the year. Moreover, all the faculties were encouraged to put emphasis on teaching-learning process through local and vernacular languages for benefit of the students.