



Estd: 1944

Banwarilal Bhalotia College

Affiliated to **KAZI NAZRUL UNIVERSITY**, Asansol
(GOVT. SPONSORED **U G & P G** College)
ASANSOL – 713303, WEST BENGAL
(INDIA)

Phone: **0341-2274842**

Fax: **0341-2274529**

Web: **www.bbcollege.ac.in**

E-mail: **bbcollege1944@gmail.com**

Notice: IQAC Meeting

A meeting for the members of IQAC Core Committee will be held on **coming Tuesday (09/02/2021)** from **11:00 AM onwards via Google Meet**.

The agenda for the meeting are the following:

1. Confirmation of the minutes of the last meeting held on **11.12.2020**.
2. New regulations in regard to the extension of the current academic year.
3. Preparation and submission of the AQAR for the Academic Year 2019-2020.
4. Miscellaneous.

All are requested to make yourselves available for the meeting and kindly share your opinions/suggestions during the discussion.

Please join the meeting as scheduled through the following link:

<http://meet.google.com/xxz-vkje-tyr>

Principal
B. B. College, Asansol

Coordinator, IQAC
B. B. College, Asansol

Minutes of the Meeting

Venue: Virtual Meeting on Google Meet

Date: 09/02/2021

Time: 11-00 am

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 11.12.2020 and hence resolved to be confirmed.
2. As reference to the agendum 2, the IQAC Coordinator informed all present that there has been a slight change in regard to the duration of the current academic year which now includes the time period from June, 2019 to December 2020. The change has been made keeping in mind the current pandemic situation. The members were made aware of the extension of the academic session and it was decided that the required information shall be collected immediately.
3. As reference to the agendum 3, the members involved in collection and documentation of data in regard to the seven specific criteria were asked about the progress of their work.
 - In regard to criterion 1, the members were informed that collection of documents of value-added courses and certificate courses were yet to be collected.
 - In regard to criterion 2, the revised academic calendar was discussed. It was further decided that all departments will be instructed to submit the program outcomes and course outcomes without delay.
 - In regard to criterion 3, the details of academic publication of all faculty members were being compiled. The meeting acknowledged the need to encourage the faculty members to indulge in serious and rigorous academic publication.
 - In regard to criterion 4, the members were informed that the audit reports were being collected. The Principal instructed that expenses incurred during the CASH Promotion may be added to the Teachers' Welfare Grant Fund which is going to be formed.
 - In regard to criterion 5, it was informed that the details of scholarships availed by the students of all the shifts have been collected. For the details of campus placement, the members were instructed to collect the MOUs signed between the college and various institutes and documents regarding Nursing Training.
 - In regard to criterion 6, the Academic Audit Report was displayed for the perusal of the members present. The various academic and socio-cultural events were also listed for the benefit of the members.
 - In regard to criterion 7, the members were requested to prepare the necessary documents.

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

Sudipta Das

Coordinator, IQAC
B. B. College, Asansol

A. Basu

Principal
B. B. College, Asansol



Estd: 1944

Banwarilal Bhalotia College

Affiliated to **KAZI NAZRUL UNIVERSITY**, Asansol
(GOVT. SPONSORED **U G & P G** College)
ASANSOL – 713303, WEST BENGAL
(INDIA)

Phone: **0341-2274842**

Fax: **0341-2274529**

Web: **www.bbcollege.ac.in**

E-mail: **bbcollege1944@gmail.com**

Notice: IQAC Meeting

This is to inform you that a **virtual meeting (through Google Meet)** will be held on **22/03/2021 (coming Monday) from 2:30 PM onwards.**

The agenda for the meeting are the following:

1. Preparation of the documents for final submission of the AQAR for 2019-2020 session as discussed in our previous meeting on **09/02/2021**.
2. Discussion for finalizing the deadline to submit the above-mentioned AQAR.
3. Miscellaneous.

All members of NAAC Steering Committee and Extended NAAC Committee are hereby requested to attend the meeting along with the necessary documents to display/discuss during the meeting.

Please join the meeting as scheduled through the following link:

<https://meet.google.com/suh-azpj-hhu>

Principal
B. B. College, Asansol

Coordinator, IQAC
B. B. College, Asansol

Minutes of the Meeting

Venue: Virtual Meeting on Google Meet

Date: 22/03/2021

Time: 02-30 pm

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 09.02.2021 and hence resolved to be confirmed.
 - In regard to criterion 1, the members informed that the reports of value-added courses and certificate courses were almost completed.
 - In regard to criterion 2, it was discussed that program outcomes and course outcomes have been collected and compiled. Further, Academic Audit Report, Student Satisfaction Survey Report and Student Pass Percentage have also been finalized and uploaded in the College website.
 - In regard to criterion 3, the details of academic publication of all faculty members were compiled. The meeting acknowledged the need to encourage the faculty members to indulge in serious and rigorous academic publication.
 - In regard to criterion 4, the financial audit reports were almost prepared and would be ready for upload.
 - In regard to criterion 5, it was informed that the detail list of scholarships availed by the students of all the shifts have been prepared. Further, it was discussed that the Student Progression/Placement data have been collected and the reports are being prepared.
 - In regard to criterion 6, the Academic and Administrative Audit Report was prepared and displayed for the perusal of the members present. The various academic and socio-cultural events were also finalized and displayed for the benefit of the members.
 - In regard to criterion 7, Future Plans of Action, Report on Best Practices, Report Outreach Activities & Green Initiatives were prepared.
2. As reference to the agendum 2, the IQAC Coordinator informed all present that the last date for submission of AQAR for the Academic Year 2019-2020 has been extended till 31st May, 2021 keeping in mind the current pandemic situation. The members were made aware of this extension and it was decided that the Month of April, 2021 should be aimed as the final date of submission.

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



Coordinator, IQAC
B. B. College, Asansol



Estd: 1944

Banwarilal Bhalotia College

Affiliated to **KAZI NAZRUL UNIVERSITY**, Asansol
(GOVT. SPONSORED **U G & P G** College)
ASANSOL – 713303, WEST BENGAL
(INDIA)

Phone: **0341-2274842**

Fax: **0341-2274529**

Web: **www.bbcollege.ac.in**

E-mail: **bbcollege1944@gmail.com**

Notice: IQAC Meeting

An urgent **virtual meeting through Google Meet** will be held on **02/04/2021 (coming Friday) from 2:30 PM onwards**. All the **HODs** along with the **members of NAAC Steering Committee** are requested to be present in the meeting positively to discuss the following agenda.

1. The required data from the Departments for submission of AQAR for the session 2019-2020.
2. Discussion regarding the Mentor-Mentee reports as to be prepared by the individual Departments.
3. Discussion regarding the Academic Calendar, submission of Departmental Routines and Curriculum Plans.
4. A demonstration for the new App encompassing all the teacher-student data under a single window.
5. Discussion regarding any pending data/documents for each of the seven criteria for submission of AQAR.
6. Miscellaneous.

Please join the meeting as scheduled through the following link:

<https://meet.google.com/bhm-hjbd-ysu>

Principal
B. B. College, Asansol

Coordinator, IQAC
B. B. College, Asansol

Minutes of the Meeting

Venue: Virtual Meeting on Google Meet

Date: 02/04/2021

Time: 02-30 pm

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 22.03.2021 and hence resolved to be confirmed.

It was decided that the Departments will prepare Program Outcomes, Course Outcomes and Program Specific Outcomes, which may be based on LOCF syllabus (w.e.f. 2020-21) of KNU, wherever available. The teacher-student ratio required for AQAR shall be calculated semester-wise. The HoDs will be provided with an Excel format for the purpose, where they will be required to fill in the number of teachers allotted classes for a particular semester for calculating teacher-student ratio. The HoDs were asked to send detailed reports of departmental field trips conducted between July 2019 and March 2020 to the IQAC. The HoDs were requested to send screenshots/ other evidences of examination related notices conducted by their departments (online or offline mode) to the IQAC.

2. As reference to the agendum 2, It was decided that a format for mentor-mentee reports shall be sent to the HoDs by the IQAC, based on which departments need to prepare their mentoring reports. It was suggested that a register may be maintained by departments specifically for recording the mentoring process, where academic as well as personal problems of mentees may be addressed. It was further suggested that each mentor must address his/her mentees at least twice every semester. The format for maintaining mentoring reports was also demonstrated at the meeting.
3. It was decided that Semester VI and Semester IV classes are to begin on 7th April and 12th April, 2021 respectively on virtual platform. Departmental routines accompanied by Curriculum Plans must be sent by 4th April 2021.
4. It was reported by our respected Principal that an app (standard database management system) is being prepared wherein students and teachers will be able to access various types of data at once. In the student portal, individual students will be able to view their attendance, internal assessment scripts (downloadable), internal assessment marks, fees details (including payment), etc. Based on these data, the software shall automatically locate students in Red (internal marks and attendance below 40%), Orange (between 41 – 60) and Green Zones (above 60%). The teachers' portal will allow teachers to view list of students (which may be used for recording attendance), post departmental notices, upload links to e-resources, etc. Leave record of individual teachers may also be synchronized to the said application.
5. Members of the NAAC Steering Committee placed their requirements pertaining to various criteria of the AQAR at the meeting. These points were discussed thoroughly and it was decided that the process of filling up the AQAR must begin without delay.
6. It was reported that the planned publication related to the webinar e-Consus 2020 (held on 13-14 June 2020) has not yet borne fruit on account of certain issues related to the printer. The members of the Conference Organizing Committee have already completed work at their end pertaining to the

publication. Thus, it was decided that other printing houses shall be approached for the purpose. The printing house may also be approached regarding publication of the College Magazine.

It was further reported that complete automation of the library system is being attempted through upgradation of the library software.

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



Coordinator, IQAC
B. B. College, Asansol



Estd: 1944

Banwarilal Bhalotia College

Affiliated to **KAZI NAZRUL UNIVERSITY**, Asansol
(GOVT. SPONSORED **U G & P G** College)
ASANSOL – 713303, WEST BENGAL
(INDIA)

Phone: **0341-2274842**

Fax: **0341-2274529**

Web: **www.bbcollege.ac.in**

E-mail: **bbcollege1944@gmail.com**

Notice: IQAC Meeting

A virtual meeting through **Google Meet** will be held on **23/05/2021 (coming Sunday) from 4:00 PM onwards**. All the members of **NAAC Steering Committee** are requested to be present in the meeting positively to discuss/finalize the following agenda.

1. Confirmation of the minutes of the last meeting held on **02/04/2021**.
2. Further extension of the final date of submission of AQAR for the Session 2019-2020.
3. Discussion regarding any data/documents yet to be prepared/modified for final submission of AQAR for the session 2019-2020.
4. Miscellaneous.

Please join the meeting as scheduled through the following link:
<https://meet.google.com/iwb-uyik-msw>

Principal
B. B. College, Asansol

Coordinator, IQAC
B. B. College, Asansol

Minutes of the Meeting

Venue: Virtual Meeting on Google Meet

Date: 23/05/2021

Time: 04-00 pm

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 02.04.2021 and hence resolved to be confirmed.
2. As reference to the agendum 2, the IQAC Coordinator informed all present that the last date for submission of AQAR for the Academic Year 2019-2020 has been further extended till 31st August, 2021 keeping in mind the current pandemic situation. The members were made aware of this extension. It was also informed to all the members that the Part A of AQAR was almost filled up in the NAAC portal.
3. As reference to the agendum 3, Members of the NAAC Steering Committee stated that all the required data, documents and reports pertaining to various criteria of the AQAR have been collected/prepared properly. It was further discussed that they just have to be compiled to be ready for final submission.

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



Coordinator, IQAC
B. B. College, Asansol



Estd: 1944

Banwarilal Bhalotia College
Affiliated to **KAZI NAZRUL UNIVERSITY**, Asansol
(GOVT. SPONSORED **U G & P G** College)
ASANSOL – 713303, WEST BENGAL
(INDIA)

Phone: 0341-2274842
Fax: 0341-2274529
Web: www.bbcollege.ac.in
E-mail: bbcollege1944@gmail.com

Notice: IQAC Meeting

All the members of IQAC, NAAC Steering Committee & Extended NAAC Committee and the concerned HODs are hereby informed that a meeting is scheduled to be held on **17.06.2021 at 11:00 AM** in the **IQAC Room**. As the pandemic situation is going on, hence the concerned members who reside at close proximity of the college are requested to kindly make it convenient to attend the meeting.

Agenda:

1. Confirmation of the proceedings of the previous meeting on 23/05/2021.
2. Discussion regarding commencement of value-added courses/certificate courses/add-on courses in various departments for the students of Even Semesters.
3. Discussion regarding the future plan of action of Beagle (Nature Club of B. B. College).
4. Miscellaneous.

A Basu

Principal
B. B. College, Asansol

DR. AMITAVA BASU

Principal, B. B. College
Bishagram, Asansol, P. Bardhaman
West Bengal - 713303

Sudipta Das

Coordinator, IQAC
B. B. College, Asansol
Convener
Internal Quality Assurance Cell
(I Q A C)
B. B. College, Asansol

Members Present:

Full Name	Full Signature
Amrita Ben	+ Ben
Arup Ghosh	Arup
Kajal Majhi	Kajal
DR. SNIGDHA ROY	SN Roy
Dr. Arnab Ganguli	Arnab
Dr Chanchal Kr Biswas	Chanchal
DR. ANIMESH MONDAL	Animesh
Dr. Binita Dutta	Binita
Amrita Mitra	Amrita Mitra
UDDALAK DUTTA	Uddalak Dutta
Sanjeev Pandey	Sanjeev Pandey
Malaykr Ghemsi	Malaykr Ghemsi
DR. MANAS PAL	Manas Pal
DR. MD. MASHKOOB ALAM	MashkooB Alam

Minutes of the Meeting

Venue: IQAC Room

Date: 17/06/2021

Time: 11-00 am

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

1. As reference to the agendum 1, Principal read out the proceedings of the last meeting held on 23.05.2021 and hence resolved to be confirmed.
2. As reference to the agendum 2, the concerned HODs present in the meeting proposed to introduce few Certificate Courses. It was discussed that the concerned Course Coordinators will submit a detail Course Curriculum along with the Course Brochure to the IQAC within two weeks for further approval.
3. As reference to the agendum 3, it was discussed that various community outreach programs will be organized by Beagle, the Nature Club of B. B. College to inculcate awareness and sensitize the local community about environmental sustainability. It was further proposed that multiple tree plantation programs will be organized in the months of July-August.

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



Coordinator, IQAC
B. B. College, Asansol



Estd: 1944

Banwarilal Bhalotia College

Affiliated to **KAZI NAZRUL UNIVERSITY**, Asansol
(GOVT. SPONSORED **U G & P G** College)
ASANSOL – 713303, WEST BENGAL
(INDIA)

Phone: **0341-2274842**

Fax: **0341-2274529**

Web: **www.bbcollege.ac.in**

E-mail: **bbcollege1944@gmail.com**

Notice: IQAC Meeting

All the NAAC Steering Committee Members and the HODs / Departmental Co-ordinators / Departmental Representatives are hereby requested to attend a **virtual meeting** to be held on **28/09/2021 (next Tuesday) from 2:30 PM onwards**. The agenda of the meeting are the following:

1. Discussion regarding introduction of some new Certificate Courses.
2. Discussion regarding introduction of some Value-added Courses.
3. Discussion regarding preparation of Mentor-Mentee reports.
4. Discussion regarding preparation of Program Outcomes (P.O.), Program Specific Outcomes (P.S.O.) & Course Outcomes (C.O.).
5. Discussion regarding the new AQAR format for the academic session 2020-21.
6. Criterion wise SWOC Analysis reporting by the respective NAAC Steering Committee Members.
7. Discussion on conducting AAA with the external members for the session 2020-21.
8. Miscellaneous.

All are requested to make yourselves available for the meeting and kindly share your opinions/suggestions during the discussion.

Please join the meeting as scheduled through the following link:

<https://meet.google.com/mnf-kaip-gvj>

Principal
B. B. College, Asansol

Coordinator, IQAC
B. B. College, Asansol

Minutes of the Meeting

Venue: Virtual Meeting on Google Meet

Date: 28/09/2021

Time: 2-30 pm

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

1. As reference to the agendum 1, the IQAC Coordinator read out the proceedings of the last meeting held on 17.06.2021 and hence resolved to be confirmed. The coordinator also reported that a new format for AQAR has been instituted by NAAC, where the data verification is to be done side-by-side along with filling out the AQAR format. Members were asked to go through at the new format.
2. All HoDs were hereby requested to initiate planning for online Certificate Courses for the upcoming Semesters on immediate basis. Detail templates were already sent to HoDs. The Course Curriculums along with the Course Brochures were asked to be submitted to IQAC within the stipulated deadline.
3. It was discussed that some Value Added Courses also must be planned. These are to be prepared along the lines of specified directives of NAAC (viz., ethics, gender issues, environment and sustainability, etc.). These courses may be run simultaneously with lectures on related sections of curriculum which form part of the normal UG/PG syllabus.
4. It was discussed that all the Departments have to prepare P.O., P.S.O., C.O. documents according to the templates provided. The template was also demonstrated at the meeting by Principal.
5. All the Departments have to prepare detailed Mentor-Mentee reports according to format illustrated at the meeting.
6. It was decided that the personal profiles of the faculties on website must be updated regularly. In this regard, HoDs have to send pertinent details through email to Web Monitoring Committee of the College. Other pertinent departmental documents like syllabi, previous years' question papers should also be updated in the College website.

Meeting with Heads of Departments ended here. NAAC members continued to discuss the following:

7. Some new members were inducted/redistributed among NAC Steering Committee as per requirement:
 - Dr Santosh Bhagat to join Criterion 2.
 - Ms Sohini Neyogi to join Criterion 2.
 - Dr Dalbinder Kour to join Criterion 2.
 - Dr Binita Dutta transferred to Criterion 5.
 - Mr Pankaj Dutta inducted into Criterion 6.
 - Mr Sayantan Dutta to join Criterion 7.
8. It was proposed that Matrix-wise discussion with specific Criterion members will be arranged in future to plan possible improvement of AQAR / SSR scores.
9. A Virtual Meeting was proposed to be held on 01.10.2021 at 3 PM to discuss issues related to participation in National Institute Ranking Framework (NIRF).

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



Coordinator, IQAC
B. B. College, Asansol



Estd: 1944

Banwarilal Bhalotia College

Affiliated to **KAZI NAZRUL UNIVERSITY**, Asansol
(GOVT. SPONSORED **U G & P G** College)
ASANSOL – 713303, WEST BENGAL
(INDIA)

Phone: **0341-2274842**

Fax: **0341-2274529**

Web: **www.bbcollege.ac.in**

E-mail: **bbcollege1944@gmail.com**

Notice: IQAC Meeting

This is to inform you that a virtual meeting through Google Meet will be held on **01/10/2021 (coming Friday)** from **3:00 PM onward**.

The agenda of this meeting are the following:

1. Confirmation of the minutes of the last meeting held on **28/09/2021**.
2. Discussion regarding participation in National Institute Ranking Framework (NIRF).
3. Miscellaneous.

All members of the NAAC Steering Committee are hereby requested to make yourselves available for the meeting and kindly share your opinions/suggestions during the discussion.

Please join the meeting as scheduled through the following link:

<http://meet.google.com/zuz-djix-uuz>

Principal
B. B. College, Asansol

Coordinator, IQAC
B. B. College, Asansol

Minutes of the Meeting

Venue: Virtual Meeting on Google Meet

Date: 01/10/2021

Time: 3-00 pm

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

1. As reference to the agendum 1, the IQAC Co-ordinator read out the proceedings of the last meeting held on 28.09.2021 and hence resolved to be confirmed.
2. As reference to the agendum 2, the Principal informed all the members present about the importance of participation in NIRF for any HEI. Also, as many matrices in NIRF have similarity with the matrices of NAAC AQAR, hence it was proposed that the respective Committee members should prepare the necessary documents for participation in NIRF for the Academic Year 2020-2021.
3. Members of the NAAC Steering Committee discussed about the possibility of re-opening of College in physical mode after Puja Vacation according to the recent announcement by the State Government. The importance of safety measures and maintenance of COVID-19 protocols like proper sanitization and wearing masks were discussed in this regard.

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



Coordinator, IQAC
B. B. College, Asansol