



Estd: 1944

# Banwarilal Bhalotia College

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

Phone: **0341-2274842**

Fax : **0341-2274529**

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

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## Notice

It is hereby informed to all the Head of the Departments (HODs) that a **meeting** will be held on **9<sup>th</sup> September, 2022 from 2:00 pm** onwards to discuss regarding introduction of **Certificate and Value-added Courses for the Academic Session 2022-2023**. All the HODs are requested to attend the meeting and suggest the topics for such courses.

**Principal**  
**B. B. College, Asansol**

**Co-ordinator, IQAC**  
**B. B. College, Asansol**

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

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

## Resolution/Minutes of the Meeting

Venue: Vivekananda Seminar Hall

Date: 09/09/2022

Time: 2-00 pm

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

As reference to the agendum of the meeting, Principal addressed everyone regarding the pertinence of **Certificate/Value Added/Add-on Courses** under the course curriculum as prescribed by NEP 2020 so that the students of different disciplines from our college could be benefitted by learning and developing multiple soft skills. Every member present in the meeting unanimously agreed to the usefulness to these initiatives. After various discussions in the meeting, it has been decided that the following Certificate/Value-added Courses (through offline/online/hybrid modes) would be introduced for the ensuing Academic Session 2022-2023. The HODs were requested to finalize the course structures through departmental meetings and to submit the proposal to the IQAC for approval. It was also decided that the major portion of the curriculum will be covered by the faculty members of the college. In case any Resource Person/Technical Experts are needed, the Course Coordinator would have to take prior approval from the Principal through IQAC. Following are the names of the Certificate Courses and Value-added Courses proposed in the meeting.

### Certificate Courses:

- (1) Agricultural Soil Testing by Department of Environment Science
- (2) History of Bengali Language & Philology by Department of Bengali (Morning Shift)
- (3) Communicative English and Language Skills Development by Department of English
- (4) Water Quality Assessment by Department of Microbiology
- (5) Biodiversity of West Bengal, India by Department of Environmental Science
- (6) Global Challenges to Mosquito Borne Diseases and Their Controlling Approaches by Post Graduate

Department of Zoology

### Value-added Courses:

- (1) Environment & Sustainability by Post Graduate Department of Zoology
- (2) Application of Statistics and GIS in Geography by Department of Geography (Day Shift) and Department of Statistics
- (3) Micro-organisms: Boon to Bakery Industry by Department of Microbiology

The meeting ended with a vote of thanks to the Chair.



Principal

B. B. College, Asansol

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Ushagram, Asansol, P Bardhaman  
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Coordinator, IQAC

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## Notice: IQAC Meeting

Date: 05/11/2022

An urgent meeting of IQAC will be held on **11/11/2022 (next Friday) from 2:30 PM onward at Vivekananda Seminar Hall (Room No. 106)**. All the members of IQAC Core Committee and NAAC Steering Committee/Extended NAAC Committee are hereby requested to be present in the meeting and kindly share their suggestions/opinions.

The agenda of the meeting is following:

1. Confirmation of the minutes of the last meetings held on **12/08/2022 and 09/09/2022**.
2. Preparation of required data and documents for participation in NIRF for the year 2023.
3. Miscellaneous.

**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**  
**Internal Quality Assurance Cell**  
**(I Q A C)**  
**B. B. College, Asansol**

## Minutes of the IQAC Meeting

Venue: Vivekananda Seminar Hall (Room No. 106)

Date - 11.11.2022

Time – 2:30 pm

The meeting was initiated with Dr. Amitava Basu, Principal, Banwarilal Bhalotia College, as the Chair.

1. As reference to the agendum 1, the IQAC Co-ordinator read out the proceedings of the last meetings held on 12.08.2022 & 09.09.2022 and hence resolved to be confirmed.
2. As reference to agendum 2, Principal stated that the portal for submission of data regarding NIRF 2023 will open soon with the submission deadline to be the beginning of January, 2023. The meeting discussed in detail that data and documents pertaining to the academic years 2019-20, 2020-21 and 2021-22 has already been acquired to participate in NIRF 2023. The IQAC Coordinator shared the user id and passwords for the NIRF portal and assigned the corresponding duties for final preparation and upload of those data to the following members:
  - i. Teaching, Learning & Resources: Mr. Kajal Maji, Dr. Sangita Lahiry, Ms. Sohini Neogy, Dr. Sunrit Basu Sarbadhikary, Dr. Siddhartha Singh Deo & Mr. Amalendu Samanta.
  - ii. Research and Professional Practice: Dr. Sanjeev Pandey, Dr. Uddalak Dutta & Dr. Subharthi Sarkar.
  - iii. Graduation Outcomes: Dr. Binita Dutta, Dr. Arnab Ganguli & Ms. Amrita Mitra.
  - iv. Outreach and Inclusivity: Dr. Animesh Mondal, Mr. Rajarshi Das & Mr. Sayantan Dutta.
3. It was also discussed in the meeting that just after the upload of data for NIRF 2023, the preparation for AQAR 2021-2022 should be immediately started accordingly.

As no other issues were to be discussed, the meeting ended with a vote of thanks to the Chair.



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## Notice: IQAC Meeting

Date: 25/11/2022

An urgent meeting of IQAC will be held on **29/11/2022 (next Tuesday)** from **2:30 PM onward at IQAC Room**. All the members of IQAC Core Committee and NIRF Team are hereby requested to be present in the meeting and kindly share their suggestions/opinions.

The agenda of the meeting is following:

1. Confirmation of the minutes of the last meeting held on **11/11/2022**.
2. Preparation and uploading of required data for participation in NIRF for the year 2023.
3. Miscellaneous.

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

## Minutes of the IQAC Meeting

Date - 29.11.2022

Venue: IQAC Room

Time – 2:30 pm

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The meeting was initiated with Dr. Amitava Basu, Principal, Banwarilal Bhalotia College, as the Chair.

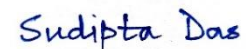
1. As reference to the agendum 1, the IQAC Co-ordinator read out the proceedings of the last meetings held on 11.11.2022 and hence resolved to be confirmed.
2. As reference to agendum 2, IQAC Coordinator stated that the Data Capturing System (DCS Portal) for uploading of data regarding NIRF 2023 has been opened with the submission deadline set at 6<sup>th</sup> January, 2023. In this regard, the NIRF Team members (nominated in the previous meeting on 11.11.2022) said that many data and documents have been already collected and will be uploaded as early as possible. It was also decided that the remaining data shall be collected soon and the whole process of uploading should be completed within 24.12.2022, keeping in mind of the year-end winter vacation.

As no other issues were to be discussed, the meeting ended with a vote of thanks to the Chair.



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## Notice: IQAC Meeting

Date: 11/01/2023

An urgent meeting of IQAC will be held on **17/01/2023 (next Tuesday)** from **12:00 Noon onward** at **Vivekananda Seminar Hall (Room No. 106)**. All the members of IQAC Core Committee and NAAC Steering Committee are hereby requested to be present in the meeting to discuss the following agenda:

1. Confirmation of the minutes of the last meeting held on **29/11/2022**.
2. Submission update of data for NIRF 2023.
3. Discussion regarding the deadline for preparation and submission of AQAR for 2021-22.
4. To discuss various issues regarding preparation of upcoming new format of AQAR for the session 2022-23.
5. Miscellaneous.

Principal

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West Bengal - 713303

Coordinator, IQAC

B. B. College, Asansol

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

## Resolution/Minutes of the Meeting

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Venue: Vivekananda Seminar Hall

Date: 17/01/2023

Time: 12 Noon

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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 29.11.2022 and hence resolved to be confirmed.
2. As reference to agendum 2, IQAC Coordinator stated that final upload and submission of the data regarding NIRF 2023 has been successfully completed on 26.12.2022, well within the submission deadline of 6th January, 2023. In this regard, the NIRF Team members were heartily congratulated for their efforts and prompt actions.
3. As reference to agendum 3, IQAC Coordinator mentioned that the AQAR for 2021-2022 must be prepared and submitted within 28th February 2023, while the newly announced tenure of data collection being the duration of 1st June 2021 to 31st August 2022. In this regard, it was decided that all the NAAC Steering Committee members shall gather (everyday, if possible) at IQAC Room from 2:30 PM to complete the pending works as early as possible.
4. IQAC Coordinator mentioned that NAAC has now disclosed the corresponding benchmarks for all the 56 metrics (34 Quantitative and 22 Qualitative metrics) of the new AQAR and SSR formats. The .pdf file mentioning the benchmarks along with the newly circulated SSR guideline and SOP (Standard Operating Procedure) were shared with all the members and it was decided that the respective convenors for the NAAC Criteria should study them thoroughly and come up with the shortcomings and scope of improvements for each metric in the next IQAC meeting.
5. As new curriculum for all the UG courses as per the guidelines of NEP 2020 is going to implemented from the Academic Year 2023-2024, it was proposed that the necessary modifications have to be made in the upcoming College Prospectus.

As no other issues were to be discussed, the meeting ended with a vote of thanks to the Chair.



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## Notice: IQAC Meeting

Date: 23/03/2023

All the members of IQAC and NAAC Steering Committee are hereby requested to attend a meeting to be held **on 29.03.2023 (next Wednesday) at IQAC Room from 2:30 PM onward**. The agenda for the meeting are following:

1. Confirmation of the minutes of the last meeting held on 17/01/2023.
2. Discussion regarding preparation and submission status of AQAR for 2021-2022 session.
3. Miscellaneous.

**Principal**

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**Coordinator, IQAC**

**B. B. College, Asansol**

**Convener**  
**Internal Quality Assurance Cell**  
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B. B. College, Asansol

## Resolution/Minutes of the Meeting

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Venue: IQAC Room

Date: 29/03/2023

Time: 2:30 PM

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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 17.01.2023 and hence resolved to be confirmed.
2. As reference to agendum 2, IQAC Coordinator mentioned that it was already circulated to all the members that the date for upload and submission of AQAR for 2021-2022 session has been further extended up to May, 2023. As most of the data with supporting documents have already been uploaded in the NAAC HEI Portal, it was discussed that the corresponding NAAC Steering Committee members should complete the pending works regarding submission of AQAR 2021-22 as early as possible.
3. As the State Government has circulated a notice for central admission procedure, it was proposed that the existing Admission Committee of the College should be newly formed according to the necessary requirements. It was further proposed that a dedicated Green Audit Committee should be formed with the appropriate concerned members (faculties from Environmental Science, Botany, Zoology, Chemistry, Microbiology and Geography with nominated student volunteers) for the purpose of maintenance of Green Campus and to prepare documents for internal and external Green Audits.

As no other issues were to be discussed, the meeting ended with a vote of thanks to the Chair.



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## Notice: IQAC Meeting

Date: 29/04/2023

An important meeting with all the IQAC Core Committee members will be held **on 03.05.2023 (next Wednesday) at IQAC Room from 2:00 PM**. All the IQAC Core Committee members are hereby requested to remain present (or nominate a suitable representative in case she/he is unavailable due to other engagements) in the meeting. The agenda for the meeting are following:

1. Confirmation of the minutes of the last meeting held on 29/03/2023.
2. Discussion regarding present and future IQAC initiatives according to the benchmarks for different metrics as provided by NAAC.
3. Miscellaneous.

Principal

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West Bengal - 713303

Coordinator, IQAC

B. B. College, Asansol

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

## Resolution/Minutes of the Meeting

Venue: IQAC Room

Date: 03/05/2023

Time: 2 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 29.03.2023 and hence resolved to be confirmed.

2. As reference to agendum 2, IQAC Coordinator first discussed in detail about the prescribed benchmarks for different metrics provided by NAAC. The members present in the meeting unanimously suggested about some immediate and future initiatives by IQAC, as mentioned below:

(i) More students must be encouraged to undertake field works, internships and project works. In this regard, it was planned that few Industry-Academia linkages should be formed and some courses with participative project works should be introduced. Mr. Sayantan Dutta was given the responsibility to design modules for such a course (applicable for students of every discipline) on Environmental Studies with mandatory project works.

(ii) Feedback analysis from all the stakeholders should be completed and reflected in the action taken report published in the College Website. Dr. Subharthi Sarkar and Dr. Dalbinder Kour were entitled to complete the Feedback Analysis Report.

(iii) It was discussed that the Student Satisfaction Survey (SSS) questionnaire has already been circulated among all the students. In this regard, it was decided that the survey should be completed, analyzed and a report should be prepared within a week or so. Mr. Kajal Maji, Ms. Sohini Neogy and Dr. Sangita Lahiry would be in charge to complete this task.

(iv) It was discussed and decided in the meeting that the data for student progression in higher studies should be collected from each of the departments. The corresponding heads of the Departments were duly communicated to distribute the task of these data collection to the respective departmental faculties.

(v) More Linkages/MoUs regarding student/faculty exchanges should be established as per the norms of the new NEP 2020. Formation of a dedicated MoU Activity Monitoring Committee was proposed to oversee this matter with the tentative list of following faculty members: Dr. Uddalak Dutta (Convenor), Dr. Rajrupa Ghosh, Dr. Atrayee Dey Banerjee, Mr. Delawar Hussain, Dr. Shilpi Shaw Mondal and Dr. Shamali Bhattacharya.

(vi) More drives towards promotion of research activities (creation and update of IRINS profile, publication in reputed journals or writing books, organizing seminars) should be conducted by R&D Cell of the college.

As no other issues were to be discussed, the meeting ended with a vote of thanks to the Chair.



**Principal**  
**B. B. College, Asansol**

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**Coordinator, IQAC**  
**B. B. College, Asansol**

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## Notice: IQAC Meeting

Date: 09/06/2023

An important meeting with all the IQAC Core Committee members will be held **on 14.06.2023 (next Wednesday) at IQAC Room from 2:00 PM**. All the IQAC Core Committee members are hereby requested to remain present (or nominate a suitable representative in case she/he is unavailable due to other engagements) in the meeting. The agenda for the meeting are following:

1. Confirmation of the minutes of the last meeting held on 03/05/2023.
2. Discussion regarding present status and further improvements according to the benchmarks for different metrics as provided by NAAC.
3. Miscellaneous.

Principal

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B. B. College, Asansol

## Resolution/Minutes of the Meeting

Venue: IQAC Room

Date: 14/06/2023

Time: 2 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 03.05.2023 and hence resolved to be confirmed.
2. As reference to agendum 2, the members present in the meeting proposed for some immediate and future initiatives by IQAC, as mentioned below:
  - (i) As the education system is transformed more into digital era under NEP 2020, more workshops (particularly on digital pedagogy) should be organized both for the faculties as well as the non-teaching staffs.
  - (ii) The logbook for the Central Computer Laboratory should be properly maintained and updated. A dedicated committee in this regard has been proposed comprising of Dr. Mithun Chandra Majee and Dr. Sagen Hansda.
  - (iii) It was discussed that more activities/workshops/courses should be organized regarding development of soft skills, ICT skills, language skills and life skills of the students from the very basic to advanced levels. In this regard, Dr. Binita Dutta, Ms. Amrita Mitra and Dr. Zarqua Jamal were proposed to be the coordinators.
  - (iv) The Grievance Redressal Committee should be restructured according to the UGC norms and the annual report of the committee must be duly updated and uploaded in the College Website for public view.
  - (v) It was conveyed to the members of the Green Audit Committee and the Beagle, Nature Club of the college to take initiative to complete the necessary surveys to conduct Green Audit and Energy Audit.
  - (vi) It was decided that the existing Equal Opportunity Cell must be completely restructured and become more active by organizing various awareness programs on funds/scholarships and other socio-economic issues.
  - (vii) It was proposed that 2-3 interactive digital boards could be purchased for the benefit of the students.
3. Since new NEP curriculum is going to be introduced from the upcoming 2023-2024 session, it was proposed that a centralized Induction Program for the newly admitted students (and for all the faculties also) shall be organized by the IQAC, the schedule of which should be prepared and circulated by the IQAC Coordinator in due time. In these meetings, the structure of the new courses under NEP shall be discussed in detail along with hands on demonstration to the every batch of the students regarding registration to individual DigiLocker accounts for creating their Academic Bank of Credit (ABC) IDs for the purpose of credit transfer.

As no other issues were to be discussed, the meeting ended with a vote of thanks to the Chair.



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**IQAC Action Taken Report for 2022-2023**  
**Banwarilal Bhalotia College, Asansol, India**

Plan of Action	Action Taken/Achievements/Outcomes
Orientation/Induction Programmes for Students	Orientation/Induction programmes for fresher students are organized at the beginning of the session to make them aware regarding CBCS and LOCF pattern, Examination System, Evaluation/Grading System and College Code of Conduct.
Preparation of Academic Calendar	Academic Calendar was thoroughly prepared for the Sessions (for both Odd & Even Semesters) according to the University Guidelines mentioning the timeline in detail and it was circulated to the students well in advance. Further, this academic calendar prepared by college incorporated the schedule of various important programmes as observed by the departments.
Organizing Various Conference/Seminar/Webinar/Workshop	As continuous effort of the IQAC to enhance the overall academic standard of the College, one International e-Conference and several other Seminars/Webinars/Workshops of State, National and International level have been organized by different Departments, Library and the College under the aegis of IQAC during this pandemic period. Enthusiastic participation of the teachers and the students made all these efforts successful and intrigued for future endeavours.
Transparent Online Evaluation Process	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. The internal exams were mainly organized via physical mode and also by online mode using the centralized Exam Software in the Central Computer Lab. In this way, the students can view their answer scripts through a dedicated App.
Student Satisfaction Survey (SSS)	To assure internal quality, Students' Satisfaction Survey (SSS) has been conducted and the survey data was thoroughly analysed to make a report. Proper measures had been taken by IQAC to address the issues pertaining to this survey report.
Various Extension/Outreach Activities	Different extension activities and outreach programmes 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.
Linkages with Eminent Institutions	Initiatives have been taken by IQAC to develop linkages with different institutions like CMERI, Durgapur and Edubridge where the students of the College were registered for internships, workshops, job trainings (like nursing) etc. Some MoUs have also been signed in this regard along with collaboration for student and faculty exchanges.
Improvement of Infrastructural Facilities	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, purchasing of new books in the libraries, improvement in Wi- Fi/LAN facilities etc.). Other infrastructural developments have also been accomplished (like purchasing of new tables & benches for the classrooms,

	installing new fans & new LED lights in the classrooms and across the College Campus) as per the recommendation by IQAC.
Proper Utilization of Central Computer Lab	The Central Computer Lab has a complete setup of 100 computers where computer related practical classes are organized. This Central Computing facility has also been utilised for Internal Exam purpose and for different competitive exams as conducted by NTA.
Improvement of Sports Facilities	Sports facilities have been developed 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.).
Providing Career Counselling & Placement Facilities	Career Counselling & Placement Cell of the College has been very much active to organize various Placement Drives (off-campus)/Seminars/Webinars/Counselling Sessions/Workshops in collaboration with Companies like CLAPE technologies, AHFL finance and SHYAMSEL AND POWER, CMRIT, Qmansys, Edubridge etc. to create job opportunities for the students and to guide them to choose for different career options. It also circulates different study materials/notices/posters to the students on a regular basis to aware the students regarding the various career opportunities.
E-governance and Implementation of Management Information System (MIS)	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 database management system (Management Information System or MIS) for smooth functioning of Academic and Administrative work.
Preparation of Annual Reports	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.
Academic & Administrative Audit (AAA)	A structured Academic & Administrative Audit (AAA) proforma has been prepared by IQAC and AAA has been conducted internally and also externally by a team of experts from the affiliating University.
Mentorship System	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 assigned mentors).
Continuation of e-Prospectus and e-Newsletter	The e-Prospectus was published in due time as prepared by the Prospectus Committee for the benefit of the students taking admission in 2022-2023 & 2023-2024 sessions. The quarterly e-Newsletter of the college, "Grass Table", was continued to be published throughout the years 2022 & 2023.
Initiatives toward Eco-Friendly/Green Campus	Some major initiatives have been taken to make the College 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 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. The third international e-conference e-ConSus



	2023 on sustainable environment was organized during 7th-8th June, 2023. A survey was conducted to determine the root causes for flood in the neighbouring locality during rainy reasons.
Conduction of Green Audit, Energy Audit and Environment Audit	A dedicated green audit committee has been formed to spread environmental awareness and various pollution and waste management reports were certified by the local municipality or appropriate authorities. A group of expert external auditors were invited to certify the green audit report.
Transparent & Robust Feedback System	Feedback from the students, parents, faculties and alumni were collected and the analysis reports were prepared by the concerned team members. Necessary measures were taken by IQAC wherever required.
Promotion of Research Activities	A hands-on-training workshop on research methodology to properly use NLIST, IRINS profile was conducted by R&D Cell on 18.05.2023 to motivate the faculties for doing research. Information on various research grants were shared with them and they were sensitized to publish research articles in various edited volumes published by the college.
Launch of Departmental Edited Volumes/Books	Departments are highly encouraged to publish departmental edited volumes/books. IQAC has recommended to provide financial assistance in this regard and the college administration readily approved this proposal and sanctioned the required fund.
Implementation of NEP 2020	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.
Establishment of functional Equal Opportunity Cell for SC/ST and minority students	Several workshops and seminars were organized by the equal opportunity cell for the benefit of SC, ST and OBC students of the college.

*A Basu*

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