



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

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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
(IQAC)
B. B. College, Asansol

Members Present:

Full Name	Full Signature
Amitava Bera	Amitava Bera
Arun Ghosh	Arun Ghosh
Kajal Majhi	Kajal Majhi
DR. SNIGDHA ROY	SNIGDHA ROY
Dr. Arnab Ganguli	Dr. Arnab Ganguli
Dr Chanchal Kr Biswas	Chanchal Kr Biswas
DR. ANIMESH MONDAL	ANIMESH MONDAL
DR. Binita Dutta	Binita Dutta
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	Md. 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**



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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.


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Coordinator, IQAC
B. B. College, Asansol



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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.



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Notice: IQAC Meeting

Date: 30/12/2021

All the NAAC Steering Committee members are hereby requested to attend a **virtual meeting through Google Meet** to be held **on 05/01/2022 from 2:30 PM onward**.

The agenda for the meeting are following:

1. Confirmation of the minutes of the last meeting held on **01/10/2021**.
2. To discuss regarding the data collection and preparation of AQAR for 2020-2021.
3. To finalize a deadline for submission of AQAR for the session 2020-2021.
3. Miscellaneous.

Please join the meeting as scheduled through the following link:

<https://meet.google.com/bxi-deup-swr>

A. B. M.

Principal
B. B. College, Asansol

Sudipta Das

Coordinator, IQAC
B. B. College, Asansol

Minutes of the Meeting

Venue: Virtual Meeting on Google Meet

Date: 05/01/2022

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 28.09.2021 and hence resolved to be confirmed.
2. As reference to the agendum 2, the IQAC Coordinator informed all the members that the newly announced tenure for data collection of NAAC AQAR for the session 2020-2021 is from July 2020 to December 2021. As the data during the period July 2020 – December 2020 has already been included and submitted in the AQAR for the session 2019-2020, hence it was proposed that the data will be collected and prepared for the period of January 2021 to December 2021 for the submission of AQAR 2020-2021. It was decided that the respective Committee members should prepare the necessary documents accordingly for preparation of AQAR for the Session 2020-2021.
3. As reference to the agendum 3, it was also finalized that the AQAR for 2020-2021 shall be prepared and submitted within March 2022.
4. As all the education institutions have been forced to be closed due to emergent third wave of COVID-19 Pandemic, Members of the NAAC Steering Committee unanimously decided that the classes and other academic activities will carry forward through online mode. Proper notices in this regard shall be circulated immediately.

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



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Coordinator, IQAC
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Notice: IQAC Meeting

Date: 08/03/2022

All the NAAC Steering Committee members are hereby requested to attend a meeting to be held on **15/03/2022 from 2:30 PM onward at IQAC Room.**

The agenda for the meeting are following:

1. Confirmation of the minutes of the last meeting held on **05/01/2022.**
2. To discuss regarding the pending documents for AQAR.
3. To further distribute the works regarding data collection for AQAR.
4. Miscellaneous.

Principal
B. B. College, Asansol

Coordinator, IQAC
B. B. College, Asansol

Minutes of the IQAC Meeting

Venue: IQAC Room

Date - 15.03.2022

Time – 2:30 pm

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

1. As reference to agendum 1, As reference to the agendum 1, the IQAC Coordinator read out the proceedings of the last meeting held on 05.01.2022 and hence resolved to be confirmed.

2. As reference to agendum 2, it was discussed that the AQAR for 2020-2021 is being prepared. The following data/documents were still pending in this regard:

- i. Student Satisfaction Survey Report.
- ii. Some details of expenditure as the final audit report has not been received yet.
- iii. Few Scholarship details.
- iv. Placement and higher progression details of the students.
- v. Documentation regarding Best Practices by the College.

3. As reference to agendum 3, the pending works for AQAR were redistributed among the concerned members for each of the 7 criteria to wrap up the preparation of AQAR. It was further decided that the concerned office staffs should also be directly involved to collect and prepare the data according to the prescribed format.

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



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Coordinator, IQAC
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Notice: IQAC Meeting

Date: 13/05/2022

All the NAAC Steering Committee members are hereby requested to remain available for a meeting to be held **on 19/05/2022 from 3:00 PM onward at the Vivekananda Seminar Hall (Room No. 106).**

The agenda for the meeting are following:

1. Confirmation of the minutes of the last meeting held on **15/03/2022**.
2. To discuss and select the Convenors for each of the 7 criteria for NAAC.
3. To discuss about the strengths and weaknesses for each criteria-wise metric and further scope of improvements.
4. To discuss about various duties of the different committees and further courses of action.
5. To discuss and demonstrate about improvement of the Mentor-Mentee system.
6. Further updates/improvements of College Website.
7. Miscellaneous.

Principal
B. B. College, Asansol

Coordinator, IQAC
B. B. College, Asansol

Minutes of the IQAC Meeting

Venue: Vivekananda Seminar Hall (Room No. 106)

Date: 19.05.2022

Time: 3-00pm

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 15.03.2022 and hence resolved to be confirmed.

2. As reference to the agendum 2, the meeting decided that the seven teams working on each criterion of the AQAR and a few other committees shall have separate convenors.

- i. Criterion 1: Dr. Malay Kumar Ghorui
- ii. Criterion 2: Mr. Kajal Maji
- iii. Criterion 3: Dr. Sanjeev Kumar Pandey
- iv. Criterion 4: Dr. Siddharta Singh Deo
- v. Criterion 5: Ms. Amrita Mitra
- vi. Criterion 6: Dr. Snigdha Roy
- vii. Criterion 7: Dr. Animesh Mondal
- viii. Convener of the Academic Audit Committee: Dr. Binita Dutta
- ix. Convener of the Administrative Audit Committee: Dr. Snigdha Roy
- x. Student Satisfaction Survey: Dr. Subharthi Sarkar and Dr. Dalbinder Kour

3. With reference to the agendum 3, the meeting seriously considered the multiple arenas of improvement as suggested by the members after thoroughly studying their criteria with particular emphasis on the quantitative matrix.

- i. Dr. Malay Ghorui (Criterion 1) remarked that the Internal Examination system followed by the college needs to be more elaborate. Students must be assessed more often to get optimum results. He further suggested that collecting data from the faculty members, like appointment letters of paper-setters and evaluators, must be frequent and systematic. The members also expressed concern over minimum student involvement in various fieldwork and internships.
- ii. The members informed that the mentor-mentee system needs more structure and flexibility. The meeting concluded that several faculty members require additional assistance on this matter, and the departmental heads and sessions-in-charge should immediately be made acquainted with the system.
- iii. Dr. Sanjeev Pandey (Criterion 3) raised the issue of renovation of the Innovation and Incubation Centre. Dr. Snigdha Roy indicated that dry research might demand more incentives. The Principal informed the members that various research facilities would be available in the new library building.
- iv. The members of criterion 4 stated that the faculty should utilise the ICT classrooms more extensively. They proposed that even students should be familiarised with the workings of such high-tech classrooms.

- v. In response to the data collected for the present AQAR, the IQAC coordinator advised the members to inform the faculty members and the students about the availability of various government, non-government and private scholarships besides exemptions made from the college funds. Dr. Binita Dutta (Criterion 5) informed the meeting about the lack of response from the students who have already graduated. The meeting decided that the respective department should be responsible for collecting the data from the former students. Departments should organise regular reunions to remain connected with the former pupils.
- vi. Dr. Snigdha Roy (Criterion 6) and Dr. Arnab Ganguli (Criterion 6) emphasised the need to coordinate with members working on Criterion 2 to discuss the teaching-learning reforms. Concerning the development of e-content by the faculty members, the meeting decided that a workshop should be conducted to inform and train them adequately. If needed, experts should be arranged to enlighten the teachers on MOOCs, Running Management Software, and LMS. The meeting further noted that students should be encouraged to participate in the NPTEL courses.
- vii. Dr. Animesh Mondal (Criterion 7) and Mr. Rajarshi Das (Criterion 7) stated about the various programs organized throughout the year by NSS Wing and Beagle, the Nature Club of the College regarding social awareness and environmental issues. They also enthusiastically elaborated their plan of action for the next year like socio-economic surveys and river projects for local surrounding areas.
4. As reference to the agendum 4, the meeting discussed the duties and course of action of the various committees. It was decided that each committee would submit a proposal comprising the events for the academic year. After the approval of the IQAC, the same shall be uploaded as the exclusive calendar for that particular committee which then needs to be meticulously followed. After the completion of an event, academic, sports or cultural, the concerned committee needs to submit a full-fledged report comprising the minutes of the meeting in which it was finalised, geo-tagged photographs, number of participants (students, teaching and non-teaching), invited speakers/performers and other particulars of the event. The members proposed that the Yoga Day celebrations be held more extensively besides the other events, which were postponed due to the Covid restrictions.
5. As reference to the agendum 5, the mentor-mentee system was discussed in detail, with all concluding that a more systematised manner of preservation and collection of such records must be formalised. Dr. Sangita Lahiri argued that the various departments followed different formats regarding the mentor-mentee reports, which must be avoided. The meeting decided that a template complete in all respects and submitted in a proper format must be circulated among the various departments.
- Dr. Snigdha Roy suggested that the IQAC maintain a quarterly call for reports and minutes. The Principal stated that all documents must be appropriately maintained. He further added that the recently devised BB College eConnect App would assist in the proper maintenance of records, and therefore all faculty members must be well-acquainted with it.
6. As reference to the agendum 6, all members unanimously agreed that the college website should be regularly updated. Data regarding the various departments, information regarding all committees and

photographs and reports of sports and cultural events must be uploaded under the supervision of Mr. Rajarshi Das, the Convenor of the Web Monitoring Committee. The Principal instructed the Convenor to immediately upload the Anti-Ragging Declaration, the revised committees for Anti-Ragging, Women's Cell and Internal Complaints Committee. Mr. Kajal Maji suggested that all notices pertaining to official matters of the college must be visible on the website.

7. The members decided that in the case of Certificate Courses and Add-on Courses proposed by the departments, they require the approval of both the IQAC and the Governing Body of the college. They are further directed to submit a full-fledged report on the courses, including the departmental meeting minutes when particulars regarding the course were discussed and finalised, the number of student participants (belonging to the college and otherwise), and invited academicians, method of evaluation and the attendance data. This report must be submitted within ten days of completing the course.

The meeting kept in mind the significance of the NEP and IPR in the contemporary academic field. It proposed that workshops, seminars and invited talks be conducted to benefit the faculty members.

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
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Notice: IQAC Meeting

Date: 06/08/2022

An urgent meeting of IQAC will be held on **12/08/2022 (next Friday) from 2:00 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 regarding the following agenda:

1. Confirmation of the minutes of the last meeting held on **19/05/2022**.
2. Preparation for participation in NIRF for the year 2022.
3. Preparation for next AQAR (2022).
4. Miscellaneous.

Principal
B. B. College, Asansol

Coordinator, IQAC
B. B. College, Asansol

Minutes of the IQAC Meeting

Venue: Vivekananda Seminar Hall (Room No. 106)

Date - 12.08.2022

Time – 2:00pm

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 meeting held on 19.05.2022 and hence resolved to be confirmed.

2. As reference to agendum 2, the meeting discussed in detail the preparation regarding the participation in NIRF for the year 2022. The members were informed that data pertaining to the academic years 2019-20, 2020-21 and 2021-22 would be required to complete the same. The meeting mainly focused on how to obtain the required data and the ways in which the current performance of the college may be improved.

- Data regarding approved intake and registered students would be found with the College Office. Care should be taken to maintain the faculty-student ratio to the desired 1:20 value. For the current academic year, various faculty members were instructed to submit a list of required laboratory instruments, books, and other necessary equipment so that they may be purchased as soon as possible to be utilised in the upcoming semesters.
- Faculty members who have been awarded their doctoral degrees must submit a copy of the same to the IQAC for regular revision of data. The meeting encouraged the faculty members to publish in reputed journals indexed in Web of Science or Scopus databases.
- The members expressed concern about collecting data from students pursuing higher education. A proper model was to be devised by the members to maintain data properly. After discussing it with the Office staff, this must be done in earnest.
- For the section on ‘Outreach and Inclusivity’, data is available from that collected during admission. As for the ‘Perception’ section, the members must immediately contact various institutions and agencies which have collaborated with the college for various purposes.
- All departments will henceforth be instructed to decide dates for the induction meetings to be held with the newly admitted first semester students.

3. As reference to agendum 3, the IQAC coordinator informed the members of the variations included for the submission of the next AQAR.


- It included several new arenas to be examined like the Multidisciplinary/Interdisciplinary endeavours by the HEI, Skill Development Courses and appropriate integration of the Indian Knowledge System. Members suggested that certificate courses on Chemical dyes, Vedic Maths, Manu and Chanakya and other Indian philosophers may be designed after detailed discussion with the respective departments. Dr. Santosh Bhagat wished to initiate a new course titled ‘Indian Knowledge System in Ancient Indian Political Thought: Reading the Early Texts’.

- The Principal congratulated all the members on the successful submission of the AQAR and suggested that the next meeting will be devoted to members commenting on the lacunae that may be addressed in the next submission. We should focus on areas that require further attention and plan new initiatives accordingly.
 - Mr. Kajal Maji raised the issue that meetings with the departmental Heads regarding the collection and record of data must be held before the commencement of the classes. He particularly emphasised the maintenance of the mentor-mentee lists and the collection and redressal of grievances at all levels. Members also stressed the frequency of interaction with the departmental heads and convenors of various committees. Further, the problems regarding collecting information for Academic Audit and student progression were discussed.
4. The meeting decided to motivate the students to join the courses on SWAYAM and various programmes organised by the Career Counseling and Placement Cell. The students must be well-informed about the advantages of attending such events that help them gain a more comprehensive perspective about their future endeavours.

As no other issues were 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