



Estd: 1944

Banwarilal Bhalotia College

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

Phone: **0341-2274842**

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

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

Notice

It is hereby informed to all the Head of the Departments (HODs) that a **virtual meeting** (through **Google Meet** Platform) will be held on **28th January, 2021 from 2:30 pm** onwards to discuss regarding introduction of **Certificate and Value-added Courses for the Academic Session 2020-2021**. 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

Resolution/Minutes of the Meeting

Venue: Virtual Meeting on Google Meet

Date: 28/01/2021

Time: 2-30 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 importance to introduce some **Certificate/Value Added/Add-on Courses** so that the students of different disciplines from our college could be benefitted by learning multiple soft skills. Every member present in the meeting unanimously agreed to this proposal. After various discussions in the meeting, it has been decided that the following Certificate/Value-added Courses will be introduced for the ensuing Academic Session 2020-2021. 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 our faculty members. In case any Resource Person/Technical Experts are needed, the Course Coordinator will 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) Mushroom Cultivation and Spawn Production by Department of Botany
- (2) Agricultural Soil Testing by Department of Environment Science & Department of Chemistry
- (3) Fundamentals of Cell Culture and Cell Culture Techniques by Department of Zoology
- (4) A History of Business in India by Department of History (Hindi Shift)
- (5) Data Collection, Representation & Analysis in Social Science by Department of Geography (Day Shift)
- (6) Stress Management by Department of Philosophy & Department of Education
- (7) Basic Statistics by Department of Statistics
- (8) Open Educational Resources by Central Library
- (9) Contemporary Political Theory by Department of Political Science (Hindi Shift)
- (10) A Tensorial Way to Relativity and Cosmology by Department of Mathematics
- (11) An Introduction to MS Excel & QGIS by Department of Geography (Hindi Shift)
- (12) Advanced Computational Physics by Department of Physics
- (13) An Introduction to Game Theory by Department of Economics
- (14) Certificate Course on Sanskrit by Department of Sanskrit
- (15) Scientific Writing: Tools & Techniques by Department of Physics

Value-added Courses:

- (1) Political Science & Public Administration by Department of Political Science (Hindi Shift)
- (2) Essentials of Network Security by Department of Computer Science

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



Principal

B. B. College, Asansol



Co-ordinator, IQAC

B. B. College, Asansol



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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 meetings held on **11.12.2020 and 28.01.2021**.
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



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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



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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



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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



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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
Arup Ghosh Kajal Majhi DR. SNIGDHA ROY	Arup Ghosh Kajal Majhi SNIGDHA ROY
Dr. Arnab Ganguli Dr Chanchal Kr Biswas	Dr. Arnab Ganguli Chanchal Kr Biswas
DR. ANIMESH MONDAL DR. Binita Dutta	ANIMESH MONDAL Binita Dutta
Amrita Mitra UDDALAK DUTTA	Amrita Mitra Uddalak Dutta
Sanjeev Pandey Malaykr Ghemsi	Sanjeev Pandey Malaykr Ghemsi
DR. MANAS PAL DR. MD. MASHKOOB ALAM	DR. MANAS PAL 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.



Principal
B. B. College, Asansol



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.



Principal
B. B. College, Asansol



Coordinator, IQAC
B. B. College, Asansol



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Action Taken Report by IQAC for the Session 2021

Like all other previous academic years, this year (2020-2021) 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 properly implemented to fulfill our mission. The Report of the actions taken by IQAC for the time period of January 2021 to December 2021 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 effective 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 has 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 2020-2021 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 2021-2022 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.