



Estd: 1944
(INDIA)

Banwarilal Bhalotia College

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

Phone: 0341-2274842

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Notice: IQAC Meeting

All the IQAC members are hereby informed that a meeting of the IQAC is scheduled to be held on 15.07.2019 at 2-30 pm in the IQAC room. All are requested to kindly make it convenient to attend the meeting.

Agenda:

1. Confirmation of the proceedings of the previous meeting on 16/04/2019.
2. Discussion regarding major/ minor research projects
3. Discussion on the result of the final examination of the students
4. Discussion on Seminar presentations by different Speakers
5. Discussion on the present status and the preparation of Self Study Report
6. Discussion regarding fixation of schedule of induction meeting with the students of the forthcoming session 2019-20
7. Discussion regarding the commencement of classes for the third and fifth semester students
8. Miscellaneous

KD

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

Minutes of the Meeting

Meeting No. 1
Venue: IQAC Room

Date: 15/07/2019
Time: 2-30pm

Members present:

1. Dr Amitava Basu (Principal) *A Basu*
2. Dr Kajal Krishna Dey (Convener) *KD*
3. Dr Parimal Ghosh (Bursar)
4. Dr Jyotirmoy Ghosh (Secretary, Teachers' Council)
5. Sri Manik Sarkar (Head Clerk) *M*
6. Dr Falguni Mukherjee (Principal, B.C. College, Asansol)
7. Dr Sanjeev Pandey *S. Pandey*
8. Dr Mousumi Ghosh
9. Dr Chanchal Kumar Biswas *C Biswas*
10. Dr Snigdha Roy *S Roy*
11. Dr Animesh Mondal *A Mondal*
12. Dr Sudipta Das
13. Sri Siddhartha Singh Deo
14. Sri Kajal Maji *K Maji*
15. Smt Amrita Mitra *A. Mitra*
16. Sri Uddalak Dutta *U Dutta*
17. Dr Binita Dutta *Binita Dutta*
18. Sri Abhijit Chakraborty
19. Sri Subrata Chatterjee (Alumni)
20. Sri Subhankar Roy (Industrialist)
21. Sri Atindra Kumar Chowdhury
22. Dr Malay Kr Ghosh *M Ghosh*

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 16/04/2019 and hence resolved to be confirmed.
2. As reference to the Agendum 2, the meeting discussed about the ongoing research projects. Dr Sanjeev Pandey informed that 02 major projects and 08 minor projects were sponsored by the Government and Non-government agencies during the last five years. It was further resolved that the Research Committee will take initiative to encourage the faculty members to apply for more research projects.
3. As reference to the Agendum 3, the meeting analyzed the results of final examination of the students and the Heads of departments were asked to take necessary steps for the improvement of candidates from Programme courses.


4. As reference to Agendum 4, the meeting decided to organize the following series of seminars:
- On 'Intellectual Property Right' to be delivered by Prof. N. S. Srinivasan, N.U.G.S. on 22/07/19.
 - On 'Cultural Integrity of India' by Dr Santanu Neogi on 24/07/19.
 - On 'Weaving India' by Dr Pritha Goswami, Department of Economics, KNU on 24/07/19.
 - On 'Cultural Integrity of India' by Prof. Apurba Ratan Ghosh, HOD, Department of Environmental Science, Burdwan University on 27/10/19.

It was further resolved that the members of the IQAC would take initiatives for organizing the seminars. The Principal expressed his support on this event and advised to communicate the proposal to the Governing Body for granting necessary funds for smoothly conducting the series of seminars.

5. As reference to Agendum 5, the overall progress of the SSR was discussed criteria-wise. It was satisfactorily observed that the SSR is almost complete and it only requires some minor addition/modifications. In this regard, it was unanimously decided that the SSR should be completed as soon as possible and 30/07/2019 was set as the final date of submission of SSR after some discussions among all the members present in the meeting.
6. As reference to Agendum 6, it was discussed in the meeting that there is an urgent need for Induction/Orientation Meetings where the Principal shall familiarize the newly admitted 1st Semester students with the Choice Based Credit System (CBCS). In this regard, it was decided that a schedule for Induction Meetings should be prepared within 31st July, 2019, as the first semester classes will commence from 10.08.19 as per University Academic Calendar. The classes of the first semester students should begin as per the dates provided by Kazi Nazrul University.
7. The members present deliberated on the commencement of classes for the third semester (on and from 02.09.2019) and fifth semester (on and from 16.08.2019) students as per University Academic Calendar. It was decided that the routine committee members shall prepare the master routine following which the Heads of all departments must submit their class routines to the committee for approval.

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
DR. AMITAVA BASU
Principal, B. B. College
Mehararam, Asansol, P. Bardhaman


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

All the IQAC members are hereby informed that a meeting of the IQAC is scheduled to be held on 25.09.2019 at 2-30 pm in the IQAC room. All are requested to kindly make it convenient to attend the meeting.

Agenda:

1. Confirmation of the proceedings of the previous meeting on 15/07/2019.
2. Discussion on the ensuing District Science Fair competition
3. Discussion regarding the office staff orientation programme
4. Discussion regarding the Anti-Ragging awareness programme
5. Discussion regarding gender sensitization
6. Discussion on mentoring workshop
7. Miscellaneous

Coordinator, IQAC

B. B. College, Asansol
Convener

Internal Quality Assurance Cell
(IQAC)

B. B. College, Asansol

Minutes of the Meeting

Meeting No. 2
Venue: IQAC Room

Date: 25/09/2019
Time: 2-30pm

Members present:

1. Dr Amitava Basu (Principal) *A Basu*
2. Dr Kajal Krishna Dey (Coordinator) *KD*
3. Dr Parimal Ghosh (Bursar)
4. Dr Jyotirmoy Ghosh (Secretary, Teachers' Council)
5. Sri Manik Sarkar (Head Clerk) *M*
6. Dr Falguni Mukherjee (Principal, B.C. College, Asansol)
7. Dr Sanjeev Pandey *S.P.*
8. Dr Mousumi Ghosh
9. Dr Chanchal Kumar Biswas *C.B.*
10. Dr Snigdha Roy *S.R.*
11. Dr Animesh Mondal *A.M.*
12. Dr Sudipta Das
13. Sri Siddhartha Singh Deo
14. Sri Kajal Maji *K.M.*
15. Smt Amrita Mitra *A.M.*
16. Sri Uddalak Dutta *U.D.*
17. Dr Binita Dutta *B.D.*
18. Sri Abhijit Chakraborty
19. Sri Subrata Chatterjee (Alumni)
20. Sri Subhankar Roy (Industrialist)
21. Sri Atindra Kumar Chowdhury
22. Dr Malay Kr Ghossein *M.G.*


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 15-07-2019 and hence resolved to be confirmed.
2. As reference to the Agendum 2, the meeting discussed about the ensuing District Science Fair Competition scheduled to be held on 26th and 27th September 2019 in our college campus. It was

resolved that different Committees would be formed under different heads for smooth organization of the event. The meeting decided the following committees with the members as follows.

1. Reception Committee
2. Committee for Registration of participants
3. Equipment & Maintenance Committee
4. Food Committee
3. As reference to the Agendum 3, it was decided that an orientation programme for the office staff will be held on 3rd or 4th week of November (training programme on online internal Exam, marks capturing portal, students' fees management software, approval of online form fill up portal etc.). In view of increasing computerization and complications regarding semester rules and regulations, the members felt an acute need for such a programme to be conducted as soon as possible.
4. As reference to the Agendum 4, it was decided that in accordance with the strict anti-ragging policies of the college, an anti-ragging awareness programme will to be conducted to ensure that the rules are communicated to the first semester students. The Anti-Ragging committee was entrusted with the responsibility of smoothly organizing the event, and to submit a full-fledged report to the IQAC after the completion of the event.
5. As reference to the Agendum 5, The meeting contemplated on the significance of communicating the gender-equal policies of the college to the new students. In order to acquaint them with the policy of zero-tolerance towards sexual harassment on campus, the meeting decided on entrusting the Women's Cell with the responsibility of organizing a Gender-sensitization programme as soon as possible (tentatively on 10th March, 2020). In this connection, it was further resolved that an awareness programme on breast and ovarian cancer and general health and hygiene practices will be conducted (tentatively on April, 2020) to sensitize our students.
6. As reference to the Agendum 6, it was decided that a workshop will be conducted for all stakeholders to ensure smooth functioning of mentoring system in our college. Here, all teachers will be made aware of the manner in which the mentor-mentee relationship must be maintained to ensure maximum aid to our students.

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


Coordinator, IQAC
B. B. College, Asansol
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Notice: IQAC Meeting

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Agenda:

1. Confirmation of the proceedings of the previous meeting on 25/09/2019.
2. Discussion on the DVV verification
3. Discussion on the preparation of NAAC Peer Team visit
4. Discussion on the proposal of History Department for a National Level Seminar
5. Discussion on the workshop on sericulture by NSS and Sericulture Department
6. Discussion on planting medicinal plants
7. Discussion on Annual Sports and Safe Drive Safe Life program in collaboration with Asansol Durgapur Police Commissionerate
8. Discussion on the internal examinations and publication of the results
9. Discussion on library orientation
10. Miscellaneous

Coordinator, IQAC
B. B. College, Asansol
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(IQAC)
B. B. College, Asansol

Minutes of the Meeting

Meeting No. 3
Venue: IQAC Room

Date: 15/11/2019
Time: 2-30pm

Members present:


1. Dr Amitava Basu (Principal) *+ Basu*
2. Dr Tridib Santapa Kundu (Convener)
3. Dr Parimal Ghosh (Bursar)
4. Dr Jyotirmoy Ghosh (Secretary, Teachers' Council)
5. Sri Manik Sarkar (Head Clerk) *M*
6. Dr Falguni Mukherjee (Principal, B.C. College, Asansol)
7. Dr Kajal Krishna Dey *KD*
8. Dr Sanjeev Pandey *SP*
9. Dr Mousumi Ghosh
10. Dr Chanchal Kumar Biswas *C Biswas*
11. Dr Snigdha Roy *SR*
12. Dr Animesh Mondal *Amondal*
13. Dr Sudipta Das
14. Sri Siddhartha Singh Deo,
15. Sri Kajal Maji *K Maji*
16. Smt Amrita Mitra *A Mitra*
17. Sri Uddalak Dutta *U Dutta*
18. Dr Binita Dutta *B Dutta*
19. Sri Abhijit Chakraborty
20. Sri Subrata Chatterjee (Alumni)
21. Sri Subhankar Roy (Industrialist)
22. Sri Atindra Kumar Chowdhury
23. Dr Malay Kr Ghosh *M Ghosh*


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 25/09/2019 and hence resolved to be confirmed.
2. As reference to the Agendum 2, the meeting discussed about the verification of input data on the quantitative aspect of SSR made by the NAAC DVV team. It was resolved that an issue might be raised in the HEI portal of NAAC with a query of the reasons behind not considering the given input data in the DVV. It was also resolved that a request would also be made to the NAAC Director / Advisor to consider our appeal on urgent basis.
3. As reference to the Agendum 3, the meeting discussed about the ensuing visit of NAAC Peer Team and related aspects. It was resolved that the Peer Team would be given a warm welcome at the G.T. Road side gate of the campus. The NCC and Boys Scout would be there to lead the delegates and finally the NCC would salute them a Guard of Honour as per official decorum. For this reason a meeting would be arranged with all the faculty members to make them acquainted with the schedule of the visit.

4. As reference to the Agendum 4, the meeting considered the proposal given by the History Department for organizing a national level seminar on 28.11.2019. It was resolved that the IQAC welcomes the proposal and would take necessary steps for a grant for conducting the seminar.
5. As reference to the Agendum 5, it was resolved that a one day workshop would be organized on sericulture in collaboration with the Sericulture Department, Bardhaman, Govt. of W.B. to facilitate the local farmers.
6. As reference to the Agendum 6, it was decided that a ceremony on the plantation of variety of medicinal plants in the college campus would be held and scientific naming of the existing plants would be started under the supervision of Botany Department. The meeting decided that a major tree plantation drive – “BanMahotsav” may also be conducted on campus (tentatively on June-July 2020).
7. As reference to the Agendum 7, the meeting discussed about organizing Annual sports on 29.11.2019 and 30.11.2019 and resolved that the College Games and Sports Committee would look after the matter. In this connection, it was decided that all teachers will be requested to enthuse their students in order to maximize participation in the sports meet and ensure its grand success. It was decided that interested students must register themselves through contacting the Convenors of the Sports Committee. The meeting also decided that in collaboration with the Asansol Durgapur Police Commissionerate, Govt. of West Bengal, a Safe Drive Safe Life program would also be organized on that day as a part of the Annual Sports program.
8. As reference to the Agendum 8, the meeting deliberated on the conduction of internal examinations and the publication of the results. It was decided that the online mode shall be implemented in conducting such examinations and the faculty member, Dr Chanchal Biswas were placed in charge of the same.
9. As reference to the Agendum 9, the meeting decided that a library orientation programme shall be organized shortly by the Central Library in order to update the students and faculties about the multifarious ways in which they may be able to make the fullest utilization of the library resources. It was decided that owing to the large number of students, the programme shall be conducted in two shifts.

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


Coordinator, IQAC
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Notice: IQAC Meeting

All the IQAC members are hereby informed that a meeting of the IQAC is scheduled to be held on 09.01.2020 at 2-30 pm in the IQAC room. All are requested to kindly make it convenient to attend the meeting.

Agenda:

1. Confirmation of the proceedings of the previous meeting on 15/11/2019.
2. Discussion on the formation of Committee for Academic Audit & its format.
3. Discussion on the formation of Committee for Administrative Audit & its guideline.
4. Discussion on the formation of Committee for feedback collection, its analysis and action taken.
5. Discussion on the formation of extended NAAC Steering Committee.
6. Discussion on the preparation for NIRF.
7. Discussion regarding the collection of data from different Committees.
8. Discussion regarding a workshop on training program of staff members of Accounts Section.
9. Discussion regarding a workshop of all teaching members to be conducted by the Research Committee on research publication related issues for NAAC purpose.
10. Discussion on the report of the seminar organized by History Department.
11. Discussion regarding Parent-Teacher meeting.
12. Discussion regarding observance of Swami Vivekananda's birth anniversary.
13. 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 Meeting

Meeting No.4
Venue: IQAC Room

Date: 09/01/2020
Time: 2-30pm

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

1. As reference to the agendum 1, the Coordinator reads out the proceedings of the last meeting held on 15/11/2019 and hence resolved to be confirmed.
2. As reference to the agendum 2, the Committee resolved to form a Committee for internal Academic Audit. It is decided that the present format for the Audit will be reviewed and modified as necessary. A new Committee is formed for Academic Audit comprising of the following members.
 1. Dr Amitava Basu, Chairperson
 2. Dr Kajal Krishna Dey
 3. Patit Paban Malik
 4. Dr Sudipta Das (Morning in-Charge)
 5. Amrita Halder
 6. Dr Binita Dutta
 7. Dr Sandip Chatterjee (In-Charge, Hindi Shift)
 8. Dilawar Hossain
 9. Sucheta Mondal
 10. Ranajit Mondal
 11. Rajrupa Ghosh
3. As reference to the agendum 3, the Meeting resolved to form a Committee for Administrative Audit comprising of the following members. It is decided that our Principal, Dr Amitava Basu will help the Committee in preparing the format for this Audit.
 1. Dr Parimal Ghosh
 2. Dr Snigdha Roy
 3. Siddhartha Singh Deo
 4. Dr Amalendu Samanta
 5. Santanu Mallick
 6. Md. Arif Akhtar
4. As reference to the agendum 4, the Meeting resolved to form a Committee for Feedback collection, its analysis and preparing the report of action taken in this regard. It is further resolved that feedback collection will be made fully through online submission procedure. The questionnaire for the feedback would be reviewed as per NAAC guidelines. It is also resolved that the present online feedback collection software would be upgraded to automation. The Committee for Feedback is as follows.

Feedback Collection:
 1. Dr Chanchal Kumar Biswas
 2. Dr Debashish Mondal

Feedback Analysis and Action Taken Report:
 1. Dr Kousik Mukherjee

2. Dr Ritwik Roy
3. Kuntal Bakuli
4. Dr Dalwindar Kaur
5. Dr Avik Ghosh

5. As reference to the agendum 5, the Meeting discussed the necessity of an extended NAAC Steering Committee in view of the next NAAC preparation commencing from 2019-20 session. The Meeting resolved to form an Extended NAAC Steering Committee on the basis of seven different criteria as the following:

Criterion 1: (i) Dr Malay Ghorui (ii) Dr Debashish Mondal (iii) Dr Sandip Chatterjee

Criterion 2: (i) Dr Binita Dutta (ii) Kajal Maji (iii) Dr Sunrit Basu Sarbadhikary (iv) Dr Sangita Lahiri

Criterion 3: (i) Dr Sanjeev Pandey (ii) Uddalak Dutta (iii) Dr Subharthi Sarkar

Criterion 4: (i) Siddhartha Singh Deo (ii) Abhijit Chakraborty (iii) Dr Amalendu Samanta

Criterion 5: (i) Dr Jyotirmoy Ghosh (ii) Dr Sudipta Das (iii) Amrita Mitra

Criterion 6: (i) Dr Arnab Ganguly (ii) Dr Snigdha Roy (iii) Dr Umar Jalees Moniri (iv) Dr Sashi Kumar Shaw

Criterion 7: (i) Arup Ghosh (ii) Dr Animesh Mondal (iii) Dr Sabina Pradhan (iv) Sucheta Mondal

A meeting of the Extended Committee would be convened within a short period to discuss about the present NAAC format and its different metrics.

6. As reference to the agendum 6, the Meeting discussed about the different aspects of NIRF (National Institutional Ranking Framework). It is resolved that the IQAC will take initiative so that the registration of our college and filling up the form may be made by October 2020.

7. As reference to the agendum 7, the Meeting discussed and resolved that different Committees would submit their reports on different activities to IQAC in a regular manner. The members of IQAC will help them in this process.

8. As reference to the agendum 8, the Meeting discussed about organizing a workshop on training program of staff members of Account section towards the fulfillment of more digitized office work.

9. As reference to the agendum 9, it is resolved that IQAC will meet the Research Committee with the proposal of arranging a workshop on research publication related issues in the near future.

10. As reference to the agendum 10, the coordinator submitted the brief report on the seminar organized by the History department.

11. As reference to the agendum 11, it was resolved that the Heads of various departments will be asked to prepare a schedule for the conduction of parent-teacher meetings for students of their department. With the approval of the IQAC, these meetings will be held in the respective departments, whereby the performance of students in the recently-concluded internal exams will be discussed threadbare, especially in the light of upcoming university examinations. Parents will be made aware of the class performance of their wards.

12. As reference to the agendum 12, it was decided that Swami Vivekananda's birth anniversary (National Youth Day) will be observed in the college campus on 12 January 2020 with due reverence, in consonance with the usual practice in our college.

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



Coordinator, IQAC
B. B. College, Asansol
Convener
Internal Quality Assurance Cell
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B. B. College, Asansol



Principal
B. B. College, Asansol
DR. AMITAVA BASU
Principal, B. B. College
Ushagram, Asansol, P. Bardhamar
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Notice: IQAC Meeting

All the IQAC members are hereby informed that a meeting of the IQAC is scheduled to be held on 21.01.2020 at 2-30 pm in the IQAC room. All are requested to kindly make it convenient to attend the meeting.

Agenda:

1. Confirmation of the proceedings of the previous meeting on 09/01/2020.
2. Discussion on the NAAC Report.
3. Discussion on the proposal of Geography Department for organizing workshop
4. Discussion on the upcoming University term-end examination.
5. Discussion regarding Blood Donation Programme.
6. Discussion regarding Career Counselling Programme.
7. Discussion regarding commencement of value-added course/certificate course/add-on programmes in various departments.
8. Discussion regarding conduction of Awareness Programme by IQAC to encourage students to participate in SWAYAM, NPTEL, MOOCs courses online.
9. 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 Meeting

Meeting No.5
Venue: IQAC Room

Date: 21/01/2020
Time: 2-30pm

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 09/01/2020 and hence resolved to be confirmed.
2. As reference to the agendum 2, the Committee discussed about the NAAC gradation of the college and analyzed the criteria-wise results critically on different metrics. It was resolved to select the metrics of poor performances and put emphasis on the matter for rectification in future. The following points were noted on the performance in NAAC accreditation.

Criterion 1: Care must be taken for the introduction of new value-added courses and registering to add on course. New certificate courses are also to be introduced. Also appeal may be made to the Kazi Nazrul University to increase the number of representative in the BoS from our college.

Criterion 2: The second best score was obtained in this criterion. The student intake capacity must be rationalized according to the demand ratio.

Criterion 3: The loss in score in this criterion was due to not obtaining marks in the publication and book or book-chapter. It was resolved that the faculties have to use a particular affiliation in the name of the Institution. Faculties would be encouraged to engage themselves in research through the Research Advisory Committee. Students participation in the extension activities with GO / NGO would be encouraged. Stress should be made on the faculty exchange, student exchange, internship etc.

Criterion 4: The score achieved in this criterion was good enough. However according to the Peer Team suggestion care should be taken for the betterment of the central library.

Criterion 5: Students welfare issues from the Go / NGO must be properly maintained. Care must be taken on the guidance for competitive exam and career counseling and placement of outgoing students. Students' achievements in the national and international level completion could be encouraged. Alumni association activities in different issues might be encouraged.

Criterion 6: More administrative training program and professional developmental program should be conducted.

Criterion 7: Outreach programs in collaborations with external Govt or Non-govt organization would be encouraged.

3. As reference to the agendum 3, the meeting resolved to welcome the proposal of the Geography Department for organizing a workshop. It was further resolved that the proposal would be forwarded to the Principal for kind perusal granting necessary fund.
4. As reference to the agendum 4, it was discussed and resolved that the Examination Committee, already constituted for the purpose of conducting examinations smoothly, will take up its usual responsibilities like preparation of invigilation duty roster, allotment of rooms for conduction of examination, etc. It was further decided that in case the Committee faces difficulties in identifying adequate number of rooms for

examination candidates, the matter is to be brought to the notice of the IQAC immediately. The IQAC shall then take up the matter with the college management.

5. As reference to the agendum 5, it was decided that a Blood Donation Programme will be conducted in collaboration with the local Hospitals, NGO/SHGs in the month of February-March 2020. The collected blood samples will be donated to the blood banks of the local hospitals.
6. As reference to the agendum 6, it was decided that the Career Counselling cell of our college will be entrusted with the responsibility of conducting Career Counselling Programme for our outgoing students (tentatively in March-April 2020). In this connection, the coordinator of the said committee will prepare a department-wise schedule to enable smooth participation of all final-year students. This schedule is to be submitted to the IQAC and, after approval; the programme will be conducted according to the schedule. In this regard, it is decided that an International Webinar on "Prospects in Career and Higher Education" will be held on May-June 2020 (tentatively) where eminent speakers/alumni of the college will be invited to provide counselling sessions for our students.
7. As reference to the agendum 7, it was resolved that all HoDs will be asked to prepare detailed course structures for value-added courses/certificate courses that may be run in their department. More than one department may collaborate to prepare inter-disciplinary courses to encourage greater student participation. The detailed format for these courses will be intimated to HoDs by the IQAC. Once the course structure is prepared by the department, it is to be submitted for approval to the IQAC.
8. As reference to the agendum 8, it was resolved that the IQAC coordinator will prepare a department-wise schedule for conducting awareness programmes for students to encourage them to enroll themselves to SWAYAM, NPTEL, MOOCs courses online. It was also discussed that eminent dignitaries will be invited (if possible) to address the students at these awareness programmes.

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



Coordinator, IQAC

B. B. College, Asansol
Convener

Internal Quality Assurance Cell
(IQAC)

B. B. College, Asansol



Principal

B. B. College, Asansol

DR. AMITAVA BASU
Principal, B. B. College
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West Bengal - 713303



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Banwarilal Bhalotia College

Affiliated to **KAZI NAZRUL UNIVERSITY**, Asansol
(GOVT. SPONSORED **U G & P G** College)
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Notice: IQAC Meeting

A meeting of IQAC has been convened on 28.01.2020 in the IQAC room to meet with the Prospectus Committee, Editorial Board for Magazine and Research Committee as per the following schedule and agenda. Esteemed members of the said Committees and IQAC are requested to kindly make it convenient to attend the meeting.

1. Meeting with Prospectus Committee and Editorial Board for Magazine at 1-30pm
Agendum: Online Prospectus cum Magazine for the next 2020-21 session.
2. Meeting with Research Committee at 2-30pm
Agendum: Workshop on research publication, citation, author's affiliation like NAAC related issues, submission of research project proposal, funding agencies for conducting seminar/conference.


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 Meeting

Meeting No. 6
Venue: IQAC Room

Date: 28/01/2020
Time: 1-30pm

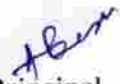
Meeting with Prospectus Committee

The inaugural meeting of the Prospectus Committee for the session 2020-21 was held on 28 January 2020 at 1:30 PM in the IQAC room, Banwarilal Bhalotia College, Asansol. The meeting was chaired by the honourable principal, Dr. Amitava Basu. The following decisions were arrived upon unanimously:


1. The prospectus for the session 2020-2021 will be published online on the college website, rather than distributing hardcopies to students. Thus, the number of pages in the prospectus may be increased (if required) as compared to previous editions of the same, as there shall be no financial constraint in connection with printing the prospectus. However, the prospectus shall be made as precise and concise as possible for the benefit of students seeking admission to the college.
2. Sections carrying detailed information about use of ICT facilities by teachers, infrastructural support for specially-abled individuals, students' facilities (viz., laboratories, common rooms, sports amenities, students' aid fund and concession policy), details of distance education centres, career counselling and placement cell, infrastructure for Nursing Training, will be introduced in the prospectus.
3. Detailed admission procedure guidelines will be carried in the prospectus. This shall include courses offered, eligibility of application, formula for calculating marks for online admission, students' intake for various courses, attendance rules for students, detailed code of conduct for students. It shall be mentioned that preference for admission will be given to students with certified achievements in various extra-curricular / co-curricular activities at the national / state level.
4. Sections from earlier prospectuses like About the College, Important Events in the history of the college, messages from various dignitaries, etc shall be carried in the online version. The Mission and Vision of the college, Core Values and Institutional Best Practices shall be added.
5. Detailed information shall be carried about the college hostels, NCC wing, NSS wing and Scouts wing. The hostel wardens shall be approached for the necessary information with respect to hostel facilities. The respective coordinators/teachers-in-charge of NCC, NSS and Scouts will be asked to submit a detailed report for this purpose.
6. The various cultural activities and Observation Days of the college will be separately notified on the Academic Calendar to be published in the prospectus. This calendar shall also carry tentative schedules of examination, as far as practicable.
7. List of teaching and non-teaching staff members shall be published, in order of seniority in service.
8. Detailed explanation of the CBCS curriculum shall be published in the prospectus.

9. A section shall be introduced which carries details about the achievements of our students (academic as well as non-academic). For this purpose, all Heads of Departments will be asked to send the necessary information (if any) with respect to the students of their department.
10. The work concerning the prospectus was divided among the honourable members of the Prospectus Committee, to the satisfaction of all.

The meeting ended with thanks to the chair.


Principal
B. B. College, Asansol

DR. AMITAVA BASU
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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

Minutes of the Meeting


Meeting No.
Venue: IQAC Room

Date: 28/01/2020
Time: 2-30pm


Meeting with Research Advisory Committee

The meeting started with the honourable Principal, Dr. Amitava Basu in the chair. The following decisions were arrived upon unanimously:

1. A college funded workshop to be arranged involving all categories of teaching staff. Area of the workshop will be
 - i. Journals included in UGC-Care list, Web of science, Scopus etc.
 - ii. Plagiarism policyExternal Resources persons may be Prof. Subal Chandra Biswas or Parthasarathi Mukhopadhyay.
2. All teaching staff must create account on Research Gate, Google Scholar and Academia.edu.
3. First pages of publication of faculties to be collected periodically and submitted to IQAC.
4. Token of appreciation is to be given for publication in Scopus indexed journals and other high indexed or reputed journals.
5. Every Department to be asked for submitting proposal of seminar to IQAC. They are also advised to arrange international seminar or conferences also by inviting faculties / research associates / Ph.D. students who are working abroad.
6. A subscription of e-Shodhsindhu (Rs. 1,00,000 per year) was proposed.
7. Linkages with industry academia to be encouraged.
8. Teaching staff are to be encouraged for submitting proposals for major / minor projects.
9. Research committee is asked to send proposal for a book with ISBN number. External member to be included in editorial board for social science, commerce, life science and physical sciences.
10. Each Department is to be advised to start subject-related certificate courses and submitting the framework of the courses to principal for validation from university BoS.
11. College chapters of SWAYAM are to be initiated.
12. Three courses are to be started from Utkarsh Bangla.
13. Affiliation for faculties in their future publications must be 'Banwarilal Bhalotia College' instead of B.B. College.
14. For university assignment records, a folder for each faculty to be allotted in a Google drive of a new Gmail account that will be centrally accessed by IQAC / NAAC committee.
15. Flexibility to be initiated in internal assessment marking including projects / fieldworks / internship.
16. A seminar on 'Digital Humanities' and installation of a digital humanity lab was proposed.


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Notice: IQAC Meeting

IQAC is pleased to inform that an Extended NAAC Steering Committee and the Committees for Academic Audit, Administrative Audit and Feedback have been formed in its meeting on 09.01.2020.

A meeting of IQAC has been convened on 12.02.2020 in the IQAC room at 2-30pm to discuss about the future plans and steps to be taken by the concerned committees. Esteemed Members of the said Committees and IQAC are requested to kindly make it convenient to attend the meeting. Members of IQAC are requested to prepare themselves for Criteria-wise discussions in this regard.

Agenda

1. Confirmation of the proceedings of the previous meetings on 21/01/2020 & 28/01/2020
2. Discussion on rationalization of student intake capacity
3. Discussion on the Criteria-wise metrics according to present NAAC format
4. Discussion on Academic Audit
5. Discussion on Administrative Audit
6. Discussion on Feedback collection, its analysis and action to be taken
7. Discussion on the proposal of the Women Cell.
8. Discussion on the Mother Language Day celebration
9. Discussion on the State level quiz competition
10. Discussion on the students' participation in the State level painting competition and in national level Cultural Program.
11. Discussion on the College Social Programme and inter-departmental competition in the annual exhibition.
12. Miscellaneous

Extended NAAC Steering Committee:

Criterion 1: i) Dr Malay Ghorui
ii) Dr Sandip Chatterjee
iii) Dr Debashish Mondal

Criterion 3: i) Dr Sanjeev Pandey
ii) Uddalak Dutta
iii) Dr Suvarthi Sarkar

Criterion 5: i) Dr Sudipta Das
ii) Dr Jyotirmoy Ghosh
iii) Amrita Mitra

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

Criterion 2: i) Dr Shmita Ghosal
ii) Kajal Maji
iii) Dr Sunrit Basu Sarbadhikari
iv) Dr Sangita Lahiri

Criterion 4: i) Siddhartha Singh Deo
ii) Abhijit Chakraborty
iii) Dr Amalendu Samanta

Criterion 6: i) Dr Snigdha Roy
ii) Dr Arnab Ganguly
iii) Dr Sashi Kumar Shaw
iv) Umar Jalees Moniri

(Contd. to 2nd page)

- Criterion 7: i) Arup Ghosh
ii) Dr Animesh Mondal
iii) Dr Sabina Pradhan
iv) Sucheta Mondal

Academic Audit Committee:

- i) Dr Amitava Basu (Chairperson & In-charge, Day Section)
ii) Dr Kajal Krishna Dey (Coordinator, IQAC)
iii) Dr Sudipta Das (In-charge, Morning Section)
iv) Dr Sandip Chatterjee (In-charge, Hindi Section)
v) PatitPaban Malik
vi) Dr Binita Dutta
vii) Amrita Halder
viii) Ranajit Mondal
ix) Dr Rajrupa Ghosh
x) Dilawar Hossain
xi) Sucheta Mondal

Administrative Audit Committee:


- i) Dr Parimal Ghosh
ii) Dr Snigdha Roy
iii) Siddharthe Singh Deo
iv) Dr Amalendu Samanta
v) Dr Santanu Mollick
vi) Md. Arif Akthar

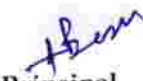
Feedback Committee:

- Feedback collection: i) Dr Chanchal Biswas
ii) Dr Debasish Mondal

Feedback analysis & action taken report:

- i) Dr Kousik Mukherjee
ii) Dr Ritwik Roy
iii) KuntalBakuli
iv) Dr Dalwinder Kaur
v) Dr Avik Ghosh


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


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

Minutes of the Meeting

Meeting No.7
Venue: IQAC Room


Date: 12/02/2020
Time: 1-30pm


The meeting was chaired by the honourable principal, Dr. Amitava Basu. The following decisions were arrived upon unanimously:

1. As reference to the agendum 1, the Coordinator reads out the proceedings of the last meetings held on 21/01/2020 & 28/01/2020 and hence resolved to be confirmed.
2. Through a careful analysis of previous 3-4 years admission data for the demand ratios of different courses, it has been observed that some of the courses need thorough changes in their intake capacities as many seats remained vacant or overcrowded. In this regard, it was decided that a detail chart for this rationalization of the intake capacities for all the courses will be prepared as early as possible and an application letter to the University Authority will be sent on urgent basis for granting this rationalization of student intakes before the commencement of admission for the next session, i.e. for 2020-2021.
3. As reference to the Agendum 3, the Meeting discussed about the criteria-wise present guidelines of NAAC. Principal Sir discussed in detail different metrics and the newly introduced guidelines of NAAC to acquaint the newly recruited NACC Steering Committee members. He advised the Steering Committee members to detect the metrics of weak performance and take necessary measures on those issues. It was resolved that the members stipulated for seven different criteria would prepare criteria-wise formats for collecting data and related documents from the office and academic departments.
4. As reference to the agendum 4, the Committee resolved to conduct the Academic Audit internally for the current session. For this purpose the Academic Audit Committee will prepare a format for the audit work. This format will consist of two parts: one for the audit of individual profile of teaching faculties and the other one will aim to collect the academic information of the departments as a whole. To initiate the process the concerned committee will take immediate step immediately.
5. As reference to the agendum 5, the meeting resolved that internal Administrative Audit of the institute will have to be initiated shortly. The Administrative Audit Committee would take the necessary step in this regard. It is further resolved that in addition to the internal audit an AAA of our institute is to be conducted by annually by a committee consisting of external expert members. In this connection, a workshop will be conducted by the IQAC for all stakeholders concerning the Academic and Administrative audit.
6. As reference to the agendum 6, the meeting discussed about the feedback collection from the current students of odd semesters and other stake holders. It is resolved that the feedback collection would be made fully on online mode. The Feedback Committee will look after the matter and make the necessary changes of the feedback form available online in the college website.
7. As reference to the agendum 7, the meeting considered the proposal of Women's Cell in collaboration with Nehru Yuva Kendra Sangathan, Paschim Bardhaman (Ministry of Youth Affairs and Sports, Govt. of India) to organize seminars, an inter-college debate competition and a consumer awareness program as a part of the week-long 'International Women's Day'. IQAC welcomed the proposal and resolved that it

- would be communicated to the principal for financial grant for conducting the event. It was further resolved the IQAC core committee will provide full support in organizing the event.
8. As reference to the agendum 8, the meeting decided to organize a seminar and a district level inter-college recitation competition on 28.02.2020 as a part of International Mother Language Day celebration.
 9. As reference to the agendum 9, it was resolved that as a part of the Annual Festival of the college, a state level Grand Quiz competition would be held on 02.03.2020.
 10. As reference to the agendum 10, the Meeting discussed about the students' participation from our college in the State level painting competition and in the national level Cultural competition to be held at NIT, Jamshedpur. The meeting suggested deputing Dr. Mashkooor Alam, Assistant Professor of Urdu Department, for this purpose to guide the students and lead them at the venue.
 11. As reference to the agendum 11, it was decided that the Annual Social Programme of our College for 2019-2020 will be held during the 1st week of March 2020. As customary, students' participation will be greatly encouraged, besides the performances of invited artistes of repute. The much-anticipated inter-departmental competition in the exhibition will be held as usual, and all departments will be encouraged to come up with innovative ideas for their stalls to be set up at the exhibition.

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


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


Coordinator, IQAC
B. B. College, Asansol
Convener
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Notice: IQAC Virtual Meeting

All the IQAC members are hereby informed that a virtual meeting of the IQAC is scheduled to be held on 05.05.2020 at 3-00 pm on Google Meet. All are requested to kindly make it convenient to attend the meeting.

Agenda:

1. Confirmation of the proceedings of the previous meeting on 12/02/2020.
2. Discussion on the rationalization of the intake capacity.
3. Discussion on the initiatives taken and future plan in the present pandemic situation.
4. Discussion on the organization of e-conference
5. Discussion on the introduction of new Add on Courses.
6. Discussion on the purchase of new books.
7. Discussion regarding term-end examinations.
8. Miscellaneous

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

Principal
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DR. AMITAVA BASU
Principal, B. B. College
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West Bengal - 713303

Minutes of the Meeting

Meeting No. 8

Venue: Virtual Meeting on Google Meet

Date: 05/05/2020

Time: 3-00pm

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 12/02/2020 and hence resolved to be confirmed.
2. As reference to the agendum 2, the Principal reported that the Kazi Nazrul University has considered our appeal for rationalizing the student intake capacity and sanctioned the intake capacity from the coming session modified according as the demand ratio.
3. As reference to the agendum 3, the Meeting discussed about the progress through online teaching in the present pandemic situation. Principal reported that the College Web Monitoring Committee on his suggestion has done a great job in the present situation. He reported that as a special measure in the pandemic situation this Committee has created a separate folder in the college web site, where a huge number of study materials and links of video tutorials have been uploaded for students. The meeting also discussed about the online class teaching provided by the teachers and resolved that a virtual meeting with the Heads of the Departments would be arranged seeking about the progress of the curriculum.
4. As reference to the agendum 4, the Meeting discussed about the possibility of organizing an international conference fully in online mode on 13th - 14th June 2020. It was resolved that the Web Monitoring Committee be approached immediately to take the necessary steps in this regard.
5. As reference to the agendum 5, the Meeting discussed about the proposal submitted by different departments introducing new Add on Courses. The coordinator reported that each of the Botany Department, Zoology Department and Chemistry Department has suggested 5 new courses. It is resolved that these suggestions would be communicated to the Governing Body through the Principal for necessary verification and approval of those proposals.
6. As reference to the agendum 6, the Meeting discussed and resolved that sufficient new book should be purchased for facilitating the book lending facility to the students in a more efficient way. It is further resolved that purchasing of new books would be encouraged to increase the number of book title.
7. As reference to the agendum 7, it was resolved that in the prevailing exceptional circumstances concerning the pandemic, the college will await instructions from the UGC, the Government and the University regarding term-end examinations.

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



Coordinator, IQAC

B. B. College, Asansol
Convener

Internal Quality Assurance Cell
(IQAC)

B. B. College, Asansol



Principal

B. B. College, Asansol

DR. AMITAVA BASU

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Notice

An IQAC meeting will be held on 6th October, 2020 on a virtual platform at 2:00 P.M. All are requested to attend the meeting.

The agenda for the meeting will be:

1. Confirmation of the minutes of the last meeting held on 05/05/2020.
2. Preparation and submission of AQAR
3. Report regarding on-going admission procedure
4. Discussion regarding introduction of centralized on-line classes for the forthcoming session 2020-2021.
5. Preparation of final feedback report.
6. Miscellaneous.

Coordinator, IQAC
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Minutes of the Meeting

Meeting No. 9

Venue: Virtual Meeting on Upgrad platform

Date: 06/10/2020

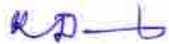
Time: 2-00pm

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 05/05/2020 and hence resolved to be confirmed.
2. As reference to the agendum 2, it was resolved that the AQAR for 2019-2020 must be prepared and submitted as early as possible. In this light, it was resolved that members of the IQAC will be assigned specific responsibilities, which would be completed within stipulated deadlines. It was agreed that online platforms may be used to facilitate smooth progress of the assigned work. The following decisions were taken:
 - The Routine (for online classes of the forthcoming session) and Academic Calendar is assigned to a committee constituted by Dr M. Ghorui (convener), Sri B. Sarkar, Dr. S. Das, Dr. A. Mondal, Dr. D. Mandal, Dr A. Samanta.
 - The resolutions of past IQAC meetings are to be sent to Ms. A. Mitra and Sri U. Dutta for incorporation of certain necessary details and final preparation. An Action Taken Report will also be prepared based on recommendations of the IQAC.
 - Faculty Exchange Programmes to be facilitated by the IQAC.
 - The functionality of the IQAC shall be projected through its regular meetings and recommendations, the Academic and Administrative Audits conducted under its aegis, collection of feedback, its analysis and report of action taken, and use of proper technology-based M. I. S. (in view of the pandemic situation).
 - The Administrative audit will be facilitated by Dr S. Roy and Dr A. Ganguli
 - The Academic audit will be will be facilitated by Dr S. Das and Dr B. Dutta
 - The responsibility of collecting the proforma for required data will lie with Dr S. Pandey, Dr C. Biswas, Dr A. Ganguli and Dr A. Mondal.
 - The institutional distinctiveness and Best Practices (criteria Nos. 7.2, 7.3., 7.3.1) will be prepared by Sri R. Das.
 - The Future Plan of Action for next academic year will be prepared by Dr S. Das.
 - The details of the Student Mentoring system (criteria no 2.3.2) will be drafted by Dr S. Pandey.
 - The Principal will notify HoDs about the format for introducing and successfully running Certificate Courses in the departments.
 - Reforms on Continuous Internal Evaluation will be prepared by Dr B. Dutta
 - The procedures and policies for maintaining and utilizing physical, academic and support facilities will be prepared by Dr S. S. Deo.

3. As reference to the agendum 3, the Principal reported that the online system of admission was running smoothly and efficiently and the corresponding report shall be prepared accordingly.
4. As reference to the agendum 4, the Meeting discussed the emergent need to begin online classes for students. It was decided that the Upgrad application will be used for this purpose. The dates would be decided as soon as possible. Measures will be taken to acquaint our teachers with the said application.
5. As reference to the agendum 5, it was decided that the Feedback Analysis Report will be prepared by Dr S. Sarkar and Dr D. Kour.
6. As reference to the agendum 6, it was reported that there are certain discrepancies in the instructions supplied in the AQAR and the SSR regarding procedure of feedback collection. Thus, Sri U. Dutta was asked to raise a query in the NAAC portal so that the issue may be resolved to the satisfaction of all.

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



Coordinator, IQAC

B. B. College, Asansol

Convener

Internal Quality Assurance Cell

(I Q A C)

B. B. College, Asansol



Principal

B. B. College, Asansol

DR. AMITAVA BASU

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Notice: IQAC Virtual Meeting

All the IQAC members are hereby informed that a virtual meeting of the IQAC is scheduled to be held on 20.10.2020 at 2-00 pm on Upgrad platform. All are requested to kindly make it convenient to attend the meeting.

Agenda:

1. Confirmation of the minutes of the previous meeting held on 6th October, 2020.
2. Announcement of the reconstituted IQAC as per NAAC guidelines.
3. Discussion regarding the progress of work related to the completion of the AQAR in the earlier meeting of the IQAC members.
4. Distribution of remaining work amongst the members to complete the AQAR at the earliest according to the latest guidelines by NAAC.
5. Discussion regarding arrangement of workshop on 2nd November, 2020 for taking classes on a new virtual platform, for all our faculty members.
6. Discussion regarding the initiative taken on the part of the IQAC to collect all Departmental Routines (General as well as Honours courses) for Online Classes within 31st October, 2020.
7. Miscellaneous

J. Ban
Principal

B. B. College, Asansol

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Principal, B. B. College
Ushagram, Asansol, P. Bardh
West Bengal

Minutes of the Meeting

Meeting No. 10

Venue: Virtual Meeting on Upgrad platform

Date: 20/10/2020

Time: 2-00pm

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

1. As reference to the agendum 1, the proceedings of the last meeting held on 06.10.2020 were read out and hence resolved to be confirmed.
2. As reference to the agendum 2, the Principal announced the new IQAC committee which has been reconstituted as per the NAAC guidelines. The Governing Body in its last meeting on 18.10.2020 has approved Dr. Sudipta Das, Department of Mathematics as the IQAC Coordinator.
3. As reference to the agendum 3, the Meeting reviewed the progress in regard to the completion of the AQAR.
 - Various reports including those on feedback collection, best practices, continuous internal evaluation have been successfully submitted. It was reported that about 3000 students had sent in their feedback and the Feedback Analysis Reports were formulated by Dr. S. Sarkar and Dr. D. Kour.
 - The institutional distinctiveness and Best Practices (criteria nos 7.2, 7.3., 7.3.1) was prepared and submitted by Sri R. Das.
 - The report on Reforms on Continuous Internal Evaluation had been prepared by Dr B. Dutta
 - The procedures and policies for maintaining and utilizing physical, academic and support facilities was prepared and submitted by Dr S. S. Deo.
 - The momentous task of collection of students' data required in the Academic and Administrative Audit has been completed successfully by Dr. B Dutta, Sri K Maji and Dr. S Roy, Dr. A. Ganguli respectively. The meeting resolved that the Performance Reports shall be provided to respective departments online.
 - The meeting deliberated on the report on Curriculum Planning and Implementation submitted by Dr. M Ghorui. It was decided that a detailed curriculum design containing information about the preparation of master routine and distribution of syllabus among the various faculty members shall lie with the head of every department which shall be regularly updated in the departmental meetings. The meeting also emphasized that all stakeholders must act in accordance with the academic calendar published by the college at the beginning of each academic year. To ensure a healthy mentor-mentee relationship, the list of the faculty member and the students under their mentorship shall be provided by the departmental head. The mentorship programme shall entail

individual interaction with every student, assistance in both academic and non-academic concerns, stress management issues etc. It shall require that the contact details of students and their parents are readily available. There shall be a monthly monitoring system to observe the workings of individual departments and advise accordingly.

- It was decided that henceforth all work related to the AQAR (including the above) will be uploaded on the Google classroom for the benefit of the members.
4. As reference to the agendum 4, the meeting distributed the remaining work pertaining to the completion of AQAR among the members.
- The Governing Body of the college had approved the formation of a Finance Monitoring Committee keeping in mind the present exigencies. Its members are Dr. P Ghosh, Dr. A Samanta, Md. A Akhtar and Dr. T Mondal. This committee shall be actively involved in preparing the various Audit reports. In regard to all financial transactions regarding college infrastructure (laboratory equipment, ICT, etc.), members were requested to coordinate with the Finance Monitoring Committee.
 - The meeting decided that a detailed report on the library (number of new books bought, type of automation etc.) should be submitted.
 - The IQAC laid emphasis on the conduction of green audit every year. It resolved that the report by the Internal Green Audit Committee must be considered immediately. It was proposed that an expert in this field may be engaged for the annual green audit.

As NAAC has already prescribed a new guideline for preparing AQAR for the Academic Year 2019-2020, the present IQAC Coordinator and the Principal demonstrated the changes/modifications required for this new format to the members of the newly constituted NAAC Steering Committee as well as to the NAAC Extended Group Members.

5. As reference to the agendum 5, the Meeting discussed the possibility of organizing a one-day online workshop for all faculty members to familiarize them with the intricacies of the Upgrad application. It was decided that the said workshop may be conducted on 2nd November, 2020. The recently constituted Upgrad Workshop Committee will take necessary steps in this regard. One of the members suggested that similar workshops may be conducted for the students as well. The meeting decided that it shall be the responsibility of the departmental heads to instruct the students with respect to the Upgrad application. In case they needed the assistance of an expert, IQAC members well-acquainted with the software, may assist accordingly. It was further resolved that the procedure for successfully filling out the academic audit form will be discussed in detail in the workshop, keeping in mind the problems faced by certain faculty members.
6. As reference to the agendum 6, the Meeting deliberated on the collection of routines for online classes for both Honours and General courses. It was agreed that all routines submitted shall be forwarded to Dr. M Ghorui for further consideration.
7. The meeting emphasized on creation of add-on courses by various departments. The format of the proposal of courses (target group, duration, objectives, content etc.) was discussed. The individual department must submit the proposal to the IQAC, after whose recommendation it shall be sent to the Principal and thereafter await the approval of the Governing Body. The members also decided on the

manner in which the course will be conducted (inauguration, theory & practical classes, examination, feedback, certification etc.).

Several other proposals were given in the course of the meeting. In order to spread environmental awareness among students, the meeting proposed that projects (and not MCQ examination) may be assigned to the 1st semester students for their Environmental Education Internal examination. Several lectures by well-known environmentalists and by the faculty members of the science discipline, poster/painting competitions may also be organized. One day every month may be designated as the 'No Fossil Fuel Day' where all stakeholders will be compelled to use public transport or environment-friendly transport to reach college premises. The meeting also suggested that regular visits to the blind school, old-age homes and children's home may be conducted by the college authorities.

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



Principal

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