

No. 22/A/BC

Date: 17.01.2020

Notice

A meeting of the Code of Conduct Committee will be held on 18/1/2020 at 1.30 pm. in the Principal's Chamber. All members are requested to make it convenient to attend the meeting.

Agenda:

1. Work distribution for preparing the draft Code of Conduct policy document.
2. Matters arising.


Convenor


Principal

Principal
Bethune College, Kolkata
Govt. of West Bengal

Copy to:

- Dr Amita Kar, Teachers' Council Secretary
- Dr Maitri Ghosh, NAAC Coordinator
- Dr Sudeshna Mitra
- Dr Suranjana Dasgupta
- Smt Indrani Sinha Ray
- Dr Santa Rajguru
- Dr Tapas Misra
- Dr Adrita Chakraborty
- Sri Abhishek Dey

Minutes of the meeting held on 18/1/2020

1. It was observed by Principal Madam and the members that the college Prospectus that is distributed amongst newly admitted students and is also uploaded on the college website has a section on Code of Conduct for students.
2. It was resolved that a draft Code of Conduct policy document be prepared following the UGC Code of Conduct guidelines and work was distributed thus:

Code of Conduct for Teachers: Smt Indrani Sinha Roy and Dr Santa Rajguru

Code of Conduct for Students: Dr Suranjana Dasgupta and Dr Sudeshna Mitra

Code of Conduct for Non Teaching Staff: Dr Tapas Misra and Dr Adrita Chakraborty

It was resolved that Sri Abhishek Dey will keep a record of minutes of meetings.

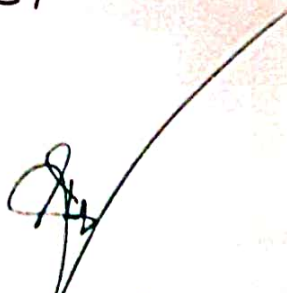
3. The Committee decided to meet tentatively in the second or third week of March to review work done.

Members present:

Prof (Dr) Krishna Roy, Principal
Dr Amita Kar, Teachers' Council Secretary
Dr Maitri Ghosh
Dr Sudeshna Mitra
Dr Suranjana Dasgupta
Smt Indrani Sinha Ray
Dr Santa Rajguru
Dr Tapas Misra
Dr Adrita Chakraborty
Sri Abhishek Dey

Amita Kar
18/1/20
Secretary, Teachers' Council

Smita 18/1/20
(Convener)


Principal
Bethune College, Kolkata
Govt. of West Bengal

NO. 89/A/BC

Date: 11.03.2020


Notice

A meeting of the Code of Conduct Committee will be held on 12/3/2020 at 3.00 pm. in the Principal's Chamber. All members are requested to make it convenient to attend the meeting.

Agenda:

1. Progress of work regarding the draft Code of Conduct policy document.
2. Discussion on programmes to be organised
3. Matters arising.


Convenor


Principal

Principal
Bethune College, Kolkata
Govt. of West Bengal

Copy to:

- Dr Amita Kar, Teachers' Council Secretary
- Dr Maitri Ghosh, NAAC Coordinator
- Dr Sudeshna Mitra
- Dr Suranjana Dasgupta
- Smt Indrani Sinha Ray
- Dr Santa Rajguru
- Dr Tapas Misra
- Dr Adrita Chakraborty
- Sri Abhishek Dey

Minutes of the meeting held on 12/3/2020

1. The draft Code of Conduct was discussed. It was suggested that a few revisions may be made to the draft policy document with respect to inculcation of human values in students.
2. In this connection, it was noted that the Institution has been conducting a Certificate Course on Ethics and Value Education which is about to be restructured as a 30 hour certificate course as per UGC norms. It was hoped that this course will prove to be beneficial in implementing a good code of conduct amongst our students.
3. The formation of a Human Rights Cell was also discussed. Principal Madam suggested that a Cell may be formed where Departments of History and Political Science may take the initiative. It was resolved that the Code of Conduct Committee will work in collaboration with the Ethics course and the Human Rights Cell.
4. A seminar to sensitize students as well as teaching and non teaching staff regarding human rights and values may be organised.
5. The Committee decided to work on the changes suggested and present the draft to IQAC Coordinator, Dr Kamal Kanti Som for his valuable feedback after which it may be sent to Principal Madam for final approval.
6. The tentative date for the next meeting was fixed at the end of April.

Members present:

Prof (Dr) Krishna Roy, Principal
Dr Amita Kar, Teachers' Council Secretary
Dr Maitri Ghosh
Dr Sudeshna Mitra
Dr Suranjana Dasgupta
Smt Indrani Sinha Ray
Dr Santa Rajguru
Dr Adrita Chakraborty
Sri Abhishek Dey

Amita Kar
12/03/2020
Secretary, Teachers' Council

Smitra
12/3/20
(Convener)



Principal
Bathune College, Kolkata
Govt. of West Bengal

Notice

A meeting of the Code of Conduct Committee will be held on 21/7/2020 at 6.00 pm. online. Link will be provided. All members are requested to make it convenient to attend the meeting.

Agenda:

Covid protocols for Teaching and Non Teaching staff visiting campus for administrative work
Draft Code of Conduct policy document
Matters arising.



Convenor

Members present:

Prof (Dr) Krishna Roy, Principal
Dr Amita Kar, Teachers' Council Secretary
Dr Maitri Ghosh, NAAC Coordinator
Dr Sudeshna Mitra
Dr Suranjana Dasgupta
Smt Indrani Sinha Ray
Dr Santa Rajguru
Dr Tapas Misra
Dr Adrita Chakraborty
Sri Abhishek Dey

Minutes of the meeting held on 21/7/2020

Platform: Google Meet

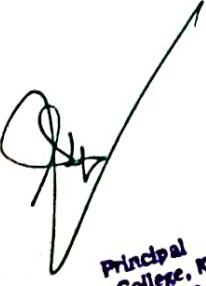
Time: 6pm-7.30pm

1. In view of the nationwide lockdown owing to Covid-19, teaching and non-teaching staff have not visited the campus since the middle of March 2020. However, since the past few weeks, it has become essential to visit college owing to certain administrative issues. In this connection, it is necessary to prepare a code of conduct for the college staff keeping in mind Covid protocols.
2. It was advised by Principal Madam that a set of rules for proper code of conduct may be circulated for everyone who has to visit the college campus henceforth.
3. There was a discussion regarding the celebration of Bethune Day and Independence Day in college premises maintaining Covid protocols. It was decided that all teaching and non teaching staff may be asked to visit college, if they are completely fit and without any symptoms, on either of the two days. No crowd will be permitted inside the campus and students will not be allowed in college premises.

4. The Committee recorded with pleasure that observance of days like Independence Day and Republic Day in college every year and the speech of the Head of the Institution on these days inculcates good conduct in students.
5. It was resolved that students will observe Bethune Day from their own homes this year by planting a sapling. This will serve as a reminder to our students to be mindful of the environment.
6. It was resolved that the draft code of conduct policy document may include a code of conduct for teachers specific to the 'new normal' of online teaching. It is common knowledge that owing to the lockdown students are stressed which is causing psychological distress. Teachers have to be extremely patient with students and be more responsive and empathetic towards them, more than ever before so that the students may navigate the transition from the offline to online mode of studies smoothly.
7. It was resolved that Dr Piyali Gupta, Dept of English, will be co-opted in the Code of Conduct Committee and will henceforth attend all its meetings.

Anita Kar 21/07/2020
Teachers' Council Secretary

Anita Kar 21/7/20
Convenor


Principal
Bethune College, Kolkata
Govt. of West Bengal

Notice

A meeting of the Code of Conduct Committee will be held on 27/11/2020 at 6.00 pm. online. Link will be provided. All members are requested to make it convenient to attend the meeting.

Agenda:

1. Awareness/Sensitization Programmes to be conducted in collaboration with the Code of Conduct committee.
2. Matters arising.

Convenor



Members present:

Dr Amita Kar, Teachers' Council Secretary
Dr Maitri Ghosh, NAAC Coordinator
Dr Sudeshna Mitra
Smt Indrani Sinha Ray
Dr Tapas Misra
Dr Adrita Chakraborty
Dr. Piyali Gupta
Sri Abhishek Dey


Minutes of the meeting held on 27/11/2020

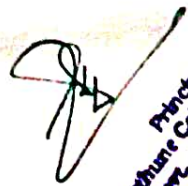
Platform: Google Meet

Time: 6pm-7pm

1. It was discussed in the meeting that a sensitization program may be organized by the Backward Class Cell of the college in order to sensitize students about discriminatory practices. The college has a zero-tolerance policy against all forms of discrimination and this may be emphasized in the Webinar organised by the Backwards Class Cell. The committee will coordinate with Backward Class Cell in this regard.
2. An orientation programme will be conducted in December, 2020 for the newly admitted students, in which Principal madam and the Heads of respective Departments will address the students and make them aware about the code of conduct in the college as well as during online classes.
3. The Human Rights Cell of the college has been established. Human Rights Cell and Ethics and Value Education Course committee will organize a collaborative lecture where students will be sensitized about human values and about how their conduct should be in life.


Teachers' Council Secretary


Convenor 27/11/20


Principal
Bethune College, Kolikata
Dist. of West Bengal

Notice

A meeting of the Code of Conduct Committee will be held on 29/1/2021 at 6.00 pm. online. Link will be provided. All members are requested to make it convenient to attend the meeting.

Agenda:

1. Draft code of conduct to be presented in the upcoming IQAC meeting for approval.
2. Matters arising.


Convenor

Members present:


Dr Amita Kar, Teachers' Council Secretary
Dr Maitri Ghosh, NAAC Coordinator
Dr Sudeshna Mitra
Dr Suranjana Dasgupta
Smt Indrani Sinha Ray
Dr Santa Rajguru
Dr Tapas Misra
Dr Adrita Chakraborty
Dr. Piyali Gupta
Sri Abhishek Dey

Minutes of the meeting held on 29/1/2021


Platform: Google Meet

Time: 6pm-7pm

1. There was a discussion on a draft code of conduct that has been prepared by the members of the committee and it will be presented in the IQAC meeting to be held shortly. It will be sent to the college website for uploading after approval from the IQAC coordinator and Principal.
2. A detailed discussion on all points of the draft policy document followed with minor revisions.
3. The tentative date for the next meeting was fixed at the end of June.


Teachers' Council Secretary
29/1/21


Convenor 29/1/2021


Principal
Bachchan College, Kolkata
Govt. of West Bengal

Notice

A meeting of the Code of Conduct Committee will be held on 23/3/2021 at 6.00 pm, online. Link will be provided. All members are requested to make it convenient to attend the meeting.

Agenda:

1. Finalization of the draft code of conduct for uploading in the college website
2. Matters arising.


Convenor

Members present:

- Dr Amita Kar, Teachers' Council Secretary
- Dr Sudeshna Mitra, NAAC Coordinator
- Dr Suranjana Dasgupta
- Smt Indrani Sinha Ray
- Dr Santa Rajguru
- Dr Tapas Misra
- Dr Adrita Chakraborty
- Dr. Piyali Gupta
- Sri Abhishek Dey


Minutes of the meeting held on 23/3/2021


Platform: Google Meet


Time: 6pm-7pm

1. Suggestions from the Principal and IQAC regarding revision of the draft code of conduct that has been accommodated and it will be sent to the college website for uploading along with the minutes and name of the committee members as the draft policy document has been unanimously approved for uploading.

2. Several Code of Conduct awareness programmes have been organized in the 2020-21 such as orientation program for students, Backward Class Cell awareness programme, collaborative lecture by Human Rights Cell and Ethics and Value Education Course committee. The reports of these programmes to be prepared. Apart from these programmes, the college has organised Bethune Day and Banamahotsav, Independence Day and Republic Day maintaining all necessary Covid protocols.


Teachers' Council Secretary
23/03/2021


Principal
Bethune College, Kolkata
Govt. of West Bengal


Convenor
23/3/2021

Notice

A meeting of the Code of Conduct Committee will be held on 25/6/2021 at 5.30 pm. online. Link will be provided. All members are requested to make it convenient to attend the meeting.

Agenda:

1. Code of Conduct Policy document upload
2. Matters arising.


Convenor

Members present:


Dr Amita Kar, Teachers' Council Secretary
Dr Sudeshna Mitra, NAAC Coordinator
Dr Suranjana Dasgupta
Smt Indrani Sinha Ray
Dr Santa Rajguru
Dr Adrita Chakraborty
Dr. Piyali Gupta
Sri Abhishek Dey


Minutes of the Meeting held on 25/6/2021

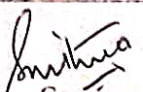
Platform: Google Meet

Time: 5.30-7.00pm

1. It was informed by the Convenor that the Code of Conduct policy document has been uploaded on the college website.
2. Dr Piyali Gupta and Sri Abhishek Dey were asked to organise the minutes of the meeting for uploading on the website.
3. It was reported that the Covid Squad of Students' Committee has worked really hard during the second wave of Covid-19 and their code of conduct in dealing with patients, members of family, teaching and non teaching staff was unanimously applauded.
4. Since teaching and non teaching staff have to go to college for administrative work, it was decided that all Covid protocols must be maintained.
5. Bethune Day and Banamahotsav will be celebrated in college maintaining strict Covid protocols. Students will not be allowed inside the campus. They may plant saplings at home and send photographs to their departmental teachers.


Teachers' Council Secretary
25/06/2021


Principal
Bethune College, Kolkata
Govt. of West Bengal

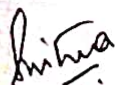

Convenor 25/6/21

Notice

A meeting of the Code of Conduct Committee will be held on 10/11/2021 at 12 noon. online. Link will be provided. All members are requested to make it convenient to attend the meeting.

Agenda:

1. Orientation and sensitization of students for in person classes on campus maintaining Covid protocols.
2. Matters arising.



Convenor

Members present:

Prof (Dr) Krishna Roy, Principal
Dr Amita Kar, Teachers' Council Secretary
Dr Sudeshna Mitra, NAAC Coordinator
Dr Suranjana Dasgupta
Smt Indrani Sinha Ray
Dr Santa Rajguru
Dr Tapas Misra
Dr Adrita Chakraborty
Dr. Piyali Gupta
Sri Abhishek Dey

Minutes of the meeting held on 10/11/2021

Platform: Google Meet

Time: 12-1 pm

1. In keeping with the Government order, colleges will begin classes on campus with effect from 16th November, 2021. It was decided that students and staff members will have to strictly maintain all covid protocols on campus. In this regard a set of guidelines may be drafted by the committee and sent to the college website for information and awareness of all concerned.

2. It was resolved that Principal Madam will meet newly admitted UG students to sensitize them about the need to maintain Covid protocols while on campus. The meeting will be held in two or more shifts so as to avoid crowds.

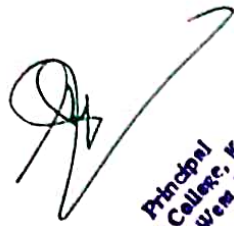
3. The college prospectus which has been uploaded on the website contains the code of conduct for students and students may be asked to acquaint themselves with it before they join college.

4. Teaching and Non-Teaching Staff will have to ensure that the campus is kept clean and sanitized.

5. It was resolved that posters for Covid awareness will be put up in the campus everywhere in prominent positions.

Arushi Das 10/11/2021
Teachers' Council Secretary

Smriti
Convener
10/11/21


Principal
Behun College, Kolkata
Govt. of West Bengal