

No. 132/Bc

Office of the Principal  
Bethune College  
Govt. of West Bengal  
181, Bidhan Sarani, Kolkata-6

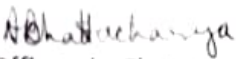
Date: 1.8.23

Notice

A meeting regarding Orientation Programme 2023 will be held on 2nd August, 2023, at 1.30 p.m. at Archives.

IQAC members and admission Committee members are requested to attend.

Dr. Suranjana Dasgupta (HOD Economics) and Smt. Suparna Sengupta (HOD Political Science) are also requested to attend the meeting

  
Officer-in-Charge  
Bethune College, Kolkata

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Bethune College  
Kolkata  
Govt. of West Bengal

  
IQAC  
Coordinator

Copy to:

1. TCS
2. IQAC file

## Meeting regarding Orientation Programme 2023.

Minutes:

2/8/2023

1.30pm

Archives

- 1) Students should <sup>be</sup> seated latest by ~~11.15~~ 11.15 am.
- 2) After the program all students should report to the respective departments and a list of students with signature is to be ~~taken~~ <sup>by</sup> submitted by each department to the IQAC co-ordinator.
- 3) IC has been invited, Flyer has been completed & notice has been circulated.
- 4) Student Management to be done by -
  - a) Nivedita Chakraborty
  - b) Dipannita Barua
  - c) ~~A.~~ Abhishek De.
  - d) Jyoti Bhattacharya.
- 5) Flyer Projection - Sushashana Karmakar  
Srimpa Banerjee
- 6) Teachers' Registration -
  - 1) Saswati Roy
  - 2) Ishani Chowdhury.
- 7) Felicitation - Plants & sweets, water bottle.  
Felicitation in charge - Suparna Seal Gupta  
IC reception - Sumanta Mukhopadhyay
- 8) Hall Arrangement: Suranyana Das Gupta
- 9) Anchoring :- Sangulata Roy.
- 10) Programme Schedule:
  - a) Chirantani Das
  - b) OIC Madam. welcome address.
  - c) ~~Det~~ IC sir.
  - d) Kamal Kanti Sengupta / Sushashana Karmakar.

- c) ~~Satampa Bandyopadhyay~~
- d) Nilanjana Bagchi.
- e) ~~Vote of thanks.~~
- f) Satampa Bandyopadhyay
- g) Vote of thanks.

\* Refreshment for students to be arranged by  
Members Present: Prabir Das

1. AB 21/8/23
2. Ananta K. 2/8/23
3. ~~Ananta~~
4. Suparna Sengupta 2/8/23
5. Srisubha Banerjee 2/8/23
6. ~~Dr. S. Sengupta~~
7. Sulakshana Agastya 02/8/23.
8. Satampa Bandyopadhyay 02.08.23.

Curriculum / Attendance. // Code of Conduct  
Financial Support. etc.  
Infrastructural Support, (Hostel, Lib  
Co-2 Extra curricular Activity. Canteen etc)

Duty list:

1. Flyer Preparation : T. Li. Mukherjee
2. " Projection : Sulakshana & Srimpr
3. Student Management
4. " Attendance : Respective Department Teacher
5. Teachers' Register
6. Guest welcome
7. Felicitation - Suparna Sengupta
8. Hall Management -
9. Anchoring
10. Photographs
11. Refreshment - P.S.