

## Committees for the Academic Year 2016-17

SL NO	COMMITTEE	NAME OF FACULTY
1.	Staff secretary & treasurer	Mrs.Faseeha Begum Mrs.MohseenaJabeen S
2.	Examination committee	Mrs.MohseenaJabeen S convenor Ms.Ayesha BB
3.	Sports and literary activities	Dr P Mohammed Iliyaz Ms .Marwa Mona NahidParveen (secretary) NasreenTaj M
4.	Admission committee	Pu Principal and Senior Faculty Degree Principal Sumaiya Fathima Mrs.MohseenaJabeen S
5.	Scholarship committee	Administrative Staff and Class Teachers
6.	Cultural and literary activitiescommittee	Mrs.Faseeha Begum Mrs.MohseenaJabeen S
7.	Magazine committee	Ms.Ayesha BB (Editor) Mrs.Faseeha Begum. (SubEditor)  <u>MEMBERS</u> 1.AbdusSamad manager 2.Ms NahidParveen 3.Mrs Ayesha Thasneem 4. Mrs.MohseenaJabeen S
8.	Placement cell, Alumni	Mrs.MohseenaJabeen Ms.Ayesha BB Mr Syed Yahya Mrs Mamatha L Almel
9.	Student Grievance and Counselling Cell Anti-sexual harrassment cell Anti Ragging cell	Ms.Ayesha BB and Hon. Management Members  Mrs.MohseenaJabeen All Faculty members & two students
10.	Record of workshop, seminars	Mrs .Nazeerunnisa Ms .Marwa Mona

11.	Proceedings of staff meetings	Ms .Marwa Mona
12.	SC/ST Cell	Ms. Noor Jahan Mrs.Lakshmi K
13.	Attendance committee	NasreenTaj M Mrs Nazeerunnisa & substitute teacher appointed
14.	Discipline committee	NahidParveen(coordinator) Class teachers
15.	Eco club	Co-ordinator-Nazeerunnisa <b>Faculty Members –</b> Dr ShaheenKazi Mrs Nazeerunnisa Ms.NahidParveen Mrs .Roopa S
16.	ED-Cell/Women Empowerment Cell	Mrs .Nazeerunnisa Ms. Mona Marwa Mrs. Faseeha Begum
17.	Counselling cell	Mr. Damodar Rao Mrs .Ayesha Thasneem
18.	Library committee	Two senior faculty members and librarian
19.	NSS/Youth red cross	Mrs.MohseenaJabeen .S – <b>Programme Officer</b> Ms .Ayesha B.B Mrs.FaseehaBegum Ms Sama Sultana
20.	Canteen Committee	Hon. Secretary Campus Director Mrs Zeenath ara Mrs.MohseenaJabeen .S.
21.	Parents Teacher Meeting Record	Ms.Ayesha B.B
22.	IQAC Committee	Ms.Ayesha B.B Co-ordinator Ms. Mona Marwa Mrs. Faseeha Begum

		Students (members)
23.	Website co-ordinator	Ms. Mona Marwa Mrs .ShaheenKhazi
24.	Optra Coordinator	Ms.Marwa Mona NahidParween
25.	Activities/Programmes/ Seminars/Excurtion	Ms.Ayesha B.B -Co-ordinator Mrs SamaSultana Ms .NasreenTaj

*Sadhima*  
Principal

BET Sadathunnisa College  
Bismillahnagar, B.G. Road Cross  
Bengaluru - 560 029



Commissiões for the Academics  
Year 2017-18.

# Committees for the Academic Year 2017-18

SL NO	COMMITTEES	NAMES OF FACULTY
1.	Staff Secretary & Treasurer	Ms.Ayesha BB Mrs.Faseeha Begum
2.	Examination Committee	Dr .ShaheenKazi Mrs.AyeshaThasneem
3.	Sports and literary activities	Dr P Mohammed Iliyaz Ms .Marwa Mona Nahid Parween (Secretary) Ms.NasreenTaj M
4.	Admission committee	Mrs.Faseeha Begum Ms NahidParveen Ms .NasreenTaj M
5.	Scholarship Committee	Administrative staff and class teachers
6.	Cultural and literary activities Committee	Dr .Shaheen B Kazi Ms Nahid Parveen Ms.Shabana A Lakkundi
7.	Magazine Committee	Ms.NasreenTaj M  MEMBERS 1. Mrs Mamatha L Almel 2.Ms Nahid Parw een 3. Dr .Shaheen B Kazi 4. Ms.Shabana A Lakkundi
8.	Placement cell	Ms.Ayesha BB (Placement officer) Dr .Shaheen B Kazi
9.	Alumni Committee	Mr Syed Yahiya Mrs.Mohseena Jabeen S Ms.Deepa M
10.	Student Grievance and Counselling Cell	Mrs.Tehseen Banu Risaldar



11.	Anti-sexual harrasment cell Anti Ragging cell	Mrs.Mohseena Jabeen S All Faculty members rotation wise
12.	Record of workshop, seminars	Mrs .Nazeerunnisa Ms .Marwa Mona
13.	Proceedings of staff meetings	Ms.Nahid Parween
14.	Attendance committee	Mrs.Mohseena Jabeen .S Ms .Ayesha B.B Mrs.Tehseen Banu Risaldar
15.	Discipline committee	Mrs.TehseenRisaldar (Coordinator) Ms Shabana A Lakkundi Class teachers
16.	Eco club/ ED-Cell/Women Empowerment Cell	Ms .NasreenTajM (Coordinator ) Ms.Nahid Parween Ms.Marwa Mona Mrs. Faseeha Begum
17.	ED-Cell/Women Empowerment Cell	Mrs .Nazeerunnisa Ms.Marwa Mona Mrs. Faseeha Begum
18.	Counselling cell	Mr.HK Damodar Rao Mrs Ayesha Thasneem Ms.Deepa M
19.	Library committee	College Librarian Mrs.Mohseena Jabeen .S Mrs. Faseeha Begum
20.	NSS/Youth red cross	Mrs.MohseenaJabeen .NSS Programme Officer Mrs.Tehseen Banu Risaldar Ms.NasreenTaj Ms .Nahid Parween
21.	Canteen Committee	Hon Secretary Campus Director Mrs Zeenath ara Mrs. Faseeha Begum
22.	Parents Teacher Meeting Record	Ms.Ayesha B.B (Coordinator) Mrs Ayesha Thasneem

23.	IQAC Committee	Ms.Ayesha B.B Coordinator Mrs.Mohseena Jabeen .S Mrs. Faseeha Begum Students (members)
24.	Website co-ordinator	Ms .NasreenTaj M Ms.Deepa M
25.	Optra Coordinator	Ms.Marwa Mona Ms .Nahid Parween
26.	Activities/programmes/seminars/ Excursion	Ms.Ayesha B.B Co-ordinator Mrs Ayesha Thasneem Ms .NasreenTaj M Ms. Marwa Mona
27.	Language club	All language teachers
28.	Time table/calendar of events	Mrs.Mohseena Jabeen .S Ms. Marwa Mona Mrs. Faseeha Begum Ms .NasreenTaj
29.	Mentor Mentee System	Allotted Mentors



  
 Principal  
**Principal**  
 B E T Sadathunnisa College  
 Bismillahnagar, B.G. Road Cross  
 Bengaluru - 560 029



## Committees for the Academic Year 2018-19

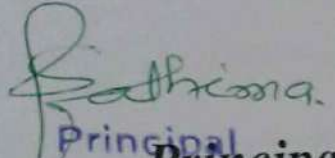
SL NO	COMMITTEES	NAMES OF FACULTY
1.	Staff secretary	Ms.Ayesha BB
2.	Staff Treasurer	Mrs.Noor.U.Saba
3.	Examination committee	Mrs .MohseenaJabeen.S Ms.Ayesha BB Ms .NasreenTaj M
4.	Sports committee	Dr P Mohammed Iliyaz Mrs.Komal Gupta NahidParveen (secretary) Ms.NasreenTaj M Mrs.AyeshaThasneem
5.	Admission committee	Mrs.AyeshaThasneem Ms NahidParveen Ms .NasreenTaj M Ms.Neha Banu
6.	Scholarship committee	Administrative staff and class teachers
7.	Cultural and literary activities committee	Mrs.Komal Gupta(co-ordinator) Dr. Nilufar Mirza Ms.Sadiya Begum R
8.	Magazine committee and news letter	Ms.NasreenTaj M(EDITOR) MEMBERS 1. Ms.Neha Banu 2.Ms NahidParveen 3. Dr .Shaheen B Kazi 4. Ms.Shabana A Lakkundi
9.	Placement cell	Ms.Ayesha BB (Placement officer) Ms. Sadiya Begum R
10.	Alumni committee	Mrs.Mohseena Jabeen S Ms.NasreenTaj Ms.Ayesha BB



11.	Student Grievance and Counselling Cell	Mrs.Mohseena Jabeen S and Hon Secretary
12.	Anti-sexual harassment cell Anti-Ragging cell	Mrs.MohseenaJabeen S (Coordinator) Faculty memebtrs (rotation basis)
13.	Proceedings of staff meetings	Mrs. Noor .U .Saba Tabassum
14.	Attendance committee	Mrs.MohseenaJabeen .S Ms .Ayesha B.B Mrs. Noor .U .Saba Ms. Sadiya Begum R
15.	Discipline committee	Ms ShabanaLakundi(coordinator) Class teachers
16.	Eco club/ ED-Cell/Women Empowerment Cell/ED- Cell/innovative club	Ms .NasreenTaj(co-ordinator) Ms.NahidParween Ms.Tabasuum Ms. SadiyaBegum R Mrs Komal Gupta
17.	Counselling cell /Mentor Mentee System	Mr. HK Damodar Rao All Class Teachers
18.	Library committee	Mrs.MohseenaJabeen .S Mrs KomalGupta RizwanaTaj- Librarian
19.	NSS/NCC/Youth red cross	Ms.Tabasuum -NSS programme officer, Mrs ShaheenKazi Ms.NasreenTaj M Ms .NahidParween
20.	Canteen Committee	Hon. Secretary Mrs.Mohseena Jabeen .S
21.	Parents Teacher Meeting Record	Ms.Ayesha B.B (co-ordinator) Mrs Ayesha Thasneem
22.	IQAC Committee	Ms.Ayesha B.B (Co-ordinator) Mrs.MohseenaJabeen .S Ms.Nasreentaj M

23.	Website Coordinator	Ms .NasreenTaj M Ms. Sadiya Begum R
24.	Optra Coordinator	Ms.Ayesha B.B
25.	Activities/programmes/seminars/ Excursion	Mrs.Mohseenajabeen .S Ms.Ayesha B.B Ms .NasreenTaj M Ms.Noor .U.Saba
26.	Language club	All language teachers
27.	Time table/Calendar of events	Mrs.Mohseenajabeen .S Ms .NasreenTaj M
28.	Excursion Committee	Ms.Ayesha B.B (co-ordinator) Mrs Ayesha Thasneem Ms .NasreenTaj M Mrs.Komal Gupta
29.	Green Audit	Ms.Noor .U.Saba Dr. Niloofar Mirza Ms. Sadiya Begum R



  
 Principal  
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## Committees for the Academic Year 2019-20

SL NO	COMMITTEES	NAMES OF FACULTY
1.	Examination committee	Mrs Mohseena Jabeen.S Ms.Ayesha BB Ms.NasreenTaj M
2.	Finance Committee	Hon Secretary Mr.Syed Yahiya Mr.Abdus Samad Vice principal
3.	Sports committee	Mrs.Komal Gupta-convener Ms Sadiya Begum. R Mrs Gogula Raj R
4.	Admission committee	Ms. Nasreen Taj -convener Ms.Ayesha BB Mohseena Jabeen.S Mrs Ayesha Thasneem
5.	Scholarship committee	Ms Neha Banu-convener Ms Sadiya Begum. R Mrs Ayesha Thasneem Mrs.Komal Gupta
6.	Cultural and literary activities committee	Mrs.Aliya Naaz (convener) Ms.Ayesha BB Mrs Mohseena Jabeen.S Ms.ShabanaLakunddi
7.	Magazine Editorial Team	Dr Niloofar Mirza(EDITOR) <b>MEMBERS</b> 1. Mrs Gogula Raj 2.Ms Rukhsar 3. Mrs Komal Gupta 4. Ms.NasreenTaj M 5.Mr Abdus Samad(manager) 6.Mr Syed Yahiya
8.	Alumni /Parent -Teacher Association	<b>Alumni</b> Mrs Ayesha Thasneem-convener Mrs Komal Gupta Ms.NasreenTaj M  <b>Parent Teacher Association</b> Ms.Ayesha BB-convener Mrs Gogula Raj Ms. Sadiya Begum R



9.	Grievance redressal /internal complaints committee	Two Members from Management Dr Niloofar Mirza Prof Nishath Khalida Parveen ( IQAC Member)
10.	Anti-Ragging Anti Sexual Harassment \Human Rights \Women Empowerment \Anti Drug \Narcotic Cell	Two Members from the management Prof .Sumaiya Fathima –Principal Mrs.MohseenaJabeen S Ms Ayesha BB Mrs Komal Gupta Ms .NasreenTaj M Mr.Abdus Samad B Ms Lakshmi Mendigere –PSI SG playa police station Ayesha Sultana (II B.com) Asma Khanum(I B.com) Nazneen Taj Shahul Hameed Firdose Jabeen Amjad Khan
11.	Discipline and Attendance committee	Mrs Komal Gupta-Convener Mrs.MohseenaJabeen S Ms. Sadiya Begum R Mrs Gogula Raj
12.	Eco club/ ED-Cell/Women Empowerment Cell/ED-Cell/innovative club	Ms .NasreenTaj(Coordinator) Ms.Nahid Parween Ms.Tabasuum Ms. Sadiya Begum R Mrs Komal Gupta
13.	Library committee	Mrs RizwanaTaj – Librarian (convener) Dr Niloofar Mirza Mrs Gogula Raj Mrs.MohseenaJabeen .S
14.	NSS/NCC/Youth red cross/Committee UGC-Swacchatha Ambassador Committee	Ms.Tabasuum –NSS programme officer, Ms Rukhsar Ms.Shabana Lakkundi Mrs Komal Gupta Ms Neha Banu Ms. Sadiya Begum R
15.	Canteen Committee	Ms.SadiyaBegum R-convener Mrs Komal Gupta Mrs Ayesha Thasneem Mrs.MohseenaJabeen .S Mrs Neha Banu Ms .Tabassum
16.	Website Update Committee –Optra Online Performance Tracking System	Ms .NasreenTaj M- Convener Mrs Komal Gupta Mrs Gogula Raj Ms Rukhsar Ms. Sadiya Begum R

17.	Activities/programmes/seminars/Excursion	Mrs.MohseenaJabeen .S Ms.Ayesha B.B Ms .NasreenTaj M Ms.Noor .U.Saba
18.	Time table committee	Ms.Ayesha B.B Convener Ms. SadiyaBegum R Ms .Neha Banu Mrs Gogula Raj R
19.	Excursion Committee	Ms.Ayesha B.B Convener Mrs Komal Gupta Ms. Sadiya Begum R
18.	Go Green Eco Club/Green Audit Committe	Mrs .Aliya Naaz-convener Mrs Komal Gupta Ms .NasreenTaj M Ms Rukhsar Dr. NiloofarMirza Ms. Sadiya Begum R
19.	Career Guidance, PlacementEntrepreneurship Development cell	Mrs.MohseenaJabeen .S -Convener Ms.Ayesha B.B Ms.Tabassum Ms .NasreenTaj M
20.	Research Innovation and Extension Committee	Dr. Niloofar Mirza-Convener Ms Rukhsar Mrs Komal Gupta Mrs Gogula Raj R
21.	ISO committee	Ms Rukhsar -convener Dr. NiloofarMirza Mrs Aliya Naaz Ms.Ayesha B.B Mrs.MohseenaJabeen .S Ms .NasreenTaj M
22.	Faculty Assessment/Remedial/Mentoring Counselling committee	Mrs.MohseenaJabeen .S Ms .NasreenTaj M Mrs Ayesha Thasneem Ms Tabassum
23.	Student Council Committee	Dr. Niloofar Mirza -convener Mrs Gogula Raj R Mrs KomalGupta
24.	Seminars and Workshop Committee	HOD Management HOD Humanities HOD Commerce HOD BCA
25.	Academic and Administrative Audit Committee	Dr . Niloofar Mirza Mrs.MohseenaJabeen .S Mrs Ayesha Thasneem Ms.Shabana Lakkundi



26.	NAAC Criteria Committee Ayesha B B Coordinator	1.Mrs Komal Gupta	Criteria-1
		2.Ms Tabassum Ms NasreenTaj M Ms Neha Banu	Criteria-2
		3.Dr.Niloofar Mirza	Criteria-3
		4.Ms.Sadiya Begum R Ms .ShabanaLakkundi	Criteria-4
		5.Mrs MohseenaJabeen S	Criteria-5
		6.Mrs Ayesha Thasneem	Criteria-6
		7.Mrs.Gogula Raj	Criteria-7

*Sadhana*  
Principal

B E T Sadathuppiya College  
Bismillahnagar, B.G. Road Cr  
Bengaluru - 560 029





ISO CERTIFIED 9001 - 2015  
COLLEGE CODE: VM

# ಬೆಟ ಸಾಧತ್‌ನುನಿಸಾ ಕಾಲೇಜ್ BET SADATHUNNISA COLLEGE

AFFILIATED TO BENGALURU CENTRAL UNIVERSITY  
NAAC ACCREDITED, MINORITY INSTITUTION  
MANAGED BY: BISMILLAH EDUCATIONAL TRUST

## CONSTITUTION OF ANTI SEXUAL HARASSMENT CELL SQUAD

SL NO	NAME	DEPARTMENT	CONTACT NO
1	Mrs Komal Gupta	Commerce and Management	7259374122
2	Mrs Aysha Hasneem	Economics	9620315655
3	Mrs Gogula Raj	Department of Computer Applications	9611886551
4	Ms Ayesha B B	Commerce and Management - IQAC Coordinator	8904972752
5	Ms Neha Banu	Department of Commerce and Management	9538758191
6	Ms Sadiya Begum R	Department of History	9513028242

NOTE: The above staff members to be available to the students to anytime to answer their questions if any and to explain the systems and processes involved.

*Sathya*  
Principal

BET Sadathunnisa College  
Bismillahnagar, B.G. Road Cross  
Bengaluru - 560 029

*Sathya*  
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betdegreecollege@gmail.com, bismillah\_trust@yahoo.com degree.betinstitutions.com

## COMMITTEES FOR 2020-21




SL NO	COMMITTEE	NAME OF FACULTY
1.	Examination committee	Ms. Shabana Lakkundi –Convener <u>Members</u> 1. Mrs. Ayesha Thasneem 2. Mrs. Nabeela Afreen.S 3. Ms. Sadiya Begum .R 4. Mrs. Musarath Jahan
2.	Finance Committee	1. Mr .Syed Yahiya 2. Mr. Abdus Samad
3.	Sports committee	Mrs. Iffath Jahan –Convener <u>Members</u> 1. Ms. Ayesha B.B 2. Mrs. Musarath Jahan
4.	Admission committee	Mrs. Ayesha Thasneem- Convener <u>Members</u> 1. Ms. Ayesha B.B 2. Ms. Shabana Lakkundi 3. Ms. Sadiya Begum .R
5.	Scholarship committee	Mrs. Nabeela Afreen.S- Convener All Class Teachers members
6.	Cultural and literary activities committee	Ms. Sadiya Begum .R- Convener <u>Members</u> 1. Ms. Shabana Lakkundi 2. Dr. Niloofar Mirza 3. Mrs. Iffath Jahan

7.	Magazine Editorial Team	<p>Dr Niloofar Mirza (EDITOR)</p> <p><b><u>Members</u></b></p> <p>1.Ms.Shabana Lakkundi</p> <p>2.Mrs.Iffath Jahan</p> <p>3.Mrs.Musarath Jahan</p>
8.	Alumni /Parent –Teacher Association	<p>Mrs. Musarath Jahan-Convener</p> <p><b><u>Members</u></b></p> <p>1.Mrs. Ayesha Thasneem</p> <p>2.Ms. Ayesha B.B</p> <p>3.Mrs. Nabeela Afreen.S</p>
9.	Grievance redressal /internal complaints committee	Dr Niloofar Mirza and IQAC Co-ordinator
10.	Anti-Ragging Anti Sexual Harassment\Human Rights\Women Empowerment \Anti Drug\Narcotic Cell	<p>Mrs. Nabeela Afreen.S-Convener</p> <p>All staff members on rotation basis</p>
11.	Discipline and Attendance committee	<p>Ms.Neha Banu –Convener</p> <p><b><u>Members</u></b></p> <p>1.Mrs Gogula Raj</p> <p>2.Mrs.Shameema Khatoon</p> <p>3.Ms.Tabassum</p>
12.	Eco club/ ED-Cell/Women Empowerment Cell/ED-Cell/innovative club NSS/YRC	<p>Ms.Tabassum –Convener</p> <p>1. Mrs. Ayesha Thasneem</p> <p>2.Ms.Ayesha B B</p> <p>3.Mrs .Iffath Jahan</p> <p>4.Ms.Shabana Lakkundi</p> <p>5.Ms.Neha Banu</p>



13.	Library committee	<p>Mrs Rizwana Taj – Librarian (convener)</p> <p><b><u>Members</u></b></p> <p>1.Dr.Niloofar Mirza</p> <p>2.Mrs.Musarath Jahan</p>
14.	Canteen Committee	<p>Dr. Niloofar Mirza –Convener</p> <p><b><u>Members</u></b></p> <p>1.Ms.Sadiya Begum .R</p> <p>2.Mrs.Shameema Khatoon</p>
15.	Website Update Committee –Optra Online Performance Tracking System	<p>Mrs.Musarath Jahan-Convener</p> <p><b><u>Members</u></b></p> <p>1.Mrs .Iffath Jahan</p> <p>2.Ms.Shabana Lakkundi</p>
16.	Activities/programmes/seminars/ Excursion	<p>Ms.Ayesha B.B</p> <p>All Class Teachers</p>
17.	Time table committee	<p>Ms.Ayesha B.B (convener)</p> <p><b><u>Members</u></b></p> <p>1.Ms. SadiyaBegum R</p> <p>2.Mrs.Gogula Raj .R</p>
18.	Career Guidance, Placement Entrepreneurship Development cell	<p>Ms.Ayesha B.B-Convener</p> <p>1.Ms.Nabeela Afreen .S</p>
19.	Research Innovation and Extension Committee	<p>Dr.Niloofar Mirza –Convener</p>

		<p><b><u>Members</u></b></p> <p>1.Mrs.Aysha Tasneem 2.Mrs.Shameema Khatoon Mrs.Ayesha Tasneem –Convener</p>
20.	ISO committee, Faculty Assessment/Remedial/Mentoring and Counselling committee	<p><b><u>Members</u></b></p> <p>1.Ms.Ayesha B.B 2.Ms.Neha Banu 3.Ms.Tabassum 4.Mrs.Nabeela Afreen .S Ms.Neha Banu-Convener</p>
21.	Student Council Committee	<p><b><u>Members</u></b></p> <p>1.Mrs.Shameema Khatoon 2.Mrs.Musarath Jahan Mrs.Shameema Khatoon –Convener</p>
22.	Seminar ,Workshop,Academic and Administrative and Audit Committee	<p><b><u>Members</u></b></p> <p>1.Mrs.Musarath Jahan 2.Mrs.Iffath Jahan 3.Ms.Shabana Lakkundi</p>
23.	Task Force committee	<p>Ms.Sadiya Begum.R-Convener</p> <p><b><u>Members</u></b></p> <p>1.Ms.Neha Banu 2.Ms.Tabassum 3.Mrs.Aysha Tasneem 4.Mrs.Nabeela Afreen.S</p>

24.	Core Committee to assist Principal - NAAC	Prof .Sumaiya Fathima <u>Members</u> 1.Ms.Ayesha B.B 2.Ms.Neha Banu 3.Ms.Shameema Khatoon 4.Mrs.Aysha Tasneem 5.Mrs.Nabeela Afreen.S																				
25.	NAAC Criteria Committee	<table border="1"> <tr> <td data-bbox="686 725 1133 787">1.Mrs.Nabeela Afreen</td> <td data-bbox="1133 725 1516 787">Criteria-1</td> </tr> <tr> <td data-bbox="686 787 1133 849">1.Ms.Tabassum</td> <td data-bbox="1133 787 1516 849">Criteria-2</td> </tr> <tr> <td data-bbox="686 849 1133 911">2.Ms Neha Banu</td> <td data-bbox="1133 849 1516 911"></td> </tr> <tr> <td data-bbox="686 911 1133 973">3.Dr.Niloofar Mirza</td> <td data-bbox="1133 911 1516 973">Criteria-3</td> </tr> <tr> <td data-bbox="686 973 1133 1036">4.Ms.Sadiya Begum R</td> <td data-bbox="1133 973 1516 1036">Criteria-4</td> </tr> <tr> <td data-bbox="686 1036 1133 1098">Ms .ShabanaLakkundi</td> <td data-bbox="1133 1036 1516 1098"></td> </tr> <tr> <td data-bbox="686 1098 1133 1160">            Mrs Rizeena Taj         </td> <td data-bbox="1133 1098 1516 1160">Criteria-5</td> </tr> <tr> <td data-bbox="686 1160 1133 1222">5.Mrs Musarath Jahan</td> <td data-bbox="1133 1160 1516 1222">Criteria-6</td> </tr> <tr> <td data-bbox="686 1222 1133 1284">6.Mrs Ayesha Thasneem</td> <td data-bbox="1133 1222 1516 1284">Criteria-6</td> </tr> <tr> <td data-bbox="686 1284 1133 1346">7.Mrs.Gogula Raj</td> <td data-bbox="1133 1284 1516 1346">Criteria-7</td> </tr> </table>	1.Mrs.Nabeela Afreen	Criteria-1	1.Ms.Tabassum	Criteria-2	2.Ms Neha Banu		3.Dr.Niloofar Mirza	Criteria-3	4.Ms.Sadiya Begum R	Criteria-4	Ms .ShabanaLakkundi		 Mrs Rizeena Taj	Criteria-5	5.Mrs Musarath Jahan	Criteria-6	6.Mrs Ayesha Thasneem	Criteria-6	7.Mrs.Gogula Raj	Criteria-7
1.Mrs.Nabeela Afreen	Criteria-1																					
1.Ms.Tabassum	Criteria-2																					
2.Ms Neha Banu																						
3.Dr.Niloofar Mirza	Criteria-3																					
4.Ms.Sadiya Begum R	Criteria-4																					
Ms .ShabanaLakkundi																						
 Mrs Rizeena Taj	Criteria-5																					
5.Mrs Musarath Jahan	Criteria-6																					
6.Mrs Ayesha Thasneem	Criteria-6																					
7.Mrs.Gogula Raj	Criteria-7																					

  
 Principal  
 B E T Sadathunnisa  
 Bismillahnagar, B.G. Road Cross  
 Bengaluru - 560 029




## ALTERED COMMITTEES FOR 2020-21

SL NO	COMMITTEE	NAME OF FACULTY
1.	Examination committee	<p>Mrs. Shabana Lakkundi –Convener</p> <p><b><u>Members</u></b></p> <p>1. Mrs. Ayesha Thasneem</p> <p>2. Ms. Roushan Taj</p> <p>3. Ms. Sadiya Begum .R</p> <p>4. Mrs. Musarath Jahan</p>
2.	Scholarship committee	<p>Ms. Roushan Taj-Convener</p> <p>All Class Teachers members</p>
3.	Alumni /Parent –Teacher Association	<p>Mrs. Musarath Jahan-Convener</p> <p><b><u>Members</u></b></p> <p>1. Mrs. Ayesha Thasneem</p> <p>2. Ms. Ayesha B.B</p> <p>3. Ms. Roushan Taj</p>
4.	Anti-Ragging Anti Sexual Harassment \Human Rights \Women Empowerment \Anti Drug \Narcotic Cell	<p>Ms. Roushan Taj- Convener</p> <p>All staff members on rotation basis</p>
5.	Discipline and Attendance committee	<p>Ms. Neha Banu –Convener</p> <p><b><u>Members</u></b></p> <p>1. Ms. Pandi Prabha</p> <p>2. Mrs. Shameema Khatoon</p> <p>3. Ms. Tabassum</p>
6.	Website Update Committee –Optra Online Performance Tracking System	<p>Mrs. Musarath Jahan-Convener</p> <p><b><u>Members</u></b></p> <p>1. Mrs. Iffath Jahan</p> <p>2. Mrs. Shabana Lakkundi</p>

7.	Time table committee	Ms.Ayesha B.B (convener) <u>Members</u> 1.Ms. SadiyaBegum R 2.Ms.Pandi Prabha						
8.	Career Guidance, PlacementEntrepreneurship Development cell	Ms.Ayesha B.B-Convener 1.Ms.Roushan Taj						
9.	ISO committee, Faculty Assessment/Remedial/Mentoring and Counselling committee	Mrs.Ayesha Tasneem –Convener <u>Members</u> 1.Ms.Ayesha B.B 2.Ms.Neha Banu 3.Ms.Tabassum 4.Ms.Roushan Taj						
10.	Task Force committee	Ms.Sadiya Begum.R-Convener <u>Members</u> 1.Ms.Neha Banu 2.Ms.Tabassum 3.Mrs.Aysha Tasneem 4.Ms.Roushan Taj						
11.	NAAC Criteria Committee	<table border="1"> <tr> <td data-bbox="1224 1052 1285 1433">Mrs.Iffath Jahan</td> <td data-bbox="1285 1052 1532 1433">Criteria-1</td> </tr> <tr> <td data-bbox="1285 1433 1347 1870">1.Ms.Tabassum 2.Ms Neha Banu 3.Roushan Taj</td> <td data-bbox="1285 1433 1532 1870">Criteria-2</td> </tr> <tr> <td data-bbox="1347 1870 1409 2038">Dr.Niloofar Mirza</td> <td data-bbox="1347 1870 1532 2038">Criteria-3</td> </tr> </table>	Mrs.Iffath Jahan	Criteria-1	1.Ms.Tabassum 2.Ms Neha Banu 3.Roushan Taj	Criteria-2	Dr.Niloofar Mirza	Criteria-3
Mrs.Iffath Jahan	Criteria-1							
1.Ms.Tabassum 2.Ms Neha Banu 3.Roushan Taj	Criteria-2							
Dr.Niloofar Mirza	Criteria-3							



	1.Ms.Sadiya Begum R	
	2.Mrs.ShabanaLakkundi	Criteria-4
	3.Mrs.Rizwan Taj -Librarian	
	Ms.Ayesha B B	Criteria-5
	Mrs.Ayesha Thasneem	Criteria-6
	Mrs.Musarath Jahan	Criteria-7

  
Principal  
B E T Savathunaga Coll  
Bismillahnagar, B.G. Road  
Bengaluru - 560 029

This is to inform that in tune with the policy of BET Sadathunnisa College to ensure complete ragging free / Sexual Harassment Free/ Human rights cell in order to advance the cause of human rights and in compliance from time to time as per university and UGC is constituted with the following members for the academic year 2020- 21.

CONSTITUTION OF ANTI RAGGING /ANTI SEXUAL HARASSMENT CELL /ANTI DRUG COMMITTEE SQUAD FOR THE YEAR 2020-21

SL NO	NAME OF THE STAFF	DESIGNATION	POSITION	Contact Number
1	PROF SUMAIYA FATHIMA	Principal	Chair person	9980340172
2	MS ROUSHAN TAJ	Convener	Faculty	7411399791
3	DR. NILOOFAR MIRZA	Member	Faculty	9945173280
4	MRS. IFFATH JAHAN	Member	Faculty	9448607280
5	MRS SHAMEEMA KHATOON	Member	Faculty	9916901084
6	MRS SADIYA BEGUM R	Member	Faculty	9513028242
7	MS TABASSUM	Member	Faculty	9731947159
8	MS SHABANA A LAKKUNDI	Member	Faculty	9740703885
9	MS MUSSARATH JAHAN	Member	Faculty	8892650802
10	MS NEHA BANU	Member	Faculty	8892650802
11	MS AYESHA B B	Member	Faculty	8904972752

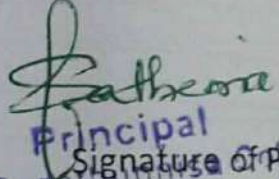
*Fathima*  
Principal  
BET Sadathunnisa College  
Bismillahnagar, B.G. Road Cross  
Bengaluru - 560 029



Constitution of Anti Sexual/Anti Ragging /Anti Drug /Human Rights 2020-21

SL	Name	Department	Contact Number
	Ms. Roushan Taj -Convener	Commerce and Management	7411399791
	<b>Members</b>		
01.	Ms. Neha Banu	Commerce and Management	9538758191
02.	Ms. Sadiya Begum R	History	9513028242
03.	Mrs. Aysha Thasneem - Convener ( Human Rights)	Economics	9620315655
04.	Mrs .Shameema Khatoon	Computer Science	9916901084
05.	Ms. Shabana Lakkundi	Hindi	9740703885
06.	Mrs .Iffath Jahan	Urdu	9448607280
07.	Ms. Tabassum	Commerce and Management	9731947159
08.	Dr. Niloofar Mirza	Political Science	9945173280

Note : Every effort should be made by all the faculty members to work on providing an atmosphere in which education can be freely and fearlessly pursued .

  
**Principal**  
 Signature of Principal  
 B E T Sadat  
 Bismillahnagar, B.G. Road Cr  
 Bengaluru - 560 029

# B.E.T SADATHUNNISA COLLEGE

Bismillahnagar, Bengaluru - 560029

## MINUTES OF MEETINGS

ACADEMIC YEAR 2016-17

### MEETING WITH TEACHING STAFF

Date: 26/05/2016

Venue: Principal Chamber

IQAC Coordinator welcomed and briefed the committee members about the agenda. The agenda of the meeting was discussed as under:

Sl. No	Agenda	Suggestions / Recommendations
1.	To record the formation of committee members	All committees were framed for academic Year & their roles & responsibilities were allotted.
2.	To allocate the roles & responsibilities till next academic year	It was resolved that faculty members to continue to be in-charge of the Committees allotted in the academic year 2016-17 until further notice. Also newly recruited faculty members were given the responsibility of certain activities.
3.	To explain the academic activities and future plan of the college.	Principal introduced the vision and mission of the institution. She then gave a brief overview of all the activities to be conducted by the college throughout the year along with various courses and competitions and urged the students to enrol in maximum number of activities for their career development.
4.	To discuss the Academic time table of all the course	The time table for all the courses were framed & has to be displayed on notice board
5.	Any other point with the permission of the Chair.	As no other point to be discussed, meeting concluded with vote of thanks.

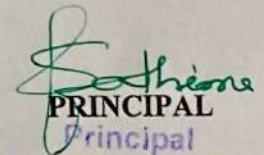


# B.E.T SADATHUNNISA COLLEGE

Bismillahnagar, Bengaluru - 560029

## THE FOLLOWING MEMBERS WERE PRESENT

SL No	Name of the faculty
1.	Prof. SUMAIYA FATHIMA
2.	Mrs. MOHSEENA JABEEN.S.
3.	MS. AYESHA B. B.
4.	MRS. MARWA MONA
5.	MRS. FASEEHA BEGUM
6.	MS. NAHID PARWEEN
7.	MS. NASREEN TAJ
8.	MRS. NAZEERUNNISA
9.	MS. NOOR JAHAN
10.	MRS. LAKSHMI.K.
11.	DR. SHAHEEN KHAZI
12.	MRS. AYESHA TASNEEM
13.	MS. SAMA SULTANA
14.	B. ABDUS SAMAD
15.	SYED YAHYA

  
PRINCIPAL

B E T Sadathunnisa College  
Bismillahnagar, B.G. Road Cross  
Bengaluru - 560 029

# B.E.T SADATHUNNISA COLLEGE

Bismillahnagar, Bengaluru - 560029

## MINUTES OF MEETINGS

ACADEMIC YEAR 2017-18

### MEETING WITH TEACHING STAFF

Date: 20/04/2017

Venue: Principal Chamber

IQAC Coordinator welcomed and briefed the committee members about the agenda.  
The agenda of the meeting was discussed as under:

Sl. No	Agenda	Suggestions / Recommendations
1.	To record the formation of committee members	All committees were framed for academic Year & their roles & responsibilities were allotted.
2.	To allocate the roles & responsibilities till next academic year	It was resolved that faculty members to continue to be in-charge of the Committees allotted in the academic year 2017-18 until further notice. Also newly recruited faculty members were given the responsibility of certain activities.
3.	To explain the academic activities and future plan of action of the college.	Principal introduced the vision and mission of the institution. A brief overview of all the activities to be conducted by the college throughout the year along with various courses and competitions and urged the students to enrol in maximum number of activities for their career development.
4.	Changes in academic and administrative committees-	It was contemplated to change the committees for the new academic year and the performance of old committees was appreciated. It was instructed to prepare the list of new committees for academic Year.
5.	Any other point with the permission of the Chair	As there was no other point to discuss the meeting concluded with thanks.

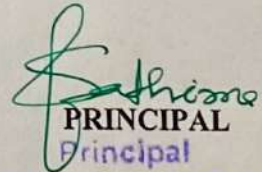


# B.E.T SADATHUNNISA COLLEGE

Bismillahnagar, Bengaluru - 560029

## THE FOLLOWING MEMBERS WERE PRESENT

SL No	Name of the faculty
1.	Prof. SUMAIYA FATHIMA
2.	Mrs. MOHSEENA JABEEN.S.
3.	MS. AYESHA B B
4.	MRS. MARWA MONA
5.	MRS. FASEEHA BEGUM
6.	MS. NAHID PARWEEN
7.	MS. NASREEN TAJ
8.	DR. SHAHEEN KHAZI
9.	MRS. AYESHA TASNEEM
10.	MS. TEHSEEN BANO RISHALDAR
11.	MS. SHABANA A LAKKUNDI
12.	MS. DEEPA
13.	B ABDUS SAMAD
14.	SYED YAHYA

  
PRINCIPAL  
Principal

B E T Sadathunnisa College  
Bismillahnagar, B.G. Road Cross  
Bengaluru - 560 029

# B.E.T SADATHUNNISA COLLEGE

Bismillahnagar, Bengaluru - 560029

## MINUTES OF MEETINGS

ACADEMIC YEAR 2018-19

### MEETING WITH TEACHING STAFF

Date:24 /05/2018

Venue: Principal Chamber

IQAC Coordinator welcomed and briefed the committee members about the agenda.  
The agenda of the meeting was discussed as under:

Sl. No	Agenda	Suggestions / Recommendations
1.	To read & record various academic activities of the college	Advising faculty members in preparation of Academic plans for their respective courses allotted by the Department To promote in conduction of Co-Curricular activities to promote research, activities establishment
2.	To Introduce the value-added courses in the college for the academic Year 2018-19	Advising for value added training courses for students.
3.	To Acquaint the objective of various academic committee to the newly formed committee members	The primary objective of Academic Committee is to make recommendations to the administration of the institute in various academic and professional related matters.
4.	To know about the college curriculum development	The academic committee provides a platform for its members to review and make suggestions on policies related to college curriculum development.
5.	Any other point with the permission of the Chair	There being no more points, the meeting was closed.

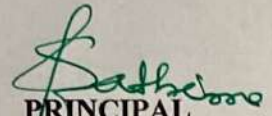


# B.E.T SADATHUNNISA COLLEGE

Bismillahnagar, Bengaluru - 560029

## THE FOLLOWING MEMBERS WERE PRESENT

SL No	Name of the faculty
1.	Prof. SUMAIYA FATHIMA
2.	Mrs. MOHSEENA JABEEN.S.
3.	MS. AYESHA B B
4.	DR. NILUFER MIRZA
5.	MS. NEHA BANU
6.	MRS. KOMAL GUPTA
7.	MS. NAHID PARWEEN
8.	MS. NASREEN TAJ
9.	DR. SHAHEEN KHAZI
10.	MRS. AYESHA TASNEEM
11.	MS. TEHSEEN BANO RISHALDAR
12.	MS. SHABANA A LAKKUNDI
13.	MS. DEEPA
14.	B ABDUS SAMAD
15.	SYED YAHYA

  
PRINCIPAL  
Principal

B E T Sadathunnisa College  
Bismillahnagar, B.G. Road Cross  
Bengaluru - 560 029

# B.E.T SADATHUNNISA COLLEGE

Bismillahnagar, Bengaluru - 560029

## MINUTES OF MEETINGS

ACADEMIC YEAR 2019-20

### MEETING WITH TEACHING STAFF

Date:30 /05/2019

Venue: Principal Chamber

IQAC Coordinator welcomed and briefed the committee members about the agenda.  
The agenda of the meeting was discussed as under:

Sl. No	Agenda	Suggestions / Recommendations
1.	To read & record various academic activities of the college	Advising faculty members in preparation of Academic plans for their respective courses allotted by the Department To promote Co-Curricular activities, research, activities in the college & to reframe the new committees with new roles & responsibilities
2.	To explain about the value-added courses in the college	Advising students to opt for value added training courses.
3.	To know the objective of various academic committees of the college	The primary objective of Academic Committee is to make recommendations to the administration of the institute in various academic and professional related matters.
4.	To know about the college curriculum development	The academic committee provides a platform for its members to review and make suggestions for policies on college curriculum development.
5.	Any other point with the permission of the Chair	As there was no other points to discuss , the meeting was closed with vote of thanks.



# B.E.T SADATHUNNISA COLLEGE

Bismillahnagar, Bengaluru - 560029

## THE FOLLOWING MEMBERS WERE PRESENT

SL No	Name of the faculty
1.	Prof. SUMAIYA FATHIMA
2.	DR. NILOOFAR MIRZA
3.	MRS. MOHSEENA JABEEN
4.	MS. AYESHA B B
5.	MS. NASREEN TAJ
6.	MRS. KOMAL GUPTA
7.	MRS. AYESHA TASNEEM
8.	MRS. ALIYA NAAZ
9.	MS. NEHA BANU
10.	MS. SHBANA A LAKKUNDI
11.	MRS. GOGULA RAJ
12.	MS. RUKHSAR
13.	MS. SADIYA BEGUM.R.
14.	MS. TABASSUM
15.	MS. NOOR U SABA

  
PRINCIPAL

B E T Sadathunnisa College  
Bismillahnagar, B.G. Road Cross  
Bengaluru - 560 029

# B.E.T SADATHUNNISA COLLEGE

Bismillahnagar, Bengaluru - 560029

## MINUTES OF MEETINGS

ACADEMIC YEAR 2020-21

Minutes of the meeting of the academic committee was held on 21<sup>st</sup> 2020 at 11:00 a.m. on ZOOM platform

### MEETING WITH TEACHING STAFF

Venue: Principal Chamber

The college Principal, welcomed the members, and after that, the following agenda items were taken for discussion.: All the members got the link and instructions regarding how to join the meeting through mobile/laptop. The following points were discussed in the meeting.

Sl. No	Agenda	Suggestions / Recommendations
1.	To read the opening remarks by principal	The principal congratulated all the members of Academic Council and other staff members for the successful completion of odd semester in online mode in a very difficult COVID-19 pandemic situation.
2.	To read the academic activities & smooth functioning of the committees during pandemic	The academic activities proposed as per the calendar are to be conducted by the concerned departments.  All committees were framed & new faculty members were allotted duties & roles to discharge in their committees.
3.	To maintain discipline in the classroom, campus as well as in the college premises.	This committee will monitor the students and ensure that no indiscipline happens. Also, in the event of any indiscipline activities, action is taken by the committee. The committee members should ensure discipline is maintained among the students
4.	Any other point with the permission of the Chair	The meeting concluded with the closing remarks and vote of thanks by Vice-Principal Dr. Niloofar Mirza .

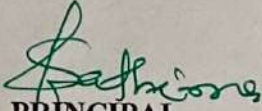


# B.E.T SADATHUNNISA COLLEGE

Bismillahnagar, Bengaluru - 560029

## THE FOLLOWING MEMBERS WERE PRESENT

SL No	Name of the faculty
1.	Prof. SUMAIYA FATHIMA
2.	DR. NILOOFAR MIRZA
3.	MRS. AYESHA TASNEEM
4.	MRS. NABEELA AFREEN
5.	MS. SADIYA BEGUM
6.	MRS. MUSARATH JAHAN
7.	MS. SHABAN A LAKKUNDI
8.	MRS. GOGULA RAJ
9.	MRS. NABEELA AFREEN
10.	MRS. SHMEEMA KHATOON
11.	MS. NEHA BANU
12.	MS. TABASSUM
13.	SYED YAHIYA
14.	MR. ABDUS SAMAD
15.	MRS. IFFATH BEGUM

  
PRINCIPAL

Principal

B E T Sadathunnisa College  
Bismillahnagar, B.G. Road Cross  
Bengaluru - 560 029

# B.E.T SADATHUNNISA COLLEGE

Bismillahnagar, Bengaluru - 560029

## MINUTES OF MEETINGS

ACADEMIC YEAR 2021-22

### MEETING WITH TEACHING STAFF

Date: 25/04/2022

Venue: Principal Chamber

IQAC Coordinator welcomed and briefed the committee members about the agenda.  
The agenda of the meeting was discussed as under:

Sl. No	Agenda	Suggestions / Recommendations
1.	To record the formation of committee members	All committees were framed for the academic Year & roles & responsibilities were allotted to the newly formed committee members. Committee advises the administration to assist department staff by providing support and giving encouragement for quality education and training.
2.	To allocate the roles & responsibilities till next academic year	It was resolved that faculty members to continue to be in-charge of the Committees allotted in the academic year 2021-22 until further notice. Also newly recruited faculty members were given the responsibility of certain activities.
3.	To explain the academic activities and future plan of action of the college.	Principal introduced the vision and mission of the institution & gave a brief overview of all the activities to be conducted by the college throughout the year along with various courses and competitions and urged the students to enrol in maximum number of activities for their career development.
4.	To know Responsibilities of each committee	Advising faculty members in preparation of Academic plans for their respective courses allotted by the Department & Monitoring of program educational objectives and program outcome
5.	Any other point with the permission of the Chair.	As no other point to be discussed, meeting concluded with vote of thanks.




# B.E.T SADATHUNNISA COLLEGE

Bismillahnagar, Bengaluru - 560029

## THE FOLLOWING MEMBERS WERE PRESENT

SL No.	Name of the faculty
1.	Prof. SUMAIYA FATHIMA
2.	Dr. Niloofar Mirza
3.	MS. NEHA BANU
4.	MS. TABASSUM
5.	MRS. SHAMEEMA KHATOON
6.	MS. SADIYA BEGUM
7.	MS. PANDI PRABHA
8.	MRS. AYESHA TASNEEM
9.	MS. ROUSHAN TAJ
10.	MS. MUSARATH JAHAN
11.	MRS. IFFATH JAHAN
12.	SYED YAHIIYA
13.	MR. ABDUS SAMAD

  
PRINCIPAL  
Principal

B E T Sadathunnisa College  
Bismillahnagar, B.G. Road Cross  
Bengaluru - 560 029



# B.E.T SADATHUNNISA COLLEGE

## DEGREE COLLEGE FOR WOMEN

Affiliated to Bengaluru City University, Minority Institution, NAAC Accredited,  
ISO 9001 : 2015 Certified, Managed By : Bismillah Educational Trust

### CODE OF CONDUCT FOR STUDENTS

- Student should be punctual and should maintain discipline in the college.
- Student should get atleast 75% of attendance, if no then she is not eligible to appear for the examination, as per the university rules.
- Student is advised to utilize facilities available in our college properly.
- Student should maintain cleanliness in the campus.
- Student is advised to participate in all the programmes and activities conducted by the college.
- Ragging is strictly prohibited.
- Student should not involve in any kind of illegal activities.
- Student is not allowed to use mobiles in the class room and library.
- Student should protect property of the college.
- Student should not remain absent without prior permission.
- It is important to learn to be considerate towards all and courteous and respectful to your parents, teachers and all elders.
- Cultivate a good sportsman spirit and be fair and honest in your work and dealings.

### CODE OF CONDUCT FOR TEACHERS

- Teachers should maintain dignity and decorum of the post.
- Teachers should perform his or her duty honestly.
- Teachers should actively involve with the students in co-curricular and extracurricular activities.
- Teachers should prepare teaching plan of the allotted subjects.
- Teachers should inculcate patriotism and discipline among students.
- Teachers should avail leaves with prior intimation.
- Teachers should work towards betterment of the Institution.
- Teachers should be available for consultation to students.
- Teachers should not indulge in casteism.
- Teacher should not remain absent from duties without prior permission and as per the rules of the institute staff members must adjust their classes and inform the principal about the consent of substitute teacher before going on leave and inform the same to students also in Whatsapp groups.
- Teacher should not engage directly or indirectly in any trade or business

  
Principal

B.E.T Sadathunnisa College  
Bismillah Nagar, B.G. Road

Ph.: +91 (80) 2650 0153

E-mail : betdegreecollege@gmail.com,  
bismillah\_trust@yahoo.com

Website : degree.betinstitutions.org



# B.E.T SADATHUNNISA COLLEGE

## DEGREE COLLEGE FOR WOMEN

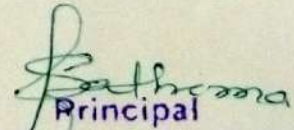
Affiliated to Bengaluru City University, Minority Institution, NAAC Accredited,  
ISO 9001 : 2015 Certified, Managed By : Bismillah Educational Trust

### CODE OF CONDUCT

The Code of Conduct provides guiding principles in terms of the general standard of conduct the College expects from everyone. It is used to communicate that every community member is expected to contribute to the development of a respectful environment by behaving in acceptable ways and by discouraging offensive behaviour of others. The Code ensures fairness and consistency in all matters relating to conduct.

### CODE OF CONDUCT FOR PRINCIPAL

- The Principal should ensure quality in education and academic activities.
- The Principal should chalk out policy and plan to execute the vision and mission of the college.
- The Principal should form various college level committees and appoint co-ordinators.
- The Principal should convene meetings of different Cells as and when required.
- The Principal should monitor financial matters efficiently.
- The Principal should motivate teachers to enhance their knowledge by attending various trainings.
- The Principal should ensure that the directions issued by the affiliating university are strictly complied with.

  
Principal

B E T Sadathunnisa College  
Bismillahnagar, B.G. Road Cross  
Bengaluru - 560 029



# B.E.T SADATHUNNISA COLLEGE

## DEGREE COLLEGE FOR WOMEN

Affiliated to Bengaluru City University, Minority Institution, NAAC Accredited,  
ISO 9001 : 2015 Certified, Managed By : Bismillah Educational Trust

### CODE OF CONDUCT FOR ADMINISTRATIVE STAFF

- Administrative staff should look after student's admission and examination.
- Administrative staff should be well versed in administration.
- Administrative staff should be having politely and compassionately with parents/guardians.
- Administrative staff should develop co-operative and friendly relationship with faculty members.
- Administrative staff should perform all professional activities through proper channels.
- Administrative staff should not involve in un ethical practices.
- Administrative staff should not remain absent from duties without prior permission.
- Administrative staff should not engage directly or indirectly in any trade or business.

  
Principal  
B E T Sadathunnisa College  
Bismillahnagar, B.G. Road Cross  
Bengaluru - 560 029

### CODE OF CONDUCT FOR HOUSE KEEPING STAFF

Bismillahnagar, Bannerghatta Road Cross,  
Bangalore - 560 029.

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E-mail : betdegreecollege@gmail.com,  
bismillah\_trust@yahoo.com  
Website : degree.befinstitutions.org