

CERTIFICATE OF REGISTRATION OF AMENDMENT OF BY-LAWS
(Rule 13 (3))

Certificate of Registration No. 21 of 1997
In the Office of the Assistant Registrar of Co-operative
Societies, Burdwan Range-I (Under West Bengal Act XLV of
1983).

I do hereby certify that pursuant to section 17/18 of the West
Bengal Co-operative Societies Act, 1983 (West Bengal Act XLV of
1983), the amendments shown in the enclosed document of the By-laws
of the Kikekananda Mahavidyalaya Employees Co-operative
Credit Society Ltd. a co-
operative Society registered under the aforesaid Act on the 27th
day of January 1981 under No. 587 in the
district of Burdwan has been duly registered. The following is the
area of membership of the Society :- Confined to regular employees
of Kikekananda Mahavidyalaya.

The bye-laws amended and registered this day are as follows:-



Complete amendment of the previous bye-laws.

~~Partial amendment of Bye law No. _____~~

Dated 1/12/97

Assistant Registrar of Coop.
Societies, Burdwan-I Range.

Teaching

Dividend

VIVEKANANDA MAHAVIDYALAYA EMPLOYEE'S CO-OPERATIVE CREDIT SOCIETY LTD, BURDWAN
 DIVIDEND FOR THE YEAR 2020-2021 @ 10%

Sl. No.	Name	SHARE	DIVIDEND	SIGNATURE
1	SIBAPRASAD RUDRA	510	510	
2	BARUNDEB ROY	510	510	Barunde Roy 23.3.22
3	GOUTAM SARKAR	4000	4000	Goutam Sarkar 15/2/22
4	MADHUMITA BHATTACHARYA	5000	5000	Madhumita Bhattacharya 15/2/22
5	BISWAJIT CHAKRABORTY	10000	10000	Biswajit Chakraborty 15/2/22
6	RANJIT KUMAR PATHAK	4010	4010	Ranjit Kumar Pathak 15/2/22
7	ANANDAMOY MUKHOPADHYAY	10000	10000	A. Mukhopadhyay 15/2/22
8	SATWAKI PODDAR	15000	15000	S. Poddar 23.03.22
9	KUSHAL CHATTOPADHYAY	1500	1500	Kushal Chattopadhyay 16.02.2022
10	SANKAR PRASAD SEN	10000	10000	Sankar Prasad Sen 15/2/22
11	SUBHANKAR THIPATHI	510	510	Subhan 15/2/22
12	ASIM MUKHOPADHYAY	10000	10000	Asim Mukhopadhyay 15/2/22
13	APALA BHATTACHARYYA	25010	25010	A. Bhattacharyya 15/2/22
14	TUMPA MISRA	510	510	Tumpa Misra 14.2.22
15	ANANTA GOPE	10000	10000	Ananta Gope 15/2/22
16	AMARESH PRAMANIK	25000	25000	Amaresh Pramanik
17	ANIMESH DEBNATH	25060	25060	Animesh Debnath 19/02/22
18	AHANA BISWAS	510	510	Ahana Biswas
19	PARTHA SARATHI SENGUPTA	510	510	Partha Sengupta
20	DIPANWITA SAHA	510	510	Dipankha 15.2.22
21	BASUDEB HALDAR	20000	20000	Basud 15.2.22
22	PALASH MONDAL	25000	25000	Palash Mondal
23	HEMA DUTTA	510	510	Hema Dutta 15/2/22
24	SUBHENDU BAG	10000	10000	Subendu Bag 15/3/22
25	NILAM SINGH	25010	25010	Nilam Singh 15.2.22
26	SATYAPRASAD MISHRA	25010	25010	Satyaprasad Mishra 15.2.22
27	ENAKSHI BANERJEE	510	510	Enakshi Banerjee
28	SUMITA SENGUPTA	510	510	Sumita Sengupta
29	SHAMBHU NATH SING MURA	15450	15450	Shambhu Nath Sing Mura
30	SADHAN MONDAL	590	590	Sadhan Mondal 15/2/22
31	AMIT KUMAR ASH	510	510	Amit Kumar Ash
32	SANJIBAN MAHALDAR	17500	17500	Sanjiban Mahaldar 15.02.
33	UTTAM KUMAR HAZRA	15000	15000	Uttam Kumar Hazra 15/2/22
34	SUMITA MONDAL	510	510	Sumita Mondal 15/2/22
35	SANTOSH KUMAR MALIK	510	510	Santosh Kumar Malik
36	SOMESHWAR SINGHA	22500	22500	Someshwar Singha 16/0
37	KAJAL MONDAL	510	510	Kajal Mondal 15/0
38	NIJAMUDDIN ALI June 2021	X X	X X	Nizamuddin
39	ANANDA MOHAN SARKAR	510	510	Ananda Mohan Sarkar 23.3.
40	BIKASH HALDAR	510	510	Bikash Haldar 15/03/22
41	SUBHRAJIT BHOWMIK	510	510	Subhrajit Bhowmik 15/02/22
42	ARGHA KHAN	510	510	Argha Khan 15/2/22
43	SK ASIF IQBAL	510	510	Sk Asif Iqbal 15.02.22
44	BIBYAJYOTI HAZRA	510	510	Bibyajyoti Hazra
45	ASIM KUMAR POREL	510	510	Asim K Porel 12.3.22.

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Principal
 Vivekananda Mahavidyalaya
 Burdwan

Non-Teaching

VIVEKANANDA MAHAVIDYALAYA EMPLOYEE'S CO-OPERATIVE CREDIT SOCIETY LTD, BURDWAN
 DIVIDEND FOR THE YEAR 2020-2021 @ 10%

Sl. No.	Name	SHARE	DIVIDEND	SIGNATURE
1	GORACHAND GHOSH	510	51	Gorachand Ghosh
2	RABIBDRANATH JHA	4000	400	Rabibdranath Jha
3	BABLU MUKHERJEE	4200	420	Bablu Mukherjee
4	BISWANATH PRASAD SINGH	510	51	Biswanath Prasad Singh
5	MUNSHI MOSHARAF HOSSAIN	510	51	Munshi Mosharaf Hossain
6	JAYANTA BISWAS	510	51	Jayanta Biswas
7	TAMAL CHANDRA DEY	13,000	1300	Tamal Chandra Dey
8	SANJIT BHATTACHARYYA	25,000	2500	Sanjit Bhattacharyya
9	CHINMOY ROY	3600	360	Chinmoy Roy
10	SUBHANKAR PAUL	25,000	2500	Subhankar Paul
11	ASHOKE KUMAR BAG	510	51	Ashoke Kumar Bag
12	BAPPA DAS	510	51	Bappa Das
13	PRADIP HAZRA	12,000	1200	Pradip Hazra
14	PARAMANANDA MONDAL	510	51	Paramananda Mondal
15	SUBHANKAR KORA	25,000	2500	Subhankar Kora
16	SUDIPTA MANDI	510	51	Sudipta Mandi
17	ASHOKE MAHARANA	11,000	1100	Ashoke Maharana
18	SUMANT KUMAR PANDAY	4200	420	Sumant Kumar Panday
19	TANMOY KUMAR JASH	510	51	Tanmoy Kumar Jash
20	SOURNEN CHAKRABARTI	25,010	2501	Sournen Chakrabarti
21	RAJESH MALLICK	8,000	800	Rajesh Mallik
22	SWAPAN KUMAR BHUIMALI	8,000	800	Swapan Kumar Bhumali
23				
24				
25				
26				
	TOTAL			

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Principal
 Vivekananda Mahavidyalaya
 Burdwan

Teaching

Dividend

VIVEKANANDA MAHAVIDYALAYA EMPLOYEE'S CO-OPERATIVE CREDIT SOCIETY LTD, BURDWAN
DIVIDEND FOR THE YEAR 2021-22 @ 8%

Sl. No.	Name	SHARE	DIVIDEND	SIGNATURE
1	SIBAPRASAD RUDRA	510	40	
2	BARUNDEB ROY	510	40	Barundeb Roy
3	GOUTAM SARKAR	4000	320	Goutam Sarkar
4	MADHUMITA BHATTACHARYA	5000	400	Madhumi Bha
5	BISWAJIT CHAKRABORTY	10,000	800	Biswajit Chak
6	RANJIT KUMAR PATHAK	4010	320	Ranjit Kumar Pathak
7	ANANDAMOY MUKHOPADHYAY	10,000	800	Anandamoy Mukhopadhyay
8	SATWAKI PODDAR	15,000	1200	Satwaki Poddar
9	KUSHAL CHATTOPADHYAY	1500	120	Kushal Chattopadhyay
10	SANKAR PRASAD SEN	10,000	800	Sankar Prasad Sen
11	SUBHANKAR THIPATHI	510	40	Subhankar Thipathi
12	ASIM MUKHOPADHYAY	10,000	800	Asim Mukhopadhyay
13	APALA BHATTACHARYYA	25,010	2000	Apala Bhattacharyya
14	TUMPA MISRA	510	40	Tumpa Misra
15	ANANTA GOPE	10,000	800	Ananta Gope
16	AMARESH PRAMANIK	25,000	2000	Amaresh Pramanik
17	ANIMESH DEBNATH	25,060	2005	Animesh Debnath
18	AHANA BISWAS	510	40	Ahana Biswas
19	PARTHA SARATHI SENGUPTA	510	40	Partha Sarathi Sengupta
20	DIPANWITA SAHA	510	40	Dipansu
21	BASUDEB HALDAR	20,000	1600	Basudeb Halder
22	PALASH MONDAL	25,000	2000	Palash Mondal
23	HEMA DUTTA	510	40	Hema Dutta
24	SUBHENDU BAG	10,000	800	Subhendu Bag
25	NILAM SINGH	25,010	2000	Nilam Singh
26	SATYAPRASAD MISHRA	25,010	2000	Satyaprasad Mishra
27	ENAKSHI BANERJEE	510	40	Enakshi Banerjee
28	SUMITA SENGUPTA	510	40	Sumita Sengupta
29	SHAMBHU NATH SING MURA	15,450	1236	Shambhu Nath Sing Mura
30	SADHAN MONDAL	590	47	Sadhan Mondal
31	AMIT KUMAR ASH	510	40	Amit Kumar Ash
32	SANJIBAN MAHALDAR	17,500	1400	Sanjiban Mahaldar
33	UTTAM KUMAR HAZRA	15,000	1200	Uttam Kumar Hazra
34	SUMITA MONDAL	510	40	Sumita Mondal
35	SANTOSH KUMAR MALIK	510	40	Santosh Kumar Malik
36	SOMESHWAR SINGHA	22,500	1800	Someshwar Singha
37	KAJAL MONDAL	510	40	Kajal Mondal
38	NIJAMUDDIN ALI	510	40	Nizamuddin Ali
39	ANANDA MOHAN SARKAR	510	40	Ananda Mohan Sarkar
40	BIKASH HALDAR	25,000	2000	Bikash Halder
41	SUBHRAJIT BHOWMIK	510	40	Subhrajit Bhowmik
42	ARGHA KHAN	510	40	Argha Khan
43	SK ASIF IQBAL	510	40	SK Asif Iqbal
44	DIBYAJYOTI HAZRA	15,000	1200	Dibyajyoti Hazra
45	ASIM KUMAR POREL	510	40	Asim Kumar Porel



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Principal
Vivekananda Mahavidyalaya
Burdwan

Teaching

VIVEKANANDA MAHAVIDYALAYA EMPLOYEE'S CO-OPERATIVE CREDIT SOCIETY LTD, BURDWAN
DIVIDEND FOR THE YEAR 2021-22

Sl. No.	Name	SHARE	DIVIDEND	SIGNATURE
46	CHAITALI MONDAL	510	40	Chaitali Mondal
47	SANTANU SAHA	510	40	Santanu Saha
48	PRASANTA MALICK	510	40	Prasant / 22/03/23
49	PRADIP KUMAR CHAKRABORTY	510	40	Pradip Kumar Chakraborty 22.03.23
50	TANUSHREE DE	510	40	Tanushree De 25.3.23
51	MADHURA MANDAL	510	40	Mandal 29/3/2023
52	BHASKAR JYOTI SARKAR	510	10	Bhaskar Jyoti Sarkar 3.1.22
53	TUTUL BISWAS	510	40	
54	KABITA HANSDA	510	3	Kabita Hansda 23/03/23 3.3.22
55	BISWAJIT MAJUMDER	510		
TOTAL				
B/F OF 1ST PAGE				
TOTAL AMOUNT				

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Principal
Vivekananda Mahavidyalaya
Burdwan

Non-Teaching

VIVEKANANDA MAHAVIDYALAYA EMPLOYEE'S CO-OPERATIVE CREDIT SOCIETY LTD, BURDWAN
DIVIDEND FOR THE YEAR 2021-22 @ 8%

Sl. No.	Name	SHARE	DIVIDEND	SIGNATURE
1	GORACHAND GHOSH	510	408	
2	RABIBRANATH HIA	4000	3200	Rabindra Nath Hia
3	BABLU MUKHERJEE	1200	960	Bablu Mukherjee
4	BISWANATH PRASAD SINGH	510	408	
5	MUNSHI MOSHARAF HOSSAIN	510	408	
6	JAYANTA BISWAS	510	408	Jayanta Biswas
7	TAMAL CHANDRA DEY	13,000	10400	Tamal Chandra Dey
8	SANJIT BHATTACHARYYA	25,000	20000	Sanjit Bhattacharyya
9	CHINMOY ROY	3600	2880	Chinmoy Roy
10	SUBHANKAR PAUL	25,000	20000	Subhankar Paul
11	ASHOKE KUMAR BAG	510	408	Ashoke Kumar Bag
12	BAPPA DAS	510	408	Bappa Das
13	PRADIP HAZRA	25,000	20000	Pradip Hazra
14	PARAMANANDA MONDAL	510	408	P. N. Mondal
15	SUBHANKAR KORA	25,000	20000	Subhankar Kora
16	SUDIPTA MANDI	510	408	
17	ASHOKE MAHARANA	11,000	8800	Ashoke maharana
18	SUMANT KUMAR PANDAY	4200	3360	Sumant Kumar Pandey
19	TANMOY KUMAR JASH	510	408	Tanmoy Kumar Jash
20	SOUMEN CHAKARBARTI	25,010	20008	Soumen Chakrabarti
21	RAJESH MALICK	8000	6400	Rajesh Mallick
22	SWAPAN KUMAR BHUIMALI	8000	6400	Swapan Kumar Bhumali
23				
24				
25				
26				
	TOTAL			

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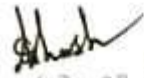
Principal
Vivekananda Mahavidyalaya
Burdwan

Introductory Statement

Period of Audit : From 01/04/2022 to 31/03/2023

1. Name of the Society : **VIVEKANANDA MAHAVIDYALAYA ECCS LTD.**
2. Address of the Society : **SRI PALLY; MUNICIPAL CIRCLE; BWN-I**
3. Registration No. & Date : **No.587 dated 27-01-1981**
4. No. Of Members :
- 5.a) No. of B.O.D. Meeting held : **10**
- 5.b) Date of Last AGM : **15-03-2023 ;**
6. Name of the Board of Directors : **Authorised Signatory in Charge since 15-11-22
Sri Barundeb Roy; Sri Palash Mondal; Sri Ashok
Kr. Bag.**

At a Glance	B/S Figure	D/L / Statement Figure
7. Paid-up Share Capital	: Rs.553598.00	Rs.561550.00
8. Reserve Fund	: Rs.145696.00	
9. Bad-Debt Fund	: Rs.217120.00	
10. Co-op. Education Fund	: Rs.51751.00	
11. Members' Thrift Fund	: Rs.5343796.00	Rs.5338194.00
11.b. Guarantee Fund	: Rs.32431.00	
12. Working Fund	: Rs.73.89Lac	
13. Audit Fee Payable	: Rs.6420.00	
14. Borrowings from BCCB	: Rs.875079.00	Tallied
15. Net Profit/ Loss	: Rs.37503.00	
16. Undistributed Profit	: Rs.63179.71	
17. Share in CB	: Rs.130600.00	-
18. T.D. Investment	: Rs.461500.00	Tallied
19. O.F.(S.T.) Loan	: Rs.6079124.70	Rs.6085292.00
19.a. M.T. Loan	: Rs.318023.00	Rs.316291.00
20. Classification on Audit	: 'B'	
21. Name of the last Audit Officer	: Sri Hemanta Jas,SAG-II, BWN-I Range	
22. Name of the Present Audit Officer	: Sri Arghya Ghosh, ACS, BWN-I Range	
23. Place & Date of completion of Audit: Locally as on		


Auditor of Co-op. Societies
Head Quarter
Burdwan-I Range

PART III**LEAVE**

St. 15 (T.A.C.) (1) Leave of absence from duty cannot be claimed as a matter of right and may, on application by a teacher of a college, be granted only when satisfactory grounds have been shown. When the exigencies of service so require, the authority competent to grant leave may refuse leave of any description or when any such leave is granted, revoke such leave or part thereof.

(2) No teacher who is under suspension shall be granted any leave.

(3) Absence without leave shall render a teacher subject to such disciplinary action as may be provided in the "Disciplinary Rules".

St. 16 (T.A.C.) All applications for leave or for extension of leave shall be made in writing and addressed by the teacher to the Principal and sanction for the leave or extension of leave applied for, as the case may be, shall be obtained before it is availed of :

Provided that if the authority competent to grant the leave is satisfied that it was not possible to apply for or to obtain the sanction for leave of absence beforehand, leave may be granted with retrospective effect; but all applications for leave with retrospective effect shall be submitted at the earliest possible opportunity.

St. 17 (T.A.C.) (1) Leave shall ordinarily commence on the date with effect from which it is actually availed of and terminate on the day preceding the date of resumption to duty :

Provided that Sundays and other holidays may be prefixed or affixed to leave, so however, that for the purpose of prefixing or affixing to leave, holidays exceeding three days or the Puja Holidays, the summer recess or the winter recess, previous sanction of the authority competent to grant the leave shall be obtained.

(2) Except with the previous permission of the authority competent to grant the leave, no teacher on leave shall return to duty before the expiry of the period of leave granted to him.

St. 18 (T.A.C.) When a teacher of a college is absent on all the days of a week during which he has assigned duties, whether such days are consecutive or not, he shall be deemed to have been absent for all the days of the week.

St. 19 (T.A.C.) The Principal of a college may, at his discretion, recall *Re-calling from leave* to duty, at any time, any teacher of the college who may be on leave, except on medical grounds.

St. 20 (T.A.C.) When a teacher of a college has been granted leave *Overstay* to which holidays or recess has been affixed and such a teacher absents himself from duty beyond the expiry of such holidays or recess, the entire period of his absence from duty after the expiry of such holidays or recess, shall be treated as absence from duty without leave and he shall not be entitled to his salary or allowances for such period unless and until the period is covered by the grant of appropriate leave or the Governing Body of the college directs otherwise.

St. 21 (T.A.C.) (1) Casual leave on full pay may be allowed to a *Casual leave* teacher of a college up to a maximum of fifteen days in any one academic year but such leave shall not be granted for more than five days at a time.

(2) Casual leave shall not be combined to the Puja holidays, the Summer recess or the Winter recess or to any other kind of leave.

(3) Sundays or holidays (other than the Puja holidays, the Summer recess or the Winter recess) preceding, falling within or succeeding the period of casual leave shall not be counted as part of casual leave.

(4) All casual leave to which any teacher of a college may be entitled during any academic year shall cease to be due to him at the end of such academic year and shall not be accumulated or carried over to the academic year following.

Explanation : For the purpose of this statute "casual leave" means leave to which a teacher may be entitled in any academic year by virtue of his being a teacher and may be availed of by him for short period on account of illness or urgent private affairs.

St. 22 (T.A.C.) (1) Every whole-time teacher of a college shall be *Earned leave* entitled to avail leave on full pay (hereinafter referred to as earned leave) (a) the amount of earned leave admissible to a whole-time teacher of a college shall be fifteen days for first seven years and thereafter thirty days for each completed year of his actual service;

(b) earned leave may be accumulated and joined to any other kind of leave except casual leave :

Provided that when the earned leave due at any time amounts to two hundred and forty days, the teacher concerned shall cease to earn at his credit any further earned leave.

Explanation : "actual service" means the period which a teacher spends on actual duty and includes—

- (i) the period covered by any casual leave but no other leave, granted to him;
 - (ii) the period of the Puja holidays, the Summer recess and the Winter recess; and
 - (iii) the holidays except such holidays as may fall within the periods as specified in (ii) above or casual leave or any other kind of leave that may be granted to him.
- (c) No part-time teacher shall be entitled to any earned leave.

(2) Earned leave may be granted for such reasons as may be considered by the authority competent to grant such leave which may include—

- (a) illness of the teacher concerned,
- (b) illness of a member of the family of such a teacher,
- (c) urgent private affairs, and
- (d) arrangements preparatory to retirement :

Provided that—

- (i) when earned leave is applied for on any of the grounds referred to in clause (a) or clause (b) the application shall be accompanied with a medical certificate from a registered medical practitioner;
- (ii) no teacher who has been granted earned leave under clause (a) on a medical certificate, shall return to duty without producing a medical certificate of fitness from a registered medical practitioner;
- (iii) the teacher of colleges who shall come under these Statutes for the first time, shall be entitled to have at their credit on the 'appointed day' earned leave accruing at the rate of as specified in this statutes, up to the maximum of two hundred and forty days.

St. 23 (T.A.C.) (1) The Principal of a college shall be competent *Authority for granting leave* to sanction to a teacher of the college leave as under :—

- (i) casual leave;
- (ii) earned leave for any period not exceeding fifteen days at a time.

(2) In the matter of sanctioning earned leave to a teacher exceeding fifteen days, the application for such leave shall be disposed of by the Governing Body of the College.

(3) Any application for leave by the Principal, except casual leave, shall be addressed to the President of the Governing Body of the college and the same shall be placed before the Governing Body for disposal.

(4) The President of the Governing Body shall be competent to sanction casual leave to the Principal.

(5) The Governing Body of the college shall, unless provided otherwise, sanction other kinds of leave as envisaged in these statutes.

St. 24 (T.A.C.) (1) Absence from duty of a whole-time teacher of a college on account of academic work elsewhere approved by the Governing Body of the college on account of obligations in regard to the National Cadet Corps or the Social Service Camp or similar other obligations shall be deemed to be on duty and such a teacher shall not be required to apply for casual or earned leave for the period of duty so undertaken.

St. 25 (T.A.C.) Leave of absence from duty with full pay for a period not exceeding twelve months may be granted to a whole-time teacher of a college by the Governing Body of the college for the purpose of enabling the teacher to acquire any qualification which, in the opinion of the Governing Body, will enhance his efficiency as a teacher in the college and such leave shall be called study leave.

St. 26 (T.A.C.) (1) A whole-time teacher of a college may be granted *Special study leave* leave for pursuing studies in an institution considered by the Governing Body of the college as suitable for the purpose, for such period ordinarily not exceeding two years during the whole period of his service on conditions requiring the teacher to return to the college for a specified period of further service therein after the expiry of the leave as, the Governing Body may deem fit. Such leave shall be called special study leave.

St. 27 (T.A.C.) (1) Maternity leave may be granted to a whole-time *Maternity Leave* woman teacher of a college who has been in the services of the college for at least nine months preceding actual the date of confinement. The total period of such leave, including the period of confinement, shall be such as that State Government may, by order, specify from time to time.

The total period of such leave shall be subject to such adjustment in phases as may be required in any particular case in consideration of the actual date of confinement.

Any application for maternity leave shall be accompanied with a medical certificate from a registered medical practitioner.

(2) Maternity leave may also be granted to a whole-time woman teacher of a college in cases of miscarriage, including abortion, for any medical ground as suggested by registered medical practitioner subject to the condition that in such a case, such leave shall not exceed forty five days and that the application for leave shall be supported by a medical certificate from a registered medical practitioner.

(3) Maternity leave granted under paragraph (1) or (2) shall not be debited against the leave account of the teacher concerned.

(4) Leave of any other kind except casual leave may be granted in combination with maternity leave, only if the application for the grant of such leave is supported by a medical certificate from a registered medical practitioner.

(5) Maternity leave as envisaged in paragraph (1) or (2) shall be granted by the Principal.

St. 28 (T.A.C.) Leave of absence from duty may be granted to a *Quarantine Leave* teacher of a college on full pay when he is directed by the Principal of the college not to attend his duties on account of occurrence of any infectious disease in his family or household. Such Leave may be granted, on production of a certificate from a registered medical practitioner, for a period not exceeding twenty one days, or in exceptional circumstances, thirty days. Such leave shall be called quarantine leave and may be combined with any other kind of leave, except casual leave. Quarantine leave so granted shall not be debited against the leave account of the teacher.

Explanation : (i) In order to determine "infectious disease" for the purpose of granting quarantine leave, the list maintained by the State Government indicating such diseases shall be followed;

(ii) "Chicken pox" shall not be treated as an "infectious disease" for the purpose of granting quarantine leave.

St. 29 (T.A.C.) (1) Every whole-time teacher shall be entitled to leave *Leave on half pay* on half pay which may be commuted on medical ground only.

(2) the amount of leave on half pay admissible to a whole-time teacher of a college shall be twenty days for each completed year of service.

(3) Leave on half pay may be accumulated without any ceiling and combined with any other kind of leave except casual leave.

(4) Leave on half pay may be availed of on private affairs as well as on medical ground only.

(5) Leave on half pay may be commuted and such commuted leave not exceeding half of the amount of leave on half pay due may be granted on medical ground only, on submission of certificate in this behalf from a registered medical practitioner, subject to the following conditions—

(i) commuted leave out of the total accumulation of leave on half pay, shall be limited to a maximum of one hundred and eighty days during the entire period of service of a teacher.

(ii) when commuted leave is granted, twice the amount of leave on half pay due shall be debited against the leave account. Provided that the leave on half pay at the credit of a teacher shall not lapse except on the date of his retirement from service.

(iii) teachers who are granted or who availed of commuted leave for the maximum period of one hundred and eighty days, referred to in (i) above, shall be entitled to leave on half pay which remains due at credit, on half pay only.

(iv) Commuted leave may be combined with any other kind of leave except casual leave : Provided that the period of commuted leave and earned leave combined and sanctioned shall not exceed one hundred and eighty days on any one occasion.

St. 30 (T.A.C.) (1) Extra-ordinary leave without pay may be granted *Extra-ordinary leave* to a whole-time teacher of a college when no other leave is admissible to him or although other leave is admissible, he applies in writing for the grant of extra-ordinary leave. Such leave may be granted for such period and on such terms and conditions as the Governing Body of the college may deem fit.

(2) The Governing Body may commute retrospectively in the case of any teacher any period of absence from duty without leave into extra-ordinary leave.

(3) Except in the case of a permanent teacher, the duration of extra ordinary leave shall not exceed three months on any one occasion.

(4) Unless, in consideration of the special circumstances of any particular case the Governing Body of a college decides otherwise, a teacher shall be deemed to have ceased to be in the service of the college after he has been continuously absent from duty for a period of five years.

St. 31 (T.A.C.) (1) Any teacher of a college who may be required by the Principal in the interests of the college, to work during holidays or recess, except for college or University examination duties, shall be entitled to leave of absence from duty for such number of days as may be determined by the Principal.

(2) Any leave granted under paragraph (1) shall be on full pay and shall be called compensatory leave.

St. 32 (T.A.C.) (1) At the request of a teacher of a college the Governing Body of the college may, by order, convert any kind of leave already granted into leave of a different kind, which may be admissible, with effect from such date as may be specified in the order; but a teacher shall not be entitled to claim such conversion of leave as a matter of right.

(2) If one kind of leave is converted into another, the amount of leave salary admissible shall be re-calculated and the arrears of leave salary shall be paid to, or, as the case may be, amounts overdrawn shall be recovered from, the teacher concerned.

St. 33 (T.A.C.) Except as otherwise specifically provided in these Statutes, any kind of leave may be granted in combination with or in continuation of any other kind of leave, other than casual leave.

St. 34 (T.A.C.) (1) Save as hereinafter provided, the provisions of these Statutes relating to leave shall apply to all whole-time teachers of colleges whether appointed before or after the commencement of these Statutes.

(2) If any such teacher of a college, on the date of the commencement of these Statutes is in actual enjoyment of more liberal terms regarding leave, such a teacher shall continue to enjoy the same;

Provided that, in such a case the teacher shall exercise, within a period of three months from the date of commencement of these Statutes, an option either to come under these Statutes or to remain under the old rules. The option so exercised shall be final and binding and shall not be changed thereafter, under any circumstances.

St. 35 (T.A.C.) (1) A part-time teacher of a college shall be entitled to the following kinds of leave :

part-time teacher (a) casual leave for ten days in an academic year; and

(b) extra-ordinary leave without pay for such period as may be determined by the Governing Body of the college in consideration of the special circumstances of any particular case.

(2) No other kind of leave shall be admissible to a part-time teacher of a college.

St. 36 (T.A.C.) (1) Cash equivalent to a maximum of two hundred and forty days of accumulated Earned Leave shall be termed as Leave Salary, which shall become payable as one time settlement on attaining the age of retirement on superannuation.

Provided that for calculating the "Leave Salary", the basic pay, dearness pay, personal pay and dearness allowances, as may be admissible on the date of retirement/ superannuation/termination, shall be taken into account.

(2) "Leave Salary" subject to maximum of two hundred and forty days' Earned Leave at credit shall also become payable in the following cases :

(i) in the die-in harness case to the nominee(s) or the legal heir(s) of the deceased;

(ii) in the case of termination of service by notice or otherwise.

(iii) in case of Voluntary retirement, duly permitted by the competent authority.

(iv) in case of retirement due to invalidation;

(v) in case of resignation or quit of service before completing fifteen years of continuous service, the incumbent concerned shall be entitled to cash equivalent in respect of Earned Leave at his credit on the date of cessation of service to the extent of half of the accumulated amount, subject to maximum of one hundred and twenty days.

St. 37 (T.A.C.) A leave account shall be maintained by the Principal of the college for every teacher thereof.

St. 38 (T.A.C.) (1) A teacher appointed on substantive basis to any permanent post shall acquire a lien on that post and shall cease to hold any lien previously acquired on any other post.

(2) The lien on a permanent post which he holds substantively shall be suspended if the teacher is appointed in a substantive capacity—

(a) to a tenure post, or

(b) to a permanent post outside the cadre on which he is borne.

(3) The lien may also be suspended if the teacher concerned is deputed outside India or joins a foreign service under any Government in the interest of the State or on his own, or, in the circumstances not covered by the provisions of sub paragraphs (a) and (b) above, is transferred, whether in a substantive or officiating capacity, to a post in another cadre, and if in any of these cases, there is reason to believe that he will remain absent from the post on which he holds lien for a period of not less than four years.

(4) If a teacher is appointed substantively and confirmed to another permanent post either in the college or outside, his lien on the permanent post held earlier in the college shall be terminated, unless he indicates in writing his refusal to accept the appointment so made substantively in another permanent post. In such an event, the teacher concerned shall immediately report back to duty in the post on which he held lien.

(5) A teacher holding a substantive appointment in a college may be granted lien on his permanent post if he applies for the grant of lien consequent upon his obtaining an appointment either in another college or in any other establishment :

Provided that such a teacher shall submit the letter of appointment offered to him showing the nature of appointment and other terms and conditions of service in the new establishment.

(6) The period of lien shall initially be for a period of one year which may be renewed or extended if the teacher concerned is not confirmed in his services in the new establishment within that period :

Provided that the total period of lien so granted shall not ordinarily exceed two years.

(7) The lien of a permanent teacher shall continue when the services of such a teacher are requisitioned and he is permitted by the college to accept any Government or Semi-Government or contractual or tenure appointment or a tenure post in a Statutory Organization, Board or Council as approved by the Government or a University, in the interest of the public service or of the State or the University.

St. 39 (T.A.C.) Every college shall abide by the pattern of holidays and recess as may be determined by the University from time to time. During the period of recess, only classes shall remain suspended. The minimum number of working days in a college in an academic year shall be determined by the Executive Council from time to time. The academic session of a college shall commence from the first day of July of every year and end on the thirtieth June of the year following. An academic session shall be divided into three different terms as follows :—

First Term

The first term of a college shall commence from the first day of July of every year and shall close on the day from which the Puja holidays commence.

Second Term

The second term shall commence from the date of re-opening of the college after the Puja holidays and shall continue till the Winter recess begins.

Third Term

The third term shall commence from the date of re-opening of the college after the Winter recess and shall continue till the Summer recess begins.

PART IV

PROVIDENT FUND

St. 40 (T.A.C.) (T.A.C.) Every whole-time teacher of a college shall subscribe to the college provident fund subject to such rules as may be framed in this behalf by the State Government from time to time.

St. 41 (T.A.C.) If any controversy arises in interpreting any of the provisions of these Statutes, the matter shall be referred to the University for interpretation.

STATUTES RELATING TO THE APPOINTMENT AND TERMS AND CONDITIONS OF
SERVICE OF LIBRARIANS AND NON-TEACHING STAFF OF COLLEGES,
OTHER THAN GOVERNMENT COLLEGES

In exercise of the power conferred upon it by clause (o) of section 47, read with section 48, of the Burdwan University Act, 1981 (West Bengal Act XXIII of 1981) the University makes the following Statutes :

The Statutes relating to Appointment and Terms and Conditions of Service of Librarians and Non-teaching staff of colleges affiliated to the University, other than Government colleges.

St. 1 (L & NT) (1) These Statutes may be called the Statutes relating to Appointment and Terms and Conditions of Service of Librarians and Non-teaching staff of colleges affiliated to the University, other than Government colleges.

Short title, commencement and application

(2) This Statute shall come into force at once; paragraphs (7) and (8) of Statute 12 shall be deemed to have come into force on the 1st Day of November, 1989; and the remaining provisions of these Statutes shall come into force on such date as may be notified by the Executive Council.

(3) They shall apply to all Librarians and Non-teaching staff of colleges affiliated to the University, other than Government colleges.

St. 2 (L & NT) For the purpose of these Statutes, the Librarians and the Non-teaching staff shall be classified as follows :

Classification of employees

- (a) Librarian, Deputy Librarian, Assistant Librarian and such other equivalent posts as may be sanctioned by the State Government;
- (b) (i) Office Superintendent, Cashier, Accountant, Head Clerk, Senior Assistant/Upper Division Clerk/Senior Clerk and such other equivalent posts as may be sanctioned by the State Government;
- (ii) Assistant/Office Assistant/Clerk/Lower Division Clerk, Library Assistant, Laboratory Assistant/Laboratory Instructor, Store Keeper, Caretaker, Stenographer, Typist, Record Keeper, Collection Clerk and such other equivalent posts as may be sanctioned by the State Government;
- (iii) Driver, Laboratory Attendant, Skilled Bearer, Electrician, Mechanic, Carpenter, Unskilled Bearer, Messenger Peon, Office Peon, Durwan, Night-Guard, Sweeper and such other equivalent posts as may be sanctioned by the State Government;
- (c) any other category of Non-teaching staff.

St. 3 (L & NT) In these Statutes, unless the context requires otherwise,

Interpretation and definition (a) the words and expressions used but not defined shall be interpreted to have the same meaning as they have in the Burdwan University Act, 1981 (West Bengal Act XXIII of 1981);

(b) "employee" in relation to the college means any person employed by the college as Librarian and Non-teaching staff, against regular sanctioned post;

(c) "year" means the period commencing from the first day of July and ending on the 30th of June following;

(d) "month" means a calendar month unless otherwise specified or made clear by the context. In calculating a period expressed in months and days, complete calendar month, irrespective of the number of days in each, should first be calculated and the odd number of days be calculated subsequently;

(e) "compensatory allowance" means an allowance granted to meet the personal expenditure necessitated by special circumstances in which duty is performed;

(f) "duty" means and includes what an employee is bound or required to do by the terms of his appointment and such other assignments as may be allotted to him from time to time by the Appointing Authority;

(g) "leave" means the privilege allowed to an employee of being absent from duty;

(h) "holiday" means (i) a Sunday, or (ii) a holiday prescribed and notified as such by the competent authority;

(i) "competent authority" means the Authority or Governing Body or Administrator or Principal or any other person authorised specifically for the purposes of these Statutes;

(j) "actual service" of an employee for the purpose of calculation of leave means the period which he spent on duty and also includes—

(i) the period covered by any Casual Leave and Compensatory Leave but no other leave granted to him;

(ii) the Puja holidays; and

(iii) the college holidays except such holidays as may fall within the Puja holidays and any other leave that may be granted to him;

(k) "lien" means the title of an employee to hold substantively, either immediately or on the termination of a period, or periods of absence, a

permanent post under the college to which he has been appointed substantively;

(l) "officiating to a post" means performing the duties of that post during temporary vacancy for any period caused by the non-availability of the permanent incumbent owing to some reason or other;

(m) "permanent post" means a post sanctioned without limit of time and declared as such, carrying a time scale of pay;

(n) "pay" means the amount drawn monthly by an employee as pay including Special Pay, Dearness Pay and Personal Pay in terms of his employment and conditions of service;

(o) "substantive pay" means the pay of the permanent post which an employee holds substantively but does not include Special Pay, Personal Pay or Dearness Pay which an employee is entitled to for his appointment to a permanent post substantively;

(p) "special pay" means an addition of the nature of pay to the emoluments of the employee in consideration of (i) the specially arduous nature of duties, or (ii) a specific addition to the work or responsibility;

(q) "subsistence grant" means a monthly grant to an employee who is not in receipt of pay or leave salary during the period of suspension;

(r) "personal pay" means an additional pay granted to an employee either to save him from loss of substantive pay or on the basis of individual and personal consideration on merits;

(s) "probationer" means a person appointed on probation against a substantive vacancy;

(t) "temporary post" means a post sanctioned for a limited period and declared as such;

(u) "medical certificate" means a certificate from a registered Medical Practitioner recognized by the State Government;

(v) "University" means the University of Burdwan.

St. 4 (L & NT) In these Statutes, the Appointing Authority means, the Governing Body/Adhoc Governing Body/Administrator of affiliated colleges empowered to make appointment to posts referred to hereinabove or such

other posts as may be created from time to time in accordance with the rules or orders as may be made and/or issued by the State Government in this behalf :

Provided that the Principal/Teacher-in-charge/Secretary to the Governing Body/Administrator of affiliated colleges shall sign and issue all

letters of appointment on behalf of the college on the recommendation of the concerned Standing Committee for selection, to be constituted by the Governing Body of the college in the manner laid down in clause (a) and (b) of paragraph (1) of St. 5 (L & NT).

St. 5 (L & NT) (1) The following shall be the Standing Committee for *Standing Committee for selection* the purpose of selection of candidates for appointment to the posts as mentioned in St. 2 (L & NT) :

- (a) in respect of the posts envisaged in clause (a) of St. 2 (L & NT),
 - (i) the Principal/Teacher-in-charge of the College—Convener;
 - (ii) one nominee of the Director of Public Instructions, West Bengal;
 - (iii) an expert in Library Science to be nominated by the Vice-Chancellor;
 - (iv) one Reader/Lecturer (Selection Grade) of the college to be nominated by the Governing Body;
- (b) in respect of the posts envisaged in sub-clauses (i) and (ii) of clause (b) of St. 2 (L & NT),—
 - (i) the President, Governing Body of the College—Chairman;
 - (ii) the nominee of the State Government on the Governing Body;
 - (iii) one nominee of the Executive Council of the University (hereinafter referred to as the Executive Council);
 - (iv) one teacher—nominee of the Governing Body of the college;
 - (v) the Principal/Teacher-in-charge of the college Member-Convener.

(2) In the matter of prescribing minimum qualifications, determining the manner of inviting applications through newspaper advertisement, and observing the procedure of marking the candidates in respect of the posts envisaged in clause (a) of St. 2 (L & NT), the orders of the State Government, as may be issued from time to time, shall be followed.

(3) In the case of a college where an Administrator has been appointed or an Adhoc Governing Body has been constituted by the University in place of the Governing Body, the Administrator/President of the Adhoc Governing Body shall be the Chairman-Convener of the Standing Committee and the Teacher-Member to serve on the said Committee shall be nominated by him and the Principal/Teacher-in-charge shall be a Member of the said Committee. There shall be one nominee of the State Government and one nominee of the Executive Council in such a Committee :

Provided that where no Teacher has been appointed substantively, inclusion of the Teacher-Member to the Standing Committee shall not be obligatory.

(4) In the absence of the President of the Governing Body of the college at a meeting, the members present shall elect a Chairman from amongst themselves.

(5) Three members of the Standing Committee shall form a quorum.

(6) The term of office of nominated members of the Standing Committee shall be two years from the date of nomination.

St. 6 (L & NT) (1) (a) Whenever a vacancy occurs in any post, not being a promotional one and other than the posts mentioned in clause (a) of St. 2 (L & NT), the Principal of the college shall arrange for getting such vacancy notified through newspaper advertisement and notification in the College Notice Board with intimation to the local Employment Exchange inviting applications in such form as may be prescribed by the appointing authority under Statute 4 (L & NT) :

Vacancies to be notified and powers and Functions of Standing Committee

Provided that in the case of a vacancy arising in a promotional post, the said vacancy shall be notified internally and circulated to all concerned.

(b) The necessary qualifications required for appointment to different non-teaching posts under these Statutes, other than the posts mentioned in clause (a) of St. 2 (L & NT) (a), shall be such as may be determined by the appointing authority, subject to such orders as may be issued by the University and the State Government in this behalf.

(2) (a) All matters pertaining to processing of applications, procedure and mode of selection shall be determined by the concerned Standing Committee at its meeting convened for the purpose :

Provided that in determining the procedure and mode of selection to the posts mentioned in clause (a) of St. 2 (L & NT), the provisions of paragraph 2 of St. 5 (L & NT) shall be followed.

(b) In the case of selection to the post(s) mentioned in sub-clauses (i) and (ii) of clause (b) of St. 2 (L & NT), and requiring specialised technical expertise in the field, the presence of the nominee of the Executive Council shall be necessary.

(c) All appointments to the permanent and regular vacancies shall be made on the basis of the recommendation of the concerned Standing Committee.

(d) The recommendation of the Standing Committee shall be placed before the Governing Body of the College for approval and on being approved by it, letter(s) of appointment shall be issued by the Appointing Authority.

(e) In the case of any dispute arising between the Standing Committee and the Governing Body of the College in regard to the recommendation made by the former, the Governing Body shall refer back the recommendations to the Standing Committee with its observations. If the Standing Committee reiterates its earlier recommendations and the Governing Body does not accept the same on reconsideration, the matter shall be referred to the University and the decision of the Executive Council in this regard shall be final and binding.

St. 7 (L & NT) (1) Whenever a permanent vacancy occurs in any of the posts referred to in sub-clause (i) of clause (b) of Statute 2, such vacancy shall normally be filled up by promotion from amongst the employees holding any of the posts referred to in sub-clause (ii) of clause (b) of the said Statute. In the matter of such promotion, efficiency, seniority including academic qualification, character rolls and attendance shall have to be taken into consideration :

Promotion and direct recruitment and letter of appointment on probation

Provided that in case no suitable candidate for such promotion is available, such permanent vacancy shall be filled up by direct recruitment in accordance with the procedure laid down for the purpose in Statute 5 and Statute 6.

(2) Whenever a permanent vacancy occurs in any of the posts referred to in sub-clause (iii) of clause (b) of Statute 2, in the matter of filling up of such vacancy, the procedure as laid down under Statute 5 and Statute 6 for direct recruitment shall be followed.

(3) (i) An employee appointed against a permanent vacancy shall be on probation ordinarily for a period of one year from the date of such appointment and the said period of probation may, at the discretion of the appropriate authority of the College, be extended for a further period not exceeding one year.

(ii) If, at any time during the period of probation, the probationer's work is not considered satisfactory, the probationer shall be discharged by the concerned authority.

(iii) On satisfactory completion of the period of probation to be supported by the report drawn in respect of the employee in Form No. 4

appended to these Statutes, the concerned employee shall be confirmed with effect from the date of his appointment on probation by an order in writing made by the Governing Body of the College in this behalf and the fact of such confirmation shall be communicated to the employee concerned :

Provided that if, on the completion of the period of probation, no such order of confirmation is made and communicated to the person concerned within a period of two months of the completion of the period of probation, the person concerned shall be deemed to have been confirmed with effect from the date of his appointment on probation.

St. 8 (L & NT) In observing the procedure of filling up the posts mentioned in Statute 2, either by direct recruitment or by promotion, the principal of reservation of post for Scheduled Caste and Scheduled Tribe candidates shall be followed, as far as practicable, as per orders issued by the State Government in this behalf from time to time.

St. 9 (L & NT) (1) An employee shall begin to draw the pay and allowances attached to a post to which he has been appointed with effect from the date he assumes the duties of that post and shall cease to draw the same when he ceases to discharge the duties.

(2) Unless otherwise provided in a contract, in the case of first appointment to a post, the pay shall be fixed at the minimum of the time-scale applicable to that post :

Provided that an employee of the colleges who, while having a lien on a permanent post, is appointed to officiate to a higher post in that college, shall be eligible to draw in that higher post as initial pay, the pay at the stage of the time-scale of pay of the higher post next above his substantive pay in his substantive post :

Provided further that if he has on any previous occasion held substantively or officiated to the same post or to a post in the same or identical time scale, his initial pay shall not be less than the pay, other than Special Pay or Personal Pay, which he drew on last such occasion.

(3) An employee promoted to a post either substantively or in an officiating capacity may, at his option, retain his old pay until the date on which he has earned his next or any subsequent increment in the old scale and until he vacates his post or ceases to draw pay in that time scale. The option once exercised shall be final and binding.

(4) An increment shall ordinarily be drawn unless withheld as a penal measure. When an efficiency bar has been prescribed in a time scale, the increment next above the said bar shall not be allowed without the specific sanction of the Appointing Authority.

(5) Officiating or temporary service in another post including leave, other than extraordinary leave without pay, shall count towards increment in the time scale applicable to the post on which the person concerned holds a lien.

(6) All kinds of leave with pay (full pay or half-pay) will count towards increment in the time-scale applicable to a post which an employee holds in a substantive, officiating or temporary capacity.

(7) When an employee carries on, in addition to his own duties, the duties of a post belonging to a category higher than that on which he holds a substantive appointment, he shall draw an additional 1/5th of pay of the minimum of the scale of pay of that higher post, provided he carries on such duties for a period of not less than one month.

(8) An employee of a Department or Branch of a Department discharging the duties of another employee belonging to the same classification, shall not be entitled to any additional remuneration for such duties.

St. 10 (L & NT) An employee on substantive appointment to a permanent post acquires a lien on that post and ceases to hold any lien previously acquired on any other post.

St. 11 (L & NT) (1) Leave shall be admissible to an employee on the basis of his actual service only and leave of absence from duty cannot be claimed as a matter of right and may on application by an employee of the college, be granted only when satisfactory grounds have been shown. When the exigencies of service so require, the authority competent to grant leave may refuse leave of any description except leave granted on medical ground or when such leave is granted revoke such leave or part thereof.

(2) No employee who is under suspension shall be granted any leave.

(3) Absence without leave shall render an employee subject to disciplinary action envisaged under Statute 30.

St. 12 (L & NT) (1) (a) Leave shall ordinarily commence on the date with effect from which it is actually availed of and terminate on the date preceding the date of resumption to duties :

Duration and general conditions of leave

Provided that Sundays and other holidays (not exceeding 3 days at a stretch) may be prefixed and/or affixed to leave. Prior sanction of the authority competent to grant leave shall have to be obtained in a case where the total number of holidays to be prefixed/affixed to the leave prayed for exceeds 3 days.

(b) When the day which immediately precedes the day on which an employee's leave commences or which immediately follows the day on which his leave is due to end is a holiday or is included in a series of holidays, such holidays may be combined with the leave and he may be permitted, as the case may be, to relinquish his duties and leave his station at the close of the days preceding such holidays or to return to his station and resume his duties on the forenoon of the day following such holiday(s).

(2) When an employee is permitted under sub-paragraph (b) of paragraph (1) to combine leave with any holiday(s), his leave shall be deemed to commence or end, as the case may be, on the date on which it would have commenced or ended, had it not been combined with such holiday(s).

(3) Except with the previous permission of the competent authority no employee on leave shall return to duty before the expiry of the period of leave granted to him.

(4) No employee who has been granted leave on medical ground shall return to duty until he produces a Medical Certificate of fitness, acceptable to the competent authority.

(5) Holiday(s) may be permitted to be combined with leave by the competent authority, but if any holiday falls between two periods of leave so as to result in a continuous period of absence from duty over the entire period, it shall be treated as part of the leave :

Provided that in the case of Casual Leave, the intervening Sunday(s) or holiday(s) shall not be part of the leave, but the total period of absence from duty of an employee including the intervening Sunday(s) or Holiday(s) shall not exceed consecutive five days.

(6) An employee, who remains absent from duty for any period after the end of the period of any leave granted to him, shall be deemed to be absent without leave during such period and shall not be entitled to any leave or other salary for the period of such absence unless his leave is extended by the competent authority so as to cover the total period of absence. Wilful absence from duty after the expiry of leave may be treated as misconduct calling for disciplinary action.

*(7) An employee shall cease to earn 'Earned Leave' when the leave earned and due to his credit amounts to 240 days.

(8) *(a) Cash equivalent to leave salary subject to a maximum of 240 days' Earned Leave standing at the credit of an employee shall become payable in one lump sum as a one-time settlement to the employee on his attaining the age of retirement on superannuation, provided, however, that such leave may be availed of by the concerned employee either wholly or partly, as preparatory to retirement in lieu of encashment.

*(b) Cash equivalent to leave salary subject to a maximum of 240 days, Earned Leave at credit shall also become payable in the following cases :

(i) in the case of death of the employee while in service, to his nominee(s) of the Provident Fund or in the absence of any such nominee, to the legal heir(s) of the deceased;

(ii) in the case of termination of service of an employee by notice or otherwise, in accordance with the terms and conditions of his appointment;

(iii) in the case of retirement from service on invalidation;

(iv) in the case of voluntary retirement, as may be permitted by the competent authority;

*(v) in the case when an employee resigns or quits the services of the college before completing fifteen years of uninterrupted service, he shall be entitled to cash equivalent in respect of Earned Leave at his credit on the date of cessation of service to the extent of half of the amount of such leave at his credit, subject to a maximum of 120 days.

(c) For the purpose of calculating 'Leave Salary' on retirement, the basic pay, dearness pay, personal pay and dearness allowances as may be admissible on the date of retirement/superannuation/termination shall be taken into account.

(9) No wholetime employee shall, while on leave or enjoying holiday(s), accept any salaried appointment or undertake any remunerative work other than work in connection with any examination conducted at the college, unless the competent authority has permitted to do so.

* indicates the provisions of St. 12 (L & NT) (7), 8(a), 8(b), 8(b)(v) amended [Amendment assented to by the Chancellor on 30.10.2003]

(10) Unless in consideration of the special circumstances of any particular case, the Governing Body decides otherwise, an employee shall be deemed to have ceased to be in the service of the college after he has been continuously absent from duty for a period of five years.

(11) Subject to the provisions of Statute 22 and statute 23, the total period of continuous leave excluding extraordinary leave without pay granted to an employee other than on medical ground, shall not exceed twenty-four months.

(12) A leave account for other kinds of leave, except Casual Leave, shall be maintained in Form No. 1 appended to these Statutes and the leave account in respect of every employee shall be maintained according to the prescribed form. The Principal shall be responsible for its proper maintenance.

(13) In respect of Casual Leave, an account shall be maintained by the Principal in Form No. 2 appended to these Statutes.

(14) Every application for leave shall be made in writing.

(15) No leave shall be availed of before it has been granted by the competent authority :

Provided that when an employee is compelled by unavoidable circumstances to absent himself from duty before he has been granted leave, he shall forthwith report the full facts of the case to the competent authority and apply for leave if he has not done so already.

(16) If an employee is absent from duty without having been granted leave or without previous permission of the competent authority, or if he defaults without sufficient reason in reporting his absence from duty as required under paragraph (15), the competent authority may refuse him any leave he may have applied for or may treat the period of such absence of duty as extraordinary leave without pay.

(17) An employee, on his resumption to duties from any kind of leave, other than Casual Leave, shall report in writing the matter of resumption to duties forthwith to the leave sanctioning authority.

(18) If an employee deliberately violates any of the provisions of these Statutes providing for leave without sufficient reason, he shall be deemed to have committed an act of indiscipline and shall be liable for such penalties or punishment as the competent authority may prescribe.

St. 13 (L & NT) Subject to the general principles enunciated in the foregoing Statutes, the following kinds of leave may be granted to the employees :—

- (a) Casual Leave;
- (b) Earned Leave;
- (c) Half Pay Leave;
- (d) Extraordinary Leave (without pay);
- (e) Maternity Leave;
- (f) Quarantine Leave;
- (g) Leave Preparatory to Retirement;
- (h) Compensatory Leave;
- (i) Special Leave;

St. 14 (L & NT) (1) Casual Leave on full pay may be allowed to an employee upto a maximum of fourteen days in a year but subject to the provision of paragraph (5) of Statute 12, such leave shall not be granted for more than five days at a time. Such leave shall not also accumulate nor shall it be availed of in combination with the Puja Holidays or any other kind of leave.

(2) All Casual Leave to which an employee may be entitled during any year shall cease to be due to him at the end of the said year and shall not accumulate or be carried over to the year following.

St. 15 (L & NT) (1) Every employee of a college shall be treated as a non-vacation member of staff and such wholetime employee shall earn Earned Leave at the rate of one-eleventh (1/11th) of the period of his actual service rendered.

(2) Earned Leave may be accumulated and joined to any other Kind of leave except Casual Leave :

*Provided that when the Earned Leave standing at the credit of an employee amounts to 240 days, he shall cease to earn, or to have at his credit any further Earned Leave.

(3) The maximum amount of Earned Leave as may be granted at a time to an employee shall normally be restricted to 60 days.

* *indicates the provisions of proviso to cl. (2) of St. 15 (L & NT) amended.*

[Amendments assented to by the Chancellor on 30.10.2003]

(4) The Earned Leave accrued to an employee by dint of his services rendered in one position at the college shall be carried over to his Leave Account on his subsequent appointment/promotion to any other position in the said college, provided, there is continuity in his service.

(5) Earned Leave may be granted for such reasons as may be considered by the Authority competent to grant such leave which may include—

- (i) illness of the employee concerned,
- (ii) illness of a member of the family of such an employee,
- (iii) private affairs of emergency nature, or
- (iv) arrangement preparatory to retirement.

St. 16 (L & NT) (1) Every whole-time employee of a college shall be entitled to Half-Pay Leave which may be commuted on medical ground only.

(2) The amount of Half-Pay Leave admissible to a whole-time employee of the College shall be 15 days for each completed year of service.

(3) Half-Pay Leave may be accumulated without any ceiling and may be combined with any other kind of leave except Casual Leave.

(4) Half-Pay Leave may be availed of on private affairs as well as on medical grounds.

(5) Half-Pay Leave at the credit of an employee shall not lapse except on his attaining the age of retirement on superannuation.

(6) Half-Pay Leave may be commuted, and such Commuted Leave, not exceeding half the amount of Half Pay Leave due, may be granted, on medical ground only on submission of certificate in this behalf from a registered medical practitioner, subject to the following conditions :

- (a) Commuted Leave out of the total accumulation of Half-Pay Leave shall be limited to a maximum of 180 days during the entire period of service of an employee :
Provided that the maximum amount of such Commuted Leave as may be granted at a time, shall be 60 days.
- (b) When Commuted Leave is granted, twice the amount of Half-Pay Leave shall be debited against the Leave Account.

(c) An employee who is granted or avails of Commuted Leave for the maximum period of 180 days referred to in clause (a) shall be entitled to Half-Pay Leave, which remains due at his credit, on Half-Pay only.

(d) The maximum amount of Commuted Leave and Earned Leave combined and sanctioned shall not exceed 120 days on any one occasion.

(7) The Half-Pay Leave accrued to an employee by dint of his service rendered in one position at the college shall be carried over to his Leave Account on his subsequent appointment/promotion to any other position in the said college, provided there is continuity in his service.

St. 17 (L & NT) (1) Extraordinary Leave (without Pay) may be granted to a whole-time employee of the college when (i) no other leave is admissible to him, or (ii) although other leave is admissible, he applies in writing for the grant of such leave.

(2) Except in the case of a permanent employee, the duration of Extraordinary Leave as may be granted at a time, shall not exceed 90 days.

(3) The Governing Body of the college may commute retrospectively in the case of an employee any period of absence from duty without leave into Extraordinary Leave.

(4) Extraordinary Leave may be granted for such period and on such terms and conditions as the Governing Body of the college may deem fit :

Provided that unless in consideration of the special circumstances of any particular case, the Governing Body of the college decides otherwise, an employee shall be deemed to have ceased to be in the service of the college after he has been continuously absent from duty for a period of five years.

(5) Extraordinary Leave may be combined with any other kind of leave except Casual Leave.

St. 18 (L & NT) (1) (a) Maternity Leave may be granted to a whole-time female employee who has been in the service of the college for at least nine months preceding the actual date of her confinement.

(b) The total period of such leave shall not exceed 90 days including the period of confinement.

(c) The total period of 90 days shall be subject to such adjustment in phases as may be required in any particular case in consideration of the actual date of confinement.

(d) Any application for Maternity Leave shall be submitted alongwith a medical certificate from a registered medical practitioner preferably specialized in Gynaecology and Obstetrics.

(2) Subject to the provision of sub-paragraph (a) of paragraph (1), Maternity Leave may also be granted to a whole-time female employee in cases of miscarriage or abortion, provided that in such cases, such leave shall not exceed 45 days and that the application for leave shall be supported by a certificate from a registered medical practitioner preferably specialized in Gynaecology and Obstetrics.

(3) Maternity Leave granted under paragraphs (1) and (2) shall not be debited against the Leave Account of the employee concerned.

(4) Leave of any other kind, except Casual Leave, may be granted in combination with Maternity Leave, only if the application for the grant of such other kind of leave is supported by a medical certificate referred to above.

St. 19 (L & NT) (i) Quarantine Leave may be granted to an employee when he is ordered by the competent authority not to attend his duties at the college on account of occurrence of any infectious disease in his family or household. Such leave may be granted for a period, not exceeding 21 days or, in exceptional circumstances, 30 days on the basis of a certificate from a registered medical practitioner. The leave so granted shall not be debited against the Leave Account of the employee.

(2) The employee, in whose family or household there is a presence of any infectious disease referred to in paragraph (3), shall forthwith inform the Appointing Authority through the Head of the Department concerned stating such facts in writing alongwith a medical certificate in this behalf from a registered medical practitioner.

(3) In order to determine infectious disease for the purpose of granting Quarantine Leave, the list maintained by the State Government indicating such diseases shall be followed :

Provided that 'chicken-pox' shall not be treated as an infectious disease for the purpose of granting Quarantine Leave.

(4) Quarantine Leave may be combined with any other kind of leave except Casual Leave.

St. 20 (L & NT) An employee desiring to avail of Earned Leave preparatory to retirement shall apply at least one month in advance.

St. 21 (L & NT) (1) Compensatory Leave may be granted to a whole-time employee when he is detained to perform duties during holiday(s), Sunday(s) and rest day(s) on being duly ordered by the competent authority.

(2) Such leave shall be granted for the equal number of days on which the employee concerned is detained for duty.

(3) No overtime or holiday allowance shall be admissible for the period for which Compensatory Leave is granted.

(4) Such leave shall be granted by the competent authority.

(5) Compensatory Leave shall be availed of within a period of one year of performance of duties on detention, unless otherwise decided by the Governing Body of the college.

St. 22 (L & NT) (1) An employee who is disabled due to injury accidentally sustained in course of his official duties or by illness resulting from the performance of any particular duty, which has the effect of causing or aggravating his illness or causing injury beyond the ordinary risk attaching to the post, may be allowed special disability leave for a maximum period of twenty four months.

(2) The Governing Body of the college shall be competent to grant such leave in terms of the provisions of Statute 23.

St. 23 (L & NT) The Governing Body of the college shall be competent to sanction any kind of leave envisaged in these Statutes on such terms as it may deem fit to any employee. It shall be competent, for reasons which it may consider, adequate, to vary, revise or cancel any kind of leave sanctioned either by itself or by any appropriate authority.

St. 24 (L & NT) (1) Subject to the provision of Statute 23 the Principal of the college shall be competent to sanction leave of the following categories to the extent specified against each,—

	NATURE OF LEAVE	EXTENT OF POWER
(a)	Casual Leave	To the full extent
(b)	Earned Leave	To the extent of 30 days
(c)	Half-Pay Leave	To the extent of 10 days
(d)	Compensatory Leave	To the extent of 10 days

(2) The Governing Body of the college shall be competent to sanction admissible leave beyond the extent specified in paragraph (1).

(3) In respect of other kinds of leave not mentioned in paragraph (1), the Governing Body of the college shall be competent to sanction the same.

St. 25 (L & NT) (1) An employee appointed on substantive basis to any permanent post shall acquire a lien on that post and shall cease to hold any lien previously acquired on any other post.

(2) The lien of an employee on a permanent post which he holds substantively shall be terminated if he is appointed in a substantive capacity—

- (a) to a tenure post, or
- (b) to a permanent post outside the cadre on which he is borne.

(3) If an employee holding a substantive appointment to a post and having confirmed therein, is subsequently confirmed to another permanent post, either at the college or in some other establishment, his lien on the permanent post held earlier in the college shall be terminated, unless the employee indicates in writing not to accept the appointment so made substantively to another permanent post. In such an event, the employee shall revert immediately to the post on which he holds lien.

(4) A confirmed employee shall not be left without a lien on any permanent post.

(5)(a) An employee holding a substantive appointment may be granted lien on his permanent post under the college, if he applies for grant of lien consequent upon his obtaining an appointment in any establishment outside the college :

Provided that such employee shall have to submit the letter of appointment showing the nature of appointment offered to him and the other terms and conditions of service in the new establishment.

Provided further that such employee shall be permitted to retain his lien for a period of one year initially which may be extended by another year if the employee concerned is not confirmed within a period of one year in the post in which he was appointed in the new establishment or if the employee is likely to be left without a lien on any permanent post.

(b) The lien on the permanent post held by an employee under the college shall be terminated immediately on his confirmation to any other permanent post he joined with the approval of the college.

St. 26 (L & NT) Every employee of the college shall be entitled to pay and allowances conforming to the time scale of pay and rates of allowances as may be determined by the State Government in this behalf from time to time.

St. 27 (L & NT) Subject to the terms of contract in any particular case and the orders as may be issued by the State Government from time to time, every employee of the college shall retire from service with effect from the afternoon of the last day of the month in which he completes the 60th year of age.

St. 28 (L & NT) No whole time salaried employee of the college shall accept any employment with or without remuneration other than that of his office.

Explanation :

If any question arises whether any arrangement entered into by an employee amounts to employment within the meaning of this Statute, the matter shall be decided by the Governing Body of the College.

St. 29 (L & NT) (1) The normal working period shall be of seven hours' duration with recess for half an hour on all working days. The commencement of duty hours is normally to be based on fixed routine, subject to such variations as may be made in case of exigencies.

(2) Every employee, while reporting for duty, shall sign the Attendance Register. No employee shall be allowed to attend duties if he is late by one hour or more, unless permitted to do so by the appropriate authority.

(3) No employee shall leave the place of work during working hours without permission from the person in-charge of the office or Department concerned except on official business.

(4) If an employee, being present at the place of his duties, abstains or absents himself from work without permission of the appropriate authority or refuses to work at any time during the prescribed hours of work on any day, he shall, in addition to being liable to such disciplinary action as may be taken against him for dereliction of duty, be deemed to be absent without leave for such day and shall not be entitled to draw any pay or allowances for such day.

St. 30 (L & T) (1) (a) Every employee of the college shall be subject to disciplinary measure(s) for reason of—
Discipline and
conduct of the
employees of college

- (i) violation of any term or condition of service,
- (ii) neglect of duty,
- (iii) violation of orders regarding attendance and office discipline,
- (iv) misappropriation and defalcation of funds,
- (v) insubordination or disregard or violation of the orders of the superior authority,
- (vi) conviction by a court of law for an offence involving moral turpitude,
- (vii) taking of illegal gratification,
- (viii) tampering with official records, and
- (ix) any other misconduct which, in the opinion of the Governing Body of the college, calls for disciplinary action.

(b) The Governing Body of the college shall be competent to impose such penalties upon the employee as it may deem fit in consideration of the gravity of the case mentioned in sub-paragraph (a) with any or more of the following,—

- (i) suspension,
- (ii) censure,
- (iii) with holding of increment(s) or promotion,
- (iv) recovery from pay of the whole or part of any pecuniary loss caused to the college by the employee,
- (v) reduction to a lower stage in the time scale of pay for a specified period with further direction whether or not the employee will earn increment(s) or pay during the period of such reduction,
- (vi) reduction to a lower time-scale of pay, grade, post or service with or without further directions regarding conditions of restoration, including protection of his seniority and pay on such restoration, to the grade, post or service from which the employee was reduced,
- (vii) premature retirement,
- (viii) removal or dismissal from service.

Explanation : I

The termination of employment shall not in the following cases be treated as removal or dismissal from service of—

- (a) a person appointed on probation during or at the end period of probation in accordance with the terms of appointment, or
- (b) a temporary employee on the expiry of the period of his appointment, or
- (c) a person engaged on contract in accordance with the terms of his contract.

Explanation : II

Premature retirement means that the Appointing Authority may get the employee retired compulsorily as a measure of punishment before he has attained the age of sixty years.

Explanation : III

Stoppage of any increment of an employee next above the efficiency bar in the time-scale of his pay on the ground of his unfitness to cross the bar shall not amount withholding of increments or promotion within the meaning of this Statute.

- (2) (a) In all cases of imposition of penalties the grounds on which it is proposed shall be reduced in the form of definite charge or charges and communicated to the employee concerned together with a statement of the facts considered while passing orders on the cases. The employee charged may put in a written statement of his defence for which he shall be given thirty days' time from the date of receipt of charge-sheet alongwith documentary evidence, if any. Upon receipt of the statement of defence from the employee or at the expiry of the period allowed for submission of his statement of defence, the authority concerned may, after examination of relevant facts and on consideration of the circumstances, either drop the case or decide to proceed further. If it is decided to proceed further, a formal enquiry shall be held informing the employee concerned of the penalty provisionally proposed to be taken against him and asking him to be present at the enquiry thereof, if he so desires, to produce further evidence in support of his defence. The authority concerned shall thereafter take decision on the findings of the enquiry. If, however, it is decided to impose the penalty, other than what was communicated to the

employee at the stage of the formal enquiry, another opportunity shall be given to him to submit a written statement against imposition of the other penalty/penalties within fifteen days from the date of receipt of the above communication by him in this respect and if considered necessary, a fresh enquiry shall be made and the evidence of such enquiry shall be taken into account before final orders are passed. In all cases principles of natural justice shall be followed and the employee shall be given adequate opportunities to defend his case :

Provided that no pleader or agent shall be allowed to appear at the enquiry on behalf of the college or the employee concerned.

- (b) An employee who is removed or dismissed from service shall not draw any pay or allowances from the date of such removal or dismissal is ordered to be effective.
- (c) The order of removal or dismissal from service shall not be given retrospective effect with referenee to the date of the orders.
- (d) An employee under suspension shall be entitled to get subsistence grant as prescribed by the State Government in this behalf for their employees.
- (e) When the suspension of an employee is held to have been unjustifiable or not wholly justifiable, or when an employee who had been suspended, removed or dismissed from service is reinstated, the competent authority shall grant to him for the period of his absence from duty—
 - (i) if he is honorably acquitted, all financial benefit including promotion due, if any, as if he had not been suspended, dismissed or removed.
 - (ii) if otherwise, such proportion of pay and allowances as the authority concerned may prescribe.
- (f) In a case falling under clause (i) of sub-paragraph (e), the entire period of absence from duty shall be treated as the period spent on duty. In a case falling under clause (ii) of that sub-paragraph, the relevant period may be treated as on duty or leave as the authority concerned may direct.
- (g) The amount of subsistence grant or proportion thereof if any, already drawn shall be deducted from the pay and allowances which may be granted under this Statute.

- (3) An employee aggrieved by an order imposing upon him any penalty or penalties specified in sub-paragraph (b) of paragraph (1) may prefer an appeal to the Governing Body of the college within thirty days from the date of receipt of the order imposing the penalty or penalties, The Governing Body shall, on receipt of the appeal, examine it threadbare and take a decision in the matter :

Provided that if the concerned employee is not satisfied with the decision taken by the Governing Body, he may prefer an appeal to the Vice-Chancellor of the University within thirty days from the date of communication to him of the decision taken by the Governing Body. The appeal shall be decided and disposed of by the Executive Council of the University within ninety days in the manner as it may consider expedient and the decision taken by it shall be final.

St. 31 (L & NT) The Principal shall maintain and keep an up-to-date Age Register Age Register in respect of all employees of the college in which he shall enter—

- (a) the name and designation of every employee,
- (b) the date of his birth,
- (c) the date of his first appointment under the college,
- (d) his age on the date of such appointment,
- (e) the date on which he is due to retire, and
- (f) remarks, if any.

Explanation :

All entries relating to the age of an employee of the college shall be made on the basis of his age as recorded in his Matriculation, School Final, Higher Secondary or Madhyamik Examination Certificate or the certificate of any such First Public Examination, as the case may be, passed by him :

Provided that where an employee has not passed any of the aforesaid examinations, the Governing Body of the college shall decide in each particular case the basis on which the date of birth of the concerned employee is to be recorded.

St. 32 (L & NT) With a view to maintaining uniformity, the Executive List of holidays to be uniform Council shall prescribe the annual list of holidays to be followed by the colleges, other than the Government colleges.

St. 33 (L & NT) A Service Book containing the service records in respect of every employee of the college shall be maintained in Form No. 3 appended to these Statutes and the Principal of the college shall be responsible for its up-dating and proper maintenance.

St. 34 (L & NT) (1) In any case not expressly provided for in these Statutes, the Governing Body of the college may obtain such directions from the University as may be deemed necessary in the special circumstances of the case.

(2) If any controversy arises in interpreting any of the provisions of these Statutes, the matter shall be referred to the University for interpretation and the decision of the Executive Council in this regard shall be binding on all concerned.

In exercise of the power conferred by section 48, read with section 47, and section 21, of the Burdwan University Act, 1981 (West Bengal Act XXIII of 1981), the Executive Council of the University of Burdwan hereby makes the following amendment in the Statutes relating to the election procedure to the Court, the Executive Council, the Faculty Councils for Post-graduate Studies, the Councils for Under-graduate Studies and other Authorities of the University (hereinafter referred to as the said Statutes) :

Amendments/Incorporation of certain provisions in the Burdwan University First Statutes

- Amendment of clause (i) of Statutes 8 (Const.) of the Statutes Relating to Election Procedure to the Court, etc. (vide Chancellor's Secretariat Letter No. 1726-Edn(U) dated 5/6.8.83) :
 "Notwithstanding anything contained in these Statutes, for the purpose of constituting the Electoral College which shall elect two regular students of affiliated colleges to the Court in pursuance of clause (xxi) under the heading '(b) elected members' of sub-section (1) of Section 17 of the Act read with paragraph (3) of Statute 6 (Const.), each college or institution shall be a unit which shall elect the proportionate number of electors on the basis of one elector for every one hundred regular students or part thereof numbering not less than 50; provided that a college or institution having on its roll students less than 100 in number but not less than 30 shall also be deemed a unit and shall elect one representative on the Electoral College".
- Amendment of paragraph (4) of Statute 19 (Const.) of the Statutes Relating to Election Procedure to the Court, etc. (vide Chancellor's Secretariat Letter No. 1078-Edn (U) dated 25.6.85) :

"(4) The term of office of the Dean of a Faculty Council for Post-graduate Studies shall be two years from the date of his election as Dean ;

Provided that in the case of election of a Dean for the first time for each of the Faculty Councils for Post-graduate Studies under the provisions of the Act, the said period of two years shall be computed from the appointment date as referred to in sub-section (5) of Section 57 of the Act ;

Provided further that till a new Dean is elected the outgoing Dean shall continue to function as such."

- In Chapter VI of the said Statutes, after Statute 15 (Const.), insert the following Statute :

St. 15A (Const.) For the purposes of constitution of, and election to, the Faculty Council for Post-graduate Studies in Medicine in terms of sub-section. (3A), read with sub-section (1), of section 22 of the Act, the procedure laid down in Statute 13 (Const.) and Statute 14 (Const.), read with Statute 10 (Const.) and Statute 12 (Const.), shall be followed."

Sd/- K. V. Raghunatha Reddy

8.12.94

Chancellor

University of Burdwan

In exercise of the power conferred by section 48 read with section 47, and section 21, of the Burdwan University Act, 1981 (West Bengal Act XXIII of 1981), the Executive Council of the University of Burdwan hereby makes the following amendments in the Statutes relating to constitution of the Boards of Research Studies, the Boards of Post-graduate Studies and the Boards of Under-graduate Studies (hereinafter referred to as the said Statutes) :

Amendments

In the said Statutes,—

(1) in Statute 3 (B. S.), in paragraph (2),—

(a) in clause (B), after the words "not pertaining to", *insert* the words "Medicine, and";



Higher Education Department
Govt. of West Bengal
VIVEKANANDA MAHAVIDYALAYA
P.O.- Sripalli, Bardhaman, Burdwan

Certificate for Enrolment
West Bengal Health Scheme for beneficiaries of Grant-in-Aid Colleges

Memo No. 13/V.M











Date: 04/10/2021

Information of Employee					
1.	Name (In Block Letter)	BASUDEB HALDAR	2.	HRMS ID.	G2006000088
3.	Application ID	G200600008805101977	4.	Gender	MALE
5.	Designation of Employee	Assistant Professor	6.	Date of Entry into Service	27/10/2006
7.	Address of Employee	KAMALAKANTA KALIBARI, BOREHAT, P.O- NUTANGANJ, DIST- PURBA BARDHAMAN, PIN- 713102	8.	Date of Superannuation	31/10/2042

Hospital Accommodation Entitlement :

1.	Pay Bed in Government Hospital run by Govt. of West Bengal	SINGLE OCCUPANCY SMALL CABIN
2.	Tata Medical Centre, Rajarhat	GENERAL
3.	Other Private Empanelled HCOs	PRIVATE

Information of All Beneficiaries (Including Employee)

1	BASUDEB HALDAR	Beneficiary ID : G2006000088/1 Relation with Employee : SELF Date of Birth : 05/10/1977 Blood Group : O+		Enrollment w.e.f. : 01/11/2021 Mobile No : 9475125975 E-mail Address : pcbhaldar@gmail.com Aadhar Card No : 613498288091	
2	BIPAD TARAN HALDAR	Beneficiary ID : G2006000088/2 Relation with Employee : FATHER Date of Birth : 28/01/1941 Blood Group : O+		Enrollment w.e.f. : 01/11/2021 Mobile No : 9163955620 E-mail Address : pcbhaldar@gmail.com Aadhar Card No : 833995167044	
3	KOYEL MALLICK HALDAR	Beneficiary ID : G2006000088/3 Relation with Employee : WIFE Date of Birth : 21/08/1984 Blood Group : B+		Enrollment w.e.f. : 01/11/2021 Mobile No : 9474984335 E-mail Address : kmhaldar37@gmail.com Aadhar Card No : 505855975082	
4	AAHELI HALDAR	Beneficiary ID : G2006000088/4 Relation with Employee : UNMARRIED DAUGHTER Date of Birth : 16/09/2009 Blood Group : B+		Enrollment w.e.f. : 01/11/2021 Mobile No : 9475125975 E-mail Address : pcbhaldar@gmail.com Aadhar Card No : 763177473610	
5	AYASI HALDAR	Beneficiary ID : G2006000088/5 Relation with Employee : UNMARRIED DAUGHTER Date of Birth : 19/09/2012 Blood Group : B+		Enrollment w.e.f. : 01/11/2021 Mobile No : 9475125975 E-mail Address : pcbhaldar@gmail.com Aadhar Card No : 412821482646	

Certified that above mentioned employee been enrolled under the “West Bengal Health Scheme for beneficiaries of Grant-in-Aid Colleges” along with above mentioned family members to get medical treatment under the scheme.

Signature of the Head of the Institution / DDO

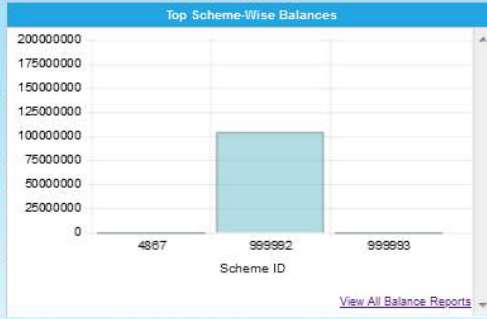
PRINCIPAL, VIVEKANANDA
MAHAVIDYALAYA, BUAEDI103

- Online PL/LF/PF/PD
- Beneficiary Master
- Reference Generation/Approval
- Advice Generation
- Reference Query
- Reports
- COSA Ref. Generation/Approval
- Export reference to excel file
- Detail Status View
- Resubmission of References
- Deposit Account Master
- Master Maintenance
- Mobile App
- Deposit School PF Master
- Query Report
- Generic File Re-Generation
- Tagging of Receipt & Payment

Dashboard

Un-Approved References at Online PL		
EC & List for PL/LF/PF/OD	Cheque List for PL/LF/PF/OD	
Non-COSA: 0	COSA: 0	0
Xfer to Operator List	Xfer to BT List	
	1	0

References Pending Submission to Treasury		
EC & List for PL/LF/PF/OD	Cheque List for PL/LF/PF/OD	
Non-COSA: 0	COSA: 0	0
Xfer to Operator List	Xfer to BT List	
	0	0



References Pending Approval at Treasury		
EC & List for PL/LF/PF/OD	Cheque List for PL/LF/PF/OD	
Non-COSA: 0	COSA: 0	0
Xfer to Operator List	Xfer to BT List	
	0	0

References Objected at Treasury		
EC & List for PL/LF/PF/OD	Cheque List for PL/LF/PF/OD	
Non-COSA: 1	COSA: 0	0
Xfer to Operator List	Xfer to BT List	
	0	0

Payment Mandate Generated	
Today	
This Week	
This Month	
This Year	

Current Provisional Balance at Treasury:
0.00
Refresh

Cheques Pending Approval at Treasury
Cheque List for PL/LF/PF/OD
0

Cheques Objected at Treasury
Cheque List for PL/LF/PF/OD
0

Failed Transactions	
Today	
This Week	
This Month	
This Year	



IFSC Merger
As informed by RBI /Bank, existing IFSC in respect of 0 nos. of beneficiary bank accounts for Beneficiary Master maintained in IFMS have to be updated with new IFSC. [Click for Details](#)



Designation: Tic,vivekan...
Role: Sanction Admin

ANIMESH DEBNATH



Finance Department
Government of West Bengal

PF Account statement

Report type PF Statement Report	Search By PF Account Number
PF Account No. * G1981000025	Financial Year * 2022-2023

[BACK](#) [GENERATE REPORT](#)



Designation: Tic,vivekan...
Role: Sanction Admin

ANIMESH DEBNATH



Finance Department
Government of West Bengal

PF Register

Head Of Account 00-8336-00-800-002(Provident Fund for Employees of non-Govt.Arts, Provident Fund for Employees of non-Govt.Arts,Science,Commerce Teachers Training College PFD Admin PRIN. VIVEKANANDA MAHAVIDYALAYA/57	Treasury Burdwan-I(BUA) Sanction Admin VIVEKANANDA MV BARDHAMAN(3HEHO00506)
Financial Year * 2022-2023	

BACK SEARCH

Search Result

PF Register for the Year (2022-2023)

Search



o/c

Website : www.vmbdn.in
Email : vmprincipal2012@gmail.com
Phone No : 0342-2541208(Day Office), 2541521(Morning Office)
Fax No : 0342-2646916 (Day Office)



VIVEKANANDA MAHAVIDYALAYA, BURDWAN

(GOVT. SPONSORED) □ ESTD-1964

P.O - Sripally, Dist- Burdwan, Pin-713103, W.B

NAAC Accredited College (B+) with PG in Chemistry

No. 288 N.M.

Date : 08-04-2021

From : The Principal & Secretary

To
The Director of Public Instruction (NGC)
Govt. of West Bengal
Education Directorate
Bikash Bhaban, Salt Lake
Kolkata- 700 091


Sub: Submission of requisite proposal and papers for the promotion of **Dr Basudeb Haldar**, Assistant Professor of Chemistry (AP₃) to the post of Associate Professor of Chemistry (AP₄) w.e.f. 24.05.2019 under revised Pay Structure vide G.O No. 920 Edn(CS) dated 31.12.2012, G.O. No. 1373-Edn(CS) dated 07/12/2017 AND G.O. No 1306 (22)-Edn(U) dated 30.12.2019

Sir,

The undersigned would like to inform you the promotion of **Dr Basudeb Haldar**, Assistant Professor of Chemistry (AP₃) to the post of Associate Professor of Chemistry (AP₄) was due on 24.05.2019 under revised pay structures vide G.O No. 920 Edn(CS) dated 31.12.2012, G.O. No. 1373-Edn(CS) dated 07/12/2017 AND G.O. No 1306 (22)- Edn(U) dated 30.12.2019 as such the screening committee has recommended the promotion of **Dr Basudeb Haldar**, Assistant Professor of Chemistry (AP₃) to the post of Associate Professor of Chemistry (AP₄) w.e.f. . 24.05.2019 and the Governing Body at the college has approved the promotion of **Dr Basudeb Haldar**, Assistant Professor of Chemistry (AP₃) to the post of Associate Professor of Chemistry (AP₄) vide GB resolution No 03 dated 19.03.2021 and fixing the pay of the incumbent at 37400/- in the scale of `37400/-—67000/- plus grade pay `7000/8000/9000.

Requisite papers regarding promotion of **Dr Basudeb Haldar** are herewith submitted for your necessary action at your earliest convenience.

Yours faithfully,


Principal

VIVEKANANDA MAHAVIDYALAYA
BURDWAN
Vivekananda Mahavidyalaya, Burdwan



Encl:

1. Letter of DPI nominee in the screening committee
2. Letter of IC, BU for subject expert in the screening committee
3. Fixed up pay fixation proposal
4. Extract of GB Resolution No 03 dated 19.03.2021
5. Filled up proforma for promotion PART A, Part B, Part C and Part D
6. Ph.D./M.Phil Certificate
7. Refresher Course/Orientation Programme Certificate
8. All previous Pay Fixation Memo(s)



VIVEKANANDA MV BARDHAMAN
Vivekananda College Road, Burdwan, Sreepalli

No: 3HEHO00506/2021-2022/0071072

Date : 03/01/2022

The Pay of the Officers/Staffs under Teaching Staff (UGC Scales) Cadre who are now posted in the Departments/Directorates/Offices mentioned against their names have been fixed as shown in the annexure below as per ROPA COLLEGE UGC ROPA 2019 FOR TEACHERS as a result of his/her/their Career Advancement Scheme (CAS)/Non Functional Promotion

2) The below mentioned officers/staffs will be entitled to draw their Pay as per his/her/their revised pay as mentioned above together with usual allowances as admissible in terms of Government Orders issued from time to time after fixation of Pay with effect from the respective dates as shown

3) An undertaking shall have to be obtained from the officer/staff concerned to the effect that he/she/they will be liable to refund the amount drawn in excess, if any, in terms of erroneous pay fixation in a single instalment if detected later on.

4) CAS- 3 as per Memo No. 381-C dt. 03.09.2021

HRMS-IFMSWB
HRMS-IFMSWB
HRMS-IFMSWB

DR. SIBAPRASAD RUDRA
PRINCIPAL
VIVEKANANDA MV BARDHAMAN

No: 3HEHO00506/2021-2022/0071072

Date : 03/01/2022

Copy forwarded for information and taking necessary action

- 1 The Accountant General (A&E) West Bengal, Treasury Building, 1 Kiran Shankar Roy Road Kolkata-700001
- 2 PRINCIPAL,VIVEKANANDA MAHAVIDYALAYA.,BURDWAN
- 3 The Treasury Officer : Burdwan-I TREASURYBUILDING,COURTCOMPOUND,BURDWAN
- 4 Office Copy
- 5 DR. BASUDEB HALDAR

DR. SIBAPRASAD RUDRA
PRINCIPAL
VIVEKANANDA MV BARDHAMAN

VIVEKANANDA MV BARDHAMAN
Vivekananda College Road, Burdwan, Sreepalli

No: 3HEHO00506/2021-2022/0071072

Date : 03/01/2022

Annexure
Part-A

Name	Unique ID	Designation	Department/ Directorate/Name of the Office	Existing Pay Band No. or Scale No	Existing Pay Band /Scale	Existing Basic	Existing Band Pay	Existing Grade Pay
DR BASUDEB HALDAR	G2006000088	Associate Professor	Higher Education	13A	Pay Scale 131400- 217100	131400		

Part-B
Pay Fixation Calculation

Sl No.	Date	Events	Amount	Revised
1:	01/07/2020	Normal Increment	3,900	135,300
2:	01/07/2021	Normal Increment	4,100	139,400

Part-C

Name	Unique ID No.	Designation	Department/ Directorate/Name of the Office	Revised Pay Band No or Scale No	Revised Pay Band/Scale	Revised Basic	Revised Band Pay	Revised Grade Pay	Notional Date of Effect	Actual Date of Effect
DR. BASUDEB HALDAR	G2006000088	Associate Professor	Higher Education	13A	Pay Scale 131400- 217100	139400			01/07/2021	01/07/2021

Date of next increment 01/07/2022

DR. SIBAPRASAD RUDRA
PRINCIPAL

VIVEKANANDA MV BARDHAMAN

System generated report and does not require signature

CASE SUMMARY

1. NAME: **DR. KAJAL MONDAL**
2. DEPARTMENT: **PHYSICS**
3. NAME OF THE COLLEGE: **VIVEKANANDA MAHAVIDYALAYA, BURDWAN**
4. DATE OF JOINING: **01/04/2015**
5. DATE OF CONFIRMATION: **01/04/2015**
6. DATE OF Ph. D /M.Phil.: **28/03/2014**
7. DATE OF FIRST PROMOTION: **NA**
8. OP/RC ATTENDED DATE: **OP: 01.08.2017 to 28.08.2017 and RC: 14.09.2018 to 04.10.2018, UGC-HRD Centre, BU.**
9. DUE DATE FOR PROMOTION: **01-04-2019**
10. PAST SERVICE IF ANY: SCHOOL/COLLEGE: **NA**

API SCORE:

Assessment period [01-04-2015 to 31-03-2019]					
API score up to 06.12.2017			API score w.e.f 07.12.2017		
		API (A)		API (B)	Total API score in Assessment period (A+B)
CAT-I	CATEGORY I	395.30	CATEGORY I	116.07	511.37
CAT-II	CATEGORY II	75.00	CATEGORY II	43.80	108.80
CAT-III	CATEGORY III	52.00	CATEGORY III	28.00	80.00

Kajal Mondal

Signature of the Incumbent

[Signature]
Signature of the Coordinator, IQAC

Co-ordinator
Vivekananda Mahavidyalaya
Purba Bardhaman

[Signature]
Signature of the Principal

Principal
Vivekananda Mahavidyalaya
BURDWAN

Part C: For use of the Screening/Selection Committee

Name of the College: **VIVEKANANDA MAHAVIDYALAYA, BURDWAN**

Date of the Meeting: **26.02.2021**

Venue: **Vivekananda Mahavidyalaya, Burdwan**

Name of the Incumbent: **Dr. KAJAL MONDAL**

Present designation: Assistant Professor (Stage 1) of **PHYSICS**

Date of Joining: **01/04/2015**

Date of award of PhD: **28/03/2014**

Scale of Pay: Rs. 15600-39100/- with AGP of Rs. 6000/-

Designation after promotion: Assistant Professor (Stage 2) Scale of Pay: Rs. 15600-39100/- with AGP of Rs. 7000/-

Date of effect: **01/04/2019**

Score for Interview (for Stage 3 to Stage 4) [F.M. 20]: **NA**

The Screening/Selection Committee has considered the proposal for promotion under CAS in respect of the incumbent mentioned above from the post of Assistant Professor (Stage 1) to the post of Assistant Professor (Stage 2). As the incumbent has fulfilled all conditions as laid down in **G.O. No. 920-Edn(CS) dated 31.12.2012** and **G.O. No. 1373-Edn (CS)/5P-52/98 dated 07.12.2017** ^{1306(22)-Edn(U) dt. 30.12.2019} for promotion under CAS, the Committee recommends that the incumbent be promoted to the post of Assistant Professor (Stage 2) with AGP of 7000 with effect from **01/04/2019**

The Committee further recommends that the post held by the incumbent be upgraded to the post of Assistant Professor (Stage 2) with AGP of 7000 with effect from **01/04/2019** and the same would be reverted to the post of Assistant Professor (Stage 1) as soon as it would fallen vacant for any reason whatsoever.

Necessary particulars with all relevant documents be sent to the Government for approval.

Signature of the Expert with Date and Seal

(Nominated by the VC of the affiliating University)

Signature of the Expert with Date and Seal

(Nominated by the VC of the affiliating University)

Signature of Govt. Nominee with Date and Seal

(Nominated by the DPI, West Bengal)

Signature of the Principal/ TIC of the College with Date and Seal

Principal
Vivekananda Mahavidyalaya
BURDWAN

Part D: For use of the Governing Body/Administrator of the College

The Governing Body in its meeting held on **19.03.2021** resolved that on the basis of the recommendation made by the Screening/~~Selection~~-Committee constituted for the purpose of considering the matter of promotion under CAS, ~~Shri/Smt/~~**Dr KAJAL MONDAL** of the Department of **PHYSICS** of this college be promoted to the post of Assistant /~~Associate~~-Professor in the scale of pay of 15600-39100/-or`~~37400-67000/-~~with AGP of 7000/8000/9000 with effect from **01.04.2019**.

It is also resolved that the post held by **Dr KAJAL MONDAL** be upgraded to the post of Assistant/~~Associate~~-Professor in the scale of pay of 15600-39100/-or`~~37400-67000/-~~with AGP of 7000/8000/9000 and the same will be reverted to the post of Assistant Professor (Stage 1) as soon as it falls vacant.

Resolved further that the Principal/~~T.I.C.~~/Secretary would take up the matter with the DPI, West Bengal by providing with the following in respect of the incumbent:

- i. All Pay Fixation memos countersigned by the Principal/~~T.I.C.~~
- ii. Year wise detailed leave statement counter signed by the Principal/~~T.I.C.~~

Date:

Signature of the President/Administrator

Seal:

**President
Governing Body
Vivekananda Mahavidyalaya
BURDWAN**

APPENDIX-II

*NOT given
the benefit
of 4 yrs. CAS
in this promotion
first promotion due to
reason in
unknown.
Dr. Satyaprasad Mishra*

Annual Self-Assessment for the Performance Based Appraisal System (PBAS)
Session/Year 18th July 2013-14, 2014-15, 2015-16, 2016-17, July 2017-6th Dec 2017 &
7th December 2017-17th July 2018

(To be completed and submitted at the end of each academic year)

PART A : GENERAL INFORMATION

1. Name (Block letters) : Dr SATYAPRASAD MISHRA
2. Father's/Mother's name/Husband's name : Sri Surendra Nath Mishra
3. Department : SANSKRIT
4. Current Designation & Grade Pay : Assistant Professor (Stage-II),
Pay Band - Rs. 15,600/- to 39,100/-
& AGP - Rs. 7000/-
5. Date of last Promotion : 18.07.2013
6. Address for correspondence (with pin code) : Department of Sanskrit ,
Vivekananda Mahavidyalaya, Burdwan
(Affiliated to Burdwan University),
Dist.-Purba Bardhaman,
PIN-713103, West-Bengal, INDIA
7. Permanent Address (with pin code) : Department of Sanskrit ,
Vivekananda Mahavidyalaya, Burdwan
(Affiliated to Burdwan University),
Dist.-Purba Bardhaman,
PIN-713103, West-Bengal, INDIA
8. Telephone No. :
Mobile No.* : (+91) 9932552966
E-mail : satyavm2013@gmail.com
9. Whether acquired any degrees or fresh academic qualifications during the year: No
10. Academic Staff College Orientation/Refresher Course attended during the year:

Name of the Course/ Summer School	Duration	Place	Sponsoring Agency
Summer School in Language & Linguistics	21 Days (26 th June 2018 to 16 th July 2018)	HRDC Centre, The University of Burdwan, Burdwan	UGC

11. a. Date of Appointment : 18.07.2008 (Ref. No. 107/V.M/B.U./CSC/Apptt./08 /Dt.23.05.2008)
- b. Date of Confirmation : 18.07.2008 (Vide G.B Resolution No.28 /Dt.17.12.2019)
12. Past Service, if any : Not Applicable
(Please attach specific G.O. for counting of
past service for promotion under CAS)
13. For which position & AGP you
are applying under CAS : Assistant Professor & AGP - Rs. 8000/-
14. Date of eligibility for promotion : 18.07.2018

15. Educational Qualification (Graduation onwards):

Examination	Name of the University	Year of Passing	Marks Obtained (%)	Class/ grade
B.A./B.Sc./B.Com.	Sri Jagannath Sanskrit vishvavidyalaya ,Puri	2003	64 %	1 st
M.A./M.Sc./M.Com.	Sri Jagannath Sanskrit vishvavidyalaya ,Puri	2005	80 %	1 st
Other Examination, if any				
UGC NET/SET	UGC-NET	2006	-	-
			-	-

16. Research Degree(s):

Degree	Name of the University	Date of Award	Title
M. Phil.	Sri Jagannath Sanskrit vishvavidyalaya ,Puri	31 st October 2006	पाणिनीयतन्त्रे तद्धितप्रत्ययाः----- एकमध्ययनम् ।
PhD	Sri Jagannath Sanskrit vishvavidyalaya ,Puri	7 th September 2011	पाणिनीयतन्त्रे तद्धितप्रत्ययाः----- एकमध्ययनम् ।
D.Sc./D.Lit.	-	-	-

17. Details of Teaching/Research/Academic Experience:

Designation	Employer	Period of service From To	Scale of Pay
Assistant Professor	Principal, Vivekananda Mahavidyalaya, Burdwan P.O. - Sripally, Dist - Purba Bardhaman, PIN - 713103, West Bengal	18.07.2008 to till date	Rs. 15,600/- to 39,100/- AGP: 7,000/-

I declare that the particulars given above are correct to the best of my knowledge and belief.

Satyaprasad Mishra

Signature of the Incumbent

All entries made above are checked and verified and found to be correct.

Signature of the Coordinator, IQAC

Date:

Seal:

Co-ordinator IQAC
Vivekananda Mahavidyalaya
Purba Bardhaman

Signature of the Principal/TIC

Date:

Seal:

08/08/2020
Principal
Vivekananda Mahavidyalaya
Burdwan

(18th July 2013-June 2014)

Part B: Academic Performance Indicators (API)

(Please see detailed instruction of the PBAS-I proforma before filling out this section)

CATEGORY 1: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

(ia) Lectures, seminars, tutorials, practical, contact hours undertaken taken as percentage of lectures allocated.

Sl. No.	Course/ Paper	level	Mode of Teaching #	Class Allotted as per Schedule	% of Classes/Practical Taken as per Record	API Score
1.	B.A (Hons. +General)	UG	L	376	97.34	48.67
				See Detailed in Annexure- 1A/1		

Lecture (L), Seminar (S), Tutorial (T), Practical (P), Contact Hours (C).

(ib) Lectures and other teaching duties in excess of UGC norms

	CALCULATION OF API SCORE FOR 1(i) ABOVE	API Score
a)	Classes taken (Maximum 50 for 100% performance & proportionate score up to 80% performance, below which no score may be given)	48.67
b)	Teaching load in excess of UGC norms/ Special Lectures/ Classes taken at the study centre located in the District other than Kolkata (Max score-10)	

(ii) Reading/ Instructional material consulted and additional knowledge resources provided to students

Sl. No.	Course/ Paper	Consulted	Prescribed	Additional Resource provided	API Score
1.	B.A(Hons.)	Part-I: 18 Part-II: 10 Part-III: 29	Part-I: 11 Part-II: 4 Part-III: 11	Part-I: 2 Part-III: 2	10
2.	B.A (Gen.)	Part-I: 3Part-III:3	Part-I: 2 Part-III:2		10
		See Detailed in Annexure - 1B/1			
		API score based on preparation and Imparting of knowledge/instruction as per curriculum and syllabus enrichment by providing additional resources to students (Max. score: 20)			20

Part C: For use of the Screening/Selection Committee

Name of the College: **VIVEKANANDA MAHAVIDYALAYA, PURBA BARDHAMAN**

Date of the Meeting: 26.02.2021 Venue: Vivekananda Mahavidyalaya, Burdwan

Name of the Incumbent: **Shri/Smt/ Dr Satyaprasad Mishra**

Present designation: Assistant Professor (~~Stage 1/Stage 2/Stage 3~~) of **SANSKRIT**

Date of Joining: **18.07.2008**

Date of award of Ph.D./ M. Phil. : M.Phil - **31.10.2006**; Ph.D - **07.09.2011**

Scale of Pay: ` 15600-39100/- with AGP of ` 6000/7000/8000

Designation after promotion: Assistant Professor (~~Stage 2/Stage 3~~) / Associate Professor (~~Stage 4~~) Scale of Pay: ` 15600-39100/- or ` 37400-67000/- with AGP of ` 7000/8000/9000

Date of effect: 18.07.2018

Score for Interview (for Stage 2 to Stage 3) [F.M.]: **N-A**

The Screening/Selection Committee has considered the proposal for promotion under CAS in respect of the incumbent mentioned above from the post of Assistant Professor (~~Stage 1/Stage 2/ Stage 3~~) to the post of Assistant Professor (~~Stage 2/ Stage 3~~) / Associate Professor (~~Stage 4~~). As the incumbent has fulfilled all conditions as laid down in G.O. No. 920-Edn(CS) dated 31.12.2012, ^{1373-Edn(CS) dt. 07.12.2017 V 1306/22-Edn (U) dt 20/12/2017} for promotion under CAS, the Committee recommends that the incumbent be promoted to the post of Assistant Professor (~~Stage 2/ Stage 3~~) / Associate Professor (~~Stage 4~~) with AGP of ` 7000/ 8000 /9000 with effect from 18.07.2018.

The Committee further recommends that the post held by the incumbent be upgraded to the post of Assistant Professor (~~Stage 2/Stage 3~~)/Associate Professor (~~Stage 4~~) with AGP of ` 7000/8000/9000 with effect from 18/07/2018 and the same would be reverted to the post of Assistant Professor (Stage 1) as soon as it would fallen vacant for any reason whatsoever.

Necessary particulars with all relevant documents be sent to the Government for approval.

Bhaskarjit Ghosal 26.2.21.

Signature of the Expert with Date and Seal

(Nominated by the VC of the affiliating University)
Department of Sanskrit,
The University of Burdwan

Signature of Govt. Nominee with Date and Seal

(Nominated by the DPI, West Bengal)

26/02/2021
Joint Director of Public Instruction (UGC)
Education Directorate, W.B.

Signature of the Expert with Date and Seal

(Nominated by the VC of the affiliating University)

Signature of the Principal/ TIC of the College with Date and Seal

26/02/21
Principal
Vivekananda Mahavidyalaya
BURDWAN

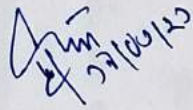
Part D: For use of the Governing Body/Administrator of the College

The Governing Body in its meeting held on **19.03.2021** resolved that on the basis of the recommendation made by the Screening/~~Selection~~ Committee constituted for the purpose of considering the matter of promotion under CAS, ~~Shri/Smt/~~ **Dr SATYAPRASAD MISHRA** of the Department of **SANSKRIT** of this college be promoted to the post of Assistant /~~Associate~~ Professor in the scale of pay of 15600-39100/-or ~~37400-67000/-~~ with AGP of ~~7000/8000/9000~~ with effect from **18.07.2018**.

It is also resolved that the post held by **Dr SATYAPRASAD MISHRA** be upgraded to the post of Assistant/~~Associate~~ Professor in the scale of pay of 15600-39100/-or ~~37400-67000/-~~ with AGP of ~~7000/8000/9000~~ and the same will be reverted to the post of Assistant Professor (Stage 1) as soon as it falls vacant.

Resolved further that the Principal/~~T.I.C~~/Secretary would take up the matter with the DPI, West Bengal by providing with the following in respect of the incumbent:

- i. All Pay Fixation memos countersigned by the Principal/~~T.I.C~~.
- ii. Year wise detailed leave statement counter signed by the Principal/~~T.I.C~~.



Date:

Signature of the President/Administrator

Seal:

**President
Governing Body
Vivekananda Mahavidyalaya
BURDWAN**



ofc

Website : www.vmbdn.in
Email : vmprincipal2012@gmail.com
Phone No : 0342-2541208(Principal),2541521(Morning Office)
Fax No: 0342-2646916 (Day Office)

VIVEKANANDA MAHAVIDYALAYA, BURDWAN

(GOVT. SPONSORED) □ ESTD-1964

P.O - Sripally, Dist- Burdwan, Pin-713103, W.B

NAAC Accredited College (B+) with PG in Chemistry

No..... 292N.M.

Date : 08-04-2021

From : The Principal & Secretary

To
The Director of Public Instruction (NGC)
Govt. of West Bengal
Education Directorate
Bikash Bhaban, Salt Lake
Kolkata- 700 091

Sub: Submission of requisite proposal and papers for the promotion of Subhendu Bag, Assistant Professor of Economics (AP₂/AP₃) to the post of Assistant Professor of Economics (AP₂/ AP₃) w.e.f. 29.06.2018 under revised Pay Structure vide G.O No. 920 Edn (CS) dated 31.12.2012, G.O. No. 1373-Edn (CS) dated 07/12/2017 and G.O. No 1306 (22) – Edn (U) dated 30.12.2019.

Sir,

The undersigned would like to inform you the promotion of **Subhendu Bag**, Assistant Professor of Economics (AP₂ /AP₃) to the post of Assistant Professor of Economics (AP₂ / AP₃) was due on 29.06.2018 under revised pay structures vide G.O No. 920 Edn (CS) dated 31.12.2012, G.O. No. 1373 - Edn (CS) dated 07/12/2017 and G.O. No 1306 (22) - Edn (U) dated 30.12.2019 as such the screening committee has recommended the promotion of **Subhendu Bag**, Assistant Professor of Economics (AP₂/ AP₃) to the post of Assistant Professor of Economics (AP₂ / AP₃) w.e.f. 29.06.2018 and the Governing Body of the college has approved the promotion of **Subhendu Bag**, Assistant Professor of Economics (AP₂/AP₃) to the post of Assistant Professor of Economics (AP₂ / AP₃) vide GB resolution No 07 dated 19.03.2021 and fixing the pay of the incumbent at 26960/- in the scale of `15600/- — 39100 /- plus grade pay `7000 / 8000/ 9000.

Requisite papers regarding promotion of **Subhendu Bag** are herewith submitted for your necessary action at your earliest convenience.

Yours faithfully,




Principal
VIVEKANANDA MAHAVIDYALAYA
BURDWAN
Principal

Vivekananda Mahavidyalaya, Burdwan

Encl:

- Letter of DPI nominee in the screening committee
- Letter of IC, BU for subject expert in the screening committee
- Letter issued by the Principal to Subject Expert
- Fixed up pay fixation proposal
- Extract of GB Resolution No 07 dated 19.03.2021
- Filled up proforma for promotion Part A, B, C and D and other relevant documents including Orientation Programme / Refresher Course Certificates, all previous Pay Fixation Memo(s) are enclosed sequentially as shown in Index from Page Number 01 to 170 attached herewith.



APPENDIX-II

Annual Self-Assessment for the Performance Based Appraisal System (PBAS)
Session/Year 16TH December 2012 - 29TH June 2018
(To be completed and submitted at the end of each academic year)

PART A: GENERAL INFORMATION

1. Name (Block letters) : **SUBHENDU BAG**
2. Father's/Mother's name/Husband's name : **Rabindra Nath Bag**
3. Department : **DEPARTMENT OF ECONOMICS**
4. Current Designation & Grade Pay : **Assistant Professor (Stage-2),
Pay Band - Rs. 15,600/- to 39,100/- &
AGP - Rs. 7000/-**
5. Date of last Promotion : **16-12-2012**
6. Address for correspondence (with pin code) : **Kalnagate, Khan Pukur, Netaji Pally,
Post: - Burdwan,
Dist: -Purba Bardhaman
Pin: - 713101**
7. Permanent Address (with pin code) : **Do**
Telephone No. : **Nil**
Mobile No.1 : **(+91) 9679631416**
No.2 : **(+91) 6294961320**
E-mail : **subhendubdn2013@gmail.com**
8. Whether acquired any degrees or fresh academic qualifications during the year: **No**
9. Academic Staff College Orientation/Refresher Course attended during the year:

Name of the Course/ Summer School	Place	Duration	Sponsoring Agency
Refresher Course	UGC- HRD Centre, The University of Burdwan	3 rd December, 2015 to 23 rd December, 2015	UGC

10. a. Date of Appointment : **16th December, 2006**
b. Date of Confirmation : **16th December, 2006**
(Vide Resolution No.01 and 29 of G.B
Meeting, Dated 22.12.2007 and 17.12.2019)
11. Past Service, if any (Please attach specific G.O
for counting of past service for promotion under CAS) : **Not Applicable**
12. For which position & AGP you are
applying under CAS : **Assistant Professor (Stage - 3),
For AGP - Rs. 8000/-**
13. Date of eligibility for promotion : **29 - 06 - 2018**

14. Educational Qualification (Graduation onwards):

Examination	Name of the University	Year of passing	Marks Obtained (%)	Class/grade
B.A./B.Sc./B.Com.	The University of Burdwan	1997	59.38	2nd
M.A./M.Sc./M.Com.	The University of Burdwan	1999	60.00	1 st
Other Examination, if any				
UGC NET	UGC	2001	---	LS Category
B.Ed.	The University of Burdwan	2001	61.00	1 st

15. Research Degree(s):

Degree	Name of the University	Date of award	Title
M. Phil.	NA	-	-
Ph.D./ D.Phil.	NA	-	-
D.Sc./D.Lit.	NA	-	-

16. Details of Teaching/Research/Academic Experience:

Designation	Employer	Period of service From To	Scale of Pay
Assistant Professor (Stage - I)	Principal, Vivekananda Mahavidyalaya, Burdwan P.O. -Sripally, Dist - Purba Bardhaman, PIN -713103, WB.	16-12-2006 to 15-12-2012	Rs.15,600/- to 39,100/- AGP: 6,000/-
Assistant Professor (Stage - II)	Do	16-12-2012 Till Date	Rs.15,600/- to 39,100/- AGP: 7,000/-

I declare that the particulars given above are correct to the best of my knowledge and belief.

Subhendu Beeg
Signature of the Incumbent

All entries made above are checked and verified and found to be correct.

[Signature]
Signature of the Coordinator, IQAC

Date:

[Signature]
Co-ordinator IQAC
Vivekananda Mahavidyalaya
Purba Bardhaman

Seal:

[Signature]
Signature of the Principal/TIC

Date:

Seal:

[Signature]
Principal
Vivekananda Mahavidyalaya
BURDWAN

(16th December, 2012 - 30th June, 2013)

Part B: Academic Performance Indicators (API)

(Please see detailed instruction of the PBAS-I Proforma before filling out this section)

CATEGORY 1: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

- (ia) Lectures, seminars, tutorials, practical, contact hours undertaken taken as percentage of lectures allocated.

SL No.	Course/ Paper	level	Mode of Teaching #	Class Allotted as per schedule	% of Classes/ Practical Taken as per record	API Score
1.	B.A/B. Sc. Honours	U.G	L+ C			
2.	B.A/B. Sc. General	U.G	L+ C			
				145	93.79 %	46.89
See Detailed in Annexure - 1Ai (Page No. 52 - 53)						

#Lecture (L), Seminar (S), Tutorial (T), Practical (P), Contact Hours (C).

- (ib) Lectures and other teaching duties in excess of UGC norms

	CALCULATION OF API SCORE FOR 1(i) ABOVE	API Score
a)	Classes taken (Maximum 50 for 100% performance & proportionate score up to 80% performance, below which no score may be given)	46.89
b)	Teaching load in excess of UGC norms/ Special Lectures/ Classes taken at the study centre located in the District other than Kolkata (Max score-10)	00

- (ii) Reading/ Instructional material consulted and additional knowledge resources provided to students

SL No.	Course/ Paper	Consulted	Prescribed	Additional Resource provided	API Score
1.	B.A/B.Sc. (Hons.)				10
2.	B.A/B.Sc. (Gen.)				10
See Detailed in Annexure - 2Ai to 2Avii (Page No. 66 - 86)					
API score based on preparation and Imparting of knowledge/instruction as per curriculum and syllabus enrichment by providing additional resources to students					20
(Max. score: 20)				Total Score	

Part C: For use of the Screening/ Selection Committee

Name of the College: **VIVEKANANDA MAHAVIDYALAYA, BURDWAN**

Date of the Meeting: 26.02.2021

Venue: Vivekananda M/V Burdwan

Name of the Incumbent: Shri/Smt/ **SUBHENDU BAG**

Present designation: Assistant Professor (Stage-1 / Stage 2/ Stage-3) of ECONOMICS

Date of joining: **16.12.2006**

Date of Confirmation: **16.12.2006** (Vide Resolution no. 01 and 29 at Governing Body Meeting, Dt. 22.12.2007 and Dt.17.12.2019)

Scale of Pay: Rs. 15600-39100/- with AGP of Rs. 6000 / 7000 / -8000

Designation after promotion: Assistant Professor (Stage-2 / Stage 3) / Associate Professor (Stage-4) Scale of Pay: Rs. 15600-39100/- or Rs. 37400-67000/- with AGP of Rs. 7000 / 8000 / 9000

Date of effect: 29.06.2018

Score for Interview (for Stage 3 to Stage 4) [F.M. 20]: **NA**

The Screening/Selection Committee has considered the proposal for promotion under CAS in respect of the incumbent mentioned above from the post of Assistant Professor (Stage-1/ Stage 2/ Stage-3) to the post of Assistant Professor (Stage-2 / Stage 3) / Associate Professor (Stage-4). As the incumbent has fulfilled all conditions as laid down in G.O. No.920-Edn (CS) dated 31.12.2012, and G.O. No. 1373-Edn (CS)/5P-52/98 dated 07/12/2017 for promotion under CAS, the Committee recommends that the incumbent be promoted to the post of Assistant Professor (Stage-2 / Stage 3) / Associate Professor (Stage-4) with AGP of 7000 / 8000 / 9000

with effect from 29.06.2018

The Committee further recommends that the post held by the incumbent be upgraded to the post of Assistant Professor (Stage-2 / Stage 3) / Associate Professor (Stage-4) with AGP of 7000 / 8000 / 9000 with effect from 29.06.2018 and the same would be reverted back to the post of Assistant Professor (Stage 1) as soon as it would fallen vacant due to superannuation or any other reason.

Necessary particulars with all relevant documents be sent to the Government for approval.

Signature of the Expert with Date and Seal
(Nominated by the VC of the affiliating University)

Pravat Kumar Kuri
Professor
Department of Economics
Burdwan University, 713104

26.02.2021

Signature of the Expert with Date and Seal
(Nominated by the VC of the affiliating University)

Signature of Govt. Nominnee with Date and Seal
(Nominated by the DPI, West Bengal)

Ministry of Public Instruction, (UGC)
Directorate, W.B.

26/02/2021

Signature of the Principal/TIC of College with Date and Seal

Principal
Vivekananda Mahavidyalaya
Burdwan

26/02/21

Part D: For use of the Governing Body/Administrator of the College

The Governing Body in its meeting held on **19.03.2021** resolved that on the basis of the recommendation made by the Screening/~~Selection~~ Committee constituted for the purpose of considering the matter of promotion under CAS, ~~Shri/Smt/~~**SUBHENDU BAG** of the Department of **ECONOMICS** of this college be promoted to the post of Assistant /~~Associate~~ Professor in the scale of pay of 15600-39100/-or ~~37400-67000/-~~with AGP of ~~7000/8000/9000~~ with effect from **29.06.2018**.

It is also resolved that the post held by ~~Shri/Smt/~~**SUBHENDU BAG** be upgraded to the post of Assistant/~~Associate~~ Professor in the scale of pay of 15600-39100/-or ~~37400-67000/-~~with AGP of ~~7000/8000/9000~~ and the same will be reverted to the post of Assistant Professor (Stage 1) as soon as it falls vacant.

Resolved further that the Principal/~~T.I.C.~~/Secretary would take up the matter with the DPI, West Bengal by providing with the following in respect of the incumbent:

- i. All Pay Fixation memos countersigned by the Principal/~~T.I.C.~~
- ii. Year wise detailed leave statement counter signed by the Principal/~~T.I.C.~~

Date:


Signature of the President/Administrator

Seal:

**President
Governing Body
Vivekananda Mahavidyalaya
BURDWAN**

GOVERNMENT OF WEST BENGAL
EDUCATION DIRECTORATE
BIKASH BHAVAN, BIDHANNAGORE, KOLKATA - 700 091

Memo No.1120 - C
4C / 18 - C / 2009 (P-V)

Dated, Kolkata, 09.08.2019

From : The Director of Public Instruction,
West Bengal

To : The Principal/Teacher-in-charge,
VIVEKANANDA MAHAVIDYALAYA
P.O SRIPALLY DT -BURDWAN
PIN-713103

Sub: Fixation of pay in the revised pay structure w.e.f. 01.01.2006 in respect of the
TEACHERS/LIBRAIANS/ASSISTANT LIBRARIANS/PHYSICAL INSTRUCTORS
including Principal

with reference to the subject and the correspondence(s) made by the College Authority in their Letter No. 233 - 239/ V.M. DATED 26/03/2019 please find enclosed a Statement showing the Fixation of Pay 7(seven) College teachers in the relevant revised pay structure w.e.f 2006 in terms of G.O Nos.133-Edn (CS) dated 29.01.1980, No.587-Edn(CS) dated 21.05.1990, No.374-Edn(CS) dated 30.05.1995, No.183-Edn(CS) dated 30.05.1996, No.63-Edn-(CS) dated 12.01.1999, No.72-Fdn(CS) dated 17.01.1997, No.118-Edn(CS) dated 04.02.1999, No.195-Edn(CS) dated 11.02.2000, No.629-f-dn (CS) dated 12.05.2000, No.677-Edn.(CS), dated 29.10.2008, No.253-Edn.(CS), dated 07.04.2009, No.533-Edn(CS), dated 28.08.2009, No.534-Edn(CS), dated 28.08.2009, read with Corrigendum No. 609-Edn(CS), dated 24.09.2009, No.625-Edn.(CS) dated 13.10.2009 and No.733-Edn (CS), dated 17.11.2009, No.920-Edn(CS), dated 31.12.2012 No.558-Edn (CS) dated 14.06.2013, 951-Edn(CS) dt.06/10/2015, G.O.No.892-Edn(U) dated 04.11.2016 & No.896-Edn(U) dated 08.11.2016. 986-ED/2016 dt. 24/11/2016 and ED-1009/2016/ED-985/16 dated 15/12/2016.

The date of periodical increment of a incumbents will be governed by the provisions as laid down in the Finance Department's Memorandum No. 2728-F, dated 7th April, 2009 in case of leave without pay granted by the College Authority.

Necessary adjustment on account of ad-hoc payment and interim relief as the case may be, if any, will be made against the claims admissible in terms of this pay fixation. The net amount after such adjustment will be disbursed. If it is eventually found that payment on account of this pay fixation has been made wrongly for any reason what so ever in excess of the admissible amount, such excess payment, if any, will be recovered from the future claims of the incumbent(s) concerned

The receipt of this letter may kindly be acknowledged


for Director of Public Instruction,
West Bengal

Encl: As stated above.

Memo No. 1120 - /1(1)- C

Dated, Kolkata, 09 / 08 / 2019

Copy forwarded for information and necessary action to

1. Jt. D.P.I., Pay Packet Section, Education Directorate, West Bengal, Bikash Bhavan, Bidhannagore, Kolkata -700 091.
2. Dy. Regional Education Officer & Ex-Officio Joint Director of Public Instruction, West Bengal, Jalpaiguri Division, MEENAKSHI BHAVAN, P.O. & Dist - Jalpaiguri, PIN - 735 101

for Director of Public Instruction,
West Bengal

STATEMENT SHOWING FIXATION OF 7 (SEVEN) EMPLOYEES OF VIVEKANANDA MAHAVIDYALAYA, BURDWAN (Principal, Teachers, Librarian, Asst. Librarian and equivalent Grades) IN THE REVISED PAY STRUCTURE IN TERMS OF THE G. O. No.-533 Edn(CS) DT. 28TH AUGUST 2009, G.O NO 922 Edn(CS) DATED 14.11.14, G.O. NO. 1262 Edn(A) DT. 14.11.14, MEMO NO. ED-403/2015 DT.31.03.15 AND G.O NO 951-Edn(CS) DATED 06.10.2015.

SL. No	(A)	(a) Name (b) Designation (c) Date of joining (d) Date of Promotion	Date of option	(a) Existing Scale of Pay (pre-revised)	Pay Fixed in the revised pay structure	Pay Fixed in the revised Pay structure for CAS		Remark
						INITIALLY	FINALLY	
	(B)	Re designated as----- (as per revised pay structure) w e f		b) B.P on the dt. of option c) Date of increment	a) Pay in the pay band (b) A G P c) Basic pay (a+b) (d) Pay band (e) w e f. (f) date of next inc.	a) Pay in the pay band (b) A G P c) basic pay (a+b) (d) Pay band (e) w e f (f) date of next inc	a) Pay in the pay band (b) A G P c) basic pay (a+b) (d) Pay band (e) w e f (f) date of next inc	
1		2	3	4	5	6	7	9
4	A	a) Amaresh Pramanik b) Asstt. Prof in History (stage - III) c) 17/04/2003 d) stage - IV w e f. 06/11/2018					(a) Rs 37400/- (b) Rs 9000/- (c) Rs 46400/- (d) Rs 37400-67000/- (e) 06/11/2018 (f) 01/07/2019	Promotion is deferred due to delay in completion of R.C.
		(B)					(a) Rs 27900/- (b) Rs 8000/- (c) Rs 35900/- (d) Rs 15600-39100/- (e) 25/01/2018 (f)	
5	A	a) Dr. Palash Mondal b) Asstt. Prof in Chemistry (stage - II) c) 10/11/2006 d) stage - III w e f. 25/01/2018					(a) Rs 30030/- (b) Rs 8000/- (c) Rs 38030/- (d) Rs 15600-39100/- (e) 01/07/2018 (f) 01/07/2019	Promotion is deferred due to delay in completion of R.C.
		(B)					(a) Rs 25970/- (b) Rs 8000/- (c) Rs 33970/- (d) Rs 15600-39100/- (e) 19/12/2018 (f) 01/07/2019	
6	A	a) Nilam Sing b) Asstt. Prof in Chemistry (stage - II) c) 02/03/2007 d) stage - III w e f. 19/12/2018					(a) Rs 25970/- (b) Rs 8000/- (c) Rs 33970/- (d) Rs 15600-39100/- (e) 19/12/2018 (f) 01/07/2019	Promotion is deferred due to delay in acquiring required A.P.I. score
		(B)						

for Director of Public Instruction, West Bengal

VIVEKANANDA MV BARDHAMAN

Vivekananda College Road, Burdwan, Burdwan Sadar PS, Purba Bardhaman, West Bengal, 713103

Memo No: 20200515360074

Schedule IV

Date: 18/05/2020

Initial Pay Fixation and Subsequent Pay Revision Order

1. Personal Details:-

Name of the Employee (HRMS Id)	AMARESH PRAMANIK (G2003000029)	Designation	Assistant Professor
Cadre & Group	Cadre : Teaching Staff (UGC Scales) Group : A	Status (Substantive / Officiating)	Substantive

2. Pay Details as on the Date of Conversion of ROPA: 01/01/2016

Existing Pay Band and Grade Pay :	Existing Pay Band	Existing Grade Pay
(a) in substantive post	4UGC(15600-39100)	8000
(b) in officiating / temporary post		

Basic Pay (Band Pay + Grade Pay) in the existing pay structure as on January 1, 2016 or any other the date of option	Basic Pay	Band Pay	Grade Pay
	33510	25510	8000

3. Fixation of initial pay:-

a) Date of initial pay fixation	01/01/2016
b) Amount arrived at by multiplying basic pay at Sl. No. 2 above by 2.57	86120.7
c) Rounded off to next rupee	86121
d) Applicable Level in the Pay Matrix corresponding to the Pay Band and Grade	12(79800-211500)
e) Revised basic as on the date of initial pay fixation	87200

Government of West Bengal
Education Directorate
Bikash Bhavan, Salt Lake City, Kolkata 700 091

No. 17473 (CAS)

Date : 20th February, 2020

To
The Principal
Vivekananda Mahavidyalaya
Purba Bardhaman

Subject: DPI Nominee for CAS
Ref No. 121/VM dt 10/01/2020

I am to inform you that Dr. Shampa Datta Gupta, JDPI, Education Directorate, Bikash Bhavan, Salt Lake, Kolkata will act as DPI Nominee towards the processing of CAS proposal of all nine teachers as mentioned below –

Name	Subject	Stage
1. Dr. Basudeb Halder	Chemistry	Stage 3 to 4
2. Tumpa Mishra	Physics	Stage 3 to 4
3. Dr. Satyaprasad Mishra	Sanskrit	Stage 2 to 3
4. Dr. sadhan Mondal	Chemistry	Stage 2 to 3
5. Subhendu Bag	Economics	Stage 2 to 3
6. Dr. Enakshi Banerjee	English	Stage 2 to 3
7. Dr. Santanu Saha	English	Stage 2 to 3
8. Dr. Kajal Mondal	Physics	Stage 1 to 2
9. Dr. Someshwar Singha	Zoology	Stage 1 to 2

The API format and service book may please be kept ready during the screening.

Yours faithfully

[Handwritten signature]
20/2/2020
(Dr. B. De)

For Director of Public Instruction
Government of West Bengal

Copy to –

1. Dr. Shampa Datta Gupta, JDPI, Education Directorate, Bikash Bhavan, Salt Lake, Kolkata
2. Guard File

ATTESTED
[Handwritten signature]
Principal
Vivekananda Mahavidyalaya
Burdwan



VIVEKANANDA MAHAVIDYALAYA, BURDWAN
(GOVT. SPONSORED) □ ESTD-1964

P.O- Sripally ★ Dist- Purba Bardhaman ★ Pin-713103 ★ W.B
NAAC Re-Accredited (2nd cycle, B+) with PG in Chemistry

No. 275 /V.M.

Date: 18-02-2021

From : The Principal & Secretary

To,
Prof. Subhajit Sen Gupta
Head, Dept. of English
The University of Burdwan

Sub :- Ref. No: IC/Expert(s)/CAS/S-8/593 dt. 09.02.2021

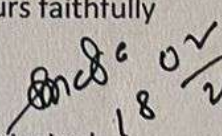
Sir,

In reference to above I am to inform that your name has been nominated as a subject expert by the Inspector of Colleges, Burdwan University & as per telephonic talk you are requested to be present in our College on 26/02/2021 at 12.00 noon as Subject Expert on the Screening Committee for the purpose of Career Advancement of the following teacher of our college.

1.	Dr. Enakshi Banerjee	Assistant Professor of English	Promotion due from Stage II to III
2.	Dr. Santanu Saha	Assistant Professor of English	Promotion due from Stage II to III

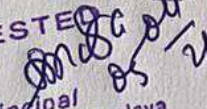
Soliciting your kind co-operation
Thanking you,

Yours faithfully


Principal

Vivekananda Mahavidyalaya
Principal
Vivekananda Mahavidyalaya
BURDWAN



ATTESTED

Principal
Vivekananda Mahavidyalaya
Burdwan

Part C: For use of the Screening/ Selection Committee

Name of the College: VIVEKANANDA MAHAVIDYALAYA, BURDWAN

Date of the Meeting: 26.02.2021 Venue: Vivekananda M/V

Name of the Incumbent: Shri/Smt/Dr. ENAKSHI BANERJEE

Present designation: Assistant Professor (Stage 1/ Stage 2/ Stage 3) ofENGLISH.....

Date of joining: 01.07.2008

Awarded Ph. D. on: 16.05.2018

Date of Confirmation: 01.07.2009 (Vide Resolution no. 3 at Governing Body meeting, dt. 17.09.09)

Scale of Pay: Rs. 15600-39100/- with AGP of ₹ 6000 / ₹ 7000 / ₹ 8000

Designation after promotion: Assistant Professor (Stage 2 / Stage 3) / Associate Professor (Stage 4) Scale of Pay: ₹ 15600-₹ 39100/- or ₹ 37400-₹ 67000/- with AGP of ₹ 7000 / ₹ 8000 / ₹ 9000

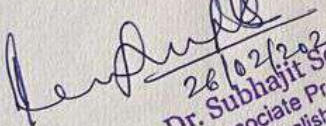
Date of effect: 01.07.2019

Score for Interview (for Stage 3 to Stage 4) [F.M. 20]: N-A


The Screening/Selection Committee has considered the proposal for promotion under CAS in respect of the incumbent mentioned above from the post of Assistant Professor (Stage 1/ Stage 2/ Stage 3) to the post of Assistant Professor (Stage 2/ Stage 3) / Associate Professor (Stage 4). As the incumbent has fulfilled all conditions as laid down in G.O. Nos. 1373-Edn(CS) dated 07/12/2017 for promotion under CAS, the Committee recommends that the incumbent be promoted to the post of Assistant Professor (Stage 2/ Stage 3) / Associate Professor (Stage 4) with AGP of ₹ 7000 / ₹ 8000 / ₹ 9000 with effect from 01.07.2019.

The Committee further recommends that the post held by the incumbent be upgraded to the post of Assistant Professor (Stage 2/ Stage 3) / Associate Professor (Stage 4) with AGP of ₹ 7000 / ₹ 8000 / ₹ 9000 with effect from and the same would be reverted back to the post of Assistant Professor (Stage 1) as soon as it would fallen vacant due to superannuation or any other reason.

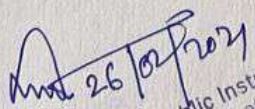
Necessary particulars with all relevant documents be sent to the Government for approval.

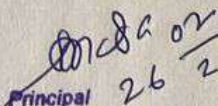

26/02/2021
Dr. Subhajit Sengupta
Associate Professor
Department of English & Culture Studies
The University of Burdwan
West Bengal

(Nominated by the VC of the affiliating University)


Signature of the Expert with Date and Seal

(Nominated by the VC of the affiliating University)


26/02/2021
Signature of Govt. Nominee with Date and Seal
(Nominated by the DPE, West Bengal)


26/2/21
Principal
Vivekananda Mahavidyalaya
BURDWAN
Signature of the Principal/ TIC of
College with Date and Seal



Part D: For use of the Governing Body/Administrator of the College

The Governing Body in its meeting held on **19.03.2021** resolved that on the basis of the recommendation made by the Screening/~~Selection~~ Committee constituted for the purpose of considering the matter of promotion under CAS, ~~Shri/Smt/~~**Dr. ENAKSHI BANERJEE** of the Department of **ENGLISH** of this college be promoted to the post of Assistant /~~Associate~~ Professor in the scale of pay of 15600-39100/-or ~~37400-67000/-~~with AGP of ~~7000/8000/9000~~ with effect from **01.07.2019**.

It is also resolved that the post held by ~~Shri/Smt/~~**Dr. ENAKSHI BANERJEE** be upgraded to the post of Assistant/~~Associate~~ Professor in the scale of pay of 15600-39100/-or ~~37400-67000/-~~with AGP of ~~7000/8000/9000~~ and the same will be reverted to the post of Assistant Professor (Stage 1) as soon as it falls vacant.

Resolved further that the Principal/~~T.I.C.~~/Secretary would take up the matter with the DPI, West Bengal by providing with the following in respect of the incumbent:

- i. All Pay Fixation memos countersigned by the Principal/~~T.I.C.~~
- ii. Year wise detailed leave statement counter signed by the Principal/~~T.I.C.~~

Date:

Signature of the President/Administrator

Seal:

**President
Governing Body
Vivekananda Mahavidyalaya
BURDWAN**

Website : www.vmbdn.in

Email : ymprincipal2012@gmail.com

Phone No : 0342-2541208 (Day Office), 2541521 (Morning Office)

Fax No : 0342-2646916

VIVEKANANDA MAHAVIDYALAYA, BURDWAN
(GOVT. SPONSORED) □ ESTD-1964

P.O- Sripally ★ Dist- Purba Bardhaman ★ Pin-713103 ★ W.B
NAAC Re-Accredited (2nd cycle, B+) with PG in Chemistry



No. 296 /V.M.

Date: 08-04-2021

From : The Principal & Secretary

To
The Director of Public Instruction (NGC)
Govt. of West Bengal
Education Directorate
Bikash Bhaban, Salt Lake
Kolkata- 700 091

Sub: Submission of requisite proposal and papers for the promotion of **Dr. Enakshi Banerjee**, Assistant Professor of English (AP₂/AP₃) to the post of Assistant Professor of English (AP₂/AP₃) w.e.f. 01.07.2019 under revised Pay Structure vide G.O No. 920 Edn(CS) dated 31.12.2012, G.O. No. 1373-Edn(CS) dated 07/12/2017 AND G.O. No 1306 (22)-Edn(U) dated 30.12.2019

Sir,

The undersigned would like to inform you the promotion of **Dr. Enakshi Banerjee**, Assistant Professor of English (AP₂/AP₃) to the post of Assistant Professor of English (AP₂/AP₃) was due on 01.07.2019 under revised pay structures vide G.O No. 920 Edn(CS) dated 31.12.2012, G.O. No. 1373-Edn(CS) dated 07/12/2017 AND G.O. No 1306 (22)- Edn(U) dated 30.12.2019 as such the screening committee has recommended the promotion of **Dr. Enakshi Banerjee**, Assistant Professor of English (AP₂/AP₃) to the post of Assistant Professor of English (AP₂/AP₃) w.e.f. 01.07.2019 and the Governing Body at the college has approved the promotion of **Dr. Enakshi Banerjee**, Assistant Professor of English (AP₂/AP₃) to the post of Assistant Professor of English (AP₂/AP₃) vide GB resolution No 08 dated 19.03.2021 and fixing the pay of the incumbent at 28870/- in the scale of 15600/-—39100/- plus grade pay 7000/8000/9000.

Requisite papers regarding promotion of **Dr. Enakshi Banerjee** are herewith submitted for your necessary action at your earliest convenience.

Yours faithfully,

Principal
VIVEKANANDA MAHAVIDYALAYA
BURDWAN
Vivekananda Mahavidyalaya, Burdwan



Encl:

1. Letter of DPI nominee in the screening committee
2. Letter of IC, BU for subject expert in the screening committee
3. Fixed up pay fixation proposal
4. Extract of GB Resolution No 08 dated 19.03.2021
5. Filled up proforma for promotion PART A, Part B, Part C and Part D
6. Ph.D./M.Phil Certificate
7. Refresher Course/Orientation Programme Certificate
8. All previous Pay Fixation Memo(s)

APPENDIX-II

Annual Self-Assessment for the Performance Based Appraisal System (PBAS)

Session/Year 1st July 2014- 30th June 2019

(To be completed and submitted at the end of each academic year)

PART A: GENERAL INFORMATION

1. Name (Block letters) : **DR. SADHAN MONDAL**
2. Father's/Mother's name/Husband's name : Mr. SHIB SANKAR MONDAL
3. Department : **DEPARTMENT OF CHEMISTRY**
4. Current Designation & Grade Pay : **Assistant Professor (Stage-2),**
Pay Band - Rs. 15,600/- to 39,100/- & **AGP - Rs. 7000/-**
5. Date of last Promotion : 01.07.2014
6. Address for correspondence(with pin code) : Department of Chemistry
Vivekananda Mahavidyalaya, Burdwan
(Affiliated to The University of Burdwan)
P.O.-Sripally, Dist.-Purba Barddhaman,
PIN-713103, West-Bengal, INDIA
7. Permanent Address (with pin code) : Sanghati Pally, Hospital Road
P.O.- Guskara
Dist.-Purba Bardhaman, PIN-713128,
West-Bengal, INDIA
- Telephone No. : Nil
- Mobile No. : (+91) 9434211584, 8967005390
- E-mail : drsmchem@yahoo.com
8. Whether acquired any degrees or fresh academic qualifications during the year: **No**
9. Academic Staff College Orientation/Refresher Course attended during the year:

Name of the Course/ Summer School	Place	Duration	Sponsoring Agency
Refresher Program	UGC- HRD Centre ASC, The University of Burdwan	4 th Dec-24 th Dec, 2018	UGC

10. a. Date of Appointment : **21.04.2010** (as Assistant Professor in
Chemistry, Vivekananda Mahavidyalaya, Burdwan)
- b. Date of Confirmation : **21.04.2010** (Vide **Resolution no. 25** at the
Governing Body meeting, dt. **17.12.2019**)
11. Past Service, if any : **Not Applicable**
(Please attach specific G.O. for counting of past
service for promotion under CAS)
12. For which position & AGP you are
applying under CAS : **Assistant Professor (Stage - 3),**
Pay Band - Rs. 15,600/- to 39,100/- & AGP - Rs. 8000/-
13. Date of eligibility for promotion : **01.07.2019**

14. Educational Qualification (Graduation onwards):

Examination	Name of the Board/Council/ University	Year of passing	Marks Obtained (%)	Class/ grade
B.A./B.Sc./B.Com.	Visva-Bharati	1990	68.66	1 st
M.A./M.Sc./M.Com.	Visva-Bharati	1992	75.20	1 st
Other Examination, if any				
CSIR-UGC NET	CSIR-UGC	2002	LECTURERSHIP-NET	LS Category

15. Research Degree(s):

Degree	Name of the University	Date of award	Title
M. Phil.	-	-	-
Ph.D./ D.Phil.	Visva-Bharati	6 th December, 2008	"Phytochemical Investigation of some Traditionally used Indian Medicinal Plants"
D.Sc./D.Lit.	-	-	-

16. Details of Teaching/Research/Academic Experience:

Designation	Employer	Period of service		Scale of Pay
		From	To	
Assistant Professor (Stage - I)	Principal, Vivekananda Mahavidyalaya, Burdwan P.O. - Sripally, Dist - Purba Bardhaman, PIN - 713103, WB.	21.04.2010 (Forenoon)	30.06.2014	Rs. 15,600/- to 39,100/- AGP: 6,000/-
Assistant Professor (Stage - II)	Do	01.07.2014	Till date	Rs. 15,600/- to 39,100/- AGP: 7,000/-

I declare that the particulars given above are correct to the best of my knowledge and belief.

Sadfan Mandal
06.01.2020
Signature of the Incumbent

All entries made above are checked and verified and found to be correct.

Signature of the Coordinator IPAC
Date: 06/01/2020
Seal: Vivekananda Mahavidyalaya
Purba Bardhaman

Signature of the Principal/TIC
Date: 06/01/2020
Seal: Principal
Vivekananda Mahavidyalaya
BURDWAN

(1st July, 2014 -30th June, 2015)

Part B: Academic Performance Indicators (API)

(Please see detailed instruction of the PBAS-I proforma before filling out this section)

CATEGORY 1: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

(ia) Lectures, seminars, tutorials, practical, contact hours undertaken taken as percentage of lectures allocated.

Sl. No.	Course/ Paper	level	Mode of Teaching #	Class Allotted as per schedule	% of Classes/Practical Taken as per record	API Score
1.	B. Sc. (Hons. + General)	U.G	L + P			
2.	M. Sc. in Chemistry	P.G	L + P			
				544	93.38	46.69
				See Detailed in Annexure-1A		

Lecture (L), Seminar (S), Tutorial (T), Practical (P), Contact Hours (C).

(ib) Lectures and other teaching duties in excess of UGC norms

CALCULATION OF API SCORE FOR 1(i) ABOVE		API Score
a)	Classes taken (Maximum 50 for 100% performance & proportionate score up to 80% performance, below which no score may be given)	46.69
b)	Teaching load in excess of UGC norms/ Special Lectures/ Classes taken at the study centre located in the District other than Kolkata (Max score-10)	

(ii) Reading/ Instructional material consulted and additional knowledge resources provided to students

Sl. No.	Course/ Paper	Consulted	Prescribed	Additional Resource provided	API Score
1.	B.Sc. (Hons.)				10
2.	B.Sc. (Gen.)				10
3.	M. Sc. (Chemistry)				10
		See Detailed in Annexure-2A			
API score based on preparation and Imparting of knowledge/instruction as per curriculum and syllabus enrichment by providing additional resources to students (Max. score: 20)					20

Part C: For use of the Screening/ Selection Committee

Name of the College: **VIVEKANANDA MAHAVIDYALAYA, BURDWAN**

Date of the Meeting: **26.02.2021**

Venue: **Vivekananda M/V**

Name of the Incumbent: **Shri/Smt/ Dr. SADHAN MONDAL**

Present designation: Assistant Professor (~~Stage 1~~/ Stage 2/ Stage 3) ofCHEMISTRY.....

Date of joining: **21.04.2010**

Awarded Ph. D. on: **06.12.2008**

Date of Confirmation: **21.04.2010** (Vide **Resolution no. 25** at the Governing Body meeting, dt. **17.12.2019**)

Scale of Pay: Rs. 15600-39100/- with AGP of Rs. ~~6000~~ / 7000 / ~~8000~~

Designation after promotion: Assistant Professor (~~Stage 2~~ / Stage 3) / ~~Associate Professor~~ (Stage 4) Scale of Pay: Rs. 15600-39100/- or Rs. ~~37400-67000/-~~ with AGP of Rs. 7000 / 8000 ✓ / 9000

Date of effect: **01.07.2019**

Score for Interview (for Stage 3 to Stage 4) [F.M. 20]: **N-A**.

The Screening/Selection Committee has considered the proposal for promotion under CAS in respect of the incumbent mentioned above from the post of **Assistant Professor** (~~Stage 1~~/ Stage 2/ Stage 3) to the post of **Assistant Professor** (~~Stage 2~~/ Stage 3) / ~~Associate Professor~~ (Stage 4). As the incumbent has fulfilled all conditions as laid down in **G.O. No. 1373-Edn(CS) dated 07/12/2017** for promotion under CAS, the Committee recommends that the incumbent be promoted to the post of Assistant Professor (~~Stage 2~~/ Stage 3) / ~~Associate Professor~~ (Stage 4) with AGP of ~~7000~~ / 8000 / 9000 with effect from **01.07.2019**.

The Committee further recommends that the post held by the incumbent be upgraded to the post of Assistant Professor (~~Stage 2~~/ Stage 3) / ~~Associate Professor~~ (Stage 4) with AGP of ~~7000~~ / 8000 / 9000 with effect from **01.07.2019** and the same would be reverted back to the post of Assistant Professor (Stage 1) as soon as it would fall vacant due to superannuation or any other reason.

Necessary particulars with all relevant documents be sent to the Government for approval.

Signature of the Expert with Date and Seal

Signature of the Expert with Date and Seal
D. Debasis Das
Professor & HOD
Department of Chemistry
The University of Burdwan
Golapbag, Burdwan-713104, W.B.

(Nominated by the VC of the affiliating University)

(Nominated by the VC of the affiliating University)

Signature of Govt. Nominee with Date and Seal

Signature of the Principal/ TIC of

(Nominated by the DPE, West Bengal)

College with Date and Seal
Principal
Vivekananda Mahavidyalaya
BURDWAN

Part D: For use of the Governing Body/Administrator of the College

The Governing Body in its meeting held on **19.03.2021** resolved that on the basis of the recommendation made by the Screening/~~Selection~~ Committee constituted for the purpose of considering the matter of promotion under CAS, ~~Shri/Smt/~~ **Dr. SADHAN MONDAL** of the Department of **CHEMISTRY** of this college be promoted to the post of Assistant /~~Associate~~ Professor in the scale of pay of 15600-39100/- or ~~37400-67000/-~~ with AGP of ~~7000/8000/9000~~ with effect from **01.07.2019**.

It is also resolved that the post held by ~~Shri/Smt/~~ **Dr. SADHAN MONDAL** be upgraded to the post of Assistant/~~Associate~~ Professor in the scale of pay of 15600-39100/- or ~~37400-67000/-~~ with AGP of ~~7000/8000/9000~~ and the same will be reverted to the post of Assistant Professor (Stage 1) as soon as it falls vacant.

Resolved further that the Principal/~~T.I.C.~~/Secretary would take up the matter with the DPI, West Bengal by providing with the following in respect of the incumbent:

- i. All Pay Fixation memos countersigned by the Principal/~~T.I.C.~~
- ii. Year wise detailed leave statement counter signed by the Principal/~~T.I.C.~~

Date:

Signature of the President/Administrator

Seal:

**President
Governing Body
Vivekananda Mahavidyalaya
BURDWAN**

Website : www.vmbdn.in

Email : vmprincipal2012@gmail.com

Phone No : 0342-2541208(Principal),2541521(Morning Office)

Fax No: 0342-2646916 (Day Office)



VIVEKANANDA MAHAVIDYALAYA, BURDWAN

(GOVT. SPONSORED) □ ESTD-1964

P.O - Sripally, Dist- Burdwan, Pin-713103, W.B

NAAC Accredited College (B+) with PG in Chemistry

No. 293 N.M.

Date: 08-04-2021

From : The Principal & Secretary

To
The Director of Public Instruction (NGC)
Govt. of West Bengal
Education Directorate
BikashBhaban, Salt Lake
Kolkata- 700 091

Sub: Submission of requisite proposal and papers for the promotion of **Dr. Santanu Saha**, Assistant Professor of English(AP₂/AP₃) to the post of Assistant Professor of English(AP₂/AP₃) w.e.f. 19.09.2019 under revised Pay Structure vide G.O No. 920 Edn(CS) dated 31.12.2012, G.O. No. 1373-Edn(CS) dated 07/12/2017 AND G.O. No 1306 (22)- Edn(U) dated 30.12.2019

Sir,

The undersigned would like to inform you the promotion of **Dr. Santanu Saha**, Assistant Professor of English(AP₂/AP₃) to the post of Assistant Professor of English(AP₂/AP₃) was due on 19.09.2019 under revised pay structures vide G.O No. 920 Edn(CS) dated 31.12.2012, G.O. No. 1373-Edn(CS) dated 07/12/2017 AND G.O. No 1306 (22)- Edn(U) dated 30.12.2019 as such the screening committee has recommended the promotion of **Dr. Santanu Saha**, Assistant Professor of English(AP₂/AP₃) to the post of Assistant Professor of English(AP₂/AP₃) w.e.f. 19.09.2019 and the Governing Body at the college has approved the promotion of **Dr. Santanu Saha**, Assistant Professor of English(AP₂/AP₃) to the post of Assistant Professor of English(AP₂/AP₃) vide GB resolution No 09 dated 19.03.2021 and fixing the pay of the incumbent at 29960/- in the scale of 15600/-—39100/- plus grade pay 7000/8000/9000.

Requisite papers regarding promotion of **Dr. Santanu Saha** are herewith submitted for your necessary action at your earliest convenience.

Yours faithfully,

Principal
VIVEKANANDA MAHAVIDYALAYA
BURDWAN
Vivekananda Mahavidyalaya, Burdwan



Encls:

1. Letter of DPI nominee in the screening committee
2. Letter(S) of IC,BU for subject expert in the screening committee
3. Letter from Principal sir to Subject expert
4. Fixed up pay fixation proposal
5. Extract of GB Resolution No 09 dated 19.03.2021
6. Case Summary
7. Main index including following documents:
 - a. Filled up proforma for promotion PART A, Part B, Part C and Part D
 - b. Ph.D./M.Phil Certificate
 - c. Refresher Course/Orientation Programme Certificate
 - d. All previous Pay Fixation Memo(s)

Government of West Bengal
Education Directorate
Bikash Bhavan, Salt Lake City, Kolkata 700 091

473 (CAS)

Date : 20th February, 2020

The Principal
Vivekananda Mahavidyalaya
Purba Bardhaman

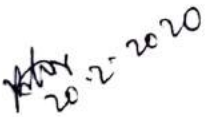
Subject: DPI Nominee for CAS
Ref No. 121/VM dt 10/01/2020

I am to inform you that Dr. Shampa Datta Gupta, JDPI, Education Directorate, Bikash Bhavan, Salt Lake, Kolkata will act as DPI Nominee towards the processing of CAS proposal of all nine teachers as mentioned below –

Name	Subject	Stage
1. Dr. Basudeb Haldar	Chemistry	Stage 3 to 4
2. Tumpa Mishra	Physics	Stage 3 to 4
3. Dr. Satyaprasad Mishra	Sanskrit	Stage 2 to 3
4. Dr. sadhan Mondal	Chemistry	Stage 2 to 3
5. Subhendu Bag	Economics	Stage 2 to 3
6. Dr. Enakshi Banerjee	English	Stage 2 to 3
7. Dr. Santanu Saha	English	Stage 2 to 3
8. Dr. Kajal Mondal	Physics	Stage 1 to 2
9. Dr. Someshwar Singha	Zoology	Stage 1 to 2

The API format and service book may please be kept ready during the screening.


Yours faithfully


(Dr. B. De)

For Director of Public Instruction
Government of West Bengal

Copy to –

1. Dr. Shampa Datta Gupta, JDPI, Education Directorate, Bikash Bhavan, Salt Lake, Kolkata
2. Guard File

ATTESTED

Principal
Vivekananda Mahavidyalaya
Burdwan





IC/Expert(s)/CAS/S-8/152

Date: 25.02.2020

To
The Principal/Teacher-in-charge,
Vivekananda Mahavidyalaya,
P.O. Sripally, Dist. Purba Bardhaman.

Sub : Subject Expert(s) of this University on the Screening Committee for the purpose of Career Advancement of the teacher(s) of college(s) under the University of Burdwan in terms of New Regulation of U.G.C. 2010 and the relevant G.O. in this regard.

Sir/Madam,

With reference to your letter No. 137/V.M. dated 01.02.2020, I am directed to inform you that the Hon'ble Vice-Chancellor has been pleased to nominate the following Subject Experts on the Screening Committee for recommending Career Advancement of the concerned teachers of your college.

Sl. No.	Name of the Teacher	Designation	Promotion sought	Subject	Name and Address of the Experts
1.	Dr. Basudeb Halder	Assistant Professor (Stage-3)	Associate Professor (Stage-4)	Chemistry	1) Prof. Debasis Das, Head, Dept. of Chemistry, B.U. 2) Prof. Pabitra Chattopadhyay, Dept. of Chemistry, B.U.
2.	Tumpa Mishra	Assistant Professor (Stage-3)	Associate Professor (Stage-4)	Physics	1) Prof. Partha Mitra, Head, Dept. of Physics, B.U. 2) Prof. Swapan Kumar Pradhan, Dept. of Physics, B.U.
3.	Dr. Satyaprasad Mishra	Assistant Professor (Stage-2)	Assistant Professor (Stage-3)	Sanskrit	1) Prof. Bhaskar Jyoti Ghosal, Dept. of Sanskrit, B.U.
4.	Dr. Sadhan Mondal	Assistant Professor (Stage-2)	Assistant Professor (Stage-3)	Chemistry	1) Prof. Debasis Das, Head, Dept. of Chemistry, B.U.
5.	Subhendu Bag	Assistant Professor (Stage-2)	Assistant Professor (Stage-3)	Economics	1) Prof. Pravat Kumar Kuri, Head, Dept. of Economics, B.U.
6.	Dr. Enakshi Banerjee	Assistant Professor (Stage-2)	Assistant Professor (Stage-3)	English	1) Prof. Angshuman Kar, Dept. of English, B.U.
7.	Dr. Kajal Mondal	Assistant Professor (Stage-1)	Assistant Professor (Stage-2)	Physics	1) Prof. Partha Mitra, Head, Dept. of Physics, B.U.
8.	Dr. Someshwar Singha	Assistant Professor (Stage-1)	Assistant Professor (Stage-2)	Zoology	1) Prof. Soumendranath Chatterjee, Head, Dept. of Zoology, B.U.
9.	Dr. Santanu Saha	Assistant Professor (Stage-2)	Assistant Professor (Stage-3)	English	1) Prof. Angshuman Kar, Dept. of English, B.U.

You are therefore requested to contact the Experts in this regard.

Yours faithfully,


Inspector of Colleges

Page 1 of 2

ATTESTED

Principal
Vivekananda Mahavidyalaya
Burdwan



0342-2533920
buruniv@gmail.com
http://www.buruniv.ac.in

University of Burdwan
Department of Inspector of Colleges
Burdwan- 713104
West Bengal



Tel. Nos +91-0342-2634975 (EPABX)
Fax : +91-0342-2533920
E-mail : icburuniv@gmail.com
Website : http://www.buruniv.ac.in

No.IC/Expert(s)/CAS/S-8/ 593

Date: 09.02.2021

To
The Principal/Teacher-in-charge,
Vivekananda Mahavidyalaya,
P.O. Sripally,
Dist. Purba Bardhaman.

Sir,

With reference to your letter No. 303(M)/V.M. dated 30.01.2021, I am directed to inform you that the Hon'ble Vice-Chancellor has been pleased to nominate the following Subject Expert on the Selection Committee/Screening Committee for recommending Career Advancement of the concerned teachers of your college in place of Prof. Angshuman Kar, Dept. of English, B.U.

Sl. No.	Name of the Teacher	Designation	Promotion sought	Subject	Name and Address of the Experts
1.	Dr. Enakshi Banerjee	Assistant Professor (Stage-2)	Assistant Professor (Stage-3)	English	Prof. Subhajit Sen Gupta, Head, Dept. of English, B.U.
2.	Dr. Santanu Saha	Assistant Professor (Stage-2)	Assistant Professor (Stage-3)	English	

You are therefore requested to contact the Expert in this regard.

Yours faithfully,

Inspector of Colleges
Date: 09.02.2021

No.IC/Expert(s)/CAS/S-8/ 593/1

Copy forwarded for information to :

- 1) Prof. Subhajit Sen Gupta, Head, Dept. of English, B.U.

Inspector of Colleges

ATTESTED

Principal
Vivekananda Mahavidyalaya
Burdwan



Part C: For use of the Screening/ Selection Committee

Name of the College: **VIVEKANANDA MAHAVIDYALAYA, BURDWAN**

Date of the Meeting: **26.02.2021**

Venue: **VIVEKANANDA MAHAVIDYALAYA**

Name of the Incumbent: ~~Shri/Smt~~ **DR. SANTANU SAHA**

Present designation: Assistant Professor (Stage-1/ Stage 2/ Stage-3) ofENGLISH.....

Date of joining: **01.09. 2006**

Awarded Ph. D. on: **05.05.2014**

Date of Confirmation: **01. 09. 2006** (Vide **Resolution no. 3** at Governing Body meeting, dt. 20.09.2007)

Scale of Pay: Rs. 15600-39100/- with AGP of Rs. ~~6000~~ / 7000 / ~~8000~~

Designation after promotion: Assistant Professor (Stage-2 / Stage 3) / Associate Professor (Stage 4) Scale of Pay: Rs. 15600-39100/- or ~~Rs. 37400-67000/-~~ with AGP of Rs. ~~7000~~ / 8000 / 9000

Date of effect: **19.09.2019**

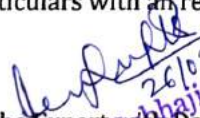
Score for Interview (for Stage 3 to Stage 4) [F.M. 20]: N.A.


The Screening/Selection Committee has considered the proposal for promotion under CAS in respect of the incumbent mentioned above from the post of **Assistant Professor (Stage-1/ Stage 2/ Stage-3)** to the post of **Assistant Professor (Stage-2/ Stage 3) / Associate Professor (Stage-4)**. As the incumbent has fulfilled all conditions as laid down in **G.O. No. 1373-Edn(CS) dated 07/12/2017** for promotion under CAS, the Committee recommends that the incumbent be promoted to the post of Assistant Professor (Stage-2/ Stage 3)/ Associate Professor (Stage-4) with **AGP of 7000 / 8000 / 9000** with effect from


-Edn (U)
dt - 30.12.17

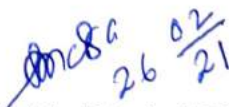
The Committee further recommends that the post held by the incumbent be upgraded to the post of Assistant Professor (Stage-2/ Stage 3) / Associate Professor (Stage-4) with AGP of **7000/ 8000/9000 with effect from** and the same would be reverted back to the post of Assistant Professor (Stage 1) as soon as it would fallen vacant due to superannuation or any other reason.

Necessary particulars with all relevant documents be sent to the Government for approval.


Signature of the Expert with Date and Seal
(Nominated by the VC of the affiliating University)
Dr. Subhajit Sengupta
Associate Professor
Department of English & Culture Studies
The University of Burdwan
West Bengal


Signature of the Expert with Date and Seal
(Nominated by the VC of the affiliating University)


Signature of Govt. Nominee with Date and Seal
(Nominated by the DPI, West Bengal)
Director of Public Instruction, (UGC)
West Bengal, W.B.


Signature of the Principal/ TIC of College with Date and Seal
Principal
Vivekananda Mahavidyalaya
BURDWAN

Part D: For use of the Governing Body/Administrator of the College

The Governing Body in its meeting held on19.03.2021.....resolved that on the basis of the recommendation made by the Screening/~~Selection~~ Committee constituted for the purpose of considering the matter of promotion under CAS, ~~Shri/Smt/~~**Dr. SANTANU SAHA** of the Department of **ENGLISH** of this college be promoted to the post of Assistant /~~Associate~~ Professor in the scale of pay of 15600-39100/-or~~'37400-67000/-~~with AGP of ~~7000/8000/9000~~ with effect from **19.09.2019**

It is also resolved that the post held by ~~Shri/Smt/~~**Dr. SANTANU SAHA** be upgraded to the post of Assistant/~~Associate~~ Professor in the scale of pay of 15600-39100/-or~~'37400-67000/-~~withAGPof ~~7000/8000/9000~~and the same will be reverted to the post of Assistant Professor (Stage 1) as soon as it falls vacant.

Resolved further that the Principal/~~T.I.C./~~Secretary would take up the matter with the DPI, West Bengal by providing with the following in respect of the incumbent:

- i. All Pay Fixation memos countersigned by thePrincipal/~~T.I.C.~~
- ii. Year wise detailed leave statement countersigned by the Principal/~~T.I.C.~~



Date:

Signature of the President/Administrator

Seal:

**President
Governing Body
Vivekananda Mahavidyalaya
BURDWAN**

SUMMARY OF API SCORE: FOR THOSE WHERE ASSESSMENT PERIOD COVERS BOTH UGC REGULATIONS, 2010 AND UGC REGULATIONS, 2016 (4th AMENDMENT)

- Date of Screening Committee / Selection committee: 26.02.2021
- Venue: Vivekananda M/V
- Name of the applicant: Dr. Someshwar Singha Subject: Zoology
- Date of RC/OP/ WORKSHOP: OP: 26.06.2019 to 16.07.2019 and RC: 16.08.2019 to 29.08.2019

Assessment period						
API score up to 06.12.2017			API score w.e.f 07.12.2017			
		API (A)		API (B)	Total API score in Assessment period (A+B)	Percentage Distribution of Weightage Points in the Expert Assessment (applicable only for selection committee for Associate Professor)
CAT I	CATEGORY I: Teaching, learning and evaluation related activities (to be assessed yearly)	393.56 (98.39)	CATEGORY I: Teaching, learning and evaluation related activities (to be assessed yearly)	154.75	548.31 =121.84 (Yearly)	
CAT II	CATEGORY II: Co-curricular, extension and professional development related activity (to be assessed yearly)	90.00 (22.5)	CATEGORY II: Co-curricular, extension and professional development related activity (to be assessed cumulatively for assessment period)	70.6	160.6	
CAT III	CATEGORY III: Research and Academic Contributions (to be assessed cumulatively for assessment period)	15	CATEGORY III: Research and Academic Contributions (to be assessed cumulatively for assessment period)	29	44	
Recommendation of the Screening/ Selection Committee for promotion on CAS with date of effect of promotion		Recommended for promotion from Stage I/H/HH to Stage II/III/IV (Strikeout which are not applicable) • Date of effect 30.08.2019				
Signature of the Principal/TIC/OIC with date and seal		Signature of the DPI Nominee with date and seal		Signature of the Subject Expert/s with date and seal		Signature of the Subject Expert/s with date and seal

Vivekananda Mahavidyalaya
BURDWAN
26/02/21

Joint Director of Public Instruction, W.B.
Education Directorate, W.B.

Dr. Soumendranath Chatterjee
[35] PROFESSOR
DEPARTMENT OF ZOOLOGY
The University of Burdwan
Golapbag, Burdwan-713104 (W.B.)

Part C: For use of the Screening/ Selection Committee

Name of the College: **VIVEKANANDA MAHAVIDYALAYA, BURDWAN**

Date of the Meeting: **26.02.2021** Venue: **VIVEKANANDA MAHAVIDYALAYA, BURDWAN**

Name of the Incumbent: **Dr. SOMESHWAR SINGHA**

Present designation: Assistant Professor (Stage 1) of **ZOOLOGY**

Date of joining: **11/03/2015**

Date of award of PhD: **26/03/2019**

Date of effect: **30.08.2019**

Date of Confirmation: **11/03/2015** (Vide **Resolution no. 23** at Governing Body Meeting, Dt. 12.03.2016)

Scale of Pay: Rs. 15600-39100/- with AGP of Rs. 6000

Designation after promotion: Assistant Professor (Stage 2) / Scale of Pay: Rs. 15600-39100/- or with AGP of Rs. 7000

Date of effect:


Score for Interview (for Stage 3 to Stage 4) [F.M. 20]: NA

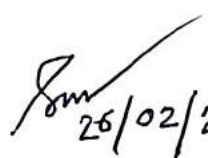
The Screening/Selection Committee has considered the proposal for promotion under CAS in respect of the incumbent mentioned above from the post of **Assistant Professor** (Stage 1) to the post of **Assistant Professor** (Stage 2). As the incumbent has fulfilled all conditions as laid down in **G.O. No.920-Edn (CS) dated 31.12.2012, G.O. No. Edn -103/2013 dt.18/02/2013 and G.O. No. 1373-Edn (CS)/5P-52/98 dated 07/12/2017** for promotion under CAS, the Committee recommends that the incumbent be promoted to the post of Assistant Professor (Stage 2) with **AGP** of 7000

with effect from.....

The Committee further recommends that the post held by the incumbent be upgraded to the post of Assistant Professor (Stage 2) with AGP of 7000 with effect from and the same would be reverted back to the post of Assistant Professor (Stage 1) as soon as it would fallen vacant due to superannuation or any other reason.

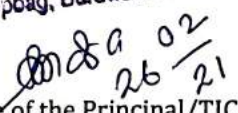
Necessary particulars with all relevant documents be sent to the Government for approval.


Signature of the Expert with Date and Seal
(Nominated by the VC of the affiliating University)


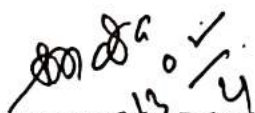
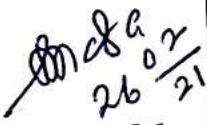

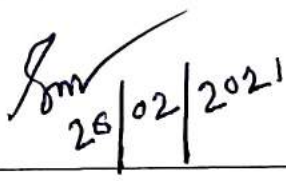


Signature of the Expert with Date and Seal
(Nominated by the VC of the affiliating University)

Dr. Soumendranath Chatterjee
PROFESSOR
DEPARTMENT OF ZOOLOGY
The University of Burdwan
Golapbag, Burdwan-713104 (W.B.)


Signature of Govt. Nominating Officer with Date and Seal
(Nominated by the Director of Higher Education, West Bengal)


Signature of the Principal/TIC of College
with Date and Seal

Principal
Vivekananda Mahavidyalaya
BURDWAN

	Signature of the incumbent	 Co-ordinator IQAC Signature of the Co-ordinator IQAC with date Purba Bardhaman	 Signature of the Principal /TIC/OIC with date and seal Vivekananda Mahavidyalaya BURDWAN	
	Date of Screening Committee/Selection committee and Venue	Date: 26.02.2021	Venue: Vivekananda M/v, Purba Bardhaman	
	Recommendation of the Screening/Selection Committee for promotion on CAS with date of effect of promotion	<ul style="list-style-type: none"> Recommended for promotion from Stage I/II/III to Stage II/III/IV (Strike out which are not applicable) Date of effect 30.08.2019 		
	 Signature of the Principal/TIC/OIC with date and seal	 Signature of the DP Nominee with date and seal	 Signature of the Subject Expert/s with date and seal	 Signature of the Subject Expert/s with date and seal

Principal
 Vivekananda Mahavidyalaya
 BURDWAN

Dr. Soumendranath Chatterjee
 PROFESSOR
 DEPARTMENT OF ZOOLOGY
 The University of Burdwan
 Burdwan-713104 (W.B.)

Website : www.vmbdn.in
Email : vmpprincipal2012@gmail.com
Phone No : 0342 2641208 (Day Office), 2641521 (Morning Office)
Fax No : 0342 2646916

VIVEKANANDA MAHAVIDYALAYA, BURDWAN

(GOVT. SPONSORED) ESTD-1964

P.O- Sripally ★ Dist- Purba Bardhaman ★ Pin-713103 ★ W.B
NAAC Re-Accredited (2nd cycle, BA) with PG in Chemistry



No. 291 /V.M.

Date: 08-04-2021

From: The Principal & Secretary

The Director of Public Instruction (NGC)
Govt. of West Bengal
Education Directorate
Bikash Bhawan, Salt Lake
Kolkata- 700 091

Sub: Submission of requisite proposal and papers for the promotion of **Dr. Someshwar Singha**, Assistant Professor of Zoology (AP₁/AP₂) to the post of Assistant Professor of Zoology (AP₁/AP₂) w.e.f. 30.08.2019 under revised Pay Structure vide G.O No. 920 Edn(CS) dated 31.12.2012, G.O. No. 1373-Edn(CS) dated 07/12/2017 AND G.O. No 1306 (22)- Edn(U) dated 30.12.2019

Sir,

The undersigned would like to inform you the promotion of **Dr. Someshwar Singha**, Assistant Professor of Zoology (AP₁/AP₂) to the post of Assistant Professor of Zoology (AP₁/AP₂) was due on 30.08.2019 under revised pay structures vide G.O No. 920 Edn(CS) dated 31.12.2012, G.O. No. 1373-Edn(CS) dated 07/12/2017 AND G.O. No 1306 (22)- Edn(U) dated 30.12.2019 as such the screening committee has recommended the promotion of **Dr. Someshwar Singha**, Assistant Professor of Zoology (AP₁/AP₂) to the post of Assistant Professor of Zoology (AP₁/AP₂) w.e.f. 30.08.2019 and the Governing Body at the college has approved the promotion of **Dr. Someshwar Singha**, Assistant Professor of Zoology (AP₁/AP₂) to the post of Assistant Professor of Zoology (AP₁/AP₂) vide GB resolution No 11 dated 19.03.2021 and fixing the pay of the incumbent at 21250/- in the scale of '15600/-—39100/- plus grade pay '7000/8000/9000.

Requisite papers regarding promotion of **Dr. Someshwar Singha** are herewith submitted for your necessary action at your earliest convenience.

Yours faithfully,

Principal
Vivekananda Mahavidyalaya,
Burdwan



Encl:

1. Letter of DPI nominee in the screening committee
2. Letter of IC, BU for subject expert in the screening committee
3. Fixed up pay fixation proposal
4. Extract of GB Resolution No 11 dated 19.03.2021
5. Filled up proforma for promotion PART A, Part B, Part C and Part D
6. Ph.D./M.Phil Certificate
7. Refresher Course/Orientation Programme Certificate
8. All previous Pay Fixation Memo(s)

PROMOTION FILE

SELF APPRAISAL REPORT

Session: 11.03.2015 to 29.08.2019

Dr. SOMESHWAR SINGHA

Assistant Professor
Department of Zoology



VIVEKANANDA MAHAVIDYALAYA
SRIPALLY, PURBA BARDHAMAN
PIN-713103

Promotion under CAS
(Stage I to Stage II)

Government of West Bengal
Education Directorate
Bikash Bhavan, Salt Lake City, Kolkata 700 091

No. 17473 (CAS)

Date : 20th February, 2020

To
The Principal
Vivekananda Mahavidyalaya
Purba Bardhaman

Subject: DPI Nominee for CAS
Ref No. 121/VM dt 10/01/2020

I am to inform you that Dr. Shampa Datta Gupta, JDPI, Education Directorate, Bikash Bhavan, Salt Lake, Kolkata will act as DPI Nominee towards the processing of CAS proposal of all nine teachers as mentioned below –

Name	Subject	Stage
1. Dr. Basudeb Haldar	Chemistry	Stage 3 to 4
2. Tumpa Mishra	Physics	Stage 3 to 4
3. Dr. Satyaprasad Mishra	Sanskrit	Stage 2 to 3
4. Dr. sadhan Mondal	Chemistry	Stage 2 to 3
5. Subhendu Bag	Economics	Stage 2 to 3
6. Dr. Enakshi Banerjee	English	Stage 2 to 3
7. Dr. Santanu Saha	English	Stage 2 to 3
8. Dr. Kajal Mondal	Physics	Stage 1 to 2
9. Dr. Someshwar Singha	Zoology	Stage 1 to 2

The API format and service book may please be kept ready during the screening.

Yours faithfully

Handwritten signature and date: 20-2-2020
(Dr. B. De)

For Director of Public Instruction
Government of West Bengal

Copy to –

1. Dr. Shampa Datta Gupta, JDPI, Education Directorate, Bikash Bhavan, Salt Lake, Kolkata
2. Guard File

ATTESTED
Handwritten signature and date: 05/02/21
Principal
Vivekananda Mahavidyalaya
Burdwan

II

Website : www.vmbdn.in

Email : vmprincipal2012@gmail.com

Phone No : 0342-2541208 (Day Office), 2541521 (Morning Office)

Fax No : 0342-2646916



VIVEKANANDA MAHAVIDYALAYA, BURDWAN

(GOVT. SPONSORED) □ ESTD-1964

P.O- Sripally ★ Dist- Purba Bardhaman ★ Pin-713103 ★ W.B

NAAC Re-Accredited (2nd cycle, B+) with PG in Chemistry

No. 262 /V.M.

Date: 01.02.2021

From : *The Principal & Secretary*

To,

Prof. Soumendranath Chatterjee

Head, Dept. of Zoology

The University of Burdwan

Sub :- Ref. No: IC/Expert(s)/CAS/S-8/152 dt. 25.02.2020

Sir,

In reference to above I am to inform that your name has been nominated as a subject expert by the Inspector of Colleges, Burdwan University & as per telephonic talk you are requested to be present in our College on 26/02/2021 at 12.00 noon as Subject Expert on the Screening Committee for the purpose of Career Advancement of the following teacher of our college.

1.	Dr. Someshwar Singha	Assistant Professor of Zoology	Promotion due from Stage I to II
----	----------------------	--------------------------------	----------------------------------

Soliciting your kind co-operation

Thanking you,

Yours faithfully


Principal

Vivekananda Mahavidyalaya

Principal
Vivekananda Mahavidyalaya
BURDWAN



ATTESTED


Principal
Vivekananda Mahavidyalaya
Burdwan

IV

APPENDIX II
Annual Self-Assessment for the Performance Based Appraisal System (PBAS)
Session/ Year 11.03.2015 - 29.08.2019
(To be completed and submitted at the end of each academic year)

PART A: GENERAL INFORMATION

1. Name (Block letters) : **Dr. SOMESHWAR SINGHA**
2. Father's /Mother's/Husband's Name : Krishna Pada Singha
3. Department : Zoology
4. Current Designation & Grade Pay : Assistant Professor (stage 1) & Rs. 6000/-
5. Date of last Promotion : NA
6. Address for Correspondence (with pin code) : Department of Zoology, Vivekananda Mahavidyalaya (Affiliated to Burdwan University), Burdwan, Pin -713103, West Bengal, India
7. Permanent Address (With Pin code) : Vill.-Allpur, P.O.-Debipur (R.S), Dist.- Burdwan , Pin-713146, West Bengal, India
 Mobile No.: : (+91) 9477108987
 E-mail: : someshbio@gmail.com
8. Whether acquired any degrees or fresh academic qualifications during the year: Yes
9. Academic Staff College Orientation/ Refresher Course attended during the year:

Name of the Course/ Summer School	Place	Duration	Sponsoring Agency
Orientation Programme	Academic Staff College, Burdwan University	26.06.2019 to 16.07.2019	UGC
Refresher Course	Academic Staff College, Burdwan University	16.08.2019 to 29.08.2019	UGC

- 10.(a). Date of appointment : 11/03/2015 (Ref. No. 301/V.M. dt.03.03.2015)
- (b). Date of confirmation : 11/03/2015 (Vide GB Resolun. No.- 23, dt. 12.03.2016)
11. Past Service, if any : No
12. For which position & AGP you are applying under CAS: Assistant Professor stage-II, AGP- Rs.7,000/-
13. Date of eligibility for Promotion : 30/08/2019

Educational Qualification (Graduation onwards):

Qualification	Name of the University	Year of Passing	Marks Obtained (%)	Class/ Grade
B.Sc.	The University of Burdwan	2003	59.15	2 nd Class
M.Sc.	The University of Burdwan	2005	69.75	1 st Class

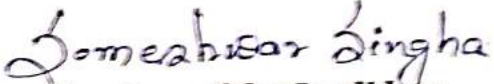
15. Research Degree(s):

Degree	Name of the University	Date of Award	Title
Ph.D.	The University of Burdwan	26/03/2019	"Effect of leaf extract of <i>Holooptelea integrifolia</i> on the rice field mosquito <i>Culex vishnui</i> group"


16. Details of Teaching/ Research/Academic Experience:

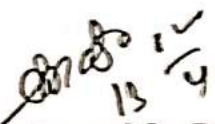
Designation	Employer	Period of service		Scale of Pay
		From	To	
Assistant Professor	Principal, Vivekananda Mahavidyalaya, Burdwan	11.03.2015 (Forenoon)	Till date	Rs.15,600/- to 39,100/- AGP: 6,000/-

I declare that the particulars given above are correct to the best of my knowledge and belief.


Signature of the Candidate

All entries made above are checked and verified and found to be correct.


Signature of the Coordinator, IQAC
Date: _____
Seal: _____
Vivekananda Mahavidyalaya
Purba Bardhaman


Signature of the Principal/TIC
Date: _____
Seal: _____

Principal,
Vivekananda Mahavidyalaya
BURDWAN

APPENDIX-II

**Annual Self-Assessment for the Performance Based Appraisal System (PBAS)
Session/Year 2014-2015, 2015-2016, 2016-2017, 2017-2018, 2018-2019, 2019-2020 1st
July, 2020-13th August, 2020
(To be completed and submitted attend of each academic year)**

PART A: GENERAL INFORMATION

1. Name (Block letters) : AMIT KUMAR ASH
2. Father's/Mother's name/Husband's name : Abani Kanta Ash
3. Department : Political Science
4. Current Designation & Grade Pay :
Assistant Professor (Stage-I),
Pay Band - Rs. 57700-182400
(Pay Matrix Level 10)
5. Date of last Promotion : NA
6. Address for correspondence(with pin code) : Department of Political Science,
Vivekananda Mahavidyalaya, Burdwan
(Affiliated to the University of Burdwan),
P.O.-Sripally, Dist.-Purba Bardhaman,
PIN-713 103, West-Bengal, INDIA
7. Permanent Address (with pin code)
:Village-Meral, Post Office –Indas,
District– Bankura, PIN 722205, West
Bengal
8. Telephone No. : N/A
Mobile No. : 8017339334
E-mail : amitkumarash12@gmail.com
9. Whether acquired any degrees or fresh academic qualifications during the year: N/A
10. Academic Staff College Orientation/Refresher Course attended during the year:

Name of the Course/ Summer School	Place	Duration	Sponsoring Agency
Orientation Programme	UGC- HRD Centre University of Burdwan, Burdwan	26 June, 2019- 16 July, 2019	UGC HRDC
Faculty Development Programme(FDP)	Ramanujan College University of Dehli	25 th July,2020- 10 th August,2020	MHRD

11. a. Date of Appointment : 14-08-2014 (Memo No
38/VM dated 12.08.2014)
b. Date of Confirmation w.e.f. 14-08-2014(GB resolution no 26 dt.
03.09.2015)
12. Past Service, if any : Not Applicable

Part C: for use of Screening / Selection Committee

Name of the College: Vivekananda Mahavidyalaya, Burdwan

Date of Meeting: 10.02.2022

Venue: Vivekananda Mahavidyalaya,

Burdwan

Name of the Incumbent: UTTAM KUMAR HAZRA

Present Designation: Librarian (Stage 1/ Stage 2/ Stage 3)

Date of Joining: 19.11.2014

Date of Confirmation: 19.11.2014 (Vide G. B. Resolution No.16 dated 04.12.2015)

Scale of Pay: Rs. 57700 – 182400 (Academic Level 10)

Designation after Promotion: Librarian (Stage 2/Stage 3) / Librarian (Stage 4)

Scale of Pay: 68,900 – 2,05,000/- / Rs. 79,800 – 2,11,500/- / Rs. 1,31,400 – 2,17,100/-
(Academic Level 11)

Date of Effect: 19.11.2020 ✓

Score for Interview: (for Stage 3 to Stage 4) [F.M.20] : NA

The Screening / Selection Committee has considered the proposal for promotion under CAS in respect of the incumbent mentioned above from the post of Librarian (Stage 1/ Stage 2/ Stage 3) to the post of Librarian (Stage 2/ Stage 3) / Associate Professor (Stage 4). As the incumbent has fulfilled all conditions as laid down in G.O. No. 920-Edn(CS) dated 31.12.2012 and G.O. No. 1343-Edn(U)/1U-41/11(pt) dated 07.12.2017 for promotion under CAS, the Committee recommends that the incumbent be promoted to the post of College Librarian (Stage 2), (Academic Level 11) with effect from 19.11.2020

The Committee further recommends that the post held by the incumbent be upgraded to the post of College Librarian (Stage 1/ Stage 2/ Stage 3) / Stage 4), (Academic Level 11) effect from 19.11.2020 and the same would be reverted to the post of Librarian (Stage 1) as soon as it would be fallen vacant due to superannuation or any other reason.

Necessary particulars with all relevant documents be sent to the Government for approval.

Signature of the Expert with Date and Seal
(Nominated by the VC of the affiliating University)

Signature of the Expert with Date and Seal
(Nominated by the VC of the affiliating University)

Signature of Govt. Nominee with
Date and Seal
(Nominated by the DPI, West Bengal)

Signature of the Principal of the College with
Date and Seal
Principal
Vivekananda Mahavidyalaya
BURDWAN

DIPANKAR SEN, WBES
Joint Director of Public Instruction
Education Department
Government of West Bengal
Bil- 0091

Annual Self-Assessment for the Performance Based Appraisal System (PBAS)
Session/Year 2017-2018, 2018-2019, 2019-2020 & 2020-2021
(To be completed and submitted attend of each academic year)

PART A: GENERAL INFORMATION

1. Name (Block letters) : **DR. ARGHA KHAN**
2. Father's/Mother's name/Husband's name : **LATE MANOJ KANTI KHAN**
3. Department : **ZOOLOGY**
4. Current Designation & Grade Pay : **Assistant Professor (Stage-I),**
[Pre revised- Pay Band - Rs. 15,600/- to 39,100/- & AGP - Rs. 6000/-]
 [Revised- Pay Band 57,700 - 1, 82,400; Academic Level - 10]
5. Date of last Promotion : **NA**
6. Address for correspondence (with pin code) : **DEPARTMENT OF ZOOLOGY,
 VIVEKANANDA MAHAVIDYALAYA,
 BURDWAN (AFFILIATED TO THE
 UNIVERSITY OF BURDWAN), P.O.-
 SRIPALLY, DIST.-PURBA BARDHAMAN,
 PIN-713 103, WEST-BENGAL, INDIA**
7. Permanent Address (with pin code) : **NATURAL CITY. BLOCK-6/4E.
 320 VIVEKANANDA COLLEGE ROAD.
 P.O.- SRIPALLY. DIST - PURBA BARDHAMAN,
 PIN- 713103**
8. Telephone No. : **N/A**
 Mobile No. : **(+91) 9064479063**
 E-mail : **arghakhan@gmail.com**
9. Whether acquired any degrees or fresh academic qualifications during the year: **N/A**
10. Academic Staff College Orientation/Refresher Course attended during the year:

Name of the Course/ Summer School	Place	Duration	Sponsoring Agency
Orientation Programme	Teaching Learning Centre University of Delhi	04-06-2020 to 01-07-2020	MHRD
Refresher Course	UGC-HRDC, The University of Burdwan	07-01-2021 to 20-01-2021	UGC

11. a. Date of Appointment : **11-01-2017** ✓
(Ref. No. 119/V.M dt. 04.01.2017)
- b. Date of Confirmation : **11-01-2017** (Vide G.B. Resolution No. 10 dt.7.03.2018)
12. Past Service, if any : **Not Applicable**
(Please attach specific G.O. for counting
 of past service for promotion under CAS)
13. For which position & AGP you are applying under CAS : **Assistant Professor (Stage - II)**
(Academic Level 10- to Academic level 11)
 AGP - N/A
14. Date of eligibility for promotion : **20-01-2021** ✓

Part C: For use of the Screening/Selection Committee

Name of the College: **VIVEKANANDA MAHAVIDYALAYA, BURDWAN**

Date of the Meeting: *10-02-2022* Venue: *Vivekananda Mahavidyalaya Burdwan*

Name of the Incumbent: **Dr. ARGHA KHAN**

Present designation: Assistant Professor (Stage 1) of **ZOOLOGY**

Date of Joining: **11/01/2017**

Date of award of PhD: **16/01/2015**

Scale of Pay: 15600-39100/- with AGP of 6000 [*Revised pay band 57,700 - 1,82,400*]

Designation after promotion: Assistant Professor (Stage 2) Scale of Pay: 15600-39100/
with AGP of 7 000/- [LEVEL- 11] [*Revised pay band: 68,900 - 2,05,500*]

Date of effect: **20/01/2021** ✓

Score for Interview (for Stage 3 to Stage 4) [F.M. 20]: **NA**

The Screening/Selection Committee has considered the proposal for promotion under CAS in respect of the incumbent mentioned above from the post of Assistant Professor (Stage 1) to the post of Assistant Professor (Stage 2). As the incumbent has fulfilled all conditions as laid down in G.O. No. 920-Edn (CS) dated 31.12.2012 & * for promotion under CAS, the Committee recommends that the incumbent be promoted to the post of Assistant Professor (Stage 2) ^[Academic level - 11] with AGP of 7000 with effect from **20/01/2021**

The Committee further recommends that the post held by the incumbent be upgraded to the post of Assistant Professor (Stage 2) ^[Academic level - 11] with AGP of 7000 with effect from 20/01/2021 and the same would be reverted to the post of Assistant Professor (Stage 1) as soon as it would fallen vacant for any reason whatsoever.

Necessary particulars with all relevant documents are sent to the Government for approval.

Smw
10/02/2022

Signature of the Expert with Date and Seal

(Nominated by the VC of the affiliating University)

Dr. Soumendranath Chatterjee
PROFESSOR
DEPARTMENT OF ZOOLOGY
The University of Burdwan
Golapbag, Burdwan-713104 (W.B.)

[Signature]
10-02-22

Signature of Govt. Nominee with Date and Seal

(Nominated by the DPI, West Bengal)

DIPANKAR SEN, WBES
Joint Director of Public Instruction
Education Directorate
Government of West Bengal
Bikash Bhavan, Kolkata-700 091

Signature of the Expert with Date and Seal

(Nominated by the VC of the affiliating University)

[Signature]
10/02/2022

Signature of the Principal/ TIC of the College with Date and Seal

Principal
Vivekananda Mahavidyalaya
BURDWAN

Educational Qualification (Graduation onwards):

Examination	Name of the University	Year of passing	Marks Obtained (%)	Class/ grade
B.A./B.Sc./B.Com.	THE UNIVERSITY OF BURDWAN	2006	68.625	I
M.A./M.Sc./M.Com.	THE UNIVERSITY OF BURDWAN	2008	77.25	I
Other Examination, if any				
CSIR-UGC NET	-	2008 (June)	-	JRF(UGC) Category

16. Research Degree(s):

Degree	Name of the University	Date of award	Title
M. Phil.	-	-	-
Ph.D./ D.Phil.	THE UNIVERSITY OF BURDWAN	16 th January, 2015 ✓	"Evaluation of phytase producing gut bacteria in some freshwater teleosts and their use in formulation of diets for rohu, <i>Labeo rohita</i> (Hamilton)"
D.Sc./D.Lit.	-	-	-

17. Details of Teaching/Research/Academic Experience:

Designation	Employer	Period of service From To	Scale of Pay
Assistant Professor	Principal, Vivekananda Mahavidyalaya, Burdwan P.O. – Sripally, Dist. – Purba Bardhaman, PIN – 713103, WB.	11.01.2017 (Forenoon) to till date	Rs.15,600/- to 39,100/- AGP: 6,000/- [Level - 10]

I declare that the particulars given above are correct to the best of my knowledge and belief.

Argha Khan
Signature of the Candidate

All entries made above are checked and verified and found to be correct.

Signature of the Coordinator, IQAC

Date:

Seal:

Co-ordinator IQAC
Vivekananda Mahavidyalaya
Purba Bardhaman

Signature of the Principal/TIC

Date:

Seal

Principal
Vivekananda Mahavidyalaya
BURDWAN



Part D: For use of the Governing Body/Administrator of the College

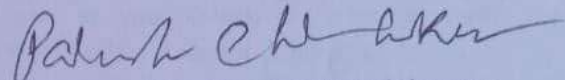
The Governing Body in its meeting held on 07-04-2022 resolved that on the basis of the recommendation made by the Screening cum Evaluation /~~Selection~~ Committee constituted for the purpose of considering the matter of promotion under CAS, Shri/~~Smt~~ UTTAM KUMAR HAZRA of the Department of LIBRARY of this College be promoted to the post of Assistant Professor (Academic Level 11/ ~~Level-12~~)/~~Associate~~ Professor (Academic level ~~13A~~) with effect from 19/11/2020.

It is also resolved that the post held by Shri/~~Smt~~ UTTAM KUMAR HAZRA be upgraded to the post of Assistant Professor (Academic Level 11/ ~~Level-12~~)/~~Associate~~ Professor (Academic level ~~13A~~) and the same will be reverted to the post of Assistant Professor (Academic Level 10) as soon as it falls vacant.

Resolved further that the Principal / ~~T.I.C./ Secretary~~ would take up the matter with the DPI, West Bengal by providing with the following in respect of the incumbent:

- i. All Pay Fixation memos countersigned by the Principal/~~T.I.C.~~
- ii. Year wise detailed leave statement countersigned by the Principal/~~T.I.C.~~

Date: 07-04-2022


Signature of the President/Administrator

Seal:

**President
Governing Body
Vivekananda Mahavidyalaya
Burdwan**

APPENDIX II

Annual Self Assessment for the Performance Based Appraisal System (PBAS)

Session/ Year: 01/04/2016 - 31/03/2021

(To be completed and submitted at the end of each academic year)

PART A: GENERAL INFORMATION

1. Name (Block letters) : ASHIM KUMAR POREL
2. Father's/Mother's name/ Husband's name : Abhay Pada Porel
3. Department : History
4. Current Designation & Grade Pay : ASSISTANT PROFESSOR
(Stage 2; AGP-7000/-)
5. Date of last Promotion : 01/04/2016
6. Address for correspondence (with pin code) : Vill.+P.O- Jotesriram, P.S.- Jamalpur
Dist. – Purba Bardhaman. Pin- 713408.
7. Permanent Address (with pin code) : Vill.+P.O- Jotesriram, P.S.- Jamalpur
Dist. – Purba Bardhaman. Pin- 713408
Mob.- 9647615133.
Email.- ashimkumar38@gmail.com
8. Whether acquired any degrees or Fresh academic qualifications during the year: N.A.

9. Academic Staff College Orientation/Refresher Course attended during the year:

Name of the Course/ Summer School	Place	Duration	Sponsoring Agency
Refresher Course	HRDC- THE UNIVERSITY OF BURDWAN	06.02.2019 To 26.02.19	UGC

10. a. Date of Appointment : 07.04.2017 at Vivekananda Mahavidyalaya, Burdwan. (Vide letter no. 337/History/B.U./Recom./CSC/17 dt. 07.02.17)
- b. Date of Confirmation : 07.04.2017 (Vide G.B. Resolution Item No 14(b) dt. 07.04.2018)
11. Past Service, if any(Please : 01.04.2010 to 06.04.2017 at Dr. Gour Mohan Roy college, Monteswar
attach specific G.O. for counting) (Vide Letter No. 178/CSC/BU/Appt/10 dt. 10.03.10) & Date of
Confirmation 01.04.2010 (Vide G.B. Resolution Item No.3 dt.
16.04.2011)

12. For which position & AGP you are applying: Assistant Professor (Stage III)
Under CAS in the Scale of Pay Rs. 15600-39100/-
and AGP 8000/-

13. Date of eligibility for Promotion : 01.04.2021

P.T.O.

14. Educational Qualification (Graduation onwards):

Examination	Name of the University	Year of Passing	Marks obtained (%)	Class/Grade
B.A./B.Sc./B.Com	The University of Burdwan	2004	55	II
M.A./M.Sc./M.Com	The University of Burdwan	2006	55	II
UGC- SET	WBCSC	2007	-	-
B.Ed.	The University of Burdwan	2008	58.6	II

15. Research Degree(s):

Degree	Name of the University	Date of award	Title
M.Phil	NA	NA	NA
Ph. D./ D. Phil.	NA	NA	NA
D.Sc./ D. Lit.			

16. Details of Teaching/ Research/Academic Experience:

Designation	Employer	Period of service		Scale of pay
		From	To	
Assistant Professor Stage- I	Dr. Gour Mohan Roy College, Monteswar	01.04.2010	31.03.2016	Rs.15600-39100/- AGP-6000/-
Assistant Professor Stage -II	Dr. Gour Mohan Roy College, Monteswar	01.04.2016	06.04.2017	Rs.15600-39100/- AGP-7000/-
Assistant Professor Stage -II	Vivekananda Mahavidyalaya, Burdwan	07.04.2017	31.03.2021	Rs.15600-39100/- AGP-7000/-

I declare that the particulars given above are correct to the best of my knowledge and belief.
All entries made above are checked and verified and found to be correct.

Ashim Kumar Porel.

Signature of Incumbent

Signature of the Coordinator

Date:
Seal:


Coordinator
Vivekananda Mahavidyalaya
Purba Bardhaman

Signature of the Principal/TIC

Date: Principal
Seal: Vivekananda Mahavidyalaya
BURDWAN

Part C: For use of the Screening cum Evaluation-/Selection Committee

Name of the College: **VIVEKANANDA MAHAVIDYALYA, BURDWAN**

Date of the Meeting: **10.02.2022**

Venue: **VIVEKANANDA MAHAVIDYALYA, BURDWAN**

Name of the Incumbent: ~~Shri/Smt/~~ **ASHIM KUMAR POREL.**

Present designation: **Assistant Professor** (Academic ~~Level 10/~~ Level 11/ ~~Level 12~~) of **History.**

Date of Joining: Previous **01.04.2010 to 06.04.2017** at Dr. Gour Mohan Roy college, Monteswar (Vide Letter No. 178/CSC/BU/Apptt/10 dt. 10.03.10) & date of confirmation **01.04.2010** (Vide G.B. Resolution Item No.3 dt. 16.04.2011). Present **07.04.2017** at Vivekananda Mahavidyalaya, Burdwan (Vide letter no. 337/History/B.U./Recom./CSC/17 dt. 07.02.17).

Date of Confirmation: **07.04.2017** (Vide G.B. Resolution Item No 14(b) dt. 07.04.2018).

Awarded Ph. D/M.Phil on: N.A.

Scale of Pay: Rs. 57,700 – 1,82,400/- / **Rs. 68,900 – 2,05,500/-** / Rs. 79,800 – 2, 11,500/-

Designation after promotion: Assistant Professor (Academic ~~Level 11/~~ Level 12)/ Associate Professor (Academic Level 13A)

Scale of Pay: Rs. 68,900 – 2,05,500/- / **Rs. 79,800 – 2,11,500/-** / Rs. 1,31,400 – 2,17,100/-

Date of effect: **01.04. 2021.** ✓

Score for Interview (for Academic Level 12 to 13A) [F.M. 20]:

The Screening cum Evaluation/Selection Committee has considered the proposal for promotion under CAS in respect of the incumbent mentioned above from the post of Assistant Professor (Academic ~~Level 10 /~~ Level 11/ ~~Level 12~~) to the post of **Assistant Professor (Academic Level 11 / Level 12)** /Associate Professor (Academic Level 13A). As the incumbent has fulfilled all conditions as laid down in G.O. No. 920-Edn(CS) dated 31.12.2012 and G.O. No. 1373-Edn (CS)/5P-52/98 dated 07.12.2017 for promotion under CAS, the Committee recommends that the incumbent be promoted to the post of **Assistant Professor (Academic Level 11/ Level 12)** /Associate Professor (Academic Level 13A) with effect from **01.04.2021.**

The Committee further recommends that the post held by the incumbent be upgraded to the post of **Assistant Professor (Level 11/ Level 12)** /Associate Professor (Academic Level 13A) with effect from **01/04/2021** and the same would be reverted to the post of Assistant Professor (Academic Level 10) as soon as it would fall vacant due to superannuation or any other reason.

Necessary particulars with all relevant documents be sent to the Government for approval.

Pratip Chattopadhyay 10/2/22

Signature of the Subject Expert with Date and Seal
(Nominated by the VC of the affiliating University)

10-02-22

Signature of Govt. Nominee with Date and Seal
(Nominated by the DPI, West Bengal)

DIPANKAR SEN, WBES
Joint Director of Public Instruction
Education Directorate
Government of West Bengal
Bikash Bhavan, Kolkata-700 007

Signature of the Principal/ TIC of the College with Date and Seal
10/2/2022
Principal
Vivekananda Mahavidyalaya
Burdwan

Part D: For use of the Governing Body/Administrator of the College


The Governing Body in its meeting held on 07-04-2022 resolved that on the basis of the recommendation made by the Screening cum Evaluation /~~Selection~~ Committee constituted for the purpose of considering the matter of promotion under CAS, Shri/~~Smt~~/ **ASHIM KUMAR POREL** of the Department of **HISTORY** of this College be promoted to the post of Assistant Professor (Academic ~~Level-11/~~ **Level 12**)/~~Associate~~ Professor (Academic ~~level-13A~~) with effect from 01/04/2021.

It is also resolved that the post held by Shri/~~Smt~~/ **ASHIM KUMAR POREL** be upgraded to the post of Assistant Professor (Academic ~~Level-11/Level 12/Associate~~ Professor (Academic ~~level-13A~~) the same will be reverted to the post of Assistant Professor (Academic Level 10) as soon as it falls vacant.

Resolved further that the Principal / ~~T.I.C./ Secretary~~ would take up the matter with the DPI, West Bengal by providing with the following in respect of the incumbent:

- i. All Pay Fixation memos countersigned by the Principal/~~T.I.C.~~
- ii. Year wise detailed leave statement countersigned by the Principal/~~T.I.C.~~

Date: 07-04-2022



Signature of the President/~~Administrator~~

Seal:

President
Governing Body
Vivekananda Mahavidyalaya
Burdwan

PROMOTION FILE

SELF APPRAISAL REPORT

Session: 22.04.2017 to 21.04.2021

Dr. CHAITALI MONDAL

Assistant Professor
Department of Physics



VIVEKANANDA MAHAVIDYALAYA, BURDWAN
SRIPALLY, PURBA BARDHAMAN
PIN-713103

Promotion under CAS
(Stage I to Stage II)

APPENDIX II
Annual Self-Assessment for the Performance Based Appraisal System (PBAS)
Session/ Year 22.04.2017 – 21.04.2021
(To be completed and submitted at the end of each academic year)

PART A: GENERAL INFORMATION

1. Name (Block letters) : **Dr. CHAITALI MONDAL**
2. **Father's** /Mother's/Husband's Name : Sunil Kumar Mondal
3. Department : Physics
4. Current Designation & Grade Pay : Assistant Professor (stage 1)
Pay Level-10 Rs. 57700/- to 182400/-
5. Date of last Promotion : NA
6. Address for Correspondence (with pin code) : Department of Physics, Vivekananda Mahavidyalaya (Affiliated to Burdwan University), Burdwan, Pin -713103, West Bengal, India
7. Permanent Address (With Pin code) : Vill.-Barjora, P.O.-Barjora, Dist.-Bankura, Pin-722202, West Bengal, India
- Mobile No.: : (+91) 9475884592
- E-mail: : chaitalimondal.phy@gmail.com
chaitalimondal@vmbdn.ac.in
8. Whether acquired any degrees or fresh academic qualifications during the year: Yes
9. Academic Staff College Orientation/ Refresher Course attended during the year:

Name of the Course/ Summer School	Place	Duration	Sponsoring Agency
Orientation Programme	Teaching Learning Centre, Ramanujan College, University of Delhi	26.06.2020 to 24.07.2020	Ministry of Human Resource Development
Refresher Course	Teaching Learning Centre, Ramanujan College, University of Delhi	30.01.2021 to 14.02.2021	Ministry of Education

- 10.(a). Date of appointment : 22/04/2017 (Ref. No. 225/V.M. dt.06.04.2017)
- (b). Date of confirmation : 22/04/2017 (Vide GB Resolun. No.- 3, dt. 26.07.2018)
11. Past Service, if any : **No**
12. For which position & AGP you are applying under CAS: **Assistant Professor stage-II,**
Pay Level- 11; Rs. 68900/- to 205500/-
13. Date of eligibility for Promotion : 22/04/2021

14. Educational Qualification (Graduation onwards):

Examination	Name of the University	Year of Passing	Marks Obtained (%)	Class/ Grade
B.Sc.	BURDWAN UNIVERSITY	2009	72.25	1st
M.Sc.	BURDWAN UNIVERSITY	2011	81.41	1st
Other Examinations				
GATE	2012
CSIR-UGC-NET	June 2014

15. Research Degree(s):

Degree	Name of the University	Date of Award	Title
Ph.D.	VISVA-BHARATI UNIVERSITY	16/07/2019	Study of spin-crossover (SCO) in iron based materials

16. Details of Teaching/ Research/Academic Experience:

Designation	Employer	Period of service		Scale of Pay
		From	To	
PHD	05.12.2013	16.07.2019
Assistant Professor	Principal, Vivekananda Mahavidyalaya, Burdwan	22.04.2017 (Forenoon)	Till date	Rs.57,700/- to 1,82,400/-

I declare that the particulars given above are correct to the best of my knowledge and belief.

Chaitali Mondal.
Signature of the Candidate

All entries made above are checked and verified and found to be correct.

Signature of the Co-ordinator, IQAC
Date:
Seal:

[Signature]
Vivekananda Mahavidyalaya
Purba Bardhaman

Signature of the Principal/TIC
Date:
Seal:

[Signature]
05/02/22



Principal
Vivekananda Mahavidyalaya
Burdwan

Period: 22nd April-2017 to June-2017

Part B: Academic Performance Indicators (API)

(Please see detailed instruction of the PBAS-I Proforma before filling out this section)

CATEGORY 1: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

[i.(a)] Lectures, seminars, tutorials, practical, contact hours undertaken taken as percentage of lectures allocated.

Sl. No.	Course/Paper	Level	*Mode of teaching	Class allotted as per schedule	% of classes taken as per documented record	API Score
1	B.Sc. (Honours. & General)	UG	L+P	38	97.37	48.69
				[See Annexure-1A (Page No.-55) for details]		

*Lecture (L), Seminar (S), Tutorial (T), Practical (P), Contact Hours (C)

[i.(b)] Lectures and other teaching duties in excess of UGC norms

	CALCULATION OF API SCORE FOR i.(a) and i.(b) ABOVE	API Score
i.(a)	Classes taken (Maximum 50 for 100% performance & proportionate score up to 80% performance, below which no score may be given)	48.69
i.(b)	Teaching load in excess of UGC norms/ Special Lectures/ Classes taken at the study centre located in the District other than Kolkata (Max score 10)	0

(ii) Reading/instructional material consulted and additional knowledge resources provided to Students

Sl. No.	Course/Paper	Consulted	Prescribed	Additional Resource Provided	API Score
1.	B.Sc. (Honours)	Part-I: 13 Part-II: 12 Part-III: 11	Part-I: 08 Part-II: 06 Part-III: 06	(Annexure-2)	20
2.	B.Sc. (General)	Part-I, Part-II and Part-III: 05	Part-I, Part-II and Part-III: 03		
See Annexure-2 and supporting document (Page No.: 61-67) for details					
API score based on preparation and imparting of knowledge/ instruction as per curriculum and syllabus enrichment by providing additional resources to students (Max. score: 20)					

IV. Summary of API scores

	Criteria	Last 3 / 4 / 5 / 6 academic years		Total API score for assessment period	Annual Average API Score for Assessment
		22 nd April-2017 to June-2017	July-2017 to 6 th December-2017		
I	Teaching, Learning and Evaluation related Activities	98.69	96.38	195.07	312.112
II	Co-curricular, Extension and Professional Development related Activities	15	20	35	56
	Total (I+II)	113.69	116.38	230.07	368.112
III	Research and Academic Contributions (22.04.2017 to 06.12.2017)	7.5		7.5	12

Chaitali Mondal
 Assistant Professor 03/02/2022
 Signature of the incumbent
 with Designation and date

Signature of the Coordinator
 IQAC with Seal
 Co-ordinator IQAC
 Vivekananda Mahavidyalaya
 Purba Bardhaman

Signature of the Principal/TIC
 with date and Seal
 Principal
 Vivekananda Mahavidyalaya
 Burdwan



IV. Summary of API scores: Name of the applicant: Dr. Chaitali Mondal Subject: Physics

Criteria	API Score for previous 3/4/5/6 academic years as applicable for specific proposed stage of promotion from Stage I/H/III to Stage II/III/IV.				Total API score for assessment period (7 th Dec-2017 to 21 st April 2021)	Percentage Distribution of Weightage Points in the Expert Assessment (applicable only for selection committee)
	7 th Dec-2017 to Jun-2018	July-2018 to June-2019	July-2019 to June-2020	July-2020 to 21 st April-2021		
I CATEGORY I: Teaching, learning and evaluation related activities (to be assessed yearly)	55.47	91.07	80.13	80.13	306.8	
II CATEGORY II: Co-curricular, extension and professional development related activity (to be assessed cumulatively for assessment period)	14.4+21.9+28.3+25.5=90.1				90.1	
III CATEGORY III: Research and Academic Contributions (to be assessed cumulatively for assessment period)	38.5				38.5	
II+III Total API score (Category II + Category III)/ Assessment Period)	128.6				128.6	
Signature of the incumbent <i>Chaitali Mondal</i>	Signature of the Coordinator, IQAC with date and Seal				Signature of the Principal /TIC/ OIC with date and Seal <i>03/02/22</i>	
Date of Screening Committee/Selection committee and Venue	Date: 10.02.2022				Venue: Vivekananda Mahavidyalaya, Burdwan	
Recommendation of the Screening/Selection Committee for promotion on CAS with date of effect of promotion	<ul style="list-style-type: none"> Recommended for promotion from Stage I/H/III to Stage II/III/IV (Strike out which are not applicable) Date of effect <i>22.04.2021</i> 					
Signature of the Principal /TIC/ OIC with date and seal <i>10/02/2022</i>	Signature of the DPI Nominee with date and seal		Signature of the Subject Expert/s with date and seal		Signature of the PHYSICS Subject Expert/s with date and seal <i>10/02/22</i>	



Part C: For use of the Screening/Selection Committee


Name of the College: **VIVEKANANDA MAHAVIDYALAYA, BURDWAN**
Date of the Meeting: 10.02.2022 Venue: Vivekananda Mahavidyalaya, Burdwan
Name of the Incumbent: **Dr. CHAITALI MONDAL**
Present designation: Assistant Professor (Stage 1) of **PHYSICS**
Date of Joining: **22/04/2017**
Date of award of PhD: **16/07/2019**
Scale of Pay: Pay Level-10 Rs. 57700/- to 182400/-
Designation after promotion: Assistant Professor (Stage 2) Scale of Pay: Pay Level- 11; Rs. 68900/- to 205500/-
Date of effect: **22/04/2021** ✓


Score for Interview (for Stage 3 to Stage 4) [F.M. 20]: NA

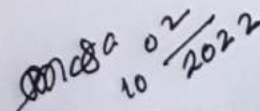
The Screening/Selection Committee has considered the proposal for promotion under CAS in respect of the incumbent mentioned above from the post of Assistant Professor (Stage 1) to the post of Assistant Professor (Stage 2). As the incumbent has fulfilled all conditions as laid down in G.O. No. 920-Edn(CS) dated 31.12.2012 and G.O. No. 1373-Edn (CS)/5P-52/98 dated 07.12.2017 and 1306(22)-Edn(U) dated 30.12.2019 for promotion under CAS, the Committee recommends that the incumbent be promoted to the post of Assistant Professor (Stage 2) with pay level 11 with effect from **22/04/2021**

The Committee further recommends that the post held by the incumbent be upgraded to the post of Assistant Professor (Stage 2) with pay level 11 with effect from **22/04/2021** and the same would be reverted to the post of Assistant Professor (Stage 1) as soon as it would fallen vacant for any reason whatsoever.
Necessary particulars with all relevant documents be sent to the Government for approval.

Signature of the Expert with Date and Seal
(Nominated by the VC of the affiliating University)


10/02/2022
Signature of the Expert with Date and Seal
Professor
(Nominated by the VC of the affiliating University)
DEPT OF PHYSICS
THE UNIVERSITY OF BURDWAN


10-02-22
Signature of Govt. Nominee with Date and Seal
(Nominated by the DPl, West Bengal)
DIPANKAR SEN, WBES
Joint Director of Public Instruction
Education Directorate
Government of West Bengal
Rikash Bhavan, Kolkata-700 091


10/02/2022
Signature of the Principal/ TIC of the College with Date and Seal
Principal
Vivekananda Mahavidyalaya
Burdwan



Part D: For use of the Governing Body/Administrator of the College


The Governing Body in its meeting held on ~~07-04-22~~ resolved that on the basis of the recommendation made by the Screening um Evaluation / ~~Selection~~ Committee constituted for the purpose of considering the matter of promotion under CAS, ~~Shri/ Smt/~~ Dr. CHAITALI MONDAL of the Department of PHYSICS of this College be promoted to the post of Assistant Professor (Academic Level: 11 / ~~Level-12~~) / Associate Professor (Academic Level-13A) with effect from 22/04/2021

It is also resolved that the post held by ~~Shri / Smt /~~ Dr. CHAITALI MONDAL be upgraded to the post of Assistant Professor (Academic Level: 11 / ~~Level-12~~) / Associate Professor (Academic Level-13A) and the same will be reverted to the post of Assistant Professor (Academic level 10) as soon as it falls vacant.

Resolved further that the Principal / T.I.C./ Secretary would take up the matter with the DPI, West Bengal by providing with the following in respect of the incumbent:

- i. All Pay Fixation memos countersigned by the Principal / T.I.C.
- ii. Year wise detailed leave statement counter signed by the Principal / T.I.C.

Date: 07-04-2022


Signature of the President/Administrator
Seal:

President
Governing Body
Vivekananda Mahavidyalaya
Burdwan



R/C

Website : www.vmbdn.in

Email : vmprincipal2012@gmail.com

Phone No : 0342-2541208 (Day Office), 2541521 (Morning Office)

VIVEKANANDA MAHAVIDYALAYA, BURDWAN

(GOVT. SPONSORED) □ ESTD-1964

P.O- Sripally ★ Dist- Burdwan ★ Pin-713103 ★ W.B

NAAC Re-Accredited (B+) with PG in Chemistry

No. 431 /V.M.

Date : 08/04/22

From : The Principal & Secretary

To,
The Directorate of Public Instruction (NGC)
Govt. of West-Bengal,
Education Directorate, U.G.C. Section,
Bikash Bhavan, Salt Lake City,
Kolkata-700 091

Sub.- Submission of requisite proposal and the related papers for the promotion through CAS of Dr. Palash Mondal under revised pay structure in terms of G.O. No. 920-Edn (CS)/5P-52/98 dated 31.12.2012 & 1373-Edn (CS)/5P-52/98 dated 07.12.2017 as Associate Professor in Chemistry with Academic Level 13A

Sir,

With reference to the subject cited above I would like to submit the necessary papers related to Promotion through CAS in terms of G.O. No. 920 Edn (CS) dated 31.12.2012 & 1373-Edn (CS)/5P-52/98 dated 07.12.2017 of Dr. Palash Mondal, Assistant Professor in Chemistry as per the following details after being recommended on 10.02.2022 by the Selection Committee constituted for this purpose and approved the same in the Governing Body meeting of Vivekananda Mahavidyalaya, Burdwan dated 07.04.2022 for your kind perusal.

Sl. No.	Name of Incumbent	Date of Joining	Due date of promotion under CAS	Academic Level with Designation (Previous)	Academic Level with Designation (Proposed)
1	Dr. Palash Mondal	10.11.2006	10.11.2020	12(79800-211500) Assistant Professor	13A(131400-217100) Associate Professor

Kindly do the needful in this regard from your end at the earliest.

Thanking you.
With regards,

Yours faithfully,

Principal

Vivekananda Mahavidyalaya, Burdwan

Purba Bardhaman
Principal
Vivekananda Mahavidyalaya
BURDWAN

Enclosures:

1. Letter from DPI relating to the nominee in the Selection Committee of Dr. Palash Mondal
2. Letter from IC, the University of Burdwan for Subject Experts in the Selection Committee of Dr. Palash Mondal
3. Proposal of pay fixation of Dr. Palash Mondal
4. Attested copy of GB resolution dt. 07.04.2022 of Vivekananda Mahavidyalaya, Burdwan in which the recommendation of Selection Committee was approved.
5. Attested photocopy of STC certificate of Dr. Palash Mondal
6. Attested photocopy of all previous Pay Fixation Memos of Dr. Palash Mondal
7. Dully filled up option form of Dr. Palash Mondal
8. Filled-up proforma of Part-A, Part-B, Part-C & Part-D relating to CAS of Dr. Palash Mondal

APPENDIX-II

Annual Self-Assessment for the Performance Based Appraisal System (PBAS)
Session/Year: 10th Nov. 2017- 30th Jun. 2018, 2018-2019, 2019-2020 & 1st Jul. 2020-10th Nov. 2020
(To be completed and submitted attend of each academic year)

PART A: GENERAL INFORMATION

1. Name (Block letters) : **DR. PALASH MONDAL**
2. Father's/Mother's name/Husband's name : Late Badal Chandra Mondal
3. Department : **CHEMISTRY**
4. Current Designation & Grade Pay : **Assistant Professor (Stage-III),**
Pay Band - Rs. 15,600/- to 39,100/- &
AGP - Rs. 8000/-
5. Date of last Promotion : 10-11-2017 (Memo no.1045-C dated 12-11-2021)
6. Address for correspondence (with pin code) : Department of Chemistry (UG & PG),
Vivekananda Mahavidyalaya, Burdwan
(Affiliated to the University of Burdwan),
P.O.-Sripally, Dist.-Purba Bardhaman,
PIN-713 103, West-Bengal, INDIA
7. Permanent Address (with pin code) : Vill. - Dhalasin, P.O.- Sonarkunda, P.S.-
Nalhati, Dist.-Birbhum, PIN-731 243,
West Bengal, INDIA
- Telephone No. : N/A
- Mobile No. : (+91) 9123942819
- E-mail : polchemvb2005@gmail.com
8. Whether acquired any degrees or fresh academic qualifications during the year: N/A
9. Academic Staff College Orientation/Refresher Course attended during the year:

Name of the Course/ Summer School	Place	Duration	Sponsoring Agency
STC on Remote Sensing and GIS	UGC-HRDC, The University of Burdwan	12-03-2019 to 18-03-2019	UGC
STC on NAAC and CBCS	UGC-HRDC, The University of Burdwan	11-02-2020 to 17-02-2020	UGC

10. a. Date of Appointment : 10-11-2006
(Ref. No. 748/V.M/B.U./Apptt. /06 dt. 12.09.2006)
- b. Date of Confirmation : 10.11.2006 (Vide G.B. Resolution No. 27 dt.17.12.2019)
11. Past Service, if any : Not Applicable
(Please attach specific G.O. for counting
of past service for promotion under CAS)
12. For which position & AGP you
are applying under CAS : **Associate Professor (Academic level 13A)**
AGP – Not Applicable
13. Date of eligibility for promotion : **10-11-2020**

14. Educational Qualification (Graduation onwards):

Examination	Name of the University	Year of passing	Marks Obtained (%)	Class/ grade
B.A./B.Sc./B.Com.	Visva-Bharati, Santiniketan	2003	68.5	I
M.A./M.Sc./M.Com.	Visva-Bharati, Santiniketan	2005	66.75	I
Other Examination, if any				
CSIR-UGC NET	-	2005 (June)	-	JRF(UGC) Category
CSIR-UGC NET	-	2005 (December)	-	JRF (CSIR) Category
Post-Doc	UGC-Raman Post-Doctoral Fellow	2016-2017	Arizona State University, USA	

15. Research Degree(s):

Degree	Name of the University	Date of award	Title
M. Phil.	-	-	-
Ph.D./ D.Phil.	Visva-Bharati, Santiniketan	04 th November, 2013	"Studies on metal ion retention properties of some chemically synthesized polymers and composites"
D.Sc./D.Lit.	-	-	-

16. Details of Teaching/Research/Academic Experience:

Designation	Employer	Period of service From To	Scale of Pay
Assistant Professor	Principal, Vivekananda Mahavidyalaya, Burdwan P.O. – Sripally, Dist. – Purba Bardhaman, PIN – 713103, WB.	10.11.2006 (Forenoon) to till date	Rs.15,600/- to 39,100/- AGP: 8,000/-

I declare that the particulars given above are correct to the best of my knowledge and belief.

Palash Mowdal
Signature of the Candidate

All entries made above are checked and verified and found to be correct.

Signature of the Coordinator, IQAC

Date:

Seal:

[Signature]
Co-ordinator IQAC
Vivekananda Mahavidyalaya
Purba Bardhaman

Signature of the Principal/TIC

Date:

Seal

[Signature]
Principal
Vivekananda Mahavidyalaya
BURDWAN

E) (iii) Invited lectures/ Chairing the session or presentation for conferences/symposia etc.

API Score – Category 1 International – 10
 Category 2 National – 7.5
 Category 3 Regional /State level – 5
 Category 4 Univ/Endowment Lect – 3

Sl. No.	Title of the Lecture/ Academic session	Title of Conference/ Seminar	Organized by	Whether International/ National/State/ Regional/College or University level	API score

IV. Summary of API scores

Criteria	Last 3 / 4 / 5 / 6 academic years						Total API score for assessment period (10.11.2017 – 06.12.2017)	Annual Average API Score for Assessment
	10.11.2017							
I Teaching, Learning and Evaluation related Activities	82.91						82.91	82.91
II Co-curricular, Extension and Professional Development related Activities	20						20	20
Total (I+II)	102.91						102.91	102.91
III Research and Academic Contributions (10.11.2017 to 06.12.2017)	15 + 05						20	

Palash Mondal, Assistant Professor (Stage-III)
 Signature of the incumbent
 with Designation

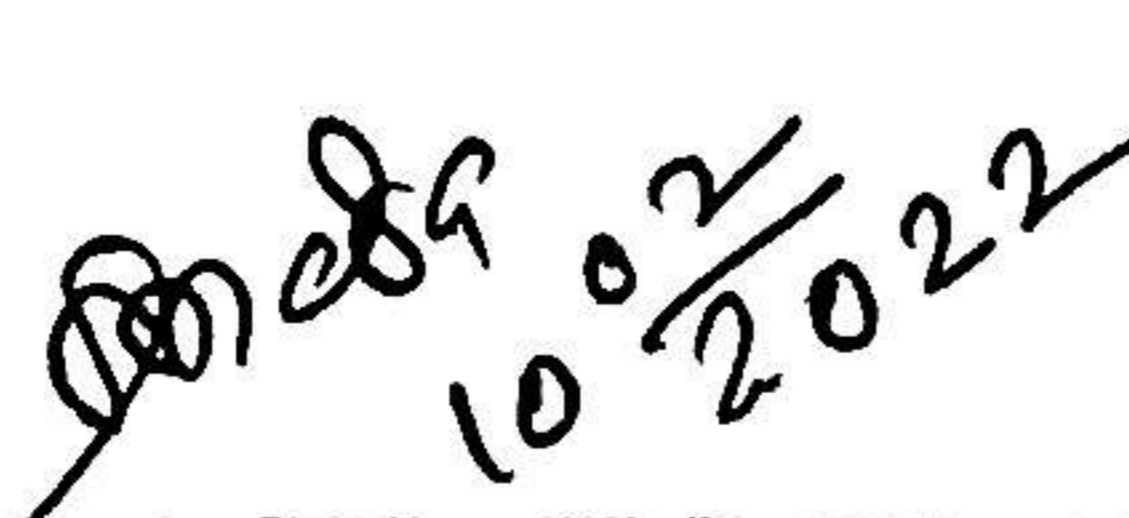
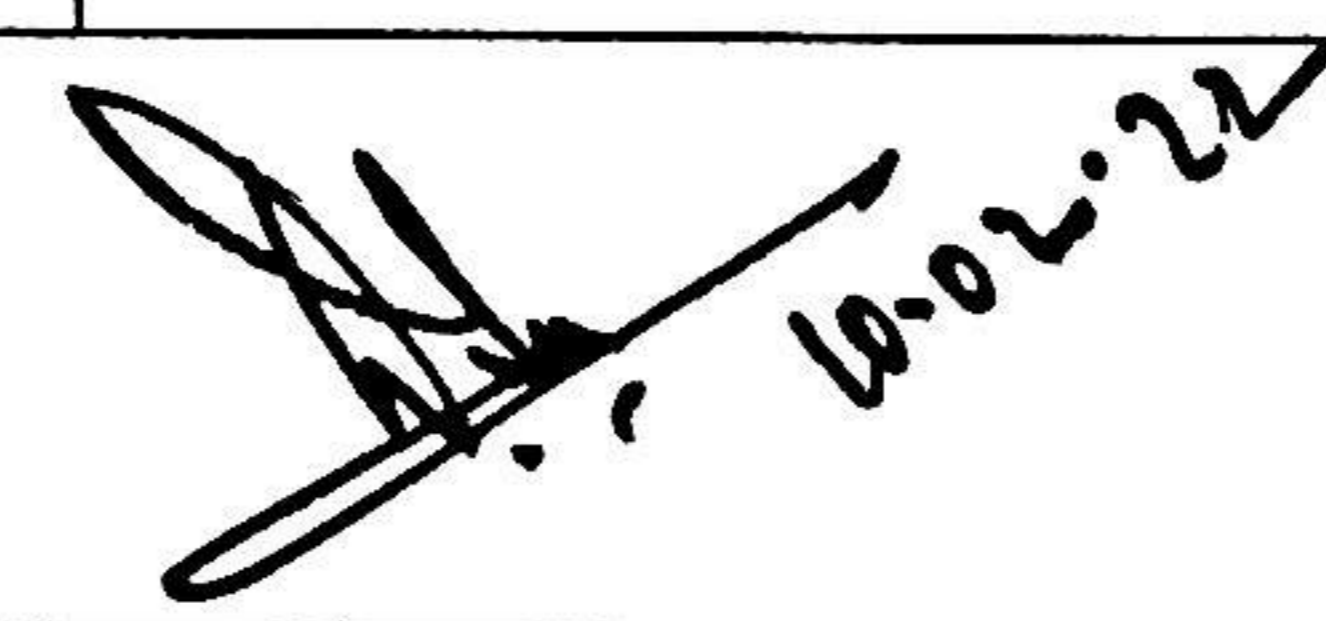

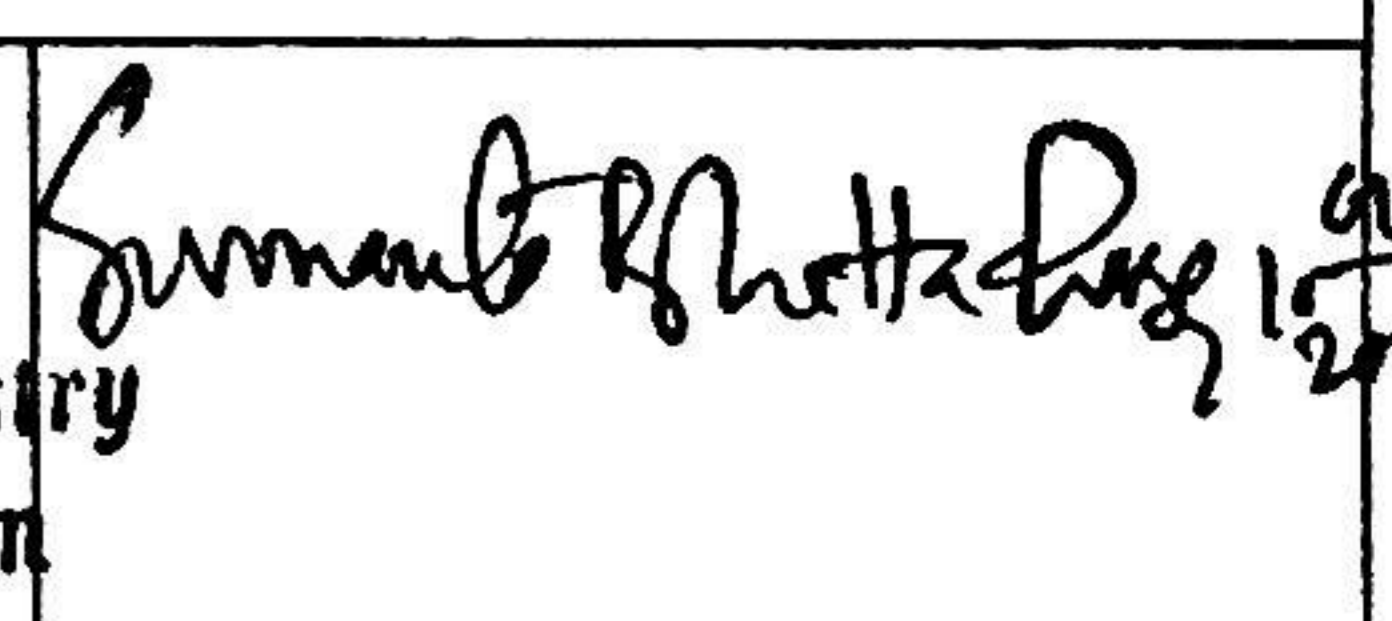
[Signature]
 Signature of the Coordinator IQAC
 with date and Seal
 Vivekananda Mahavidyalaya
 Purba Bardhaman

[Signature] 03/02/22
 Signature of the Principal/HIC
 with date and Seal
 Principal
 Vivekananda Mahavidyalaya
 BURDWAN

SUMMARY OF API SCORE: FOR THOSE WHERE ASSESSMENT PERIOD COVERS BOTH UGC REGULATIONS, 2010 AND UGC REGULATIONS, 2016 (4th AMENDMENT)

- **Date of Screening Committee/Selection Committee: 10/02/2022**
- **Venue: Vivekananda Mahavidyalaya, Burdwan**
- **Name of the Applicant: DR. PALASH MONDAL Subject: CHEMISTRY**
- **Date of RC/OP/WORKSHOP:**

STC on Remote sensing & GIS	UGC-HRDC, BU	12.03.2019 –18.03.2019
STC on NAAC & CBCS	UGC-HRDC, BU	11.02.2020 – 17.02.2020

Assessment Period						
API Score up to 06.12.2017			API Score w.e.f. 07.12.2017			
		API (A)		API (B)	Total API score in Assessment Period (A+B)	Percentage Distribution of Weightage Points in the Expert Assessment (applicable only for selection committee for Associate Professor)
CAT I	CATEGORY I: Teaching, Learning and Evaluation related Activities (to be assessed yearly)	82.91	CATEGORY I: Teaching, Learning and Evaluation related Activities (to be assessed yearly)	259.04	307.66 $\left(\frac{341.95 \times 12}{36} = 113.98 \text{ per year} \right)$	Research contribution (30%) Full Marks: 06 05
CAT II	CATEGORY II: Co-curricular, Extension and Professional Development related Activities (to be assessed yearly)	20	CATEGORY II: Co-curricular, Extension and Professional Development related Activities (to be assessed cumulatively for assessment period)	73.20	93.20	Domain knowledge & teaching practice (50%) Full Marks: 10 08
CAT III	CATEGORY III: Research and Academic Contributions (to be assessed cumulatively for assessment period)	20	CATEGORY III: Research and Academic Contributions (to be assessed cumulatively for assessment period)	102.50	122.50	Interview performance (20%) Full Marks: 04 03
Category II + Category III					215.70	16
Recommendation of the Screening/Selection Committee for promotion on CAS with date of effect of promotion		Recommended for promotion from Stage I/II/III to Stage III/IV (Strike out which are not applicable) Date of effect: 10. 11- 2020				
						
Signature of the Principal with date and seal		Signature of the DPI Nominee with date and seal DIPANKAR SEN, WBES		Signature of the Subject Expert/s with date and seal		Signature of the Subject Expert/s with date and seal

Joint Director of Public Instruction
Education Directorate
Government of West Bengal
Bikash Bhavan, Kolkata-700 091

Golapbag, Burdwan-713104
West Bengal
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Part C: For use of the Screening cum Evaluation/Selection Committee

Name of the College: **VIVEKANANDA MAHAVIDYALYA, BURDWAN**
Date of the Meeting: **10/02/2022**
Venue: **Vivekananda Mahavidyalaya, Burdwan**
Name of the Incumbent: ~~Shri/Smt/~~ **Dr. PALASH MONDAL**
Present designation: **Assistant Professor (Academic Level 10/ Level 11/ Level 12) of CHEMISTRY**
Date of Joining: **10/11/2006 (Ref. No. 748/V.M/B.U./Apptt./06 dt. 12.09.2006)**
Date of Confirmation: **10/11/2006 (Vide G.B. Resolution No. 27 dt.17.12.2019)**
Awarded Ph. D/M.Phil on: **04/11/2013**
Scale of Pay: **Rs. 57,700 – 1, 82,400/- / Rs. 68,900 – 2, 05,500/- / Rs. 79,800 – 2, 11,500/-**
Designation after promotion: ~~Assistant Professor (Academic Level 11/ Level 12)/~~ **Associate Professor (Academic Level 13A)**
Scale of Pay: **Rs. 68,900 – 2, 05,500/- / Rs. 79,800 – 2, 11,500/- / Rs. 1, 31,400 – 2, 17,100/-**
Date of effect: **10/11/2020** ✓

Score for Interview (for Academic Level 12 to 13A) [F.M. 20]: **16 (Sixteen)**

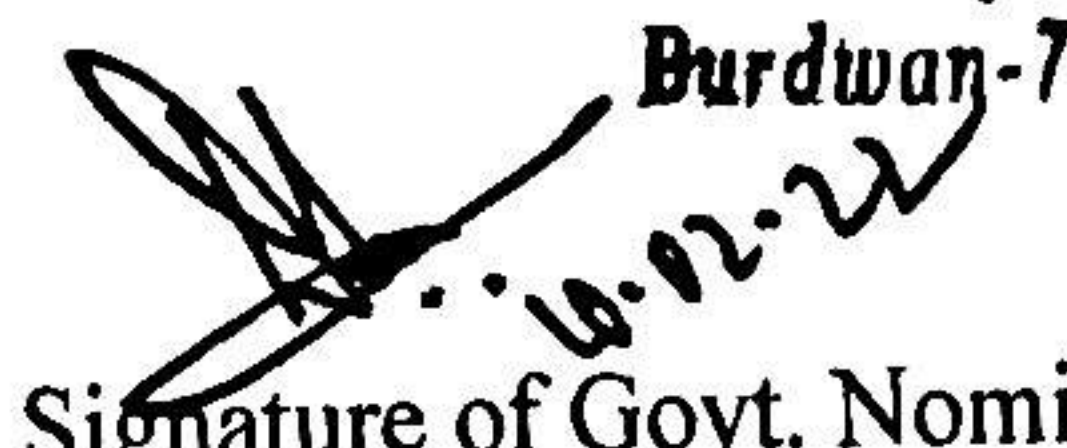
The ~~Screening cum Evaluation/~~Selection Committee has considered the proposal for promotion under CAS in respect of the incumbent mentioned above from the post of Assistant Professor (Academic Level 10 / Level 11/ Level 12) to the post of ~~Assistant Professor (Academic Level 11 / Level 12) /Associate Professor (Academic Level 13A)~~. As the incumbent has fulfilled all conditions as laid down in G.O. No. 920-Edn(CS) dated 31.12.2012 and G.O. No. 1373-Edn (CS)/5P-52/98 dated 07.12.2017 for promotion under CAS, the Committee recommends that the incumbent be promoted to the post of ~~Assistant Professor (Academic Level 11/ Level 12) /Associate Professor (Academic Level 13A)~~ with effect from 10/11/2020

The Committee further recommends that the post held by the incumbent be upgraded to the post of ~~Assistant Professor (Level 11/ Level 12) /Associate Professor (Academic Level 13A)~~ with effect from 10/11/2020 and the same would be reverted to the post of Assistant Professor (Academic Level 10) as soon as it would fall vacant due to superannuation or any other reason.

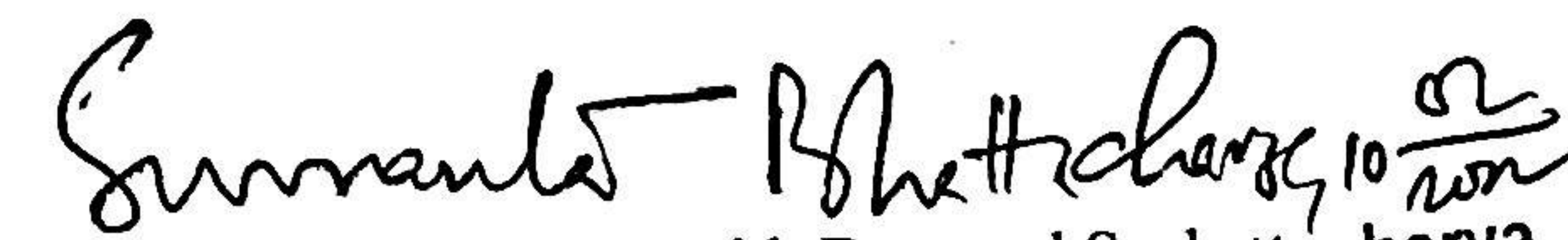
Necessary particulars with all relevant documents be sent to the Government for approval.

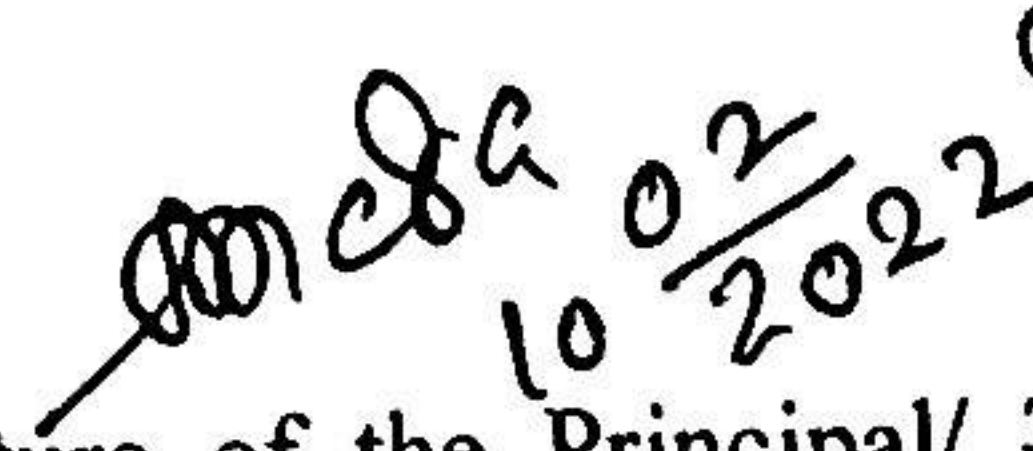
 10/2/22

Signature of the Expert with Date and Seal
(Nominated by the VC of the affiliating University)
Head, Department of Chemistry
The University of Burdwan
Burdwan-713104

 10.12.22
Signature of Govt. Nominee with
Date and Seal
(Nominated by the DPI, West Bengal)

DIPANKAR SEN, WBES
Joint Director of Public Instruction
Education Directorate
Government of West Bengal
Bikash Bhavan, Kolkata-700 091

 10/2/22
Signature of the Expert with Date and Seal
(Nominated by the VC of the affiliating University)
Dr. Sumanta Bhattacharya
Professor, Department of Chemistry
The University of Burdwan
Golapbag, Burdwan-713104
West Bengal

 10/02/2022
Signature of the Principal/ HOD
of the College with Date and
Seal
Principal
Vivekananda Mahavidyalaya
BURDWAN

Part D: For use of the Governing Body/Administrator of the College

The Governing Body in its meeting held on 07-04-2022 resolved that on the basis of the recommendation made by the ~~Screening cum Evaluation~~ /Selection Committee constituted for the purpose of considering the matter of promotion under CAS, ~~Shri/ Smt/~~ Dr. PALASH MONDAL of the Department of CHEMISTRY of this College be promoted to the post of ~~Assistant Professor (Academic Level 11/ Level 12)~~ / Associate Professor (Academic Level 13A) with effect from 10/11/2020.

It is also resolved that the post held by ~~Shri/Smt/~~ Dr. PALASH MONDAL be upgraded to the post of ~~Assistant Professor (Academic Level 11/ Level 12)~~ / Associate Professor (Academic Level 13A) and the same will be reverted to the post of Assistant Professor (Academic Level 10) as soon as it falls vacant.

Resolved further that the Principal / ~~T.I.C/ Secretary~~ would take up the matter with the DPI, West Bengal by providing with the following in respect of the incumbent:

- i. All Pay Fixation memos countersigned by the Principal/~~T.I.C.~~
- ii. Year wise detailed leave statement countersigned by the Principal/~~T.I.C.~~

Date: 07-04-2022



Signature of the President/~~Administrator~~
Seal:

President
Governing Body
Vivekananda Mahavidyalaya
Burdwan

APPENDIX-II

**Annual Self-Assessment for the Performance Based Appraisal System (PBAS)
Session/Year 2014-2015, 2015-2016, 2016-2017, 2017-2018, 2018-2019 and 2019-2020
(To be completed and submitted attend of each academic year)**

PART A: GENERAL INFORMATION

1. Name (Block letters) : SANJIBAN MAHALDAR
2. Father's/Mother's name/Husband's name : BIDHUBHUSHAN MAHALDAR
3. Department : HISTORY
4. Current Designation & Grade Pay : **Assistant Professor (Stage-I),**
Pay Band - Rs. 57700-182400
(Pay Matrix Level 10)

5. Date of last Promotion : NA
6. Address for correspondence(with pin code) : Department of HISTORY,
Vivekananda Mahavidyalaya, Burdwan
(Affiliated to the University of Burdwan),
P.O.-Sripally, Dist.-Purba Bardhaman,
PIN-713 103, West-Bengal, INDIA
7. Permanent Address (with pin code) :Village -Bagdebipur, Post Office -Santipur,
District- Nadia, PIN 741404, West Bengal
8. Telephone No. : N/A
Mobile No. : 8944066261 /9382331949
E-mail :sanjiban.mohaldar@gmail.com

9. Whether acquired any degrees or fresh academic qualifications during the year: N/A
10. Academic Staff College Orientation/Refresher Course attended during the year:

Name of the Course/ Summer School	Place	Duration	Sponsoring Agency
Orientation Programme	UGC- HRD Centre University of Burdwan, Burdwan	26 June, 2019- 16 July, 2019	UGC HRDC
Faculty Development Programme(FDP)	Ramanujan College University of Dehli	25 th July,2020- 10 th August,2020	MHRD

11. a. Date of Appointment : 14-08-2014 (Memo No 14/VM dated 17.07.2014)
b. Date of Confirmation : w.e.f. 14-08-2014(GB resolution no 25 dt.
03.09.2015)

12. Past Service, if any : Not Applicable
(Please attach specific G.O. for counting
Of past service for promotion under CAS)

13. For which position & AGP you
are applying under CAS : **Assistant Professor Stage II**

(Academic Level 10- to Academic level 11)

14. Date of eligibility for promotion : 14-08-2020

15. Educational Qualification (Graduation onwards):

Examination	Name of the University	Year of passing	Marks Obtained (%)	Class/ grade
B.A./B.Sc./B.Com.	The University of Kalyani	2007	55%	II
MA/M.Sc./M.Com.	The University of Kalyani	2009	60.25%	I
Other Examination, if any				
SET	-	2011	-	-

16. Research Degree(s):

Degree	Name of the University	Date of award	Title
M.Phil	-	-	-
Ph.D	-	-	-
-	-	-	-

17. Details of Teaching/Research/Academic Experience:

Designation	Employer	Period of service From To	Scale of Pay
Assistant Professor	Principal, Vivekananda Mahavidyalaya, Burdwan P.O. – Sripally, Dist. – Purba Bardhaman, PIN – 713103, WB.	14-08-2014 (Forenoon) to till date	Rs. 57700-182400

I declare that the particulars given above are correct to the best of my knowledge and belief.

Sanjiban Mahalder

Signature of the Candidate

All entries made above are checked and verified and found to be correct.

Signature of the Coordinator, IQAC

Date:

Seal:

Co-ordinator, IQAC
Vivekananda Mahavidyalaya
Purba Bardhaman

Signature of the Principal/HIC

Date:

Seal

[Signature]
Principal
Vivekananda Mahavidyalaya
BURDWAN



Part C: For use of the Screening cum Evaluation-/Selection-Committee

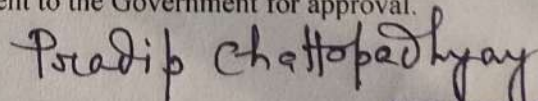
Name of the College: **VIVEKANANDA MAHAVIDYALYA, BURDWAN**
Date of the Meeting: **10/02/2022**
Venue: **Vivekananda Mahavidyalaya, Burdwan**
Name of the Incumbent: **SANJIBAN MAHALDAR**
Present designation: **Assistant Professor(Academic Level 10/~~Level 11/Level 12~~) of HISTORY**
Date of Joining: **14-08-2014 (Memo No 14/VM dated 17.07.2014)& (144/1(2)/Bu/Recom/CSC/14**
Date of Confirmation: **w.e.f. 14-08-2014(GB resolution no 25 dt. 03.09.2015)**
Awarded: **~~Ph.D /M.Phil~~**
Scale of Pay: **Rs. 57,700 – 1,82,400/- / Rs. ~~68,900 – 2,05,000/-~~ / Rs. **79,800 – 2,11,500/-****
Designation after promotion: **Assistant Professor (Academic Level 11/ ~~Level 12~~)/ ~~Associate Professor~~**
(Academic Level 13A)
Scale of Pay: **Rs. **68,900 – 2,05,500/-** / Rs. 79,800 – 2,11,500/- / Rs. **1,31,400 – 2,17,100/-****
Date of effect: **14.08.2020**

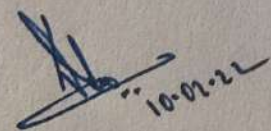
Score for Interview (for Academic Level 12 to 13A) [F.M. 20]:

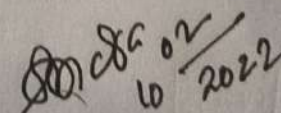
The Screening cum Evaluation/Selection Committee has considered the proposal for promotion under CAS in respect of the incumbent mentioned above from the post of Assistant Professor (Academic Level 10 / Level 11/ Level 12) to the post of Assistant Professor (Academic Level 11 / Level 12) /**Associate Professor (Academic Level 13A)**. As the incumbent has fulfilled all conditions as laid down in G.O. No. 920-Edn(CS) dated 31.12.2012 and G.O. No. 1373-Edn (CS)/5P-52/98 dated 07.12.2017 for promotion under CAS, the Committee recommends that the incumbent be promoted to the post of **Assistant Professor (Academic Level 11/ ~~Level 12~~)/~~Associate Professor~~ (Academic Level 13A)** with effect from **14/08/2020**

The Committee further recommends that the post held by the incumbent be upgraded to the post of **Assistant Professor (Level 11/ ~~Level 12~~)/~~Associate Professor~~ (Academic Level 13A)** with effect from **14/08/2020** and the same would be reverted to the post of Assistant Professor (Academic Level 10) as soon as it would fall vacant due to superannuation or any other reason.

Necessary particulars with all relevant documents be sent to the Government for approval.


Signature of the Expert with Date and Seal
(Nominated by the VC of the affiliated University of Burdwan)
10/2/22
Professor of History
University of Burdwan


Signature of Govt. Nominee with
Date and Seal
(Nominated by the DPI, West Bengal)
DIPANKAR SEN, WBES
Joint Director of Public Instruction
Education Directorate
Government of West Bengal
Bikash Bhavan, Kolkata-700 091


Signature of the Principal/ TIC
of the College with Date and
Seal
10/2/2022

Principal
Vivekananda Mahavidyalaya
Burdwan

Part D: For use of the Governing Body/Administrator of the College

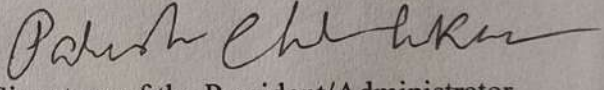
The Governing Body in its meeting held on ~~07-04-2022~~ resolved that on the basis of the recommendation made by the Screening cum Evaluation /~~Selection~~ ~~Committee~~ constituted for the purpose of considering the matter of promotion under CAS, Shri/ ~~Smt/~~ **Dr.SANJIBAN MAHALDAR** of the Department of History of this College be promoted to the post of Assistant Professor (Academic Level 11/ ~~Level-12~~) / **Associate Professor (Academic Level 13A)** with effect from 14.08.2020.

It is also resolved that the post held by Shri/~~Smt/~~ **Dr.Sanjiban Mahaldar** be upgraded to the post of Assistant Professor (Academic Level 11/ ~~Level-12~~) / ~~Associate Professor (Academic Level 13A)~~ and the same will be reverted to the post of Assistant Professor (Academic Level 10) as soon as it falls vacant.

Resolved further that the Principal / ~~T.I.C/ Secretary~~ would take up the matter with the DPI, West Bengal by providing with the following in respect of the incumbent:

- i. All Pay Fixation memos countersigned by the Principal/~~T.I.C.~~
- ii. Year wise detailed leave statement countersigned by the Principal/~~T.I.C.~~

Date: 07-04-2022


Signature of the President/~~Administrator~~
Seal:

President
Governing Body
Vivekananda Mahavidyalaya
Burdwan

APPENDIX-II

Annual Self-Assessment for the Performance Based Appraisal System (PBAS)
Session/Year 26.02.2015-30.06.2015, 2015-2016, 2016-2017, 2017-2018, 2018-
2019,2019-2020 and 01.07.2020-26.02.2021
(To be completed and submitted attend of each academic year)

PART A: GENERAL INFORMATION

1. Name (Block letters) : SANTOSH KUMAR MALIK
2. Father's/Mother's name/Husband's name : Sanjit Kumar Malik
3. Department : English
4. Current Designation & Grade Pay : **Assistant Professor (Stage-I),**
Pay Band - Rs. 57700-182400
(Pay Matrix Level 10)

5. Date of last Promotion : NA
6. Address for correspondence (with pin code) : Department of English,
Vivekananda Mahavidyalaya, Burdwan
(Affiliated to the University of Burdwan),
P.O.-Sripally, Dist.-Purba Bardhaman,
PIN-713 103, West-Bengal, INDIA
7. Permanent Address (with pin code) : Village-Kurkuba, Post.Office-Galsi, District-
Purba Bardhaman, PIN 713406, West Bengal
8. Telephone No. : N/A
Mobile No. : 7908818326/9531795116
E-mail : santpriyamalik@gmail.com
9. Whether acquired any degrees or fresh academic qualifications during the year: N/A
10. Academic Staff College Orientation/Refresher Course attended during the year:

Name of the Course/ Summer School	Place	Duration	Sponsoring Agency
Faculty Induction Programme(Orientation Programme)	HRDC,SAGAR,MADHYAPR ADESH Dr. Harisingh Gour Vishwavidyalaya, Sagar	19 th August,2020- 22 nd ,Sept2020 ✓	UGC
Refresher's Course	HRDC,PONDICHERRY UNIVERSITY	6 th ,January,2021- 19 th January,2021 ✓	UGC

11. a. Date of Appointment : 26-02-2015 ✓ (Memo No 290/VM dated 25.02.2015)
- b. Date of Confirmation : w.e.f. 26-02-2015(GB resolution no 48(d) dt.
12.03.2016)
12. Past Service, if any : Not Applicable
(Please attach specific G.O. for counting
Of past service for promotion under CAS)
13. For which position & AGP you
are applying under CAS : **Assistant Professor Stage II**
(Academic Level 10- to Academic level 11)

14. Date of eligibility for promotion

: 26-02-2021 ✓

Examination	Name of the University	Year of passing	Marks Obtained (%)	Class/ grade
B.A./B.Sc./B.Com.	The University of Burdwan	2005	58.75	II
MA/M.Sc./M.Com.	The University of Burdwan	2007	55	II
Other Examination, if any				
UGC NET	-	2011 (June)	-	-

15. Educational Qualification (Graduation onwards):

16. Research Degree(s):

Degree	Name of the University	Date of award	Title
M.Phil	-	-	-
Ph.D	-	-	-
-	-	-	-

17. Details of Teaching/Research/Academic Experience:

Designation	Employer	Period of service		Scale of Pay
		From	To	
Assistant Professor	Principal, Vivekananda Mahavidyalaya, Burdwan P.O. – Sripally, Dist. – Purba Bardhaman, PIN – 713103, WB.	26-02-2015 (Forenoon) to till date		Rs. 57700-182400

I declare that the particulars given above are correct to the best of my knowledge and belief.

Santosh Kumar Mallick
Signature of the Candidate

All entries made above are checked and verified and found to be correct.

Signature of the Coordinator/IOAC

Date:

Seal:

[Signature]
Co-ordinator, IOAC
Vivekananda Mahavidyalaya
Purba Bardhaman

Signature of the Principal/HIC

Date:

Seal:

[Signature]
Principal
Vivekananda Mahavidyalaya
Burdwan

(26th February, 2015- 30th June, 2015)

Part B: Academic Performance Indicators (API)

(Please see detailed instruction of the PBAS-I proforma before filling out this section)

CATEGORY 1: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

(ia) Lectures, seminars, tutorials, practical, contact hours undertaken taken as percentage of lectures allocated.

Sl. No.	Course/ Paper	level	Mode of Teaching #	Class Allotted as per schedule	% of Classes/Practical Taken as per Record	API Score
1.	B.A. General & Honours	UG	L	58	58/53=91.37	45.68
				Pl. See Detailed in Annexure-1A		
				(Pages: 55)		

Lecture (L), Seminar (S), Tutorial (T), Practical (P), Contact Hours (C).

(ib) Lectures and other teaching duties in excess of UGC norms

	CALCULATION OF API SCORE FOR 1(i) ABOVE	API Score
a)	Classes taken (Maximum 50 for 100% performance & proportionate score up to 80% performance, below which no score may be given)	45.68
b)	Teaching load in excess of UGC norms/ Special Lectures/ Classes taken at the study centre located in the District other than Kolkata (Max score-10)	

(ii) Reading/ Instructional material consulted and additional knowledge resources provided to students

Sl. No.	Course/ Paper	Consulted	Prescribed	Additional Resource provided	API Score
Pl. See Detailed in Annexure-2 (Pages: 52, 61, 74)					20
API score based on preparation and Imparting of knowledge/instruction as per curriculum and syllabus enrichment by providing additional resources to students (Max. score: 20)					20

Appendix II

Annual Self-Assessment for the Performance based appraisal system [PBAS] Session/Year 19 Nov. 2014 – 2015, 2015-2016, 2016-2017, 2017- 6th December 2017- 2018, 2018-2019, 2019 – 2020 and 01.07.2020 – 18.11.2020

(To be completed and submitted at the end of each academic year)

Part A: GENERAL INFORMATION

1. Name (Block Letter) : UTTAM KUMAR HAZRA
2. Father's Name /Mother's Name : Sridam Hazra
/Husband's Name
3. Department : Library
4. Current Designation & Grade Pay : Librarian (Stage 1) & Pay Band - Rs. 57700-182400
(Pay Matrix Level 10)
5. Date of Last Promotion : N.A
6. Address of Correspondence(with pin code) : Vivekananda Mahavidyalaya, Burdwan,
P. O. – Sripally, Dist. – Purba Bardhaman, PIN - 713103
7. Permanent Address (with pin code) : Vill. & P. O. – Jamra, Dist. – Purba Bardhaman,
PIN - 713143
8. Telephone No.: 9800775184 & 9476133985
E-mail ID:uttamlib@gmail.com
9. Whether acquired any Degree or Fresh Academic Qualification during the year: No
10. Academic Staff College Orientation/Refreshers Course attended during the year:

Name of the Course/Summer School	Place	Duration	Sponsoring Agency
Orientation Programme (No. 114)	Human Resource Development centre, The University of Burdwan	21 Days (26/6/2019 to 16/07/2019)	UGC
FDP In Library & Information Science (Creation, Preservation and Dissemination of e-content)	Human Resource Development centre, Sabitribai Phule Pune University	14 Days (06/06/2020 to 19/06/2020)	UGC

11. a. Date of Appointment : 19-11-2014 vide Memo No. 08(M) / VM dated 15.11.14
b. Date of Confirmation : w.e.f. 19.11.2014 vide G. B. Resolution no. 16 dated 4.12.15
11. Past Service, if any : N. A.
(Please attach specific G.O. for Counting of past service for Promotion under CAS)
12. For which position and AGP you are applying under CAS : Librarian (Stage 2) & AGP Rs. 7000/-
(Academic Level 10- to Academic level 11)
13. Date of eligibility for promotion : 19.11.2020

14. Educational Qualification:

Examination	Name of the University	Year of Passing	Marks Obtained (%)	Class/Grade
M. P.	W.B.S.E.	1995	64.67%	1 st
H. S.	W.B.C.H.S.E.	1997	50.49%	2 nd
BLS/B.Lib	The University of Burdwan	2006	64.625 %	1 st
M.LIS/M.Lib.	The University of Burdwan	2008	60.22 %	1 st
B.COM(Hons.)	The University of Burdwan	2000	44.7	2 nd
M.COM	The University of Burdwan	2002	44.75	2 nd
NET	UGC	2012		Q

15. Research Degree (s) :

Degree	Name of the University	Date of Award	Title
M. Phil	NIL		
Ph. D.	NIL		
D. Sc./D. Lit	NIL		

16. Details of Teaching/Research/Academic Experience :

Designation	Employer	Period of Service		Scale of Pay
		From	To	
Librarian	Vivekananda Mahavidyalaya, Burdwan	19-11-2014	To TIII Date	Rs. 15,600/- to Rs. 39,100/- ACP Rs. 6,000/-

I declare that the particulars given above are correct to the best of my knowledge and belief.

Uthman Khowar H42R6
Signature of the Incumbent

All entries made above are checked and verified and found to be correct.

Signature of the Cd. *[Signature]* IQAC
Date: *[Date]*
Seal: *[Seal]*
Co-ordinator IQAC
Vivekananda Mahavidyalaya
Purba Bardhaman

Signature of the Principal/ETC *[Signature]*
Date: *[Date]*
Seal: *[Seal]*
Principal
Vivekananda Mahavidyalaya
BURDWAN

Part C: For use of the Screening cum Evaluation /Selection Committee

Name of the College: **VIVEKANANDA MAHAVIDYALYA, BURDWAN**
 Date of the Meeting: **10/02/2022**
 Venue: **Vivekananda Mahavidyalaya, Burdwan**
 Name of the Incumbent: Shri/Smt/ **SANTOSH KUMAR MALIK**
 Present designation: **Assistant Professor (Academic Level 10) of ENGLISH**
 Date of Joining: **26/02/2015 (Memo No 290/VM dated 25.02.2015)**
 Date of Confirmation: **26/02/2015 (Vide G.B. Resolution No. 48(d) dt.12.03.2016)**
 Awarded Ph. D/M.Phil **NA**
 Scale of Pay: **Rs. 57,700 – 1,82,400/-**
 Designation after promotion: **Assistant Professor (Academic Level 11/ Level 12)/ Associate Professor (Academic Level 13A) – Scale of Pay: Rs. 68,900 – 2,05,500/- / Rs. 79,800 – 2,11,500/- / Rs. 1,31,400 – 2,17,100/-**
Date of effect: 26/02/2021

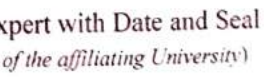
Score for Interview (for Academic Level 12 to 13A) [F.M. 20]: **NA**


The Screening cum Evaluation/Selection Committee has considered the proposal for promotion under CAS in respect of the incumbent mentioned above from the post of **Assistant Professor (Academic Level 10 / Level 11 / Level 12)** to the post of **Assistant Professor (Academic Level 11 / Level 12) / Associate Professor (Academic Level 13A)**. As the incumbent has fulfilled all conditions as laid down in G.O. No. 920-Edn(CS) dated 31.12.2012 and G.O. No. 1373-Edn (CS)/5P-52/98 dated 07.12.2017 for promotion under CAS, the Committee recommends that the incumbent be promoted to the post of **Assistant Professor (Academic Level 11 / Level 12) / Associate Professor (Academic Level 13A)** with effect from **26/02/2021**

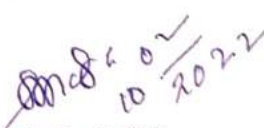
The Committee further recommends that the post held by the incumbent be upgraded to the post of **Assistant Professor (Level 11 / Level 12) / Associate Professor (Academic Level 13A)** with effect from **26/02/2021** and the same would be reverted to the post of Assistant Professor (Academic Level 10) as soon as it would fall vacant due to superannuation or any other reason.

Necessary particulars with all relevant documents be sent to the Government for approval.


 Signature of the Expert with Date and Seal
 (Nominated by the VC of the affiliating University)


 Signature of the Expert with Date and Seal
 (Nominated by the VC of the affiliating University)


 Signature of Govt. Nominee with Date and Seal
 (Nominated by the D.P.I. West Bengal)


 Signature of the Principal/ TIC of the College with Date and Seal
 Principal
 Vivekananda Mahavidyalaya
 Burdwan

DIPANKAR SEN, Jr.
 Joint Director of Public Insu.
 Education Directorate
 Government of West Benga.
 Vikash Bhavan, Kolkata-700 0

Part D: For use of the Governing Body/Administrator of the College

The Governing Body in its meeting held on ~~7.9.2021~~ **07-04-2022** resolved that on the basis of the recommendation made by the Screening cum Evaluation /~~Selection~~ Committee constituted for the purpose of considering the matter of promotion under CAS, ~~Shri/Smt/~~ **SANTOSH KUMAR MALIK** of the Department of **ENGLISH** of this College be promoted to the post of **Assistant Professor (Academic Level 11/Level 12) / Associate Professor (Academic Level 13A)** with effect from **26/02/2021**.

It is also resolved that the post held by ~~Shri/Smt/~~ **SANTOSH KUMAR MALIK** be upgraded to the post of **Assistant Professor (Academic Level 11/Level 12) / Associate Professor (Academic Level 13A)** and the same will be reverted to the post of Assistant Professor (Academic Level 10) as soon as it falls vacant.

Resolved further that the Principal / ~~T.I.C./Secretary~~ would take up the matter with the DPI, West Bengal by providing with the following in respect of the incumbent:

- i. All Pay Fixation memos countersigned by the Principal/~~T.I.C.~~
- ii. Year wise detailed leave statement countersigned by the Principal/~~T.I.C.~~

Date: **07-04-2022**



Signature of the President/~~Administrator~~
Seal:

President
Governing Body
Vivekananda Mahavidyalaya
Burdwan

Appendix II

Annual Self-Assessment for the Performance based appraisal system [PBAS] Session/Year 19 Nov. 2014 – 2015, 2015-2016, 2016-2017, 2017- 6th December 2017, 7th December 2017- 2018, 2018-2019, 2019 – 2020 and 01.07.2020 – 18.11.2020

(To be completed and submitted at the end of each academic year)

Part A: GENERAL INFORMATION

1. Name (Block Letter) : UTTAM KUMAR HAZRA
2. Father's Name /Mother's Name : Sridam Hazra
/Husband's Name
3. Department : Library
4. Current Designation & Grade Pay : Librarian (Stage 1) & Pay Band - Rs. 57700-182400
(Pay Matrix Level 10)
5. Date of Last Promotion : N.A
6. Address of Correspondence(with pin code) : Vivekananda Mahavidyalaya, Burdwan,
P. O. – Sripally, Dist. – Purba Bardhaman, PIN - 713103
7. Permanent Address (with pin code) : Vill. & P. O. – Jamra, Dist. – Purba Bardhaman,
PIN - 713143
8. Telephone No.: 9800775184 & 9476133985
E-mail ID:uttamlib@gmail.com
9. Whether acquired any Degree or Fresh Academic Qualification during the year: No
10. Academic Staff College Orientation/Refreshers Course attended during the year:

Name of the Course/Summer School	Place	Duration	Sponsoring Agency
Orientation Programme (No. 114)	Human Resource Development centre, The University of Burdwan	21 Days (26/6/2019 to 16/07/2019)	UGC
FDP In Library & Information Science (Creation, Preservation and Dissemination of e-content)	Human Resource Development centre, Sabitribai Phule Pune University	14 Days (06/06/2020 to 19/06/2020)	UGC

11. a. Date of Appointment : 19-11-2014 vide Memo No. 08(M) / VM dated 15.11.14
b. Date of Confirmation : w.e.f. 19.11.2014 vide G. B. Resolution no. 16 dated 4.12.15
11. Past Service, if any : N. A.
(Please attach specific G.O. for Counting of past service for Promotion under CAS)
12. For which position and AGP you are applying under CAS : Librarian (Stage 2) & AGP Rs. 7000/-
(Academic Level 10- to Academic level 11)
13. Date of eligibility for promotion : 19.11.2020

APPENDIX II

Annual Self-Assessment for the Performance Based Appraisal System (PBAS) Session/ Year 29.11.2014 – 28.11.2020 (To be completed and submitted at the end of each academic year)

PART A: GENERAL INFORMATION

1. Name (Block letters) : Mrs. SUMITA MONDAL
2. Father's /Mother's/Husband's Name : Tushar Kanti Mondal
3. Department : Botany
4. Current Designation & Grade Pay : Assistant Professor (stage 1) & Rs. 6000/-
5. Date of last Promotion : NA
6. Address for Correspondence (with pin code) : Department of Botany, Vivekananda Mahavidyalaya (Affiliated to Burdwan University), Burdwan, Pin -713103, West Bengal, India
7. Permanent Address (With Pin code) : Satabdibag 2nd lane Policeline, P.O.-Sripally
(R.S), Dist.- Burdwan , 713103
Pin-713146, West Bengal, India
Mobile No.: : (+91) 9475170476
E-mail: : msumita854@gmail.com
8. Whether acquired any degrees or fresh academic qualifications during the year: Yes
9. Academic Staff College Orientation/ Refresher Course attended during the year:

Name of the Course/ Summer School	Place	Duration	Sponsoring Agency
Orientation Programme	Academic Staff College, Burdwan University	14.11.2019 to 04.12.2019	UGC
Refresher Course	Human Resource Development Centre, University of Hyderabad	16.11.2020 to 28.11.2020	UGC

- 10.(a). Date of appointment : 29/11/2014 (Ref. No. 144/V.M. dt.26.11.2014)
- (b). Date of confirmation : 29/11/2014 (Vide GB Resolun. No.- 22, dt. 12.03.2016)
11. Past Service, if any : No
12. For which position & AGP you are applying under CAS: Assistant Professor stage-II,
AGP- Rs.7,000/-
13. Date of eligibility for Promotion : 29/11/2020

14. Educational Qualification (Graduation onwards):

Examination	Name of the University	Year of Passing	Marks Obtained (%)	Class/ Grade
B.Sc.	The University of Burdwan	2005	64.75	1 st Class
M.Sc.	The University of Burdwan	2007	71.08	1 st Class

15. Research Degree(s):

Degree	Name of the University	Date of Award	Title
Ph.D.	NA	NA	

16. Details of Teaching/ Research/Academic Experience:

Designation	Employer	Period of service		Scale of Pay
		From	To	
Assistant Professor	Principal, Vivekananda Mahavidyalaya, Burdwan	29.11.2014 (Forenoon)	Till date	Rs.15,600/- to 39,100/- AGP: 6,000/-

I declare that the particulars given above are correct to the best of my knowledge and belief.

Sumita Mondal

Signature of the Candidate

All entries made above are checked and verified and found to be correct.

Signature of the Coordinator, IQAC

Date:

Seal:

Co-ordinator IQAC
Vivekananda Mahavidyalaya
Purba Bardhaman

Signature of the Principal/TIC

Date:

Seal:

Principal
Vivekananda Mahavidyalaya
BURDWAN

IV. Summary of API scores

Criteria	Last 3 / 4 / 5 / 6 academic years				Total API score for assessment period	Annual Average API Score for Assessment
	29 th November-2014 to June-2015	2015 - 2016	2016 - 2017	July-2017 to 6 th December-2017		
I Teaching, Learning and Evaluation related Activities	98.58	98.29	98.62	98.55	394.04	98.51
II Co-curricular, Extension and Professional Development related Activities	20	20	20	20	80	20
Total (I+II)	118.58	118.29	118.64	118.55	474.06	118.52
III Research and Academic Contributions (01.04.2015 to 06.12.2017)	35				35	

Sunita Mondal

nature of the incumbent
Designation and date

Asst. Professor
Dept. of Botany
Vivekananda Mahavidyalaya
Burdwan

Signature of the Coordinator
IQAC with Seal
Co-ordinator of IQAC
Vivekananda Mahavidyalaya
Purba Bardhaman

Signature of the Principal/TIC
with date and Seal
Principal
Vivekananda Mahavidyalaya
BURDWAN

SUMMARY OF API SCORE: FOR THOSE WHERE ASSESSMENT PERIOD COVERS BOTH UGC REGULATIONS, 2010 AND UGC REGULATIONS, 2016 (4th AMENDMENT)

- Date of Screening Committee / Selection committee:
- Venue:
- Name of the applicant: Mrs. Sumita Mondal Subject: Botany
- Date of RC/OP/ WORKSHOP: OP: 26.06.2019 to 16.07.2019 and RC: 16.08.2019 to 29.08.2019

Assessment period						
API score up to 06.12.2017			API score w.e.f 07.12.2017			
		API (A)		API (B)	Total API score in Assessment period (A+B)	Percentage Distribution of Weightage Points in the Expert Assessment (applicable only for selection committee for Associate Professor)
CAT I	CATEGORY I: Teaching, learning and evaluation related activities (to be assessed yearly)	394.04	CATEGORY I: Teaching, learning and evaluation related activities (to be assessed yearly)	266.35	660.39	
CAT II	CATEGORY II: Co-curricular, extension and professional development related activity (to be assessed yearly)	80.00	CATEGORY II: Co-curricular, extension and professional development related activity (to be assessed cumulatively for assessment period)	66.7	146.7	
CAT III	CATEGORY III: Research and Academic Contributions (to be assessed cumulatively for assessment period)	35	CATEGORY III: Research and Academic Contributions (to be assessed cumulatively for assessment period)	4	39	
Recommendation of the Screening/Selection Committee for promotion on CAS with date of effect of promotion			Recommended for promotion from Stage I/H/HH to Stage II/HH/IV (Strikeout which are not applicable) • Date of effect 29.11.2020			
Signature of the Principal/TIC/OIC with date and		Signature of the DPI Nominee with date and seal		Signature of the Subject Expert/s with date and seal		Signature of the Subject Expert/s with date and seal

Principal
10.02.2022
Vivekananda Mahavidyalaya
Burdwan

DIPANKAR SEN, WBES
10.02.2022
Joint Director of Public Instruction
Education Directorate
Government of West Bengal
Bikash Bhavan, Kolkata-700 091

Dr. Tushar Kanti Maiti
10.02.2022
Professor
Department of Botany
Burdwan University
Purba Bardhaman
W.B. Pin-713104

Part C : For use of the Screening/ Selection Committee

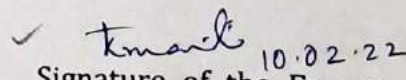
Name of the College: **VIVEKANANDA MAHAVIDYALAYA, BURDWAN**
Date of the Meeting: **10.02.2022**
Venue: **Vivekananda Mahavidyalaya, Burdwan**
Name of the Incumbent: **Mrs. SUMITA MONDAL**
Present designation: **Assistant Professor (Stage 1) of BOTANY**
Date of Joining: **29/11/2014**
Date of award of PhD: **NA**
Scale of Pay: **Pay Level 10 Rs. 57700/- to 182400/-**
Designation after Promotion: **Assistant Professor (Stage 2), Scale of pay: Pay level 11; Rs. 68900/- 205500/-**
Date of effect: **29/11/2020**
Score for Interview (for Stage 3 to Stage 4) [F.M. 20]: **NA**


The Screening/Selection Committee has considered the proposal for promotion under CAS in respect of the incumbent mentioned above from the post of Assistant Professor (Stage1) to the post of Assistant Professor (Stage2) . As the incumbent has fulfilled all conditions as laid down in G.O. No. 920-Edn(CS) dated 31.12.2012 and G.O. No. 1373-Edn(CS)/5P-52/98 dated 07.12.2017 for promotion under CAS, the Committee recommends that the incumbent be promoted to the post of Assistant Professor (Stage2) with pay level 11 with effect from **29/11/2020**.

The Committee further recommends that the post held by the incumbent be upgraded to the post of Assistant Professor (Stage2) with pay level 11 with effect from 29/11/2020 and the same would be reverted to the post of Assistant Professor (Stage 1) as soon as it would fallen vacant for any reason whatsoever.

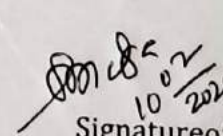
Necessary particulars with all relevant documents are sent to the Government for approval.

Signature of the Expert with Date and Seal
(Nominated by the VC of the affiliating University)


Signature of the Expert with Date and Seal
(Nominated by the VC of the affiliating University)


Signature of Govt. Nominee with Date and Seal
(Nominated by the DPI, West Bengal)

DIPANKAR SEN, WBES
Joint Director of Public Instruction
Education Directorate
Government of West Bengal
Bikash Bhavan, Kolkata-700 091


Signature of the Principal/TIC
of the College with Date and Seal

Principal
Vivekananda Mahavidyalaya
Burdwan

Dr. Tushar Kanti Maiti
Professor
Department of Botany
Burdwan University
Purba Bardhaman
W.B. Pin-713104

Part D: For use of the Governing Body/Administrator of the College

The Governing Body in its meeting held on ~~07-04-2021~~ resolved that on the basis of the recommendation made by the Screening um Evaluation / ~~Selection~~ Committee constituted for the purpose of considering the matter of promotion under CAS, **Shri/ Smt/ Dr. SUMITA MONDAL** of the Department of **BOTANY** of this College be promoted to the post of Assistant Professor (Academic Level: 11 / ~~Level-12~~) / ~~Associate Professor~~ (Academic-Level-13A) with effect from **29/11/2020**

It is also resolved that the post held by **Shri / Smt/ Dr. SUMITA MONDAL** be upgraded to the post of Assistant Professor (Academic Level: 11 / ~~Level-12~~) / ~~Associate Professor~~ (Academic-Level-13A) and the same will be reverted to the post of Assistant Professor (Academic level 10) as soon as it falls vacant.

Resolved further that the Principal / ~~T.I.C.~~ / ~~Secretary~~ would take up the matter with the DPI, West Bengal by providing with the following in respect of the incumbent:

- i. All Pay Fixation memos countersigned by the Principal / ~~T.I.C.~~
- ii. Year wise detailed leave statement counter signed by the Principal / ~~T.I.C.~~

Date: **07-04-2022**



Signature of the President/Administrator
Seal:

President
Governing Body
Vivekananda Mahavidyalaya
Burdwan



R/e

Website : www.vmbdn.in
Email : vmprincipal2012@gmail.com
Phone No : 0342-2541208 (Day Office), 2541521 (Morning Office)

VIVEKANANDA MAHAVIDYALAYA, BURDWAN

(GOVT. SPONSORED) □ ESTD-1964

P.O- Sripally ★ Dist-Burdwan ★ Pin-713103 ★ W.B
NAAC Re-Accredited (B+) with PG in Chemistry

No. 433 /V.M.

Date : 08/04/2022

From : The Principal & Secretary

To,
The Directorate of Public Instruction (NGC),
Govt. of West-Bengal,
Education Directorate U.G.C. Section,
Bikash Bhavan, Salt Lake City,
Kolkata-700 091

Sub.- Submission of requisite proposal and the related papers for the promotion through CAS of Dr. Shambhu Nath Sing Mura under revised pay structure in terms of G.O. No. 920-Edn (CS)/5P-52/98 dated 31.12.2012 & 1373-Edn (CS)/5P-52/98 dated 07.12.2017 as Assistant Professor in Geography with Academic Level 12

Sir,

With reference to the subject cited above I would like to submit the necessary papers related to Promotion through CAS in terms of G.O. No. 920 Edn (CS) dated 31.12.2012 & 1373-Edn (CS)/5P-52/98 dated 07.12.2017 of Amit Kumar Ash, Assistant Professor in Political Science as per the following details after being recommended on 10.02.2022 by the Screening Committee constituted for this purpose and approved the same in the Governing Body meeting of Vivekananda Mahavidyalaya, Burdwan dated 07.04.2022 for your kind perusal.

Sl. No.	Name of Incumbent	Date of Joining	Due date of promotion under CAS	Academic Level with Designation (Previous)	Academic Level with Designation (Proposed)
1	Dr. Shambhu Nath Sing Mura	29.04.2010	29.01.2021	11 (68900-205500) Assistant Professor	12 (79800-211500) Assistant Professor

Kindly do the needful in this regard from your end at the earliest.

Thanking you.

With regards,

Yours faithfully,

08/04/22
Principal

Vivekananda Mahavidyalaya, Burdwan
Purba Bardhaman



Enclosures:

1. Letter from DPI relating to the nominee in the Screening Committee of Dr. Shambhu Nath Sing Mura
2. Letter from IC, the University of Burdwan for Subject Experts in the Screening Committee of Dr. Shambhu Nath Sing Mura
3. Proposal of pay fixation of Dr. Shambhu Nath Sing Mura
4. Attested copy of GB resolution dt. 07.04.2022 of Vivekananda Mahavidyalaya, Burdwan in which the recommendation of Selection Committee was approved.
5. Attested photocopy of RC certificate of Dr. Shambhu Nath Sing Mura
6. Attested photocopy of all previous Pay Fixation Memos of Dr. Shambhu Nath Sing Mura
7. Dully filled up option form of Dr. Shambhu Nath Sing Mura
8. Filled-up proforma of Part-A, Part-B, Part-C & Part-D relating to CAS of Dr. Shambhu Nath Sing Mura

Principal
Vivekananda Mahavidyalaya
BURDWAN

Part D: For use of the Governing Body/Administrator of the College

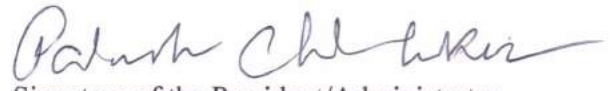
The Governing Body in its meeting held on ~~07-04-2022~~ resolved that on the basis of the recommendation made by the Screening cum Evaluation /~~Selection~~ Committee constituted for the purpose of considering the matter of promotion under CAS, ~~Shri/Smt/~~ Dr. SHMBHU NATH SING MURA of the Department of GEOGRAPHY of this College be promoted to the post of Assistant Professor (Academic ~~Level 11/ Level 12~~)/~~Associate Professor (Academic level 13A)~~ with effect from 29/01/2021.

It is also resolved that the post held by ~~Shri/Smt/~~ Dr. SHMBHU NATH SING MURA be upgraded to the post of Assistant Professor (~~Academic Level 11/Level 12/Associate Professor (Academic level 13A)~~) the same will be reverted to the post of Assistant Professor (Academic Level 10) as soon as it falls vacant.

Resolved further that the Principal / ~~T.I.C./Secretary~~ would take up the matter with the DPI, West Bengal by providing with the following in respect of the incumbent:

- i. All Pay Fixation memos countersigned by the Principal/~~T.I.C.~~
- ii. Year wise detailed leave statement countersigned by the Principal/~~T.I.C.~~

Date: 07-04-2022



Signature of the President/~~Administrator~~

Seal:

President
Governing Body
Vivekananda Mahavidyalaya
Burdwan

PROMOTION FILE

SELF APPRAISAL REPORT

SESSION 29.01.2016 TO 28.01.2021

(STAGE: Assistant Professor II to Assistant Professor III)

Dr. SHAMBHU NATH SING MURA

Assistant Professor of Geography

VIVEKANANDA MAHAVIDYALAYA, BURDWAN

SRIPALLY, PURBA BARDHAMAN

PIN – 713103

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Continue

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APPENDIX-II

Annual Self-Assessment for the Performance Based Appraisal System (PBAS)
Session/Year 29.01.2016 to June 2016, 2016-2017, July 2017-6th Dec 2017, 7th Dec
2017 to June, 2018, 2018-2019, 2019-2020 and July, 2021- 28th Jan 2021
(To be completed and submitted attend of each academic year)

PART A: GENERAL INFORMATION

1. Name (Block letters): **DR. SHAMBHU NATH SING MURA**
2. Father's/Mother's name/Husband's name : Late Kartik Sing Mura
3. Department : **GEOGRAPHY**
4. Current Designation & Grade Pay : **Assistant Professor (Stage-II),**
Pay Band - Rs. 15,600/- to 39,100/-&
AGP - Rs. 7000/-
5. Date of last Promotion : 29-01-2016 (Memo No. 847-C)
6. Address for correspondence(with pin code) : Department of Geography (UG),
Vivekananda Mahavidyalaya, Burdwan
(Affiliated to the University of Burdwan),
P.O.-Sripally, Dist.-Purba Bardhaman,
PIN-713 103, West-Bengal, INDIA
7. Permanent Address (with pin code) : Surya Nagar, Near Damodar Cold Storage,
P.O.- Sripally, P.S. – Burdwan Sadar,
Dist. – Purba Bardhaman, Pin-713103
West Bengal, INDIA
- Telephone No. : N/A
- Mobile No. : (+91) 9002650342
- E-mail : shambhu.vmbwn@gmail.com
8. Whether acquired any degrees or fresh academic qualifications during the year: N/A
9. Academic Staff College Orientation/Refresher Course attended during the year:

Name of the Course/ Summer School	Place	Duration	Sponsoring Agency
Geomatics 2017, Winter Training Programme on Geospatial Technologies and Application under NRDMS Programme in DST, Govt of India	Dept. Of Geography, The Univ. Of Burdwan	17 th Feb. 2017 – 9 th March, 2017	NRDMS, DST

10. a. Date of Appointment : 29-04-2010
(Ref. No. 151/CSC/B.U./Apptt./10 dt. 10.03.2010)
- b. Date of Confirmation : 28-04-2011 (Vide G.B. Resolution No. 33b/VM
dt.24.02.2012)
11. Past Service, if any : Not Applicable
(Please attach specific G.O. for counting
of past service for promotion under CAS)
12. For which position & AGP you
are applying under CAS : **Assistant Professor**
(Academic Level 11- to Academic level 12)
AGP – N/A

13. Date of eligibility for promotion : 29-01-2021 ✓

14. Educational Qualification (Graduation onwards):

Examination	Name of the University	Year of passing	Marks Obtained (%)	Class/ grade
BA√/B.Sc./B.Com.	The University of Burdwan	2003	55.625	II
MA√/M.Sc./M.Com.	The University of Burdwan	2005	55.167	II
Other Examination, if any				
UGC NET	-	2007, June	-	-
WBCSC SET	-	2007, August	-	-

15. Research Degree(s):

Degree	Name of the University	Date of award	Title
M.Phil.	-	-	-
Ph.D.√/ D.Phil.	The University of Burdwan	13th Feb, 2015 (Provisional Certificate)	"Land and Water Resource Management for Sustainable Development in Purulia District, West Bengal"
D.Sc./D.Lit.	-	-	-

16. Details of Teaching/Research/Academic Experience:

Designation	Employer	Period of service From To	Scale of Pay
Assistant Professor	Principal, Vivekananda Mahavidyalaya, Burdwan P.O.: Sripally, Dist.: Burdwan - 713103	29.04. 2010 (Forenoon) to till date	Rs. 15,600 – 39,100 AGP: 7,000

I declare that the particulars given above are correct to the best of my knowledge and belief.


Signature of the Candidate

All entries made above are checked and verified and found to be correct.

Signature of the Coordinator IQAC

Date:

Seal:


Co-ordinator IQAC
Vivekananda Mahavidyalaya
Purba Bardhaman

Signature of the Principal/TIC

Date:

Seal


Principal
Vivekananda Mahavidyalaya
BURDWAN

(29th January 2016- 30th June 2016)

Part B: Academic Performance Indicators (API)

(Please see detailed instruction of the PBAS-I proforma before filling out this section)

CATEGORY 1: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

(ia) Lectures, seminars, tutorials, practical, contact hours undertaken taken as percentage of lectures allocated.

Sl. No.	Course/ Paper	level	Mode of Teaching #	Class Allotted as per schedule	% of Classes/Practical Taken as per record	API Score
1.	B. A.	UG	L + P	259	259/251=96.91	48.45
				Pl. See Detailed in Annexure-1A		
					(Pages: 56)	

Lecture (L), Seminar (S), Tutorial (T), Practical (P), Contact Hours (C).

(ib) Lectures and other teaching duties in excess of UGC norms

	CALCULATION OF API SCORE FOR 1(i) ABOVE	API Score
a)	Classes taken (Maximum 50 for 100% performance & proportionate score up to 80% performance, below which no score may be given)	48.45
b)	Teaching load in excess of UGC norms/ Special Lectures/ Classes taken at the study centre located in the District other than Kolkata (Max score-10)	

(ii) Reading/ Instructional material consulted and additional knowledge resources provided to students

Sl. No.	Course/ Paper	Consulted	Prescribed	Additional Resource provided	API Score
		Pl. See Detailed in Annexure-1E (Pages: 63)			20
		API score based on preparation and Imparting of knowledge/instruction as per curriculum and syllabus enrichment by providing additional resources to students (Max. score: 20)			20

iii) Use of participatory and innovative teaching-learning methodologies; updating of subject content, course improvement etc.

- (a) Updating of Courses/Curriculum Design: 5 per course – Max 10
- (b) Participation/Innovative – Interactive courses: 5
- (c) Participation./Innovative – Learning Modules: 5 Max 10
- (d) Participation./Innovative – Case Studies prepared: 5
- (e) Use of ICT or Computer-aided methods – ppt: 5
- (f) Use of ICT – Multi-media/Simulation etc: 5 Max 10
- (g) Dev/Teaching Remedial/Bridge Courses: 5 each Max 10
- (h) Dev/Teaching Soft skill/Communication/Personality Dev: 5 each Max 10
- (i) Special Programs in Phys. Edn./Library: 5 each Max 10
- (j) Innovative Composition/Creation in Music, Fine Arts, Perf Arts: 5 each; Max 10
- (k) Organizing & Cond. of Popul. Prog. /Teaching Web-based/E-Library/IT-asst teaching: Workshop/Training - 10 points; Popularization program - 5 points

Sl. No.	Short Description (in terms of items) as listed above	API Score
	e. Details Enclosed in Annexure - IIIa	5
	(Pages: 79)	
	(Max API Score : 20) Total Score:	5

iv) Examination duties: Assigned and Performed

- (a) Invigil.- 10, Evalua.- 5, Q. paper setting/ Moderation- 5; Max : 20 [100% compliance]
- (b) Internal/Continuous Assessment work as allotted-10 [100% compliance];
- (c) Exam Coordination Cell/Outstation or Flying Squad: 10 [100% compliance]

Sl.No.	Type of Examination Duties	Duties Assigned	Extent to which carried out (%)	API Score
a.	Evaluation	Pl. See Detailed in Annexure-2F	100%	05
b.	Internal/Continuous Assessment work	Pl. See Detailed in Annexure-2F	100%	10
		(Pages: 83)		
	(Max API Score: 25)			15

CATEGORY 2: COCURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES.

Please mention your contribution to any of the following:

Sl. No.	Type of Activity	Average Hrs/ Week	API Score
	(I) Extension, Co-curricular & field based Activities (5 points each)		
	a) Field Study / Ed. Tours / Placement: 5 each Max 10		
	b) NSS/NCC/NSO etc: each activity 10 points Max 10		
	c) Student/ Staff Sports Campus Publication etc: (dept level 2 points. Instn level 5 points) Max 10	Details Enclosed in Annexure – Va (Pages: 99)	5
	d) Community work (Env, Hum. Rights, Scientific temper, Peace/Relief etc): Max 10		
	(Max API Score: 20)		5
	(II) Contribution to Corporate Life and Management of the Institution	Yearly/Semester wise responsibilities	API Score
	(a) Governance Responsibility (PG/IQAC/NAAC coordinator/Bursar / Warden etc.): Max 10		
	b) Academic/Administrative Committees like Admission /Campus Dev/ Library Comm: 5 each Max 10	(Pl. See Detailed in Annexure-Va)	10
	c) Student Welfare/Placement / Counseling/ Discipline: 5 each Max 10	(Pages: 99)	
	d) Conf Organization/Chair Secretary/Treasurer (i) International: 10 (ii) National/Reg: 5 (iii) Member: 1 each		
	(Max API Score: 15)		10
	(III) Professional Development Activities		
	a) Member in Professional Committees (i) National 3 (ii) State 2 ; Max 10		
	b) Participation in Conf/Seminars without paper: 2 each; Max 10		
	c) Short-term Courses/ Training less than a week: 5 each Max 10		
	d) Membership / Participation in State/ Central Bodies / Committees: 5 each Max 10		
	e) Newspaper/Magazine/ Radio-TV program (Not covered in Category III): 1each; Max 10		
	(Max API Score: 15)		
	Total Score (I + II +III) (Max : 50)		15
	Minimum API Score required- 15		

(2016-2017)

Part B: Academic Performance Indicators (API)

(Please see detailed instruction of the PBAS-I proforma before filling out this section)

CATEGORY 1: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

(ia) Lectures, seminars, tutorials, practical, contact hours undertaken taken as percentage of lectures allocated.

Sl. No.	Course/ Paper	level	Mode of Teaching #	Class Allotted as per schedule	% of Classes/Practical Taken as per record	API Score
1.	B. A.	UG	L + P	628	628/609=96.97	48.48
				Pl. See Detailed in Annexure-1B		
					(Pages: 57)	

Lecture (L), Seminar (S), Tutorial (T), Practical (P), Contact Hours (C).

(ib) Lectures and other teaching duties in excess of UGC norms

	CALCULATION OF API SCORE FOR 1(j) ABOVE	API Score
a)	Classes taken (Maximum 50 for 100% performance & proportionate score up to 80% performance, below which no score may be given)	48.48
b)	Teaching load in excess of UGC norms/ Special Lectures/ Classes taken at the study centre located in the District other than Kolkata (Max score-10)	

(ii) Reading/ Instructional material consulted and additional knowledge resources provided to students

Sl. No.	Course/ Paper	Consulted	Prescribed	Additional Resource provided	API Score
		Pl. See Detailed in Annexure-1F (Pages: 67)			20
		API score based on preparation and Imparting of knowledge/instruction as per curriculum and syllabus enrichment by providing additional resources to students (Max. score: 20)			20

iii) Use of participatory and innovative teaching-learning methodologies; updating of subject content, course improvement etc.

- (a) Updating of Courses/Curriculum Design: 5 per course – Max 10
- (b) Participation/Innovative – Interactive courses: 5
- (c) Participn./Innovative – Learning Modules: 5 Max 10
- (d) Participn./Innovative – Case Studies prepared: 5
- (e) Use of ICT or Computer-aided methods – ppt: 5
- (f) Use of ICT – Multi-media/Simulation etc: 5 Max 10
- (g) Dev/Teaching Remedial/Bridge Courses: 5 each Max 10
- (h) Dev/Teaching Soft skill/Communication/Personality Dev: 5 each Max 10
- (i) Special Programs in Phys. Edn./Library: 5 each Max 10
- (j) Innovative Composition/Creation in Music, Fine Arts, Perf Arts: 5 each; Max 10
- (k) Organizing & Cond. of Popul. Prog. /Teaching Web-based/E-Library/IT-asst teaching: Workshop/Training - 10 points; Popularization program - 5 points

Sl. No.	Short Description (in terms of items) as listed above	API Score
	e. Details Enclosed in Annexure – IIIb	5
	(Pages: 79)	
	(Max API Score : 20) Total Score:	5

iv) Examination duties: Assigned and Performed

- (a) Invigil.- 10, Evalua.- 5, Q. paper setting/ Moderation- 5; Max : 20 [100% compliance]
- (b) Internal/Continuous Assessment work as allotted-10 [100% compliance];
- (c) Exam Coordination Cell/Outstation or Flying Squad: 10 [100% compliance]

Sl.No.	Type of Examination Duties	Duties Assigned	Extent to which carried out (%)	API Score
a.	Evaluation	Pl. See Detailed in Annexure-3F	100%	05
b.	Internal/Continuous Assessment work	Pl. See Detailed in Annexure-3F	100%	10
		(Pages: 84)		
				15

CATEGORY 2: COCURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES.

Please mention your contribution to any of the following:

Sl. No.	Type of Activity	Average Hrs/ Week	API Score
	(I) Extension, Co-curricular & field based Activities (5 points each)		
	a) Field Study / Ed. Tours / Placement: 5 each Max 10		
	b) NSS/NCC/NSO etc: each activity 10 points Max 10		
	c) Student/ Staff Sports Campus Publication etc: (dept level 2 points. Instn level 5 points) Max 10	Details Enclosed in Annexure – Vb (Pages: 100)	5
	d) Community work (Env, Hum. Rights, Scientific temper, Peace/Relief etc): Max 10		
	(Max API Score: 20)		5
	(II) Contribution to Corporate Life and Management of the Institution		
	(a) Governance Responsibility (PG/IQAC/NAAC coordinator/Bursar / Warden etc.): Max 10	Yearly/Semester wise responsibilities	API Score
	b) Academic/Administrative Committees like Admission /Campus Dev/ Library Comm: 5 each Max 10	(Pl. See Detailed in Annexure-Vb)	10
	c) Student Welfare/Placement / Counseling/ Discipline: 5 each Max 10	(Pages: 100)	
	d) Conf Organization/Chair Secretary/Treasurer (i) International: 10 (ii) National/Reg: 5 (iii) Member: 1 each		
	(Max API Score: 15)		10
	(III) Professional Development Activities		
	a) Member in Professional Committees (i) National 3 (ii) State 2 ; Max 10		
	b) Participation in Conf/Seminars without paper: 2 each; Max 10		
	c) Short-term Courses/ Training less than a week: 5 each Max 10		
	d) Membership / Participation in State/ Central Bodies / Committees: 5 each Max 10		
	e) Newspaper/Magazine/ Radio-TV program (Not covered in Category III): 1each; Max 10		
	(Max API Score: 15)		
	Total Score (I + II +III) (Max : 50)		15
	Minimum API Score required- 15		

(1st July 2017-6th Dec 2017)

Part B: Academic Performance Indicators (API)

(Please see detailed instruction of the PBAS-I proforma before filling out this section)

CATEGORY 1: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

(ia) Lectures, seminars, tutorials, practical, contact hours undertaken taken as percentage of lectures allocated.

Sl. No.	Course/ Paper	level	Mode of Teaching #	Class Allotted as per schedule	% of Classes/Practical Taken as per record	API Score
1.	B. A.	UG	L + P	235	235/227=96.59	48.30
				Pl. See Detailed in Annexure-1C		
					(Pages: 58)	

Lecture (L), Seminar (S), Tutorial (T), Practical (P), Contact Hours (C).

(ib) Lectures and other teaching duties in excess of UGC norms

	CALCULATION OF API SCORE FOR 1(i) ABOVE	API Score
a)	Classes taken (Maximum 50 for 100% performance & proportionate score up to 80% performance, below which no score may be given)	48.30
b)	Teaching load in excess of UGC norms/ Special Lectures/ Classes taken at the study centre located in the District other than Kolkata (Max score-10)	

(ii) Reading/ Instructional material consulted and additional knowledge resources provided to students

Sl. No.	Course/ Paper	Consulted	Prescribed	Additional Resource provided	API Score
		Pl. See Detailed in Annexure-1G (Pages: 71)			20
		API score based on preparation and Imparting of knowledge/instruction as per curriculum and syllabus enrichment by providing additional resources to students (Max. score: 20)			20

iii) Use of participatory and innovative teaching-learning methodologies; updating of subject content, course improvement etc.

- (a) Updating of Courses/Curriculum Design: 5 per course – Max 10
- (b) Participation/Innovative – Interactive courses: 5
- (c) Participn./Innovative – Learning Modules: 5 Max 10
- (d) Participn./Innovative – Case Studies prepared: 5
- (e) Use of ICT or Computer-aided methods – ppt: 5
- (f) Use of ICT – Multi-media/Simulation etc: 5 Max 10
- (g) Dev/Teaching Remedial/Bridge Courses: 5 each Max 10
- (h) Dev/Teaching Soft skill/Communication/Personality Dev: 5 each Max 10
- (i) Special Programs in Phys. Edn./Library: 5 each Max 10
- (j) Innovative Composition/Creation in Music, Fine Arts, Perf Arts: 5 each; Max 10
- (k) Organizing & Cond. of Popul. Prog. /Teaching Web-based/E-Library/IT-asst teaching: Workshop/Training - 10 points; Popularization program - 5 points

Sl. No.	Short Description (in terms of items) as listed above	API Score
	e. Details Enclosed in Annexure – IIIc	5
	(Pages: 79)	
	(Max API Score : 20) Total Score:	5

iv) Examination duties: Assigned and Performed

- (a) Invigil.- 10, Evalua.- 5, Q. paper setting/ Moderation- 5; Max : 20 [100% compliance]
- (b) Internal/Continuous Assessment work as allotted-10 [100% compliance];
- (c) Exam Coordination Cell/Outstation or Flying Squad: 10 [100% compliance]

Sl.No.	Type of Examination Duties	Duties Assigned	Extent to which carried out (%)	API Score
a.	Evaluation	Pl. See Detailed in Annexure-4F	100%	05
b.	Internal/Continuous Assessment work	Pl. See Detailed in Annexure-4F	100%	10
		(Pages: 85)		
	(Max API Score: 25)			15

IV. Summary of API scores (29.01.2016 to 06.12.2017)

	Criteria	Last 3/4/ 5/6 academic years			Total API score for assessment period (29.01.2016 – 06.12.2017)	Annual Average API Score for Assessment
		29.01.2016 - 30.06.2016	2016-2017	1.7.2017- 6.12.20.17		
I	Teaching, Learning and Evaluation related Activities	88.50	88.48	88.30	265.28	88.42
II	Co-curricular, Extension and Professional Development related Activities	15	15	15	45	45
	Total (I+II)	103.50	103.48	103.30	310.28	133.42
III	Research and Academic Contributions (29.01.2016 to 06.12.2017)	20+10+7.5			37.5	

Shambhu Nath Singh Muru.
Asst. Prof.

Signature of the incumbent
with Designation

[Signature]
Signature of the IQAC Coordinator
with date and Seal
Vivekananda Mahavidyalaya
Purba Bardhaman

[Signature]
Signature of the Principal/TIC
with date and Seal
Principal
Vivekananda Mahavidyalaya
BURDWAN

iv. Summary of API scores (7th Dec, 2017 to 28.01.2021):

Name of the applicant: DR. SHAMBHU NATH SING MURA Subject: GEOGRAPHY

Criteria	API Score for previous 3/4/5/6 academic years as applicable for specific proposed stage of promotion from Stage I/II/III to Stage II/III/IV				Total API score for assessment period	Percentage Distribution of Weightage Points in the Expert Assessment (Applicable only for selection committee)
	07.12.17 - 30.06.18	2018-2019	2019 - 2020	01.07.20 - 28.01.21		
I CATEGORY I: Teaching, Learning and Evaluation related Activities (to be assessed yearly)	53.73	100.27	87.27	42.13	283.40	
II CATEGORY II: Co-curricular, Extension and Professional Development related Activities (to be assessed cumulatively for assessment period)	(16.1 + 22.3 + 25.2 + 8.2) = 71.80				71.80	
III CATEGORY III: Research and Academic Contributions (to be assessed cumulatively for assessment period) [07.12.2017 to 28.01.2021]	(10+10) = 20				20	
II + III Total API Score (Category II + Category III)/ Assessment Period	(71.80 + 20) = 91.80				91.80	
<i>Shambhu Nath Sing Mura</i> Signature of the incumbent	<i>[Signature]</i> Coordinator IQAC Vivekananda Mahavidyalaya Burdwan				<i>[Signature]</i> Principal Vivekananda Mahavidyalaya BURDWAN	
Date of Screening Committee/ Selection committee and Venue	Date: 10.02.2022				Venue: Vivekananda Mahavidyalaya, Burdwan	
Recommendation of the Screening/Selection Committee for promotion on CAS with date of effect of promotion	<ul style="list-style-type: none"> Recommendation for promotion from Stage I/II/III to Stage II/III/IV (Strike out which are not applicable) Date of Effect: 29-01-2021 					
<i>[Signature]</i> Signature of the Principal/TIC/OIC with date and seal	Signature of the DPI Nominee with date and seal	Signature of the Subject Expert/s with date and seal Professor		Signature of the Subject Expert/s with date and seal		

Principal
Vivekananda Mahavidyalaya
BURDWAN

Department of Geography
The University of Burdwan
Burdwan

SUMMARY OF API SCORE: FOR THOSE WHERE ASSESSMENT PERIOD COVERS BOTH UGC REGULATIONS, 2010 AND UGC REGULATIONS, 2016 (4th AMENDMENT)

- Date of Screening Committee/Selection Committee:
- Venue: Vivekananda Mahavidyalaya, Burdwan
- Name of the Applicant: DR. SHAMBHU NATH SING MURA Subject: GEOGRAPHY
- Date of RC/OP/WORKSHOP:

WINTER SCHOOLS ON GEOMATICS - 2017	GEOGRAPHY DEPT., BU	17.02.2017 –09.03.2017

Assessment Period						
API Score up to 06.12.2017			API Score w.e.f. 07.12.2017			
		API (A)		API (B)	Total API score in Assessment Period (A+B)	Percentage Distribution of Weightage Points in the Expert Assessment (applicable only for selection committee for Associate Professor)
CAT I	CATEGORY I: Teaching, Learning and Evaluation related Activities (to be assessed yearly)	265.28	CATEGORY I: Teaching, Learning and Evaluation related Activities (to be assessed yearly)	283.40	548.68 $\left(\frac{548.68 \times 12}{60} = 109.4 \text{ per year} \right)$	Research contribution (30%) Full Marks: 06
CAT II	CATEGORY II: Co-curricular, Extension and Professional Development related Activities (to be assessed yearly)	45	CATEGORY II: Co-curricular, Extension and Professional Development related Activities (to be assessed cumulatively for assessment period)	71.80	116.80	Domain knowledge & teaching practice (50%) Full Marks: 10
CAT III	CATEGORY III: Research and Academic Contributions (to be assessed cumulatively for assessment period)	37.50	CATEGORY III: Research and Academic Contributions (to be assessed cumulatively for assessment period)	20	57.50	Interview performance (20%) Full Marks: 04
Category II + Category III					174.30	Total Marks (20): [Pass Marks: 10]
Recommendation of the Screening/Selection Committee for promotion on CAS with date of effect of promotion		Recommended for promotion from Stage H/II/III to Stage H/III/IV (Strike out which are not applicable) • Date of effect: 29-01-2021 ✓				
Signature of the Principal/TIC/OIC with date and seal		Signature of the DPI Nominee with date and seal		Signature of the Subject Expert/s with date and seal		Signature of the Subject Expert/s with date and seal

Principal
Vivekananda Mahavidyalaya
BURDWAN

Joint Director of Public Instruction
Education Directorate
Government of West Bengal
Bikash Bhavan, Kolkata-700 091

Professor
Department of Geography
The University of Burdwan
Burdwan

Part C: For use of the Screening cum Evaluation-/Selection Committee

Name of the College: **VIVEKANANDA MAHAVIDYALYA, BURDWAN**
Date of the Meeting: **10/02/2022**
Venue: **Vivekananda Mahavidyalaya, Burdwan**
Name of the Incumbent: ~~Shri/Smt/~~ **Dr. SHAMBHU NATH SING MURA** **GEOGRAPHY**
Present designation: **Assistant Professor (Academic Level 10/ Level 11/ Level 12)** of ~~Chemistry~~
Date of Joining: **29/04/2010**
Date of Confirmation: **28/04/2011** (Vide G.B. Resolution No. 33b/VM dt.24.02.2012)
Awarded Ph. D/M.Phil on: **13/02/2015**
Scale of Pay: Rs. 57,700 – 1,82,400/- / **Rs. 68,900 – 2,05,000/-** / Rs. 79,800 – 2,11,500/-
Designation after promotion: Assistant Professor (~~Academic Level 11/~~ **Level 12**)
Scale of Pay: Rs. 68,900 – 2,05,000/- / **Rs. 79,800 – 2,11,500/-** / Rs. 1,31,400 – 2,17,100/-
Date of effect: **29/01/2021** ✓

Score for Interview (for Academic Level 12 to 13A) [F.M. 20]:

The ~~Screening cum Evaluation/~~ Selection Committee has considered the proposal for promotion under CAS in respect of the incumbent mentioned above from the post of Assistant Professor (Academic ~~Level 10/Level 11/Level 12~~) to the post of Assistant Professor (Academic ~~Level 11/~~ **Level 12**) As the incumbent has fulfilled all conditions as laid down in G.O. No. 920-Edn(CS) dated 31.12.2012 and G.O. No. 1373-Edn (CS)/5P-52/98 dated 07.12.2017 for promotion under CAS, the Committee recommends that the incumbent be promoted to the post of Assistant Professor (Academic ~~Level 11/~~ **Level 12**) with effect from **29/01/2021**

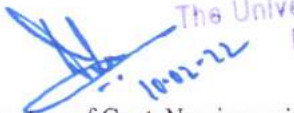
The Committee further recommends that the post held by the incumbent be upgraded to the post of Assistant Professor (~~Level 11/~~ **Level 12**) with effect from **29/01/2021** and the same would be reverted to the post of Assistant Professor (Academic Level 10) as soon as it would fall vacant due to superannuation or any other reason.

Necessary particulars with all relevant documents be sent to the Government for approval.

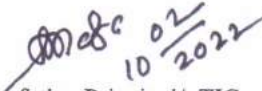

Signature of the Expert with Date and Seal
(Nominated by the VC of the affiliating University)

Department of Geography
The University of Burdwan
Burdwan
10-02-22

Signature of the Expert with Date and Seal
(Nominated by the VC of the affiliating University)


Signature of Govt. Nominee with
Date and Seal
(Nominated by the DPI, West Bengal)

DIPANKAR SEN, WBES
Joint Director of Public Instruction
Education Directorate
Government of West Bengal
Bikash Bhavan, Kolkata-700 091


Signature of the Principal/ TIC
of the College with Date and
Seal

Principal
Vivekananda Mahavidyalaya
BURDWAN

APPENDIX-II

**Annual Self-Assessment for the Performance Based Appraisal System (PBAS)
Session/Year 18th July 2018-2019, 2019-2020 and 2020-17th July 2021
(To be completed and submitted attend of each academic year)**

PART A : GENERAL INFORMATION

1. Name (Block letters) : **Dr SATYAPRASAD MISHRA**
2. Father's/Mother's name/Husband's name : Sri Surendra Nath Mishra
3. Department : **SANSKRIT**
4. Current Designation & Grade Pay : **Assistant Professor (Stage-III),
Pay Band - Rs. 15,600/- to 39,100/-&
AGP - Rs. 8000/-**
5. Date of last Promotion : 18.07.2018 (Memo no.381-C dated 03-09-2021) ✓
6. Address for Correspondence (with pin code) : Vivekananda Mahavidyalaya, Burdwan
(Affiliated to the University of Burdwan),
P.O.-Sripally, Dist.-Purba Bardhaman,
West Bengal, PIN-713103
1. Permanent Address (with pin code) : Vivekananda Mahavidyalaya, Burdwan
(Affiliated to the University of Burdwan),
P.O.-Sripally, Dist.-Purba Bardhaman,
West-Bengal, PIN-713103
2. Telephone No. : N/A
- Mobile No. : (+91) 9563079736
- E-mail : satyavm2013@gmail.com
3. Whether acquired any degrees or fresh academic qualifications during the year: No
4. Academic Staff College Orientation/Refresher Course attended during the year:

Name of the Course/ Summer School	Place	Duration	Sponsoring Agency
Refresher Course	UGC-HRDC, Guru Nanak Dev University, Amritsar	05.02.2021-18.02.2021 ✓	UGC

5. a. Date of Appointment : 18.07.2008 ✓
(Ref. No. 107/VM/BU/CSC/Apptt./08 dt.23.05.2008)
- b. Date of Confirmation : 18.07.2008 (Vide G.B. Resolution No. 28 dt.17.12.2019)
6. Past Service, if any : Not Applicable
(Please attach specific G.O. for counting
of past service for promotion under CAS)
7. For which position & AGP you
are applying under CAS : **Associate Professor** (Academic level 13A)
AGP – Not Applicable
8. Date of eligibility for promotion : **18.07.2021**

Qualification (Graduation onwards):

Examination	Name of the University	Year of passing	Marks Obtained (%)	Class/ grade
B.A./B.Sc./B.Com.	Shri Jagannath Sanskrit Vishvavidyalaya, Puri	2003	64	I
M.A./M.Sc./M.Com.	Shri Jagannath Sanskrit Vishvavidyalaya, Puri	2005	80.7	I
Other Examination, if any				
UGC NET	-	2006	-	

10. Research Degree(s):

Degree	Name of the University	Date of award	Title
M.Phil.	Shri Jagannath Sanskrit Vishvavidyalaya, Puri	2006	पाणिनीयतन्त्रे तद्धितप्रत्ययाः - एकमध्ययनम् ।
Ph.D./D.Phil.	Shri Jagannath Sanskrit Vishvavidyalaya, Puri	7 th September 2011	पाणिनीयतन्त्रे तद्धितप्रत्ययाः - एकमध्ययनम् ।
D.Sc./D.Lit.	-	-	

11. Details of Teaching/Research/Academic Experience:

Designation	Employer	Period of service From To	Scale of Pay
Assistant Professor	Principal, Vivekananda Mahavidyalaya, Burdwan, P.O – Sripally, Dist. – Purba Bardhaman, West Bengal, PIN-713103	18.07.2008 to till date	Rs.15,600/- to 39,100/- AGP: 8,000/-

I declare that the particulars given above are correct to the best of my knowledge and belief.

Satyprasad Mishra
Signature of the Candidate

All entries made above are checked and verified and found to be correct.

Signature of the Coordinator, IQAC

Date:

Seal:

[Signature]
Co-ordinator IQAC
Vivekananda Mahavidyalaya
Purba Bardhaman

Signature of the Principal/HIC

Date:

Seal

[Signature]
Principal
Vivekananda Mahavidyalaya
Burdwan

(18th July 2018 - 30th June 2019)

Part B: Academic Performance Indicators (API)

(Please see detailed instruction of the PBAS-I proforma before filling out this section)

CATEGORY 1: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

(a) Direct teaching (16/14) hours per week as applicable including Lectures, Tutorials, Practical, Project Supervision and Field work

Sl. No.	Course/Paper	Level	Mode of Teaching*	Actual hours spent per Academic Year	Actual Score (Actual hours spent per Academic Year ÷ 7.5 for Assistant Prof. & ÷ 7.75 for Associate Prof.)	API Score
1.	B. A	UG	L	443	55.2	57.16
Maximum API Score:						
i) Assistant Professor Stage I: 70				Pl. See Detailed in Annexure-1/A (Pages: 30)	57.16	57.16
ii) Assistant Professor Stage II: 70						
iii) Assistant Professor Stage III: 70						

* Lectures, Tutorials, Practical, Project Supervision and Field Work

Workload as per UGC Regulations 2016:

	Direct Teaching Hours per week
Assistant Professor	16
Associate Professor	14

(b) Examination duties (question paper setting, evaluation of answer scripts) as per allotment

Sl. No.	Type of Examination Duties	Actual hours spent per Academic Year	Actual Score (Actual hours spent per Academic Year ÷ 10 for all teachers)	API Score
1.	Invigilation (Hons and Gen)	216	21.6	47.2
2.	Evaluation (Hons and Gen)	200	20	
3.	Internal Paper Setting/Moderation/ Convener/Chairperson	16	1.6	
4.	Internal/Continuous Assessment works allotted	40	4	
Maximum API Score:				
i) Assistant Professor Stage I : 20		Pl. See Detailed in Annexure-I/B (Pages: 11)	20	20
ii) Assistant Professor Stage II : 20				
iii) Assistant Professor Stage III : 20				

Part C: For use of the Screening cum Evaluation / Selection Committee

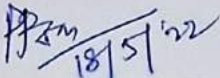
Name of the College: **VIVEKANANDA MAHAVIDYALAYA, BURDWAN**
Date of the Meeting: **18.05.2022**
Venue: **Vivekananda Mahavidyalaya, Burdwan**
Name of the Incumbent: ~~Shri/Smt/~~ **Dr. SATYAPRASAD MISHRA**
Present designation: **Assistant Professor (Academic Level 10/ Level 11/ Level 12) of SANSKRIT**
Date of Joining: **18/07/2008** (Ref. No. 107/VM/BU/CSC/Appnt./08 dt.23.05.2008)
Date of Confirmation: **18/07/2008** (Vide G.B. Resolution No. 28 dt.17.12.2019)
Awarded Ph. D/M.Phil on: **07/09/2011**
Scale of Pay: Rs. 57,700 – 1,82,400/- / Rs. 68,900 – 2, 05,500/- / **Rs. 79,800 – 2, 11,500/-**
Designation after promotion: ~~Assistant Professor (Academic Level 11/ Level 12)~~ **Associate Professor (Academic Level 13A)**
Scale of Pay: Rs. 68,900 – 2,05,500/- / Rs. 79,800 – 2,11,500/- / **Rs. 1,31,400 – 2,17,100/-**
Date of effect: **18/07/2021**

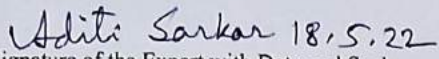
Score for Interview (for Academic Level 12 to 13A) [F.M. 20]: **12**

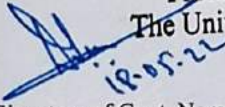
The ~~Screening cum Evaluation~~ Selection Committee has considered the proposal for promotion under CAS in respect of the incumbent mentioned above from the post of Assistant Professor (Academic ~~Level 10 / Level 11 / Level 12~~) to the post of ~~Assistant Professor (Academic Level 11 / Level 12) / Associate Professor (Academic Level 13A)~~. As the incumbent has fulfilled all conditions as laid down in G.O. No. 920-Edn(CS) dated 31.12.2012 and G.O. No. 1373-Edn (CS)/5P-52/98 dated 07.12.2017 for promotion under CAS, the Committee recommends that the incumbent be promoted to the post of ~~Assistant Professor (Academic Level 11/ Level 12) / Associate Professor (Academic Level 13A)~~ with effect from **18/07/2021**.

The Committee further recommends that the post held by the incumbent be upgraded to the post of ~~Assistant Professor (Level 11/ Level 12) / Associate Professor (Academic Level 13A)~~ with effect from **18/07/2021** and the same would be reverted to the post of Assistant Professor (Academic Level 10) as soon as it would fall vacant due to superannuation or any other reason.

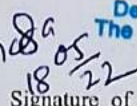
Necessary particulars with all relevant documents be sent to the Government for approval.


Signature of the Expert with Date and Seal
(Nominated by the VC of the affiliating University)
Dr. P. P. DAS
Professor of Sanskrit
The University of Burdwan


Signature of the Expert with Date and Seal
(Nominated by the VC of the affiliating University)


Signature of Govt. Nominee with
Date and Seal
(Nominated by the DPI, West Bengal)
DIPANKAR SEN, WBES

Joint Director of Public Instruction
Education Directorate
Government of West Bengal
Bikash Bhavan, Kolkata-700 091


Signature of the Principal/ TIC
of the College with Date and
Seal

Principal
Vivekananda Mahavidyalaya
Burdwan

Part D: For use of the Governing Body/Administrator of the College

The Governing Body in its meeting held on 11.06.2022 resolved that on the basis of the recommendation made by the ~~Screening-cum-Evaluation~~ /Selection Committee constituted for the purpose of considering the matter of promotion under CAS, ~~Shri/Smt/~~ **Dr SATYAPRASAD MISHRA** of the Department of **SANSKRIT** of this College be promoted to the post of ~~Assistant Professor (Academic Level 11/ Level 12)~~ / **Associate Professor (Academic Level 13A)** with effect from **18/07/2021**.

It is also resolved that the post held by ~~Shri/Smt/~~ **Dr SATYAPRASAD MISHRA** be upgraded to the post of ~~Assistant Professor (Academic Level 11/ Level 12)~~ / **Associate Professor (Academic Level 13A)** and the same will be reverted to the post of Assistant Professor (Academic Level 10) as soon as it falls vacant.

Resolved further that the Principal / ~~T.I.C./Secretary~~ would take up the matter with the DPI, West Bengal by providing with the following in respect of the incumbent:

- i. All Pay Fixation memos countersigned by the Principal/~~T.I.C.~~
- ii. Year wise detailed leave statement countersigned by the Principal/~~T.I.C.~~

Date: 11-06-2022

Signature of the President/Administrator
Seal:

**President
Governing Body**
Vivekananda Vaidyalyaya
Burdwan

APPENDIX-II

Annual Self-Assessment for the Performance Based Appraisal System (PBAS)

Session/Year 2019-2020, 2020-2021 and 2021-2022

(To be completed and submitted attend of each academic year)

PART A: GENERAL INFORMATION

1. Name (Block letters) : **DR. PRASANTA MALLICK**
2. Father's/Mother's name/Husband's name : **AJIT KR MALLICK**
3. Department : **BOTANY**
4. Current Designation & Grade Pay : **Assistant Professor (Stage-III),
Pay Band - Rs. 15,600/- to 39,100/- &
AGP - Rs. 8000/-**
5. Date of last Promotion : **18-03-2019 (memo no.542-C dated 12-10-2020)**
6. Address for correspondence(with pin code) : **Department of BOTANY ,
Vivekananda Mahavidyalaya, Burdwan
(Affiliated to the University of Burdwan),
P.O.-Sripally, Dist.-Purba Bardhaman,
PIN-713 103, West-Bengal, INDIA**
7. Permanent Address (with pin code) : **Vill. + P.O.- Banbirsingha, P.S.-
Patrasayer, Dist.-Bankura, PIN-722209,
West Bengal, INDIA**
- Telephone No. : **N/A**
- Mobile No. : **(+91) 7872744402**
- E-mail : **prasantamallickbu@gmail.com**
8. Whether acquired any degrees or fresh academic qualifications during the year: **No**
9. Academic Staff College Orientation/Refresher Course attended during the year:

Name of the Course/ Summer School	Place	Duration	Sponsoring Agency
Refresher Course	Burdwan University	(24.11.20 to 07.12. 20)	UGC

10. a. Date of Appointment : **18.03.2010 (Ref. No. Misc 1059 /RRRM/B.U./Appt/9-10 dt. 17.03.2010)**
- b. Date of Confirmation : **18.03.2010 (Vide G.B. Resolution No. 3a dt.18.03.2011)**
11. Past Service, if any : **Raja Rammohun Roy Mahavidyalaya Hooghly,
(Please attach specific G.O. for counting
of past service for promotion under CAS)**
(10/CSC/BU/Appt/10/ Dt.09.03.2010)
12. For which position & AGP you are applying under CAS : **Associate Professor (Academic level 13A)
AGP – Not Applicable**
13. Date of eligibility for promotion : **18-03-2022**

14. Educational Qualification (Graduation onwards):

Examination	Name of the University	Year of passing	Marks Obtained (%)	Class/ grade
BA/B.Sc./ B.Com.	BURDWAN UNIVERSITY	1996	60.25%	I
MA/M.Sc./ M.Com.	BURDWAN UNIVERSITY	1998	61.50%	I
Other examination, if any	BURDWAN UNIVERSITY (B.ED)	2000	63.60%	I

15. Research Degree(s):

Degree	Name of the University	Date of award	Title
M. Phil.	-	-	-
Ph.D/ D. Phil	BURDWAN UNIVERSITY	28.08.2007	"Studies on the Desmid flora of Bankura and Purulia districts, West Bengal, India."
D.Sc/D.Lit.	-	-	-

16. Details of Teaching/Research/Academic Experience:

Designation	Employer	Period of service From To	Scale of Pay
Assistant Professor	Principal, RRR Mahavidyalaya, Radhanagar, Hooghly	18.03.2010 to 18.03.2019	Rs.15,600/- to 39,100/- AGP: 8,000/-
Assistant Professor	Principal, Vivekananda Mahavidyalaya, Burdwan P.O. – Sripally, Dist. – Purba Bardhaman, PIN – 713103, WB.	19.03.2019 (Forenoon) to till date	Rs.15,600/- to 39,100/- AGP: 8,000/-

I declare that the particulars given above are correct to the best of my knowledge and belief.

Prasanta Mallick
Signature of the Candidate

All entries made above are checked and verified and found to be correct.

Signature of the Coordinator, IQAC

Date:

Seal:

[Signature]
Coordinator, IQAC
Vivekananda Mahavidyalaya
Purba Bardhaman

Signature of the Principal/HIC

Date:

Seal

[Signature]
Principal
Vivekananda Mahavidyalaya
Burdwan

Part B: Academic Performance Indicators (API)
Session/ Year 2018- 2019 (18.03.2019 to 30.06.2019)

(Please see detailed instruction of the PBAS-I Proforma before filling out this section)

CATEGORY 1: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

(a) Direct teaching (16/14) hours per week as applicable) including Lectures, Tutorials, Practical, Project Supervision and Field work

Sl. No.	Course/Paper	Level	Mode of Teaching*	Actual hours spent per Academic Year	Actual Score (Actual hours spent per Academic Year ÷ 7.5 for Assistant Prof. & ÷ 7.75 for Associate Prof.)	API Score
1.	B.Sc. HONS	UG	Theory	104	13.8	13.8
2.	B.Sc.	UG	Theory			
Maximum API Score : i) Assistant Professor Stage I :70 ii) Assistant Professor Stage II:70 iii) Assistant Professor Stage III:70				Pl. See Detailed in [Annexure – 1/A]		

* Lectures, Tutorials, Practical, Project Supervision and Field Work

• Workload as per UGC Regulations 2016:

	Direct Teaching Hours per week
Assistant Professor	16
Associate Professor	14

Part C: For use of the Screening/ Selection Committee

Place of the College : Vivekananda Mahavidyalaya, Burdwan
Date of the Meeting : 18.05.2022
Venue : Vivekananda Mahavidyalaya, Burdwan
Name of the Incumbent : Shri/Smt/Dr. **Prasanta Mallick**
Present designation : Assistant Professor (Academic level ~~10/11/ level 12~~) of Botany
Date of joining : 18.03.2010 **Awarded Ph. D. on :** 28.08.2007
Date of Confirmation : 18.03.2010
Scale of Pay : 57,700, - 1,82,400/- / Rs 68,900-205500/-, Rs. 79,800- 2,11,500/-
Designation after promotion : Assistant Professor (Academic level ~~11/level 12~~) / Associate Professor (Academic level 13A)
Scale of Pay: 57,700, - 1,82,400/- / Rs 68,900-205500/-, Rs. 79,800- 2,11,500/-, Rs. 1,31,400 – 2,17,100/-
Date of effect : 18.03.2022

Score for Interview (for Academic level 12 to 13A) [F.M. 20] : 16

The Screening/Selection Committee has considered the proposal for promotion under CAS in respect of the incumbent mentioned above from the post of Assistant (Academic level ~~10/11/ level 12~~) to the post of Associate Professor (Academic level 13A). As the incumbent has fulfilled all conditions as laid down in G.O. No. 920-Edn(cs) dated 31.12.2012 and G.O no. 1373- Edn (CS) /5p-52/98 dated 07.12.2017 for promotion under CAS, the Committee recommends that the incumbent be promoted to the post of Assistant (Academic level ~~10/11/ level 12~~) to the post of Associate Professor (Academic level 13A) with effect from 18.03.2022. The Committee further recommends that the post held by the incumbent be upgraded to the post of Assistant Professor (Academic level ~~11/ level 12~~) / Associate Professor (Academic level 13A) with effect from 18.03.2022 and the same would be reverted back to the post of Assistant Professor (Academic level 10) as soon as it would fallen vacant due to superannuation or any other reason.

Necessary particulars with all relevant documents be sent to the Government for approval.

Signature of the Expert with Date and Seal
(Nominated by the VC of the affiliating University)

Dr. Tushar Kanti Maiti
Professor
Department of Botany
Burdwan University
Purba Bardhaman

Signature of Govt. Nominace with Date and Seal
(Nominated by the DPI, West Bengal)

DIPANKAR SEN, WBES
Joint Director of Public Instruction,
Education Directorate
Government of West Bengal
Bikash Bhavan, Kolkata-700 091

Signature of the Expert with Date and Seal
(Nominated by the VC of the affiliating University)
Dr. Biswajit Ghosh
Professor & Coordinator
Center for Advanced Study
Dept. of Botany
University of Burdwan, W. Bengal

Signature of the Principal/ TIC
of the College with Date and

Principal
Vivekananda Mahavidyalaya
Burdwan

Part D: for use of the Governing Body / Administrator of the College

The Governing body in its meeting held on 11.06.2022 Resolved that on the basis of the recommendation of the ~~screening~~/selection committee for the purpose of considering the matter of promotion under CAS, ~~Sri/Smt./~~**Dr. Prasanta Mallick** of the Department of Botany of this college be promoted to the post of ~~Assistant Professor~~—(Academic level 11/12)/**Associate Professor (Academic level 13A)** with effect from **18.03.2022**.

It is resolved that the post held by ~~Sri/Smt./~~**Dr. Prasanta Mallick** be upgraded to the post of ~~Assistant Professor~~—(Academic level 11/12) **Associate Professor (Academic level 13A)** and the same will be reverted to the post of Assistant Professor (Academic level 10) as soon as it falls vacant.

Resolved further that the Principal/~~HC~~/~~Secretary~~ would take up the matter with the DPI, West Bengal by providing with the following in respect of the incumbent:

- i. All Pay Fixation memos countersigned by the Principal/~~HC~~.
- ii. Year-wise detailed leave statement countersigned by the Principal/~~HC~~.

Date:

Signature of the President/Administrator

Seal

President
Governing Body
Vivekananda Mahavidyalaya
Burdwan

APPENDIX II

Annual Self-Assessment for the performance Based Appraisal System (PBAS)

Session/Year: 19.9.2019 to 18.9.2022

(To be completed and submitted at the end of each academic year)

PART-A: GENERAL INFORMATION

- 1. Name (BLOCK LETTERS) : **DR. SANTANU SAHA**
- 2. Father's/ Mother's /Husband's Name: **BAMDEV SAHA**
- 3. Department: **ENGLISH**
- 4. Current Designation & Grade Pay : **Assistant Professor, (Stage - 3)**
AGP Rs. 8,000/- (Academic Level 12)
- 5. Date of last Promotion : **19.09.2019 (MEMO NO. 380-C dt.03.09.2021)**
- 6. Address for correspondence (with pin code) : **Vivekananda Mahavidyalaya, Burdwan**
P.O- Sripally, Dist- Purba Bardhaman,
Pin-713103, W.B
- 7. Permanent address with pin code : **4/2K, Natural City, P.O.-Sripally**
Dist- Purba Bardhaman, Pin-713103
Mobile No. : **(+91)9434560273**
E-mail : **214santanu@gmail.com**
- 8. Whether acquired any degrees or fresh academic qualifications during the year: **N/A**
- 9. Academic staff college orientation/ Refresher Course during the year:

Name of the Course/ Summer school	Place	Duration	Sponsoring Agency
REFRESHER COURSE	HRDC GOA UNIVERSITY	20.10.2021 to 02.11.2021	UGC
SHORT TERM COURSE	HRDC GUJARAT UNIVERSITY	14.06.2021 to 20.06.2021	UGC

- 10. a. Date of Appointment: **01-09-2006 (Previous College)**
(Ref. no. SNCC/APPTT/37/06 dt 26.08.2006)
16.5.2017 (Present College)
(Ref. no. 244/VM dt. 21.04.2017)
- b. Date of confirmation **01-09-2006(Previous College)**
(Vide G.B. Resolution -03 dt. 20.09.2007)
16.05.2017(Present College)
(Vide G.B. Resolution 02 dt 26.07.2018)
- 11. Past service if any: **01-09-2006 to 15.05.2017 (235/1(6)-Edn(CS)**
/5P-07/2021 dtd 05.02.2021)
Assistant Professor, Saltora Netaji Centenary College,
Saltora, Dist. -Bankura (Pl. see Page no. 41)
*(Please, attach specific G.O. for counting of
Past service for promotion under CAS)*
- 12. For which position & AGP you are applying under CAS: **Associate Professor, Stage-4**
(Academic level 13A)
AGP - RS.9000/-
- 13. Date of eligibility for promotion: **19.09.2022**

Educational Qualification (Graduation onwards):

Education	Name of the University	Year of passing	Marks obtained %	Class /Grade
A.	The University of Burdwan	1997	44.6	II
M.A.	DO	1999	55.6	II
UGC NET	-	2005	-	-

15. Research Degree (S):

Degree	Name of the University	Date of Award	Title
M.Phil	NA	NA	NA
Ph.D.	The University of Burdwan	05.05.2014	CONFESSION AS A STRATEGY IN THE POETRY OF KAMALA DAS
D.Sc./D.Lit.	NA	NA	NA

16. Details of teaching/ Research/ Academic Experience:

Designation	Employer	Period of Service		Scale of pay
		From	To	
Assistant Professor (Stage- 1)	TIC/Principal, Saltora Netaji Centenary College	01.09.2006	31.08.2012	Rs. 15,600/- to Rs. 39,100/- with AGP of Rs. 6,000/- (UPTO 31.8.12)
Assistant Professor (Stage- 2)	TIC/Principal, Saltora Netaji Centenary College	01.09.2012	15.05.2017	Rs. 15,600/- to Rs. 39,100/- with AGP of Rs. 7,000/- (1.9.2012- 15.05.2017)
Assistant Professor (Stage- 2)	Principal, Vivekananda Mahavidyalaya, Purba Bardhaman	16.05.2017	18.09.2019	Rs. 15,600/- to Rs. 39,100/- with AGP of Rs. 7,000/- (16.5.17- 18.9.19)
Assistant Professor (Stage- 3)	Principal, Vivekananda Mahavidyalaya, Purba Bardhaman	19.09.2019	Till date	Rs. 15,600/- to Rs. 39,100/- with AGP of Rs. 8,000/- (19.9.19- TILL DATE)

I declare that particulars given above are correct to the best of knowledge and belief.

Santanu Saha
25.09.23
Signature of the Incumbent

All entries made above are checked and verified and found to be correct.

Signature of the Coordinator IQAC

Date:
Seal:

[Signature]
Co-ordinator IQAC
Vivekananda Mahavidyalaya
Purba Bardhaman

Signature of the Principal/TIC

Date:
Seal:

[Signature]
Principal
Vivekananda Mahavidyalaya
BURDWAN

(19th Sep 2019 - 30th June 2020)

Part B: Academic Performance Indicators (API)

(Please see detailed instruction of the PBAS-I proforma before filling out this section)

CATEGORY 1: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

(a) **Direct teaching (16/14) hours per week as applicable including Lectures, Tutorials, Practical, Project Supervision and Field work**

Sl. No.	Course/Paper	Level	Mode of Teaching*	Actual hours spent per Academic Year	Actual Score (Actual hours spent per Academic Year ÷ 7.5 for Assistant Prof. & ÷ 7.75 for Associate Prof.)	API Score
1.	B. A (HONS +GEN)	UG	L	351	351/7.75=45.29	45.29
Maximum API Score: i) Assistant Professor Stage I: 70 ii) Assistant Professor Stage II: 70 iii) Assistant Professor Stage III: 70				Please See Annexures- 1 & 1A) (Pages: 79,80)		45.29

* Lectures, Tutorials, Practical, Project Supervision and Field Work

Workload as per UGC Regulations 2016:

	Direct Teaching Hours per week
Assistant Professor	16
Associate Professor	14

(b) **Examination duties (question paper setting, evaluation of answer scripts) as per allotment**

Sl. No.	Type of Examination Duties	Actual hours spent per Academic Year	Actual Score (Actual hours spent per Academic Year ÷ 10 for all teachers)	API Score
1.	Invigilation (Hons and Gen)	40	4	(4+11+1) =16
2.	Evaluation (Hons and Gen)	110	11	
3.	Internal Paper Setting/Moderation/Convener/Chairperson	-	-	
4.	Internal/Continuous Assessment works allotted	10	1	
Maximum API Score: i) Assistant Professor Stage I : 20 ii) Assistant Professor Stage II : 20 iii) Assistant Professor Stage III : 20		Please See Annexure- 2A & Supporting Documents for details (Pages:83,86,97)		16

Part C: For use of the Screening/Selection Committee

Name of the College: **VIVEKANANDA MAHAVIDYALAYA, BURDWAN**

Date of the Meeting: **05.10.2023** Venue: Vivekananda Mahavidyalaya, Purba Bardhaman

Name of the Incumbent: **DR. SANTANU SAHA**

Present designation: **Assistant Professor (Stage 1/Stage 2/Stage 3) of ENGLISH**

Date of Joining: **01.09.2006** (Ref. no. SNCC/APPTT/37/06 dt 26.08.2006)

16.05.2017 (Ref. no. 244/VM dt. 21.04.2017)

Awarded Ph.D. on: **05.05.2014**

Date of Confirmation: **01-09-2006**

(Vide G.B. Resolution -03 dt. 20.09.2007)

16.05.2017

(Vide G.B. Resolution 02 dt 26.07.2018)

Scale of Pay: **Rs. 15600-39100/-** with AGP of Rs. ~~6000-7000~~ / 8000

Designation after promotion: ~~Assistant Professor (Stage 2/Stage 3)~~ / **Associate Professor (Stage 4)** Scale of Pay: ~~Rs. 15600-39100/-~~ or **Rs. 37400-67000/-** with AGP of Rs. ~~7000-~~ 8000 / 9000

8000 / 9000

Date of effect: **19.09.2022**.....

Score for Interview (for Stage 3 to Stage 4) [F.M. 20]: **15**

The Screening/Selection Committee has considered the proposal for promotion under CAS in respect of the incumbent mentioned above from the post of **Assistant Professor (Stage 1/Stage 2/ Stage 3)** to the post of ~~Assistant Professor (Stage 2/ Stage 3)/ Associate Professor (Stage 4)~~. As the incumbent has fulfilled all conditions as laid down in G.O. No. 1373-Edn (CS)/5P-52/98 dated 07.12.2017 and 1306(22)-Edn(U) dated 30.12.2019 for promotion under CAS, the Committee recommends that the incumbent be promoted to the post of ~~Assistant Professor (Stage 2/Stage 3)/ Associate Professor (Stage 4)~~ with AGP of Rs. ~~7000-8000~~ / **9000** with effect from **19.09.2022**.....

The Committee further recommends that the post held by the incumbent be upgraded to the post of ~~Assistant Professor (Stage 2/Stage 3)/ Associate Professor (Stage 4)~~ with AGP of Rs. ~~7000-8000~~ / **9000** with effect from **19.09.2022**.....and the same would be reverted to the post of Assistant Professor (Stage 1) due to superannuation or any other reason.

Necessary particulars with all relevant documents be sent to the Government for approval.

[Signature]
Signature of the Expert with Date and Seal
(Nominated by the VC of the affiliating University)
05/10/23
Associate Professor
Department of English & Culture Studies
The University of Burdwan

[Signature]
Signature of the Expert with Date and Seal
(Nominated by the VC of the affiliating University)
5/10/23
Dr. Anish Kumar Sinha
Associate Professor
Department of English & Culture Studies
The University of Burdwan

[Signature]
Signature of the Nominee with Date and Seal
(Nominated by the DPI, West Bengal)
Principal
Government General Degree College
Kalna-I

[Signature]
Signature of the Principal/TIC of the College with Date and Seal
Principal
Vivekananda Mahavidyalaya
BURDWAN
05/10/23

Part D: For use of the Governing Body/Administrator of the College

The Governing Body in its meeting held on.....11.10.2023.....resolved that on the basis of the recommendation made by the ~~Screening~~/Selection Committee constituted for the purpose of considering the matter of promotion under CAS, ~~Sri/Smt/~~**Dr. SANTANU SAHA** of the Department of **ENGLISH** of this College be promoted to the post of ~~Assistant/Associate~~ **Professor** in the scale of pay Rs. ~~15600/- 39100/-~~ or **Rs. 37400/- - 67000/-** with **AGP of Rs. 7000/8000/9000** with effect from19.09.2022.....

It is resolved that the post held by ~~Sri/Smt/~~**Dr. SANTANU SAHA** be upgraded to the post of ~~Assistant/Associate~~ **Professor** in the scale of pay Rs. ~~15600/- 39100/-~~ or **Rs. 37400/- - 67000/-** with **AGP of Rs. 7000/8000/9000** and the same will be reverted to the post of Assistant Professor (Stage 1) as soon as it falls vacant.

Resolved further that the Principal/~~T.I.C.~~/Secretary would take up the matter with the DPI, West Bengal by providing with the following in respect of the incumbent:

- i. All Pay Fixation memos countersigned by the Principal/~~T.I.C.~~
- ii. Year-wise detailed leave statement countersigned by the Principal/~~T.I.C.~~

Date:

Signature of the President/Administrator

Seal:

President
Governing Body
Vivekananda Mahavidyalaya
Burdwan

ANNEXURE (B)
Annual Self-Assessment for the Performance Based Appraisal System (PBAS)
Session/Year- 27.08.2019 - 26.08.2022
(To be completed and submitted at the end of each academic year)

PART A : GENERAL INFORMATION

1. Name (Block letters) : **DR. BHASKAR JYOTI SARKAR**
2. Father's/Mother's name/
Husband's name : **Dr. Mohan Kumar Sarkar**
3. Department : **PHYSICS**
4. Current Designation & Grade Pay : **Assistant Professor of Physics (Stage - 3)**
AGP - Rs. 8000/- (Academic Level 12)
5. Date of last Promotion. : **27.08.2019 (Memo No. 1424-UGC dt. 05.10.2021)**
6. Address for correspondence (with
Pin Code) : **Vivekananda Mahavidyalaya, Burdwan**
P.O- Sripally, Dist- Purba Bardhaman,
Pin-713103, W.B
7. Permanent Address (with pin code) : **77, Durga Das Tewari Road, Kotalhat,**
P.O - Nutanganj, Dist- Purba Bardhaman,
Pin- 713102, W.B
- Telephone No. : **(+91) 9064825306**
- E- mail: **bhaskar.dbm@gmail.com**
8. Whether acquired any degrees or fresh academic qualifications during the year: **No**
9. Academic Staff College Orientation/Refresher Course attended during the year :

Name of the Course /Summer School	Place	Duration	Sponsoring Agency
Refresher Course in Advances in Nano-Science and Nano-Technology	UGC-Human Resource Development Centre, Burdwan University.	26/11/2021 to 09/12/2021	UGC-HRDC

10. Date of Appointment : **27.08.2008 (Ref. No. 6/CSC/Apptt/174/08 dt. 25.08.2008)**
04.02.2021 (Ref. No. 253/VM dt. 27.01.2021)
11. For which position & AGP you are applying under CAS: **Associate Professor, Stage - 4**
(Academic Level 13A)
AGP - Rs. 9000/-
12. Date of eligibility for promotion. : **27.08.2022**

13. Educational Qualification (Graduation onwards):

Examination	Name of the University	Year of Passing	Marks Obtained (%)	Class/Grade
B.A./B.Sc/B.Com.	The University of Burdwan	1999	68.125	1 st Class
M.A/M.Sc/M.Com	The University of Burdwan	2001	74.25	1 st Class
B.Ed.	The University of Burdwan	2008	72.09	1 st Class
CSIR-UGC NET		2002 (June)		JRF (CSIR) Category

14. Research Degree(s):

Degree	Name of the University	Date of award	Title
M.Phil	N.A	N.A	N.A
Ph.D./D.Phil	The University of Burdwan	28.08.2018	Studies of magnetic behavior of some transition metal ion doped nanocrystalline rare earth oxides prepared by chemical route.
D.Sc./D.Lit.	N.A	N.A	N.A

15. Details of Teaching/Research/Academic Experience :

Designation	Employer	Period of service		Scale of pay
		From	To	
Assistant Professor (Stage-1)	Principal, Deshabandhu Mahavidyalaya, Chittaranjan	27.08.2008	26.08.2014	Rs. 15,600-39,100/- with AGP Rs. 6000/-
Assistant Professor (Stage-2)	Principal, Deshabandhu Mahavidyalaya, Chittaranjan	27.08.2014	26.08.2019	Rs. 15,600-39,100/- with AGP Rs 7000/- (Revised Pay scale-Academic Level 11)
Assistant Professor (Stage-3)	Principal, Deshabandhu Mahavidyalaya, Chittaranjan	27.08.2019	03.02.2021	Rs. 15,600-39,100/- with AGP Rs 8000/- (Revised Pay scale-Academic Level 12)
Assistant Professor (Stage-3)	Principal, Vivekananda Mahavidyalaya, Burdwan	04.02.2021	till date	Rs. 79,800 - 2,11,500/- (Academic Level 12)

I declare that the particulars given above are correct to the best of my Knowledge and belief.

Bhaskar Jyoti Sarkar
Signature of the Incumbent 19.4.23

All entries made above are checked and verified and found to be correct.

Signature of the Coordinator, IQAC

Date :

Seal :

Co-ordinator IQAC
Vivekananda Mahavidyalaya
Purba Bardhaman

Signature of the Principal/TIC

Date :

Seal :

Principal
Vivekananda Mahavidyalaya
Purba Bardhaman

Period: 27th August, 2019 – 30th June, 2020

Part B: Academic Performance Indicators (API)

(Please see detailed instruction of the PBAS-I proforma before filling out this section)

CATEGORY 1: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

(a) Direct teaching (16/14) hours per week as applicable including Lectures, Tutorials, Practical, Project Supervision and Field work.

Sl. No.	Course/Paper	Level	Mode of Teaching	Actual hours spent per Academic Year	Actual Score (Actual hours spent per Academic Year ÷ 7.5 for Assistant Professor & ÷ 7.75 for Associate Professor)	API score
1.	B. Sc (Hons. +General)	UG	L	259	259/7.75 = 33.42	57.67
		UG	P	188	188/7.75 = 24.25	
				[See Annexure-1A and Supporting documents for details (Page No.- 67, 68)]		
	Maximum API Score :					
	i) Assistant Professor Stage I : 70					
	ii) Assistant Professor Stage II : 70					
	iii) Assistant Professor Stage III : 70					

*Lectures, Tutorials, Practical, Project Supervision and Field Work

- Workload as per UGC Regulations 2016:

	Direct Teaching Hours per week
Assistant Professor	16
Associate Professor	14

(b) Examination duties (question paper setting, evaluation of answer scripts) as per Allotment

Sl. No	Type of Examination Duties	Actual hours spent per Academic Year	Actual Score (Actual hours spent per Academic Year ÷ 10 for all Teachers)	API Score
1	Invigilation	98	98/10 = 9.8	9.8
2	Evaluation, Review & Scrutiny of answer scripts	140	140/10 = 14.0	14.0
3	Paper Setting, Moderation of question paper	46	46/10 = 4.6	4.6
	Maximum API Score :	See Annexure-3A and supporting document for details (Page No.:77-82)		20
	i) Assistant Professor Stage I : 20			
	ii) Assistant Professor Stage II : 20			
	iii) Assistant Professor Stage III : 20			

Part C: For use of the Screening/Selection Committee

Name of the College: VIVEKANANDA MAHAVIDYALAYA, BURDWAN

Date of the Meeting: 24.04.2023 Venue: Vivekananda Mahavidyalaya, Burdwan

Name of the Incumbent: Dr. BHASKAR JYOTI SARKAR

Present designation: Assistant Professor (Stage 1/Stage 2/Stage 3) of PHYSICS

Date of Joining: 27.08.2008 Awarded Ph.D. on: 28.08.2018

Date of Confirmation: 27.08.2008

Scale of Pay: Rs. 15600-39100/- with AGP of Rs. 6000/7000 / 8000

Designation after promotion: ~~Assistant Professor (Stage 2/Stage 3)~~ /Associate Professor (Stage 4) Scale of Pay: ~~Rs. 15600-39100/-~~ or Rs. 37400-67000/- with AGP of Rs. 7000/8000 / 9000

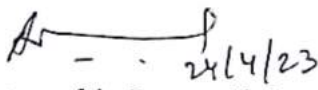
Date of effect: 27.08.2022

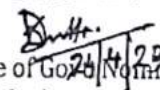
Score for Interview (for Stage 3 to Stage 4) [F.M. 20]: 16/20

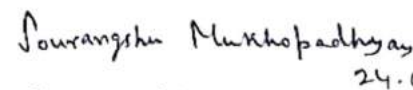
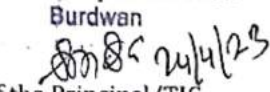
The Screening/Selection Committee has considered the proposal for promotion under CAS in respect of the incumbent mentioned above from the post of Assistant Professor (Stage 1/Stage 2/ Stage 3) to the post of ~~Assistant Professor (Stage 2/ Stage 3)~~/ Associate Professor (Stage 4). As the incumbent has fulfilled all conditions as laid down in G.O. No. 1373-Edn (CS)/5P-52/98 dated 07.12.2017 and 1306(22)-Edn(U) dated 30.12.2019 for promotion under CAS, the Committee recommends that the incumbent be promoted to the post of ~~Assistant Professor (Stage 2/Stage 3)~~/ Associate Professor (Stage 4) with with AGP of ` 7000 / 8000 / 9000 with effect from 27.08.2022

The Committee further recommends that the post held by the incumbent be upgraded to the post of ~~Assistant Professor (Stage 2/Stage 3)~~/ Associate Professor (Stage 4) with with AGP of 7000 / 8000 / 9000 with effect from 27.08.2022 and the same would be reverted to the post of Assistant Professor (Stage 1) due to superannuation or any other reason.

Necessary particulars with all relevant documents be sent to the Government for approval.


Signature of the Expert with Date and Seal
Department of Physics
(Nominated by the VC of the affiliating University)
The University of Burdwan
Burdwan-713104


Signature of Government Nominee with Date and Seal
(Nominated by the DPI, West Bengal)
Principal
Government General Degree College
Kalna-I


Signature of the Expert with Date and Seal
S. Mukhopadhyay
(Nominated by the VC of the affiliating University)
The University of Burdwan
Burdwan

Signature of the Principal/TIC of the College with Date and Seal
Principal
Vivekananda Mahavidyalaya
BURDWAN

Part D: For use of the Governing Body/Administrator of the College

The Governing Body in its meeting held on 10.06.2023 resolved that on the basis of the recommendation made by the Screening/Selection Committee constituted for the purpose of considering the matter of promotion under CAS, Sri/Smt/Dr. BHASKAR JYOTI SARKAR of the Department of PHYSICS of this College be promoted to the post of Assistant/Associate Professor in the scale of pay Rs. ~~15600/-~~ ~~39100/-~~ or Rs. 37400/- - 67000/- with AGP of Rs. ~~7000/8000~~ 9000 (Academic Level -13A; Rs. 1,31,400/- - 2,17,100/-) with effect from 27.08.2022.

It is resolved that the post held by Sri/Smt/Dr. BHASKAR JYOTI SARKAR be upgraded to the post of Assistant/Associate Professor in the scale of pay Rs. ~~15600/-~~ ~~39100/-~~ or Rs. 37400/- - 67000/- with AGP of Rs. ~~7000/8000~~ 9000 (Academic Level-13A; Rs. 1,31,400/- - 2,17,100/-) and the same will be reverted to the post of Assistant Professor (Stage 1) as soon as it falls vacant.

Resolved further that the Principal/T.I.C./Secretary would take up the matter with the DPI, West Bengal by providing with the following in respect of the incumbent:

- i. All Pay Fixation memos countersigned by the Principal/T.I.C.
- ii. Year wise detailed leave statement countersigned by the Principal/T.I.C.

Date:

Signature of the President/Administrator

Seal:

President
Governing Body
Vivekananda Mahavidyalaya
Burdwan

APPENDIX-II**Annual Self-Assessment for the Performance Based Appraisal System (PBAS)****Session/Year: 13th February, 2017 – 12th February, 2023****(To be completed and submitted attend of each academic year)****PART A: GENERAL INFORMATION**

1. Name (Block letters) : **SK ASIF IQBAL**
2. Father's/Mother's name/Husband's name : SK FARAT ALI
3. Department : HISTORY
4. Current Designation & Grade Pay : **Assistant Professor (Stage-I),**
Pay Band - Rs. 57700-182400 **AGP- 6,000/-**
(Pay Matrix Level 10)
5. Date of last Promotion : NA
6. Address for correspondence(with pin code) : Department of HISTORY,
Vivekananda Mahavidyalaya, Burdwan
(Affiliated to the University of Burdwan),
P.O.-Sripally, Dist.-Purba Bardhaman,
PIN-713 103, West-Bengal, INDIA
7. Permanent Address (with pin code) : Village- Bajekashipur, Post Office-
Amadpur, District- Purba Bardhaman, PIN
713154, West Bengal
8. Telephone No. : N/A
Mobile No. : 7001525155
E-mail : asifiqbal@vmbdn.ac.in
9. Whether acquired any degrees or fresh academic qualifications during the year: N/A
10. Academic Staff College Orientation/Refresher Course attended during the year:

Name of the Course/ Summer School	Place	Duration	Sponsoring Agency
Orientation Programme	Ramanujan College University of Dehli	1 st September, 2020 – 30 th September, 2020	MHRD
Refresher's Course	HRDC, Pt. Ravishankar Shukla University, Raipur, Chhattisgarh	18 th October, 2021 – 30 th October, 2021	HRDC

[Please see the Page No.: 35-36]

11. a. Date of Appointment : 13-02-2017 (Memo No 171/VM dated 11.02.2017)
- b. Date of Confirmation : w.e.f. 13-02-2017(GB resolution no 14 dt.
07.03.2018)

[Please see the Page No.: 42-43]

12. Past Service, if any : Not Applicable
(Please attach specific G.O. for counting
Of past service for promotion under CAS)

13. For which position & AGP you are applying under CAS

: **Assistant Professor Stage II** with AGP 7,000/-
(Academic Level 10- to Academic level 11)

14. Date of eligibility for promotion

: **13-02-2023**

15. Educational Qualification (Graduation onwards):

Examination	Name of the University	Year of passing	Marks Obtained (%)	Class/ grade
B.A./ B.Se./B.Com.	The University of Burdwan	2010	60%	I
MA/ M.Se./M.Com.	The University of Burdwan	2012	59.25%	II
Other Examination, if any				
SET	-	2014	-	-

[Please see the Page No.: 48-52]

16. Research Degree(s):

Degree	Name of the University	Date of award	Title
M.Phil	-	-	-
Ph.D	-	-	-
-	-	-	-

17. Details of Teaching/Research/Academic Experience:

Designation	Employer	Period of service		Scale of Pay
		From	To	
Assistant Professor	Principal, Vivekananda Mahavidyalaya, Burdwan P.O. – Sripally, Dist. – Purba Bardhaman, PIN – 713103, WB.	13-02-2017 (Forenoon) to till date		Rs. 57700-182400

[Please see the Page No.: 40-47]

I declare that the particulars given above are correct to the best of my knowledge and belief.

SK ABU JALIL

Signature of the Candidate

All entries made above are checked and verified and found to be correct.

Signature of the Coordinator, IQAC

Date:

Seal:

[Signature]
Co-ordinator IQAC
Vivekananda Mahavidyalaya
Purba Bardhaman

Signature of the Principal/HIC

Date:

Seal:

[Signature]
15/4/22
Principal
Vivekananda Mahavidyalaya
Purba Bardhaman

(13th February, 2017- 6th December, 2017)

Part B: Academic Performance Indicators (API)

(Please see detailed instruction of the **PBAS-I** proforma before filling out this section)

CATEGORY 1: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

(ia) Lectures, seminars, tutorials, practical, contact hours undertaken taken as percentage of lectures allocated.

Sl. No.	Course/ Paper	level	Mode of Teaching #	Class Allotted as per schedule	% of Classes/Practical Taken as per record	API Score
1.	B.A. General & Honours	UG	L	345	317/345=91.88	45.94
				Pl. See Detailed in Annexure-1, 1A		
					(Pages: 5A, 55)	

Lecture (L), Seminar (S), Tutorial (T), Practical (P), Contact Hours (C).

(ib) Lectures and other teaching duties in excess of UGC norms

	CALCULATION OF API SCORE FOR 1(i) ABOVE	API Score
a)	Classes taken (Maximum 50 for 100% performance & proportionate score up to 80% performance, below which no score may be given)	45.94
b)	Teaching load in excess of UGC norms/ Special Lectures/ Classes taken at the study centre located in the District other than Kolkata (Max score-10)	

(ii) Reading/ Instructional material consulted and additional knowledge resources provided to students

Sl. No.	Course/ Paper	Consulted	Prescribed	Additional Resource provided	API Score
		Pl. See Detailed in Annexure- 2 (Pages: 62-63)			20
		API score based on preparation and Imparting of knowledge/instruction as per curriculum and syllabus enrichment by providing additional resources to students (Max. score: 20)			20

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Part C: For use of the Screening/Selection Committee

Name of the College: **VIVEKANANDA MAHAVIDYALAYA, BURDWAN**

Date of the Meeting: **24.04.2023**

Venue: Vivekananda Mahavidyalaya, Burdwan

Name of the Incumbent: **SK ASIF IQBAL**

Present designation: **Assistant Professor (Stage 1/Stage 2/Stage 3) of HISTORY**

Date of Joining: **13.02.2017** (Memo No 171/VM dated 11.02.2017) & (338/History/BU/Recom./CSC/17 dt. 07.02.17)

Date of Confirmation: w.e.f **13.02.2017** (GB resolution no 14 dt. 07.03.2018)

Awarded Ph.D. on: **N.A**

Scale of Pay: **Rs. 15600-39100/-** with AGP of Rs. **6000 / 7000 / 8000**

Designation after promotion: **Assistant Professor (Stage 2/Stage 3) / Associate Professor (Stage 4)** Scale of Pay: **Rs. 15600-39100/-** or **Rs. 37400-67000/-** with AGP of Rs. **7000 / 8000 / 9000**

Date of effect: **13.02.2023**.....

Score for Interview (for Stage 3 to Stage 4) [F.M. 20]: **N.A**

The Screening/Selection Committee has considered the proposal for promotion under CAS in respect of the incumbent mentioned above from the post of **Assistant Professor (Stage 1/Stage 2/ Stage 3)** to the post of **Assistant Professor (Stage 2/ Stage 3)/ Associate Professor (Stage 4)**. As the incumbent has fulfilled all conditions as laid down in **G.O. No. 920-Edn (CS) dated 31.12.2012** and **G.O. No. 1373-Edn (CS)/5P-52/98 dated 07.12.2017** and **1306(22)-Edn(U) dated 30.12.2019** for promotion under CAS, the Committee recommends that the incumbent be promoted to the post of **Assistant Professor (Stage 2/Stage 3)/ Associate Professor (Stage 4)** with AGP of Rs. **7000 / 8000 / 9000** with effect from **13.02.2023**.....

The Committee further recommends that the post held by the incumbent be upgraded to the post of **Assistant Professor (Stage 2/Stage 3)/ Associate Professor (Stage 4)** with AGP of Rs. **7000 / 8000 / 9000** with effect from **13.02.2023**.....and the same would be reverted to the post of Assistant Professor (Stage 1) due to superannuation or any other reason.

Necessary particulars with all relevant documents be sent to the Government for approval.

Aparajita Aher
HEAD
Department of History
The University of Burdwan
Signature of the Expert with Date and Seal
(Nominated by the VC of the affiliating University)
- 24/4/23.

Signature of the Expert with Date and Seal
(Nominated by the VC of the affiliating University)

Dinao
24/4/23
Signature of Govt. Nominee with
Date and Seal
(Nominated by the DPI, West Bengal)

24/4/23
Signature of the Principal/TIC
of the College with Date and
Seal

Principal
Government General Degree College
Kalna-I

Principal
Vivekananda Mahavidyalaya
BURDWAN

Part D: For use of the Governing Body/Administrator of the College

The Governing Body in its meeting held on 10.06.2023 resolved that on the basis of the recommendation made by the Screening/Selection Committee constituted for the purpose of considering the matter of promotion under CAS, Sri/Smt/Dr. **SK ASIF IQBAL** of the Department of **History** of this College be promoted to the post of **Assistant/Associate Professor** in the scale of pay **Rs. 15600/- - 39100/-** or ~~Rs. 37400/- - 67000/-~~ with **AGP of Rs. 7000/8000/9000 (Academic Level -11; Rs. 68,900/- - 2,05,500/-)** with effect from **13.02.2023**.

It is resolved that the post held by Sri/Smt/Dr. **SK ASIF IQBAL** be upgraded to the post of **Assistant/Associate Professor** in the scale of pay **Rs. 15600/- - 39100/-** or ~~Rs. 37400/- - 67000/-~~ with **AGP of Rs. 7000/8000/9000 (Academic Level-11; Rs. 68,900/- - 2,05,500/-)** and the same will be reverted to the post of Assistant Professor (Stage 1) as soon as it falls vacant.

Resolved further that the Principal/T.I.C./Secretary would take up the matter with the DPI, West Bengal by providing with the following in respect of the incumbent:

- i. All Pay Fixation memos countersigned by the Principal/T.I.C.
- ii. Year wise detailed leave statement countersigned by the Principal/T.I.C.

Date:

Signature of the President/Administrator

Seal:

President
Governing Body
Vivekananda Mahavidyalaya
Burdwan

APPENDIX II

Annual Self Assessment for the Performance Based Appraisal System (PBAS)

Session/ Year : 14th February, 2017 – 13th February, 2023
(To be completed and submitted at the end of each academic year)

PART A: GENERAL INFORMATION

1. Name (Block letters) : DIBYAJYOTI HAZRA
2. Father's / ~~Mother's~~ / Husband's name : SWAPAN KUMAR HAZRA
3. Department : Department of Sanskrit
4. Current Designation & Grade Pay : Assistant Professor, AGP Rs. 6000/- (Pay level 10)
5. Date of last Promotion : NA
6. Address for correspondence (with pin code) : Laxmipur, Joramandir, P.O.-Burdwan, Dist.-
Purba Bardhaman, Pin- 713101
7. Permanent Address (with pin code) : DO
Telephone No.: Mobile No-9382293943
E-mail : dibyajyoti953@gmail.com
8. Whether acquired any degrees or fresh academic qualifications during the year : NA

9. Academic Staff College Orientation/ Refresher Course attended during the year:

Name of the Course/Summer School	Place	Duration	Sponsoring Agency
Orientation Programme	TLC, Ramanujan College, DU	20.05.2022 to 18.06.2022 (28 Days)	MHRD
Refresher Course	UGC-HRDC, BU	10.11.2022 to 23.11.2022 (14Days)	U.G.C.

[Please see the Page No. 37-38]

10. a. Date of Appointment: 14.02.2017 (Memo. No. 169/VM dt. 11.02.2017)
[Please see the Page No. 39-41]
b. Date of Confirmation: 14.02.2017 (GB Resolution No. 13 dt. 07.03.2018)
[Please see the Page No. 42]
11. Past Service, if any
(Please attach specific G.O. for counting of past service for promotion under CAS)
12. For which position & AGP you are applying under CAS : Assistant Professor (Stage 2), AGP: 7000/- (Level 11)
13. Date of eligibility for Promotion : 14.02.2023

14. Educational Qualification (Graduation onwards):

Examination	Name of the University	Year of passing	Marks obtained (%)	Class/ Grade
B.A. (H)	University of Calcutta	2006	61.125	I
M.A.	University of Calcutta	2008	64.875	I
Other examination, if any SET	WBCSC	2010	-	-

[Please see the Page No. 43-49]

15. Research Degree(s):

Degree	Name of the University	Date of award	Title

16. Details of Teaching/ Research/Academic Experience:

Designation	Employer	Period of service		Scale of pay
		From	To	
Assistant Professor	Principal, Vivekananda Mahavidyalaya, Sripally, Burdwan – 713 103	14.02.2017	Till date	Pay Level 10 (ROPA-19), 15600-39100 with AGP Rs. 6000/ (Pre-revised)

[Please see the Page No. 50-54]

I declare that the particulars given above are correct to the best of my knowledge and belief.

Dibyajyoti Hazra

Signature of the Incumbent

All entries made above are checked and verified and found to be correct.

Signature of the Coordinator, IQAC

Date:

Seal:

[Signature]
Co-ordinator IQAC
Vivekananda Mahavidyalaya
Purba Bardhaman

Signature of the Principal/TIC

Date:

Seal

[Signature] 19/4/23
Principal
Vivekananda Mahavidyalaya
Purba Bardhaman

14/02/2017-06/12/2017

Part B: Academic Performance Indicators (API)**CATEGORY 1: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES**

(ia) Lectures, seminars, tutorials, practical, contact hours undertaken taken as percentage of lectures allocated.

Sl. No.	Course/Paper	Level	Mode of teaching*	Class allotted as per schedule	No. of class taken	% of classes taken as per documented record	API Score
1.	B. A.	U. G.	L	648	597	92.12%	46.06
						<i>See Annexure 1, 1A</i>	

*Lecture(L), Seminar(S), Tutorial(T), Practical(P), Contact Hours(C).

(ib) Lectures and other teaching duties in excess of UGC norms

CALCULATION OF API SCORE FOR (ia) ABOVE		API Score
a)	Classes taken (Maximum 50 for 100% performance & Proportionate score upto 80% performance, below which no score may be given)	46.06
b)	Teaching load in excess of UGC norms/Special Lectures/ Classes taken at the study centre(Max. score 10)	

[Please See Annexure 1, 1A][Page No. 57, 58]

(ii) Reading/ Instructional material consulted and additional knowledge resources provided to students

Sl. No.	Course/ Paper	Consulted	Prescribed	Additional Resource provided	API Score
1.	B.A. course	<i>See Annexure 2</i>			20
API score based on preparation and Imparting of knowledge/instruction as per curriculum and syllabus enrichment by providing additional resources to students (Max.score: 20)				Total	20

[Please See Annexure 2][Page No. 65-67]

Part C: For use of the Screening/Selection Committee

Name of the College: **VIVEKANANDA MAHAVIDYALAYA, BURDWAN**

Date of the Meeting: **24.04.2023**

Venue: Vivekananda Mahavidyalaya,

Burdwan

Name of the Incumbent: **Shri DIBYAJYOTI HAZRA**

Present designation: **Assistant Professor (Stage 1/Stage 2/Stage 3) of SANSKRIT**

Date of Joining: **14.02.2017**

Awarded Ph.D. on: **N.A**

Date of Confirmation: **14.02.2017**

Scale of Pay: **Rs. 15600-39100/-** with AGP of Rs. **6000 / 7000 / 8000**

Designation after promotion: **Assistant Professor (Stage 2/Stage 3) / Associate Professor (Stage 4)** Scale of Pay: **Rs. 15600-39100/-** or **Rs. 37400-67000/-** with AGP of **Rs. 7000 / 8000 / 9000**

Date of effect: **14.02.2023**.....

Score for Interview (for Stage 3 to Stage 4) [F.M. 20]: **N.A**

The Screening/Selection Committee has considered the proposal for promotion under CAS in respect of the incumbent mentioned above from the post of **Assistant Professor (Stage 1/Stage 2/ Stage 3)** to the post of **Assistant Professor (Stage 2/ Stage 3)/ Associate Professor (Stage 4)**. As the incumbent has fulfilled all conditions as laid down in **G.O. No. 920-Edn (CS) dated 31.12.2012** and **G.O. No. 1373-Edn (CS)/5P-52/98 dated 07.12.2017** and **1306(22)-Edn(U) dated 30.12.2019** for promotion under CAS, the Committee recommends that the incumbent be promoted to the post of **Assistant Professor (Stage 2/Stage 3)/ Associate Professor (Stage 4)** with AGP of **Rs. 7000 / 8000 / 9000** with effect from **14.02.2023**.....

The Committee further recommends that the post held by the incumbent be upgraded to the post of **Assistant Professor (Stage 2/Stage 3)/ Associate Professor (Stage 4)** with AGP of **Rs. 7000 / 8000 / 9000** with effect from **14.02.2023**.....and the same would be reverted to the post of **Assistant Professor (Stage 1)** due to superannuation or any other reason.

Necessary particulars with all relevant documents be sent to the Government for approval.

S. Ratalayal
24.04.23

Signature of the Expert with Date and Seal

(Nominated by the VC of the affiliating University)

Department of Sanskrit
The University of Burdwan

Signature of the Expert with Date and Seal

(Nominated by the VC of the affiliating University)

Datta
24/4/23

Signature of Govt. Nominee with Date and Seal

(Nominated by the D.P. West Bengal)
Principal
Government General Degree College
Kalna-I

G
24/4/23

Signature of the Principal/TIC of the College with Date and Seal

Vivekananda Mahavidyalaya
BURDWAN

Part D: For use of the Governing Body/Administrator of the College

The Governing Body in its meeting held on 10.06.2023 resolved that on the basis of the recommendation made by the Screening Committee constituted for the purpose of considering the matter of promotion under CAS, **DIBYAJYOTI HAZRA** of the Department of **SANSKRIT** of this College be promoted to the post of **Assistant/Associate Professor** in the scale of pay **Level-11; Rs. 68,900 - 2,05,500/-** with effect from **14.02.2023**.

It is also resolved that the post held by **DIBYAJYOTI HAZRA** be upgraded to the post of **Assistant/Associate Professor** in the scale of pay of **Pay Level-11; Rs. 68,900 - 2,05,500/-** and the same will be reverted to the post of **Assistant Professor (Stage 1)** as soon as it falls vacant.

Resolved further that the Principal/~~T.I.C.~~/Secretary would take up the matter with the DPI, West Bengal by providing with the following in respect of the incumbent:

- i. All Pay Fixation memos countersigned by the Principal/~~T.I.C.~~
- ii. Year wise detailed leave statement countersigned by the Principal/~~T.I.C.~~

Date:

Signature of the President/Administrator
Seal:

President
Governing Body
Vivekananda Mahavidyalaya
Burdwan



R/G - 1

Website : www.vmbdn.in

Email : vmprincipal2012@gmail.com

Phone No : 0342-2541208(Principal),2541521(O)

Fax No: 0342-2646916

VIVEKANANDA MAHAVIDYALAYA

(GOVT. SPONSORED), ESTD-1964

P.O – SRIPALLY, DIST- PURBA BARDHAMAN, PIN-713103, W.B

NAAC Accredited College (B+) with PG in
Chemistry

No.....166...../V.M.

Date:.....22.03.18.....

From : The Principal & Secretary

To
The Director of Public Instruction (NGC)
Govt. of West Bengal
Education Directorate
Bikash Bhavan
Saltlake
Kolkata – 700091



Sub : 10 years Service benefit of Sanjit Bhattacharyya, Peon (Day Section)

Sir,

That Sanjit Bhattacharyya, Peon (Day Section) has successfully completed 10 years of Service as on 17.03.2018 he is eligible for getting 10 years benefit as per G.O No.245- Edn (CS) dt. 17.03.1994 read with G.O No : 17-Edn (CS) dt. 10.01.1995. In this regard necessary papers with pay fixation proposal are herewith submitted for the fixation of pay of Sanjit Bhattacharyya.

You are therefore earnestly requested to do the needful for the purpose.

Thanking you,

Sincerely yours



Principal

Vivekananda Mahavidyalaya

Burdwan
Principal

Vivekananda Mahavidyalaya
BURDWAN

Enclo :

1. Pay Fixation Proposal.
2. Option form
3. G.B resolution No : 5 dt. 07.03.2018
4. Last Fixation Memo No : 838- C dt. 15.07.2009
5. Service verification certificate



Website : www.vmbdn.in

Email : vmprincipal2012@gmail.com

Phone No : 0342-2541208(Principal),2541521(O)

Fax No: 0342-2646916

VIVEKANANDA MAHAVIDYALAYA

(GOVT. SPONSORED), ESTD-1964

P.O – SRIPALLY, DIST- PURBA BARDHAMAN, PIN-713103, W.B

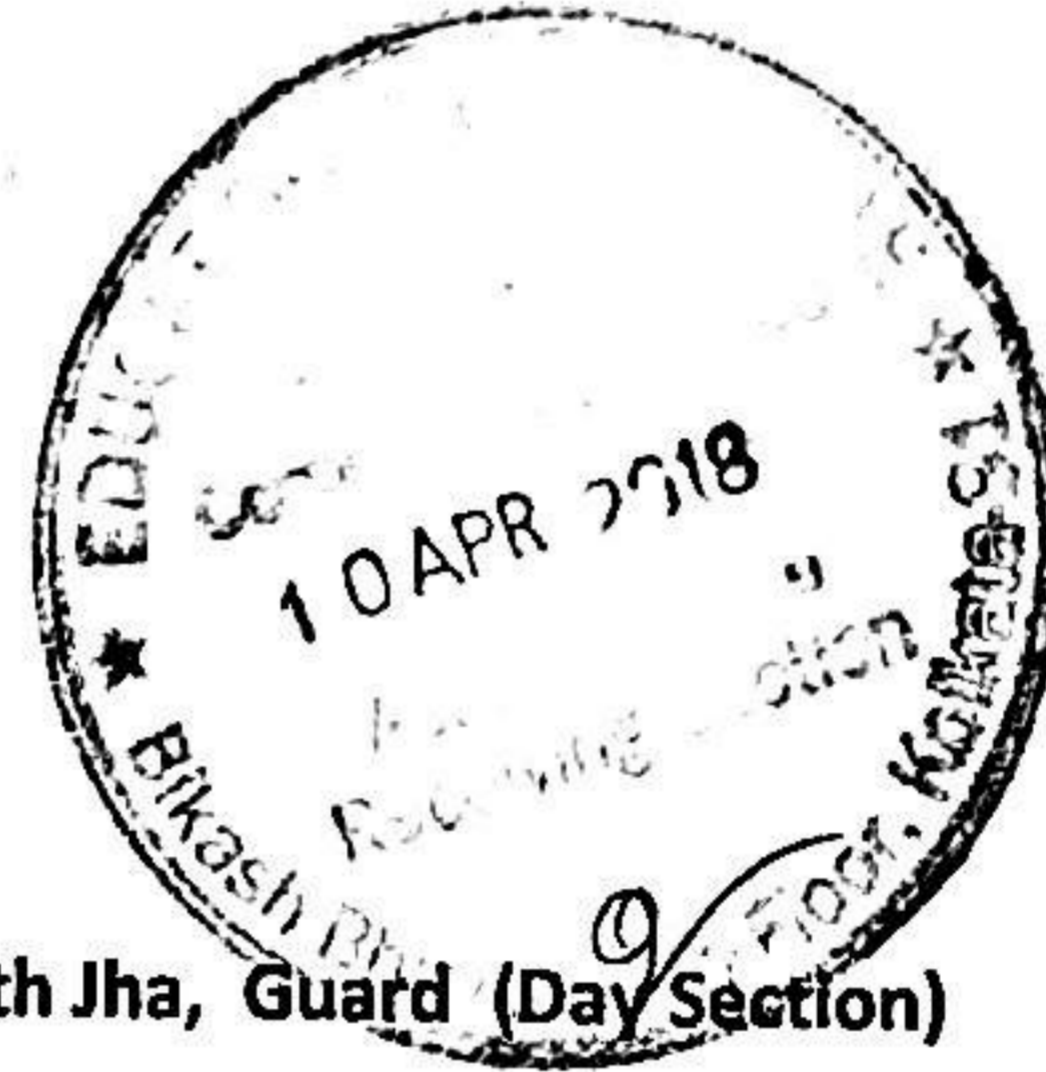
NAAC Accredited College (B+) with PG in
Chemistry

No.....167...../V.M.

Date:.....22.03.18.....

From : The Principal & Secretary

To
The Director of Public Instruction (NGC)
Govt. of West Bengal
Education Directorate
Bikash Bhavan
Saltlake
Kolkata – 700091



Sub : 20 years Service benefit of Rabindranath Jha, Guard (Day Section)

Sir,

That Rabindranath Jha, Guard (Day Section) has successfully completed 20 years of Service as on 27.02.2018 he is eligible for getting 10 years benefit as per G.O No.245- Edn (CS) dt. 17.03.1994 read with G.O No : 17-Edn (CS) dt. 10.01.1995. In this regard necessary papers with pay fixation proposal are herewith submitted for the fixation of pay of Rabindranath Jha.

You are therefore earnestly requested to do the needful for the purpose.

Thanking you,

Sincerely yours



Principal

Vivekananda Mahavidyalaya

Burdwan
Principal

Vivekananda Mahavidyalaya
BURDWAN

Enclo :

1. Pay Fixation Proposal.
2. Option form
3. G.B resolution No : 6 dt. 07.03.2018
4. Last Fixation Memo No : 838- C dt. 15.07.2009
5. Service verification certificate



Track no: 4307

Website : www.vmbdn.in

Email : vmprincipal2012@gmail.com

Phone No : 0342-2541208 (Day Office), 2541521 (Morning Office)

Fax No : 0342-2646916

VIVEKANANDA MAHAVIDYALAYA, BURDWAN

(GOVT. SPONSORED) □ ESTD-1964

P.O- Sripally ★ Dist- Purba Bardhaman ★ Pin-713103 ★ W.B

NAAC Re-Accredited (2nd cycle, B+) with PG in Chemistry

No. 273CM) /V.M.

Date: 17.07.2020

From : The Principal & Secretary

To

The Director of Public Instruction (N.G.C)

Govt. of West Bengal

Education Directorate

Bikash Bhavan

Saltlake

Kolkata - 700091



Sub : 10 years Service benefit of Subhankar Paul, Peon (Day Section)

Sir,

That Subhankar Paul, Peon (Day Section) has successfully completed 10 years continuous Service as on 05.05.2020 and as such he is eligible for getting 10 years CAS benefit w.e.f. 06.05.2020 as per G.O No.245- Edn (CS) dt. 17.03.1994 read with G.O No : 17-Edn (CS) dt. 10.01.1995. In this regard necessary papers with pay fixation proposal are herewith submitted for the fixation of pay of Subhankar Paul.

You are therefore earnestly requested to do the needful for the purpose.

Thanking you,

Sincerely yours



Principal

Vivekananda Mahavidyalaya
Burdwan

Principal

**Vivekananda Mahavidyalaya
Burdwan**

Encl :

1. Pay Fixation Proposal.
2. Option form
3. G.B resolution No : 2 dt. 06.07.2020
4. Last Fixation Memo No : 20200515360077 dt. 18.05.2020
5. Service verification certificate



R/C 2
Website : www.vvmvbdn.in
Email : vvmprincipal2012@gmail.com
Phone No : 0342-2541209(Principal), 2541521(O)
Fax No: 0342-2545916

VIVEKANANDA MAHAVIDYALAYA

(GOVT. SPONSORED), ESTD-1964

P.O – SRIPALLY, DIST- PURBA BARDHAMAN, PIN-713103, W.B

NAAC Accredited College (B+) with PG in
Chemistry

No. 428 /V.M.

Date: 03-04-2022

From : The Principal & Secretary

To
The Director of Public Instruction (NGC)
Govt. of West Bengal
Education Directorate
Bikash Bhavan
Saltlake
Kolkata – 700091



Sub : 07 years Service benefit of Sri Prodip Hazra, Laboratory Attendant in Botany (Day Section)

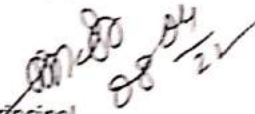
Sir,

That Sri Prodip Hazra, Laboratory Attendant in Botany (Day Section) has successfully completed 07 years continuous Service as on 10.03.2022 and as such he is eligible for getting 07 years CAS benefit w.e.f. 11.03.2022 as per G.O No.924-Edn(CS) dt. 26.05.1981. In this regard necessary papers with pay fixation proposal are herewith submitted for the fixation of pay of Prodip Hazra.

You are therefore earnestly requested to do the needful for the purpose.

Thanking you,

Sincerely yours


Principal

Vivekananda Mahavidyalaya
Burdwan

Principal
Vivekananda Mahavidyalaya
Burdwan

Encl:

1. Pay Fixation Proposal.
2. Option form
3. G.B resolution No : 17 dt. 07.04.2022
4. Last Fixation Memo No : 20200515360244 dt. 18.05.2020
5. Xerox Copy of Fixation Memo No. 706-C dt. 15.06.2015
6. Service verification certificate
7. Xerox Copy of G.O No.924-Edn(CS) dt. 26.05.1981
8. Xerox copy of Memo no - 491 - C dt. 05.05.2015





R/c

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Email : vmprincipal2012@gmail.com

Phone No : 0342-2541208(Principal),2541521(O)

Fax No: 0342-2646916

VIVEKANANDA MAHAVIDYALAYA

(GOVT. SPONSORED), ESTD-1964

P.O – SRIPALLY, DIST- PURBA BARDHAMAN, PIN-713103, W.B

NAAC Accredited College (B+) with PG in
Chemistry

No. 129 /V.M.

Date: 08-04-2022

From : The Principal & Secretary

To

The Director of Public Instruction (NGC)

Govt. of West Bengal

Education Directorate

Bikash Bhavan

Saltlake

Kolkata – 700091



Sub : 07 years Service benefit of Sri Bappa Das, Laboratory Attendant in Botany (Day Section)

Sir,

That Sri Bappa Das, Laboratory Attendant in Botany (Day Section) has successfully completed 07 years continuous Service as on 10.03.2022 and as such he is eligible for getting 07 years CAS benefit w.e.f. 11.03.2022 as per G.O No.924-Edn(CS) dt. 26.05.1981. In this regard necessary papers with pay fixation proposal are herewith submitted for the fixation of pay of Sri Bappa Das.

You are therefore earnestly requested to do the needful for the purpose.

Thanking you,

Sincerely yours

Principal

Vivekananda Mahavidyalaya

Burdwan

Principal
Vivekananda Mahavidyalaya
Burdwan



Encl :

1. Pay Fixation Proposal.
2. Option form
3. G.B resolution No : 16 dt. 07.04.2022
4. Last Fixation Memo No : 20200515360187 dt. 18.05.2020
5. Xerox Copy of Fixation Memo No. 706-C dt. 15.06.2015
6. Service verification certificate
7. Xerox Copy of G.O No.924-Edn(CS) dt. 26.05.1981
8. Xerox copy of Memo No - 493-C dt. 05.05.2015





Website : www.vmbdn.in
Email : vmprincipal2012@gmail.com
Phone No : 0342-2541208(Principal), 2541521(O)
Fax No : 0342-2646916

VIVEKANANDA MAHAVIDYALAYA

(GOVT. SPONSORED), ESTD-1964

P.O – SRIPALLY, DIST- PURBA BARDHAMAN, PIN-713103, W.B

NAAC Accredited College (B+) with PG in
Chemistry

No.....430...../V.M.

Date:.....08-04-2022.....

From : The Principal & Secretary

To
The Director of Public Instruction (NGC)
Govt. of West Bengal
Education Directorate
Bikash Bhavan
Saltlake
Kolkata – 700091



Sub : 07 years Service benefit of Sri Subhankar Kora, Laboratory Attendant in Chemistry (Day Section)

Sir,

That Sri Subhankar Kora, Laboratory Attendant in Chemistry (Day Section) has successfully completed 07 years continuous Service as on 10.03.2022 and as such he is eligible for getting 07 years CAS benefit w.e.f. 11.03.2022 as per G.O No.924-Edn(CS) dt. 26.05.1981. In this regard necessary papers with pay fixation proposal are herewith submitted for the fixation of pay of Sri Subhankar Kora.

You are therefore earnestly requested to do the needful for the purpose.

Thanking you,

Sincerely yours



Principal

Vivekananda Mahavidyalaya
Burdwan

Principal
Vivekananda Mahavidyalaya
Burdwan

Encl :

1. Pay Fixation Proposal.
2. Option form
3. G.B resolution No : 14 dt. 07.04.2022
4. Last Fixation Memo No : 20200515360370 dt. 18.05.2020
5. Xerox Copy of Fixation Memo No. 706-C dt. 15.06.2015
6. Service verification certificate
7. Xerox Copy of G.O No.924-Edn(CS) dt. 26.05.1981
8. Xerox Copy of Memo No - 495-C dt. 05.05.2015





R/c

Website : www.vmbdn.in
Email : vmprincipal2012@gmail.com
Phone No : 0342-2541208(Principal), 2541521(O)
Fax No: 0342-2646916

VIVEKANANDA MAHAVIDYALAYA

(GOVT. SPONSORED), ESTD-1964

P.O – SRIPALLY, DIST- PURBA BARDHAMAN, PIN-713103, W.B
NAAC Accredited College (B+) with PG in
Chemistry

No.....1149...../V.M.

Date:.....18.01.2023.....

From : The Principal & Secretary

To
The Director of Public Instruction (NGC)
Govt. of West Bengal
Education Directorate
Bikash Bhavan
Saltlake
Kolkata – 700091



Sub : 07 years Service benefit of Sri Ashoke Maharana, Lab. Attendant in Chemistry (Day Section)

Sir,

That Sri Ashoke Maharana, Lab. Attendant in Chemistry (Day Section) has successfully completed 07 years continuous Service as on 04.12.2022 and as such he is eligible for getting 07 years CAS benefit w.e.f. 05.12.2022 as per G.O No.924-Edn(CS) dt. 26.05.1981. In this regard necessary papers with pay fixation proposal are herewith submitted for the fixation of pay of Sri Ashoke Maharana.

You are therefore earnestly requested to do the needful for the purpose.

Thanking you,

Sincerely yours


Principal

Vivekananda Mahavidyalaya
Burdwan

Principal
VIVEKANANDA MAHAVIDYALAYA
BURDWAN

Encl :

1. Pay Fixation Proposal.
2. G.B resolution No : 3 dt. 18.01.2023
3. Last Fixation Memo No : 20200515360505 dt. 18.05.2020
4. Xerox Copy of Fixation Memo No. 345-C dt. 03.03.2016
5. Service verification certificate
6. Xerox Copy of G.O No.924-Edn(CS) dt. 26.05.1981
7. Approval memo no-19-c dt 6.1.16

