



KATWA COLLEGE

(Affiliated to the University of Burdwan)

Principal's Office,

P.O.: Katwa, Dist.: Purba Bardhaman, West Bengal, PIN: 713130, India.

Mobile: +918101078393

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6.3 Faculty Empowerment Strategies

6.3.1 The institution has performance appraisal system, effective welfare measures for teaching and nonteaching staff and avenues for career development/progression.

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1. Memorandum of Leave rule for teachers from Department of Higher Education, Govt. Of West Bengal (Bikash Bhawan)

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Government of West Bengal
Higher Education Department
C.S. Branch
Bikash Bhawan, Salt Lake, Kolkata-700 091.

No. : 762-Edn(CS)
2L-10/08

Dated, Kolkata, the 3rd December, 2009.

MEMORANDUM

The question of uniform leave rules for the whole time teachers of Govt. aided including erstwhile sponsored colleges in the State has been under consideration of the Government for some time past. The West Bengal State Council of Higher Education has made certain recommendations in respect of uniform leave rules for the whole time teachers of the Govt. sponsored colleges in the State.

2. After careful consideration of the matter the Governor has been pleased to accept the recommendations with some modifications and approve the benefits as incorporated in the annexure in respect of whole time teachers of Govt. sponsored colleges in the State.

3. Concerned Universities will make amendments in their Statutes where necessary for incorporation of the provisions of this Memorandum.

4. Any difficulty, which may arise in implementing the provisions of this order, may be referred to this Department for clarification and/or order.

5. This order issues with the concurrence of Finance Deptt. vide their U.O No. 4095 Group-P (Service), dated 02.12.09.

6. All concerned are being informed accordingly.

Sd/- M. Chakravarty,
Joint Secretary.

No. : 762(15)-Edn(CS).
Dated, Kolkata, the 3rd December, 2009.

Copy forwarded for information and necessary action to the :-

1. Accountant General (A&E), West Bengal.
2. Finance Deptt. of this Government.
3. Director of Public Instruction, West Bengal.
4. Registrar, Calcutta University, Senate House, College Street, Kol-700 075.
5. Registrar, Burdwan University, Rajbati, Burdwan, Pin-713 104.
6. Registrar, Vidyasagar University, P.O. Vidyasagar University, Dist. Paschim Medinipur, Pin-721 102.
7. Registrar, Kalyani University, Kalyani, Nadia, Pin-741 235.
8. Registrar, Gour Bangs University, Malda College, P.O. Malda, Dist. Malda, Pin-732 101.
9. Registrar, West Bengal State University (Barasat, North 24 Parganas), Barasat Govt. College, P.O. Barasat, Dist. North 24 Parganas, Pin-743 201.
10. Registrar, North Bengal University, Raja Ramnahanpur, P.O. North Bengal University, Dist. Darjeeling, Pin-734 430.
11. Member-Secretary, West Bengal State Council of Higher Education, 147A, Rash Behari Avenue, Kolkata-700 029.
12. Computer Cell of this Department.
13. P.S. to the M-I-C, H.E. Deptt.
14. P.A. to the Principal Secretary, H.E. Deptt.
15. Guard file.

M. Chakravarty
Joint Secretary.

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ANNEXURE

Leave Rules for Teachers of Govt. sponsored Colleges in the State.

1. These leave rules are applicable to all teachers of govt. aided including erstwhile sponsored colleges in the State.
 2. Leave of absence from duty can not be claimed as a matter of right and may, on application by a teacher of a college/Principal, be granted only when satisfactory grounds have been shown. When the exigencies of service so require, the authority competent to grant leave of any description or any such leave is granted, revoke such leave or part thereof.
 3. No teacher who is under suspension shall be granted any leave.
 4. Absence without leave shall render a teacher/Principal subject to such disciplinary action as provided in the Statute/Act/Regulations of the concerned Universities under which a college is affiliated.
 5. All applications of leave or for extension of leave shall be made in writing and addressed to Principal/President of the Governing Body in case of Principal and sanction for the leave or extension of leave as the case may be, applied for shall be obtained before it is availed of.
Provided that if the authority competent to grant leave, is satisfied that it was not possible to apply for or obtain the sanction for leave of absence beforehand leave may be granted with retrospective effect; but all applications of leave with retrospective effect shall be filed at the earliest possible opportunity.
 6. Leave ordinarily shall commence on the date with effect from which it is actually availed of and terminate on the date preceding the date of resumption of duty provided that Sundays are holidays may be prefixed or suffixed to leave, so however for the purpose of prefixing or sufficing to leave holidays exceeding three days; previous sanction of the authority competent to grant the leave shall be obtained.
 7. No teacher on leave shall return to duty before the expiry of leave granted to him/her, without permission of the leave sanctioning authority.
 8. If a teacher of a college is absent from duty on all the days of a week on which he/she has been assigned duties, whether such days are consecutive or not, he/she shall be deemed to be absent from duty for the whole of the week.
 9. No leave shall be credited in the leave account of a teacher after he/she retires on superannuation or retires voluntarily or resigns.
 10. The Principal/The President of the Governing Body may recall the teacher/the Principal at any time as the case may be who may be on leave except on medical ground and when the teacher/the Principal is so recalled to duty he/she shall be granted such travelling allowances as the Principal/the President may consider reasonable.
 11. If the teacher of a college has been granted leave to which holidays have been suffixed or prefixed and such the Principal/teacher absents himself/herself from duty beyond the expiration of such holidays shall be treated as absent from duty without leave and he/she shall not be entitled to his/her salary or allowances for such period unless and until the Governing Body otherwise directs.
 12. Subject to the foregoing general principles "leave" shall mean (i) Casual Leave, (ii) Earned Leave, (iii) On Duty Absence, (iv) Study Leave, (v) Special Study Leave, (vi) Maternity Leave, (vii) Quarantine Leave, (viii) Medical Leave/Half Pay Leave, (ix) Commuted Leave, (x) Extraordinary Leave, (xi) Compensatory Leave (xii) Leave Not Due (xiii) Special Disability Leave.
- (A) CASUAL LEAVE :
- (i) Casual Leave on full pay may be allowed to Principal/Teacher of a college upto a maximum of 14 days in any one calendar year but not more than 4 days at a time.

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(ii) Casual Leave can not be combined with any other kind of leave or Puja holidays, but can be prefixed and or suffixed to Sundays and other holidays, provided such leave shall not exceed 7 days at a time including Sundays and Holidays.

(iii) All casual leave to which any teacher of a college may be entitled during any calendar year shall cease to be due to him at the end of such calendar year and can not be accumulated or taken over or brought forward to any other calendar year.

(iv) A teacher on casual leave shall not be treated as absent from duty.

(B) EARNED LEAVE :

i) Earned Leave is the leave which is earned by a teacher by discharge of duties for a certain period as mentioned herein below and granted to him/her at the discretion of the authority granting such leave. Unless otherwise compelled by exigencies of circumstances, in all case applications for earned leave shall be made at least seven days prior to the date on which the concerned teacher proposes to proceed on leave for twenty days or more. Prior sanction should be obtained before leaving station and/or proceeding on leave as well as for extension of leave even if the period of leave applied for is less than twenty days.

ii) Earned leave admissible to a teacher shall be 1/3rd of the period, if any, during which he/she is required to perform duty during vacation by the college authority or equal to one eleventh of the period spent on actual service in a non-vacation department subject to a maximum of thirty days in a calendar year provided that the upper limit of accumulation of earned leave shall be 300 (three hundred) days and the maximum period of earned leave that may be granted at a time shall not normally exceed sixty days. Earned leave exceeding sixty days but not more than 180 days at a time may be sanctioned in case of higher study/training /leave with medical certificate.

iii) Earned leave can be combined with any other kind of leave except casual and quarantine leave.

iv) Earned Leave is admissible with full pay and allowances.

v) When a teacher moves from one college to another on deputation or otherwise, his/her accumulation of earned leave/half-pay leave in the new college will be as per previous accumulation of leave i.e. in other words his/her leave account will be a continuous procedure.

(C) ON DUTY ABSENCE :

(i) Absence from duty of a teacher with the permission of the Principal of the college and in case of the Principal, the permission of the Governing Body, on account of duties assigned by the Government or any constitutional authority or the college or the Public Service Commission or the College Service Commission or the School Service Commission etc. or on account of obligations in regard to the NCC or the Social Service Camps and similar other obligations shall be deemed to be on duty absence and shall not be counted towards casual or earned leave.

(ii) On duty absence is admissible with full pay and allowance.

(D) STUDY LEAVE :

(i) Study leave for advanced study and research directly related to his/her work in the College may be granted to a teacher by the Governing Body of the college subject to approval of the Higher Education Department provided the concerned teacher has put in at least three years continuous service and is not due to retire there from within five years of her/his return from such leave. There shall be a gap of at least three years between two periods of such leave.

M. U.

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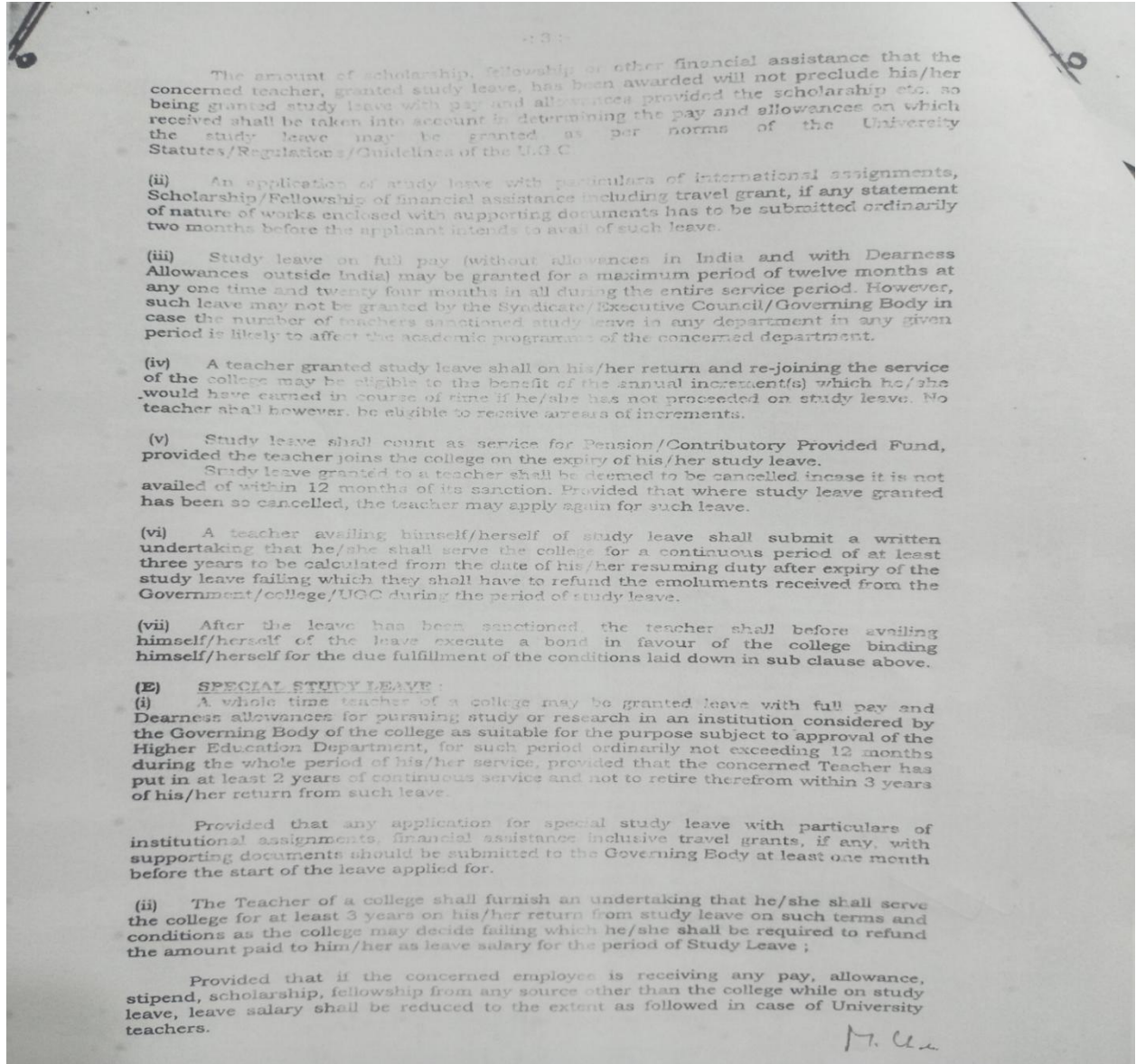
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(F) MATERNITY LEAVE :

(i) Maternity leave with full pay and allowances may be granted to a whole time lady teacher on full pay for a period not exceeding 135 days including the period of confinement as per advice of a registered medical practitioner.

(ii) Maternity leave, combined with any other kind of leave may be granted only if the application is supported by a medical certificate signed by registered medical practitioner.

(iii) Maternity leave may also be granted to a lady teacher of a college on full pay in cases of miscarriage including abortion subject to the condition that such leave shall not exceed 6 weeks and the application for leave shall be supported by a medical certificate signed by a registered medical practitioner.

(iv) Maternity leave shall not be debited to leave account.

(v) In case of legal adoption of a child as per prescribed norms of the Government from time to time child adoption leave may be allowed to a female teacher as per existing govt. rules.

(G) QUARANTINE LEAVE :

Leave of absence from duty may be granted to a teacher of a college on full pay when he/she is ordered by the Principal of the college, in case of the Principal by the President of the Governing Body, not to attend his/her duties on account of the presence of any infectious disease in family or household. Such leave may be granted with full pay and allowances, on a certificate signed by a registered medical practitioner for a period not exceeding 21 days or in case of exceptional circumstances 30 days. Such leave shall be called quarantine leave and may be combined with any other kind of leave except casual leave. Quarantine leave shall not be debited to leave account.

(H) MEDICAL LEAVE/HALF PAY LEAVE :

(i) A Teacher shall be entitled to Half Pay Leave for 20 days in respect of each completed year of service. This leave may be granted on production of certificate from a qualified registered medical practitioner or on private affairs.

(ii) Half Pay Leave may be combined with any other kind of leave except casual and quarantine leave.

(iii) Maximum period of accumulation of such leave will be 720 days.

(I) COMMUTED LEAVE :

(i) A Teacher shall be entitled to commute the half pay leave that he/she has earned to full pay leave on medical ground subject to production of a certificate from a registered medical practitioner.

Provided that when commuted leave is granted, twice the such number of half pay shall be debited against the leave account, provided also that total commuted leave may be granted not exceeding 180 days during the whole service period of the employee.

(ii) Half Pay Leave upto a maximum of 180 days may be allowed to be commuted during the entire service (without production of medical certificate) where such leave is utilized for an approved course certified to be in the interest of the college by the Governing Body.

(iii) Commuted leave may be combined with any other kind of leave except casual and quarantine leave.

M. C. S.

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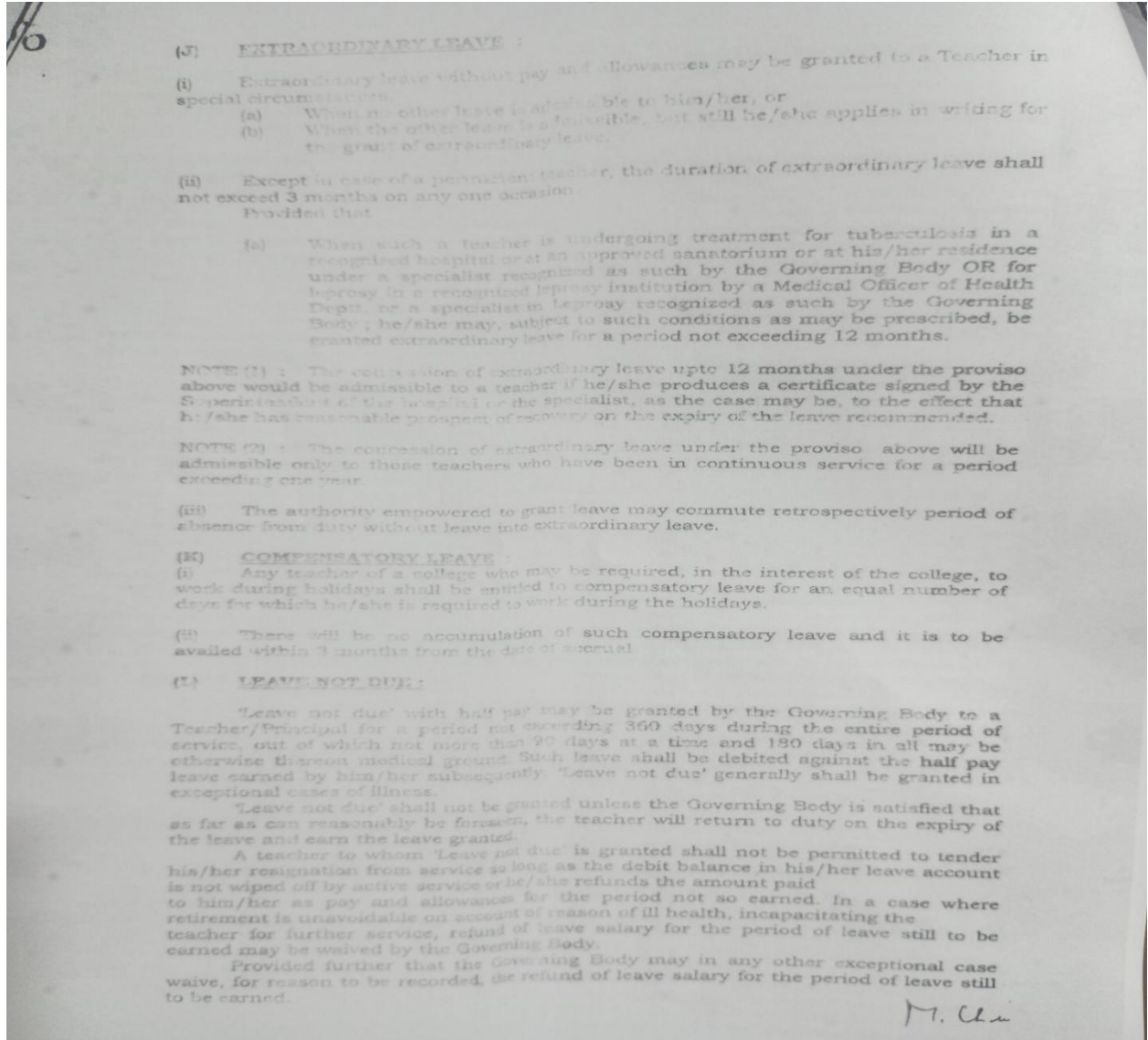
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(M) SPECIAL DISABILITY LEAVE:

(i) A teacher who is disabled by injury accidentally occurred in consequence of due performance of his/her official duties or by illness incurred on the performance of any particular duty which has the effect of increasing his/her liability to illness or injury beyond the ordinary risk attaching to the post may be allowed special disability leave on full pay and allowances for a maximum period of 24 months during the whole course of service.

(ii) Special Disability Leave may be combined with any other kind of leave except casual leave.

(iii) The concerned teacher is entitled to normal annual increment in time scale pay during such leave of absence.

(iv) Special disability leave shall not be granted unless the disability manifested itself within 3 months of occurrence to which it is attributed and teacher disabled acted with due promptitude in bringing notice of the appropriate authority.

(v) Such leave shall be granted only on the recommendation of a Medical Board and such leave in no case should exceed 24 months.

(vi) Such leave may be granted more than once if the disability is aggravated or reproduced in similar circumstances at a later date but not more than 24 months.

(vii) Since Special Disability Leave is granted owing to an injury caused during due discharge of official duty of a teacher concerned the appropriate leave sanctioning authority should be satisfied first as to the cause of accident which sustained him/her the injury for the entitlement of such leave.

(viii) Leave salary during such leave shall be with full pay and allowances for the first 120 days and half pay for the remaining period.

13. 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.

If one kind of leave is converted into another, the amount of leave salary admissible shall be recalculated and the arrears of leave salary shall be paid to, or, as the case may be amounts overdrawn shall be recovered from the employee concerned.

14. Except as otherwise provided in this order any kind of leave may be granted in combination with or in continuation of any other kind of leave.

15. Every Teacher shall be entitled to leave salary of the earned leave accumulated at his/her credit after cessation of his/her service by way of retiring on superannuation, voluntary retirement or death in harness provided the maximum number of accumulated leave and maximum of leave uncashable shall be 300 days.

The leave salary shall be calculated on the rate of pay drawn by a teacher of a college on the day preceeding that on which the leave commences unless otherwise determined by the Governing Body. Leave salary on retirement, voluntary retirement or death in harness shall be calculated on the basis of the pay drawn on the day preceeding the date of retirement or death as the case may be.

16. A leave account shall be maintained by the Principal of the college for every teacher and Principal thereof but any leave granted under provisions 12(C) to 12 (F) of this Memorandum shall not be debited to such account.

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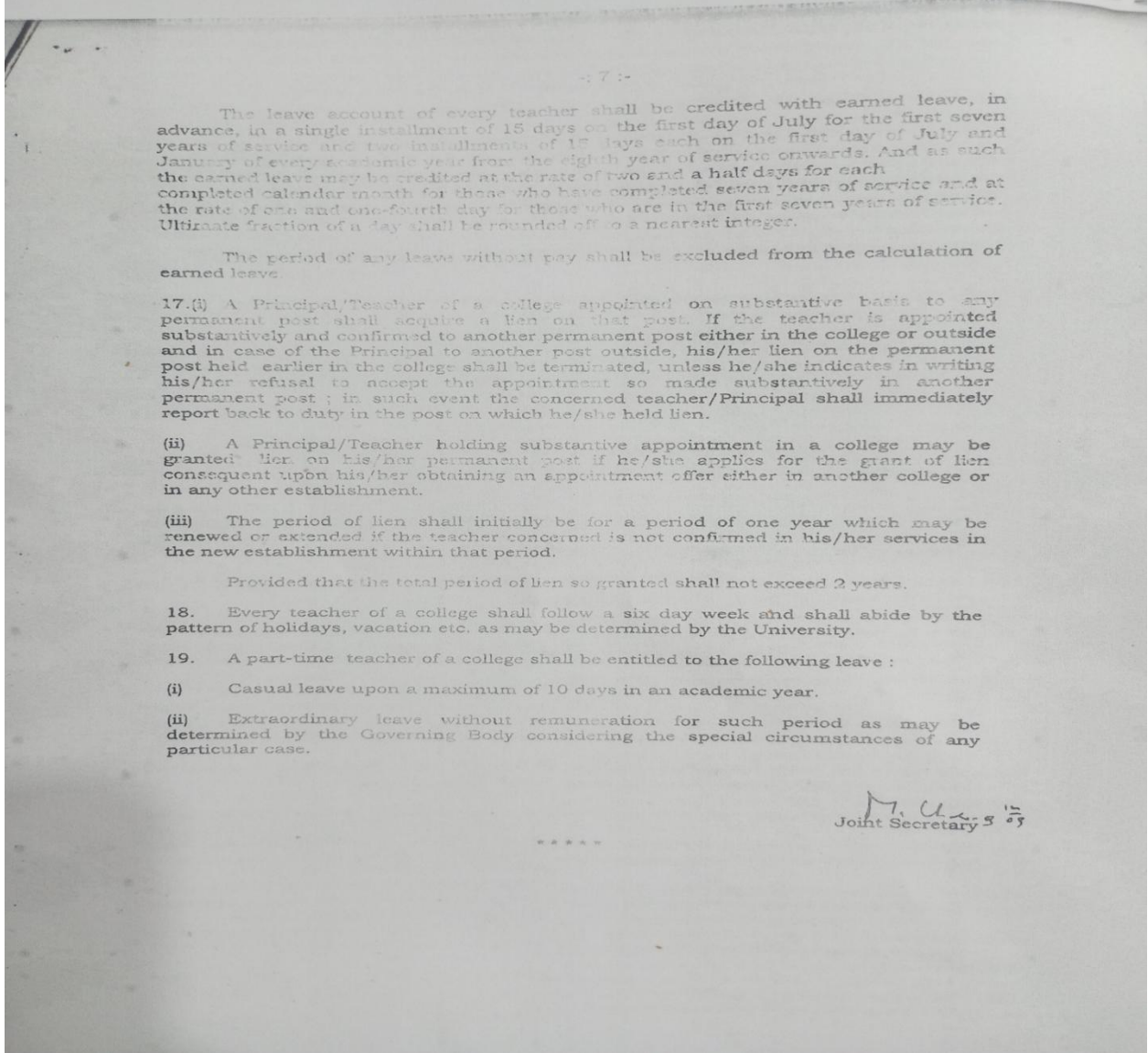
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Government of West Bengal
Higher Education Department
C. S. Branch, Bikash Bhavan,
Salt Lake, Kolkata-700 091

No. 972-Edn (CS)/2L-24/13

Date: 20.12.2013

MEMORANDUM

The matter of allowing cash-equivalent of leave salary in respect of whole-time teachers & Principals of Government aided college including erstwhile sponsored colleges in West Bengal had been settled in the Leave Rules framed by this Dept. in para 15 of this Dept.'s G.O. No. 762-Edn(CS) dated 03.12.2009 and the Universities were asked to amend their statutes suitably.

After careful re-consideration of the matter the Governor has been pleased to say that Paras 13 and 14 of the G.O. no. 762 dated 03.12.2009 stand deleted with immediate effect. It is further clarified that every whole time teacher & Principal of Government aided colleges including erstwhile sponsored colleges shall be entitled to leave salary of the earned leave accumulated at his/her credit after cessation of his/her service by way of retiring on superannuation/voluntary retirement or death-in harness provided the maximum number of accumulated leave and maximum leave encashable shall be 300 days subject to the Universities making suitable amendments to their Statutes, in the light of the G.O. no. 762 dated 03.12.2009 as amended by the instant Memorandum.

Subject to the Universities amending their Statutes in this regard this will take effect from 3rd December, 2009 taking into account this Dept.'s G.O. No. 762-Edn (CS) dated 03.12.2009.

All concerned are being informed accordingly.

Sd/-
Joint Secretary
Date : 20.12.2013

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viii) No teacher who has been granted earned leave on a medical ground on the basis of medical certificate may return to duty without producing a medical certificate of fitness signed by a registered medical practitioner.

(C) ON DUTY ABSENCE :

Existing provisions of St.23(T.A.C) of the Burdwan University First Statutes 1981 (with up to date Amendments) be treated as deleted and shall be substituted by the following under St. 24 (TAC) :

St.24(T.A.C)

(i) Absence from duty of a teacher/GLI/ Librarian with the permission of the principal of the college and in case of principal, the permission of the governing body, on account of duties assigned by the government or any constitutional authority / statutory body or the college / or B.U; or other institution of higher learning or the public service commission or the college service commission or the school service commission etc. or on account of obligations in regard to the N.C.C. or the social service camps and similar other obligations shall be treated as on duty absence and shall not be counted towards casual or earned leave.

ii) Joining refresher course / orientation programme / course work for M.Phil/Ph.D and during submission of these dissertation to be treated as on duty absence.

iii) On duty absence is admissible with full pay and allowance.

(D) STUDY LEAVE :

Existing provisions of St.25(T.A.C) of the Burdwan University First Statutes 1981 (with up to date Amendments) shall be substituted by the following:

St.25(T.A.C)

(i) Study leave for advanced study and research directly related to his/her work in the college may be granted to a Teacher/GLI/ Librarian / Principal by the governing body of the college. Provided the concern Teacher/GLI/ Librarian / Principal has put in at least 2 years continuous service and is not due to retire there from within 3 years of his/her return from such service. There shall be a gap of at least 3 years between 2 period of such leave.

Study leave may also be sanctioned for doing works related to publications in journals of National / International repute.

Study leave may also be sanctioned to teachers doing Ph.D (not covered by FDP), provided that college authority makes alternative arrangements to maintain uninterrupted teaching-learning process.

Provided also that is a teacher granted study leave for doing Ph.D (not covered by FDP fails to complete the Ph.D within the stipulated period of such leave, the total emoluments earned by the teacher-expenditure incurred by the college during such leave will be revoked from the concerned teacher.

The amount of scholarship, fellowship or other financial assistance that the concerned Teacher/GLI/ Librarian / Principal, granted study leave has been awarded will not preclude his/her being granted study leave with pay and allowances provided the scholarship etc. so receipt shall be taken into account in determining the pay and allowances on which the study leave may be granted as per norms of the University Statutes / Regulations / Guidelines of the U.G.C.

ii) An application for study leave with particulars of international assignments, Scholarship / Fellowship of financial assistance including travel grant, if any statement of nature of works enclosed with supporting documents has to be submitted to the authority competent to grant such

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leave, ordinarily two months before the applicant intends to avail of such leave.

iii) Study leave on full pay (without allowances in India and with dearness allowances outside India) may be granted for a maximum period of 12 months at any one time and 24 months in all during the entire service period. However, such leave may not be granted by the executive council / governing body in case the number of teachers sanctioned study leave in any department for any given period is likely to affect the academic programme of the concerned department.

iv) A Teacher/GLI/ Librarian / Principal granted study leave shall on his/her return and rejoining the service of the college may be eligible to the benefit of the annual increment(s) which he/she would have been earned in course of time if he/she had not proceeded on study leave, no Teacher/GLI/ Librarian / Principal shall however be eligible to receive arrears of increments.

v) Study leave shall count as service for pension / contributory provident fund, provided Teacher/GLI/ Librarian / Principal joins the college on the expiry of his/her study leave.

Study leave granted to a Teacher/GLI/ Librarian / Principal shall be deemed to be cancelled in case it is not availed of within 12 months of its sanction. Provided that where study leave granted has been so cancelled, the Teacher/GLI/ Librarian / Principal may apply again for such leave.

vi) A Teacher/GLI/ Librarian / Principal availing himself/herself of study leave shall submit a written undertaking that he/she shall serve the college for a continuous period of at least 3 years to be calculated from the date of his/her resuming duty after expiry of study leave failing which he/she shall have to refund the emoluments received from the government/college/UGC during the period of study leave.

vii) After the leave has been sanctioned, the Teacher/GLI/ Librarian / Principal shall before availing himself/herself of the leave execute a bond in favour of the college binding himself/herself for the due fulfillment of the conditions laid down in sub-clauses above.

(E) SPECIAL STUDY LEAVE :

Existing provisions of St.26(T.A.C) of the Burdwan University First Statutes 1981 (with up to date Amendments) shall be substituted by the following:

St.26(T.A.C)

(i) A whole time Teacher/GLI/ Librarian / Principal of a college may be granted leave with full pay and dearness allowances for pursuing study or research in an institution considered by the Governing Body of the college as suitable for the purpose subject to approval of the Higher Education Department, for such period ordinarily not exceeding 12 months during the whole period of his/her service, provided that the concerned Teacher/GLI/ Librarian / Principal has put in at least 2 years of continuous service and not to retire/resign therefrom within 3 years of his/her resuming duty after return from such leave.

Provided that any application for special study leave with particulars of institutional assignments, financial assistance inclusive of travel grants, if any, with supporting documents should be submitted to the Governing Body at least one month before the start of the leave applied for.

5 of 11

Signature of the IQAC Coordinator

Coordinator
IQAC
Katwa College

Signature of the Principal

Principal
Katwa College



KATWA COLLEGE

(Affiliated to the University of Burdwan)

Principal's Office,

P.O.: Katwa, Dist.: Purba Bardhaman, West Bengal, PIN: 713130, India.

Mobile: +918101078393

॥ विद्यया विन्दतेऽमृतम् ॥

ii) The Teacher/GLI/ Librarian / Principal of a college shall furnish an undertaking that he/she shall serve the college for at least 3 years on his/her return from special study leave on such terms and conditions as the college may decide failing which he/she shall be required to refund the amount paid to him/her as leave salary for the period of Study Leave;

Provided that if the concerned Teacher/GLI/ Librarian / Principal is receiving any pay, allowance, stipend, scholarship, fellowship from any source other than the college while on special study leave, leave salary shall be reduced to the extent as followed in case of University teachers.

(F) MATERNITY LEAVE :

Existing provisions of St.27(T.A.C) of the Burdwan University First Statutes 1981 (with up to date Amendments) shall be substituted by the following:

St.27(T.A.C)

- (i) Maternity leave with full pay and allowances may be granted to a whole time lady Teacher/GLI/ Librarian / Principal for a period not exceeding 180 days including the period of confinement as per advice of a registered medical practitioner.
- ii) Maternity leave, combined with any other kind of leave may be granted only if the application is supported by a medical certificate signed by a registered medical practitioner.
- iii) Maternity leave may also be granted to a lady Teacher/GLI/ Librarian / Principal of a college on full pay in cases of miscarriage including abortion subject to the condition that such leave shall not exceed 6 weeks and the application for leave shall be supported by a medical certificate signed by a registered medical practitioner.
- iv) Maternity leave shall not be debited to leave account.
- v) In case of legal adoption of a child as per prescribed norms of the Government from time to time child adoption leave may be allowed to a female Teacher/GLI/ Librarian / Principal as per existing Government Rules.

(G) QUARANTINE LEAVE :

Existing provisions of St.28(T.A.C) of the Burdwan University First Statutes 1981 (with up to date Amendments) shall be substituted by the following:

St.28(T.A.C)

- (i) Leave of absence from duty may be granted to a Teacher/GLI/ Librarian / Principal of a college on full pay when he/she is ordered by the Principal of the college, in case of the Principal by the President of the Governing Body, not to attend his/her duties on account of the presence of any infectious disease in family or household. Such leave may be granted with full pay and allowances, on a certificate signed by a registered medical practitioner for a period not exceeding 21 days or in case of exceptional circumstances 30 days. Such leave shall be called quarantine leave and may be combined with any other kind of leave except casual leave. Quarantine leave shall not be debited from leave account.

(H) MEDICAL LEAVE / HALF PAY LEAVE :

6 of 11

Signature of the IQAC Coordinator

Coordinator
IQAC
Katwa College

Signature of the Principal

Principal
Katwa College



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P.O.: Katwa, Dist.: Purba Bardhaman, West Bengal, PIN: 713130, India.

Mobile: +918101078393

॥ विद्यया विन्दतेऽमृतम् ॥

Existing provisions of St.29(T.A.C) of the Burdwan University First Statutes 1981 (with up to date Amendments) shall be substituted by the following:

St.29(T.A.C)

(i) A Teacher/GLI/ Librarian / Principal shall be entitled to Half Pay Leave for 20 days / 10 days full pay for each completed year of service. This leave may be granted on production of certificate from a qualified registered medical practitioner or on private affairs.

ii) Half pay leave may be combined with any other kind of leave except casual and quarantine leave.

iii) Maximum period of accumulation of such leave will be 720 days.

(I) COMMUTED LEAVE :

A new provision of St. 29A (T.A.C) shall be inserted after the Existing provisions of St.29(T.A.C) and before the existing provisions of St.30(T.A.C) of the Burdwan University First Statutes 1981 (with up to date Amendments)

St.29A(T.A.C)

(i) A Teacher/GLI/ Librarian / Principal shall be entitled to commute the half pay leave that he/she has earned to full pay leave on medical ground subject to production of a certificate from a registered medical practitioner.

Provided that when commuted leave is granted, twice the number of such half pay leave shall be debited against the leave account, provided also that total commuted leave may be granted not exceeding 360 days at a time during the whole service period of the Teacher/GLI/ Librarian / Principal.

ii) Half pay leave upto a maximum 360 days may be allowed to be commuted during the entire service (without production of medical certificate) where such leave is utilized for an approved course certified to be in the interest of the college by the Governing Body.

iii) Commuted leave may be combined with any other kind of leave except casual and quarantine leave.

(J) EXTRAORDINARY LEAVE :

Existing provisions of St.30(T.A.C) of the Burdwan University First Statutes 1981 (with up to date Amendments) shall be substituted by the following:

St.30(T.A.C)

(i) Extraordinary leave without pay and allowances may be granted to a Teacher/GLI/ Librarian / Principal in special circumstances.

(a) when no other leave is admissible to him/her or

(b) when the other leave is admissible, but still he/she applies in writing for the grant of extraordinary leave.

ii) Except in case of a permanent Teacher/GLI/ Librarian / Principal, the duration of extraordinary leave shall not exceed 3 months on any one occasion.

Provided that when such a Teacher/GLI/ Librarian / Principal is undergoing treatment for tuberculosis in a recognized hospital or at an approved sanatorium or at his or her residence under a specialist recognized as such by the governing body or for leprosy in a recognized leprosy institution by a medical officer of health department or a specialist in leprosy recognized as such by the governing body; he/she may, subject to

7 of 11

Signature of the IQAC Coordinator

Coordinator
IQAC
Katwa College

Signature of the Principal

Principal
Katwa College



KATWA COLLEGE

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Principal's Office,

P.O.: Katwa, Dist.: Purba Bardhaman, West Bengal, PIN: 713130, India.

Mobile: +918101078393

॥ विद्यया विन्दतेऽमृतम् ॥

2. Leave granted for attending Orientation and Refresher course

To,
The Principal,
Katwa College,
P.O. - Katwa, Dist. Purba Bardhaman,
PIN - 713130
Through : Internal Quality Assurance Cell (IQAC).
Subject : Application for No Objection Certificate (NOC) to
participate in Faculty Induction Programme (FIP-08)
organized by HRDC, North Bengal University.

Respected Sir,
I, Debakinandan Majee, Assistant Professor in Physics
in your college, am willing to participate in a Faculty
Induction Programme (FIP-08), organized by HRDC, North
Bengal University. The programme will supposed to be
hold on 11th February 2022 to 14th March, 2022.
Therefore, I request the principal to kindly provide the
NOC in this regard and issue leave on duty for
those aforesaid days.

Date : 17-01-2022
Place : Katwa College

Thanking you,
With regards,
Debakinandan Majee
Department of Physics,
Katwa College.

Forward to Principal
for favourable consideration
19/01/2022
Coordinator
IQAC
Katwa College

Signature of the IQAC Coordinator

Coordinator
IQAC
Katwa College

Signature of the Principal

Principal
Katwa College



KATWA COLLEGE

(Affiliated to the University of Burdwan)

Principal's Office,

P.O.: Katwa, Dist.: Purba Bardhaman, West Bengal, PIN: 713130, India.

Mobile: +918101078393

॥ विद्यया विन्दतेऽमृतम् ॥

CERTIFICATE OF 'RECOMMENDATION', 'NO OBJECTION' AND 'PROVISIONAL
RELEASE ORDER' FROM THE REGISTRAR OF THE
UNIVERSITY/PRINCIPAL/OFFICER-IN-CHARGE/ TEACHER-IN-CHARGE/ HEAD OF
THE INSTITUTION

This is to certify that the applicant ✓ Mr/ Ms/Dr Debakinandan Majee

Assistant Professor/Librarian/Scientist/Any other in Physics

is a permanent/ full-time contractual/full-time ad-hoc/ SACT/part-time employee
of Katwa College with present pay-level 64900.

I do hereby recommend his/her application for 8th faculty induction programme
(From 11/2/2022 to 14/3/2022)

(name of the course) to be conducted by the UGC-Human Resource Development
Centre, The University of North Bengal for career advancement from Pay-Level 10 to
11/ 11 to 12/ 12 to 13A (Associate Professor). Her/his career advancement due date
is 18/04/2023 (dd/mm/yyyy).

If selected, she/he will be released to attend the online course. The number of days
she/he will attend the course shall be treated as on-duty leave, and she/he will ensure
data pack on her/his own.

Date:

Place:



Signature/ Scanned Signature

19/01/2022

Principal
Katwa College

Registrar of the University/ Principal/
Teacher/Officer-in-Charge/ Head of the Institution
(With Seal)

Signature of the IQAC Coordinator

Coordinator
IQAC
Katwa College

Signature of the Principal

Principal
Katwa College



KATWA COLLEGE

(Affiliated to the University of Burdwan)

Principal's Office,

P.O.: Katwa, Dist.: Purba Bardhaman, West Bengal, PIN: 713130, India.

Mobile: +918101078393

॥ विद्यया विन्दतेऽमृतम् ॥

KATWA COLLEGE

(Affiliated to the UNIVERSITY OF BURDWAN)



Principal's Office

Katwa, Purba Bardhaman

713130

Tel.: (03453) 255049

Mail: katcoll2009@gmail.com

Website : www.katwacollege.ac.in

Date: 10.02.2022

RELEASE ORDER

To
The Director,
UGC-HRDC,
The University of North Bengal
P.O- NBU Darjeeling,
Darjeeling
West Bengal-734430

Subject: Release Order of Debakinandan Majee, Assistant Professor for joining the Faculty Induction Programme-(FIP-08)

Sir/ Madam,

With reference to the above, I am to inform you that Debakinandan Majee, Assistant Professor in Physics is hereby released today 10.02.2022 with effect from afternoon to enable him join the Faculty Induction Programme-(FIP-08) being conducted by UGC – HRDC, the University of North Bengal, West Bengal for Pay Level 10 to 11 from 11.02.2022 to 14.03.2022. His career advancement due date is 18.04.2023. He will attend the online course as a full time participant. The number of days he will attend the Course shall be treated as on-duty leave and he will be ensure data pack on his own.



N. S. Majee
Principal
Katwa College
Principal
Katwa College
10/02/2022

Signature of the IQAC Coordinator

Coordinator
IQAC
Katwa College

Signature of the Principal

Principal
Katwa College



KATWA COLLEGE

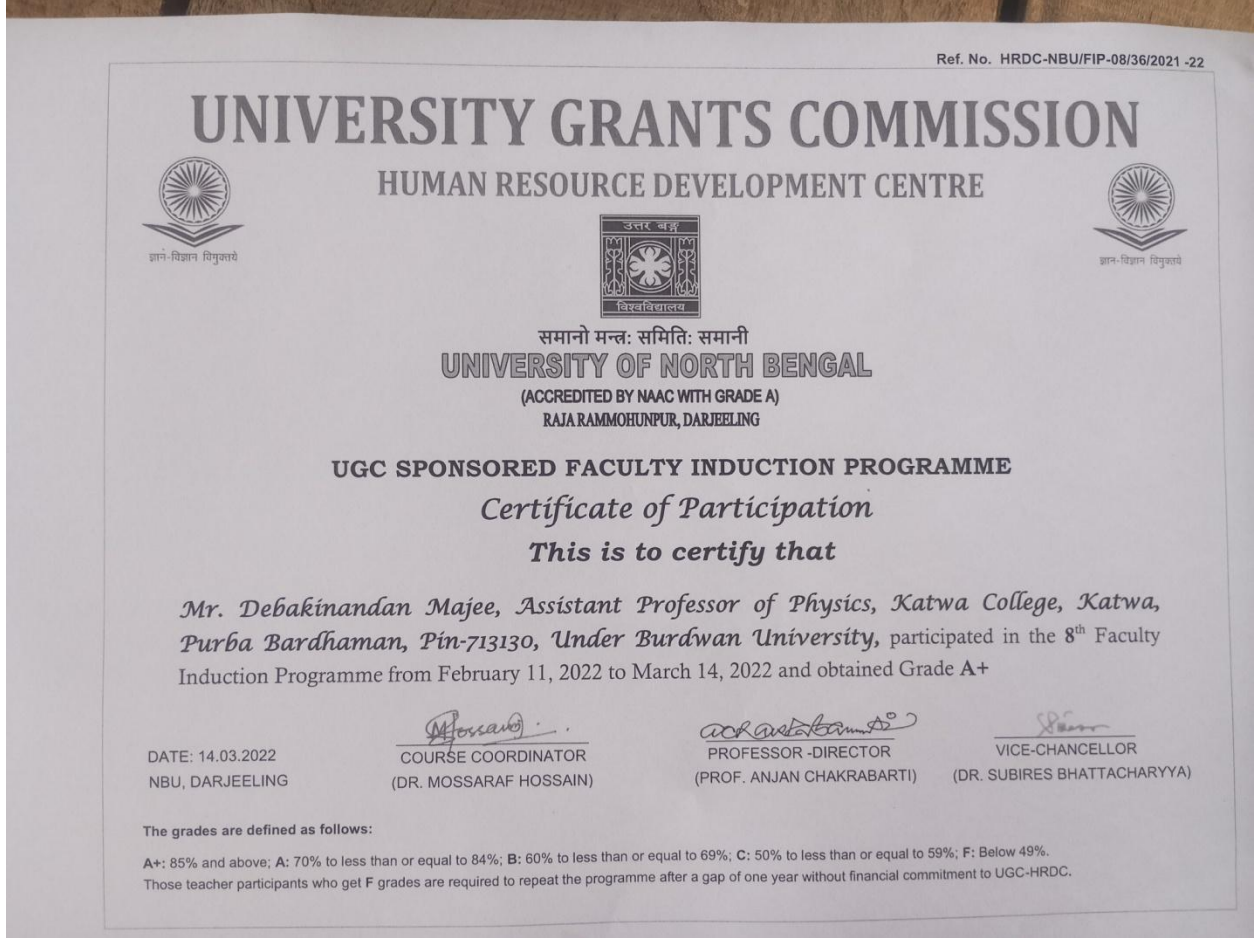
(Affiliated to the University of Burdwan)

Principal's Office,

P.O.: Katwa, Dist.: Purba Bardhaman, West Bengal, PIN: 713130, India.

Mobile: +918101078393

॥ विद्यया विन्दतेऽमृतम् ॥



Signature of the IQAC Coordinator

Coordinator
IQAC
Katwa College

Signature of the Principal

Principal
Katwa College



KATWA COLLEGE

(Affiliated to the University of Burdwan)

Principal's Office,

P.O.: Katwa, Dist.: Purba Bardhaman, West Bengal, PIN: 713130, India.

Mobile: +918101078393

॥ विद्यया विन्दतेऽमृतम् ॥

UGC HUMAN RESOURCE DEVELOPMENT CENTRE

(Erstwhile UGC Academic Staff College)

University of North Bengal

ACCREDITED BY NAAC WITH GRADE A

P.O. North Bengal University, Siliguri, Dist. Darjeeling, Pin: 734013



Phone: 0353-2580174 Fax: 91-353-2580173

E-mail: ascnbu@gmail.com

समानो मन्त्रः समितिः समानी

Ref. No. HRDC/2021-2022 (F. FIP-08) - 36

Date: 14/03/2022

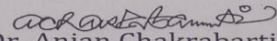
FACULTY INDUCTION PROGRAMME (FIP-NBU-08)

(February 11, 2022 – March 14, 2022)

Release Order

TO WHOM IT MAY CONCERN

This is to state that Mr. Debakinandan Majee of Katwa College, Katwa, Purba Bardhaman, Pin-713130, Under Burdwan University has participated in the 8th Faculty Induction Programme (FIP-NBU-08), organised by the UGC-Human Resource Development Centre (Erstwhile UGC-Academic Staff College), University of North Bengal. He / she has been released on 14/03/2022 in the forenoon / afternoon, after successful completion of the programme.


(Dr. Anjan Chakrabarti)
Professor - Director



Signature of the IQAC Coordinator

Coordinator
IQAC
Katwa College



Signature of the Principal

Principal
Katwa College



KATWA COLLEGE

(Affiliated to the University of Burdwan)

Principal's Office,

P.O.: Katwa, Dist.: Purba Bardhaman, West Bengal, PIN: 713130, India.

Mobile: +918101078393

॥ विद्यया विन्दतेऽमृतम् ॥

To
The Principal,
Katwa College, Katwa
Purba Bardhaman

Sub: Joining after successful completion of
the FIP-08 on 11/02/2022 to 14/03/2022

Respected Sir,

With due respect, I, Debakinandan Majee
like to inform you that I hereby join today 15/03/22 before
forenoon as I was on duty due to participate 8th Faculty
Induction Programme (FIP-08), organised by the UGC-HRDC,
University of North Bengal from 11/02/22 to 14/03/22.

Kindly accept my joining letter. A copy of
release order and certificate of participation is along
with this letter.

Thanking you.

Date: 15/03/22

Allowed
to join on
15/03/22 (forenoon).
BANKAT
15/03/22

Yours faithfully,
Debakinandan Majee
Assistant Professor
Department of Physics
Katwa College

Principal
Katwa College
Katwa, Purba Bardhaman



Signature of the IQAC Coordinator

Coordinator
IQAC
Katwa College

Signature of the Principal

Principal
Katwa College



KATWA COLLEGE

(Affiliated to the University of Burdwan)

Principal's Office,

P.O.: Katwa, Dist.: Purba Bardhaman, West Bengal, PIN: 713130, India.

Mobile: +918101078393

॥ विद्यया विन्दतेऽमृतम् ॥

Extract from the proceedings of the meeting of the Governing Body held on 13.12.2022 in the chamber of the Principal at 12.00 Noon

Item No. 17:(b)Leave: Considering the applications from the teaching / non-teaching staff of the college seeking earned leave/ duty leave/medical leave, Governing Body unanimously resolves that the following persons be approved earned leave/ duty leave/medical leave:-

SL No	Name of the incumbent	Designation	Period of leave taken	Nature of leave taken (E.O.L./E.L./ Any other kind of leave)	Total
1	Dr. Arkaprtim Changdar	Assistant Professor	01.12.22-18.01.22	EL	18 Days
2	Sadananda Halder	Assistant Professor	4.11.22 to 06.12.2022	FIP	33 days
3	Sk Shakeel	Assistant Professor	13.09.22 to 25.09.22	ML	13 days
4	Debakinandan Majee	Assistant Professor	09.11.222 to 23.11.22	RC	15 days
			11.02.22 to 14.03.22	FIP	32 days
5	Dr. Shampa Dutta	Assistant Professor	18.07.22 to 19.08.22	FIP	33 days
6	Dr Moumita Poddar Rana	Assistant Professor	26.06.22 to 28.07.22	FIP	30 days
7	Akash Biswas	Assistant Professor			
8.	Dr. Jyotipratim Ray Choudhuri	Associate Professor	19.04.2022-30.04.22	EL	12 days
8	Indrani Ray	Assistant Professor	01.02.22 to 27.02.22	FIP	27days

Sd/Dr. Nirmalendu Sarkar
Principal/Secretary
Katwa College
Governing Body

Sd/ Rabindranath Chatterjee
President
Katwa College
Governing Body

Accepted
18/12/22
10/07/2024

Principal
Katwa College
Katwa, Purba Bardhaman

Signature of the IQAC Coordinator

Coordinator
IQAC
Katwa College

Signature of the Principal

Principal
Katwa College



KATWA COLLEGE

(Affiliated to the University of Burdwan)

Principal's Office,

P.O.: Katwa, Dist.: Purba Bardhaman, West Bengal, PIN: 713130, India.

Mobile: +918101078393

॥ विद्यया विन्दतेऽमृतम् ॥

To,
The Principal,
Katwa College,
P.O. - Katwa, Dist. - Purba Bardhaman,
PIN - 713130.

Through: Internal Quality Assurance Cell (IQAC).
Subject: Application for No Objection Certificate (NOC)
to participate in Refresher Course.

Respected Sir,

I, Debakinandan Majee, serving as an Assistant Professor in your college, am willing to participate in a 15 day long Refresher's Course on "Recent Advancement of Materials Science and Technology" dated 9th November 2022 to 23rd November 2022, organized by HRDC, North Bengal University.

Therefore, I request you to kindly permit me and provide NOC to join in the above refresher course. Moreover, I will be highly obliged if you provide on duty leaves for those days.

Date: 15/09/2022

Place: Katwa College.

Thanking you,
With regards,
Debakinandan Majee
Department of Physics,
Katwa College.

Forwarded to Principal
for favorable consideration
20/09/2022
Coordinator
IQAC
Katwa College

Signature of the IQAC Coordinator

Coordinator
IQAC
Katwa College

Signature of the Principal

Principal
Katwa College



KATWA COLLEGE

(Affiliated to the University of Burdwan)

Principal's Office,

P.O.: Katwa, Dist.: Purba Bardhaman, West Bengal, PIN: 713130, India.

Mobile: +918101078393

॥ विद्यया विन्दतेऽमृतम् ॥

Forwarded to Principal
for favourable consideration
20/09/2022
Coordinator
IQAC
Katwa College

CERTIFICATE OF 'RECOMMENDATION', 'NO OBJECTION' AND 'PROVISIONAL RELEASE ORDER' FROM THE REGISTRAR OF THE UNIVERSITY/PRINCIPAL/OFFICER-IN-CHARGE/ TEACHER-IN-CHARGE/ HEAD OF THE INSTITUTION

This is to certify that the applicant Mr/ Ms/Dr Debakinandan Majee
Assistant Professor/Librarian/Scientist/Any other in Physics
is a permanent/ full-time contractual/full-time ad-hoc/ SACT/part-time employee of Katwa College with present pay-level 66800/-.

I do hereby recommend his/her application for Refresher Course on Recent Advancement of Material Science & Technology From 09/11/2022 to 23/11/2022 (name of the course) to be conducted by the UGC-Human Resource Development Centre, The University of North Bengal for career advancement from Pay-Level 10 to 11/ 11 to 12/ 12 to 13A (Associate Professor). Her/his career advancement due date is 18/04/2023 (dd/mm/yyyy).

If selected, she/he will be released to attend the online course. The number of days she/he will attend the course shall be treated as on-duty leave, and she/he will ensure data pack on her/his own.

Date: 20/09/2022 Signature/ Scanned Signature

Place: Katwa Registrar of the University/ Principal/ Teacher/Officer-in-Charge/ Head of the Institution (With Seal) 20/09/2022
Principal
Katwa College

Signature of the IQAC Coordinator

Coordinator
IQAC
Katwa College

Signature of the Principal

Principal
Katwa College



KATWA COLLEGE

(Affiliated to the University of Burdwan)

Principal's Office,

P.O.: Katwa, Dist.: Purba Bardhaman, West Bengal, PIN: 713130, India.

Mobile: +918101078393

॥ विद्यया विन्दतेऽमृतम् ॥

KATWA COLLEGE

(Affiliated to the UNIVERSITY OF BURDWAN)



Principal's Office
Katwa, Purba Bardhaman
713130

Tel.: (03453) 255049

Mail: katcoll2009@gmail.com

Website : www.katwacollege.ac.in

Date: 07.11.2022

RELEASE ORDER

To
The Director,
UGC-HRDC,
The University of North Bengal
P.O- NBU Darjeeling,
Darjeeling
West Bengal-734430

Subject: Release Order of Debakinandan Majee, Assistant Professor for joining the Refresher Course.

Sir/ Madam,

With reference to the above, I am to inform you that Debakinandan Majee, Assistant Professor in Physics is hereby released today 07.11.2022 with effect from afternoon to enable him join the Refresher Course being conducted by UGC – HRDC, the University of North Bengal, West Bengal for Pay Level 10 to 11 from 09.11.2022 to 23.11.2022. His career advancement due date is 18.04.2023. He will attend the online course as a full time participant. The number of days he will attend the Course shall be treated as on-duty leave and he will be ensure data pack on his own.



NSGKas
Principal 07/11/2022
Katwa College
Principal
Katwa College

Signature of the IQAC Coordinator

Coordinator
IQAC
Katwa College

Signature of the Principal

Principal
Katwa College



KATWA COLLEGE

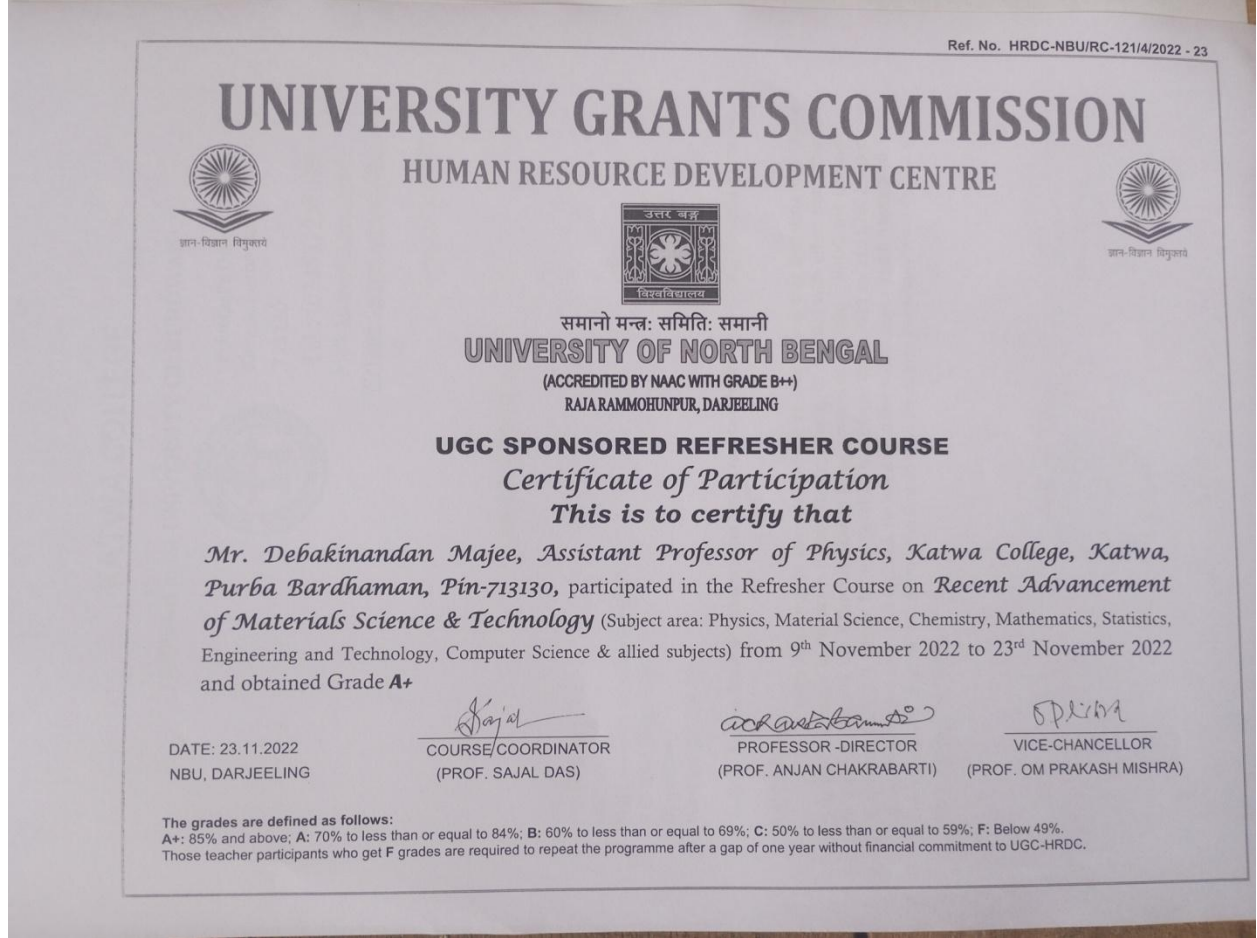
(Affiliated to the University of Burdwan)

Principal's Office,

P.O.: Katwa, Dist.: Purba Bardhaman, West Bengal, PIN: 713130, India.

Mobile: +918101078393

॥ विद्यया विन्दतेऽमृतम् ॥



Signature of the IQAC Coordinator

Coordinator
IQAC
Katwa College

Signature of the Principal

Principal
Katwa College



KATWA COLLEGE

(Affiliated to the University of Burdwan)

Principal's Office,

P.O.: Katwa, Dist.: Purba Bardhaman, West Bengal, PIN: 713130, India.

Mobile: +918101078393

॥ विद्यया विन्दतेऽमृतम् ॥

UGC HUMAN RESOURCE DEVELOPMENT CENTRE

(Erstwhile UGC Academic Staff College)

University of North Bengal

P.O. North Bengal University, Siliguri, Dist. Darjeeling, Pin: 734013

ACREDITED BY NAAC WITH GRADE B++

Railway Station: New Jalpaiguri (NFR)
Airport: Bagdogra



Phone: 0353-2580174 Fax: 91-353-2580173
E-mail: hrdc@nbu.ac.in

समानो मन्त्रः समितिः समानी

Ref. No. HRDC/2022-2023 (F.RC- RC-RAMS&T) - 4

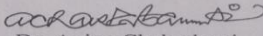
Date: 23/11/2022

Refresher Course on Recent Advancement of Materials Science & Technology (November 09 2022 – November 23 2022)

Release Order

TO WHOM IT MAY CONCERN

This is to state that Mr. Debakinandan Majee of Katwa College, Katwa, Purba Bardhaman, Pin-713130 has participated in the Refresher Course on Recent Advancement of Materials Science & Technology organised by the UGC- Human Resource Development Centre (Erstwhile UGC-Academic Staff College), University of North Bengal. He / she has been released on 23/11/2022 in the forenoon / afternoon, after successful completion of the programme.


Dr. Anjan Chakrabarti
Professor-Director



Signature of the IQAC Coordinator

Coordinator
IQAC
Katwa College



Signature of the Principal

Principal
Katwa College



KATWA COLLEGE

(Affiliated to the University of Burdwan)

Principal's Office,

P.O.: Katwa, Dist.: Purba Bardhaman, West Bengal, PIN: 713130, India.

Mobile: +918101078393

॥ विद्यया विन्दतेऽमृतम् ॥

To
The Principal,
Katwa college
Katwa, Purba Bardhaman

Sub: Joining after successful completion of
RC on 09/11/2022 to 23/11/2022.

Respected Sir,

With due respect, I, Debakinandan Majee
like to inform you that I hereby join today 24/11/2022
before forenoon as I was on duty due to participate
in the Refresher Course on Recent Advancement of
Materials Science & Technology, organised by the
UGC-HRDC, University of North Bengal from 09/11/2022
to 23/11/2022.

Kindly accept my joining letter. A copy of
release order and certificate of participation
is along with this letter.

Thanking you.

Date: 24/11/2022

Also need to join on 24/11/2022 (same way)
NSR
24/11/2022

Yours faithfully
Debakinandan Majee
Assistant Professor
Department of Physics
Katwa College

Principal
Katwa College
Katwa, Purba Bardhaman



Signature of the IQAC Coordinator

Coordinator
IQAC
Katwa College

Signature of the Principal

Principal
Katwa College



KATWA COLLEGE

(Affiliated to the University of Burdwan)

Principal's Office,

P.O.: Katwa, Dist.: Purba Bardhaman, West Bengal, PIN: 713130, India.

Mobile: +918101078393

॥ विद्यया विन्दतेऽमृतम् ॥

Extract from the proceedings of the meeting of the Governing Body held on 13.12.2022 in the chamber of the Principal at 12.00 Noon

Item No. 17:(b)Leave: Considering the applications from the teaching / non-teaching staff of the college seeking earned leave/ duty leave/medical leave, Governing Body unanimously resolves that the following persons be approved earned leave/ duty leave/medical leave:-

SL No	Name of the incumbent	Designation	Period of leave taken	Nature of leave taken (E.O.L/E.L/ Any other kind of leave)	Total
1	Dr. Arkaprtim Changdar	Assistant Professor	01.12.22-18.01.22	EL	18 Days
2	Sadananda Halder	Assistant Professor	4.11.22 to 06.12.2022	FIP	33 days
3	Sk Shakeel	Assistant Professor	13.09.22 to 25.09.22	ML	13 days
4	Debakinandan Majee	Assistant Professor	09.11.222 to 23.11.22	RC	15 days
			11.02.22 to 14.03.22	FIP	32 days
5	Dr. Shampa Dutta	Assistant Professor	18.07.22 to 19.08.22	FIP	33 days
6	Dr Moumita Poddar Rana	Assistant Professor	26.06.22 to 28.07.22	FIP	30 days
7	Akash Biswas	Assistant Professor			
8.	Dr. Jyotipratim Ray Choudhuri	Associate Professor	19.04.2022-30.04.22	EL	12 days
8	Indrani Ray	Assistant Professor	01.02.22 to 27.02.22	FIP	27days

Sd/Dr. Nirmalendu Sarkar
Principal/Secretary
Katwa College
Governing Body

Sd/ Rabindranath Chatterjee
President
Katwa College
Governing Body

Accepted
18/12/22
10/10/2024

Principal
Katwa College
Katwa, Purba Bardhaman

Signature of the IQAC Coordinator

Coordinator
IQAC
Katwa College

Signature of the Principal

Principal
Katwa College



KATWA COLLEGE

(Affiliated to the University of Burdwan)

Principal's Office,

P.O.: Katwa, Dist.: Purba Bardhaman, West Bengal, PIN: 713130, India.

Mobile: +918101078393

॥ विद्यया विन्दतेऽमृतम् ॥

-
3. Maternity leave granted by the college (leave application/report of joining/leave mentioning in the attendance registrar)/ Minutes of GB meeting sanctioning maternity leave and child care leave

Signature of the IQAC Coordinator

Coordinator
IQAC
Katwa College

Signature of the Principal

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Katwa College



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To,
The Principal
Katwa College,
Purba Bardhaman.

Subject: Maternity leave application

Sir,
I, Subhasree Sana, assistant professor of department of Physiology, Katwa college, would like to inform you that I am pregnant and would like to take maternity leave from 09/11/2022 for 180 days. I am attaching my doctor's prescription and certificate herewith.

Date - 07/11/2022

Yours sincerely,
Subhasree Sana
07/11/2022

Signature of the IQAC Coordinator

Coordinator
IQAC
Katwa College

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Thurs (43)

KATWA COLLEGE

P.O. - KATWA, DIST. - PURBA BARDHAMAN

TEACHERS' DAILY ATTENDANCE REGISTER CUM DIARY

Name: Smt. Subhasree Sana Designation: Asst. Prof.
 Month: Nov Year: 2022 Mobile No. _____

DATE	AR-RIVAL	SIGNATURE	CLASSES ALLOTTED	CLASSES TAKEN	REASONS FOR CLASSES NOT TAKEN	DEPARTURE	SIGNATURE	REMARKS
1	10:45 am	S. Sana				1:00 pm	S. Sana	
2		OB						
3		P. Day						
4		OB						
5		OB						
6		OB						
7	10:45 am	S. Sana				3:00 pm	S. Sana	
8		closed						
9		maternity leave						
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								
26								
27								
28								
29								
30								
31								
TOTAL								

LEAVE / TYPES	PREVIOUS	CURRENT	TOTAL	APPROVED BY
CL	14	X	14	
EL	09	03	12	
ML				
SPECIAL				
ON DUTY				
WITH OUT PAY				
OTHERS	maternity leave X	22	22	

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Thurs

43

KATWA COLLEGE

P.O.- KATWA, DIST.- PURBA BARDHAMAN

TEACHERS' DAILY ATTENDANCE REGISTER CUM DIARY

Name Smt Subhaneer Sana Designation Asst. Prof.

Month May Year 2023 Mobile No. _____

DATE	AR-RIVAL	SIGNATURE	CLASSES ALLOTTED	CLASSES TAKEN	REASONS FOR CLASSES NOT TAKEN	DEPARTURE	SIGNATURE	REMARKS
1								
2								
3								
4								
5								
6								
7								
8	11:05 am	S. Sana.				3:00 pm	S. Sana.	
9		H	O	L	I	DAY		
10	10:40 am	S. Sana.				3:00 pm	S. Sana.	
11		P. 04						
12	10:40 am	S. Sana.				3:05 pm	S. Sana.	
13	11:30 am	S. Sana.				3:00 pm	S. Sana.	
14		SUN D	A	Y				
15	10:45 am	S. Sana.				3:00 pm	S. Sana.	
16		A.B. 01						
17	10:40 am	S. Sana.				3:00 pm	S. Sana.	
18		P. 04						
19		On duty			for submission of Sem III answer			
20	11:35 am	S. Sana.				3:00 pm	S. Sana.	
21		Sunday						
22	10:50 am	S. Sana.				3:05 pm	S. Sana.	
23	10:40 am	S. Sana.				3:00 pm	S. Sana.	
24					Exam duty (Internal both half Sem IV)			
25					On duty leave.			
26	10:45 am	S. Sana.			Summer Reless.			
27					Internal exam duty both half (Sem IV)			
28					Summer Reless.			
29	10:40 am	S. Sana.			Internal exam duty both half (Sem IV)	3:00 pm	S. Sana.	
30	10:40 am	S. Sana.			Internal exam duty both half (Sem IV)	3:00 pm	S. Sana.	
31	10:40 am	S. Sana.			Internal exam duty both half (Sem IV)	3:00 pm	S. Sana.	
TOTAL								

LEAVE / TYPES	PREVIOUS	CURRENT	TOTAL	APPROVED BY
CL	X	X	X	01 AS
EL				
ML				
SPECIAL				
ON DUTY				
UNPAID DAY				

Signature of the IQAC Coordinator

**Coordinator
IQAC
Katwa College**

Signature of the Principal

**Principal
Katwa College**



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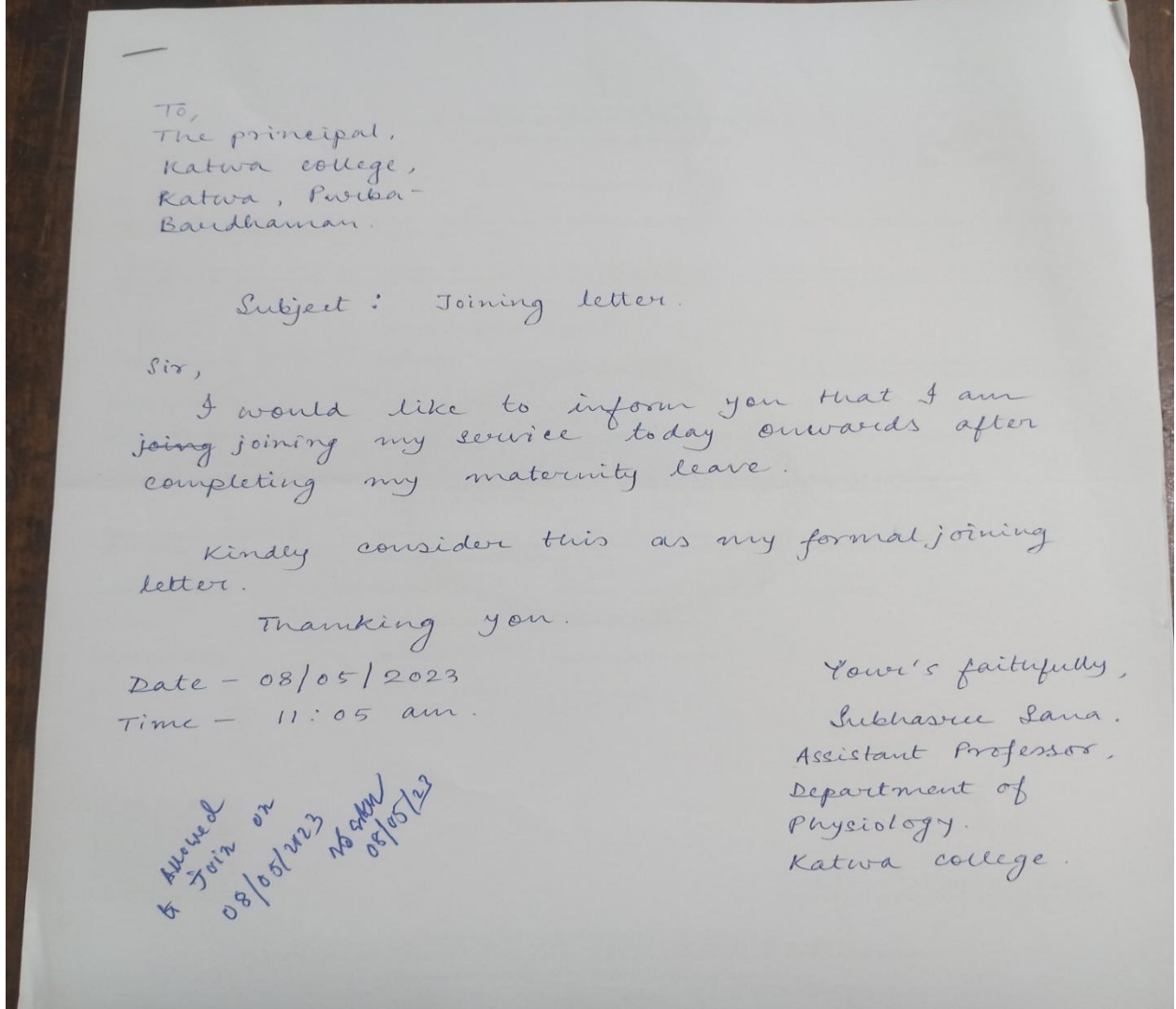
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SACT-II in Philosophy as part of her retirement benefit be approved. Subsequently, the Principal is directed to send necessary papers to the office of the D.P.I., Government of West Bengal, for claim as retirement benefit in favour of Nupur Sen as early as possible.

✓ **Item No. 05:** The Governing Body considers the prayer of Subhasree Sana, Assistant Professor in Physiology related to her maternity leave and approves her leave from 09.11.2022 to 06.05.2023 as per rules of Higher Education department. *NS Ghosh*

Item No. 06: The Principal places the application dated 20.09.2022 of Bablu Sarkar, former Assistant Professor, Department of History of this college and opines the house of his claim i.e. reader allowance scheme in detail. After a bit of discussion is resolved the Principal is requested to consider his claim for the period 01.04.2019 to 12.03.2021 on humanitarian ground provided the said payee must produce in person the necessary credentials. Moreover, in connection with the academic assignments of Mr. Sarkar the Principal as an academic head expressed his inability to issue certificate as desired. The GB unanimously concedes the point in question and suggests the Principal to intimate the said matter in writing.

Item No. 07: The Principal reports the response against the queries of the DPI, Govt. of West Bengal received from Tanusree Ghosh, SACT (Category-II) of English Department (Morning Section, Katwa College). He also informs that the said incumbent stops attending the College since 07.11.2022. He also states that "leave without pay" as Tanusree Ghosh has proposed through her mail sent on 29.11.2022 could never be a claim by a SACT incumbent as there is no such provision in the G.O. No. 2081-Edn (CS)/10M-83/2019, dated 23.12.2019. The GB unanimously accepts the opinion of the Principal after consulting the said G.O. The GB resolves that the pay of Tanusree Ghosh be stopped from the month of December, 2022. Moreover, in compliance with the aforesaid G.O the GB further resolves that a Two-Man Fact Finding Committee be formed comprising Sri Deb Kumar Bairagya, Hon'ble Govt. Nominee, as the Convener and Prof. Subrata Mondal, University Nominee, as the Member. This Committee will hear Tanusree Ghosh and will submit a factual enquiry report on the basis of findings within 21 days from the date of receiving the letter from the Principal and the latter, in turn, will place the report/charge sheet along with relevant papers to the GB for further action.

Item No. 08: The Principal informs the GB, in a nutshell, about all the correspondences between him and Dr. Birbal Saha about the non-settlement of Service Book, Leave and PF. The GB expresses its annoyance over the attitude of Dr Saha expressed in his mail and instructs the Principal to intimate the Registrar of SKBU about the entire matter.

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Katwa College

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4. Order of the leave rule for SACT


Government of West Bengal
Department of Higher Education
Technical Branch
Bikash Bhavan, 6th Floor, Salt Lake, Kolkata -700091.

No.475-Edn(Tech)/10M-07/2022 Date: 19/12/2022

ORDER

Service conditions and other benefits for Government approved Part Time Teachers (PTTs) and Guest Teachers engaged in different Government Engineering and Technological Colleges in the State of West Bengal up to 13.07.2019 have been restructured under Memorandum No. 31-Edn(T)/EH/O/CS/4A-57/2019 dated 22.01.2021 in supersession of all previous orders in this regard and nomenclatures of such teachers have been changed to State Aided College Teacher (SACT).

Whereas the above mentioned G.O. is devoid of benefits of (i) Leaves like casual leave, medical leave, maternity leave, study leave and (ii) Swasthya Sathi Scheme which had earlier been enjoyed by the erstwhile Government approved Part Time Teachers, the State Government in the Department of Higher Education has no objection to allow SACTs leaves as described here below in supersession of all previous orders in this regard.

Casual Leave

State Aided College Teachers (SACTs) of Government Engineering & Technological Colleges are entitled to avail of 14 (fourteen) days casual leave in a calendar year with full remuneration.

Medical Leave

State Aided College Teachers (SACTs) of Government Engineering & Technological Colleges are entitled to avail of 20 (Twenty) days medical leave with half ($\frac{1}{2}$) remuneration in a calendar year on production of medical certificate from a registered medical practitioner.

Such medical leave with half ($\frac{1}{2}$) remuneration can be commuted to and in that case SACTs are entitled to avail of 10 (ten) days commuted medical leave with full remuneration in a calendar year on production of medical certificate from a registered medical practitioner.

Unutilized medical leave with half ($\frac{1}{2}$) remuneration or commuted medical leave with full remuneration in a calendar year, shall be allowed to be carried forward to the following year, subject to accumulation of a maximum of sixty days (with half remuneration) or thirty days (with full remuneration), and the accumulated medical leave may be utilized from time to time depending on the type of medical need but not exceeding thirty days at a time (with full remuneration), subject to submission of medical documents to the satisfaction of the college authority.

Maternity Leave

State Aided College Teachers (SACTs) of Government Engineering & Technological Colleges are entitled to avail of maternity leave as admissible under Government rules.

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Quarantine Leave

Whereas, in consequence of the presence of an infectious disease in the family or household of a State-Aided College Teacher (SACT-I & II) of all Government Engineering and Technological Colleges in the State of West Bengal or his/her place of duty, residence or sojourns, his/her attendance at his/ her office is considered as hazardous to the health of other co-employees, such State-Aided College Teacher (SACT-I & II) of the Government Engineering & Technological Colleges may be granted quarantine leave.

2. Quarantine Leave is a leave of absence from duty necessitated by order not to attend office in consequence of the presence of infectious disease in the family or household of such employees as stated above. Such leave may be granted on the basis of a certificate of a Public or Municipal Health Officer or Registered Medical Practitioner for a period not exceeding 21 days or in exceptional circumstances for a period not exceeding 30 days. Quarantine leave, which is not debited to leave account, may be combined with any other kind of leave except casual leave.

3. Such employee, as stated above, on quarantine leave will be treated as absent from duty with full pay and allowances, when he/ she is ordered by the Head of the Institution of the Government Engineering & Technological College, as the case may be.

4. With the passage of time, outbreak of some other diseases in the country had been considered to be infectious of which COVID-19 has been declared Pandemic by WHO.

5. Now, after careful consideration and taking the valued opinion of Health & Family Welfare Department of this Government, the undersigned is directed to include the following five diseases in the list of infectious disease under Quarantine Leave in the Leave Rules for State-Aided College Teacher (SACT-I & II) of the Government Engineering & Technological Colleges-

- a. SARS
- b. MARS
- c. COVID-19
- d. Avian Influenza (H5N1) / Novel Influenza
- e. Crimean Congo Haemorrhagic Fever (CCHF)

Study Leave

Considering the necessity of acquiring higher degrees by SACTs towards improvement of the quality of teaching in the State's higher educational institutions, the State Government is pleased to order that the SACTs shall be entitled to avail themselves of Study leave, to be granted by the Governing Body of the college and subject to approval of the State Government, for the purpose of pursuing further studies and acquiring higher degrees for a maximum period of 12 months in one spell and for a period not exceeding 24 months in their entire service period, provided the concerned teacher has put in at least three years of service and is not due to retire

Signature of the IQAC Coordinator

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Katwa College

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--3--

within five years of his/her return from such leave. There shall be a gap of at least three years between two periods of such leave.

The State Government is further pleased to order that a SACT when granted study leave shall upon his/her return and rejoining the institution, shall be eligible for receiving the monthly remuneration accrued during the said leave period (and periodical enhancement of remuneration notionally), as admissible, which he/she would have earned in course of time if he/she had not proceeded on study leave. On return from the study leave, he/she will submit a certificate from the competent authority relating to satisfactory completion of higher degree or submission of thesis etc., to the satisfaction of the college authority. The said leave period will count towards their total length of service for calculating the admissible service benefits.

Further, before proceeding on the study leave, the concerned SACT will be required to execute a Bond/Undertaking that he/she will serve the institute for at least three years after acquiring the higher degree. However, the concerned SACT may be permitted during the bond period to join any Government College or Government aided college in the event of selection by the West Bengal Public Service Commission or the West Bengal College Service Commission, as the case may be. The study leave granted to a SACT shall be deemed to have been cancelled in case it is not availed of within twelve months of sanction.

Group Health Insurance Scheme named "Swasthya Sathi"

The issue of providing a comprehensive Health Insurance Scheme to the serving SACTs of Government Engineering & Technological Colleges of West Bengal has been considered by the State Government with a view to providing such persons and their families' protection from the financial consequences of ill health.

2. The State Government is pleased to extend the benefit of the Group Health Insurance Scheme namely "Swasthya Sathi" as contained in Finance Department's Notification no.1104-F(P) dated 25.02.2016 to the serving SACTs of Government Engineering & Technological Colleges of West Bengal.

3. The main features of the Scheme are:

i) The Scheme will have basic health cover for secondary and tertiary care up to Rs.1.5 lakhs per annum.

ii) There will be no cap on the family size.

iii) Critical illness like, Cancer, Neuro Surgeries, Cardiothoracic Surgeries, Liver diseases, Blood disorders etc. will be covered up to Rs.5.0 lakh.

iv) All pre-existing diseases will be covered.

v) The entire premium will be borne by the State Government with no contribution from the beneficiaries.

4. The Scheme will be implemented by the Department of Health and Family Welfare, Government of West Bengal.

5. The Scheme for the aforesaid category of teachers/employees will be effective from the date of issuance of this order.

This order issues with the concurrence of the Finance Department (Group-P1), vide their U.O. No. Group P1/2022-2023/0344 dated 05/12/2022. This will be effective from the date of issuance of this order.

Sd/-

Deputy Secretary

Signature of the IQAC Coordinator

Coordinator
IQAC
Katwa College

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Katwa College



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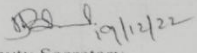
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No. 475/1(17) –Edn(Tech)/ 10M-07/2022

Date: 19/12/2022

Copy forwarded for information and necessary action to :

1. The Principal Accountant General (A&E), West Bengal, Treasury Buildings, Kolkata-700001.
2. The Additional Chief Secretary, Finance Department (Group-P1), Nabanna.
3. The Vice Chancellor, Maulana Abul Kalam Azad University of Technology, BF Block, Sector 1, Bidhannagar, Kolkata-64.
4. The Director of Technical Education, Bikash Bhaban, 10th Floor, Salt Lake, Kolkata-700091.
5. The Principal, Government College of Engineering and Ceramic Technology, 73, Abinash Chandra Banerjee Lane, Beliaghata, Kolkata-700010.
6. The Principal, Kalyani Government Engineering College, Kalyani-741235, Nadia, W.B.
7. The Principal, Jalpaiguri Government Engineering College, Jalpaiguri, W.B. PIN-735102.
8. The Principal, Ramkrishna Mahato Government Engineering College, Purulia, Village-Agharpur, P.O- Ramamoti, Block-Joypur, District-Purulia, W.B. PIN -723103.
9. The Principal, Cooch Behar Government Engineering College, Vill-Harinchawra P.O-Ghughumari, Dist- Cooch Behar, W.B. PIN -736170.
10. The Officer-in-Charge, Government College of Engineering & Leather Technology, Block-LB/11, Sector-III, Salt Lake, Kolkata-700106.
11. The Officer-in-Charge, Government College of Engineering & Textile Technology, Berhampore, 4, Cantonment Road, Barrack Square (N-E), Berhampore, W.B. PIN -742101.
12. The Officer-in-Charge, Government College of Engineering & Textile Technology, Serampore, 12, William Carey Road, Serampore, District-Hooghly, W.B. PIN -712201.
13. The Officer-in-Charge, Alipurduar Government Engineering and Management College.
14. The Private Secretary to Hon'ble Minister-in-Charge, Department of Higher Education.
15. The Sr. PS to the Principal Secretary, Department of Higher Education.
- ✓ 16. IT Cell of this Department to upload in the Departmental website.
17. Guard file.


Deputy Secretary



Signature of the IQAC Coordinator

Coordinator
IQAC
Katwa College



Signature of the Principal

Principal
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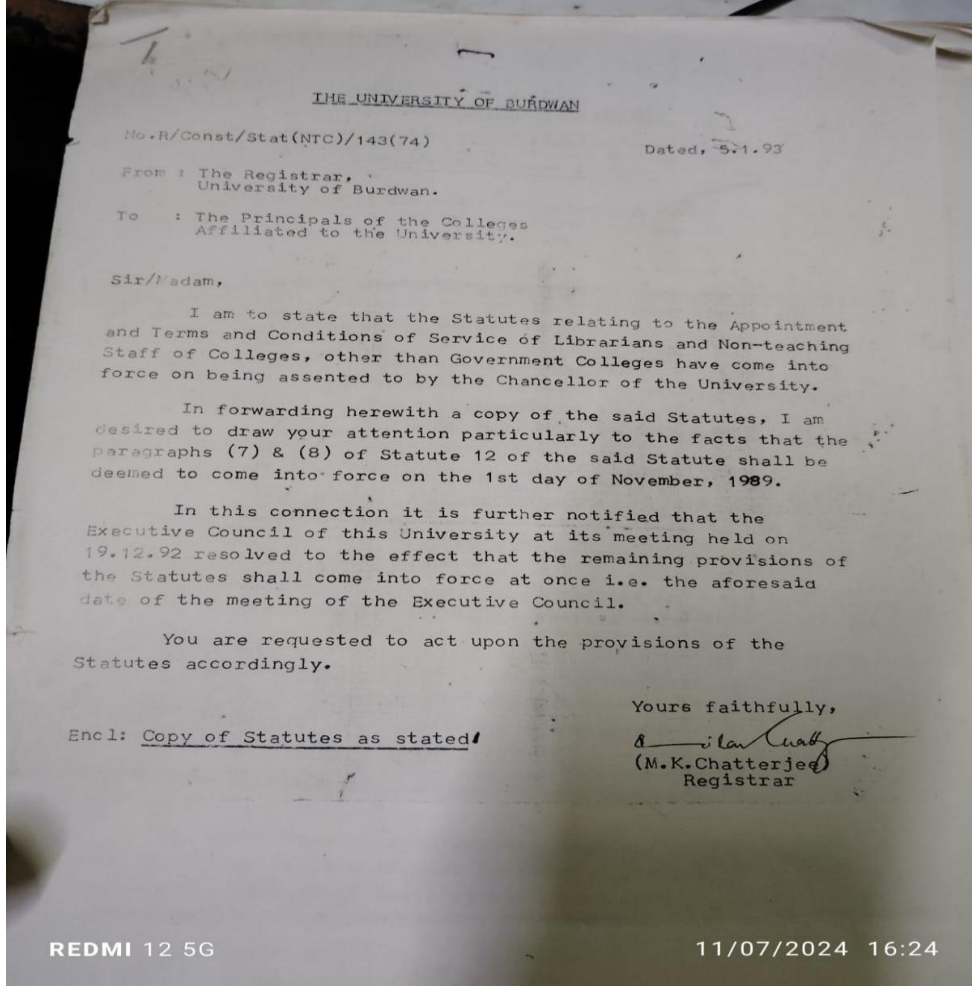
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5. Memorandum of Leave Rule for Non-teaching



Signature of the IQAC Coordinator

Coordinator
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Katwa College

Signature of the Principal

Principal
Katwa College



KATWA COLLEGE

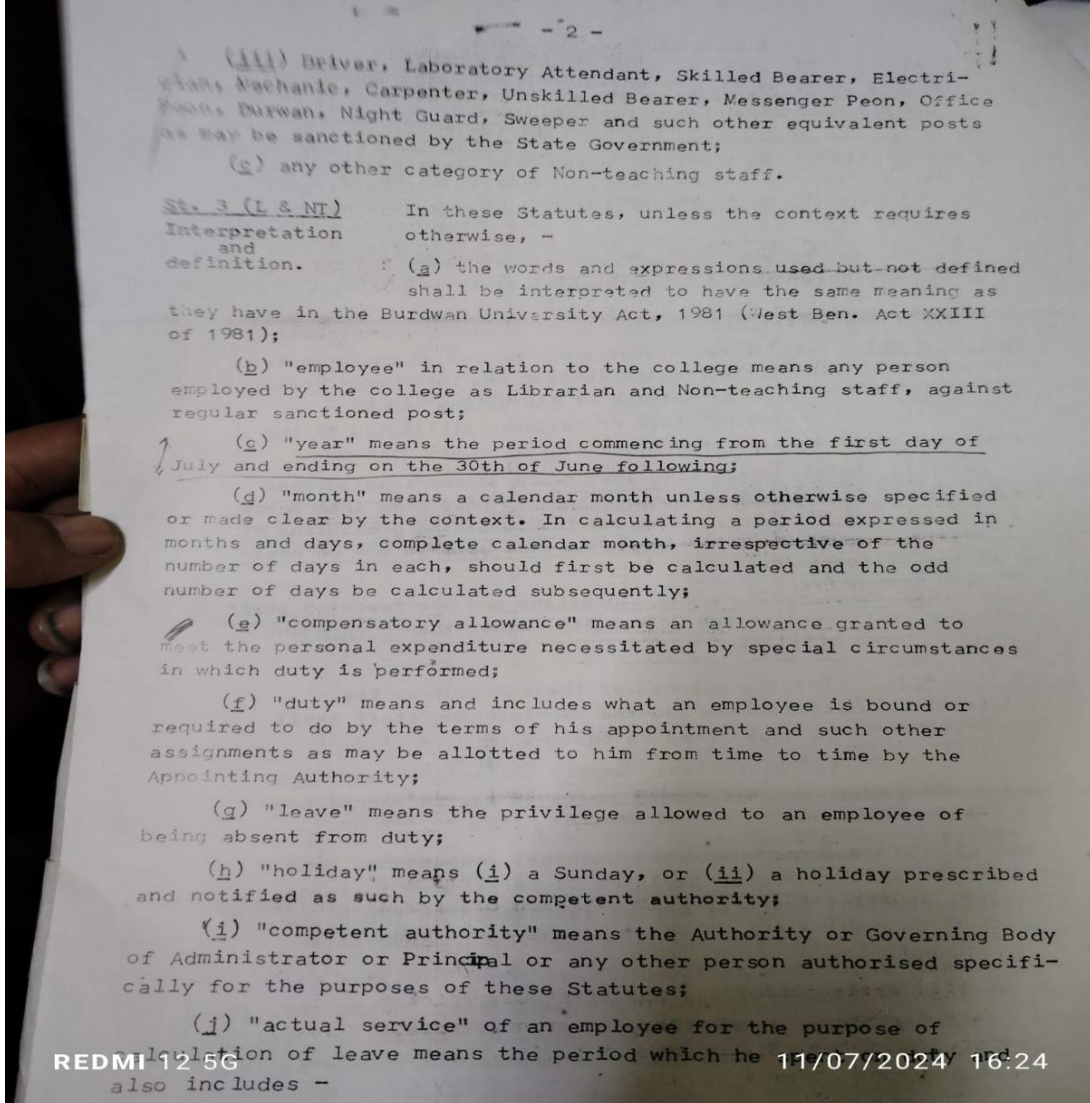
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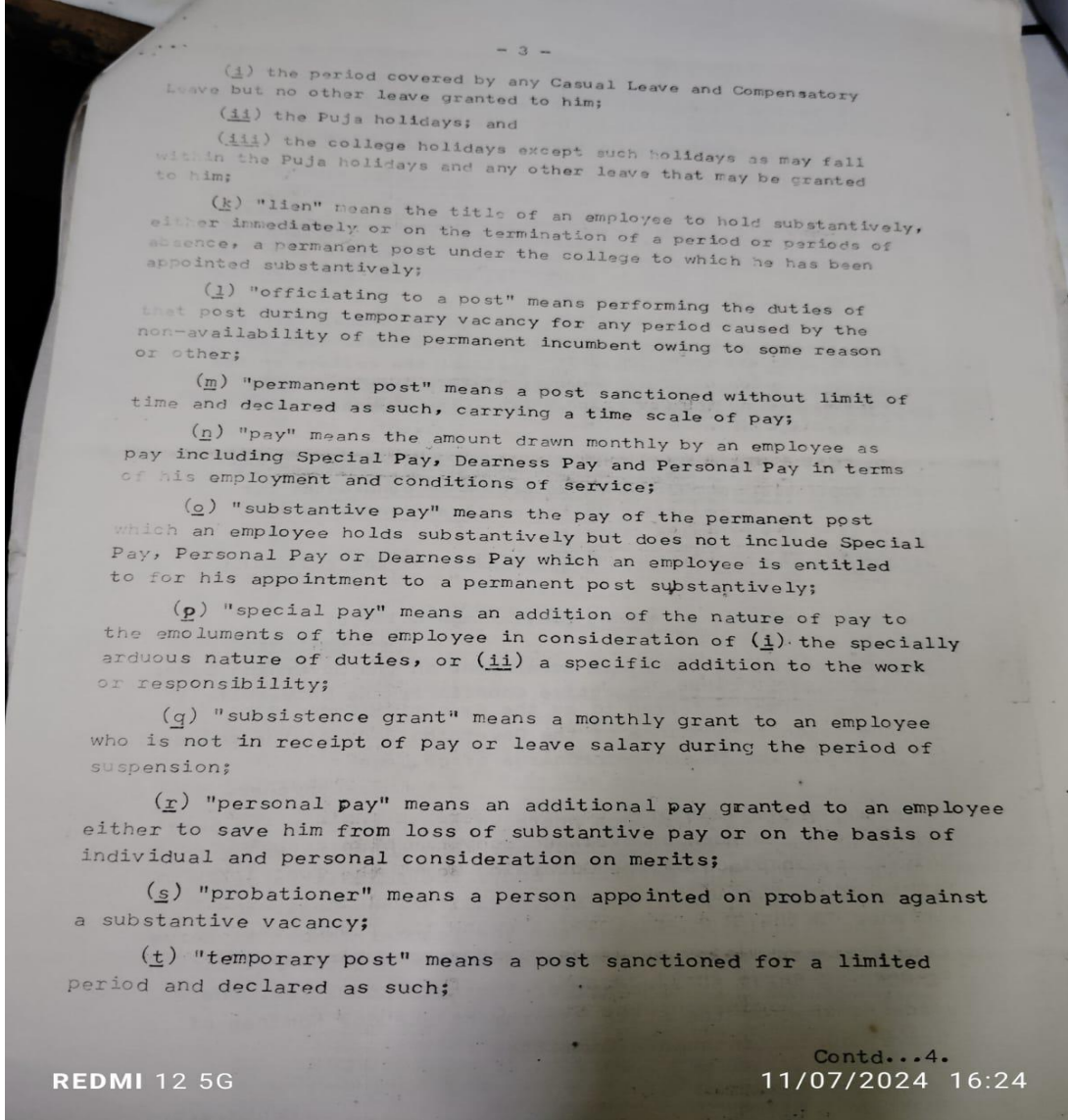
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- 4 -

(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 the college shall sign and issue all letters of appointment on behalf of the college on the recommendation of the Standing Committee for selection, to be constituted by the Governing Body of the college as laid down in St.5(L & NT).

St. 5 (L & NT) (1) There shall be a Standing Committee for the purpose of selection of candidates for appointment to the posts as mentioned in Statute 2 (L & NT) of these Statutes.

(2) The Standing Committee shall consist of the following members :-

(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 college ;

- Member-Convener.

(3) In the case of a college where an Administrator has been appointed or an Ad-hoc Governing Body has been constituted by the University in place of the Governing Body, the Administrator/President of the Ad-hoc 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 :

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11/07/2024 16:25

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Signature of the IQAC Coordinator

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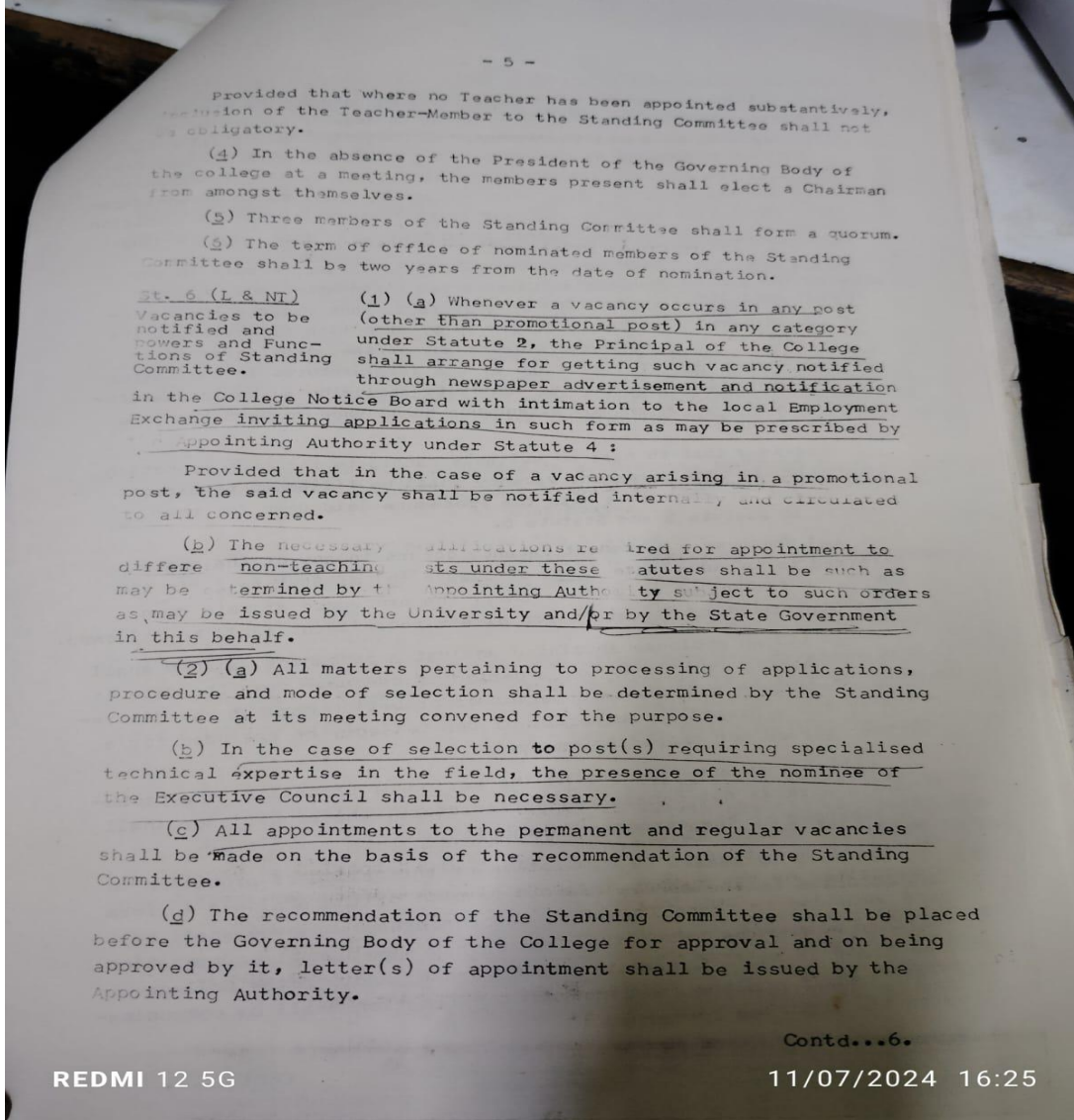
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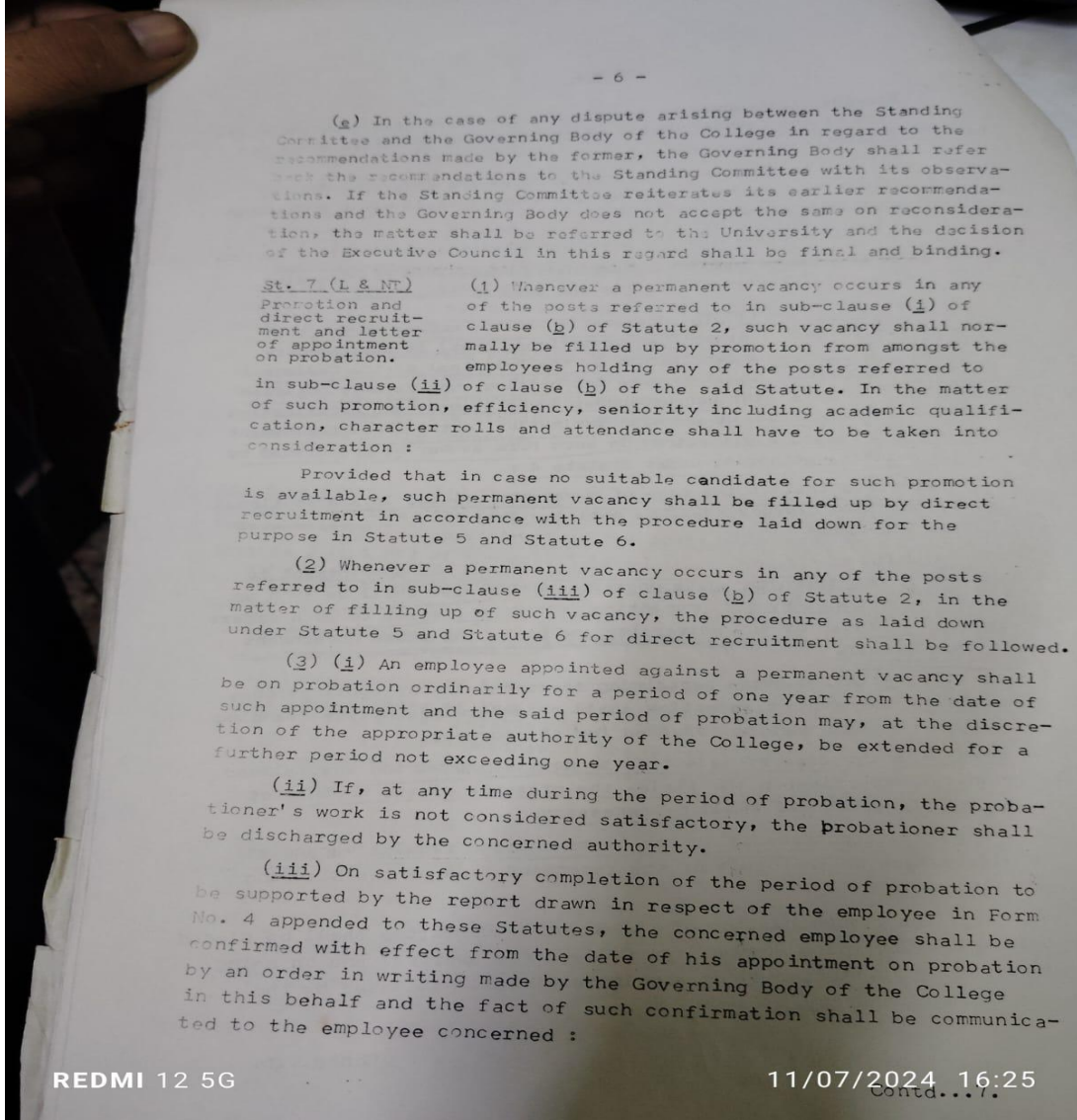
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Katwa College



KATWA COLLEGE

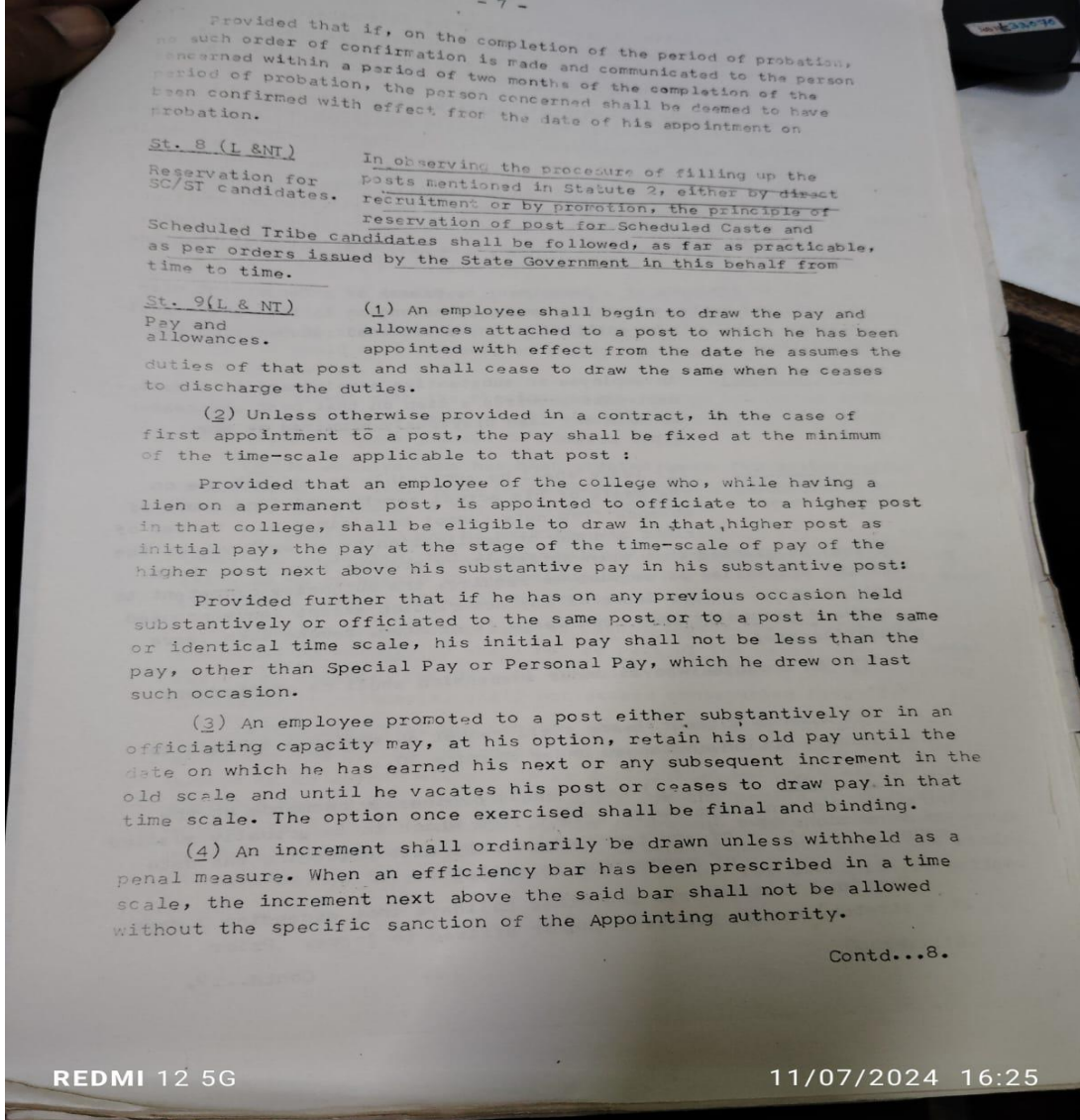
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Principal's Office,

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Mobile: +918101078393

॥ विद्यया विन्दतेऽमृतम् ॥



Signature of the IQAC Coordinator

Coordinator
IQAC
Katwa College

Signature of the Principal

Principal
Katwa College



KATWA COLLEGE

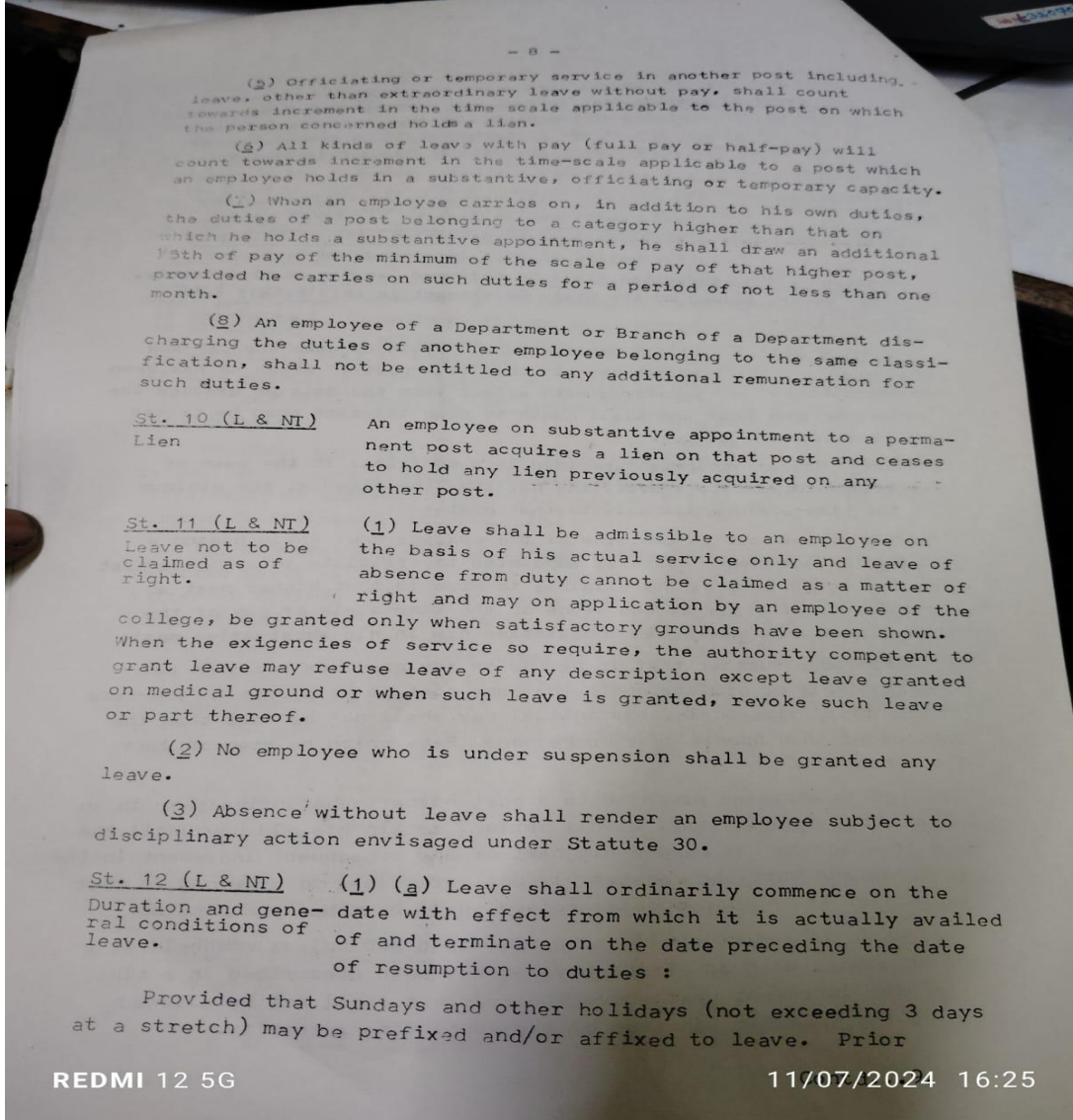
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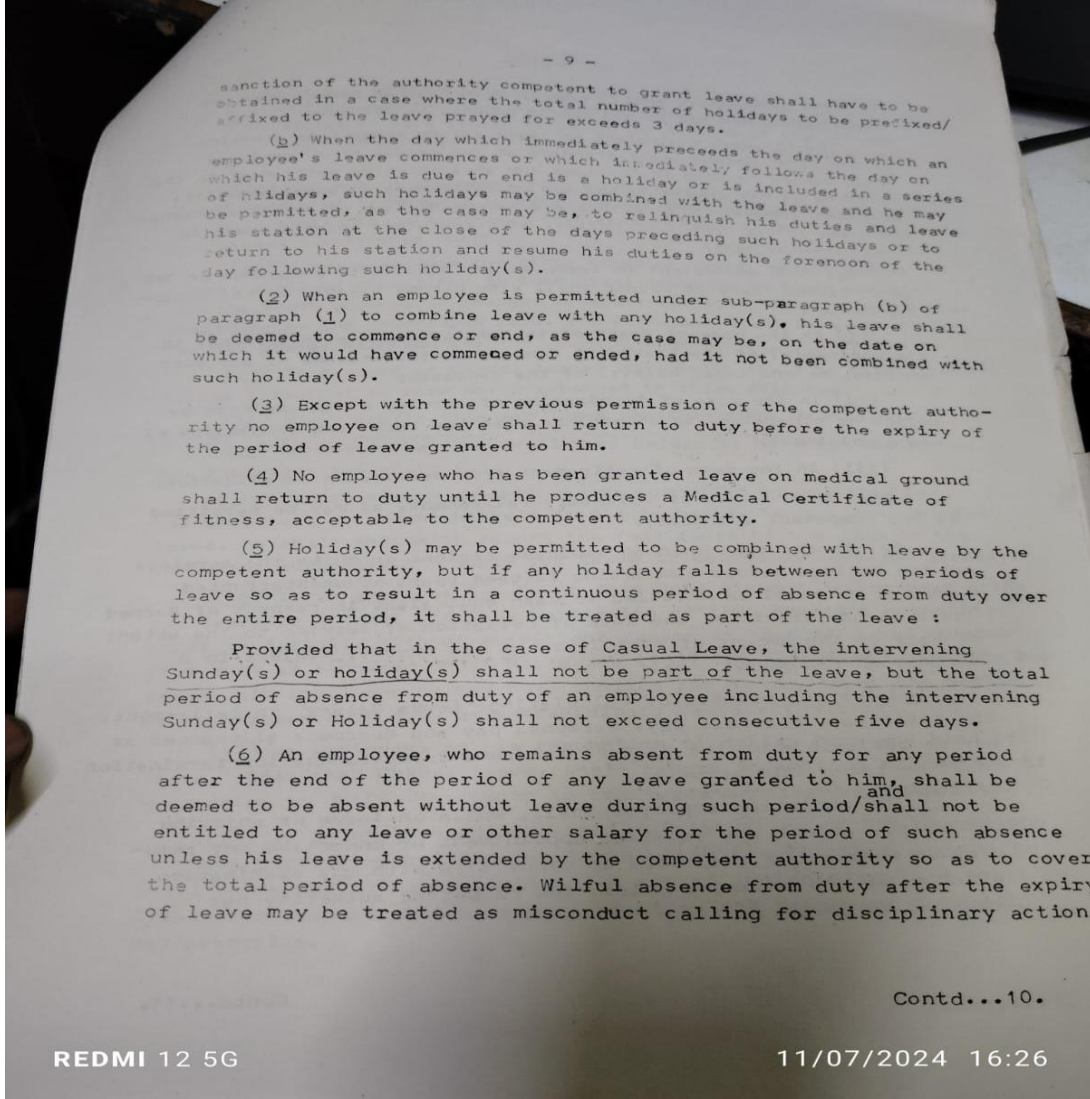
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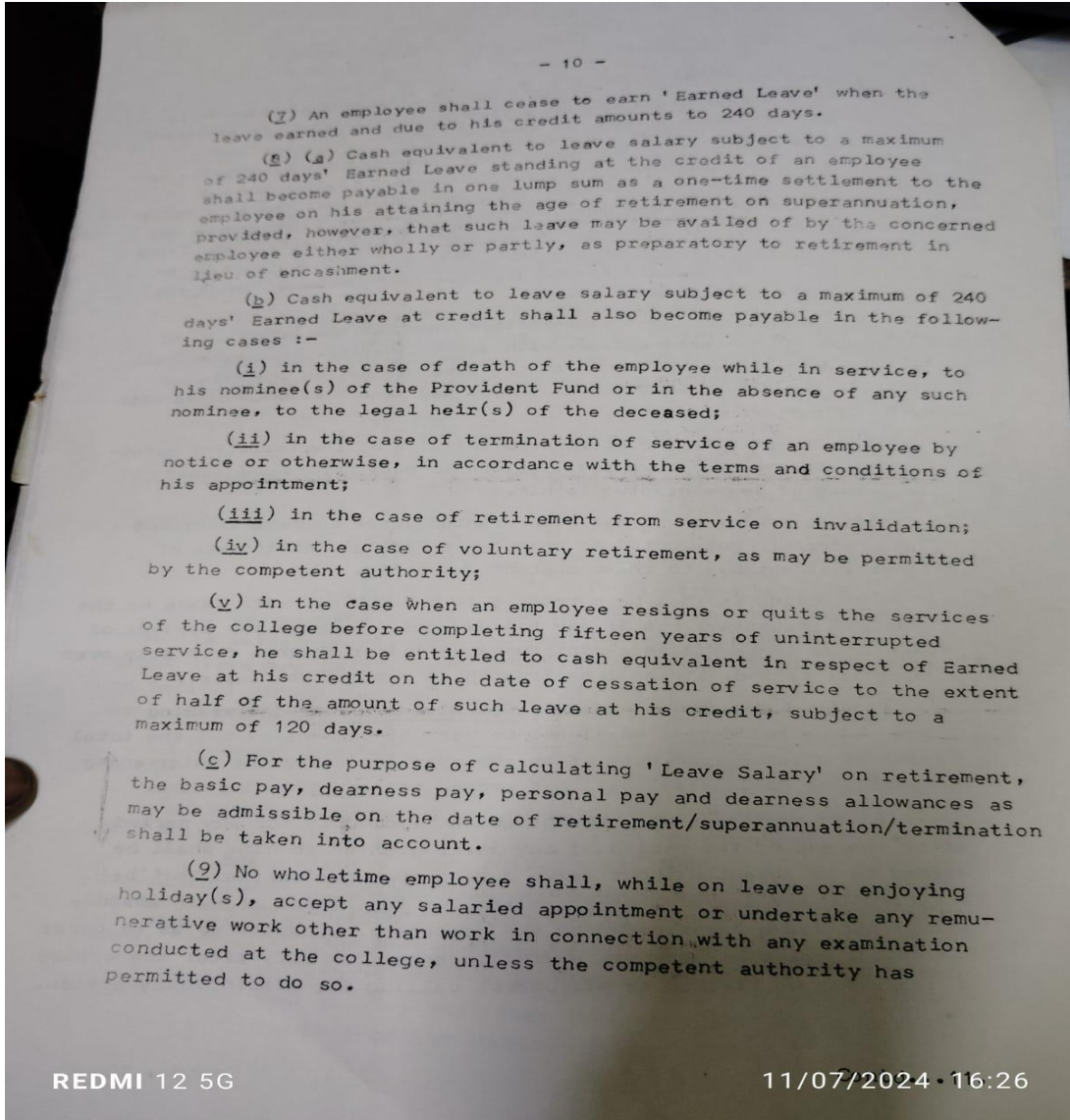
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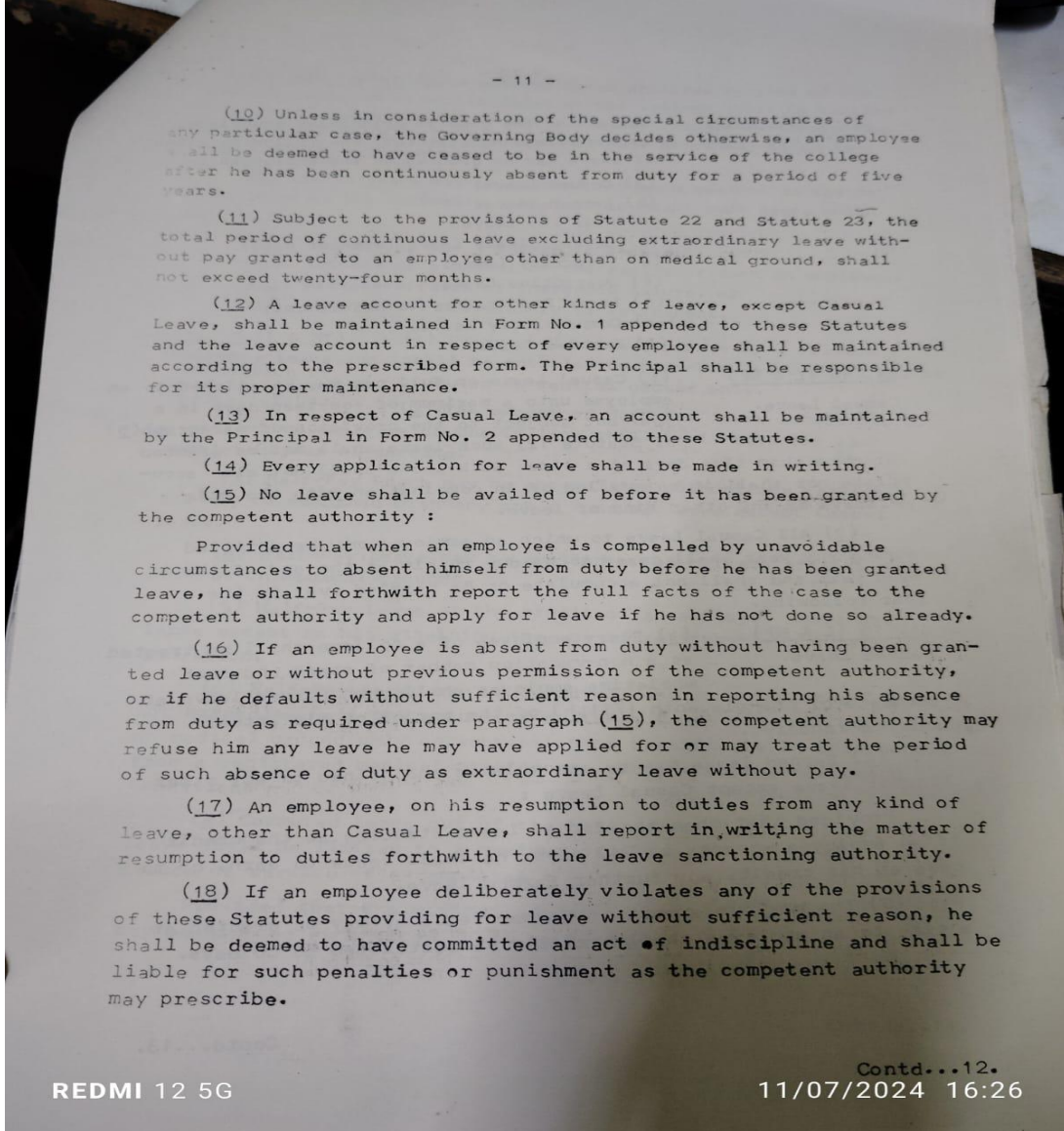
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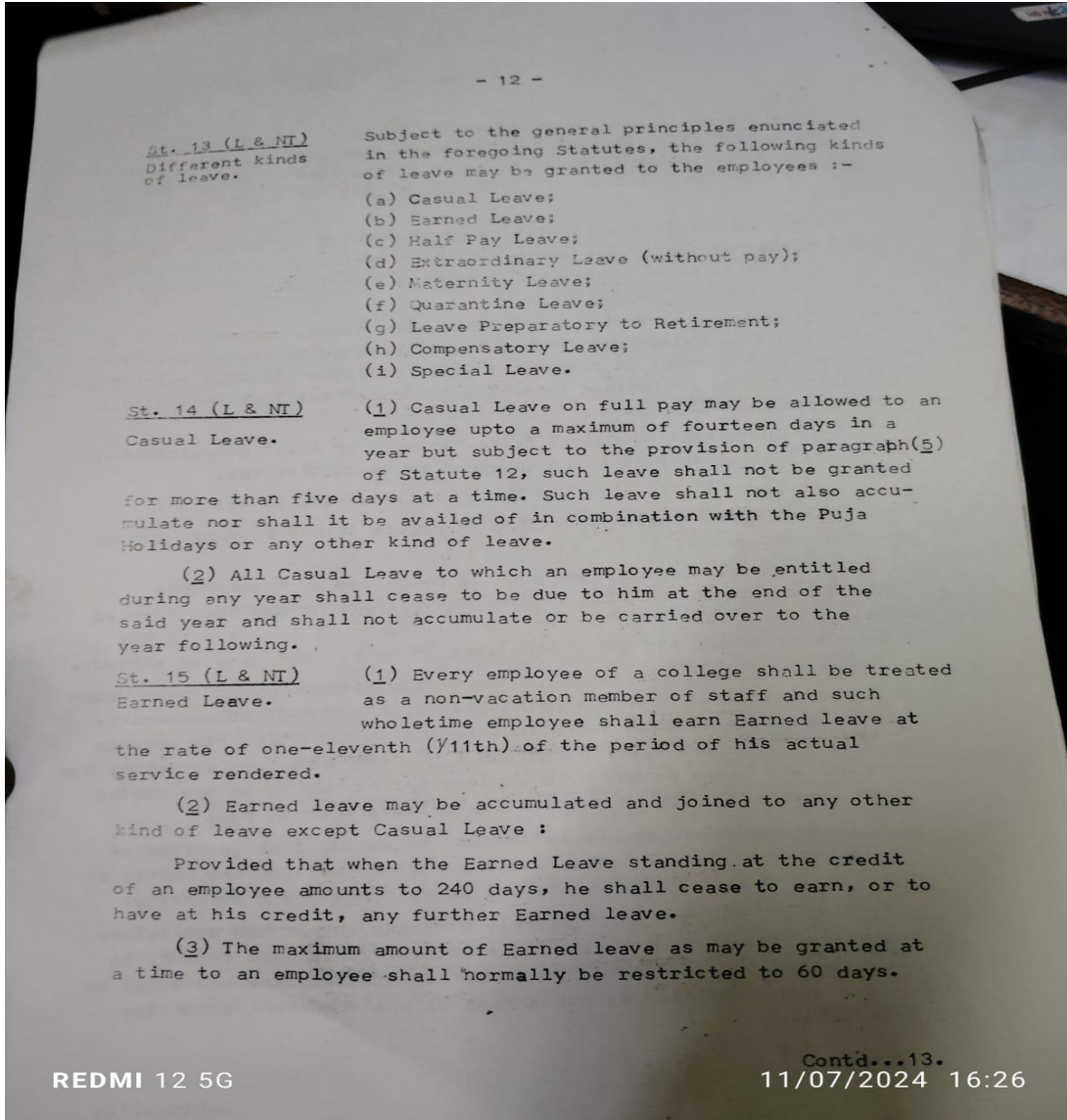
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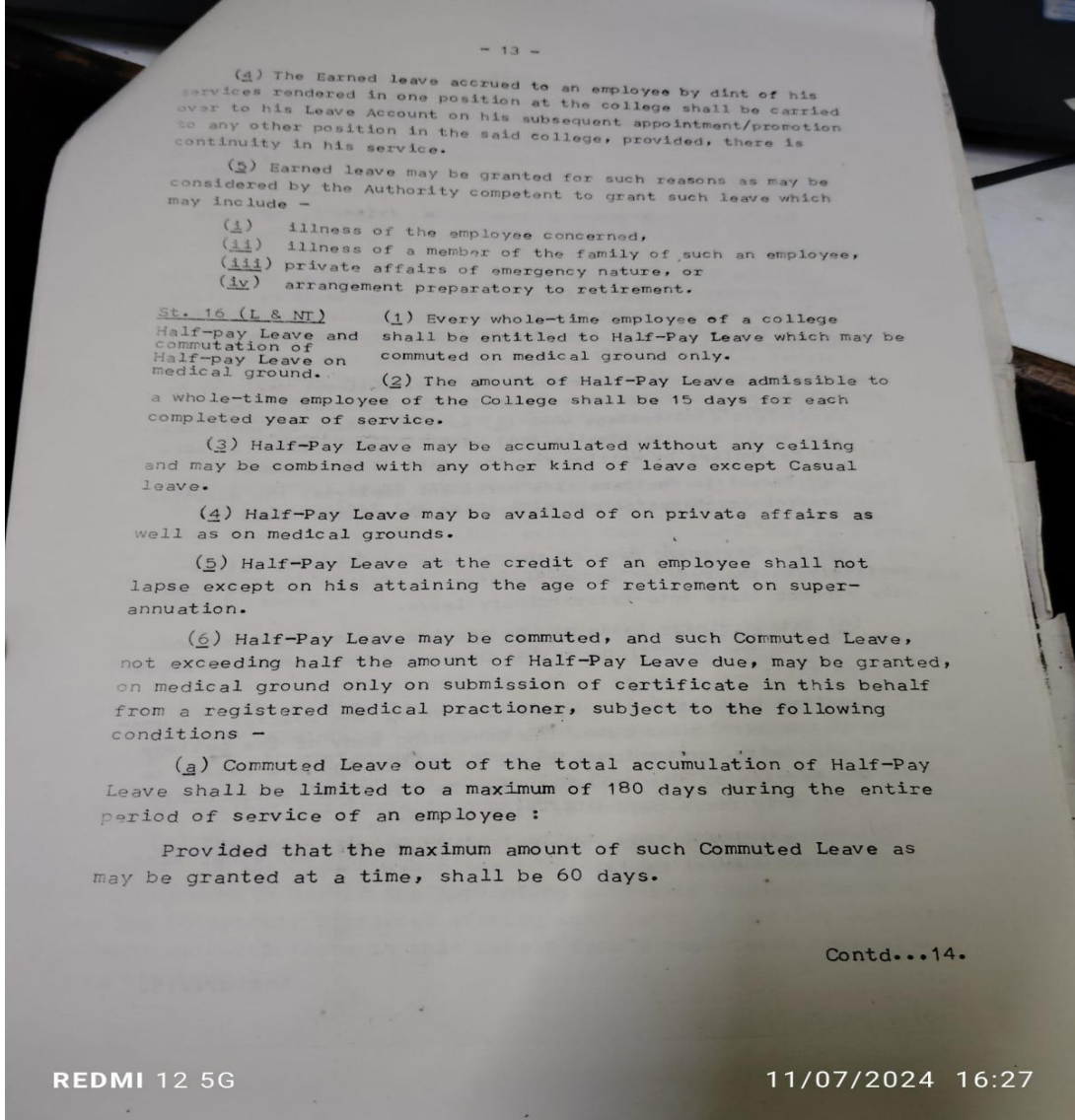
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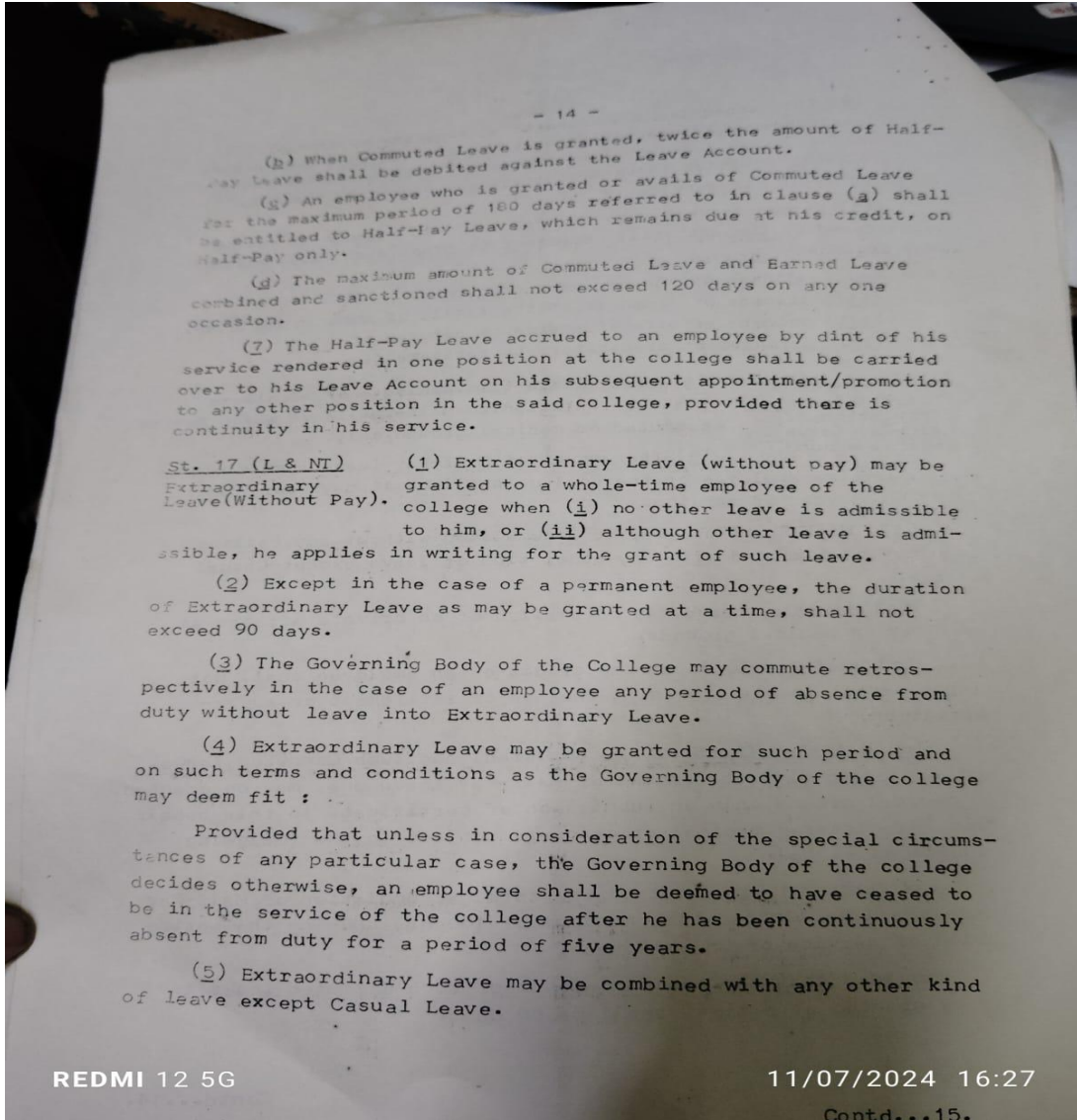
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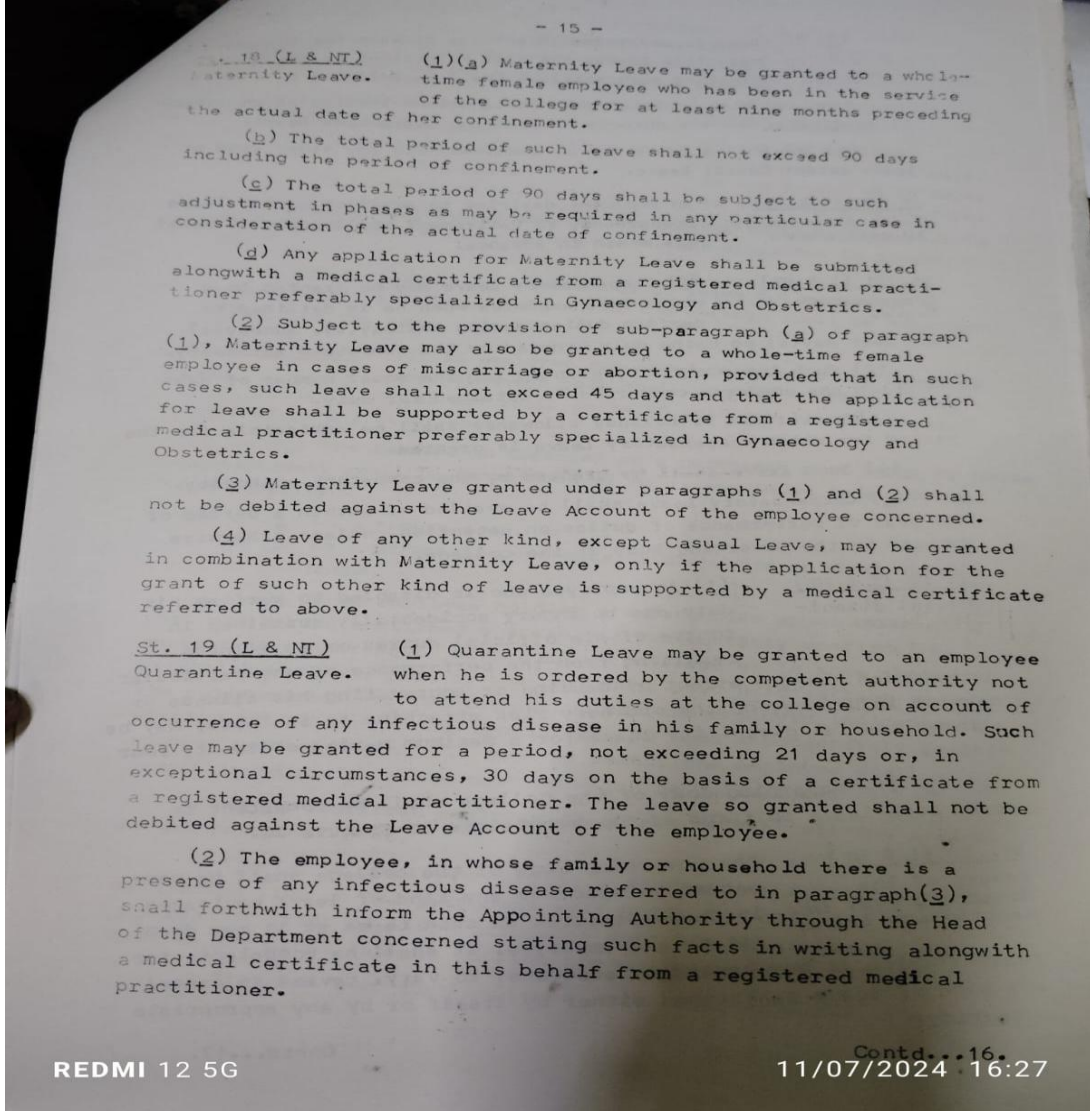
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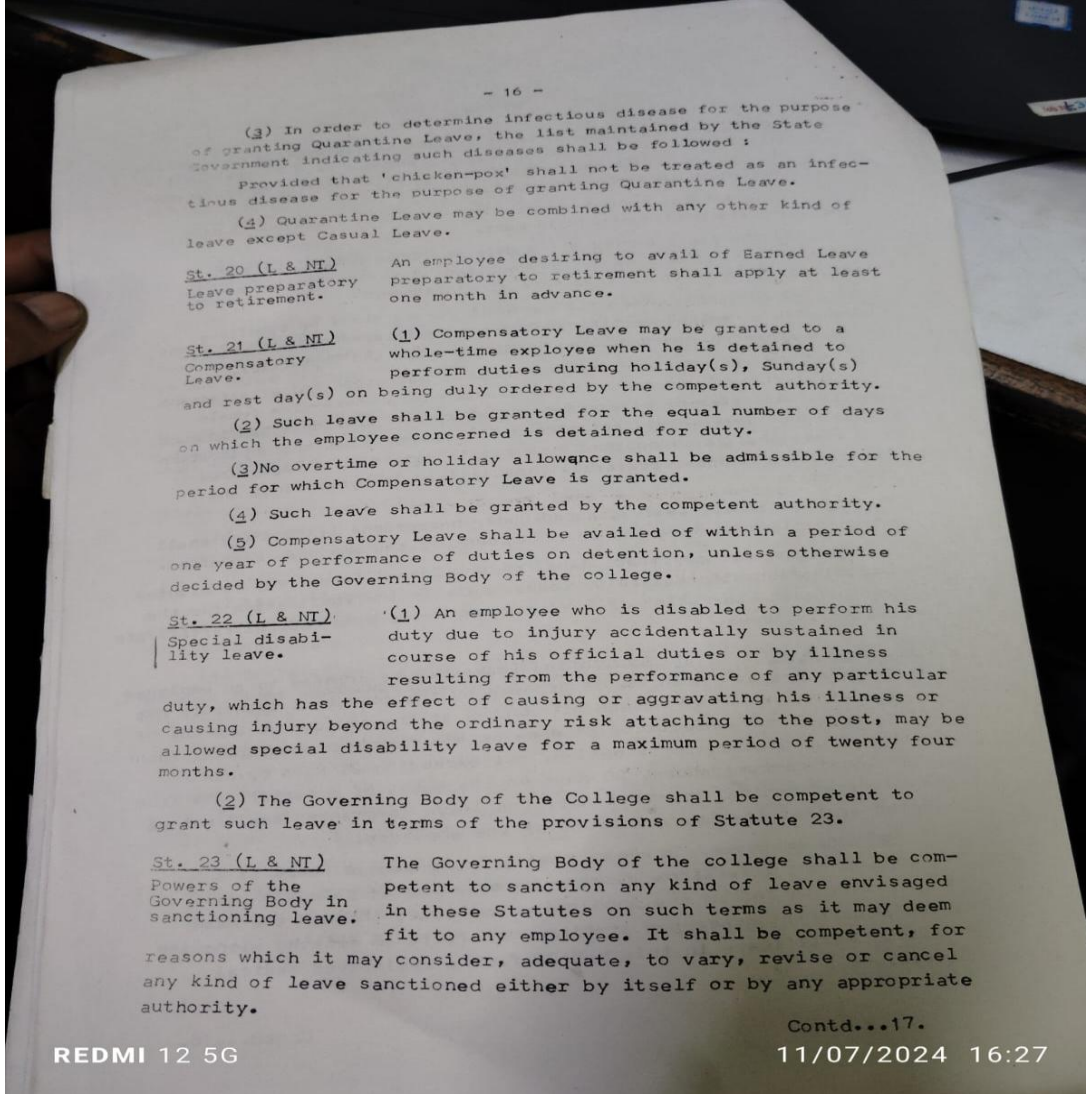
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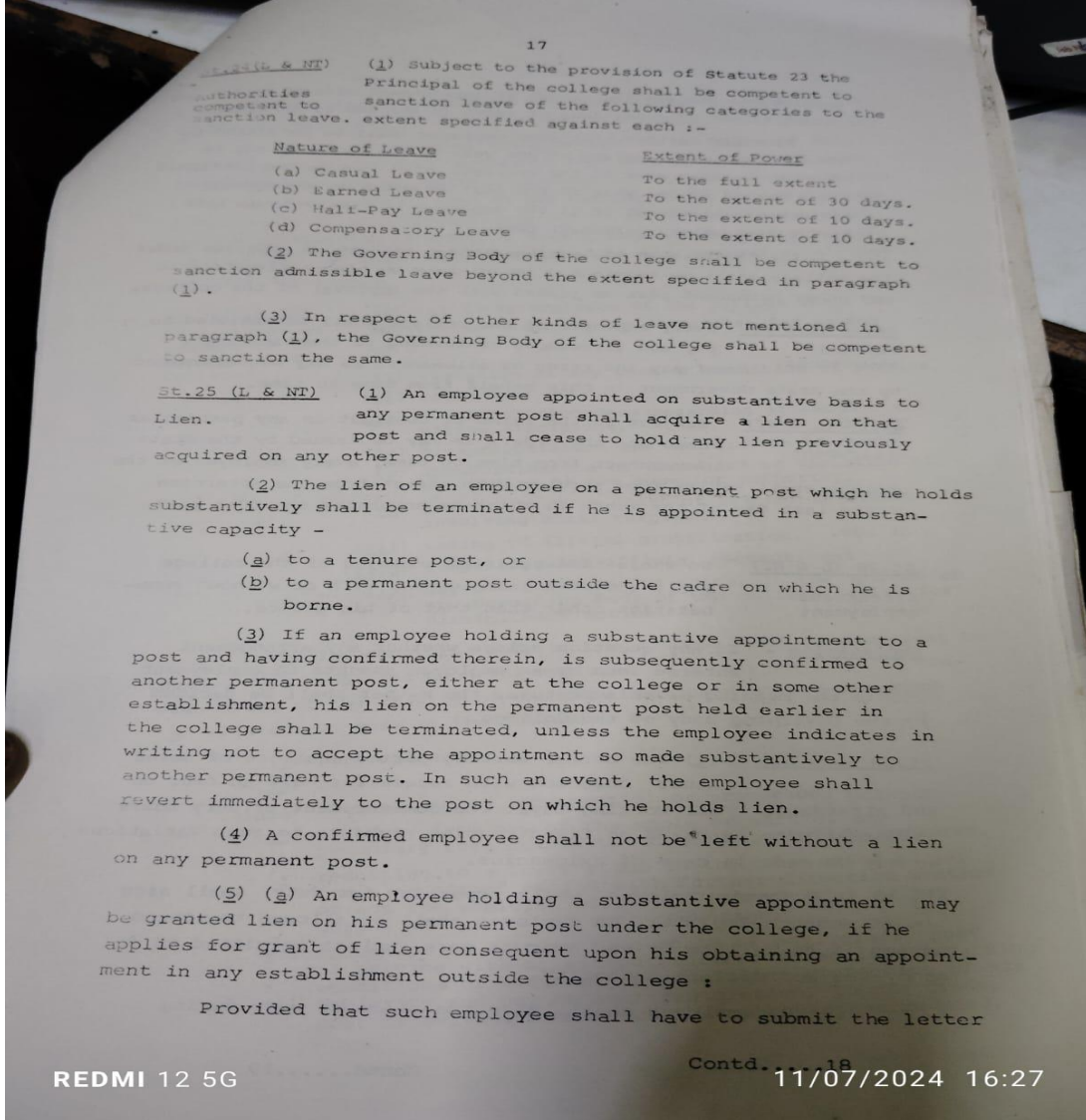
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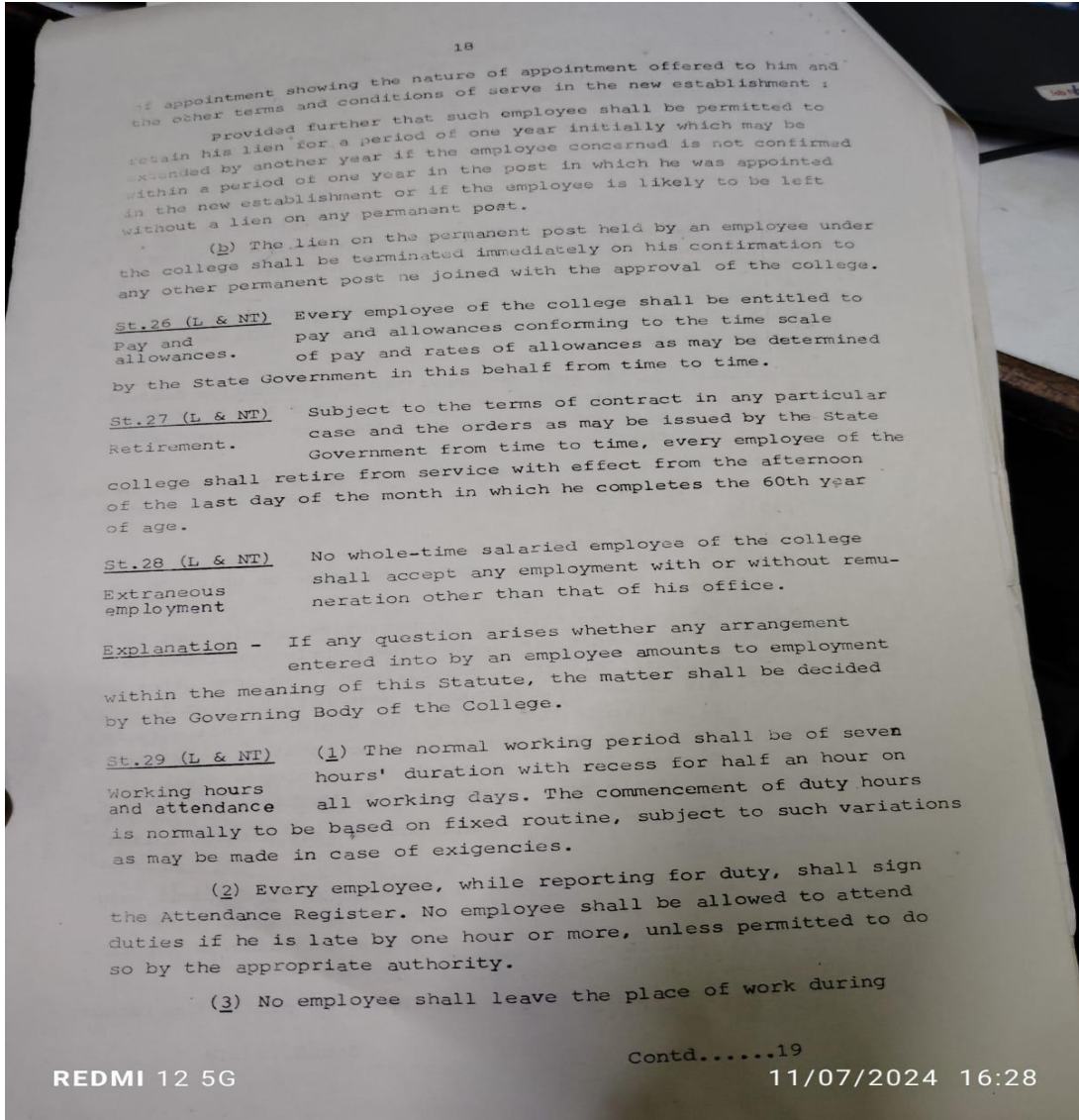
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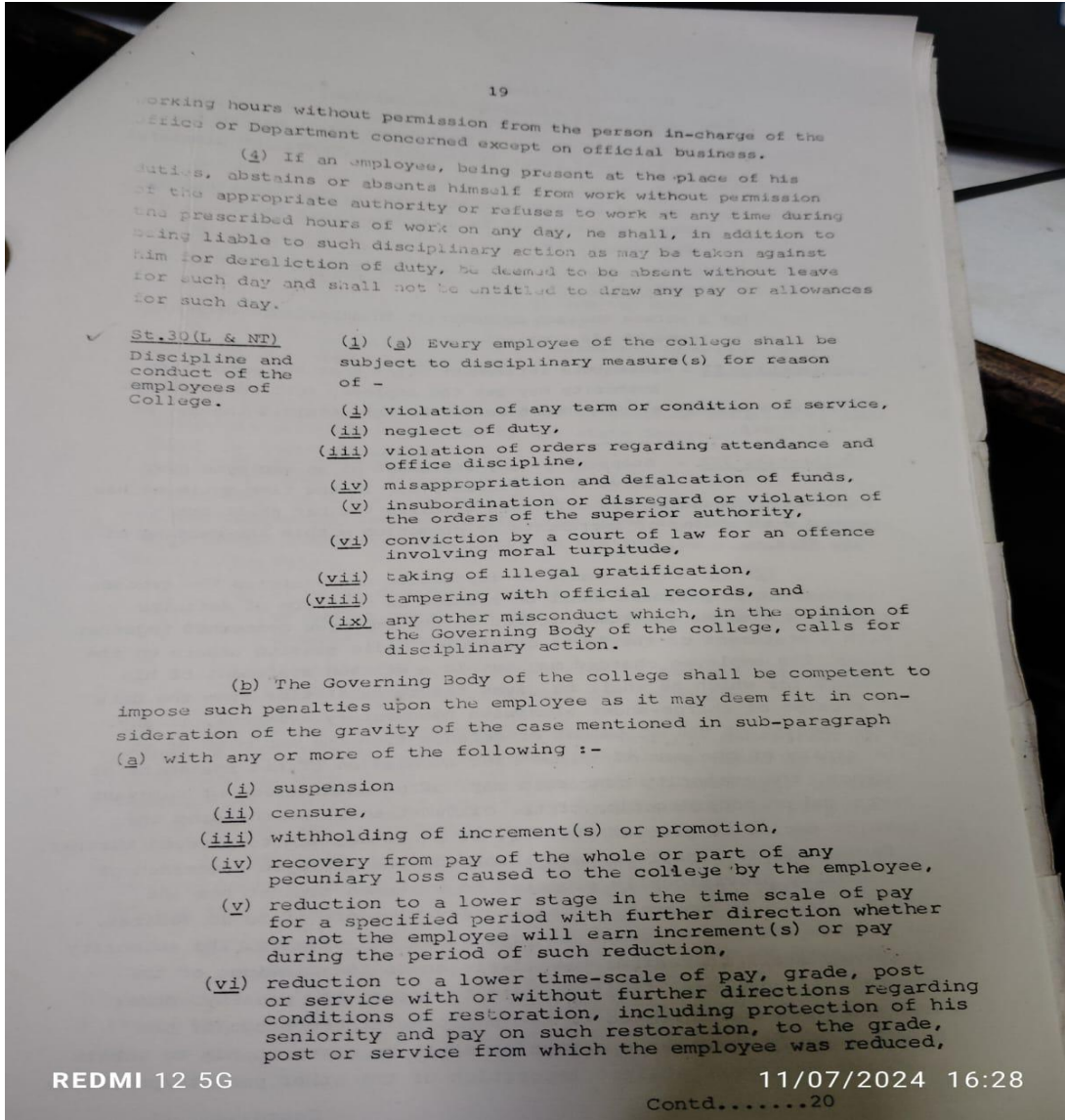
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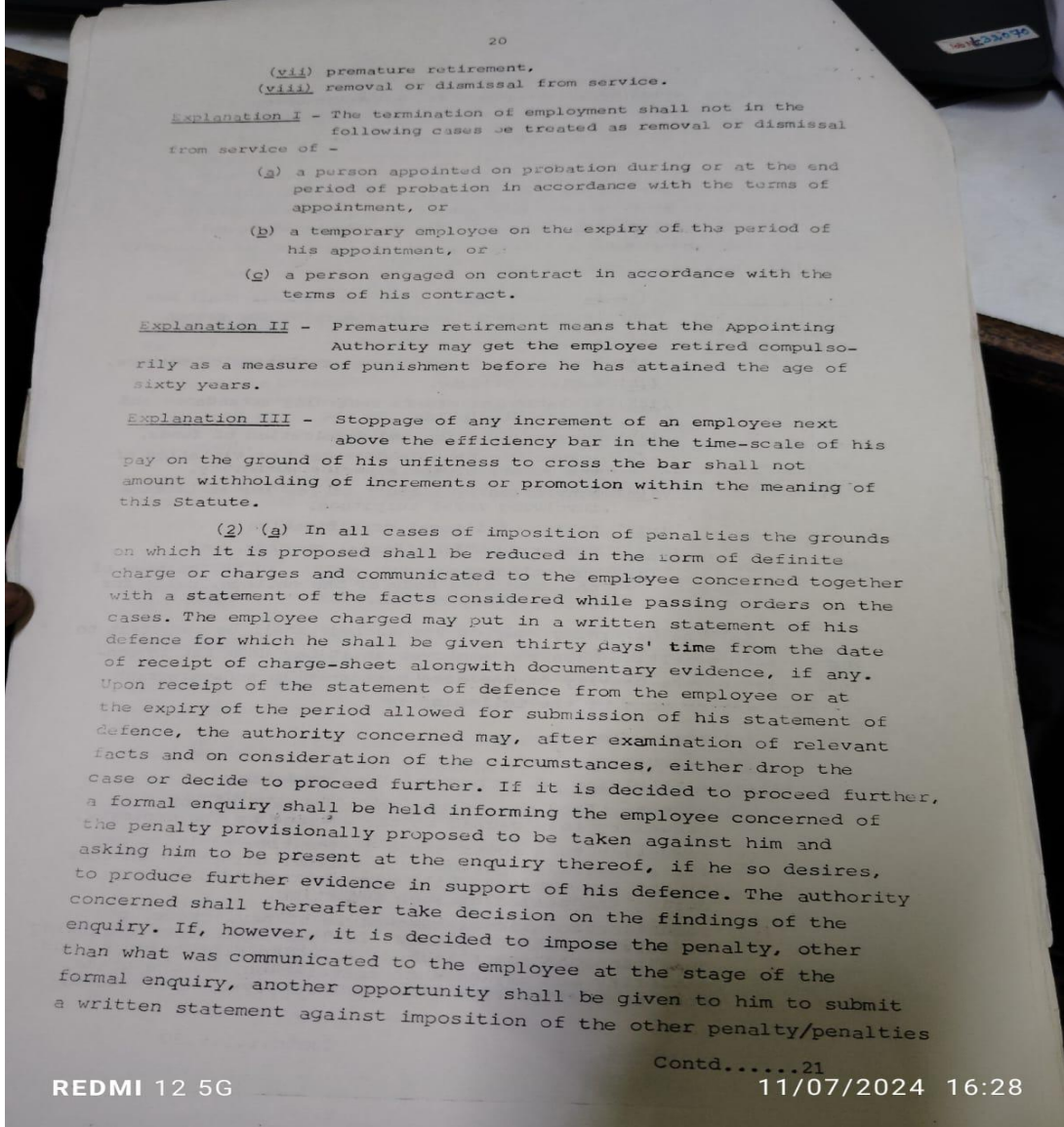
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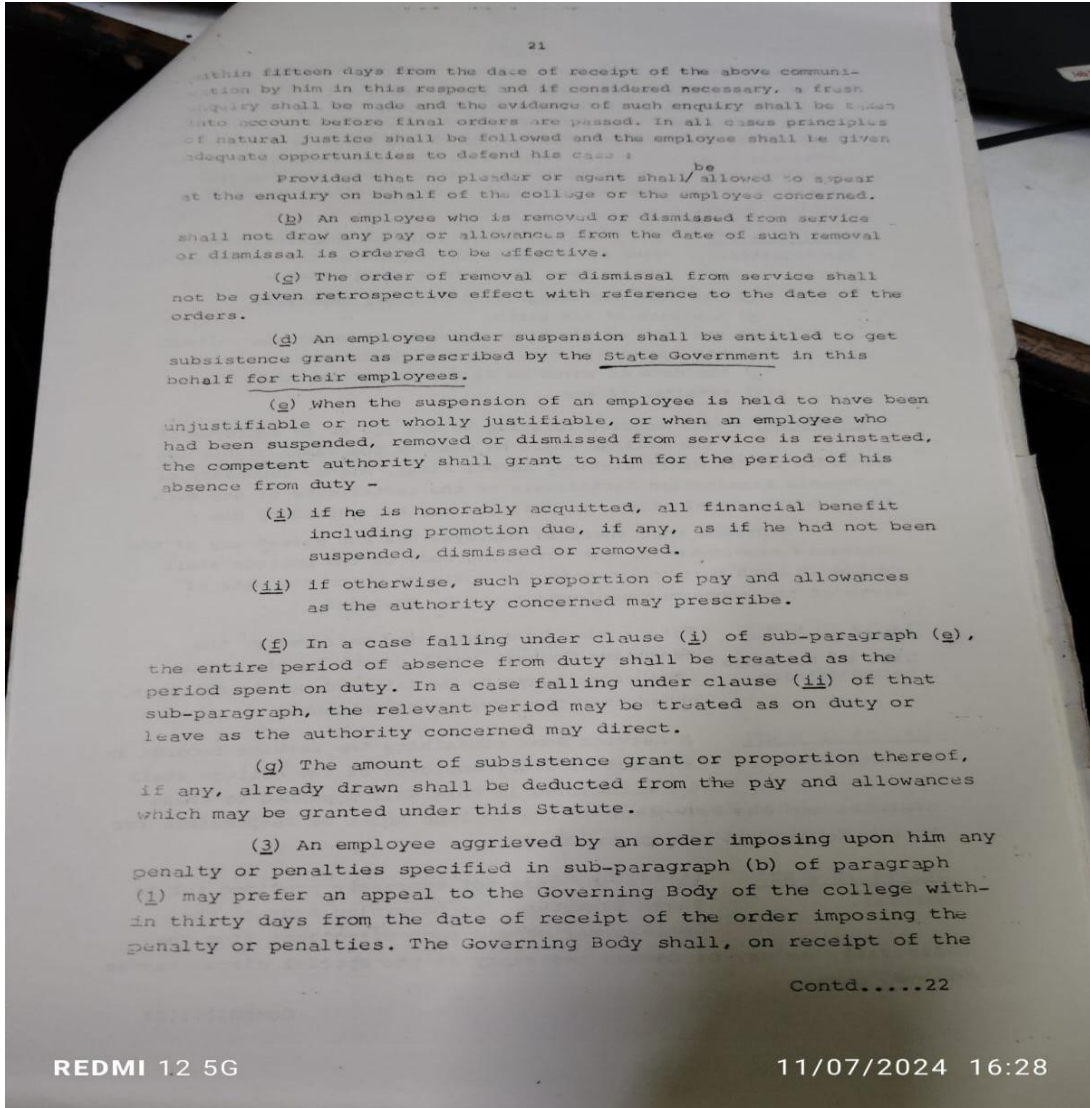
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11/07/2024 16:28

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Katwa College

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KATWA COLLEGE

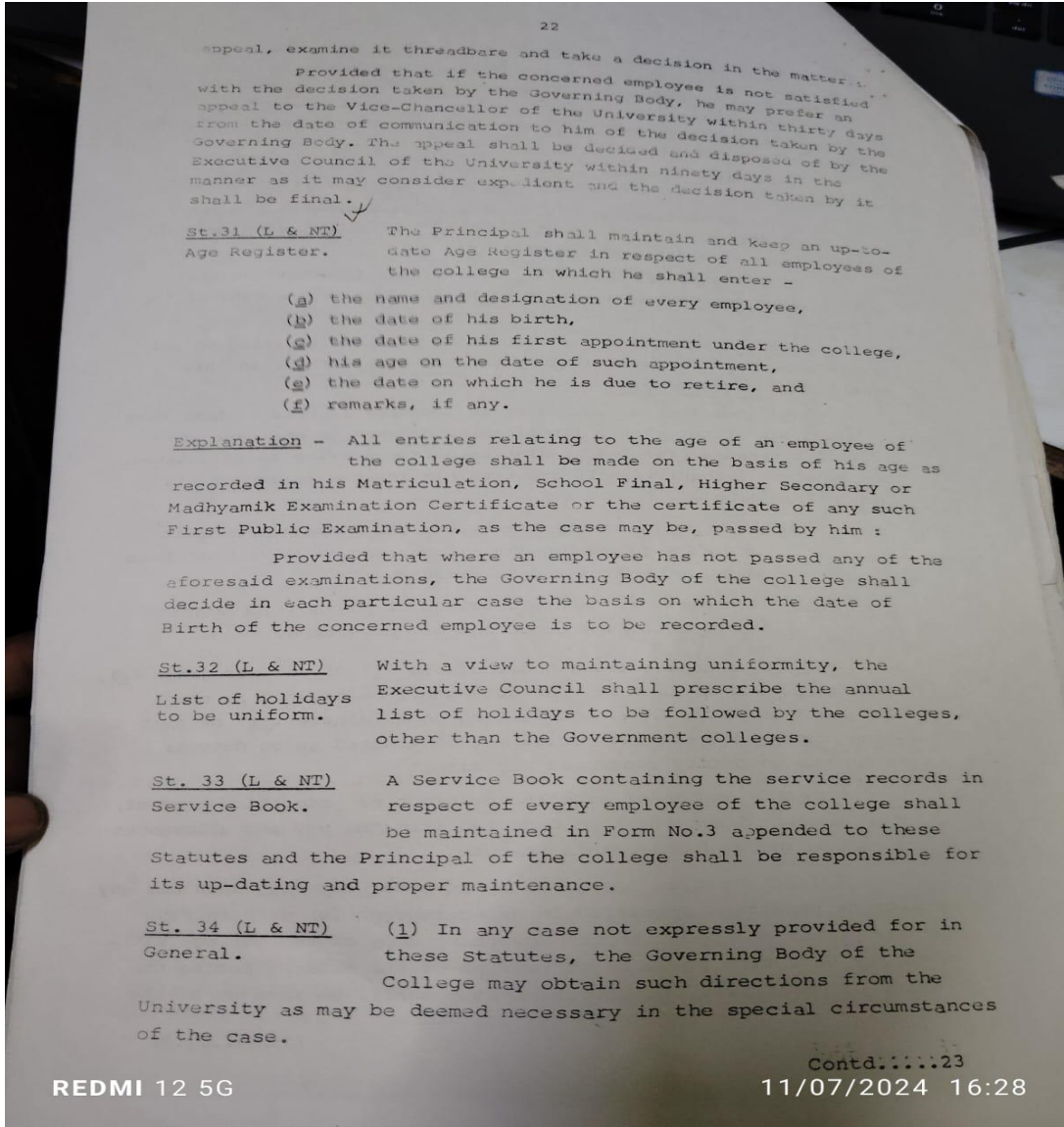
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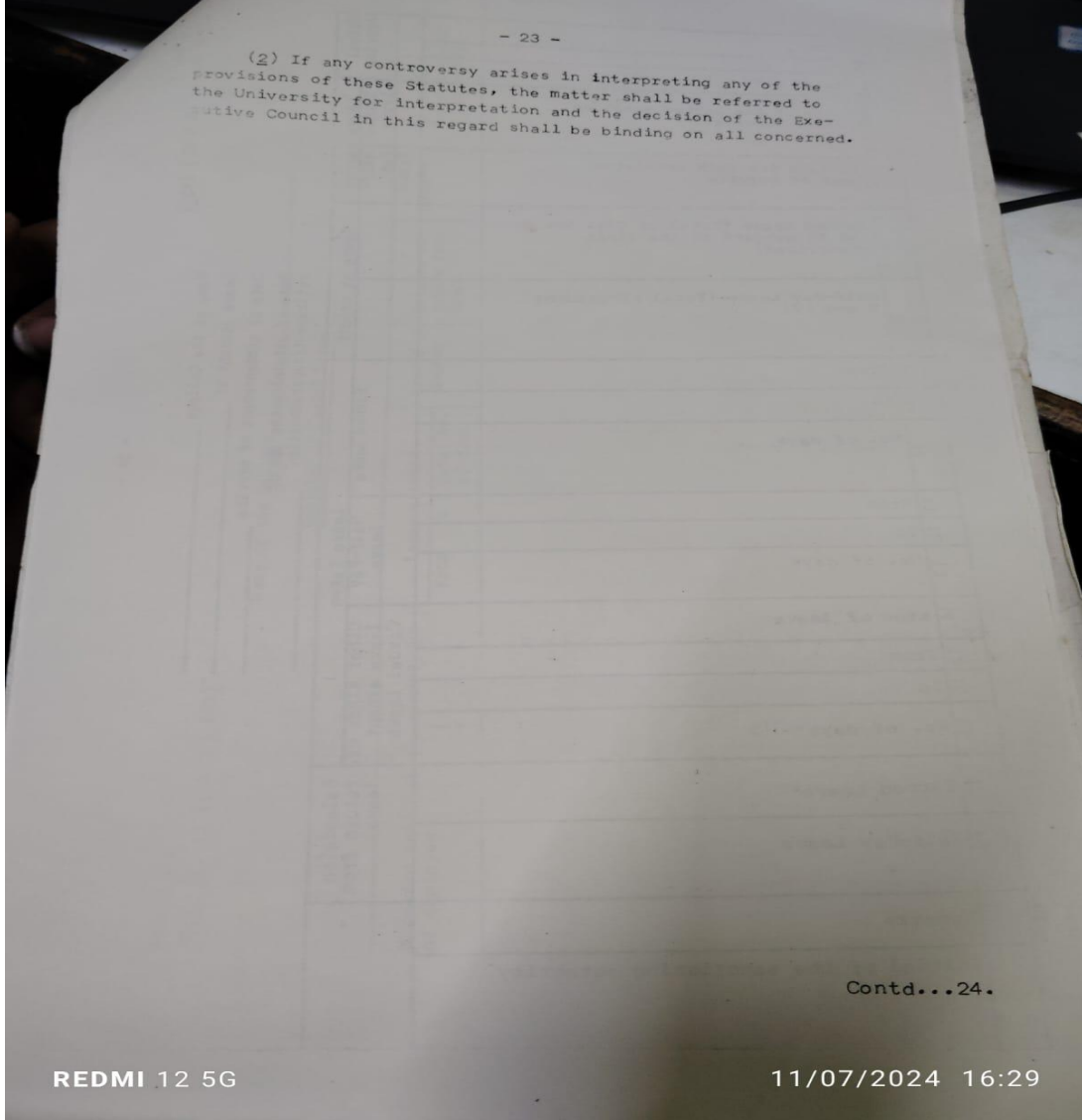
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- 24 -

Form No. 1
Side St. 12 (I & NT) (12)7

Name of the College _____
Leave Account of _____
Date of commencement of service _____
Date of attaining the age of retirement/superannuation _____

Actual service	Leave earned		Leave at credit	Leave Taken			Balance (on return from leave)
	Earned Leave	Half-Pay Leave		Earned Leave	Half-Pay Leave	Other kinds of leave except Casual Leave	
From				From			
To				To			
No. of days				No. of days			
11th of the period spent on actual service				11			
15 days for each completed year of service				12			
Earned Leave (Total of Cls. No. 4 and 18 subject to the limit prescribed)				13			
Half-Pay Leave (Total of columns 5 and 19)				14			
				Kind of leave			
				From			
				To			
				No. of days			
				15			
				16			
				17			
				18			
				19			
				20			
				Remarks			
				Initial of the sanctioning authority			

11/07/2024 16:29

REDMI 12 5G

Signature of the IQAC Coordinator

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Katwa College

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REDMI 12 5G

Form No. 2
[Vide St. 12 (L & MT) (13)]

- 25 -

Name of the College _____

Register of Casual Leave

Name and designation of employee	Leave due	Leave granted			Ground of absence	Balance on return from leave	Remarks	Initial of the sanctioning authority
		From	To	Total No. of days				

Contd...26.

11/07/2024 16:29

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- 26 -

Form No. 3
Title St. 33 (L & NT) 7

Name of College _____

SERVICE BOOK
Part - I

1. Name of the employee :
2. Address (a) Permanent :
- (b) Present :
3. Father's/Husband's name and residence :
4. Date of Birth by Christian Era as entered into the Age Register (the document on the basis whereof the age has been admitted should be recorded) :
5. Educational qualification :
6. Exact height by measurement :
7. Personal marks for identification, if any :
8. Signature of the employee (in the case of an illiterate employee the L.T.I. of the employee should be affixed and the same be duly certified by the Principal) :
9. Signature of the Principal :

Contd...27.

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Katwa College

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REDMI 12 5G

Form No. 3
Vide St. 33 (L & NI)

PART - II

HISTORY OF SERVICE

Name of post with full address of the institution	Scale of pay with stages of increment	Whether post is permanent or temporary	Nature of appointment Permanent/Temporary/Officiating	Date of appointment	Pay, Special Pay, Personal Pay, if any	Date of termination of appointment	Reason for termination of appointment (Such as promotion, resignation, dismissal etc.)	Nature and duration of leave taken	Signature of employee	Signature of Head of Institution	Certificate of verification of service
1	2	3	4	5	6	7	8	9	10	11	12

Contd...28.

11/07/2024 16:29

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- 28 -

Form No. 4
vide st. 7 (L & NT) (3) (iii) 7

Name of College _____
CONFIDENTIAL

Annual Report of the employee
For the year 19____ 19____
Department/Branch _____

Name _____ Department _____
Designation _____
Scale of pay Rs. _____ Date of birth _____
Date of joining _____

Report of the Department/Section in-Charge

Assessment on	REMARKS /Only the following terms as may be applicable should be used - Very good; Good; Average; Poor/
<p><u>Sec. A.</u></p> <ol style="list-style-type: none">1. Knowledge - (a) of Branch/Section Unit (b) of Department2. Personality and force of character3. Power of taking responsibility4. Power of supervising staff5. Judgement6. Initiative7. Efficiency8. Attendance9. Devotion to duty10. Conduct and amenability to discipline	
<p><u>Sec. B.</u></p> <ol style="list-style-type: none">1. General remarks if any, on out- standing nature of work done by the incumbent or special quali- fication not included above2. Degree of fitness for promotion (only qualified/not yet quali- fied, as may be applicable, should be written)3. Confirmation of the incumbent (only recommended/not recommen- ded as may be applicable should be written)	

Contd...29.

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- 29 -

I hereby certify that in my opinion and to the best of my knowledge and belief the standard of efficiency, conduct and fitness for promotion of the incumbent named hereon are as stated above.

Signature of the In-Charge
initiating the Report

Date _____ 19 _____ Designation _____

General _____
Remarks by the Principal of the College

(Signature)
Office Seal

Date _____ 19 _____

NOTES
Section A

1. Insert in this column any of the following markings against each item. Very good; Good; Average; Poor.

2. This report is to be regarded as confidential; but a poor marking against any item must be communicated in duplicate by the Principal of the College to the employee concerned. The employee should be required to sign and return to the Principal one copy of intimations of Poor markings as evidence that he has been notified.

Section B

3. The estimate of fitness for promotion should be related to the employees' capacity for the performance of the duties of the grade above. If he is marked 'Not yet qualified' the reasons for the marking should be stated.

REDMI 12 5G 11/07/2024 16:30
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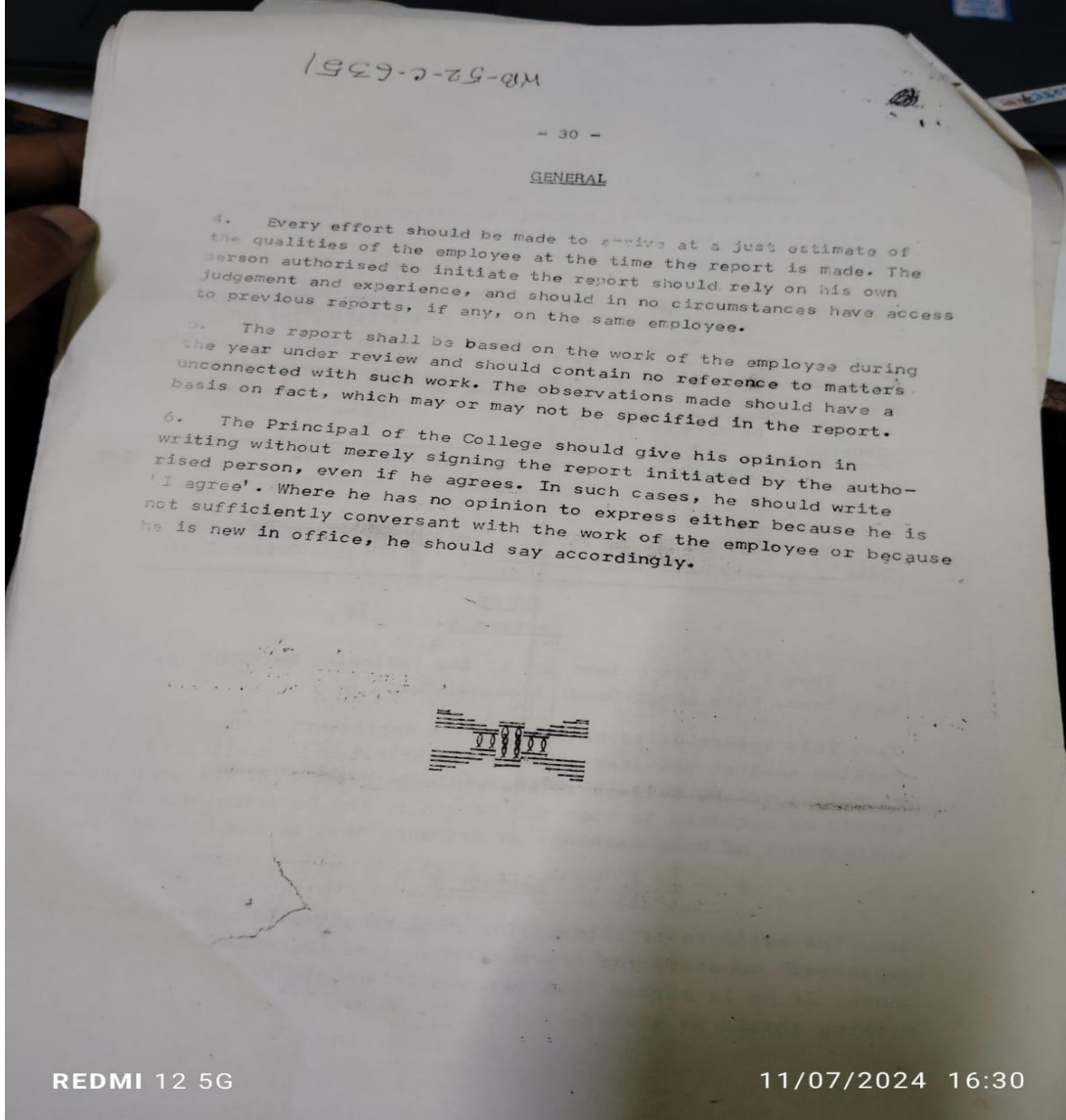
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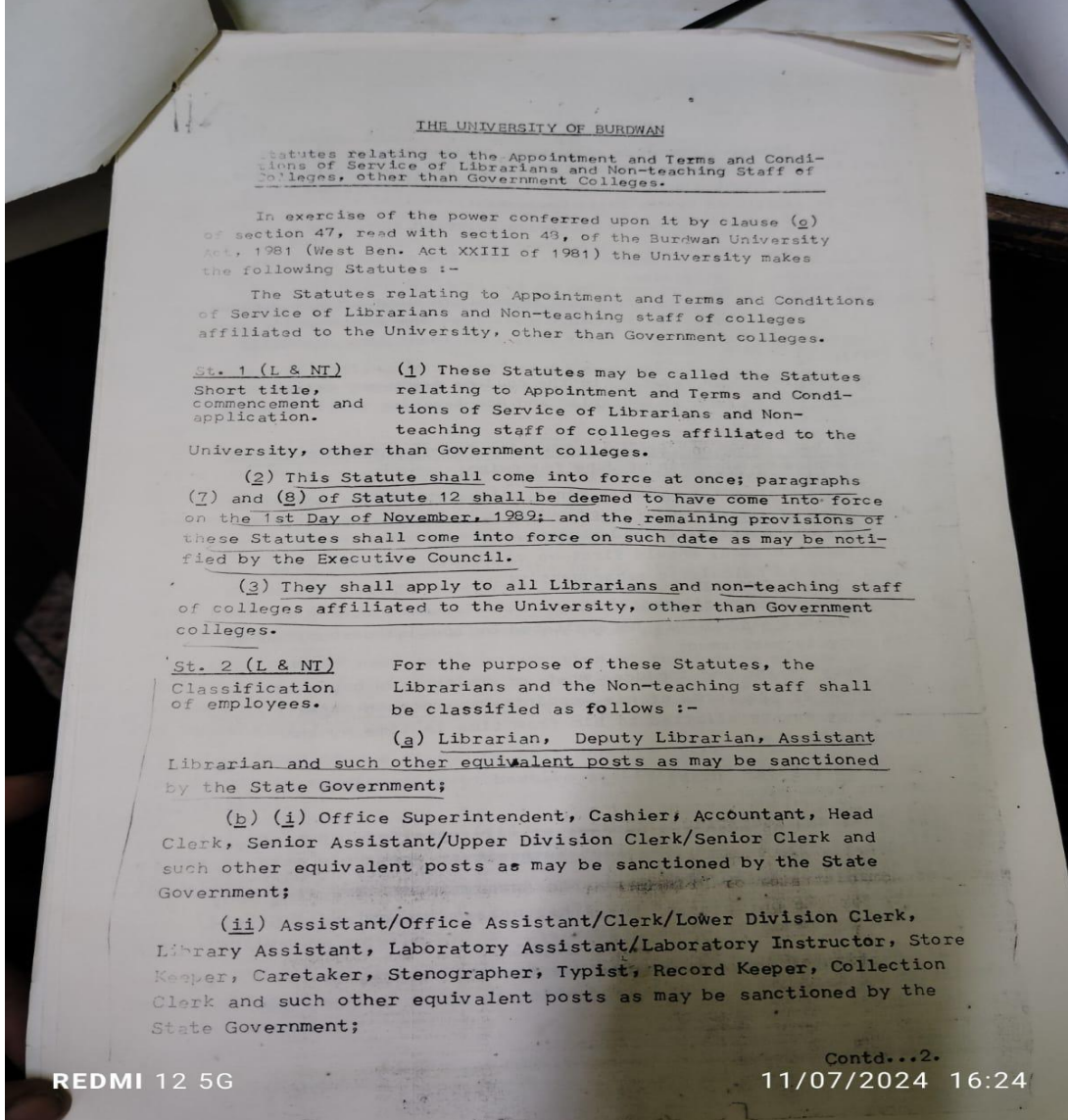
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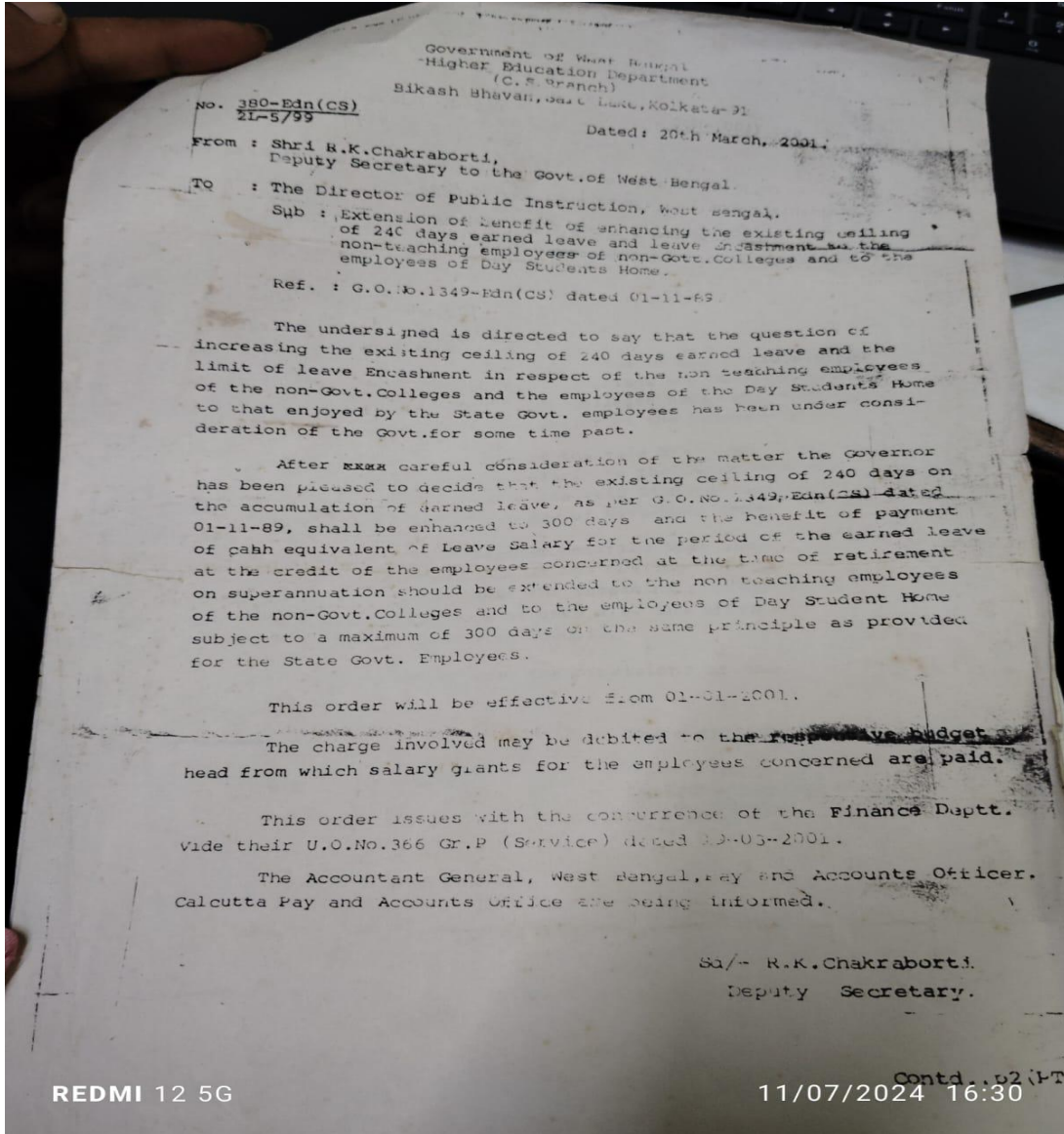
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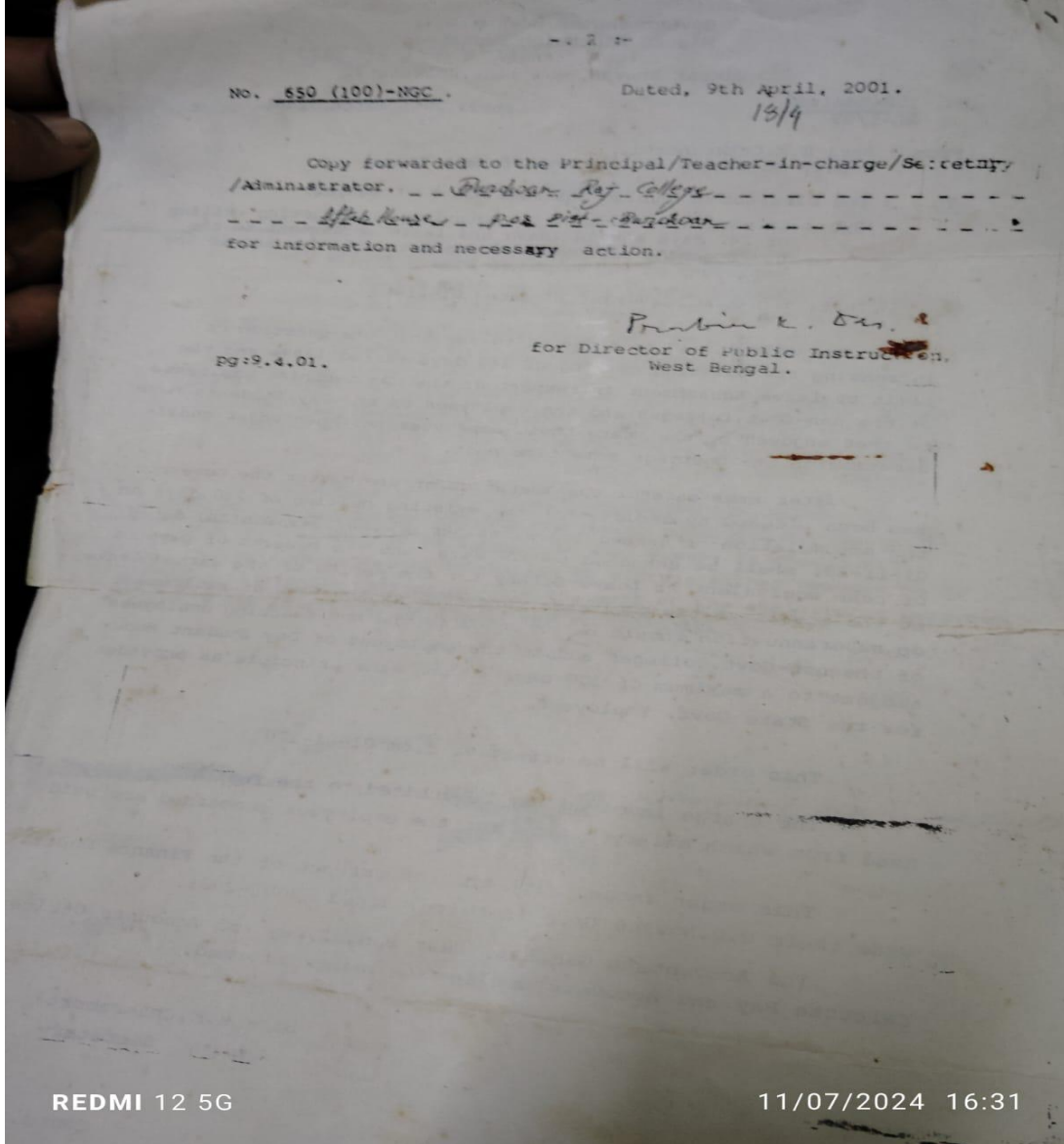
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6. Sample Photograph of Festival Advance, Bonus for staffs. (teaching, non-teaching, casual staffs)

Extract from the proceedings of the meeting of the Governing Body held on 10.08.2022 in the chamber of the Principal at 12.00 Noon

Item No. 07: It is resolved that the Festival Advance for the year 2022-23 be fixed at Rs 20,000/- (twenty thousand) for each willing full-time teaching staff, SACT and non-teaching staff. Festival advance for willing Boys' Hostel staff will be Rs 20,000/- (twenty thousand) per head; the amount will be Rs. 20,000/- (rupees twenty thousand) for each willing casual employee and the amount will be Rs. 8,000/- (rupees eighteen thousand) for each willing temporary casual employee and Samik Jash (Temporary Librarian, B.Ed.). The entire advance amount of temporary casual employee will be paid from Morning Section college fund but the advance amount of teaching staff, SACT, non-teaching staff, permanent Boys' Hostel staff, casual employee, Sunil Bairagya and Amar Das be paid from Day section fund. In each case, the advance will be realized from the salary/salary advance, as the case may be, in 08 (eight) equal installments starting from November, 2022 from respective offices. Any willing employee who will retire within 8 months will be entitled to get the Festival Advance equal to the remaining months multiplied by Rs.2500/-. It is also resolved that ex-gratia amounting to Rs.4800/- each be paid to the casual non-teaching staff from Day section fund as per Government rules. It is further resolved that Rs.2500/- each be paid as ex-gratia (2021-22) to temporary casual employees of Boys' & Girls' Hostel, Samik Jash (Temporary Librarian, B.Ed.), temporary Group-C and Group-D staff including Rakesh Horizon, Bikash Harizan, Jahir Sk, Sanjoy Ganguli, Sunil Bairagya, Pratul Banerjee and Subrata Pal (pump operator) from Morning Section college fund.

Sd/Dr. Nirmalendu Sarkar
Principal/Secretary
Katwa College
Governing Body

Sd/- Archana Pandharinath Wankhede, IAS, Sub-Divisional Officer &
President
Katwa College
Governing Body

Attested
Principal
Katwa College
Katwa, Purba Bardhaman
07/06/2024

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Signature of the IQAC Coordinator

Coordinator
IQAC
Katwa College

Signature of the Principal

Principal
Katwa College



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7. Minutes of GB meeting dated sanctioning Festival Advance, Bonus for staffs

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Sd/Dr. Nirmalendu Sarkar
Principal/Secretary
Katwa College
Governing Body

Sd/- Archana Pandharinath Wankhede, IAS, Sub-Divisional Officer &
President
Katwa College
Governing Body

Attested
N.G. KAR
07/06/2024
Principal
Katwa College
Katwa, Purba Bardhaman

Scanned with OKEN Scanner

Signature of the IQAC Coordinator

Coordinator
IQAC
Katwa College

Signature of the Principal

Principal
Katwa College



KATWA COLLEGE

(Affiliated to the University of Burdwan)

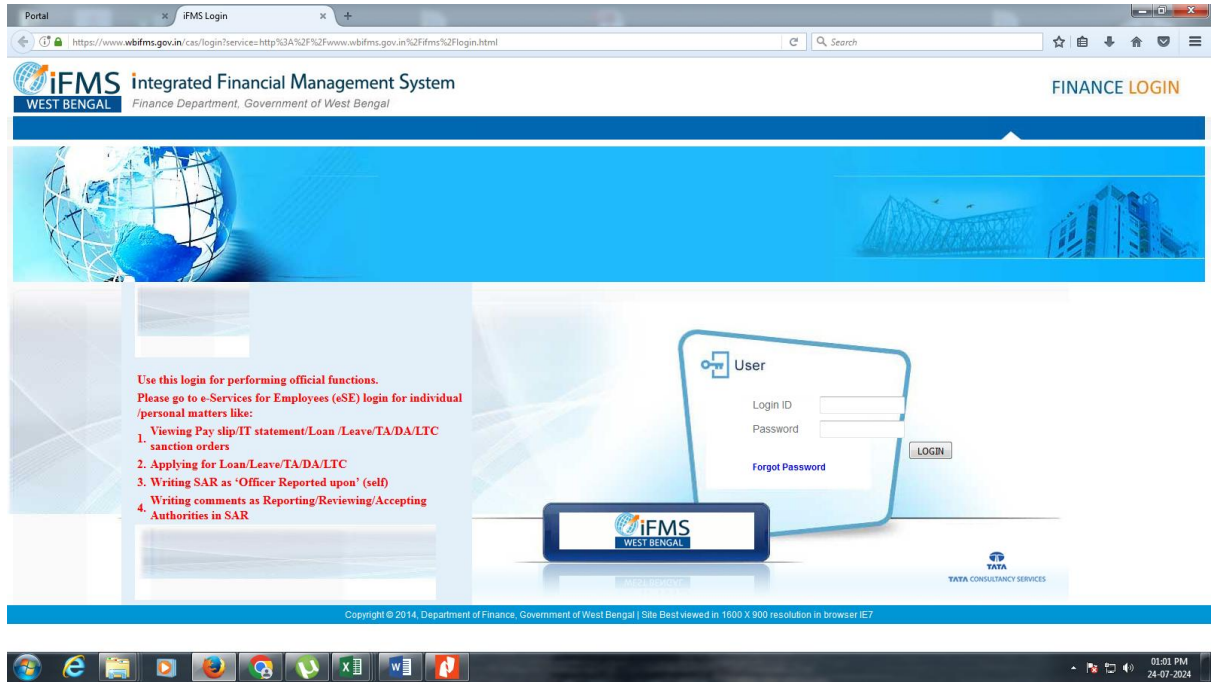
Principal's Office,

P.O.: Katwa, Dist.: Purba Bardhaman, West Bengal, PIN: 713130, India.

Mobile: +918101078393

॥ विद्यया विन्दतेऽमृतम् ॥

8. Screenshot of IFMS portal



Signature of the IQAC Coordinator

Coordinator
IQAC
Katwa College

Signature of the Principal

Principal
Katwa College



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9. Screenshot of Salary Bill through IFMS

The screenshot displays the IFMS (Integrated Financial Management System) interface for West Bengal. The main content area shows 'Pay Bill Details' for a bill submitted to the treasury. The bill number is 20240514845614 and the bill date is 25/05/2024. The employee is SACT. The gross amount is 1160590, and the net amount after deductions is 1155110. The bill is currently in the 'Submitted To Treasury' status.

SI No.	Head	Description	Amount
1	00	Consolidated Remuneration for SACT	1160590
Total			1160590

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10. System generated bill of Provident fund

The screenshot shows a web browser window displaying the iFMS West Bengal portal. The URL is wbifms.gov.in/gws/ngipf-web/#/ui?id=ngipf.login.dashboard. The user is logged in as NIRMALENDU SARKAR, a member of the Finance Department, Government of West Bengal. The main content area is titled "Applications" and contains three cards:

- USER ADMINISTRATION**: Creation of Role, Office Codes and Users. Assigning/Tagging appropriate Role/Roles to appropriate user.
- Online PL/LF/PF/PD**: Creation of reference.
- NGIPF**: Provident Fund Management for Non-Govt. Institutions.

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The screenshot shows the iFMS West Bengal dashboard for a user with the designation 'Principal Ka...' and role 'Sanction Admin'. The user's name is NIRMALENDU SARKAR. The dashboard includes several functional modules:

- Employee Details**: Facility to create/ view employee master of any institution.
- Report**: Facility to view reports.
- Opening Balance Capture & PF Register Submission**: Facility for Opening Balance Capture & Submission of PF Register.
- Inbox**: Facility to view all the requests pending for this login.
- Workflow-Management**: Facility to manage workflow.
- Advance**: Facility to apply for PF advance.
- Employee PF Balance Transfer**: Facility to view transfer of a PF subscriber from one Sanctioning Authority to another or from one NGIPF Administrator to another within same Head Of Account.

The system clock at the bottom right indicates the time is 05:26 PM on 18-07-2024.

Signature of the IQAC Coordinator

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IQAC
Katwa College

Signature of the Principal

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Katwa College



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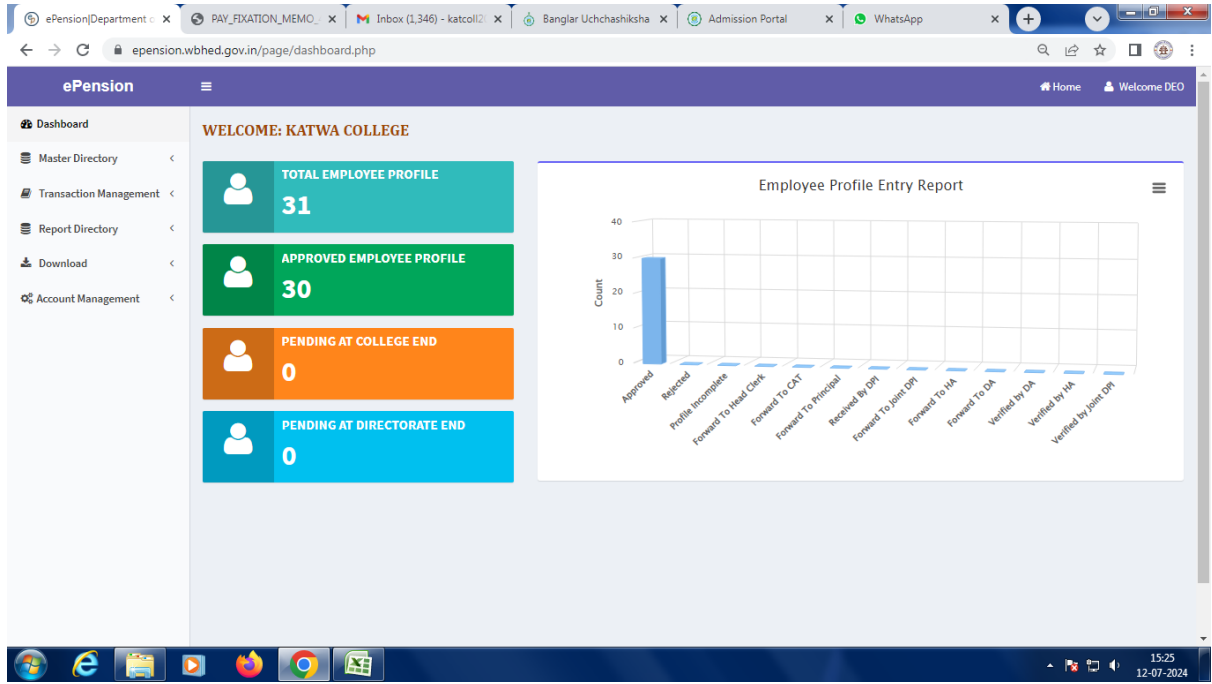
Principal's Office,

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11. Sample photograph of HRMS site for Pension & Gratuity Scheme.



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12. Sample photograph of HRMS site for West Bengal Health Scheme.

The screenshot shows a web browser window with the URL wbhealthscheme.gov.in/Login/wbhs_ddo_profile.aspx. The page displays a user profile for a DDO at Katwa College. The profile information is as follows:

DDO DESIGNATION :	PRINCIPAL, KATWA COLLEGE
DDO ADDRESS :	Duk Bunglow Road.
CONCERNED TREASURY :	Katwa Treasury
DEPARTMENT OF DDO :	DEPT OF HIGHER EDUCATION, SCIENCE AND TECHNOLOGY AND BIOTECHNOLOGY
TAN NO. :	CALK04304G
PHONE NO. :	9749110550
EMAIL ID :	katcoll2009@gmail.com
MOBILE NO :	9749110550

The page also features a sidebar with various menu items such as Change Password, Update Ddo Information, Grant-In-Aid College, Grant-In-Aid University, Head Of Office Entry, Pending Applications (Emp), Pending Applications (Pen), Discontinuation Of Ma/Mr, E-Billing (Tr-68C), Rate List, Restoration Of Ma/Mr, E-Billing(Tr-31A), Order, Cashless Treatment Details, ECS List, Training Details, and P R B Executive Login. The footer of the page states: "Contents provided by the Department of Finance, Government of West Bengal. Site Designed, hosted and maintained by National Informatics Centre. Best viewed in Google Chrome 30.0/ Firefox 36.0 or later."

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IQAC
Katwa College

Signature of the Principal

Principal
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Medical Benefits for University

wbhealthscheme.gov.in/Higher_Education/MBUCT_Master_Data_Entry/MBUCT_clg_certificate_generation.aspx

Finance Department
Government of West Bengal

WEST BENGAL HEALTH SCHEME PORTAL
FOR BENEFICIARIES OF GIA COLLEGES & UNIVERSITIES OF WEST BENGAL

Idle Session Timer: 5371 seconds. Logout

LOGGED IN AS - BUGEDI001 ()

Home
Change Password
Update Ddo Information
Grant-In-Aid College
Grant-In-Aid University
Head Of Office Entry
Pending Applications (Emp)
Pending Applications (Pen)
Discontinuation Of Ma/Mr
Rate List
Restoration Of Ma/Mr
E-Billing (Tr-31A)
Order

CERTIFICATE FOR GRANT-in-AID COLLEGES

SELECT APPLICATION ID: G202000121502011995
SELECT HRMS ID: Select Application ID
G198500001921031959
G198500002114031959
G199400001202111962
G199700007315011960
G199700009022021967
G199900006831121969
G200000005908061964
G200200003225041974
G200200003420071974
G201500007921091965
G201600100421041983
G201700078101061989
G201700126503021985
G201700181908011988
G201900076403101988
G202000121502011995

Type here to search

10:27 AM
11/07/2024

Signature of the IQAC Coordinator

Coordinator
IQAC
Katwa College

Signature of the Principal

Principal
Katwa College



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To
The Principal
Katwa College
Katwa,
Purba Bardhaman

Subject: Registration under West Bengal Health Scheme and Declaration to forgo the Medical allowance

In response to the Notice(s) regarding registration under the West Bengal Health Scheme (WBHS), I, Dr. Kedar Nath Mitra (Designation, Associate Professor of Chemistry), would like to inform you that being an employee of Katwa College, I have registered myself along with my spouse and son, dependents on me, under the WBHS very recently. I would therefore like to forgo the monthly Medical Allowance of Rs. 500/- starting from January, 2022. Kindly consider this as the declaration on my behalf and request you to take the follow up action in this regard at your convenience so that I could avail the benefits of the WBHS.

Thanking you,

Yours faithfully,

Kedar Nath Mitra 03/01/22

Dr. Kedar Nath Mitra
Associate Professor of Chemistry
Katwa College
Katwa, Purba Bardhaman

Signature of the IQAC Coordinator

Coordinator
IQAC
Katwa College

Signature of the Principal

Principal
Katwa College



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FORM A
Application for Enrolment

To
The PRINCIPAL, KATWA COLLEGE
Sir/Madam,

I, Shri/Smt KEDAR NATH MITRA (ASSOCIATE PROFESSOR) attached to KATWA COLLEGE, District PURBA BARDHAMAN under Department of Higher Education, Science & Technology and Biotechnology do hereby opt for coming under the West Bengal Health Scheme for Beneficiaries of Grant-in-aid Colleges and Universities Teachers, 2017.

The particulars of the members of my family as defined in para 3(e) of the Scheme is as follows:

Name of Employee	:	KEDAR NATH MITRA
Application ID	:	G199900006831121969
Employee HRMS/UNIQUE ID	:	G1999000068
Designation	:	ASSOCIATE PROFESSOR
Gender	:	MALE
Marital Status	:	MARRIED
Residential address with District name	:	JOYNAGAR MITRAPARA, P. O. VIL-JOYNAGAR MOJILPUR, P. S. JOYNAGAR, DIST. SOUTH 24 PARGANAS (PURBA BARDHAMAN)
Date of joining in College Service	:	09/08/1999
Date of superannuation	:	31/12/2034
ROPA- 2009(Basic Pay) / 2019(Basic salary)	:	135300
DDO Code	:	BUGEDI001
Mobile No	:	9434575721
Email ID	:	kedarmitra99@gmail.com
Voter Card / PAN Card / Aadhaar / VID No	:	741865273266
Bank Details (Account No. & IFSC)	:	11222844792 (SBIN0000111)

Details Of Family

SL.No.	NAME	DATE OF BIRTH	RELATIONSHIP	IDENTITY PROOF NO.	MONTHLY INCOM
1	KEDAR NATH MITRA	31/12/1969	SELF	741865273266	166948
2	PIYA MITRA	12/12/1980	WIFE	576515898884	6000
3	ARITRA MITRA	29/07/2001	SON(UPTO 25 YEARS)	741865273266	500

I do hereby declare that upon enrolment under the above scheme I shall forgo the regular medical allowance drawn by me as part of salary. I shall also abide by the provisions of the West Bengal Health Scheme for Grant in-aid College and University Teachers, 2017, as may be in force from time to time.

Enclosure: Recent colour Passport size Photograph , Signature /LTI, copy of Identity proof of all eligible beneficiaries.

Signature of the Applicant

Signature of the IQAC Coordinator

Coordinator
IQAC
Katwa College

Signature of the Principal

Principal
Katwa College



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13. Sample photograph of scope of recruitment on compassionate ground

Portal x Compassionate Employment x

wbifms.gov.in/hrms/compassionate-employment/#/ui/login?data=ce.login.bengali

iFMS WEST BENGAL

अनुकम्पाजनित/सहानुभूतिजनित कर्मसंस्थान

Finance Department, Government of West Bengal

आवेदन करार आगे रोजने निम

आवेदनपत्रे अवस्था जानु

मोबाईल नम्बर रिसेट करन

English Bengali

Note:

1. प्रथमवार रोजिस्ट्रेशननेर जना, अनुग्रह करे नतुन रोजिस्ट्रेशन निस्के क्लिक करन, एवं रोजिस्ट्रेशन पुष्ठा प्रदर्शित हवे रोजिस्ट्रेशन फर्म पुरण एवं संरक्षण करार पत्रे रोजिस्ट्रेशन करा हवे।
2. आपनि इतिमधे रोजिस्ट्रार्ड हये गेले, आपनार मोबाईल नम्बर एवं OTP दिन तारपर क्लिकने सफल जावे LOGIN करन।
3. एकई मोबाईल नम्बर एकाधिक रोजिस्ट्रेशन ए जना बावहार करते पारबेन ना।
4. रोजिस्ट्रार्ड मोबाईल नम्बर परिवर्तनेर जना (यदि धाके), अनुग्रह करे 'मोबाईल नम्बर रिसेट करन' लिस्के थान।
5. प्रतिवार सिस्टेमे लग इन करार जना बावहारकारीके तार रोजिस्ट्रार्ड मोबाईल नम्बर OTP तैरि करते हवे।

Login

मोबाईल नम्बर *

OTP *

Resend

OTP पेटे 'GENERATE OTP' वेताम क्लिक करन

जेनारेट OTP

रोजिस्ट्रार करन

रोजिस्ट्रार

12:58 PM 17-07-2024

Signature of the IQAC Coordinator

Coordinator
IQAC
Katwa College

Signature of the Principal

Principal
Katwa College



KATWA COLLEGE

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Principal's Office,

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ANNEXURE - II

18/7/2000-

4404 /CP(NT)/16-

To
The Deputy Secretary,
Education Deptt.,
Bikash Bhawan (6th floor),
Salt Lake,
CALCUTTA - 700 091.

Sub : Permission for filling three non-teaching post (Group-D) in the category of died-in-harness.

S i r,

With reference to the above mentioned subject I am to state that two Group-D and one Group-C non-teaching post has fallen vacant due to sudden death of Late Sadhan Chandra Das and Shyamal Kumar Bhattacharyya of Group-D and Late Sunil Kumar Chatterjee of Group-C category. The details of which are given below :

Sl. No.	Name of the post.	Name of the incumbent with date of apptt & date of birth.	Actual date of retirement	Date of death
1.	Bearer/Peon in the day shift.	Sadhan Chandra Das, 11.1.60/24.4.1942.	30.4.2002	20.1.96
2.	Typist/Clerk in the Evening shift	Sunil Kr. Chatterjee 24.11.71/17.3.43	31.3.2003	22.3.96
3.	Bearer in the Library (Day)	Shyamal Kr. Bhattacharyya, 2.7.84/20.11.58	30.11.2018	23.2.00

I incidentally it may be stated that the staff pattern of the college has been submitted to the office of the D.P.I., Govt. of West Bengal on 15.12.98 (vide our memo No. 4003/Staff pattern/18 dated 30.11.98). But still no response from your office has been received. Meanwhile, due to usual practice of the college and the demand of the employees Union Sri Anup Das, S/o Late Sadhan Chandra Das, Rabindranath Chatterjee, S/o Late Sunil Kumar Chatterjee and Sm. Ratna Bhattacharyya, W/o Late Shyamal Kr. Bhattacharyya

Contd.... P/2.

Principal
Katwa College

Signature of the IQAC Coordinator

Coordinator
IQAC
Katwa College

Signature of the Principal

Principal
Katwa College



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KATWA COLLEGE
KATWA : BURDWAN

Ref. No: 7082 /CP(NT)/13 Dated : 19.1.2009

To
The Director of Public Instructions,
Government of West Bengal,
Bikash Bhawan, Salt Lake,
Kolkata - 700 091.

Sub: Employment of the dependents of Late Sadhan Chandra Das,
Ex-Bearer/Peon, Late Sunil Kr. Chatterjee, Ex-Typist/Clerk &
Late Shyamal Bhattacharya, Ex-Bearer on compassionate ground.

Ref Your letter no: 145-UGC, dated 25.1.06


Sir,

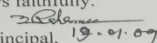
With reference to your letter No. above I would like to inform you that we have already submitted all relevant papers alongwith the Commission's report on the financial status of the dependents and the Principal's comment on their need and eligibility vide our office letter No. 6009/CP(NT)/13 dt. 13.2.06. But we are sorry to say that we have not yet got any response from your end in favour of us. Here it may kindly be noted that we have come to know that your kind self has already approved the die-in-harness cases of other colleges under B.U.. Only the cases of our college are lying pending in your office. In the meantime we have already sent another Die-in-harness case against Dhiren Kumar Banerjee Lib. Assistant of the Day Shift who died on 22.04.08 vide our letter No. 6968/CP(NT)/13 dt. 10.9.08.

You know our college is one of the largest colleges under B.U. Owing to the shortage of Non-teaching staff, which has resulted from the retirement of at least 20 Non-Teaching employees of the college, the progress of all official works is being dithered. Still the college has not got new staff-pattern of non-teaching staff, which was submitted to you complying with terms and condition of G.O. No. 831-Edn.(CS) dt. 31.10.95, without the approval of the new-staff-pattern and the die-in-harness cases, the college has been running three shifts (Day, Morning, Evening and B.Ed.) of 4,500 students with great difficulties.

Keeping the circumstances above I again fervently request you to kindly accord sanction towards the die-in-harness cases which have been lying pending in your office.

An early reply is earnestly solicited.



Yours faithfully,

Principal, 19-01-09
Katwa College.

Principal
KATWA COLLEGE

Encl :
1. Copy of letter no: 6009/ CP(NT)/13, dt. 13.2.06.
2. Abstract of vacancies of N.T.S.
3. Xerox copies of Prescribed proforma
4. Xerox copies of the enquiry report as per circular No.: 97-Emp. Dt. 6.6.05.
5. Copy of letter no : 145-UGC, dt. 25.1.06.
6. Copy of P.F. memo of the deceased employee
7. Copies of death certificates.

Signature of the IQAC Coordinator

Coordinator
IQAC
Katwa College

Signature of the Principal

Principal
Katwa College



KATWACOLLEGE

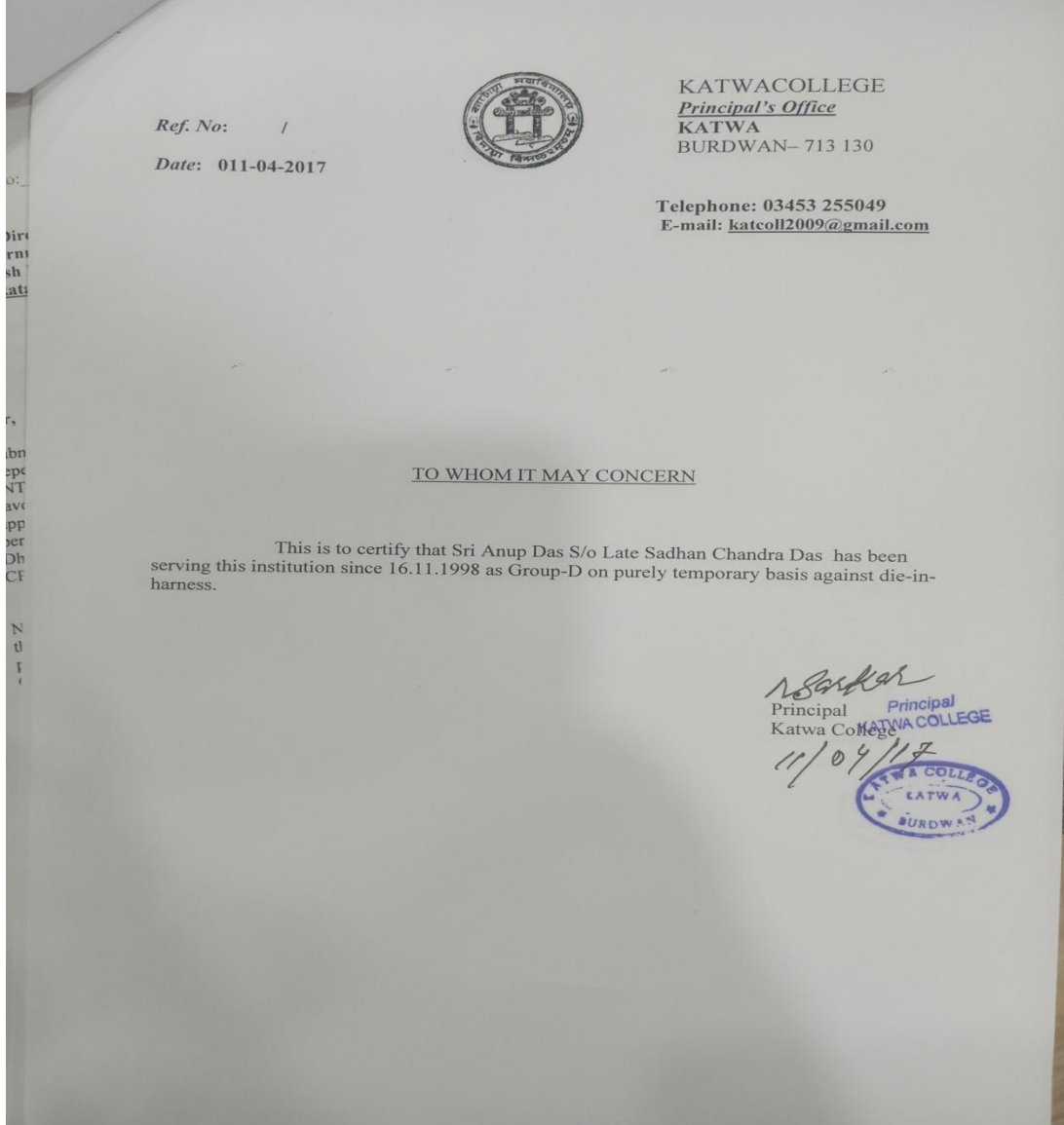
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Principal's Office,

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॥ विद्यया विन्दतेऽमृतम् ॥

Ref. No: /
Date: 011-04-2017




KATWACOLLEGE
Principal's Office
KATWA
BURDWAN- 713 130

Telephone: 03453 255049
E-mail: katcoll2009@gmail.com

TO WHOM IT MAY CONCERN

This is to certify that Sri Rabindranath Chatterjee S/o Late Sunil Kumar Chatterjee has been serving this institution since 16.11.1998 as Group-C on purely temporary basis against die-in-harness.

N. S. Chatterjee
Principal
Katwa College
11/04/17



Signature of the IQAC Coordinator

Coordinator
IQAC
Katwa College

Signature of the Principal

Principal
Katwa College



KATWACOLLEGE

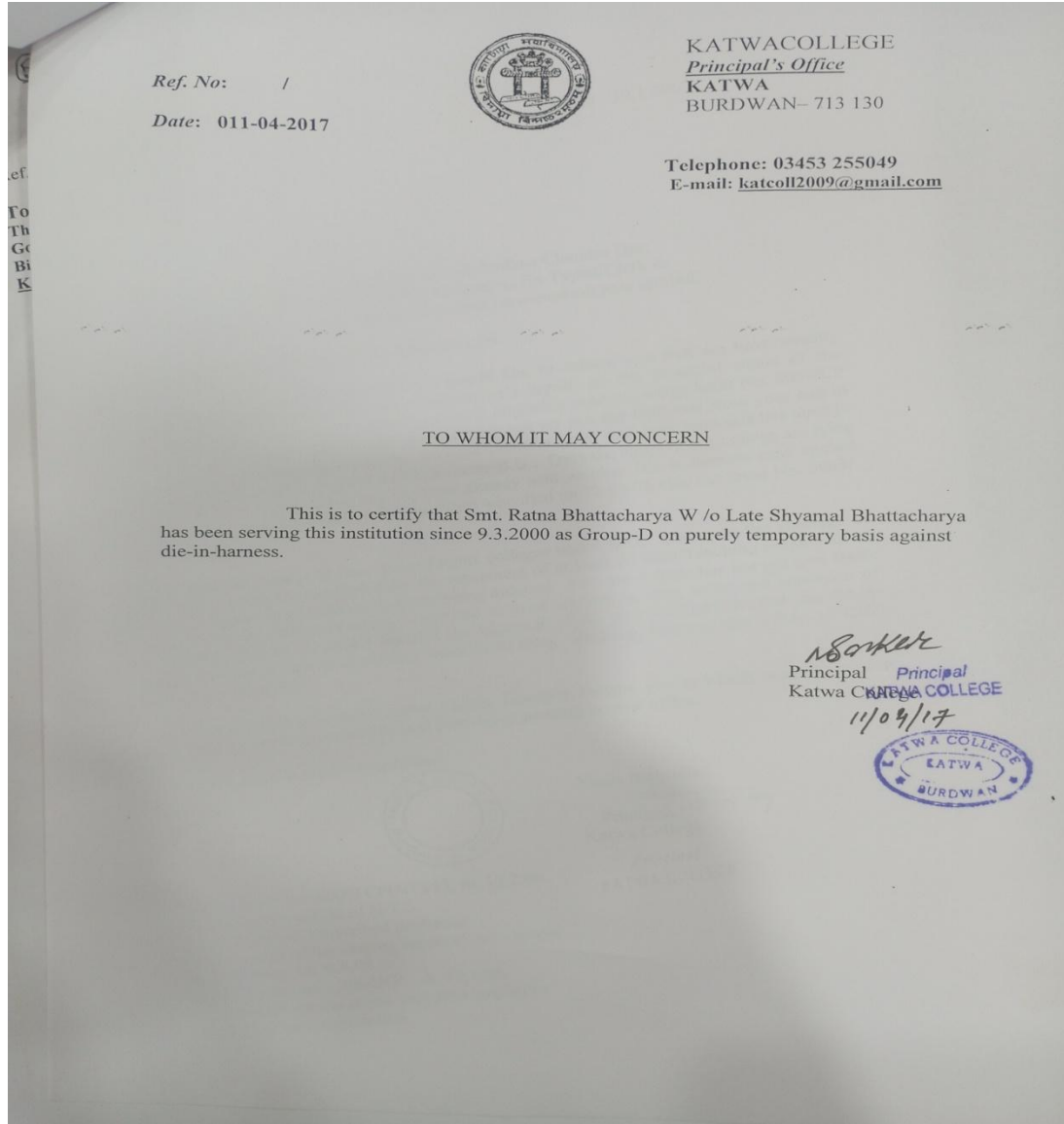
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KATWA COLLEGE

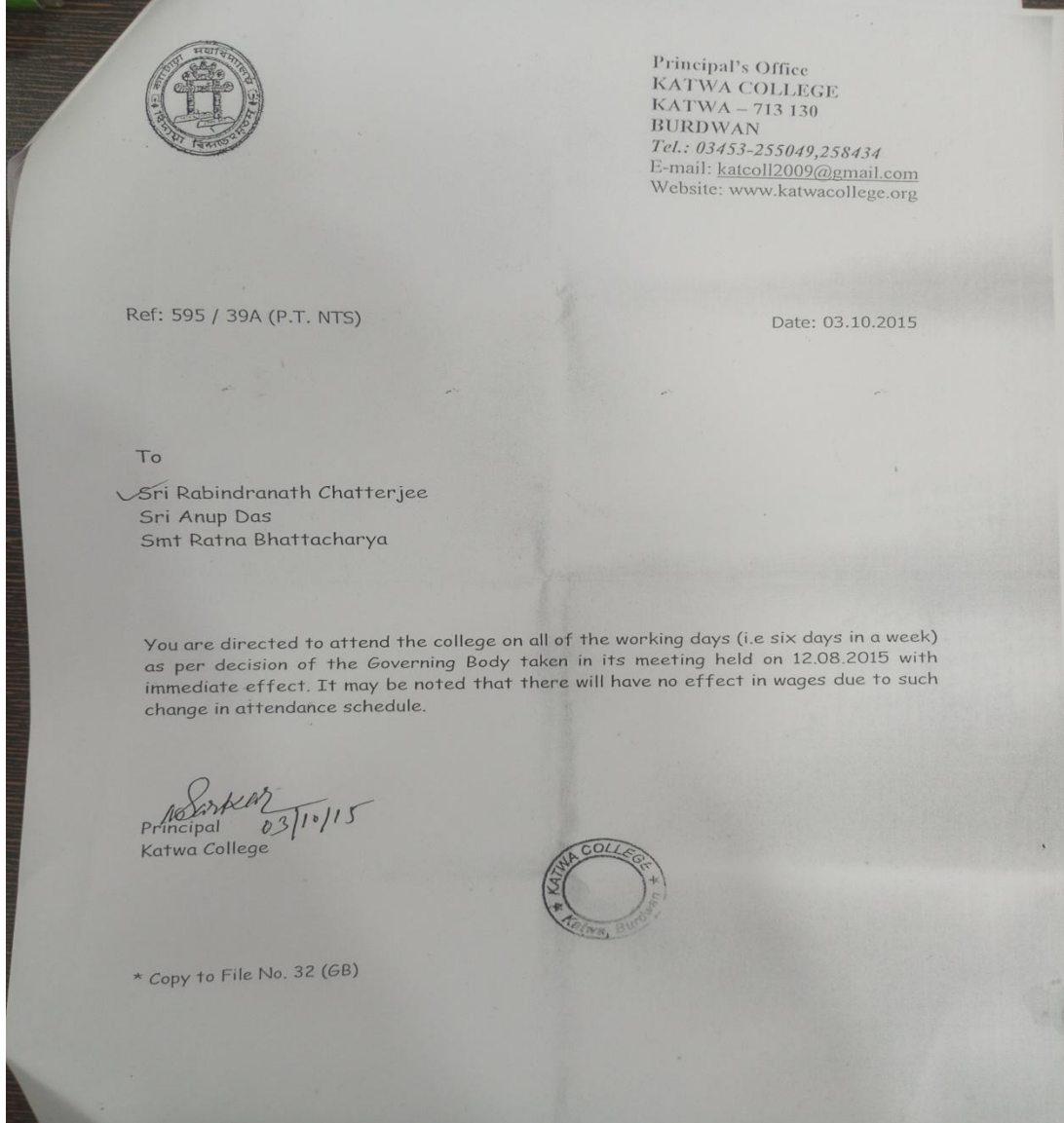
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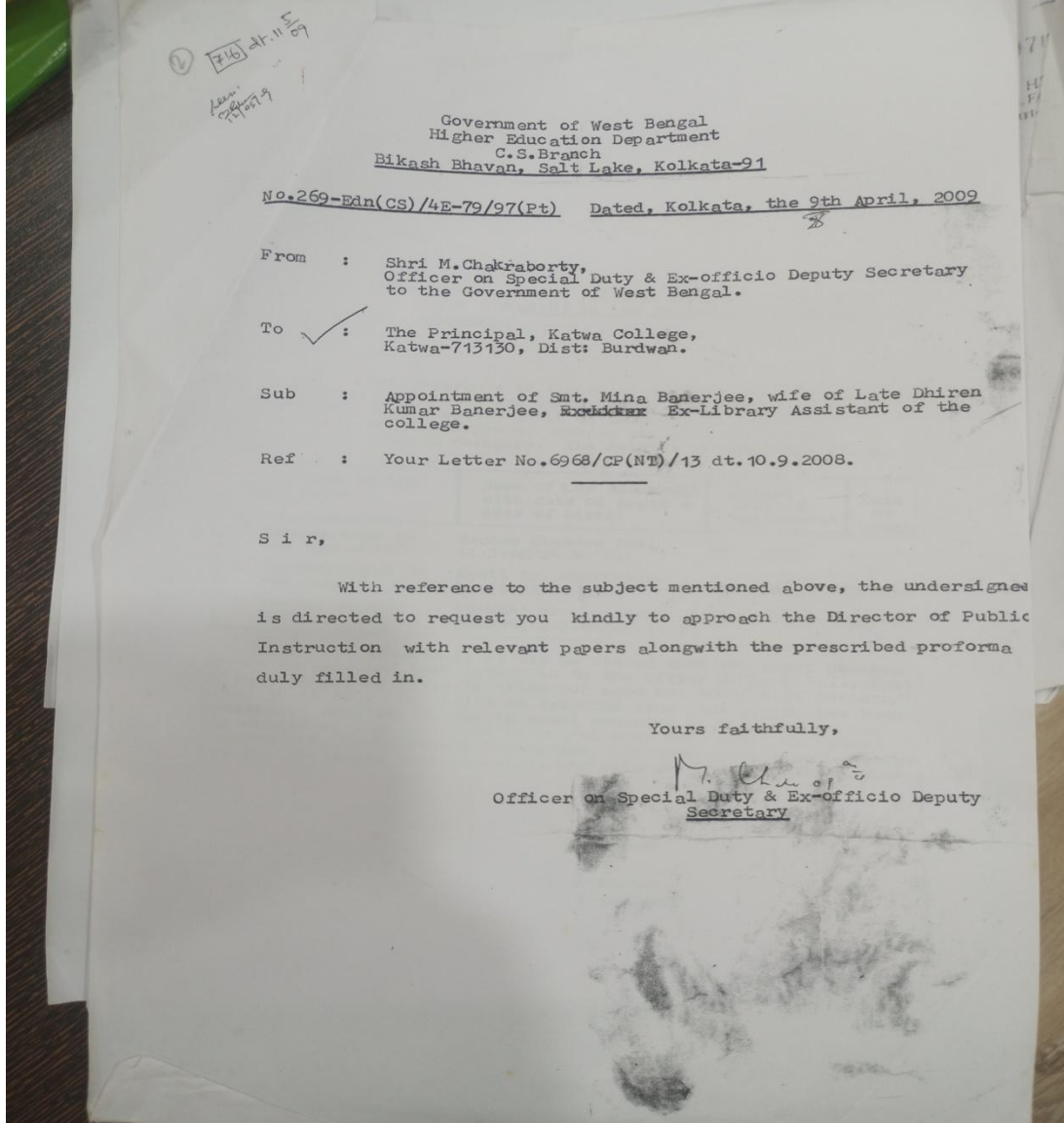
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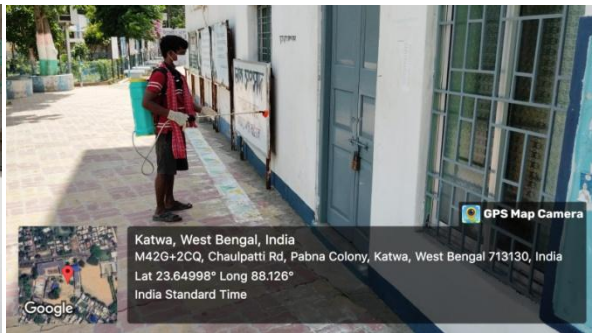
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॥ विद्यया विन्दतेऽमृतम् ॥

14. Photograph of sanitization tunnel used in Covid-19 period



Signature of the IQAC Coordinator

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IQAC
Katwa College

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॥ विद्यया विन्दतेऽमृतम् ॥

15. Photograph of Yoga Day celebration



2022



2023



2024



2024

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Coordinator
IQAC
Katwa College

Signature of the Principal

Principal
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16. Katwa College Co-Operative



FORM-IX

Certificate Registration of amendment of by-laws

(Sec.19)

Certificate of Registration No. **1** of **2023-2024** in the office of the Registrar of Co-operative Societies (under West Bengal, Act XL of 2006)

I do hereby certify that pursuant to section 19/20 of the West Bengal Cooperative Societies Act, 2006 (West Bengal, Act XL of 2006), the amendments shown in the enclosed document of the bye-laws of the **Katwa College Employees Co-operative Credit Society Ltd.** a Co-operative Society registered under the aforesaid Act on the **07** th day of **February 1989** under No. **10 KT** in the District of **Purba Bardhaman** have been duly registered. The following is the area of membership of the society.

The area of membership of the Society shall be confined to the permanent staff of **Katwa College**

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

Complete amendment of the previous by-laws.

Partial amendment of by-law Nos.....^X.....Registrar of Cooperative Societies dated this day of
...31.12.2023.....Two thousand and Twenty Three

Registrar of Co-operative Societies,
West Bengal

Scanned with OKEN Scanner

Signature of the IQAC Coordinator

Coordinator
IQAC
Katwa College

Signature of the Principal

Principal
Katwa College



KATWA COLLEGE

(Affiliated to the University of Burdwan)

Principal's Office,

P.O.: Katwa, Dist.: Purba Bardhaman, West Bengal, PIN: 713130, India.

Mobile: +918101078393

॥ विद्यया विन्दतेऽमृतम् ॥

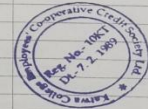
Katwa College Employees' Co-operative Credit Society Limited

Registration No : 10-KT dated 07.02.1989

Katwa College, Katwa, Purba Bardhaman- 713130

Final Electoral Roll the for Election to the Board of Directors of Katwa College Employees' Co-operative Credit Society Limited

Sl	Membership No	Name of Members	Father's/Husbands Name	Address	Remarks
1	13	Prasanta Kumar Das	Narayan Chandra Das	Katwa College	
2	60	Mahimamay Mondal	Biswanath Mondal	Katwa College	
3	64	Suhrid Ghatak	Mahadeb Ghatak	Katwa College	
4	76	Parbati Kumar Banerjee	Debiprasad Banerjee	Katwa College	
5	77	Asit Kumar Mondal	Ajit Kumar Mondal	Katwa College	
6	106	Subhajit Sanyal	Saroj Kumar Sanyal	Katwa College	
7	110	Arun Kumar Patra	Balai Chandra Patra	Katwa College	
8	115	Jaharial Majumder	Satyanarayan Majumder	Katwa College	
9	116	Manoj Kumar Chowdhury	Prangopal Chowdhury	Katwa College	
10	125	Dayamoy Bisui	Mathuranath Bisui	Katwa College	
11	128	Namita Chowdhury	Harisadhan Chowdhury	Katwa College	
12	129	Debaprasad Ghosh	Birinchi Pada Ghosh	Katwa College	
13	132	Kedar Nath Mitra	Murari Mohan Mitra	Katwa College	
14	135	JyotiPratim RoyChowdhury	M. K. RoyChwdhury	Katwa College	
15	137	Sanat Kumar Ghosh	Ganapati Ghosh	Katwa College	
16	141	Sutanu Kumar Chandra	Kiriti Bhusan Chandra	Katwa College	
17	143	Anup Polley	AlaMohan Polley	Katwa College	
18	144	Tupur Banerjee	Subodh Ch. Banerjee	Katwa College	
19	145	Rabi Ranjan Sen	Pratip Kumar Sen	Katwa College	
20	146	Kanchan Jana	Purnachandra Jana	Katwa College	
21	149	Tapan Kumar Bera	Ahibhusan Bera	Katwa College	
22	150	Utpal Das	Bankim Das	Katwa College	
23	152	Bharat Chandra Dalui	Tarani Kumar Dalui	Katwa College	
24	153	Syed Abul Kadar	Syed Abul Kasem	Katwa College	
25	154	Purabi Kundu	Siddheswar Kundu	Katwa College	
26	163	Amrita Gopal Mondal	Hari Kinkar Mondal	Katwa College	
27	164	Ramprasad Majhi	Gadai Majhi	Katwa College	
28	165	Nirmalendu Sarkar	Rabindra Nath Sarkar	Katwa College	
29	166	Bankim Chandra Ghosh	Astam Chandra Ghosh	Katwa College	
30	167	Prosanta Barman	Prodyut Kumar Barman	Katwa College	
31	168	Koushik Sarkar	Sadananda Sarkar	Katwa College	
32	170	Subhasis Mondal	Sarat Chandra Mondal	Katwa College	
33	171	Md Sariful Islam	Lokman Sk	Katwa College	
34	173	Debdut Ghosh	Shibnath Ghosh	Katwa College	
35	174	Amallesh Mondal	Biswanath Mondal	Katwa College	
36	175	Dhrubajyoti Bhattacharjee	Shib Kumar Bhattacharjee	Katwa College	
37	176	Soma Mukherjee	Arup Banerjee	Katwa College	
38	177	Madhumita Sinha	Prasanta Karmakar	Katwa College	
39	178	Madhuchhanda Das	Utpal Das	Katwa College	
40	179	Arup Mitra	Late Amiya Mitra	Katwa College	
41	180	Pompi Bhattacharya	Sridhar Banerjee	Katwa College	
42	181	Sabina Yasmin	Md Asfak Hossain	Katwa College	
43	183	Arpita Pal	Jayanta Mondal	Katwa College	
44	184	Biswajit Mondal	Meghnath Mondal	Katwa College	
45	185	Mita Roy Brahmachari	Koushik Brahmachari	Katwa College	
46	186	Tarasankar Chatterjee	Suprabhat Chatterjee	Katwa College	
47	187	Dulal Sarkar	Kartick Chandra Sarkar	Katwa College	
48	189	Munmun Biswas	kallol Dey	Katwa College	
49	191	Ranjita Nanday	Jayanta Saha	Katwa College	
50	192	Madhumita Sen	Probohd Kumar Mondal	Katwa College	
51	193	Priyanka Roy	Paresh Chandra Roy	Katwa College	
52	194	Indrani Ray	Rohit Ganguly	Katwa College	



COOPERATIVE DEVELOPMENT OFFICER
PURBA BARDHAMAN RANGE, KATWA

Signature of the IQAC Coordinator

Coordinator
IQAC
Katwa College

Signature of the Principal

Principal
Katwa College



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Principal's Office,

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Mobile: +918101078393

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Page - 2 / 2

SI	Membership No	Name of Members	Father's/Husbands Name	Address	Remarks
53	195	Rajesh Chandra Mandal	Manmatha Chandra Mondal	Katwa College	
54	197	Siuli Mandi	Durga Mandi	Katwa College	
55	198	Arpan Das	Bijoy Kumar Das	Katwa College	
56	199	Siddhartha Maji	Gobinda Pada Maji	Katwa College	
57	200	Dinesh Maity	Santosh Kumar Maity	Katwa College	
58	201	Saptarshi Biswas	Sibapada Biswas	Katwa College	
59	202	Sayantan Hazra	Samiran Hazra	Katwa College	
60	203	Sadananda Halder	Surya Kanta Halder	Katwa College	
61	204	Tanmoy Basu	Lt Shyamal Kumar Basu	Katwa College	
62	205	Kinkini Bhattacharjee	Dhiren Bhattacharjee	Katwa College	
63	206	Goutam Nandi	Haridas Nandi	Katwa College	
64	207	Chandrani Das	Bijoy Kumar Das	Katwa College	
65	208	Poulami Chatterjee	Achintya Mohan Goswami	Katwa College	
66	209	Sourav Majumdar	Golak Nath Majumdar	Katwa College	
67	210	Baishakhi Modak	Naresh Chandra Modak	Katwa College	
68	211	Toton Ghosh	Raj Kumar Ghosh	Katwa College	
69	212	Billamangal Mukherjee	Lt Susil Kumar Mukherjee	Katwa College	
70	213	Suraj Sarkar	Pareesh Nath Sarkar	Katwa College	
71	214	Sulagna Mukherjee	Tanmay Mukherjee	Katwa College	
72	215	Haru Mardi	Panchanan Mardi	Katwa College	
73	216	Sumit Singh	Jahar Singh	Katwa College	
74	217	Debaprosad Goswami	Bhagbat Prasad Goswami	Katwa College	
75	218	Saikat Mallick	Dilip Kr Mallick	Katwa College	
76	219	Debakinandan Majee	Lt Sourindra Prasad Majee	Katwa College	
77	220	Madhumita Ghosh	Arjun Ghosh	Katwa College	
78	221	Subhasree Sana	Lt Asim Sana	Katwa College	
79	222	Suvendu Pal	Santosh Pal	Katwa College	
80	223	Rimpa Ghosh	Gopan Ghosh	Katwa College	
81	224	Saikat Mondal	Buddhadeb Mondal	Katwa College	
82	225	Prakash Mondal	Patit Paban Mondal	Katwa College	
83	226	Taniya Chatterjee	Sougata Bhattacharya	Katwa College	
84	227	Tanushree Dutta Roy	Krishna Pada Dutta	Katwa College	
85	228	Chandan Banerjee	Manoranjan Banerjee	Katwa College	
86	229	Akash Biswas	Sudarsan Biswas	Katwa College	
87	230	Barnali Mukherjee	Bijoy Mukherjee	Katwa College	

23.07.2024
Assistant Returning Officer
Election to the Board of Directors
Katwa College Employees' Co-operative Credit Society Ltd

COOPERATIVE DEVELOPMENT OFFICER
PURBA BARDHAMAN-II RANGE, KATWA



Signature of the IQAC Coordinator

Coordinator
IQAC
Katwa College

Signature of the Principal

Principal
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17. Co-Operative Annual General Meeting 2019-2020



কটোয়া কলেজ এমপ্লয়িজ কো-অপারেটিভ ক্রেডিট সোসাইটি লি লিমিটেড

রোল নং : ১০ কে.টি. তাং : ০৭/০২/১৯৮৯
পো : কটোয়া, জেলা : পূর্ব বর্ধমান, পব - ৭১৩১৩০

বার্ষিক সাধারণ সভার বিজ্ঞপ্তি

কটোয়া কলেজ এমপ্লয়িজ কো-অপারেটিভ ক্রেডিট সোসাইটি লি: - এর ত্রিশতম বার্ষিক সাধারণ সভা আগামী ৩০শে জুলাই ২০১৯ মঙ্গলবার বেলা ২টা ৩০ মিনিটে কটোয়া কলেজের প্রশাসনিক ভবনের তিনতলায় অনুষ্ঠিত হবে এবং নিম্নলিখিত বিষয়গুলি সম্পর্কে আলোচনা সাপেক্ষে সিদ্ধান্ত গ্রহণ করা হবে। উক্ত সাধারণ সভায় যোগদান ও আলোচনায় অংশগ্রহণ করার জন্য সকল সদস্যকে অনুরোধ করা হচ্ছে।

স্থান : কটোয়া কলেজ
তাং : ৮-ই জুলাই ২০১৯

কটোয়া কলেজ এমপ্লয়িজ কো-অপারেটিভ ক্রেডিট সোসাইটি লি:

আলোচ্য বিষয়সমূহ :

- ১। বিগত সাধারণ সভার কার্যবিবরণী পাঠ ও অনুমোদন।
- ২। সমিতির পরিচালকমণ্ডলী ঘরা পরবর্তী আর্থিক বৎসরের জন্য প্রণীত ও উপস্থাপিত প্রতিবেদন, বাজেট এবং কর্মসূচী বিবেচনা।
- ৩। ৯১ ধারায় সর্বশেষ নিরীক্ষা প্রতিবেদন ও তদনুযায়ী নির্দেশ পালন এবং নিরীক্ষাকৃত হিসাব বিবেচনা।
- ৪। সমবায় আইন ও উপবিধি অনুযায়ী কোন পরিদর্শন এবং তদন্ত রিপোর্ট থাকলে তা বিবেচনা।
- ৫। সমিতির পরিচালকমণ্ডলীর সদস্যদের এবং তাঁদের আত্মীয়স্বজনকে ঋণ ও অগ্রিম দেওয়া হয়ে থাকলে তা বিবেচনা ও আদায় না হলে আদায়ের ব্যাপারে আলোচনা।
- ৬। সমিতির পরিচালকমণ্ডলীর সদস্যদের আত্মীয়স্বজনকে সমবায় কৃতাক আয়োগ বাতীত সমিতিতে নিয়োগ হয়ে থাকলে তা বিবেচনা ও অনুমোদন।
- ৭। সমিতিতে মুনাফা হয়ে থাকলে তার বণ্টন।
- ৮। সমবায় সমিতির আইন ও উপবিধি অনুযায়ী অন্যান্য যে কোন বিষয় যা বিবিধ বিষয় হিসাবে সভায় আনা যেতে পারে তা বিবেচনা।

অসিত কুমার মণ্ডল
সম্পাদক

কটোয়া কলেজ এমপ্লয়িজ কো-অপারেটিভ ক্রেডিট সোসাইটি লি:



Signature of the IQAC Coordinator

Coordinator
IQAC
Katwa College

Signature of the Principal

Principal
Katwa College



KATWA COLLEGE

(Affiliated to the University of Burdwan)

Principal's Office,

P.O.: Katwa, Dist.: Purba Bardhaman, West Bengal, PIN: 713130, India.

Mobile: +918101078393

॥ विद्यया विन्दतेऽमृतम् ॥

Handwritten list of names on lined paper, dated 06/1/2022. The list is organized into two columns. The left column contains names numbered 01 to 61, and the right column contains names numbered 01 to 62. The handwriting is in blue ink.

01. Prasanta Kumar Das	01. Subhala Banerjee
02. ...	02. Tara Sanjay Chatterjee
03. ...	03. Anurita Prasad Mandal
04. ...	04. Purabi Kundu
05. ...	05. Biswasit Mandal
06. Nishaman Shaikh	06. Jaharal Mozumdar
07. Indrani Ray	07. Subhasis Mandal
08. Suresh Maitty	08. ...
09. Jayanta Sen	09. ...
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15. Chandan Banerjee	15. ...
16. Anup Koley	16. ...
17. ...	17. ...
18. Nalini Kumar Dharo	18. ...
19. ...	19. ...
20. Md Saiful Blam	20. ...
21. ...	21. ...
22. Madhuchanda Das	22. ...
23. ...	23. ...
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25. Sooparona Dutta	25. ...
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62. ...	62. ...

Signature of the IQAC Coordinator

Coordinator
IQAC
Katwa College

Signature of the Principal

Principal
Katwa College



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2020-2021



काठवाया कलेज एमप्लायज को-अपारेटिव क्रेडिट सोसाइटी लि लिमिटेड

रेजि. नं: १० के.टी. त्रं: ०५/०२/१९९२
पो: काठवाया, जेला: पूर्ब बर्धमान, पिन - ७१३१३०

বার্ষিক সাধারণ সভার বিজ্ঞপ্তি

काठवाया कलेज एमप्लायज को-अपारेटिव क्रेडिट सोसाइटी लि: - एर एकविंशतम वार्षिक साधारण सभा आगामी २५शे जानुयारि २०२१ मङ्गलवार बेला १२टा ३० मिनटे काठवाया कलेजेर प्रशासनिक इवनेर तिनहलाय अनुष्ठित हने एवं निम्नलिखित विषयजुलि सम्पर्के आलोचना सापेक्षे सिद्धांत ग्रहण करा हने। उक्त साधारण सभाय योषादान ओ आलोचनाय अंशग्रहण करार जना सकल सदस्यके अनुरोध करा हजे।

स्थान: काठवाया कलेज
तार्: २-ई जानुयारि २०२१
लि:

असित कुमार मंडल
सम्पादक
काठवाया कलेज एमप्लायज को-अपारेटिव क्रेडिट सोसाइटी लि-
Burdwan
Katwa College Employees'
Co-op. Credit Socy. Ltd.

आलोचा विषयसमूह :

- १। विगत साधारण सभार कार्याविवरणी पाठ ओ अनुमोदन।
- २। समितिर परिचालकमंडली द्वारा परवर्ती आर्थिक वृत्तरेर जना प्रगीत ओ उपहासित प्रतिवेदन, बाजेत एवं कर्मजुति विवेचना।
- ३। ११ धाराय सर्वशेय निरीक्षा प्रतिवेदन ओ तदनुयायी निर्देश पालन एवं निरीक्षाकृत हिसाब विवेचना।
- ४। समवाय आहिन ओ उपविधि अनुयायी केन परिदर्शन एवं तदनु रिपोर्ट थाकले ता विवेचना।
- ५। समितिर परिचालकमंडलीर सदस्यदेर एवं तदेर आहिनयजनके अण ओ अग्रिम देओय हजे थाकले ता विवेचना ओ आदाय ना हजे आदायेर व्यापारे आलोचना।
- ६। समितिर परिचालकमंडलीर सदस्यदेर आहिनयजनके समवाय कुत्तक आरोप वातीत समितिते नियोग हजे थाकले ता विवेचना ओ अनुमोदन।
- ७। समितिते मुनाहा हजे थाकले तार वन्दन।
- ८। समवाय समितिर आहिन ओ उपविधि अनुयायी अन्यान्य ये केन विषय या विविध विषय हिसाबे सभाय आना येते पारे ता विवेचना।

असित कुमार मंडल
सम्पादक
काठवाया कलेज एमप्लायज को-अपारेटिव क्रेडिट सोसाइटी लि:

Signature of the IQAC Coordinator

Coordinator
IQAC
Katwa College

Signature of the Principal

Principal
Katwa College



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काटोया कलेज एमप्लाइज को-अपाराटिड क्रेडिट सोसाइटी लि:

एकत्रिंशत्तम वार्षिक साधारण सभा

तां : २५शे जनवारी २०२१

समित्तिर स्वयं सभापति श्री ज्योतिप्रतीम रायचौधुरी महाशय आसन ग्रहण करेन एवं सभार काज आरंभ हय।

आलोचना ओ गृहीत सिद्धान्तसमूह

- १। सम्पादक महाशय प्रथमे विगत वार्षिक ओ अर्ध-वार्षिक साधारण सभार कार्य-विवरणी सभाय पाठ करे शोनान एवं ता सर्वसम्पत्तिक्रमे अनुमोदित हय।
- २। अतःपर, सम्पादक महाशय समित्तिर परिचालकमन्त्री द्वारा आपामी बंसरेर जनन प्रगीत ओ उपस्थापित प्रतिवेदन ओ कर्मसूची सभाय पर्यालोचनार जन्य पेश करेन। विस्तारित आलोचनार पर सदसगण सर्वसम्पत्तभावे सेइ समस्त सुपरिशुलि अनुमोदन करेन।
 - क) ख्रिफ्ट फाउंडेर परिमाण ओ सुदेर हार एकई अर्थां यथाक्रमे ५०० टाका ओ ७ शतांश राखार सिद्धान्त हल।
 - ख) स्वप्न-मेयदी ऋणेर परिमाण, सुदेर हार ओ किस्तिसंख्या एकई अर्थां यथाक्रमे ३,००,००० टाका, ९ शतांश ओ सर्वाधिक ७० टि राखार सिद्धान्त गृहीत हल।
 - ग) दीर्घ-मेयदी ऋणेर परिमाण, सुदेर प्राक्तिक हार ओ किस्तिसंख्या एकई अर्थां यथाक्रमे ८,००,००० टाका व्याज्जेर सुदेर हारेर थेके १ शतांश बेशि ओ सर्वाधिक ७० टि बहाल राखा हल। विसिसिबिर् शर्तावली प्रयोजा।
 - घ) वार्षिक ऋणेर परिमाण, सुदेर हार ओ किस्तिसंख्या एकई अर्थां यथाक्रमे २,००,००० टाका, ८ शतांश ओ सर्वाधिक ८० टि सिद्धान्त बलवन् राखा हल।
 - ङ) चिकिंसा ऋणेर परिमाण, सुदेर हार ओ किस्तिसंख्या एकई अर्थां यथाक्रमे ५०,००० टाका, ५ शतांश ओ सर्वाधिक ३० टि राखा हल। अन्यान्य शर्तावली अपरिवर्तित थाकवे।
 - च) २०१९-२०२० आर्थिक बछरेर मुनाफार उपर ७ शतांश हारे लब्धांश वन्टन करा हवे बले सिद्धान्त नेओया हल।
- ३। प्रतिवेदनेर साथे अडिट रिपोर्टर प्रतिलिपि समस्त सदस्येर हाते अनुधावन ओ पर्यालोचनार जन्य देओया हयेछिल। अडिट रिपोर्ट पाठ करे सकल सदस्य सन्तोष प्रकाश करेन।
- ४। समवाय आइन ओ उपबिधि अनुयायी कौन तदन्त वा परिदर्शनेर घटना घटेनि।



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১। সমিতির পরিচালক মন্ডলীর সদস্য শ্রী পশাঙ্ক কুমার দাস মহাশয়কে ১৫ই মার্চ ২০২০ তারিখে রপ্তানোয়ী করা বাকি ৩০০০০০ টাকা স্থান দেওয়া হয়েছে এবং তা নিয়মিতভাবে আসায় হচ্ছে। সভা ওই স্থান সর্বসম্মতভাবে অনুমোদন করেন।

৬। এ ধরনের কোন নিয়োগ হয়নি।

৭। আপ্তেই (নং ২।৮) অনুমোদিত হয়েছে।

৮। সম্পাদক মহাশয় জানান, বিশ্বব্যাপী করোনা মহামারী জনিত কারণে সাধারণ সভায় দেওয়ার জন্য কোন উপহার নির্বাচন করা সম্ভব হয়ে ওঠেনি। সবকিছু স্বাভাবিক হলে ও সরকার ঘোষিত লকডাউন উঠে গেলে কলেজ নিয়মিত ভাবে চালু হবে এবং সেফেরে বৎসরের যেকোন সময়ে এই উপহারটি সদস্যদের মধ্যে বিতরণ করা যেতে পারে। সদস্যগণ এই প্রস্তাব অনুমোদন করেন।

পরিশেষে, আর কোন আলোচনা না থাকায় সভাপতিকে ধন্যবাদ জানিয়ে সভা সমাপ্ত হয়।

Jyotipratin Ray Chandhuri

সভাপতি

কাটোয়া কলেজ-এমসিএল কো-অপারটিভ ক্রেডিট সোসাইটি লি:
Katwa College Limited (MS) Co-op
Credit Society Ltd.



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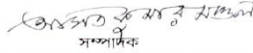
2021-2022



কাটোয়া কলেজ এমপ্লয়িজ কো-অপারেটিভ ফ্রেডিট সোসাইটি লি:
রেজি. নং : ১০ কে.টি. তাং : ০৭/০২/১৯৮৯
পো : কাটোয়া, জেলা : পূর্ব বর্ধমান, প.ব - ৭১৩১১০

বার্ষিক সাধারণ সভার বিজ্ঞপ্তি

কাটোয়া কলেজ এমপ্লয়িজ কো-অপারেটিভ ফ্রেডিট সোসাইটি লিমিটেডের বর্ষশতম বার্ষিক সাধারণ সভা আগামী ২১শে জানুয়ারি ২০২২ শুক্রবার বেলা ১২টা ৩০ মিনিটে কাটোয়া কলেজের প্রশাসনিক ভবনের তিনতলায় অনুষ্ঠিত হবে এবং নিম্নলিখিত বিষয়গুলি সম্পর্কে আলোচনা সাপেক্ষে সিদ্ধান্ত গ্রহণ করা হবে। উক্ত সাধারণ সভায় যোগদান ও আলোচনায় অংশগ্রহণ করার জন্য সকল সদস্যকে অনুরোধ করা হচ্ছে।


সম্পাদক

ঠান : কাটোয়া কলেজ
তারিখ : ০২ জানুয়ারি ২০২২


কাটোয়া কলেজ এমপ্লয়িজ কো-অপারেটিভ ফ্রেডিট সোসাইটি লি

আলোচ্য বিষয়সমূহ :

- ১। বিগত সাধারণ সভার কার্যবিবরণী পাঠ ও অনুমোদন।
- ২। সমিতির পরিচালকমণ্ডলী দ্বারা পরবর্তী আর্থিক বৎসরের জন্য প্রণীত ও উপস্থাপিত প্রতিবেদন, বাজেট এবং কর্মসূচী বিবেচনা।
- ৩। ৯১ ধারায় সর্বশেষ নিরীক্ষা প্রতিবেদন ও তদনুযায়ী নির্দেশ পালন এবং নিরীক্ষাকৃত হিসাব বিবেচনা।
- ৪। সমবায় আইন ও উপবিধি অনুযায়ী কোন পরিদর্শন এবং তদন্ত রিপোর্ট থাকলে তা বিবেচনা।
- ৫। সমিতির পরিচালকমণ্ডলীর সদস্যদের এবং তাদের আত্মীয়স্বজনকে ঋণ ও অগ্রিম দেওয়া হয়ে থাকলে তা বিবেচনা ও আদায় না হলে আদায়ের ব্যাপারে আলোচনা।
- ৬। সমিতির পরিচালকমণ্ডলীর সদস্যদের আত্মীয়স্বজনকে সমবায় কৃত্যক আয়োগ ব্যতীত সমিতিতে নিয়োগ হয়ে থাকলে তা বিবেচনা ও অনুমোদন।
- ৭। সমিতিতে মনাফা হয়ে থাকলে তার বন্টন।
- ৮। সমবায় সমিতির আইন ও উপবিধি অনুযায়ী অন্যান্য যে কোন বিষয় যা বিবিধ বিষয় হিসাবে সভায় আনা যেতে পারে তা বিবেচনা।

অসিত কুমার মণ্ডল
সম্পাদক

কাটোয়া কলেজ এমপ্লয়িজ কো-অপারেটিভ ফ্রেডিট সোসাইটি লি:


সম্পাদক

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2022-2023



काटोया कलेज एमप्रयिज को-अपारेटिड क्रेडिट सोसाइटी लि:

वेजि. नं. : १० के.टी. तां. : ०५.०२.१९८९

पो. : काटोया, जेला. : पूब बर्हमान, पब. - ७१३१३०

बार्षिक साधारण सभार विज्ञप्ति

काटोया कलेज एमप्रयिज को-अपारेटिड क्रेडिट सोसाइटी लिमिटेडेर बर्तिशतम बार्षिक साधारण सभा आपामी २९शे जून २०२२ बुधवार बेला १२टा ३० मिनटे काटोया कलेजेर प्रशासनिक डबनेर तिनतलाय अनुष्ठित हवे एवं निम्नलिखित विषयगुलि सम्पर्के आलोचना सप्पेक्के सिद्धान्त ग्रहण करा हवे। उक्त साधारण सभाय योपदान ओ आलोचनाय अंशग्रहण करार जना सकल सदसके अनुरोध करा हखे।

हान : काटोया कलेज
तां. : १०ई जून २०२२

काटोया कलेज एमप्रयिज को-अपारेटिड क्रेडिट सोसाइटी लि

आलोचा विषयसमूह :

- १। विगत साधारण सभार कार्याविबरणी पाठ ओ अनुमोदन।
- २। समितेर परिचालकमंडली द्वारा परवर्ती आर्थिक बंडसरेर जना प्रणीत ओ उपस्थित प्रतिवेदन, बाजेट एवं कर्मसूची विवेचना।
- ३। ११ धाराय सर्वशेष निरीक्षा प्रतिवेदन ओ तदनुयायी निर्देश पालन एवं निरीक्षकृत हिसार विवेचना।
- ४। समवाय अहिन ओ उपविधि अनुयायी कान परिदर्शन एवं तदनु रिपोर्ट थाकले ता विवेचना।
- ५। समितेर परिचालकमंडलीर सदसदेर एवं तीदेर आक्षेपजनके खण ओ अग्रिम देओया हये थाकले ता विवेचना ओ आदाय ना हले आदायेर बापारे आलोचना।
- ६। समितेर परिचालकमंडलीर सदसदेर आक्षेपजनके समवाय कृतक आयोग बातीत समितिते नियोग हये थाकले ता विवेचना ओ अनुमोदन।
- ७। समितिते मुनाफा हये थाकले तार बर्तन।
- ८। समवाय समितेर अहिन ओ उपविधि अनुयायी अनाना ये कान विषय या विविध विषय हिसाबे सभाय आना येते पारे ता विवेचना।

असित कुमार मंडल
सम्पादक

काटोया कलेज एमप्रयिज को-अपारेटिड क्रेडिट सोसाइटी लि:

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Co-op. Credit Society, Ltd.

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১৯-০৯-২০২২

উপস্থিত সদস্যগণের তালিকা:-

১১	সেইন সোম	৬৬	৭২ Anam Dey
১২	সৌরভ সঙ্কর	৬৭	Siddhartha Maji
১৩	সুবিজিত	৬৮	Saptarshi Bhowmik
১৪	সুজিত	৬৯	Bijoy Kumar Das
১৫	সুব্রত	৭০	Date 29/06/2022
১৬	বিপ্লব	৭১	Naponoy Ghosh, 29.6.22
১৭	সুজিত	৭২	Dr. Prof. Ritu Bhattacharya
১৮	সুজিত	৭৩	Rosanta Bhowmik
১৯	সুজিত	৭৪	Kani, Kani, Choudhury
২০	সুজিত	৭৫	Prasanna
২১	সুজিত	৭৬	Potter 2020
২২	সুজিত	৭৭	Nureman Shaha
২৩	সুজিত	৭৮	Munmun Biswas
২৪	সুজিত	৭৯	Suhrid Ghatak
২৫	সুজিত	৮০	Abhijit Saha
২৬	সুজিত	৮১	Samaranta Khatun Begum
২৭	সুজিত	৮২	Amrita Borah Mandal
২৮	সুজিত	৮৩	Prasanna Kumar 2020
২৯	সুজিত	৮৪	Indrani Lay
৩০	সুজিত	৮৫	Prasanta Kumar Das
৩১	সুজিত	৮৬	M. Athimamay Mandal
৩২	Nirmalendu Sarker	৮৭	Soumit Kumar Ghosh
৩৩	Kamal Jha	৮৮	Amalesh Mandal
৩৪	Jayanti Adhikari	৮৯	Arundha Bandyopadhyay
৩৫	Parush Ramprasad	৯০	Adit Kumar Mandal
৩৬	Syed Abul Kader	৯১	
৩৭	Jayanti Bisui	৯২	
৩৮	Satkinandan Maji	৯৩	
৩৯	Anup Palley	৯৪	
৪০	Bhakti Mandal	৯৫	
৪১	Subhail Mandal	৯৬	
৪২	Dilki Sarkar	৯৭	
৪৩	Namita Ghosh	৯৮	
৪৪	Rimpa Ghosh	৯৯	
৪৫	Saikat Mallick	১০০	
৪৬	Saikat Mallick	১০১	

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काटोया कलेज एमप्लायज को-अपाराटिड फ्रेडिटी सोसाईटी लि:

बत्रिंशतम वार्षिक साधारण सभा

तां : २३^{शे} जून २०२२

समित्तिर स्थायी सभापति श्री ज्योतिप्रतीम रायचौधुरी महाशय आसन ग्रहण करेन। समित्तिर सदस्य माननीय अध्यापक श्री निर्मलेंद्रु सरकार महाशयके प्रधान अतिथि हिसाबे मन्त्रे आह्वान जानानो हय। सभार काज आरंभ हय।

सर्वप्रथम, समित्तिर सदसागणेर ये समस्त सभानेरा कृतिहेर साथे २०१९, २०२० ओ २०२१ सालेर विभिन्न चूडास्त पर्यायेर परीक्षाय उद्दीर्ण हयेछे, तादरेके शंसापत्र, स्मारक ओ उपहार हिसाबे वई प्रदान करा हय।

आलोचना ओ गृहीत सिद्दांतसमूह

१। सम्पादकमहाशय प्रथमेई विगत २०२१ जानेवारी २०२१ तारिखे अनुष्ठित वार्षिक साधारण सभार कार्या-विवरणी सभाय पाठ करे शोनान एवंग ता सर्वसम्मतिक्रमे अनुमोदित हय। तिनि आरो जानान ये विगत एकवखरेर बेशिरहाण समय धरे सरकारी आदेशानुयायी कलेजेर पठनपाठन ओ परीक्षाओलो अनलाइन मोडे हयेछे एवंग यार फले कलेजे शिक्षकमहाशयदेर उपस्थिति अनिवार्या छिलना। येहेतु एई शिक्षकराई समित्तिर संख्याधिक्य एवंग एदेर सिंहहाण काटोयार बाहरेर थेके आसेन, ताई तादेर बाद दिये कोन साधारण सभा एकप्रकार असम्भवई। आर सेकारणेई विगत २१^{शे} जानेवारी २०२२ तारिखे एई साधारण सभा हंगयार विज्रंति धाकलेओ सरकारी लकडाउनेर कारणे उक्त सभा वातिल करते हय। एकई कारणे विगत वखरे कोन अर्ध-वार्षिक साधारण सभाओ करा संभव हयनि। सम्पादकमहाशय आरो जानान; तिनि एआरसिएस अफसे थोज निये जेनेहेन ये समवाय अहिने अनलाइन सभार कोन वैधता नाई। सदसागण सम्पादकमहाशयेर एई वक्तव्य सम्पूर्णरूपे अनुमोदन करेन।

२। अतःपर, सम्पादकमहाशय समित्तिर परिचालकमंडली द्वारा आगामी वंसरेर जन्य प्रनीत ओ उपस्थापित प्रतिवेदन ओ कर्मसूची सभाय पर्यालोचनार जन्य पेश करेन। तिनि जानान ये गत आर्थिक वखरे २० जून २०२२ तारिखे सदसागण नियेहेन एवंग यार फले ऋणेर चाहिदा बेश बेडे गेछे। विस्तारित आलोचनार पर सदसागण सर्वसम्मतभावे निम्नलिखित सुपारिशङ्गलि अनुमोदन करेन।

क) श्विफ्ट फाण्टेर परिमाण ओ सुदेर हार एकई अर्थां यथाक्रमे ००० टाका ओ ६ शतांश राखार सिद्दांत हल।

ख) श्वल्प-मेयादी ऋणेर परिमाण, सुदेर हार ओ कित्तिसंख्या एकई अर्थां यथाक्रमे ३,००,००० टाका, ९ शतांश ओ सर्वाधिक ६० टि राखार सिद्दांत गृहीत हल।

ग) दीर्घ-मेयादी ऋणेर परिमाण, सुदेर प्रास्तिक हार ओ कित्तिसंख्या एकई अर्थां यथाक्रमे ८,००,००० टाका ब्याण्डेर सुदेर हारेर थेके १ शतांश बेशि ओ सर्वाधिक ६० टि बहाल राखा हल। बिसिसिबिर शर्तवली प्रयेज्या।

घ) वाजिक ऋणेर परिमाण, सुदेर हार ओ कित्तिसंख्या एकई अर्थां यथाक्रमे २,००,००० टाका, ८ शतांश ओ सर्वाधिक ८० टि सिद्दांत बलवंग राखा हल।

ङ) चिकित्सा ऋणेर परिमाण, सुदेर हार ओ कित्तिसंख्या एकई अर्थां यथाक्रमे ००,००० टाका, ० शतांश ओ सर्वाधिक ३० टि राखा हल। अनान्य शर्तवली अपरिवर्तित धाकवे।

च) २०२०-२०२१ ओ २०२१-२०२२ आर्थिक वखरे मुनाफार उपर ६ शतांश हारेर लडायांश वस्तुन करा हवे बले सिद्दांत नेओया हल।



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- ৩। প্রতিবেদনের সাথে বিগত দুই বছরের অডিট রিপোর্টের প্রতিলিপি সমস্ত সদস্যের হাতে অনুধারন ও পর্যালোচনার জন্য দেওয়া হয়েছিল। অডিট রিপোর্ট পাঠ করে সকল সদস্য সন্তোষ প্রকাশ করেন।
 - ৪। সমবায় আইন ও উপবিধি অনুযায়ী কোন তদন্ত বা পরিদর্শনের ঘটনা ঘটেনি।
 - ৫। সমিতির পরিচালক মঞ্জুরী সদস্য শ্রী কৈদার নাথ মিত্র মহাশয়কে ২৩শে নভেম্বর ২০২১ তারিখে ব্যক্তিক স্বগ বারদ ১৫০০০০ টাকা স্বগ দেওয়া হয়েছে এবং তা নিয়মিতভাবে আদায় হচ্ছে।
 - ৬। এ ধরনের কোন নিয়োগ হয়নি।
 - ৭। আগেই (নং ২।১৫) অনুমোদিত হয়েছে।
 - ৮। সম্পাদক মহাশয় জানান, বিশ্বব্যাপী করোনা মহামারী জনিত কারণে সাধারণ সভায় দেওয়ার জন্য কোন উপহার নির্বাচন করা সম্ভব হয়ে ওঠেনি। তাই সদস্যদের মধ্যে এবছর উপহার পাওয়ার আশা থাকটাই বাস্তবিক। সে বিষয়টি মাথায় রেখে কার্যকরী সমিতি সদস্যদের মধ্যে বিতরণের জন্য একটি উপহার নির্বাচন করেছে যা সভার শেষে দেওয়া হবে। উপস্থিত সদস্যগণ এই প্রস্তাব সহর্ষে অনুমোদন করেন।
- পরিশেষে, আর কোন আলোচনা না থাকায় সভাপতিকে ধন্যবাদ সভা সমাপ্ত হয়।

Jyoti Pratin Ray Chandhuri
সভাপতি

30/06/2022



কাটওয়া কলেজ এমপ্লয়ী কো-অপারেটিভ ক্রেডিট সোসাইটি লি:
Katwa College Employee's Co-op.
Credit Society Ltd.

5000/-
Rm
Shah
Kumar Ray

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2023-2024



काठोया कलेज एमप्लायज को-अपारोटेड क्रेडिट सोसाइटी लि:

ब्रेजि नं: १० के.टी. अह: ०१/०२/१९८९

पेा: काठोया, जेला: पुर्ब बर्धमान, प.ब. - ७१३१३०

वार्षिक साधारण सभार विज्ञप्ति

काठोया कलेज एमप्लायज को-अपारोटेड क्रेडिट सोसाइटी लिमिटेडेर तेरिशतम वार्षिक साधारण सभा आगामी ७^ठ अगस्त २०२३ मङ्गलवार बेला १२टा ३० मिनिटे काठोया कलेजेर प्रशासनिक डबनेर तिनतलाय अमुकित हवे एवम् निम्नलिखित विषयकलि सम्पके आलोचना सापेके सिद्धान्त ग्रहण करा हवे। उक्त साधारण सभाय योगदान ओ आलोचनाय अङ्शग्रहण करार जना सकल सदसके अनुरोध करा हवे।

हान: काठोया कलेज
ताह: १५ई जुलाई, २३



संजय कुमार राय
संसाधक
काठोया कलेज एमप्लायज को-अपारोटेड क्रेडिट सोसाइटी लि
Burdwan
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आलोचा विषयसमूह :

- १। विगत साधारण सभार कार्यविबरणी पाठ ओ अनुमोदन।
- २। समितेर परिचालकमंडली कर्तुक प्रभुत ओ उपस्थापित वार्षिक प्रतिवेदन विवेचना।
- ३। ९८ नं धारानुयायी वर्तमान निरीक्षा प्रतिवेदन ओ तदनुयायी निरीक्षाकृत हिसाब विबरणीर रूपायण।
- ४। वार्षिक आय ओ बायेर अनुमोदन।
- ५। समवाय आइन ओ उपविधि अनुयायी कान परिदर्शन एवम् तदनु प्रतिवेदन धाकले ता विवेचना।
- ६। समितेर परिचालकमंडलीर सदसदेर एवम् तदेर आद्वीयर्जनके ऋण ओ अग्रिम देओया हये धाकले ता विवेचना ओ आदाय ना हले आदायेर व्यापारे आलोचना।
- ७। समितेर परिचालकमंडलीर सदसदेर आद्वीयर्जनके समवाय कृतक आयोग बाजीत समितिते नियोग हये धाकले ता विवेचना ओ अनुमोदन।
- ८। निरिष्ठ संरक्षण ओ अनाना तहविल गठन एवम् सठिक संरक्षण ओ अनाना तहविल गठनेर पर्यालोचना।
- ९। समितिते मनाया हये धाकले तार वष्टन।
- १०। कार्यकारी ऋणकृतिर पर्यालोचना एवम् तार परिपूरणेर परिकल्पना ग्रहण, यदि प्रयोजन हय।
- ११। दीर्घमेयदि परिकल्पना ओ वार्षिक कार्यकारी परिकल्पनार अनुमोदन।
- १२। प्रयोजनमतेा कर्जसीमा निर्धारण।
- १३। वार्षिक साधारण सभा कर्तुक रचित पर्यदेर सदसदेर आचरणविधि अनुमोदन।
- १४। समितेर उपविधि संशोधनेर प्रयोजन हले ता विवेचना ओ अनुमोदन।
- १५। समवाय आइन ओ नियमावली अनुयायी प्रयोजनमतेा सदसदेर अपसारण।
- १६। उपविधिते उल्लिखित एमन अनाना विषये आलोचना।
- १७। समितेर परिचालक पर्य गठनेर जना परिचालकगणेर निर्वाचन।
- १८। समवाय आइन ओ उपविधि अनुयायी विविध विषय हिसाबे सभाय उपस्थापनयोग्या अनाना ये कान विषय विवेचना।

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06/6/2020

21	...	061	Pamji Bhattacharya
21	...	091	Hinkari Bhattacharya
01	...	061	Hadi Chandra Das
81	...	051	Gayamoy Bisui
21	...	801	Nusuman Shukla
61	...	201	Janiya Chakraborty
91	...	821	Soumitra Sarker
61	...	801	Kishor Kumar Saha
21	...	881	Bhupal Chandra Das
201	...	801	...
221	...	861	...
221	...	891	Saikat Mondal
201	...	841	Prasenjit Halder
281	...	821	...
201	...	801	Nirmalendu Sarker
061	...	221	Akash Bhattacharya
291	...	221	Santanu Choudhury
201	...	201	Dr. Rishi Bhattacharya
201	...	281	Ashwini Das
201	...	201	Honey Kumar Choudhury
221	...	261	...
221	...	291	Koushik Das
201	...	261	Purnima Kundu 08/08/2023
281	...	221	Sulabha Mandal 8/8/23
201	...	201	...
201	...	201	Rosanta Barman 08-08-23
291	...		
241	...		
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काटोया कलेज एमप्रयिज को-अपारेटिड क्रेडिट सोसाइटी लि:

तेत्रिंशतम वार्षिक साधारण सभा

ता. : ८-ई आगस्ट २०२३

समित्तियर स्थायी सभापति श्री ज्योतिप्रतीम रायचौधुरी महाराज सभापतिर आसन ग्रहण करेन। समित्तियर सदस्य ओ कलेज्जर अध्याक माननीय श्री निमलेंद्रु सरकर महाराजके प्रधान अतिथि हिसाबे मञ्ज आह्वान जानाने हय। मञ्ज आह्वान जानाने हय पश्चिमवर्ष राजा समवाय इडिनियनेर प्रतिनिधि श्री दिवेंद्रु सातुरा महाराज एवं वर्धमान सेण्ट्रल को-अपारेटिड ब्याङ्केर प्रतिनिधि श्री पीयूष योष महाराजके। सभाय काज आरंभ हय।

सर्वप्रथम, समित्तियर सदस्यसंगे ये समस्त सञ्जानेरा कृतिहेर साथे २०२२ सालेर विभिन्न तृडास्त पर्यायेर परीक्षाय उद्दीर्ण हयेछे, तादेरके शंसापत्र, स्मारक ओ उपहार हिसाबे वही प्रदान करा हय।

अतःपर, पश्चिमवर्ष राजा समवाय इडिनियनेर प्रतिनिधि, दिवेंद्रु सातुरा महाराज समित्तियर सदस्यदेर समवाय सम्पर्के सञ्चेतनता बुद्धि उपायैगी एकटि सुचिन्तित वक्तव्य राखेन एवं वर्धमान सेण्ट्रल को-अपारेटिड ब्याङ्केर तरफे पीयूष योष महाराज तीर ब्याङ्केर ऋणदान संक्रांत सुयोग-सुविधा सम्पर्के अवहित करान। प्रश्नोत्तर परे समित्तियर जिज्ञासु सदस्यदेर समस्त प्रश्नेर उत्तर तीरा देन एवं तारपर तीरा विदाय ग्रहण करले समित्तियर मूल कर्मसूची शुरु हय।

आलोचना ओ गृहीत सिद्धान्तसमूह

- १। सम्पादनमहाराज प्रथमेही विगत २०२२ जून २०२२ एवं १९ई फेब्रुवारी २०२३ तारिखे अनुष्ठित यथाक्रमे वार्षिक साधारण सभा ओ अर्ध-वार्षिक साधारण सभाय काया-विवरणी सभाय पेश करेन एवं ता सर्वसम्मतिकरमे अनुमोदित हय।
- २। अतःपर, सम्पादनमहाराज समित्तियर परिचालकमंडली द्वारा प्रस्तुत ओ उपस्थापित वार्षिक प्रतिवेदन सभाय पर्यालोचनार जना पेश करेन। तिन जनान ये गत आर्थिक बहरे कलेजे सदा योग देओया ओ जन शिक्षक नतुन सदस्यपद नियोजन एवं विगत दुई बहरे मोटि आठाल जन नतुन सदस्य हयेछेन यार फले ऋणेर चाहिदा अनेकटिही बेशि आछे। ताई एवंबर कजसीमा बुद्धि कान प्रस्ताव राखा हयनि। छिफ्ट फाङ्केर परिमाल ओ सुदेर हार एकई राखार प्रस्ताव करा हयेछे। विस्तारित आलोचनार पर सदस्यसंगे सर्वसम्मतित्तये प्रतिवेदन ओ प्रस्ताव अनुमोदन करेन।
- ३। प्रतिवेदनेर साथे विगत बहरेर अडिट रिपोर्टर प्रतिलिपि समस्त सदस्येर हाते अनुधावन ओ पर्यालोचनार जना देओया हयेछिल। अडिट रिपोर्ट पाठ करे सकल सदस्य सञ्ज्ञाय प्रकाश करेन।
- ४। वार्षिक आय ओ बायेर हिसाब साधारण सभाय अनुमोदनेर जना पेश करा हले सदस्यसंगे ता मञ्जूर करेन।
- ५। समवाय आह्वान ओ उपविधि अनुयायी कान तदस्त वा परिदनेर घटना घटेनि।
- ६। समित्तियर परिचालक मंडलीर सदस्य श्री केदार नाथ मित्र महाराजके २३श आगस्ट २०२२ तारिखे वाञ्छिक ऋण बाकद २००००० टिका ऋण देओया हयेछे एवं ता नियमिततये आदाय हयेछे।
- ७। ए ऋणेर कान नियोग हयनि।
- ८। समवाय आह्वाननुयायी तहविल संरक्षण करा हयेछे एवं को-अपारेटिड ब्याङ्के स्थायीतये विनियोग करा हयेछे। पर्यदेर एही काज सभा मञ्जूर करे।

Jyoti Pratiima Ray Chandhuri



Signature of the IQAC Coordinator

Coordinator
IQAC
Katwa College

Signature of the Principal

Principal
Katwa College



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Principal's Office,

P.O.: Katwa, Dist.: Purba Bardhaman, West Bengal, PIN: 713130, India.

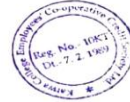
Mobile: +918101078393

॥ विद्यया विन्दतेऽमृतम् ॥

- ৯। ২০২২-২০২৩ আর্থিক বছরে মুনাফার উপর ৬ শতাংশ হারে লভ্যাংশ বন্টন করার সিদ্ধান্ত নেওয়া হল।
- ১০। কোনরূপ ক্ষয়ক্ষতি সমিতিতে হয়নি, তাই আলোচনার অবকাশ নাই।
- ১১। কোনরকম দীর্ঘমেয়াদী বা বার্ষিক পরিকল্পনা গ্রহণ করা হয়নি।
- ১২। এবছর কর্তাসীমা বৃদ্ধি ও শর্তাবলীর পরিবর্তন সংক্রান্ত কোন প্রস্তাব রাখা হয় নাই। ফলে, বিগত বছরের গণ সংক্রান্ত নিয়মাবলী এবছরের জন্যেও প্রযোজ্য হবে।
- ১৩। বার্ষিক সাধারণ সভায় পর্ষদের সদস্যদের জন্য পূর্ব-অনুমোদিত আচরণবিধি বলবৎ রাখার সিদ্ধান্ত হয়।
- ১৪। উপবিধি সংশোধন : আজকের সাধারণ সভায় উপবিধি বিষয়ক আলোচনায় সভায় উপস্থিত সদস্যস্বত্বকে জানানো হয় যে এই সমবায় সমিতির বর্তমান উপবিধিটি পশ্চিমবঙ্গ সমবায় আইন ২০০৬ এবং নিয়মাবলী ২০১১ -র সাথে সাযুজ্যপূর্ণ নয়। এমতাবস্থায়, পশ্চিমবঙ্গের বর্তমান সমবায় আইন ও নিয়মাবলীর সঙ্গে সমতা রক্ষার্থে এবং সেই মোতাবেক সমিতিতে পরিচালনার জন্য এই সমবায় সমিতির বর্তমান উপবিধিটির পরিপূর্ণ সংশোধন প্রয়োজন। এই সিদ্ধান্ত সভায় সর্ব-সম্মতভাবে গৃহীত হয়। নতুন উপবিধির প্রতিটি উপক্রমনিকা পৃষ্ঠানুপৃষ্ঠভাবে সভায় পাঠ করে শোনানো হয় এবং উপস্থিত সদস্যস্বত্ব তা গ্রহণ করেন। সভায় আরো সিদ্ধান্ত নেওয়া হয় যে এই সমবায় সমিতির উপবিধির পরিপূর্ণ সংশোধনের জন্য সংশ্লিষ্ট অফিসে যোগাযোগ এবং এই বিষয়ে যাবতীয় কাজকর্ম করার জন্য সভার পক্ষ থেকে সমিতির সম্পাদক মহাশয়কে দায়িত্ব অর্পণ করা হয়।
- ১৫। সমবায় আইন ও নিয়মাবলী অনুযায়ী কোন সদস্যের অপসারণের প্রয়োজন নাই।
- ১৬। উপবিধিতে উল্লেখিত এমন অন্যান্য বিষয়ে কোন আলোচনামোগ্য বিষয়বস্তু নাই।
- ১৭। বর্তমান পরিচালক পর্ষদের কার্যকাল আগামী ২০শে আগস্ট ২০২৩ তারিখে শেষ হয়ে যাবে। সম্পাদক মহাশয় জানান যে তিনি সংশ্লিষ্ট অফিসের সাথে যথাসময়ে যোগাযোগ করেছিলেন। সমবায় দপ্তর জানিয়েছে যে আপাতত নির্বাচন বন্ধ আছে, তাই মনোনীত পর্ষদ তৈরী করে, সেটিকে সমবায় দপ্তর থেকে অনুমোদন করিয়ে নিতে হবে। এই আলোচনার পরিপ্রেক্ষিতে সমিতির বর্ষীয়ান সদস্যরা প্রস্তাব দেন যে বর্তমান পর্ষদের সদস্যরাই পুনরায় নির্বাচন না হওয়া পর্যন্ত মনোনীত পর্ষদের পরিচালক হিসাবে কাজ করুন। এই প্রস্তাবকে উপস্থিত সকল সদস্য করতালি দিয়ে সমর্থন করেন। সর্বসম্মতভাবে সিদ্ধান্ত গৃহীত হয় যে ১। জ্যোতিপ্রতীম রায়চৌধুরী ২। সুহৃদ ঘটক ৩। অসিত কুমার মণ্ডল ৪। কেদার নাথ মিত্র ৫। সুতনু কুমার চন্দ্র ৬। প্রশান্ত কুমার দাস পরিচালক হিসাবে সমিতি পরিচালনা করবেন। এবং জ্যোতিপ্রতীম রায়চৌধুরী ও অসিত কুমার মণ্ডল যৌথভাবে সমিতির ব্যাংক খাতা (নং ১০৮ ১৫২০২০০০১৩৪৮৬)-র লেনদেন পরিচালনা ও চেকে সই করবেন।
- ১৮। সমবায় আইন ও উপবিধি অনুযায়ী বিবিধ বিষয় হিসাবে গণ্য কোন আলোচনা উপস্থাপিত হয়নি।
- পরিশেষে, আর কোন আলোচনা না থাকায় সভাপত্যিকে ধন্যবাদ জানিয়ে সভা সমাপ্ত হয়।

Jyotipratim Ray Choudhury
সভাপতি
১/৪/২০২৩

কটোয়া কলেজ এমপ্লয়ীজ কো-অপারেটিভ ক্রেডিট সোসাইটি লি:
Chairman
Katwa College Employee's Co-OP
Credit Society Ltd.



Signature of the IQAC Coordinator

Coordinator
IQAC
Katwa College

Signature of the Principal

Principal
Katwa College



KATWA COLLEGE

(Affiliated to the University of Burdwan)

Principal's Office,

P.O.: Katwa, Dist.: Purba Bardhaman, West Bengal, PIN: 713130, India.

Mobile: +918101078393

॥ विद्यया विन्दतेऽमृतम् ॥

18. Co-Operative Audit Report

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KATWA COLLEGE EMPLOYEES CO-OPERATIVE CREDIT SOCIETY LTD

Regn. No. 10K.T ; Dated: 07.02.1989

P.O.-Katwa, Block- Katwa-I, Dist: Purba Bardhaman

STATEMENT OF ACCOUNTS AND STATUTORY AUDIT REPORT FOR THE YEAR 2019-20

AUDITED BY
SRI DEBASISH MONDAL
SENIOR AUDITOR GRADE II
HEAD QUARTER
BURDWAN-II RANGE

Handwritten signature

Signature of the IQAC Coordinator

Coordinator
IQAC
Katwa College

Handwritten signature

Signature of the Principal

Principal
Katwa College



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KATWA COLLEGE EMPLOYEES' CO-OP. CREDIT SOCIETY LTD.

INTRODUCTORY STATEMENT

YEAR OF AUDIT : 2019-2020

PERIOD OF AUDIT : 01.04.2019 TO 31.03.2020

1	Name of the society with address	Katwa College Employees' Co-operative Credit Society Ltd P.O. - Katwa, Dist. - Purba Bardhaman	
2	Registration No. & Date	No. - 10 KT Dated 07.02.1989	
3	Name of the Central society to which affiliated	The Burdwan Central Co-operative Bank Ltd.	
4	No. of Members	79 (Seventy Nine)	
5	Date of last Annual Gen. Meeting Date of Half-yearly Gen. Meeting	30th July 2019 5th February 2020	
6	No. of Board Meetings	10 (Ten)	
7	<u>Name of the Board of Directors</u>	<u>Designation</u>	<u>Date of Election</u>
	a. Jyotipratim Ray Chaudhuri	Chairman	20.08.2018
	b. Asit Kumar Mondal	Secretary	-do-
	c. Suhrid Ghatak	Vice-Chairman	-do-
	d. Sutanu Kumar Chandra	Director	-do-
	e. Prasanta Kumar Das	Director	-do-
	f. Kedar Nath Mitra	Director	27.01.2020
8	Working Capital	Rs. 60,07,832.00	
9	Paid-up Share Capital	Rs. 1,81,490.00	
10	M.T Loan due to BCCB	NIL	
11	Thrift Fund due to Members	Rs. 53,55,165.00	
12	M.T Loan due by Members	Rs. 1,26,000.00 @ 12.50%	
13	S.T Loan due by Members	Rs. 41,27,500.00 @7%	
14	Personal Loan due by Members	Rs. 11,30,500.00 @8%	
15	Medical Loan due by Members	Rs. 0.00 @5%	
16	This year's Net Profit	Rs. 70,620.00	
17	Undistributed Profit	Rs. 1,08,255.00	
18	Provision for Audit Fee	Rs. 6,780.00	
19	Provision for Co-op. Education Fund	Rs. 5,071.00	
20	Place & Date of Audit	At the registered office on 23.09.2020.	
21	Name of the last Audit Officer	Partha Basu, Senior Auditor, Grade - II, Katwa Sub-Division	
22	Name of the present Audit Officer	Debasish Mondal, Senior Auditor, Grade - II, Head Qrs. Bdn - II	
23	Classification of Audit	' A ' CLASS	

Asit Kumar Mondal
Signature of the Secretary
Secretary
Katwa College Employees'
Co-op. Credit Socy. Ltd



Debasish Mondal
Signature of the Audit Officer
Burdwan
23.09.20

Signature of the IQAC Coordinator

Coordinator
IQAC
Katwa College

Signature of the Principal

Principal
Katwa College



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॥ विद्यया विन्दतेऽमृतम् ॥

THE MANAGEMENT:- The management of the society is vested with a Board of Directors consisting of 6 Members whose names and designations are mentioned in the introductory statement with their date of election. The Board of Directors met 10(ten) times in 2019-2020 to manage the affairs of the Society.

The last AGM was held on 30.06.2019, and HYG M was held on 05.02.2020.

SHARE CAPITAL:- The subscribed and paid up share capital as on 31/03/2020 was Rs. 181490.00 The Authorised Share Capital of the society is Rs. 500000.00 in A class & B class Shares. Details shown in the Balance Sheet. Growth rate of share capital from previous year was (-)23.48%.

WORKING CAPITAL:-

Sr No	Particulars	31.03.2020	31.03.2019	Growth %
1	Own Capital(a+b+c+d)	647596.00	678644.00	-4.57%
	a) Share	181490.00	237190.00	
	b) Reserve Fund	144026.00	136964.00	
	c) Bad-Debt Fund	213825.00	203232.00	
	d) Undistributd Profit	108255.00	101258.00	
2	Borrowed Capital	5355165.00	5695408.00	-5.97%
	Thrift Fund	5355165.00	5695408.00	
3	Working Capital(1+2)	6002761.00	6374052.00	

STATUTORY FUND:-As on 31/03/2020 the balances of statutory funds are as follows:-

Reserve fund-	144026.00
Bad-Debt Fund-	213825.00
Cooperative Education Fund-	5071.00

Out of Reserve Fund and Bad Debt Fund the society has invested Reserve Fund Rs.79117.00 and Bad Debt Fund Rs.110764.00. It is advised to invest the balance amount. The cooperative education fund should immediately be paid. The society had deposited previous cooperative education fund timely. In terms of section 81 of WBCS Acts 2006 the society can utilize its Bad-Debt Fund in its business as it has no outside liability in form of Bad-Debt.

THRIFT FUND:-As on 31/03/2020 the balance of Thrift Fund was amount to Rs. 5355165.00. It was amount to Rs. 5695408.00 in last year. This year collection was Rs. 757863.00 and refund amount Rs. 1098106.00.

AUDIT FEE:- Audit Fee provision for the year 2019-20 was Rs. 5380.00 which will be deposit through GRIP at the earliest.

PROFIT:- The society has incurred a net profit of Rs. 70620.00 for the year 2019-20. The undistributed profit transferred to Balance Sheet Rs. 49434.00 on 31.03.2020 and undistributed profit stood at balance sheet on 31.03.2020 was Rs. 108255.00

[Handwritten signature]
Burdwan

[Handwritten signature]

Signature of the IQAC Coordinator

Coordinator
IQAC
Katwa College

[Handwritten signature]

Signature of the Principal

Principal
Katwa College



KATWA COLLEGE

(Affiliated to the University of Burdwan)

Principal's Office,

P.O.: Katwa, Dist.: Purba Bardhaman, West Bengal, PIN: 713130, India.

Mobile: +918101078393

॥ विद्यया विन्दतेऽमृतम् ॥

LOAN DUE BY MEMBERS:- As on 31/03/2020 the principal amount on loans were as follows:-

	Balance Sheet	Detailed List
MT Loan	126000.00	126000.00
Personal Loan	1130500.00	1130500.00
ST Loan	4127500.00	4127500.00

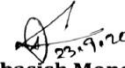
Society has framed a loan policy for extending credit facility to its members. Four types of loan with fixed limit namely MT, ST, Personal and Medical loan are given to its members with varied rate of interest in case of loan issued out of society's fund and loan financed by BCCB Ltd.

Total loan due by members as on 31.03.2020 stood at Rs. 5384000.00 as against paid up share capital of Rs. 181490.00. As per WBCS Acts & Rules no member should have loan more than 20 times of subscribed shares. The society should compile this.

CLOSING BALANCE:- The closing Cash balance as per Balance Sheet and Cash Book as on 31/03/2020 was Rs. 239.00 in cash and Rs. 281502.00 as cheque amount. The closing Bank Balance as on 31/03/2020 on Savings Bank Account with B.C.C.B was Rs.194907.00

COMPLIANCE:- The management of the society is requested to submit the Compliance Report to the Assistant Director of Co-operative Audit, Burdwan-II Range positively within 45 days of receiving this report u/s 98(2) of the W B Co-operative Societies Act 2006.

In fine I hope the society and its Members will have a prosperous future. I end my report expressing heartfelt thanks to the management of the society for the co-operation extended to conduct the Audit.


23.9.20

(Debasish Mondal)
Senior Auditor Grade-II
Head Quarter
Burdwan-II Range

DEBASISH MONDAL
SAC II, G.
Burdwan-II Range



Signature of the IQAC Coordinator

Coordinator
IQAC
Katwa College



Signature of the Principal

Principal
Katwa College



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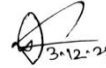
INTRODUCTORY STATEMENT

Year of Audit: 2020-2021

(Audit Period- 01.04.2020 to 31.03.2021)

1. Name of the Society : Katwa College Employees' Co-operative Credit Society Ltd.
2. Address in full : At+P.O- Katwa, Dist- Purba Bardhaman
3. Name of the Financing Bank : Bardhaman Central Co-operative Bank
4. No. of Members : 77 (Seventy Seven)
5. Date of last A.G.M. : 25.01.2021
6. Date of last H.G.M. : 05.02.2020
7. No. of Board Meeting : 08 (Eight)
8. Name of the Board of Directors :

	Designation	Date of Election
a. Jyotipratim Roy Chaudhuri	Chairman	20.08.2018
b. Asit Kumar Mondal	Secretary	-do-
c. Suhrid Ghatak	Vice-Chairman	-do-
d. Sutanu Kumar Chandra	Director	-do-
e. Prasanta Kumar Das	Director	-do-
f. Kedar Nath Mitra	Director	27.01.2020
9. Working Capital : RS. 6621613.00
10. Paid-up Share Capital : RS. 179670.00
11. Share in BCCB : RS. 39100.00
12. Thrift Fund Due to Members : RS. 5965899.00
13. M.T Loan due by Members : RS. 90000.00 @12.50%
14. S.T Loan due by Members : RS. 4311000.00 @7%
15. Personal Loan due by Members : RS. 1666500.00 @8%
16. Audit Fee due to Govt. : RS. 5860.00
17. This Year's Net Profit : RS. 12580.00
18. Undistributed Profit : RS. 115048.00
19. Cash at Bank : RS. 185739.00
20. CO-op. Education Fund : RS. 1700.00
21. Place & Date of Audit : At the registered office on 03.12.2021
22. Name of the Last Audit Officer : Debasish Mondal Senior Auditor, Grade-II,
23. Name of the Present Audit Officer : Debasish Mondal, Senior Auditor, Grade-II, H.Q. Bdn-II
24. Classification of Audit : " A " CLASS


3.12.21

S. A. S. IQ
Burdwan II Range



Signature of the IQAC Coordinator

Coordinator
IQAC
Katwa College



Signature of the Principal

Principal
Katwa College



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Mobile: +918101078393

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STATUTORY AUDIT REPORT

KATWA COLLEGE E.C.C.S. LTD

FOR THE YEAR -2020-21

I, the undersigned, on being authorized to act as Audit Officer in terms of section 97(1)(b), 97(1)(c) and 97(2) (b) of W.B. Coop. Societies Act 2006 (as amended) read with Order No. 1494/1(2) DA, Dated 5.7.20 of Assistant Director of Coop. Audit, West Bengal, have conducted and completed the statutory Audit of the above society for the year 2020-21.

Prior to taking up the Audit, a general notice to all the members was given, which was duly displayed by the management of the society and a certificate to that effect was also obtained. But none turned up any written material objection. Hence, the Accounts submitted by the management of the society are taken as final.

The financial statements submitted before this Audit is the responsibility of the management of the society. The responsibility of the undersigned is to express the opinion of those financial statements based on this Audit under the relevant Acts & Rules. The Balance Sheet of the Society as on 31.03.2021, as submitted by the management of the society exhibits a fair account of the state of the societies affairs according to the best of the information and explanations given to the undersigned and as shown by the books of the society. The undersigned disclaim personal responsibility for any mis-information and or non-information and or dis-information on the part of the management of the society.

This report is in continuation to my report of even date at the feet of the Balance Sheet of the society as on 31.03.2021 and is based on the observations made in course of checking of the Books and Records of the society and the information and explanations given by the management consequently.

THE SOCIETY:- Katwa College Employees Co-operative Credit Society Ltd. Is a primary employees coop credit society with limited liability having Regn. No.

3.12.21

Sunil K. Das
Burdwan Range

Signature of the IQAC Coordinator

Coordinator
IQAC
Katwa College

Signature of the Principal

Principal
Katwa College



KATWA COLLEGE

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Principal's Office,

P.O.: Katwa, Dist.: Purba Bardhaman, West Bengal, PIN: 713130, India.

Mobile: +918101078393

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10K.T; Dated: 07.02.1989. The registered address of the society as per the Bye-law is P.O- Katwa, Block- Katwa-I, Dist.- Purba Burdwan.

The society is registered under Bengal Cooperative Societies Act 1940.

MEMBERS & MEMBERSHIP:- Total no. of members of the society as on 31.03.2021 stood at 77. As on 31.03.2020 no. of members were 79 and this audit year no new members were registered, and 2(two) members were withdrew their membership due to transfer.

THE MANAGEMENT:- The management of the society is vested with a Board of Directors consisting of 6(six) members whose name & designations are mentioned in the Introductory Statement with their date of Election. The Board of Directors meet 8(eight) times in 2020-21 to manage the affairs of the society.

SHARE CAPITAL:- The subscribed and paid up share capital as on 31.03.2021 was Rs. 179670.00 which was matched with detailed list submitted by the society. The Authorised Share Capital of the society is Rs. 500000.00 in A class & B class Shares. Details shown in the Balance Sheet. Growth rate of the share capital from previous year was (-) 1.00%. On the other hand Share deposited in BCCB was Rs.39100.00 which was appreciate with bank conformation certificate.

STATUTORY FUND:- The statutory funds as on 31.03.2021 was as follows:- Reserve Fund- Rs.145284.00, Bad Debt Fund – Rs. 215712.00, and Coop. Edu. Fund- Rs.1700.00. Out of Reserve Fund and Bad Debt Fund the society has invested Reserve Fund of Rs. 110557.00 and Bad Debt Fund of Rs. 157924.00. It is advised to invest the balance amount. The coop. education fund should be paid immediately. The society had deposited previous coop. education fund amount timely. In terms of section 81 of WBCS Act 2006 the society can utilize its Bad Debt Fund in its business as it has no outside liability in form of Bad Debt.

THIRFT FUND: As on 31.03.2021 the balance of Thirft Fund was amount to Rs. 5965899.00 which was appreciate with detail list submitted by society. It was amount to Rs. 5355165.00 in last year. This year collection was Rs. 788186.00 and refund amount was Rs. 177452.00. Interest paid on this head was Rs. 325686.00 in this financial year.

3.12.21

S.A. S. S. S.
Burdwan II Range

Signature of the IQAC Coordinator

Coordinator
IQAC
Katwa College

Signature of the Principal

Principal
Katwa College



KATWA COLLEGE

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AUDIT FEE:- Audit fee Provision for this year was Rs. 5860.00 which will be deposit through GRIPS at the earliest.

PROFIT/ LOSS:- The society earned a net profit of Rs. 12580.00 for the year 2020-21. As a result the Undistributed Profit stood at Rs. 115048.00 as on 31.03.2021. The realized profit of this year was Rs. 12580.00.

CASH IN HAND:- As on 31.03.2021 cash in hand was Rs. 141.00 As per Cash Book, which was kept securely. Even this Rs. 292534.00 was kept in hand by cheque for the collection on 31.03.2021.

CASH AT BANK:- As on 31.03.2021 the bank balance of the society was Rs. 185739.00 on a savings account with BCCB which was appreciate with bank conformation certificate.

LOAN DUE BY MEMBERS:- As on 31.03.2021 the principal amount due on loan was Rs. 6067500.00 which was divided by three types of loan issued by the society. There was MT loan of Rs. 90000.00, Personal loan of Rs. 1666500.00, and ST loan of Rs. 4311000.00. These amount were appreciate with detail list, submitted by society. Society has framed a loan policy for extending credit facility to its members. There was four types of loan with fixed limit namely MT, ST, Personal, and Medical Loan are given to its members with various rate of interest. In case of loan issued out of society's fund, loan financed by BCCB Ltd. As per WBCS Acts & Rules, no member should have loan more than 20 times of subscribed shares. The society should compile this properly.

FIXED ASSETS:- There was fixed assets named Almirah with Rs. 211.00 after a depreciation of Rs. 24.00.

COMPLIANCE:- The management of the society is required to submit the compliance report to the Assistant Director of Co-operative Audit, Burdwan –II Range positively within 45 days of receiving this report u/s 98 (2) of the W.B. Co-operative Societies Act 2006.

3.12.21
DEB
S A T - II - R Q
Burdwan Range

Signature of the IQAC Coordinator

Coordinator
IQAC
Katwa College

Signature of the Principal

Principal
Katwa College



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At last, I hope the society & its members will have a prosperous future. I end my report expressing heartfelt thanks to the management of the society for the co-operation extended to conduct the Audit.

Date: 03.12.2021


AUDITOR
DEBASISH MONDAL

Senior Auditor Grade - II

H.Q., Burdwan – II Range



Signature of the IQAC Coordinator

Coordinator
IQAC
Katwa College



Signature of the Principal

Principal
Katwa College



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KATWA COLLEGE EMPLOYEES' CO-OP. CREDIT SOCIETY LTD.

INTRODUCTORY STATEMENT

YEAR OF AUDIT - 2021 - 2022

PERIOD OF AUDIT - 01.04.2021 TO 31.03.2022

1	Name of the society with address	:	Katwa College Employees' Co-operative Credit Society Ltd P.O. - Katwa, Dist. - Purba Bardhaman	
2	Registration No. & Date	:	No. - 10-KT Dated 07.02.1989	
3	Name of the Central society to which affiliated	:	The Burdwan Central Co-operative Bank Ltd	
4	No. of Members	:	96 (Ninety Six)	
5	Date of last Annual Gen. Meeting Date of Half-yearly Gen. Meeting	:	25th January 2021 5th February 2020	
6	No. of Board Meetings	:	9 (Nine)	
7	<u>Name of the Board of Directors</u>		<u>Designation</u>	<u>Date of Election</u>
	a. Jyotipratim Ray Chaudhuri		Chairman	20.08.2018
	b. Asit Kumar Mondal		Secretary	-do-
	c. Suhrud Ghatak		Vice-Chairman	-do-
	d. Sutanu Kumar Chandra		Director	-do-
	e. Prasanta Kumar Das		Director	-do-
	f. Kedar Nath Mitra		Director	27.01.2020
8	Working Capital	:	Rs. 69,44,408.00	
9	Paid-up Share Capital	:	Rs. 1,64,070.00	
10	M.T Loan due to BCCB	:	Rs. 0.00	
11	Thrift Fund due to Members	:	Rs. 62,45,347.00	
12	M.T Loan due by Members	:	Rs. 90,000.00 @ 12.50%	
13	S.T Loan due by Members	:	Rs. 51,18,500.00 @7%	
14	Personal Loan due by Members	:	Rs. 13,39,000.00 @8%	
15	Medical Loan due by Members	:	Rs. 0.00 @5%	
16	This year's Net Profit	:	Rs. 17,175.00	
17	Undistributed Profit	:	Rs. 1,16,932.00	
18	Provision for Audit Fee	:	Rs. 6,540.00	
19	Provision for Co-op. Education Fund	:	Rs. 859.00	
20	Place & Date of Audit	:	At the registered office on 17.5.2022.	
21	Name of the last Audit Officer	:	Debasish Mondal, Senior Auditor, Grade - II, Head Qrs. Bdn - II	
22	Name of the present Audit Officer	:	Debasish Mondal, Senior Auditor, Grade - II, Head Qrs. Bdn - II	
23	Classification of Audit	:	A CLASS	

Signature of the Audit Officer
SAG-II, H.Q.
Burdwan - II Range

Signature of the IQAC Coordinator

Coordinator
IQAC
Katwa College

Signature of the Principal

Principal
Katwa College



KATWA COLLEGE

(Affiliated to the University of Burdwan)

Principal's Office,

P.O.: Katwa, Dist.: Purba Bardhaman, West Bengal, PIN: 713130, India.

Mobile: +918101078393

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KATWA COLLEGE EMPLOYEES' CO-OPERATIVE CREDIT SOCIETY LIMITED

AUDIT REPORT :: 2021-2022

In terms of authorization made by the Addl. Director of Co-operative Audit, W.B. vide Order No.1979/1(2) DA dated 29.04.2022. I have duly conducted & complete the Statutory Audit of the above named Society for the period from 01.04.2021 to 31.03.2022, i.e. for the financial year 2021-2022.

The audit was conducted on the basis of books & accounts and information as produced before me by the management of the Society at the time of audit.

In addition to my certificate given at the foot of the Balance Sheet as at 31.03.2022 in terms of Sec 97(1)(b) of the W.B.C.S. Act, 2006 and W.B.C.S. Rules, 2011, I furnish my report below which have to be placed before general body of the members for its consideration with such period as stipulated in the Sec. 29(c) of W.B.C.S. Act, 2006.

VERIFICATION

The members, debtors and creditors of the Society were invited through a general notice with a view to get their balances of accounts verified by me at the time of audit. Since none turned up at the time of audit, the debit / credit balances as on 31.03.2022 existed in the books of the Society on the basis of which the balance sheet and the statement of accounts were drawn, have been considered as final.

COMPLIANCE REPORT:

Audit Compliance Report as required u/s 98(2) of the W.B.C.S. Act, 2006, should have been prepared and sent to the Assistant Director of Co-operative Audit, Midnapore-I Range within 45 days stating the facts steps which have been taken to rectify the defects and irregularities pointed out in the audit report. No compliance report against the previous year's audit report was sent to the aforesaid authority.

PRELIMINARY:

This is Katwa College Employees' Co-operative Credit Society with limited liability. The Society was registered under W.B.C.S. Acts, 1983 & Rules, 1987 on 07.02.1989 bearing registration No.10, KT as per Bye-Law of the Society.


DEBASHISH MONDAL
S.A.G.-II, H.Q.
Burdwan- II Range

Contd.-----P/2



Signature of the IQAC Coordinator

Coordinator
IQAC
Katwa College



Signature of the Principal

Principal
Katwa College



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॥ विद्यया विन्दतेऽमृतम् ॥

Page No.----2.

MEMBERS, MEETINGS & BOARD:

As on 31.03.2022 total no. of members of the Society, stood as 96 (ninety six) only. The detailed list of shareholder of members agrees with the number of members already mentioned. The membership register of the Society should be maintained properly. During the year under audit, only 9 (nine) committee meetings were held during the year 2021-2022. The last A.G.M. of the Society was held on 25.01.2021 in presence of maximum members. H.G.M. no held, Rule 30 of W.B.C.S. Rule, 2011 regarding a half-yearly general meeting of Co-operative shall be called at any time after six months but within eight months from date of last AGM.

Election of the office bearers of the Society was held in the date of General Meeting on 20.08.2018 in this context, it is to be mentioned that the board of the Society should abide by the Sub-Rules (a) to (q) of Rule 53 of W.B.C.S. Rule, 2011 regarding duties of the Board. The Names & Designations of the present board of directors have been given in the "Introductory Statement".

SHARE CAPITAL:

As on 31.03.2022 balance of paid up share capital stood as Rs.1,64,070.00 only. The detailed list of the paid up share capital produced by the Society there balance was Rs.1,64,070.00. Share Certificate should be issued to all members. Management is asked to be careful enough to collect Share Money proportionately with the Loan amount.

STATUTORY FUNDS:

The credit accumulation of Reserve Fund shall be invested separately outside the business of the Society as prescribed in the Sec. 82 of the W.B.C.S. Act, 2006 and credit accumulation of Bad Debt Fund shall be utilized as per Sec. 81 of the W.B.C.S. Act, 2006. And the balance of Co-operation Education Fund shall be remitted to the State Co-operative Union through Central Co-operative Bank within three months from the date of receipt of this audit report in terms of Rule 124(i) of W.B.C.S. Rules, 2011. Detailed of fund investment position stated below:

Name of the Fund	Balance Sheet Amount	Invested Amount	Amount to be Invested
Reserve Fund	Rs.1,47,001.00	Rs.1,10,557.00	Rs.36,444.00
Bad Debt Fund	Rs.2,18,288.00	Rs.1,57,924.00	Rs.60,364.00
Coop. Education Fund	Rs.859.00	----	Yet to remit

THRIFT FUND:

As on 31.03.2022 the balance of Thrift Fund was amount to Rs.62,45,347.00 which was appreciated with detail list submitted by Society. It was amount to Rs.59,65,899.00 in last year. This year collection was Rs.9,41,396.00 and refund amount was Rs.6,61,948.00. Interest paid on this head was Rs.3,53,396.00 in this financial year.

17.5.22 Contd.-----P/3.

DEBASISH MONDAL
S.A.G-II, H.Q.
Burdwan-II Range

Signature of the IQAC Coordinator

Coordinator
IQAC
Katwa College

Signature of the Principal

Principal
Katwa College



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Page No.----3.

AUDIT FEE DUE TO GOVT.:

The balance of audit fee due to Govt. stood as Rs.6,540.00. The audit fee of the Society has been calculated as per Rule 156 (1) & (2) of W.B.C.S. Rule, 2011.

CASH IN HAND & CASH AT BANK:

The closing cash balance as on 31.03.2022 was Rs.278.00 in cash and Rs.3,59,894.00 in cheque. The closing cash balance of Savings A/c No. at BCCB was stood Rs.33,446.00, which was agree with the bank pass book.

SHARE WITH B.C.C.B. LTD.:

As on 31.03.2022 balance of share with the bank stood at Rs.39,100.00 and share certificate should be collected.

LOAN DUE BY MEMBERS:

As on 31.03.2022 balances of Loan due by Members are stated below:

Particulars	B.S. Figure	D.L. Figure	Differ. 21	Differ. 22	Intt. Due
01. M.T. Loan	Rs.54,000.00	Rs.54,000.00	Rs.0.00	Rs.0.00	Rs.0.00
02. S.T. Loan	Rs.51,18,500.00	Rs.51,18,500.00	Rs.0.00	Rs.0.00	Rs.0.00
03. Personal Loan	Rs.13,39,000.00	Rs.13,39,000.00	Rs.0.00	Rs.0.00	Rs.0.00

As per W.B.C.S. Acts & Rules, no member should have loan more than 20 times subscribed shares.

FIXED ASSETS:

Fixed assets stood as on 31.03.2022 as Rs.190.00 Society should be maintain Fixed Assets register.

PROFIT & LOSS A/C:

At the end of the year it is observed that the Society has earned net Profit of Rs.17,175.00. Thus as 31.03.2022 Balance of undistributed profit stood Rs.1,16,932.00 observed that.

Contd.-----P/4.
17.5.22
DEBASISH MONDAL
S.A.G-II, H.Q.
Burdwan-II Range

Signature of the IQAC Coordinator

Coordinator
IQAC
Katwa College

Signature of the Principal

Principal
Katwa College



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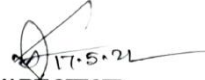
Page No. ---4.

GENERAL REMARKS

Book & Account of the Society is satisfactory. General Ledger, Director Register, Fixed Assets register & Inspection Book should be maintained. Avoid over writing & correction pen. A half-yearly general meeting of a Co-op. Society shall be called at any time after six months but within eight months from the date of last Annual General Meeting Sec. 30 of the W.B.C.S. Act, 2006. Society violated this rule. Loan application Form and Bond paper should be filled properly for the future documents. The Society is advised to reconcile the above differences immediately & submit the revised figures to the ADCA Burdwan Range with in forty five days. The Society is advised that (one cheque amount Rs.1,28,197.00 was issued on 31.03.2022 but cash on 07.04.2022. As a result Balance shown as on 31.03.2022 was Rs.33,446.00 in respect of Rs.1,61,643.00) this type of transaction should be avoid.

At last, I hope the Society & its members will have a prosperous future. I end my report expressing heartfelt thanks to the management of the Society for the Co-operation extended to conduct the audit.

Date: 17.05.2022


17.5.22
AUDIT OFFICER

DEBASHISH MONDAL
S.A.G-II, H.Q.
Burdwan-II Range



Signature of the IQAC Coordinator

Coordinator
IQAC
Katwa College



Signature of the Principal

Principal
Katwa College



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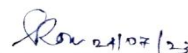
KATWA COLLEGE EMPLOYEES' CO-OP. CREDIT SOCIETY LTD.

INTRODUCTORY STATEMENT

YEAR OF AUDIT -- 2022 - 2023

PERIOD OF AUDIT -- 01.04.2022 TO 31.03.2023.

1	Name of the society with address	: Katwa College Employees' Co-operative Credit Society Ltd. P.O.- Katwa, Dist.- Purba Bardhaman.
2	Registration No. & Date	: No.- 10-KT Dated 07.02.1989.
3	Name of the Central society to which affiliated	: The Burdwan Central Co-operative Bank Ltd.
4	No. of Members	: 96 (Ninety Six)
5	Date of last Annual Gen. Meeting Date of Half-yearly Gen. Meeting	: 29th June 2022 : 17th February 2023
6	No. of Board Meetings	: 9 (Nine)
7	<u>Name of the Board of Directors</u>	<u>Designation</u> <u>Date of Election</u>
a.	Jyotipratim Ray Chaudhuri	Chairman 20.08.2018
b.	Asit Kumar Mondal	Secretary -do-
c.	Suhrid Ghatak	Vice-Chairman -do-
d.	Sutanu Kumar Chandra	Director -do-
e.	Prasanta Kumar Das	Director -do-
f.	Kedar Nath Mitra	Director 27.01.2020
8	Working Capital	: Rs. 70,67,273.00
9	Paid-up Share Capital	: Rs. 1,50,260.00
10	M.T Loan due to BCCB	: Rs. 0.00
11	Thrift Fund due to Members	: Rs. 64,64,912.00 @ 6%
12	M.T Loan due by Members	: Rs. 0.00
13	S.T Loan due by Members	: Rs. 49,22,000.00 @ 7%
14	Personal Loan due by Members	: Rs. 14,67,000.00 @ 8%
15	Medical Loan due by Members	: Rs. 0.00 @ 5%
16	This year's Net Profit	: Rs. 13,166.00
17	Undistributed Profit	: Rs. 83,805.00
18	Provision for Audit Fee	: Rs. 5,700.00
19	Provision for Co-op. Education Fund	: Rs. 1,517.00
20	Place & Date of Audit	: At the registered office on 24.7.2023.
21	Name of the last Audit Officer	: Debasish Mondal, Senior Auditor, Grade - II, Head Qrs. Bdn - II
22	Name of the present Audit Officer	: Sivaji Sankar Roy, Senior Auditor, Grade - I, Head Qrs. Bdn - II
23	Classification of Audit	: ' A ' CLASS


Signature of the Audit Officer
Senior Auditor Grade-I
Burdwan-II Rang, Katwa



Signature of the IQAC Coordinator

Coordinator
IQAC
Katwa College



Signature of the Principal

Principal
Katwa College



KATWA COLLEGE

(Affiliated to the University of Burdwan)

Principal's Office,

P.O.: Katwa, Dist.: Purba Bardhaman, West Bengal, PIN: 713130, India.

Mobile: +918101078393

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**KATWA COLLEGE EMPLOYEES
CO-OPERATIVE CREDIT SOCIETY LTD.
Statutory Audit Report for the year : 2022-2023**

In pursuance of section 97 (1) (b) of the W.B.C.S. Act, 2006 read with W.B.C.S. Amendment Act, 2010 and being empowered by the Director of Co-operative Audit, West Bengal, Vide Memo No: 1283/1(2) DA, Dated: 02-05-203, I have conducted and completed the Statutory Audit of the above mentioned society for the period from 01-04-2022 to 31-03-2023, on the basis of books and records as produced before me during the time of Audit.

Before going into the details of the affairs of the society, I would like to state that audit of the year in question was conducted on the basis of books & records kept by the society and placed before the Audit Officer with Supporting Documents. A notice inviting all members and Persons / Institutions having transaction (if any) with the society to get their individual balances as on 31-03-2023 verified with the book balance of the society as on that date and to report me in writing with Documentary evidence if any discrepancy detected. But with the Stipulated Date given in that Notice none turned up with any objection. As such, the statements of accounts submitted by the society had been considered as final & binding. The society was registered on 07-02-1989 with Regd. No: 10 K.T. by the A.R.C.S., Burdwan Range-II, with the object to create funds for lending money to its members and encourage savings and other services as specified by W.B.C.S. Acts (2006) & Rules (2011) as amended till date.

Management :- The Management of the society is vested upon a Board of Directors comprising of Six Directors whose names and designations have been shown in the Introductory Statement.

Members :- As on 31-03-2023 the total no. of members of the society was ninety-six (96). The Members Register should be maintained properly.

Meeting :- During the year 2022 -2023 Nine (09) B.O.D. meetings were held. Annual General Meeting (A.G.M.) was held on 29-06-2022 with 60 members attended the General Meeting.

Every aspects in respect of smooth running of the society including loan disbursals, interest regime (rate) etc. were being discussed in the B.O.D. meetings and decisions taken unanimously. Fixation of policy matters were discussed first in the B.O.D. and then got approved in the A.G.M. The society held Half Yearly General Meeting in terms of section 30 of W.B.C.S. Act, 2006 on 07-02-2023 in which 49 members attended.

Contd. to-----P/2

Ran
Senior Auditor Grade-I
Burdwan-II Rang, Katwa

Signature of the IQAC Coordinator

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IQAC
Katwa College

Signature of the Principal

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Katwa College



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= Page - Two =

Paid-Up Share Capital :- Total amount of Paid Up Share Capital subscribed by the members of the society for the year under study has been :-

Years	Amount of Share Capital	Amount in Detailed List	Difference
2022-2023	Rs. 1,50,260.00	Rs. 1,50,260.00	NIL

The society has maintained Share Ledger properly.

Statutory Funds :- The balance of such funds as on 31-03-2023 :-

	Liabilities	Investments
Reserve Fund	Rs. 1,48,318.00	Rs. 1,10,557.00
Bad Debt Fund	Rs. 2,20,263.00	Rs. 1,57,924.00
Co-op. Education Fund	Rs. 1,517.00	Not Remitted

As per Sec. 80, Rule-124, the society is requested to remit the entire amount of Co-operative Education Fund to proper quarter immediately.

1. Details of the Deposits & Borrowings :-

Head of A/c	Year	Balance Sheet amount	Detailed List amount	Difference
Thrift Fund	2022-2023	Rs.6464912.00	Rs.6464912.00	NIL

2. Provision for General Meeting :-

The society every year has made provisions for General Meetings. This has been a practice of the society. This year (2022-2023) the society has made a provision of Rs.70,000=00 for General Meeting.

The society spent Rs.2,21,390.00 this year for General Meeting purpose out of the corpus created out of provisioning every year. As a result, the corpus namely provision for General Meeting now stood at Rs.1,62,462.00 (As on 31-03-2023).

3. Details of Loans & Advances:-

The Society disburse two / three types of loans, viz. M.T. Loan, S.T. Loan & Personal Loan. The balances of these loans as on 31-03-2023 stood as :

Contd. to-----P/3

San
Senior Auditor Grade-I
Burdwan-II Rang, Katwa

Signature of the IQAC Coordinator

Coordinator
IQAC
Katwa College

Signature of the Principal

Principal
Katwa College



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- Page - Three -

Head of A/c	Year	Balance Sheet amount	Detailed List amount	Difference
M.T. Loan	2022-23	NIL	NIL	---
Personal Loan	2022-23	Rs.1467000.00	Rs.1467000.00	NIL
S.T. Loan	2022-23	Rs.4922000.00	Rs.4922000.00	NIL

4. Details of Investment :-

Head of Account	Balance Sheet amount	Certificate/Bank Statement Balance	Difference	Remarks
Share Investment (31-03-2023)	Rs.39,100.00	Statement was not available	--	Could not be verified
Reserve Fund Investment (TD) (31-03-2023)	Rs.1,10,557.00	Rs.1,23,161.00	Rs.12604.00	More
Bad-Debt Fund Investment (TD) (31-03-2023)	Rs.1,57,924.00	Rs.1,76,831.00	Rs.18907.00	More

Investment scripts as submitted by society was verified by the undersigned and found Rs.1,23,161.00 for Reserve Fund & Rs.1,76,831.00 for Bad Debt Fund respectively. Investment Register should have been maintained. The apparent discrepancies are due to non-adjustment of maturity values of T.D.s. This values should have been adjusted properly. All certificates in respect of Time Deposit were physically verified.

5. Cash in Hand and Cash at Bank :-

As on 31-03-2023, Cash balance amounted to Rs.613.00. Cash balance on the date of completion of audit i.e. on 24-07-2023 was Rs.723.00.

Balances of Bank Pass Books (As on 31-03-2023) are given in the following :-

Type of A/c	Name of Bank	Balance as per Balance Sheet	Balance as per Pass Book	Difference
S.B. A/c No: 1081520200013486 as on 31-03-2023	The B.C.C.B. Ltd.	Rs. 1,66,904.00	Rs. 1,66,904.00	No Difference

All types of Investments in Banks were physically verified and found in order.

Contd. to----P/4

Senior Assistant
Burdwan-II Rang, Katwa

Signature of the IQAC Coordinator

Coordinator
IQAC
Katwa College

Signature of the Principal

Principal
Katwa College



KATWA COLLEGE

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= Page - Four =

Audit Fee Provision :-

The society had made provision for Audit Fee , having adjusted the excess Audit Fee paid over the provisions in the previous year (2021-22).

Thus Rs.5,700.00 have been provisioned for Audit during this year which the society later paid.

Profitability Scenario :-

The Society earned Net Profit to the tune of Rs.13,166.00 in the year 2022-23 which is realized profit. The Net Profit so earned has been distributed through Profit & Loss Appropriation Account having made statutory provisions of Reserve Fund, Bad Debt Fund & Co-op. Education Fund.

Fixed Assets (Almirah):- After depreciation value fixed at Rs.171.00 (31-03-2023).

Observations / Suggestions:-

- The society adopted actual basis of Accounting. In case of Investments (T.D. etc.), Interest accrued should have been taken into account.
- The Society has switched on to non cash mode ,i.e., almost all the transactions are now taking place through Bank transfer or any other electronic mode which is a welcome trend.
- There is no inspection or enquiry by any Departmental Office during the period under audit.
- The society is classified as "B" Class in Audit.

Lastly, I convey my thanks to the management for their sincere " co-operation " during Audit.

Rou 24/11/23

Audit Officer

Senior Auditor Grade-I
Burdwan-II Rang, Katwa

[Signature]

Signature of the IQAC Coordinator

Coordinator
IQAC
Katwa College

[Signature]

Signature of the Principal

Principal
Katwa College



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19. ICT Facilities (WI FI Enabled Campus/Laptop Provided to Faculty/Desktop at Teachers' Lounge & Library)



20. Photograph of Smart Class Room



Signature of the IQAC Coordinator

Coordinator
IQAC
Katwa College

Signature of the Principal

Principal
Katwa College



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21. Clean Drinking Water, Refrigerator



Signature of the IQAC Coordinator

Coordinator
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Katwa College

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22. College Canteen



Signature of the IQAC Coordinator

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Katwa College

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23. Indian Post Office



24. College Garage for Two-wheelers



Signature of the IQAC Coordinator

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Katwa College

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25. College Medical Facility



26. Staff recreation (Picnic)

Signature of the IQAC Coordinator

Coordinator
IQAC
Katwa College

Signature of the Principal

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Teachers' Council Picnic on 20.01.2023

27. Sample Photograph of Employer's No Objection Certificate for In-service Ph.D. Programme

Signature of the IQAC Coordinator

Coordinator
IQAC
Katwa College

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Katwa College



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KATWA COLLEGE

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Principal's Office

Katwa – 713 130

Purba Bardhaman

Tel: 03453-255049

E-mail : katcoll2009@gmail.com

Website: www.katwacollege.ac.in

Ref No.: Nil

Date: - 05.06.2023

NO OBJECTION CERTIFICATE

To whom it may concern

This is to certify that Sri Koushik Sarkar, Assistant Professor, Katwa College, Katwa, Purba Bardhaman, is a permanent faculty member of this institute and he joined this institute as Assistant Professor in Zoology on 17th January, 2017 and since then he has been serving this institute. The college has no objection in respect of Sri Koushik Sarkar, Assistant Professor in Zoology, in research work for pursuing Ph.D. degree at Jadavpur University, Kolkata, West Bengal in the Session 2023-24 without hampering his normal assignments and duties of the college **subject to approval of the Governing Body**. I hope that this research work will enrich him and wish him every success for his bright academic future.

NSARKAR
Dr. Nirmalendu Sarkar

Principal

Katwa College

Katwa, Burdwan

Principal

Katwa College



NSARKAR

Signature of the IQAC Coordinator

Coordinator
IQAC
Katwa College

NSARKAR

Signature of the Principal

Principal
Katwa College



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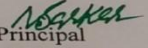
KATWA COLLEGE
(Affiliated to the UNIVERSITY OF BURDWAN)
Principal's Office
KATWA - 713 130
PURBA BARDHAMAN
Tel.: (03453) 255049
E-mail: katcoll2009@gmail.com
Website: www.katwacollege.ac.in

Date: 20.03.2023

No Objection Certificate

This is to certifying that **Siuli Mandi** has been working as Assistant Professor in Education (Foundation) in our institution since 12.07.2018. Our institution does not have any objection on her admission in **part time Ph.D. programme** but she must be performed her regular academic and administrative activities of the college. This no objection is also subject to approval of the Governing Body of the college




Principal
Katwa College
Katwa, Purba Bardhaman
Principal
KATWA COLLEGE

Scanned with AnyScanner



Signature of the IQAC Coordinator

Coordinator
IQAC
Katwa College



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Principal
Katwa College



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Principal's Office

KATWA - 713 130

PURBA BARDHAMAN

Tel.: (03453) 255049

E-mail: katcoll2009@gmail.com

Website: www.katwacollege.ac.in

Date: 20.03.2023

No Objection Certificate

This is certify that **Suraj Sarkar** has been working earlier as Guest Teacher w.e.f 06.04.2019 and presently engaged as STATE AIDED COLLEGE TEACHER (SACT), Category-II of Education (B.Ed. Department) in our institution, w.e.f 01.01.2020 in term of the Memorandum No. 2018-Edn(CS)/10M-83/2019 dt. 23.12.2019 of the Higher Education department, Govt. of West Bengal and memo no.ED-95/C44651/2020 dated 24.06.2020 of Education Directorate. Our institution does not have any objection on his admission in **part time Ph.D. programme** but he must be performed his regular academic and administrative activities of the college. This no objection is also subject to approval of the Governing Body of the college.



NSARKAR
Principal
Katwa College
Katwa, Purba Bardhaman
Principal
KATWA COLLEGE

Signature of the IQAC Coordinator

Coordinator
IQAC
Katwa College

Signature of the Principal

Principal
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Principal's Office

KATWA - 713 130

PURBA BARDHAMAN

Tel.: (03453) 255049

E-mail: katcoll2009@gmail.com

Website: www.katwacollege.ac.in

Date: 20.03.2023

No Objection Certificate

This is certify that **Sumit Singh** has been working earlier as Guest Teacher w.e.f 13.02.2019 and presently engaged as STATE AIDED COLLEGE TEACHER (SACT), Category-II of Electronics in our institution, w.e.f 01.01.2020 in term of the Memorandum No. 2018-Edn(CS)/10M-83/2019 dt. 23.12.2019 of the Higher Education department, Govt. of West Bengal and memo no.ED-95/C44651/2020 dated 24.06.2020 of Education Directorate. Our institution does not have any objection on his admission in **part time Ph.D. programme** but he must be performed his regular academic and administrative activities of the college. This no objection is also subject to approval of the Governing Body of the college.



NSARKAR
Principal
Katwa College
Katwa, Purba Bardhaman
Principal
KATWA COLLEGE

Signature of the IQAC Coordinator

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28. In service advance increment order for acquiring Ph.D./ M.Phil.

44

recd. no. d. 24/07/19

GOVERNMENT OF WEST BENGAL
Higher Education Directorate
Bikash Bhavan, Bidhannagore, Kolkata - 700 091

No. 1189 - UGC
4P-112 UGC /09(Pt-II)

Dated, Kolkata, the 06.09.2019

No-35
F. No - 14(ii)
Dt - 24.09.19

From: The Director of Public Instruction,
West Bengal

To: The Principal,
Katwa College,
Katwa,
Burdwan,
Pin - 713 130.

Sub: Fixation of pay in the revised pay structure w.e.f. 01.01.2006 in respect of the TEACHERS / LIBRARIANS / ASSISTANT LIBRARIANS / PHYSICAL INSTRUCTORS including Principals of the State aided non-Govt. Colleges

With reference to the subject and the correspondence(s) made by the College Authority in their Letter No. 91/DPI/80 dt.20.7.18 & 116/Fix/T/14(i) dated 06.8.18, please find enclosed a Statement showing the Fixation of Pay of TEACHERS / LIBRARIANS / ASSISTANT LIBRARIANS/ PHYSICAL INSTRUCTORS INCLUDING Principal of your College 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-Edn (CS) dated 17.01.1997, No.118-Edn (CS) dated 04.02.1999, No.195-Edn (CS) dated 11.02.2000, No.629-Edn (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, 892-Edn(U) dt. 04.11.2016, 896-Edn(U) dt. 08.11.2016, 986-ED/2016 dt. 24.11.2016 and ED-1009/2016/ED-985/16 dated 15.12.2016 503-Edn(U) dated 12.5.2017.

The date of periodical increment of the 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 incumbents(s) concerned.

The receipt of this letter may kindly be acknowledged.

Encl: As Above

R. Saha
24/9/19
For Director of Public Instruction,
West Bengal

No. 1189 /1(1) - UGC

Dated, Kolkata, the 06.09.2019.

Copy forwarded for information and necessary action to the:

1. The Jt. Director of Public Instruction (PPS), West Bengal, Bikash Bhavan, 8th Floor, Bidhannagore, Kolkata - 700 091.
2. Deputy Regional Education Officer & Ex-Officio Deputy Director of Public Instruction, West Bengal, Jalpaiguri Division, MEENAKSHI BHAVAN, P.O. & Dist. Jalpaiguri, Pin - 735 101.

For Director of Public Instruction,
West Bengal.

Signature of the IQAC Coordinator

Coordinator
IQAC
Katwa College

Signature of the Principal

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: 2 :

Dated, Kolkata, 06/09/2019

Enclosure to DPL/WB's Memo No. 1189-UGC

STATEMENT OF FIXATION OF PAY OF TEACHER(S)/LIBRARIAN(S)/ASSISTANT LIBRARIAN(S)/PHYSICAL INSTRUCTOR(S) INCLUDING THE PRINCIPAL OF
KATWA COLLEGE, BURDWAN IN TERMS OF GOs MENTIONED PREPAGE

Sl. No.	a) NAME b) DESIGNATION after revision on or after 1.1.06 & AGP c) DATE OF JOINING d) Date of award of Ph.D./M.Phil/OHQ	a) DATE OF EFFECT of Placement/Promotion/Fresh Appointment as Asstt. Prof. (formerly Lect./Sr.Scale/Sel.G)/Reader/ Associate Professor/Principal b) AGP after Placement/Promotion/Fresh Appt c) DATE OF OPTION for fixation benefit either straightway (date of effect) or 1/7 of particular year	Prior to Placement/Promotion/Fresh Appointment /award of increments Ph.D./M.Phil/OHQ, if any	Adv. Incr. for Ph.D./ M.Phil/OHQ, if admissible (vide GO No. 892-Edn(U) dt. 4.11.2016, 896-Edn(U) dt. 8.11.2016) Rs. =Rs. For	Pay fixed after Placement/Promotion/Fresh Appointment/ Award of increments for Ph.D./M.Phil/OHQ, if admissible		a) Re-designated as b) Date of next increment(DNI) c) Remarks
					INITIALLY FIXED	FINALLY FIXED	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1.	a) Dr. Pulak Samanta b) Associate Professor in Mathematics with A.G.P. Rs.9000/- c) D.O.J. -20.05.2002 d) Ph.D. : 22.09.2016.	N.A.	a) Rs.37400 - 67000/- b) Rs.37400/- c) Rs.9000/- d) Rs.46400/- e) 21.09.2016	@Rs.1400/- x 3 = 4200/- for Ph.D. (in Service)	N.A.	a) Rs.37400 - 67000/- b) Rs.37400/- + 4200/- =Rs.41600/- c) Rs.9000/- d) Rs.50600/- e) 22.09.2016	a) N.A. b) 1/7/2017 & 1/7 of e.y. c) -
2.	a) Shri Subhasis Mandal b) Assistant Professor in Botany (Stage - I) & A.G.P. - Rs.6000/- c) D.O.J. -21.12.2016 d) M.Phil : 19.10.2017.	N.A.	a)Rs.15600-39100/- b)Rs.16250/- c)Rs.6000/- d)Rs.22250/- e)18.10.2017	@Rs.670/- x 1 = 670/- for M.Phil (in Service)	N.A.	a) Rs.15600 - 39100/- b) Rs.16250/- + 670/- =Rs.16920/- c) Rs.6000/- d) Rs.22920/- e) 19.10.2017	a) N.A. b) 1/7/2018 & 1/7 of e.y. c) N.A.
3.	a) Shri Protsanta Barman b) Assistant Professor in Sanskrit (Stage - I) & A.G.P. - Rs.6000/- c) D.O.J. -10.02.2017 d) M.Phil :03.05.2018.	N.A.	a)Rs.15600-39100/- b)Rs.15600/- c)Rs.6000/- d)Rs.21600/- e)02.05.2018	@Rs.650/- x 1 = 650/- for M.Phil (in Service)	N.A.	a) Rs.15600 - 39100/- b) Rs.15600/- + 650/- =Rs.16250/- c) Rs.6000/- d) Rs.22250/- e) 03.05.2018	c) N.A. d) 1/7/2018 & 1/7 of e.y. e) N.A.

Contd....P/3

Signature of the IQAC Coordinator

Coordinator
IQAC
Katwa College

Signature of the Principal

Principal
Katwa College



KATWA COLLEGE

(Affiliated to the University of Burdwan)

Principal's Office,

P.O.: Katwa, Dist.: Purba Bardhaman, West Bengal, PIN: 713130, India.

Mobile: +918101078393

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: 3 :

Dated, Kolkata, 06/09/2019

Enclosure to DPL/WB's Memo No. 1189-UGC

STATEMENT OF FIXATION OF PAY OF TEACHER(S)/LIBRARIAN(S)/ASSISTANT LIBRARIAN(S)/PHYSICAL INSTRUCTOR(S) INCLUDING THE PRINCIPAL OF
KATWA COLLEGE, BURDWAN IN TERMS OF GOs MENTIONED PREPAGE

Sl. No.	a) NAME b) DESIGNATION after revision on or after 1.1.06 & AGP c) DATE OF JOINING d) Date of award of Ph.D./M.Phil./OHQ	a) DATE OF EFFECT of Placement/Promotion/Fresh Appointment as Asstt. Prof.(formerly Lect./Sr.Scale/Sel.G)/Reader/ Associate Professor/Principal b) AGP after Placement/Promotion/Fresh Appt c) DATE OF OPTION for fixation benefit either straightway(date of effect) or 1/7 of particular year	Prior to Placement/Promotion /fresh Appointment /award of increments for Ph.D./M.Phil./OHQ, if any	Adv. Incr. for Ph.D./ M.Phil./OHQ, if admissible (vide GO No. 892 Edn(I) dt. 4.11.2016, 895-Edn(I) dt. 8.11.2016) Rs. =Rs. For	Pay fixed after Placement/Promotion/Fresh Appointment/ Award of increments for Ph.D./M.Phil./OHQ, if admissible		a) Re-designated as b) Date of next increment(DNI) c) Remarks
					INITIALLY FIXED	FINALLY FIXED	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
4.	a) Dr. Kanchan Jana b) Assistant Professor (Stage-III) in Mathematics & A.G.P. Rs.8000/- c) D.O.J. - 19.08.2002 d) Ph.D. : 23.04.2015.	a) 19.08.2016 b) Rs.9000/- c) -	a)Rs.15600-39100/- b)Rs.29410/- c)Rs.8000/- d)Rs.37410/- e)18.08.2016	N.A.	N.A.	a) Rs.37400 - 67000/- b) Rs.37400/- c) Rs.9000/- d) Rs.46400/- e) 19.08.2016	a) Associate Professor in Math. b) 1/7/2017 & 1/7 of e.y. c) -
5.	a) Dr. Sutanu Kumar Chandra b) Assistant Professor (Stage-III) in Physics & A.G.P. - Rs.8000/- c) D.O.J. - 05.07.2002 d) Ph.D. : 19.04.2016.	a) 05.07.2016 b) Rs.9000/- c) -	a)Rs.15600-39100/- b)Rs.29500/- c)Rs.8000/- d)Rs.37500/- e)04.07.2016	N.A.	N.A.	a) Rs.37400 - 67000/- b) Rs.37400/- c) Rs.9000/- d) Rs.46400/- e) 05.07.2016	a) Associate Professor in Physics b) 1/7/2017 & 1/7 of e.y. c) N.A.

N.B. : Pay fixation at Sl.No. (3) & (4) at this Dte. Memo No. 2966 UGC dt. 2.11.17 be treated as cancelled.

R. Saha
7/9/19
for Director of Public Instruction, West Bengal

Signature of the IQAC Coordinator

Coordinator
IQAC
Katwa College

Signature of the Principal

Principal
Katwa College



KATWA COLLEGE

(Affiliated to the University of Burdwan)

Principal's Office,

P.O.: Katwa, Dist.: Purba Bardhaman, West Bengal, PIN: 713130, India.

Mobile: +918101078393

॥ विद्यया विन्दतेऽमृतम् ॥

GOVERNMENT OF WEST BENGAL
EDUCATION DIRECTORATE
BIKASH BHAVAN, SALT LAKE, KOLKATA - 91.

No. 1730 - UGC
4P-112 UGC-09 (१०५)

Dated, the 21/08/2023.

From : The Director of Public Instruction, West Bengal.

To : The Principal/Teacher-in-charge,
Katwa College,
P.O. - Katwa,
Purba Bardhaman,
Pin - 713130.

Sub: Approval of Pay for Teaching Staff of all Govt. Aided Colleges in the revised pay structure 2019 w.e.f. 01.01.2020 in respect of the Assistant Professor/Associate Professor/Librarian staff of the State aided Colleges.

With reference to the subject and the correspondences made by the College Authority in their letter No.92/Fix/T/14(i) dated 05.07.2022 in respect of Dr. Rajesh Chandra Mandal, Assistant Prof./Associate Professor in ...Bengali... /Librarian (Date of Joining: 13.06.2017) of his/her College, provisional approval of fixation of his/her pay in the revised pay structure 2019 (with effective from 01.01.2020) is allowed towards advance increments for in-service acquisition of M.Phil/Ph.D. with effect from the date of award i.e., 10.02.2022 as per G.O. No.892-Edn(U) dt.4.11.2016, 896-Edn(U) dt. 8.11.2016, 503-Edn(U) dt.12.5.2017 and as amended upto date. His/her pay may be fixed at Level 10, Cell 10 from the existing pay as on 09.02.2022 at Level 10 Cell 07 vide Annexure-I to G.O.No.1306(22)-Edn(U) dated 30.12.2019 under HRMS module. The date of next increment shall be 01.07.2022.

If it is eventually found that payment on account of pay fixation done by the College Authority has been done wrongly for any reason whatsoever in excess of the admissible amount, such excess payment, if any, will be recovered from the future claims of the incumbent(s) concerned.

For Director of Public Instruction, West Bengal.

Memo No. 1730 - UGC

Dated, the 21/08/2023.

Copy forwarded for information to :

- 1) Joint Director (PPS), Education Directorate, Department of Higher Education, Govt. of West Bengal, Bikash Bhavan, Salt Lake, Kolkata - 700091.
- 2) Jt. DPI, PPS, Education Directorate, Bikash Bhavan, Salt Lake, Kolkata 700091
- 3) Deputy Regional Education Officer, Jalpaiguri Division, REO, Jalpaiguri Division, Pahari Para, opposite Municipal Primary School, Warsd No.6, P.O & District : Jalpaiguri .

For Director of Public Instruction, WB

Scanned with OKEN Scanner

Signature of the IQAC Coordinator

Coordinator
IQAC
Katwa College

Signature of the Principal

Principal
Katwa College



KATWA COLLEGE

(Affiliated to the University of Burdwan)

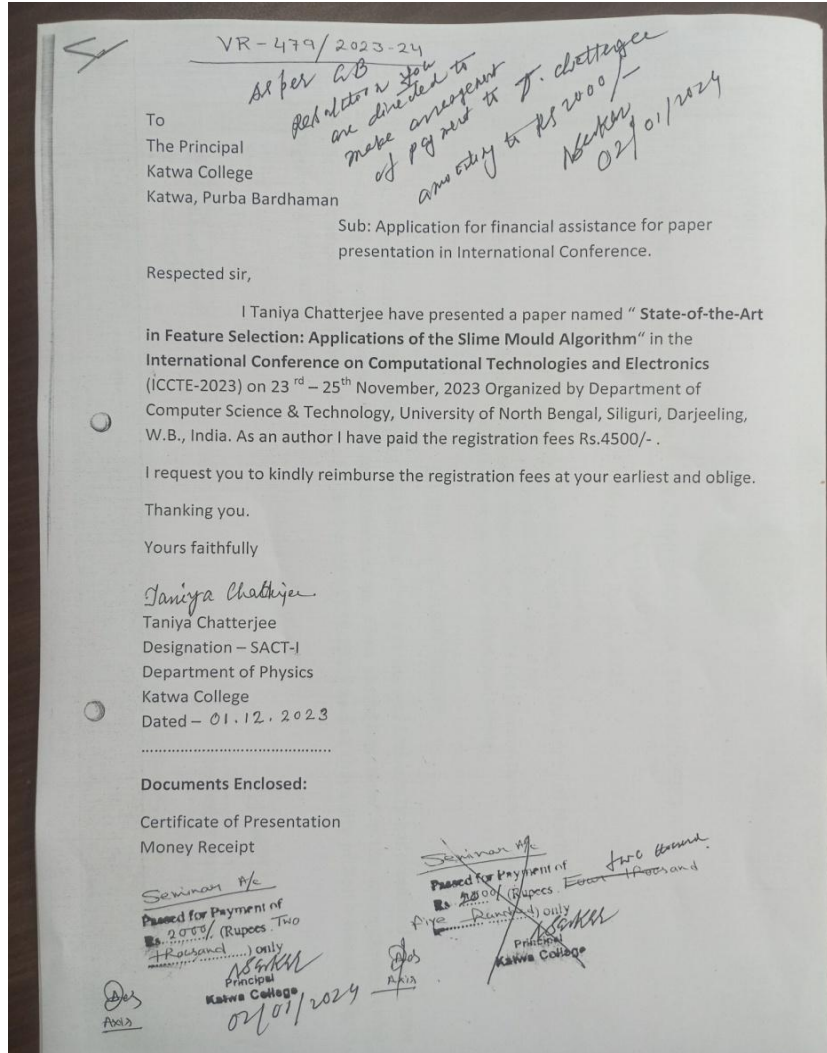
Principal's Office,

P.O.: Katwa, Dist.: Purba Bardhaman, West Bengal, PIN: 713130, India.

Mobile: +918101078393

॥ विद्यया विन्दतेऽमृतम् ॥

29. Sample Photograph of Financial Assistance to the faculty members for attending Seminars.



Signature of the IQAC Coordinator

Coordinator
IQAC
Katwa College

Signature of the Principal

Principal
Katwa College



KATWA COLLEGE


(Affiliated to the University of Burdwan)

Principal's Office,

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Mobile: +918101078393

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 Springer



INTERNATIONAL CONFERENCE ON COMPUTATIONAL TECHNOLOGIES AND ELECTRONICS
(ICCTE-2023)

November 23-25, 2023

Organized by

Department of Computer Science & Technology, University of North Bengal

Technically Co-sponsored by:

IEEE CIS (Computational Intelligence Society), Kolkata Chapter :: IEEE EDS (Electron Devices Society), Kolkata Chapter
CSI (Computer Society of India), Siliguri Chapter

Certificate of Presentation

This is to certify that **MRS. TANIYA CHATTERJEE** of **North Bengal University** has presented a paper titled "State-of-the-Art in Feature Selection: Applications of the Slime Mould Algorithm" in the International Conference on Computational Technologies and Electronics (ICCTE-2023) held at University of North Bengal, Siliguri Darjeeling, W.B., India.

Dr. Sharad Sinha
General Chair

Dr. Rakesh Kumar Mandal
Convener

Signature of the IQAC Coordinator

Coordinator
IQAC
Katwa College

Signature of the Principal

Principal
Katwa College



KATWA COLLEGE

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Principal's Office,

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Mobile: +918101078393

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Money Receipt

International Conference on Computational Technologies and Electronics (ICCTE-2023)
On
23rd-25th November, 2023
Organized by
Department of Computer Science & Technology, University of North Bengal

Name of the Author: Laniya Chakraborty

Paper Id: 162

Amount: 4500/-

NBU-CST-ICCTE
Anil Tudu
29/11/23
Treasurer
Signature of the Treasurer

Documents Enclosed:
Certificate of Presentation
Money Receipt

Seminar A/c
Passed for Payment of
Rs. 2000/- (Rupees Two
Thousand) only
Principal
Katwa College
02/01/2024

Seminar A/c
Passed for Payment of
Rs. 2500/- (Rupees Two
Thousand Five Hundred) only
Principal
Katwa College

Signature of the IQAC Coordinator

Coordinator
IQAC
Katwa College

Signature of the Principal

Principal
Katwa College



KATWA COLLEGE

(Affiliated to the University of Burdwan)

Principal's Office,

P.O.: Katwa, Dist.: Purba Bardhaman, West Bengal, PIN: 713130, India.

Mobile: +918101078393

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Extract from the proceedings of the meeting of the Governing Body in its meeting held on 21.07.2020 in the chamber of the Chairman, Katwa Municipality at 12 Noon

Item No:11

The Principal proposes an incentive to the teachers for presentation of papers in National/International seminars/workshops/conferences. The GB discusses the matter and resolves that the Registration fee paid by the teachers for participating for paper presentation in such seminars/workshops/conferences may be born by the college upto a maximum of Rs.2000/- or actual whichever is lower. This may be provided to the teachers only once in an academic year (July to June). If more than the number of teachers applies for such incentive, the first ten presentations in order of the date of presentation would be considered.

Dr. Nirmalendu Sarkar
Principal/Secretary
Katwa College
Governing Body

Prashant Raj Shukla, IAS
President
Katwa College
Governing Body

Attested
N. Sarkar
21/7/2023

Signature of the IQAC Coordinator

Coordinator
IQAC
Katwa College

Signature of the Principal

Principal
Katwa College



KATWA COLLEGE

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Principal's Office,

P.O.: Katwa, Dist.: Purba Bardhaman, West Bengal, PIN: 713130, India.

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VR-527/2023-24

To
The Principal
Katwa College
Katwa, Purba Bardhaman

Date: 25.01.2024

Subject: Reimbursement of Miscellaneous expenditure

Sir,

This is to inform you that I, Utpal Das, IQAC, Coordinator of your College have expensed Rs 1649/- for going to Belur Ramakrishna Mission for MoU signing.

Therefore I request you please sanctioned the said amount and obliged me as early as possible.

The detail expenditure is here under:

VN No	Date	Activities	Supplier	Amount
1	16.01.2024	Katwa to Belur & back	Train Ticket	180
2	16.01.2024	Toto fare for Belur Station to Belur Math & back	Toto fare	90
3	16.01.2024	Toto fare for College to Katwa Station & back	Toto fare	60
4	15.01.2024	Sonpadi & sweets for Maharaj	More Shop bill	521
5	16.01.2024	Lunch Meal (for 3 teachers)		375
6	16.01.2024	Tiffin (for 3 teachers)		186
7	16.01.2024	Bond Paper & Stamp paper (for MoU)	Vaskar Service Center + Bond Paper (31200) Utpal Das	237
		Total		1649

(Rs Eight thousand three hundred nine only)

Utpal Das
UTPAL DAS 25/01/2024

Allowed
25/01/2024

7693/-
1649/-
9342/-

Seminar A/c
Passed for Payment of
Rs. 1649/- (Rupees One thousand
Six hundred Forty Nine) only

Principal
Katwa College 02/02/2024

Ch. immed side
no. 332315, dt. 02.02.24
writing to No. 9, 342/-
02/02/24

Signature of the IQAC Coordinator

Coordinator
IQAC
Katwa College

Signature of the Principal

Principal
Katwa College



KATWA COLLEGE

(Affiliated to the University of Burdwan)

Principal's Office,

P.O.: Katwa, Dist.: Purba Bardhaman, West Bengal, PIN: 713130, India.

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॥ विद्यया विन्दतेऽमृतम् ॥

To
The Principal
Katwa College
Katwa, Purba Bardhaman

Date: 01.02.2024

Subject: Reimbursement of Miscellaneous expenditure for conducting Seminar

Sir,

This is to inform you that I, Utpal Das, IQAC, Coordinator of your College have expensed Rs 7693/- for conducting different Seminar.

Therefore I would request you please sanctioned the said amount and obliged me as early as possible.

The detail expenditure is here under:

VN No	Date	Details of Expenditure	Bill No	Amount
1	04.01.2024	Auditorium Dias Table Name Plate 6 pcs	01	900
2	09.01.2024	International Seminar (MOU) : Lunch Food - 150/- Flower bouquet - 250/- Flex - 704/- 1104/-	02	1104
3	13.01.2024	Seminar: Lunch Food - 390/- Tea - 1275/- Flower bouquet - 100/- Flex - 336/- TA/ Honorarium - 2000/- 4101/-	03	4101
4	25.01.2024	Seminar: Lunch Food - 1140/- Flower bouquet - 100/- Flex - 348/- 1588/-	04	1588
		Total		7693

(Rs Seven thousand six hundred ninety three only)

Utpal Das
UTPAL DAS
IQAC, Coordinator
01/02/2024

Seminar M/c
Passed for Payment of
Rs. 7693/ (Rupees. Seven thousand Six
Hundred Ninety Three) only
Principal
Katwa College
02/02/2024

Signature of the IQAC Coordinator

Coordinator
IQAC
Katwa College

Signature of the Principal

Principal
Katwa College



KATWA COLLEGE

(Affiliated to the University of Burdwan)

Principal's Office,

P.O.: Katwa, Dist.: Purba Bardhaman, West Bengal, PIN: 713130, India.

Mobile: +918101078393

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30. Self Appraisal Report of Teaching Staffs

KATWA COLLEGE
KATWA, PURBA BARDHAMAN
TEACHERS' ATTANDANCE AND ACTIVITIES RECORD

NAME OF THE TEACHER..... MONTH..... January..... ACADEMIC SESSION 20..... 20.....

CLASS	Semester	DAYS		MONTH.....													TOTAL																						
		Th	Pr	1	2	3	4	5	6	7	8	9	10	11	12	13		14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				
Class	Allotted	Th																																					
	Pr																																						
Class	Taken	Th																																					
	Pr																																						
Class Not Taken																																							
Semester		Th																																					
Allotted		Pr																																					
Class		Th																																					
Taken		Pr																																					
Class Not Taken																																							
Semester		Th																																					
Allotted		Pr																																					
Class		Th																																					
Taken		Pr																																					
Class Not Taken																																							
Semester		Th																																					
Allotted		Pr																																					
Class		Th																																					
Taken		Pr																																					
Class Not Taken																																							
Other Activities																																							
Arrival Time																																							
Departure Time																																							
Total Time Spend																																							
Remarks																																							

Signature of the Teacher/Incumbent

Signature of the IQAC Coordinator with Seal
Coordinator IQAC
Katwa College

Signature of the Principal
Katwa, Purba Bardhaman

Signature of the IQAC Coordinator

**Coordinator
IQAC
Katwa College**

Signature of the Principal

**Principal
Katwa College**



KATWA COLLEGE

(Affiliated to the University of Burdwan)

Principal's Office,

P.O.: Katwa, Dist.: Purba Bardhaman, West Bengal, PIN: 713130, India.

Mobile: +918101078393

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**KATWA COLLEGE
KATWA, PURBA BARDHAMAN
TEACHERS' ATTENDANCE AND ACTIVITIES RECORD**

NAME OF THE TEACHER: MONTH: February ACADEMIC SESSION 20 23, 20 24

CLASS	DAYS							14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL	
	1	2	3	4	5	6	7																				
Semester	Class Allotted	Th																									
	Class Taken	Pr.																									
	Class Not Taken	Th																									
	Class Not Taken	Pr.																									
Semester	Class Allotted	Th																									
	Class Taken	Pr.																									
	Class Not Taken	Th																									
	Class Not Taken	Pr.																									
Semester	Class Allotted	Th																									
	Class Taken	Pr.																									
	Class Not Taken	Th																									
	Class Not Taken	Pr.																									
Other Activities																											
Arrival Time																											
Departure Time																											
Total Time Spend																											
Remarks																											

Signature of the Teacher/Incumbent: _____
 Signature of the IQAC Coordinator with Seal: _____
 Signature of the Principal: _____

Signature of the IQAC Coordinator

**Coordinator
IQAC
Katwa College**

Signature of the Principal

**Principal
Katwa College**



KATWA COLLEGE

(Affiliated to the University of Burdwan)

Principal's Office,

P.O.: Katwa, Dist.: Purba Bardhaman, West Bengal, PIN: 713130, India.

Mobile: +918101078393

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KATWA COLLEGE
KATWA, PURBA BARDHAMAN
TEACHERS' ATTENDANCE AND ACTIVITIES RECORD

NAME OF THE TEACHER: _____ MONTH: April ACADEMIC SESSION 20____ 20____

CLASS	DAYS		MONTH																															TOTAL
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
Semester	Class Allotted	Th																																
	Class Taken	Th																																
	Class Not Taken	Th																																
Semester	Class Allotted	Pr.																																
	Class Taken	Pr.																																
	Class Not Taken	Pr.																																
Semester	Class Allotted	Pr.																																
	Class Taken	Pr.																																
	Class Not Taken	Pr.																																
Other Activities																																		
Arrival Time																																		
Departure Time																																		
Total Time Spent																																		
Remarks			<p>1: Personal leave, 2: Personal leave, 3: Personal leave, 4: Personal leave, 5: Personal leave, 6: Personal leave, 7: Personal leave, 8: Personal leave, 9: Personal leave, 10: Personal leave, 11: Personal leave, 12: Personal leave, 13: Personal leave, 14: Personal leave, 15: Personal leave, 16: Personal leave, 17: Personal leave, 18: Personal leave, 19: Personal leave, 20: Personal leave, 21: Personal leave, 22: Personal leave, 23: Personal leave, 24: Personal leave, 25: Personal leave, 26: Personal leave, 27: Personal leave, 28: Personal leave, 29: Personal leave, 30: Personal leave, 31: Personal leave</p>																															

Signature of the Teacher/Incumbent: _____
 Signature of the IQAC Coordinator with Seal: _____
 Signature of the Principal with Seal: _____

Signature of the IQAC Coordinator

**Coordinator
IQAC
Katwa College**

Signature of the Principal

**Principal
Katwa College**



KATWA COLLEGE

(Affiliated to the University of Burdwan)

Principal's Office,

P.O.: Katwa, Dist.: Purba Bardhaman, West Bengal, PIN: 713130, India.

Mobile: +918101078393

॥ विद्यया विन्दतेऽमृतम् ॥

KATWA COLLEGE
KATWA, PURBA BARDHAMAN
TEACHERS' ATTENDANCE AND ACTIVITIES RECORD

NAME OF THE TEACHER: _____ MONTH: June ACADEMIC SESSION 20____ 20____

CLASS	DAYS	MONTH													TOTAL																					
		1	2	3	4	5	6	7	8	9	10	11	12	13		14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
Semester	Class Allotted	Th																																		
	Class Taken	Th																																		
	Class Not Taken	Th																																		
	Class Not Taken	Th																																		
Semester	Class Allotted	Th																																		
	Class Taken	Th																																		
	Class Not Taken	Th																																		
	Class Not Taken	Th																																		
Semester	Class Allotted	Th																																		
	Class Taken	Th																																		
	Class Not Taken	Th																																		
	Class Not Taken	Th																																		
Other Activities																																				
Arrival Time																																				
Departure Time																																				
Total Time Spend																																				
Remarks																																				

Handwritten notes in the form include: "SUMMER RECESS", "Faculty development programme", "Semester in Dept of Botany", "Semester in Dept of Chemistry", "Altered Semester in Dept of English", "Altered Semester in Dept of Hindi", "Altered Semester in Dept of Sanskrit", "Altered Semester in Dept of Urdu".

Signatures: _____
Signature of the Teacher/Incumbent

Coordinator
IQAC
Katwa College

Principal
Katwa College

Signature of the IQAC Coordinator

Coordinator
IQAC
Katwa College

Signature of the Principal

Principal
Katwa College



KATWA COLLEGE

(Affiliated to the University of Burdwan)

Principal's Office,

P.O.: Katwa, Dist.: Purba Bardhaman, West Bengal, PIN: 713130, India.

Mobile: +918101078393

॥ विद्यया विन्दतेऽमृतम् ॥

KATWA COLLEGE KATWA, PURBA BARDHAMAN		TEACHERS' ATTENDANCE AND ACTIVITIES RECORD																																
NAME OF THE TEACHER.....		MONTH..... August																																
		ACADEMIC SESSION 20.23... 20.24.																																
CLASS ↓	DAYS	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL	
	Class Allotted	Th																																
Semester	Class Taken	Pr	5	4	2	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3
	Class Not Taken	Pr																																
Semester	Class Allotted	Th																																
	Class Taken	Pr																																
Semester	Class Allotted	Th																																
	Class Taken	Pr																																
Other Activities																																		
Arrival Time																																		
Departure Time																																		
Total Time Spend																																		
Remarks																																		

Signature of the Teacher/Incumbent

Signature of the **Coordinator** with Seal

Coordinator
 Katwa College

Signature of the **Principal**

Principal
 Katwa, Purba Bardhaman

2024.08.07 14:44

Signature of the IQAC Coordinator

Coordinator
IQAC
Katwa College

Signature of the Principal

Principal
Katwa College



KATWA COLLEGE

(Affiliated to the University of Burdwan)

Principal's Office,

P.O.: Katwa, Dist.: Purba Bardhaman, West Bengal, PIN: 713130, India.

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KATWA COLLEGE
KATWA, PURBA BARDHAMAN
TEACHERS' ATTENDANCE AND ACTIVITIES RECORD

NAME OF THE TEACHER..... MONTH..... September..... ACADEMIC SESSION 20.23... 20.24..

CLASS	DAYS	MONTH													TOTAL																			
		1	2	3	4	5	6	7	8	9	10	11	12	13		14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
Semester	Class Allotted	Th																																
	Pr.																																	
	Class Taken	Th																																
	Pr.																																	
Class Not Taken																																		
Semester	Class Allotted	Th																																
	Pr.																																	
	Class Taken	Th																																
	Pr.																																	
Class Not Taken																																		
Other Activities																																		
Arrival Time																																		
Departure Time																																		
Total Time Spend																																		
Remarks																																		

Signature of the Teacher /Incumbent _____

Coordinator with Seal _____

Signature of the Principal with Seal _____

Katwa College

Signature of the IQAC Coordinator

Coordinator
IQAC
Katwa College

Signature of the Principal

Principal
Katwa College



KATWA COLLEGE

(Affiliated to the University of Burdwan)

Principal's Office,

P.O.: Katwa, Dist.: Purba Bardhaman, West Bengal, PIN: 713130, India.

Mobile: +918101078393

॥ विद्यया विन्दतेऽमृतम् ॥

KATWA COLLEGE
KATWA, PURBA BARDHAMAN
TEACHERS' ATTENDANCE AND ACTIVITIES RECORD

NAME OF THE TEACHER..... MONTH..... November..... ACADEMIC SESSION 20.23..20.24

CLASS	DAYS	MONTH																															TOTAL
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
Semester	Class Allotted	Th																															
	Pr.		4	2	3	3	4	5	4	2	3																						
	Class Taken	Th																															
Semester	Pr.		4	2	3	3	4	5	4	2	3																						
	Class Not Taken																																
	Pr.																																
Semester	Class Allotted	Th																															
	Pr.																																
	Class Taken	Th																															
Semester	Pr.																																
	Class Not Taken																																
	Pr.																																
Other Activities																																	
Arrival Time																																	
Departure Time																																	
Total Time Spend																																	
Remarks																																	

Signature of the Teacher/Incumbent

Signature of the IQAC Coordinator with Seal
Katwa College

Signature of the Principal with Seal
Katwa, Purba Bardhaman 25/11/2023

Signature of the IQAC Coordinator

Coordinator
IQAC
Katwa College

Signature of the Principal

Principal
Katwa College



KATWA COLLEGE

(Affiliated to the University of Burdwan)

Principal's Office,

P.O.: Katwa, Dist.: Purba Bardhaman, West Bengal, PIN: 713130, India.

Mobile: +918101078393

॥ विद्यया विन्दतेऽमृतम् ॥

31. Attendance of Non-teaching Staffs

KATWA COLLEGE ③
P.O. - KATWA, DIST. - PURBA BARDHAMAN
NON-TEACHING EMPLOYEES' DAILY ATTENDANCE REGISTER

Name Sri Subzid Ghatak Designation Cashier
 Month May Year 2022 Mobile No. _____

DATE	ARRIVAL TIME	SIGNATURE	DEPARTURE TIME	SIGNATURE	REMARKS
1		MAY DAY	SUNDAY		
2	11-30am	Suwalu	6-15pm	Suwalu	
3		ID - UL - FITR			
4		ID - UL - FITR			
5	11-30am	Suwalu	6pm	Suwalu	
6	11-30am	Suwalu	6pm	Suwalu	
7		E.L			
8		SUNDAY			
9		RABINDRANATH'S			BIRTH DAY
10	11-30am	Suwalu	6-05pm	Suwalu	
11	11-30am	Suwalu	6pm	Suwalu	
12	11-30am	Suwalu	6-05pm	Suwalu	
13	11-30am	Suwalu	6-10pm	Suwalu	
14		E.L			
15		SUNDAY			
16		FUDDHA	PURNIMA		
17	11-30am	Suwalu	6-20pm	Suwalu	
18	11-30am	Suwalu	6-15pm	Suwalu	
19	11-30am	Suwalu	6-50pm	Suwalu	
20	11-30am	Suwalu	6-15pm	Suwalu	
21	11-30am	Suwalu	6-10pm	Suwalu	
22		SUNDAY			
23	11-30am	Suwalu	6-30pm	Suwalu	
24	11-30am	Suwalu	6-10pm	Suwalu	
25	11-30am	Suwalu	6-20pm	Suwalu	
26	11-30am	Suwalu	6-30pm	Suwalu	
27	11-30am	Suwalu	6-20pm	Suwalu	
28	11-30am	Suwalu	6-10pm	Suwalu	
29		SUNDAY			
30	11-30am	Suwalu	6-30pm	Suwalu	
31	11-30am	Suwalu	6-20pm	Suwalu	
TOTAL					

	PREVIOUS	CURRENT	TOTAL	APPROVED BY
CL	X	X	X	Asper Markin
EL	X	02	02	
ML				
SPECIAL				
ON DUTY				
WITH OUT PAY				
OTHERS				

Signature of the IQAC Coordinator

**Coordinator
IQAC
Katwa College**

Signature of the Principal

**Principal
Katwa College**



KATWA COLLEGE

(Affiliated to the University of Burdwan)

Principal's Office,

P.O.: Katwa, Dist.: Purba Bardhaman, West Bengal, PIN: 713130, India.

Mobile: +918101078393

॥ विद्यया विन्दतेऽमृतम् ॥

3

KATWA COLLEGE

P.O.- KATWA, DIST.- PURBA BARDHAMAN

NON-TEACHING EMPLOYEES' DAILY ATTENDANCE REGISTER

Name Sri Suhrid Ghatak Designation Cashier

Month June Year 2022 Mobile No. _____

DATE	ARRIVAL TIME	SIGNATURE	DEPARTURE TIME	SIGNATURE	REMARKS
1	11-30am	<u>Suata</u>	6-15pm	<u>Suata</u>	
2	11-30am	<u>Suata</u>	6-15pm	<u>Suata</u>	
3	11-30am	<u>Suata</u>	6-05pm	<u>Suata</u>	
4	11-30am	<u>Suata</u>	6-10pm	<u>Suata</u>	
5		S U N D A Y			
6	11-30am	<u>Suata</u>	6-10pm	<u>Suata</u>	
7	11-30am	<u>Suata</u>	6-10pm	<u>Suata</u>	
8	11-30am	<u>Suata</u>	6-10pm	<u>Suata</u>	
9	11-30am	<u>Suata</u>	6-10pm	<u>Suata</u>	
10	11-30am	<u>Suata</u>	6-20pm	<u>Suata</u>	
11		E. L.			
12		S U N D A Y			
13	11-30am	<u>Suata</u>	6-10pm	<u>Suata</u>	
14	11-30am	<u>Suata</u>	6-05pm	<u>Suata</u>	
15	11-30am	<u>Suata</u>	6-40pm	<u>Suata</u>	
16	11-30am	<u>Suata</u>	6-10pm	<u>Suata</u>	
17	11-30am	<u>Suata</u>	6-15pm	<u>Suata</u>	
18	11-30am	<u>Suata</u>	6-10pm	<u>Suata</u>	
19		S U N D A Y			
20	11-30am	<u>Suata</u>	6-15pm	<u>Suata</u>	
21	11-30am	<u>Suata</u>	6-15pm	<u>Suata</u>	
22		E. L.			
23	11am	<u>Suata</u>	6-15pm	<u>Suata</u>	
24	11-30am	<u>Suata</u>	6-05pm	<u>Suata</u>	
25	11-30am	<u>Suata</u>	6-20pm	<u>Suata</u>	
26		S U N D A Y			
27		E. L.			
28	11-30am	<u>Suata</u>	6-10pm	<u>Suata</u>	
29	11-30am	<u>Suata</u>	6-25pm	<u>Suata</u>	
30	11-30am	<u>Suata</u>	6-05pm	<u>Suata</u>	
31					
TOTAL					

	PREVIOUS	CURRENT	TOTAL	APPROVED BY
CL	X	X 01	01	<u>Suata</u>
EL	2	2	4	
ML				
SPECIAL				
ON DUTY				
WITH OUT PAY				
OTHERS				

Signature of the IQAC Coordinator

**Coordinator
IQAC
Katwa College**

Signature of the Principal

**Principal
Katwa College**



KATWA COLLEGE

(Affiliated to the University of Burdwan)

Principal's Office,

P.O.: Katwa, Dist.: Purba Bardhaman, West Bengal, PIN: 713130, India.

Mobile: +918101078393

॥ विद्यया विन्दतेऽमृतम् ॥

32. The institution has effective welfare measures for teaching and non-teaching staff.

Extract from the proceedings of the meeting of the Governing Body held on 10.08.2022 in the chamber of the Principal at 12.00 Noon

Item No. 07: It is resolved that the Festival Advance for the year 2022-23 be fixed at Rs 20,000/- (twenty thousand) for each willing full-time teaching staff, SACT and non-teaching staff. Festival advance for willing Boys' Hostel staff will be Rs 20,000/- (twenty thousand) per head; the amount will be Rs. 20,000/- (rupees twenty thousand) for each willing casual employee and the amount will be Rs. 8,000/- (rupees eighteen thousand) for each willing temporary casual employee and Samik Jash (Temporary Librarian, B.Ed.). The entire advance amount of temporary casual employee will be paid from Morning Section college fund but the advance amount of teaching staff, SACT, non-teaching staff, permanent Boys' Hostel staff, casual employee, Sunil Bairagya and Amar Das be paid from Day section fund. In each case, the advance will be realized from the salary/salary advance, as the case may be, in 08 (eight) equal installments starting from November, 2022 from respective offices. Any willing employee who will retire within 8 months will be entitled to get the Festival Advance equal to the remaining months multiplied by Rs.2500/-. It is also resolved that ex-gratia amounting to Rs.4800/- each be paid to the casual non-teaching staff from Day section fund as per Government rules. It is further resolved that Rs.2500/- each be paid as ex-gratia (2021-22) to temporary casual employees of Boys' & Girls' Hostel, Samik Jash (Temporary Librarian, B.Ed.), temporary Group-C and Group-D staff including Rakesh Horizon, Bikash Harizan, Jahir Sk, Sanjoy Ganguli, Sunil Bairagya, Pratul Banerjee and Subrata Pal (pump operator) from Morning Section college fund.

Sd/Dr. Nirmalendu Sarkar
Principal/Secretary
Katwa College
Governing Body

Sd/- Archana Pandharinath Wankhede, IAS, Sub-Divisional Officer &
President
Katwa College
Governing Body

Attested
Principal
Katwa College
Katwa, Purba Bardhaman
07/06/2024

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Signature of the IQAC Coordinator

Coordinator
IQAC
Katwa College

Signature of the Principal

Principal
Katwa College



KATWA COLLEGE

(Affiliated to the University of Burdwan)

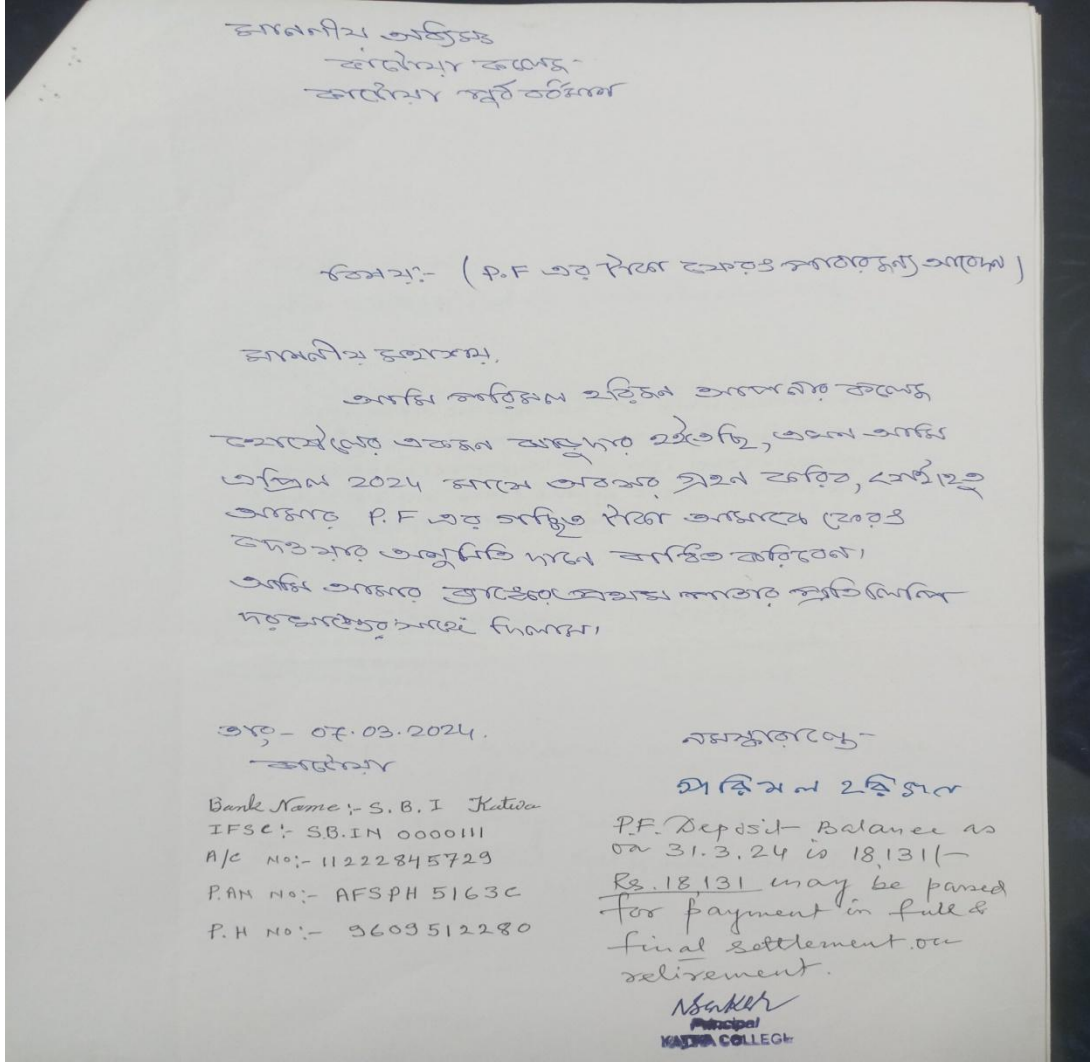
Principal's Office,

P.O.: Katwa, Dist.: Purba Bardhaman, West Bengal, PIN: 713130, India.

Mobile: +918101078393

॥ विद्यया विन्दतेऽमृतम् ॥

PF Loan:



Signature of the IQAC Coordinator

Coordinator
IQAC
Katwa College

Signature of the Principal

Principal
Katwa College



KATWA COLLEGE

(Affiliated to the University of Burdwan)

Principal's Office,

P.O.: Katwa, Dist.: Purba Bardhaman, West Bengal, PIN: 713130, India.

Mobile: +918101078393

॥ विद्यया विन्दतेऽमृतम् ॥

KATWA COLLEGE

(Affiliated to the UNIVERSITY OF BURDWAN)

P.O : Katwa, Dist : Purba Bardhaman, West Bengal-713130, India

OFFICE-ORDER

Sanction is hereby accorded under the West Bengal Recognized Non-Govt. Educational Institution Employees (Management of General Provident Fund Account) Scheme 1995 for grant of Refundable / Non-Refundable / Final Payment of ₹ 1,80,43,103 (Rupees one Crore eighty lakh forty three thousand one hundred three only) to the following nine beneficiary / beneficiaries by ECS vide memo no 354 / PF / 36 dated 5th April 2024.

Details of the beneficiaries appended below:

Sl	Name	Amount	Category	Remarks
1	Parimal Harijan	₹ 13914		Final Payment
2	Jayanta Adhikari	₹ 265073		Final Payment
3	Anindya Bandyopadhyay	₹ 777221		Final Payment
4	Kedar Nath Mitra	₹ 800000		Non-Refundable
5	Nureman Shaikh	₹ 824630		Final Payment
6	Birbahu Mondal	₹ 1772902		Final Payment
7	Rita Bhowmick	₹ 3601269		Final Payment
8	Bijoy Kumar Das	₹ 4536034		Final Payment
9	Tapomoy Ghosh	₹ 5452060		Final Payment


Principal
Katwa College
Principal
Katwa College

Memo No : 354 / PF / 36 dated 5th April 2024

Copy forwarded to for information and necessary action:

- Treasury Officer, Katwa, Purba Bardhaman
- File


Principal
Katwa College
Principal
Katwa College

Phone: 03453 255 049, Email: katcoll2009@gmail.com, Website: www.katwacollege.ac.in



Signature of the IQAC Coordinator

Coordinator
IQAC
Katwa College



Signature of the Principal

Principal
Katwa College



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(Affiliated to the University of Burdwan)

Principal's Office,

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Mobile: +918101078393

॥ विद्यया विन्दतेऽमृतम् ॥

Katwa

Local Advice Details
For

ECS List For Personal Ledger Account/Local Fund Account/Provident Fund Account/Other Deposit Account

Local Advice ID: 1 Memo Number 01/PF/2024-25 Treasury Receipt Advice ID: 17
Local Advice: 05/04/2024 Memo Date: 05/04/2024 Treasury Receipt Advice Date: 08/04/2024
Operator Code: 18 Head of Account: 8336-00-800-002-00-0-23
Operator Name: PRINCIPAL KATWA COLLEGE

For Use of Operator							For Use of Treasury	
Sl.	Reference Number	Reference Date	Scheme ID	Scheme Description	Number of Beneficiaries	Net Amount	Approved	Objected
1	2024040000019	05/04/2024	999992	NGIPF	9	18043103		

Pay Rs: 18043103 Rupees (in words) One Crore Eighty Lakh Forty Three Thousand One Hundred Three only to (Total number of beneficiaries) 9 by ECS.

The particulars of the beneficiaries included in this advice have been verified and entered correctly in the beneficiary master of IFMS.

Assistant / Accountant

Signature of PL/LF/PF/OD Operator

Signature of Joint Signatory

N. S. Sarkar
Principal
Katwa College

Printed by: NIRMALENDU SARKAR

Printed on: 08/04/2024 4.06 PM

Page 1 of 1

**Note: It is not necessary to take printout of this annexure of beneficiary list for Monthly Salary payment

N. S. Sarkar

Signature of the IQAC Coordinator

Coordinator
IQAC
Katwa College

N. S. Sarkar

Signature of the Principal

Principal
Katwa College



KATWA COLLEGE

(Affiliated to the University of Burdwan)

Principal's Office,

P.O.: Katwa, Dist.: Purba Bardhaman, West Bengal, PIN: 713130, India.

Mobile: +918101078393

॥ विद्यया विन्दतेऽमृतम् ॥

IFMS | PL-07

Katwa

Local Advice Details
For

ECS List For Personal Ledger Account/Local Fund Account/Provident Fund Account/Other Deposit Account

Operator Code : 18
Operator Name: PRINCIPAL KATWA COLLEGE
Head of Account: 8336-00-800-002-00-0-23

Local Advice ID: 1
Local Advice: 05/04/2024
Local Advice Amount: 18043103
Memo Number: 01/PF/2024-25
Memo Date: 05/04/2024
Treasury Receipt Advice ID: 17
Treasury Receipt Advice Date: 08/04/2024

Reference Number: 20240400000019
Reference Date: 05/04/2024
Status: Received at Treasury
Scheme ID: 999992
Net Amount of Reference: 18043103
Number of Beneficiaries: 9
Scheme Description: NGIPF

Sl. no.	Scheme ID	Beneficiary ID	Beneficiary Name	IFS Code	Bank Account Number	Amount (₹)	Purpose	Income Tax/ Vat Deducted
1	999992	EP46476343	PARIMAL HARIJAN	SBIN000111	11222845729	13914		No
2	999992	EP49760104	JAYANTA ADHIKARI	CNRB0004102	4102101000534	265073		No
3	999992	EP39756445	ANINDYA BANDYOPADHYAY	SBIN000111	11222842886	777221		No
4	999992	EP39940996	KEDAR NATH MITRA	SBIN000111	11222844792	800000		No
5	999992	EP50087594	NUREMAN SHAIKH	SBIN000111	11222845650	824630		No
6	999992	EP50720927	Birbahu Mondal	SBIN000111	11222848527	1772902		No
7	999992	EP50720922	Rita Bhowmick	PUNB0148500	1485000100064746	3601269		No
8	999992	EP49333134	BIJOY KUMAR DAS	SBIN000111	11222843448	4536034		No
9	999992	EP50720930	Tapomoy Ghosh	SBIN000111	11222847895	5452060		No

N. SARKAR
Principal
Katwa College

Printed by: NIRMALENDU SARKAR

Printed on: 08/04/2024 4.06 PM

Page 1 of 2

N. SARKAR

Signature of the IQAC Coordinator

Coordinator
IQAC
Katwa College

N. SARKAR

Signature of the Principal

Principal
Katwa College



KATWA COLLEGE

(Affiliated to the University of Burdwan)

Principal's Office,

P.O.: Katwa, Dist.: Purba Bardhaman, West Bengal, PIN: 713130, India.

Mobile: +918101078393

॥ विद्यया विन्दतेऽमृतम् ॥

Pay Rs: 18043103 Rupees (in words) One Crore Eighty Lakh Forty Three Thousand One Hundred Three only to (Total number of beneficiaries) 9 by ECS.

- 1) Beneficiary list enclosed in details.
- 2) The particulars of the beneficiaries including Bank A/C No & IFSC included in this advice have been verified.

Assistant / Accountant

Signature of PL/LF/PF/OD Operator

Signature of Joint Signatory (If Any)


Principal
Katwa College



Signature of the IQAC Coordinator

Coordinator
IQAC
Katwa College



Signature of the Principal

Principal
Katwa College



KATWA COLLEGE

(Affiliated to the University of Burdwan)

Principal's Office,

P.O.: Katwa, Dist.: Purba Bardhaman, West Bengal, PIN: 713130, India.

Mobile: +918101078393

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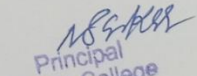
KATWA COLLEGE
KATWA : PURBA BARDHAMAN

ADVICE NO :

DATED:

DETAILED LIST FOR PROVIDENT FUND ACCOUNT

Sl	Name of the Employee	Amount Available	Amount to be Withdrawn	Balance Amount	Purpose
1	Parimal Harijan	₹ 13,914.00	₹ 13,914.00	₹ -	Final Payment on Retirement
2	Jayanta Adhikari	₹ 2,65,073.00	₹ 2,65,073.00	₹ -	Final Payment on Retirement
3	Anindya Bandyopadhyay	₹ 7,77,221.00	₹ 7,77,221.00	₹ -	Final Payment on Retirement
4	Kedar Nath Mitra	₹ 50,28,957.00	₹ 8,00,000.00	₹ 42,28,957.00	Renovation of Residential House
5	Nureman Shaikh	₹ 8,24,630.00	₹ 8,24,630.00	₹ -	Final Payment on Retirement
6	Birbahu Mondal	₹ 17,72,902.00	₹ 17,72,902.00	₹ -	Final Payment on Retirement
7	Rita Bhowmick	₹ 36,01,269.00	₹ 36,01,269.00	₹ -	Final Payment on Retirement
8	Bijoy Kumar Das	₹ 45,36,034.00	₹ 45,36,034.00	₹ -	Final Payment on Retirement
9	Tapomoy Ghosh	₹ 54,52,060.00	₹ 54,52,060.00	₹ -	Final Payment on Retirement
		₹ 2,22,72,060.00	₹ 1,80,43,103.00	₹ 42,28,957.00	


Principal
Katwa College
Principal
Katwa College

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Signature of the IQAC Coordinator

Coordinator
IQAC
Katwa College

Signature of the Principal

Principal
Katwa College



KATWA COLLEGE

(Affiliated to the University of Burdwan)

Principal's Office,

P.O.: Katwa, Dist.: Purba Bardhaman, West Bengal, PIN: 713130, India.

Mobile: +918101078393

॥ विद्यया विन्दतेऽमृतम् ॥

Head of A/c. 8336-00-800-002-00-0-23
Scheme ID : 5188
Operator Code : 18

KATWA COLLEGE
KATWA : PURBA BARDHAMAN

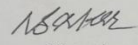
ECS LIST FOR PROVIDENT FUND ACCOUNT

Sl.	Name of Employee	Mobile No.	Amount	Bank Name	Account No.	IFSC Code	Purpose
1	Anindya Bandyopadhyay PAN : ADHPB5411E	9475055681	₹ 7,77,221.00	SBI Katwa	11222842886	SBIN0000111	Full & Final Settlement on Retirement
2	Rita Bhowmick PAN : AGGPB5792A	8768058098	₹ 36,01,269.00	PNB Jadavpur	1485000100064746	PUNB0148500	Full & Final Settlement on Retirement
3	Birbahu Mondal PAN : AEPPM0855C	9932891567	₹ 17,72,902.00	SBI Katwa	11222848527	SBIN0000111	Full & Final Payment on Retirement
4	Nureman Shaikh PAN : ALYPS1317F	8759211075	₹ 8,24,630.00	SBI, Katwa	11222845650	SBIN0000111	Full & Final Payment on Retirement
5	Bijoy Kumar Das PAN : ACVPD2987J	9474695789	₹ 45,36,034.00	SBI Katwa	11222843448	SBIN0000111	Full & Final Payment on Retirement
6	Jayanta Adhikary PAN : ASXPA9775D	7001855967	₹ 2,65,073.00	Canara Bank	4102101000534	CNRB0004102	Full & Final Payment on Retirement
7	Parimal Harijan PAN : AFSPH5163C	9609512280	₹ 13,914.00	SBI, Katwa	11222845729	SBIN0000111	Full & Final Payment on Retirement
8	Tapomoy Ghosh PAN : ADFPG4221P	7908374773	₹ 54,52,060.00	SBI, Katwa	11222847895	SBIN0000111	Full & Final Payment on Retirement
9	Kedar Nath Mitra PAN : AGXPM6815C	9434575721	₹ 8,00,000.00	SBI, Katwa	11222844792	SBIN0000111	Renovation of Residential House (Non-Refundable)
Total			₹ 1,80,43,103.00				

Katwa College, Katwa
Purba Bardhaman

Date : 04.04.2024

F:\a\desk\k.c.abid\HeadClerk\ProvidentFund\PF2023-2024 - Portal / Loan\Ghatak


Principal
Katwa College



Signature of the IQAC Coordinator

Coordinator
IQAC
Katwa College



Signature of the Principal

Principal
Katwa College



KATWA COLLEGE

(Affiliated to the University of Burdwan)

Principal's Office,

P.O.: Katwa, Dist.: Purba Bardhaman, West Bengal, PIN: 713130, India.

Mobile: +918101078393

॥ विद्यया विन्दतेऽमृतम् ॥

Government of West Bengal
Katwa
Reference Wise Success/Failure Details

IFMS | PL-04
1

Bill/Reference		Treasury/PAO		Module:	
Treasury/ PAO Code	04007	Name:	Katwa	Designation	PRINCIPAL KATWA COLLEGE
DDO /LF/ PL/PF/OD Code:	18	Date:	05/04/2024	Scheme Code:	999992
Reference Number:	20240400000019	Bill/Local Advice Date:	05/04/2024	Scheme Description:	NGIPF
HOA:	24999	Token No/ Treasury Advice Id:	0	Gross Amount	18043103
Bill No/Local Advice Id:	01/PF/2024-25	Voucher Number:	0	Net Amount	18043103
Total No. of Successful Beneficiary:	0	Success Amount	0	ECS Amount	
Total No. of Failed Beneficiary:	0	Failed Amount	0	Cheque Amount	

Acknowledged

Sl. No.	Beneficiary Name	Account Number	IFS Code	Amount	Account Type	RBI Transaction Date
1	PARIMAL HARIJAN	11222845729	SBIN000111	13914	S	09/04/2024
2	JAYANTA ADHIKARI	4102101000534	CNR0004102	285073	S	09/04/2024
3	ANINDYA BANDYOPADHYAY	11222842886	SBIN000111	777221	S	09/04/2024
4	KEDAR NATH MITRA	11222844792	SBIN000111	800000	S	09/04/2024
5	NUREMAN SHAIKH	11222845650	SBIN000111	824630	S	09/04/2024
6	Birbahu Mondal	11222848527	SBIN000111	1772902	S	09/04/2024
7	Rita Bhowmick	148500100064746	PUNB0148500	3601269	S	09/04/2024
8	BIJOY KUMAR DAS	11222843448	SBIN000111	453034	S	09/04/2024
9	Tapomoy Ghosh	11222847895	SBIN000111	5452060	S	09/04/2024

Printed By: NIRMALENDU SARKAR

Signature of the IQAC Coordinator

Coordinator
IQAC
Katwa College

Signature of the Principal

Principal
Katwa College



KATWA COLLEGE

(Affiliated to the University of Burdwan)

Principal's Office,

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Mobile: +918101078393

॥ विद्यया विन्दतेऽमृतम् ॥

33. Solar Panel System in the Campus



Signature of the IQAC Coordinator

Coordinator
IQAC
Katwa College

Signature of the Principal

Principal
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34. CCTV Surveillance System in the Campus



Signature of the IQAC Coordinator

Coordinator
IQAC
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Signature of the Principal

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