



6.1.1: The institutional governance and leadership are in accordance with the vision and mission of the Institution and it is visible in various institutional practices such as NEP implementation, sustained institutional growth, decentralization, participation in the institutional governance and in their short term and long term Institutional Perspective Plan.



SPDD

GOKHALE MEMORIAL GIRLS' COLLEGE



Strategic Planning and Deployment Document

Preface

For a higher education institution, strategic planning is very essential to accomplish its Vision and Mission to transform students into human resources within a short period of time and to make them worthy citizens of a progressive nation. Strategic planning is a continuous process with a specific focus on accomplishing institutional goals. Writing the Strategic Planning and Deployment Document (SPDD) is the first step towards this direction. It is based on analysis of strengths, past achievements, current obstacles and future opportunities. It envisages the direction towards which the organization should move to achieve its set goals and objectives.

The SPDD of Gokhale Memorial Girls' College draws on the involvement of all its stakeholders who contribute to its continued success as a premier institution catering to women's education. Effort has been taken to identify clearly the implementation processes and monitoring by identifying measurable targets in line with the desired outcomes.



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Authenticated

Kasph
Principal

Principal

Gokhale Memorial Girls' College

Vision

To develop and empower women through education that fosters knowledge and skills, promotes values of equality, secularism and national integration, moulds character through discipline and rigour and creates an open mind capable of assimilating the best traditions of the East and the West.

Mission

The mission statements of Gokhale Memorial Girls' College aim at translating its vision into action plans through:

- Dissemination of knowledge leading to academic excellence and personal growth
- Stimulation of the academic environment of the Institution for promotion of quality in teaching-learning.
- Maintenance of a balance between education that promotes knowledge per se and training that imparts skills for employability.
- Broadening the base of women's education in keeping with the framework of a pluralistic society.
- Inculcation of egalitarian, secular and non-parochial values among students in addition to the core values of honesty, discipline, courage, compassion, self-respect as well as respect for others
- Promotion of all-round development of the students to face the emerging and futuristic challenges arising from complexities of the rapidly changing national and international scenario.

Quality Policy

"To channelize the efforts and measures to provide excellence in academics with continual improvement of staff and student for a better society"



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Chandra
Principal
Gokhale Memorial Girls' College

“Education is the manifestation of perfection already in man. Religion is the manifestation of the Divinity already in man. Therefore, the only duty of the teacher in both cases is to remove all obstructions from the way.”

Gokhale Memorial Girls' College aims to inculcate the motto of Brihadaranyak Upanishad as stated by the great Advaita philosopher Maitreyi. It was her pertinent question on immortality towards her husband, Rishi Yajnavalka, on his decision to renounce worldly pleasures and take up sanyas (monk hood): — येनाहं नामृता स्यां किमहं तेन कुर्यां “What shall I do with that which does not give me immortality?” This is the accepted motto of this 83-year institution and with a firm belief that values are the integral part and parcel of the philosophy of our great nation and its educational system. Value-based education is an approach to teach universal values like patience, honesty and sincerity to the students. It creates a strong learning environment that enhances academic attainment, and helps students' graduate from simple social backgrounds to more elaborate surroundings throughout their lives. The fulcrum of value education is in the attainment of a balanced development of the personality of the female students who are the pillars of society. The institution was established in pre-independent India by Mrs. Sarala Ray, a great disciple of freedom fighter and educationist Gopal Krishna Gokhale with the ardent support of Dr. S.E. Rani Ghosh, the First Principal of the College, with a vision of educating and empowering women from every walk of life. Following the great vision of its founders, the institution strives to encourage self-expression, help young women to identify their latent talents and adapt with dignity to the fast-changing technology, lifestyle and social order in the country and contribute as compassionate individuals.

The essential core values include:

- ***Integrity***

Integrity is the exercise of being truthful and showing a reliable and uncompromising devotion to strong ethical principles and values. We practice a shared decision-making process and promote trust through professional courtesy and fair treatment. Imbibe values of the institution through dedication to one's work. Conduct all activities in an ethical manner. Commit to practices that are fair, honest, and objective in dealing with students, faculty members, staff, and stakeholders at all the levels of the community.



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[Signature]
Principal

Gokhale Memorial Girls' College

- ***Respect***

Respect is the essential foundation for working collaboratively. We recognize the expertise of teaching and non-teaching staff and respect their contribution towards the institution. We intend to extend support to our employees and student in all possible ways. Express gratitude to all the teachers and women staff of the college through Teacher's Day and Women's Day celebration every year. We value and respect the efforts of the staff as they contribute to the wellbeing of the society.

- ***Inclusiveness***

We create inclusive work environments where people are valued for their cultures, experiences, skills, knowledge and capabilities. We provide culturally inclusive and responsive services to all the stakeholders. We believe in diversity and promote respect to all belonging to different cultures, social background and gender be it the students or the staff, through various co-curricular activities and special observances like Rabindranath Tagore's Birthday, Independence Day, Netaji's Birthday, Republic Day, International Mother Language Day and Hindi Divas.

- ***Excellence***

Excellence is relentlessly pursued. The staff and students are constantly encouraged to strive to achieve their best. "Practice makes man perfect". Dedication and practice is one, which helps us to surpass the ordinary standards. Students are the primary reason we exist as an institution and thus the teachers take initiative to undertake modern teaching-learning techniques like ICT, PPTs, and videos while also continuing to use the chalk and talk method for curriculum delivery. Internal tests, class tests, mock tests, doubt-clearing classes, group discussions student presentations and lecture demonstrations enhance the student's knowledge and learning capacities and preparedness for exams. Programs, services, systems, and policies are periodically evaluated and improved. Add-on courses offered by the institution lead to the acquisition of knowledge and skills necessary for career advancement and employability, personal enrichment and leadership. Three student clubs strive to help students showcase their literary, artistic talents and community initiatives. Extension activities help imbibe good values, fellow feeling and sense of collective responsibility.



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Akashpha
Principal

Gokhale Memorial Girls' College

Special observances instil patriotism and national pride. College day further commends excellence and meritorious students who have excelled in academics are awarded.

- **Quality**

Maintenance of good and high standards in teaching & learning, student centric support, encouragement for overall development of students and staff can be interpreted as quality. The institution internalizes, empowers and evolves in response to the changing needs of the society. The institution exhibit quality in staffing, facilities, programs and services by anticipating the needs of students and responding accordingly. Foster a learning environment that promotes responsible, principled behaviour, which respects the dignity of all members of the community. Strive to ensure that curriculum, delivery, and support services respond to enquiries, requests, and concerns in an appropriate and timely manner. Faculty strives to strengthen the overall effectiveness of curriculum and instructional delivery. Regular feedbacks from different stakeholders such as students, guardians, teachers and alumni are obtained to improve and provide quality education and infrastructure. Feedback is also obtained from the non-teaching staff to gauge the infrastructural quality and work place environment and analysed to provide better conditions.

Objectives

Swami Vivekananda in his letter to Singaravelu Mudaliar, dated 3rd March 1894 wrote: *"Education is the manifestation of the perfection already in man"*.

In conscientious adherence to this famous quote, GMGC lays down the following as its prime objectives -

- To provide quality education in an outcome-based approach through effective delivery of curriculum, continuous internal evaluation and enhanced preparedness.
- To impart life skills and values through regular mentoring of students by the faculty and value-imbibing lectures and workshops.
- To train students in confidence building and decision-making by organizing multifarious curricular and co-curricular activities.



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- To empower and enhance employability through value-added courses and timely career counselling.
- To promote holistic development of students through opportunities of participation in special observances, sports, exhibition, social outreach, gender sensitization and community participation.

Quality Policy

“To channelize the efforts and measures for providing the right environment for study and excellence in academics, extra-curricular activities and continual improvement of staff and students for a better society”

Strategic Goals

The Strategic Goals of the institution are set in tune with the vision, mission and core values enunciated. They are grouped in the following manner –

1. Internal Quality Assurance System

- Reconstitution of IQAC as per NAAC regulations
- Framing of Quality Policy
- Formation of Academic Sub-committee for academic planning
- Professional development of staff
- Periodic check & guidance for quality improvement
- Establishment of audit team and process
- Academic and Administrative Audit (AAA) for remedial measures
- Promoting best practices
- Annual report preparation & submission



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2. Teaching and Learning Process

- Academic planning and preparation of Academic Calendar
- Development of teaching and lesson plan based on CO & PO mapping
- Use of advance teaching aids and adopt enhanced ICT techniques
- Development of e- learning resources
- Provide mentoring and counselling support
- Follow a transparent and fair feedback system
- Conduct training based on need
- Evaluation parameters and benchmarking
- Continuous assessment to measure outcomes
- Implementation of best practices

3. Leadership and participative management

- Decentralize the academic, administration and student related authorities & responsibilities
- Prescribe duties, responsibilities and accountability
- Establishment of functional committees

4. Good Governance

- Vision, Mission and their articulation in every key position
- Academic and Administrative Calendar published
- Evaluation of Institute's performance and benchmarking
- Institutional strategic goals setting
- Institutional Strategic development plan
- Monitoring and Implementing the Quality Management System
- Following organization structure
- Smooth Working of statutory committees
- Establishing E governance
- Leadership development through decentralization
- Establishing internal audit committee
- Code of conduct and policy formulation, approval and implementation



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- Establishing fair and transparent performance appraisal system

5. Student's development and participation

- Budget allocation for student development programmes and activities
- Career Counselling and Placement Activities
- Participation in competitions
- Organizing events activities such as exhibitions, Teacher's Day, Fresher's Welcome, farewells, cultural performances etc.
- Rewards & recognitions of achievers
- Participation in extracurricular activities through student fora
- Participating in social and welfare activities
- Providing career guidance
- Financial Assistance to the needy and deserving students through College Fund and Fund created by teachers
- Helping students to avail stipends/scholarships provided by government and non-government organization

6. Staff development and welfare

- Requisition for staff recruitment in vacant sanctioned positions
- Recruitment Policy for contractual support staff
- Monetary aid as per need
- Staff feedback for better work conditions
- Performance evaluation system
- Staff Training for quality improvement
- Best possible work facilities & infrastructure facilities
- Code of conduct, service rules & leave rules
- Staff welfare policy implementation, Career advancement schemes
- Rewards, recognition and incentives
- Deputation for seminars, conferences and workshops etc.
- Motivation for qualification improvement
- Support policy for research and consultancy



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- Staff welfare as per the government provisions.

7. Financial management

- Framing & implementation of Purchase and Financial policies
- Budget planning and allocation
- Forecasting income & expenditure
- Effective utilization of funds
- Effective functioning of purchase committee
- Budget formulation & approval through the Finance Committee
- Support for internships, visits, trainings, special guest lectures, resource persons

8. Research and innovation

- Fund generation through Project proposals
- Apply for Government/Non-Government sponsored funds
- Collaborations with Government & Private Institutes, Universities and Research Organizations
- Developing research facility in laboratories

9. Community Services, Social Outreach and Awareness Activities

- Budget from institution resources/Faculty/students/other donors
- Identify community and social development work
- Identify challenges of society for development work
- Provide vocational training /job oriented training as per local needs at the institute
- Conducting social awareness programmes, blood donation camps, gender sensitization and gerontology workshops and such others through College NSS Unit, college committees and student activity clubs.

10. Physical infrastructure

- Infrastructure building development & modification
- Smart Class rooms, Tutorials, Seminar halls
- Modernization of Laboratory & equipment



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Akash
Principal

Gokhale Memorial Girls' College

- More ICT enabled classrooms
- Library infrastructure up gradation
- System upgradation
- Functional facilities for e-learning
- Safety & Security management
- Safe Drinking Water facility and Medical facility
- Development and maintenance of (indoor/outdoor) sports
- Plantations and greenery
- Hygiene, zero plastic & green campus
- Renewable energy usage

Standard Operating Procedure (SOP)

Standard Operating Procedure (SOP) prescribes the institutional flow chart for execution of activities in a step-by-step process, involving all the levels of managerial hierarchy.

1. Discussion and Analysis

The Head of the Institution analyses the situation in respect of the needs of the institution, though the IQAC and Academic Sub-Committee whose members are the Heads of Departments and the different statutory and non-statutory committees. The Time-Table Committee checks the availability and adequacy of classrooms and laboratory. The IQAC along with the Academic Sub-Committee checks the availability of books in the library, staff requirement and any other additional components like hostel, sports ground, co-curricular and extracurricular activities which enhances the quality of work life and develops life skill of students.

2. Survey

Statistical facts and figures regarding student admission, staff requirement, books available in library, examination procedure etc. are collected and suitable estimations and requirements are made into a list of development / improvement programs. Feedback obtained from stakeholders to prepare the Satisfaction Report for overall betterment.



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A. Kar

Principal

Gokhale Memorial Girls' College

3. Improvement

- Academic Calendar of each department is drawn up indicating the curriculum delivery plan and the time limit for completion and revision.
- Formative evaluation system followed for assessing students' progress and identifying students at different difficulty levels
- Mentorship undertaken for all students and timely schedules drawn up.
- Psychological counselling undertaken for improvement of students' mental and physical health.

4. Implementation

The Academic Sub-Committee meets periodically to take decisions to approve new activities proposed by departments and evaluates feasibility based on details provided by them. It also makes appraisal of ongoing activities and the activities scheduled to be conducted.

5. Evaluation

The IQAC meets frequently to evaluate the success of the major plans and policies undertaken since the degree to which the target set are being achieved at different stages of the plan must be assessed from time to time.

Holistic Plan Formulation

1. Ensure quality in curriculum delivery and academic support for student success. Increase access to quality learning by facilitation of the use of innovative and effective teaching methods – provision of ICT tool facilities to teachers.

2. Enhance student-centred processes - identifying needy students and providing Free Studentship and Fee Waivers; disseminating information about available National and State Scholarships; scheduling classes to meet student needs; easy access to study material through College Website; conducting Library Orientation Programmes for students to promote use of e-resources.



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(Signature)
Principal

Gokhale Memorial Girls' College

3. Organizational Efficiency - Assessment and improvement of all college operations, programs, and activities; make data informed decisions to maximize institutional efficiency, integration, and effectiveness; obtain feedback from student and teachers on the effectiveness of the curriculum design; introduction of formal mentorship to guide them in curriculum preparedness and future academic pursuits.
4. Increase professional development for the staff through Lectures and workshops.
5. Ensure effective and full use of financial, physical, and technological resources to support student-centric activities and utilize technology that best serves the needs of the institution.
6. Enhancing social outreach and community engagement activities.
7. Upholding the value system as per the vision and mission of the Founders of the institution with due attention accorded to environment-related issues.

Strategy Implementation and Monitoring

After approval of Strategic development plan the next step is its implementation. During implementation the progress of strategy shall be measured from time to time. Hence the measurable success indicators are clearly spelt out in the implementation document. The Principal along with Academic Sub-committee are the custodian for strategic plan and its deployment.


Implementation at Institute Level

Governance & Administration	Governing Body
Admissions	Principal and Admission Committee
Statutory Compliance	Principal and Staff
Infrastructure (physical)	GB, Principal, Finance Committee Building Committee, Purchase Committee
Infrastructure (Academics)	Principal, Librarian & Faculty
Teaching-Learning	Principal and Faculty
Research and Development	Principal, Research Cell and Faculty
Student Development	Principal and Faculty



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 Principal
 Gokhale Memorial Girls' College

Student Activities	Principal and Faculty
Departmental Activities	Principal and Faculty
Training and Placement	Principal and Placement Cell
Quality Assurance	IQAC

SWOC Analysis

Strengths –

- Reputed & well-known management.
- College runs smoothly independent of interference from any quarter.
- Financial stability
- Admission strictly based on merit.
- Positive social perception with diversity of students
- Good participation of students in curricular and co-curricular activities
- Recognition by UGC under 2f and 12B
- The Curriculum is integrated with ICT to enhance employability
- Continued assistance to needy and deserving students
- Excellence in academic performance and academic achievements of students in the University examinations and other platforms
- Significant progression to higher academic studies
- Mentoring and counselling and a strong feedback system for students
- Faculty encouraged to pursue Ph.D., research, etc. and programs for career advancement.
- Holistic education - Equal emphasis on co-curricular activities, value-added courses, student activity clubs viz. Literary Club, Cultural Club and Social Awareness Club for all round development and extracurricular activities.
- Institution operates as the Swayam-NPTEL Local Chapter to offer distance courses that enhance employability.



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Principal
Gokhale Memorial Girls' College

- Alumni participation in various social activities, counselling and outreach. Alumni initiatives sought for job generation and referral drive of junior students through “Alumni Speak” sessions.

Weakness –

- Space limitation for further expansion of facilities
- Limited scope for updating the course curriculum
- Consultancy activities are limited.
- Research publications are few in number.
- Limited facility for post-doctoral research
- Collaborations few in number.
- Financial resources are limited. Income generating sources need to be identified.
- Student internship limited to vocational courses only.

Opportunities –

- Scope for inter-disciplinary teaching and research.
- Tie-ups & academic exchanges with reputed institutes
- With significant increase in awareness, career counselling programs and job fairs the institution aims to create a greater number of placements for the students
- To strengthen the College Alumni Association for their involvement in developmental, academic, research and mentorship activities of the students.
- Opportunity for development of E-content by faculty
- Distance learning to be pursued
- Focus on Research activities & collaboration with institutes and industries
- Involving more faculty members in research-oriented programs
- Obtaining External funding for research, project and innovative programs
- Introducing more add-on programs to prepare students in Soft Skill, Aptitude, CAT, CLAT, GMAT, NET, SET etc. examinations
- Enrolment of Students in Internship programs in different corporate houses & industries
- More involvement in community services to fulfil institutional social responsibility

Challenges: -



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 Principal
 Gokhale Memorial Girls' College

- Taking care of the space problem.
- Upgrading & updating course curriculum programs in tune with global trends
- Taking added assignments on the prescribed curriculum
- Greater Industry and Academia connect necessary to ensure curriculum and skills in line with requirements
- To achieve good position in the NIRF ranking
- To search for innovative career opportunities for students
- To ensure increased student enrolment
- To ensure effective curriculum delivery in English for students coming from different vernacular backgrounds

Monitoring of Strategic Plan

The implementation of strategic plan shall be monitored time to time by Principal, IQAC, Academic Sub-Committee and other committees through periodic review. The conveners of committee shall prepare the report and present it in review meetings of the Academic Sub-Committee. The benchmarking of quality standards and its monitoring, evaluation of attainment will be carried out by the IQAC independently and internally. The IQAC will report the findings for each academic session with thorough analysis of outcomes to the Internal Audit Committee with two members from the GB. The Committee will recommend the corrective actions and the need of further processes and deployment of resources. For AAA, the findings shall be reported to the external auditors who will prepare the final report with recommendations on corrections and further action.

Conclusion

The SPDD is an effort for achieving the objectives envisaged by GMGC. The strategic plan just provides a guiding framework for a collective effort of the participating stakeholders. It is the actual implementation which ensures success and sustainability of the plan over a longer period of time. Proper implementation of strategies needs a diligent teamwork with good spirit. The system of implementation should evolve through time in a dynamic process incorporating the lessons learnt and this emphasizes the role of the IQAC in ensuring the quality of implementation and its degree of success.



28th Nov 2020

Authenticated.
Chandrasekhar
 Principal
 Gokhale Memorial Girls' College



Vision & Mission

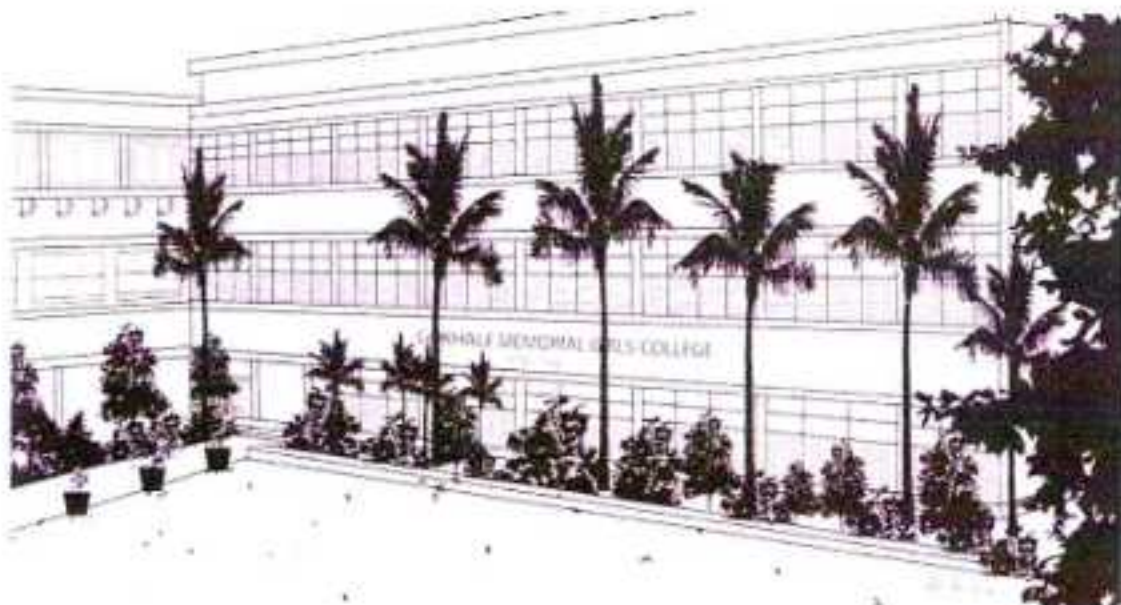


- Home
- Mentorship
- Noticeboard
- Gallery
- Contact



VISION AND MISSION

HOME THE COLLEGE
VISION AND MISSION



Vision

To develop and empower women through education that fosters knowledge and skills, promotes values of equality, secularism and national integration, moulds character through discipline and rigour



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Chandra
Principal
Gokhale Memorial Girls' College

Mission

The mission statements of Gokhale Memorial Girls' College aim at translating its vision into action plans through:

- Dissemination of knowledge leading to academic excellence and personal growth.
- Stimulation of the academic environment of the Institution for promotion of quality in teaching-learning.
- Maintenance of a balance between education that promotes knowledge per se and training that imparts skills for employability.
- Broadening the base of women's education in keeping with the framework of a pluralistic society.
- Inculcation of egalitarian, secular and non-parochial values among students in addition to the core values of honesty, discipline, courage, compassion, self respect as well as respect for others.

<https://www.gokhalecollegekolkata.edu.in/2023/gmgc-visionMission.htm>

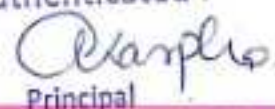
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rapidly changing national and international scenario.

THE COLLEGE

[History](#)[Vision & Mission](#)[Principal's Desk](#)[Unique Features](#)[Achievements](#)[Ranking](#)[Awards and Prizes](#)

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Principal

Gokhale Memorial Girls' College



<https://www.gokhalecollegekolkata.edu.in/2023/gmgc-visionMission.htm>

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THE COLLEGE

To develop and empower women through education that fosters knowledge and skills, promotes values of equality, secularism and national integration, moulds character through discipline and rigour and creates an open mind capable of assimilating the best traditions of the East and the West.

VISION AND MISSION

ACADEMICS / ADMISSION



COURSES OFFERED



ADMISSION



FACULTY



IQAC-AQAR



NAAC



SSR

CONTACT

<https://www.gokhalecollegekolkata.edu.in/2023/gmgo-vision/mision.htm>

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[VIEW MAP](#)

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[Signature]
Principal
Gokhale Memorial Girls' College



Prospectus

Gokhale Memorial Girls' College



NAAC ACCREDITED



PROSPECTUS 2022-2023

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Phone: 033 – 22238287/2355

Email: gokhalecollegekolkata@gmail.com

Website: www.gokhalecollegekolkata.edu.in



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Principal

Gokhale Memorial Girls' College

Prospectus 2022-2023

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(Signature)
Principal
Gokhale Memorial Girls' College



Orientation for Newly Admitted Students

Student Orientation Programme for Newly Admitted Students

A college orientation programme is held every year for the newly enrolled students, where they are given information about the history of the institution and the courses that the students have taken up. A very exhaustive power point presentation is made covering the perspective plan and procedure of the college. It covers activities like co-curriculum, resources of the college, various clubs like cultural club, literary club and social awareness club. An overview is also given regarding the provision of several value-added courses.

The above is followed by a speech delivered by the Head of the Institution regarding the campus life that helps in acclimating students to their new environment. Students then go to their respective departments where they meet their faculties of the respective honours and major subjects. The teachers provide academic advising and guidance which gives them overall idea about the subjects they have taken up for their graduation. The students are given a clear picture of the prospect of the subject which might help them in determining future career options.

03 MAR 2023



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Chaspha
Principal
Gokhale Memorial Girls' College



GOKHALE MEMORIAL GIRLS' COLLEGE

ORIENTATION PROGRAMME 2022

Orientation Programme for Semester I students held on 19th September 2022 .



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A. Karpha
Principal

Gokhale Memorial Girls' College



Principal's speech on Orientation Day



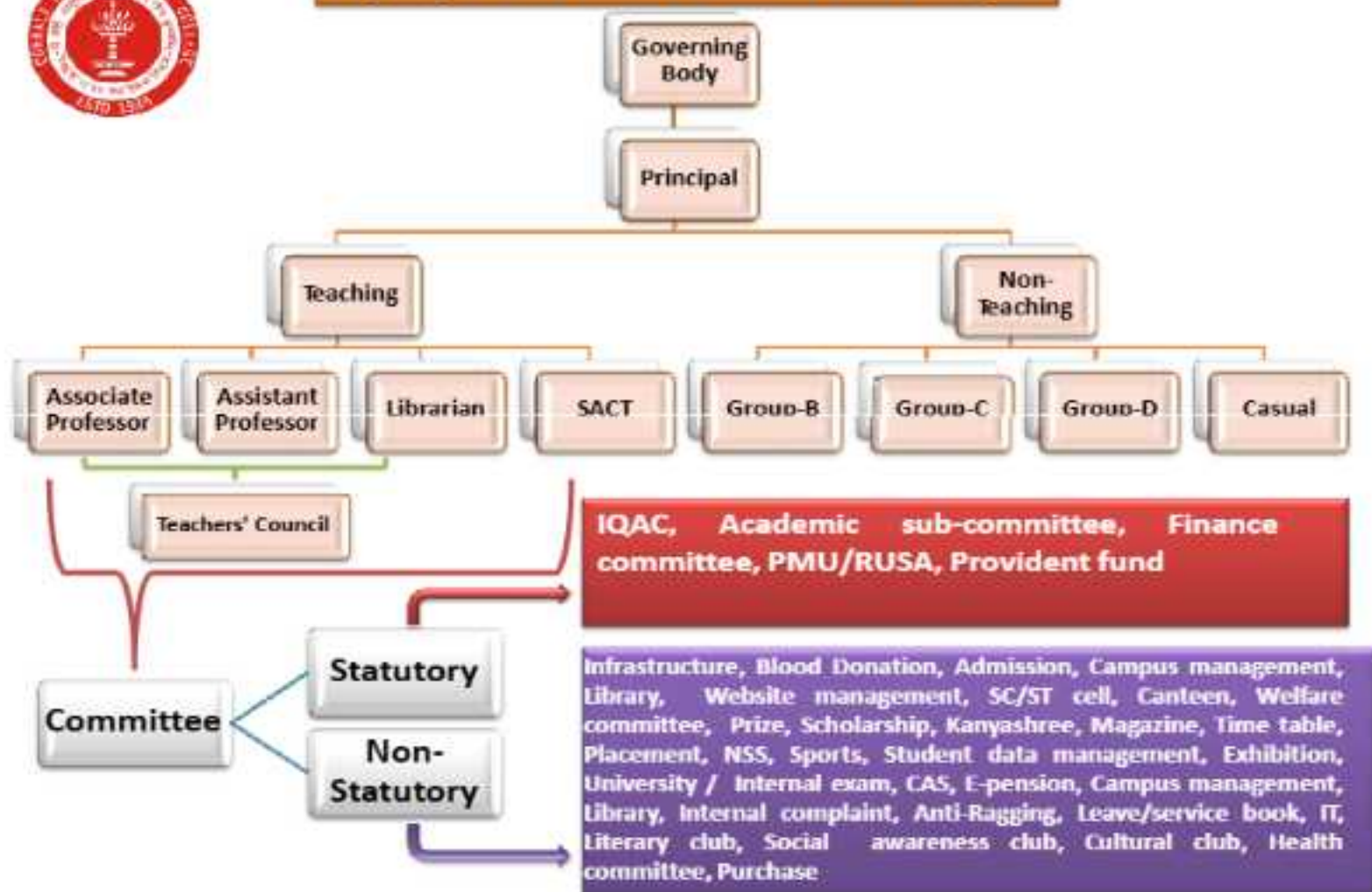
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Karpha
Principal
Gokhale Memorial Girls' College



Organogram



Organogram of Gokhale Memorial Girls' College





Service Rules

1. Kolkata Gazette
2. West Bengal Act XXXVI of 1975
3. Leave Rules for Teachers of Government Aided Colleges under the University of Calcutta
4. State Aided College Teachers (SACT)

The Kolkata Gazette



2

THE KOLKATA GAZETTE, EXTRAORDINARY, MARCH 22, 2017

[PART II]

*The West Bengal Universities and Colleges
(Administration and Regulation) Act, 2017.*

(Chapter I.—Preliminary.—Sections 1-3.)

managements and employees of the said Publicly-funded higher education institutions while respecting their need for institutional autonomy, and to effect a synergistic functioning among the State Government, the State-aided Universities and Government-aided colleges so as to achieve an efficient and vibrant higher education system, and for such other matters connected therewith and incidental thereto;

It is hereby enacted in the Sixty-eighth Year of the Republic of India, by the Legislature of West Bengal, as follows :—

CHAPTER I

Preliminary

Short title, extent
and
commencement.

1. (1) This Act may be called the West Bengal Universities and Colleges (Administration and Regulation) Act, 2017.

(2) It shall extend to the whole of West Bengal.

(3) It shall come into force on such date or dates as the State Government may, by notification in the *Official Gazette*, appoint.

Application of the
Act.

2. This Act shall apply;—

(i) to all Universities established by or under any Act of the State Legislature and are receiving financial assistance from the State Government in any form; and

(ii) to all colleges including Colleges run by minorities, subject to specific provisions and exceptions made under this Act, and the provisions of the Constitution of India and which are receiving financial assistance on a regular basis from the State Government through the Pay Packet Scheme.

Definition.

3. In this Act, unless the context otherwise requires;—

(i) "academic year" comprises of a period throughout which academic instruction is being given to a student in a particular Calendar year;

(ii) "actual income" in relation to a college, means the income actually realized by a college by way of tuition fees, fines and other charges from the students, by whatever name called;

(iii) "affiliated" in relation to a college, means affiliated to a University;

(iv) "Administrator" means an administrator of a college appointed by the

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Principal
Gokhale Memorial Girls College

28 FEB 2017



*The West Bengal Universities and Colleges
(Administration and Regulation) Act, 2017.*

(Chapter I.—Preliminary.—Section 3.)

- (viii) "Service Commission" means the West Bengal College Service Commission constituted under the West Bengal College Service Commission Act, 2012 and such other Service Commission as may be constituted by the State Government;
- (ix) "Director of Public Instruction" means the Director of Public Instruction, West Bengal, as appointed by the State Government, by order;
- (x) "employee" means the employee of a college or a University including teachers, librarians, officers and non-teaching staffs;
- (xi) "fee" means all fees including tuition fee and other charges, by whatever description called;
- (xii) "Governing Body" means the Governing Body of a college duly constituted as *per* the prescribed procedure, and includes any managing committee or any other body for that purpose;
- (xiii) "Government-aided college" means a college receiving grants from the State Government under the Pay Packet Scheme irrespective of the fact that the administration of such a college is run by a minority, but does not include a Government College;
- (xiv) "Minority college" means a college which is run and administered by a minority, whether based on religion or language, declared and approved as such by the State Government or any other appropriate authority, as the case may be;
- (xv) "Non-teaching employee" means an employee appointed in a sanctioned post of a college or of a University not holding any teaching post or officer's post;
- (xvi) "prescribed" means prescribed by rules, orders, notifications made by the State Government under this Act;
- (xvii) "Principal" means the Principal of a college and includes a Vice-Principal or a Teacher-in-Charge for the purposes of this Act;
- (xviii) "Pay Packet Scheme" means the scheme of the State Government for the purpose of releasing periodical salaries and allowances to the teachers and other employees of a college in such manner as may be prescribed;
- (xix) "State Government" means the Government of West Bengal in the Higher Education, Science and Technology and Biotechnology Department;
- (xx) "Students' Body or Union" means duly-constituted students' body or union, as the case may be, of a college or of a University;
- (xxi) "Teacher of a college" means a Principal, an Assistant Professor, Associate Professor or Professor holding a sanctioned teaching post in a college and includes Librarian and Graduate Laboratory Instructor and such other posts as may be determined by the State Government from time to time;
- (xxii) "Teacher of a University" means an Assistant Professor, Associate Professor, Professor holding a sanctioned teaching post including Librarians in a University and such other posts as may be determined by the State Government from time to time;
- (xxiii) "University" means a University constituted by an Act of State Legislature and receiving regular financial assistance from the State Government;
- (xxiv) "Vice-Principal" means a person, who shall discharge the functions of the Principal in his absence, and to be appointed as such by the State Government from amongst the teachers of the college in such manner and on such terms and conditions, as may be prescribed.

West Ben. Act
XXIX 2012

Authenticated

Principal

Gokhale Memorial Girls' College

28 FEB 2022



*The West Bengal Universities and Colleges
(Administration and Regulation) Act, 2017.*

(Chapter II.—Administration of Colleges.—Sections 4, 5.)

CHAPTER- II

Administration of Colleges

Governing Body
of Colleges.

4. (1) There shall be a Governing Body in every college to be constituted in the manner and procedure provided under the provisions of this Act.

(2) Notwithstanding anything contained in any other law for the time being in force or in any custom or usage to the contrary, the constitution, powers and functions of the Governing Bodies for all colleges shall be uniform irrespective of the nature of their promoting or sponsoring bodies:

Provided that the Government-aided colleges run by minorities may adopt their own rules regarding constitution, powers and functions of their Governing Bodies with the approval of the State Government.

(3) Notwithstanding anything contained in any other law for the time being in force, or in any custom or usage to the contrary, the State Government shall have power to dissolve the Governing Body of a college, other than the college run by minorities, if, in the opinion of the State Government that the Governing Body of such college is unable to perform its functions as per provisions of this Act or the statutes of the affiliating University, or the continuance of the Governing Body or any of its members in such Governing Body is detrimental to the interest of the college, and in every such case, the State Government may appoint an Administrator in place of the Governing Body who shall discharge all functions for such period as may be determined by the State Government or until constitution of a new Governing Body, whichever is earlier.

(4) The affiliating University shall, in every such case, take steps to constitute the new Governing Body of such college referred to in sub-section (3) within such time as may be prescribed.

Constitution of
the Governing
Body.

5. (1) Notwithstanding anything contained in any other law for the time being in force or in any custom or usage to the contrary, the Governing Body of every Government-aided College shall consist of the following members, namely:—

(i) the President shall be a person interested in education, and shall be nominated by the State Government from amongst the members of the Governing Body or from outside:

Provided that the employees or the students of the concerned college shall not be eligible for nomination as President;

(ii) the Principal or the Vice-Principal or the Teacher-in-Charge, as the case may be, of the concerned college, who shall act as the *ex officio* Secretary to the Governing Body;

(iii) three whole time regular teachers including librarians and Graduate Laboratory Instructors, to be elected from amongst them;

(iv) one non-teaching employee to be elected from amongst them;

(v) two persons to be nominated by the State Government and one person to be nominated by the West Bengal State Council of Higher Education constituted under the West Bengal State Council of Higher Education Act, 2015 respectively;

(vi) one representative from amongst the donor of the college or from the sponsoring body promoting the establishment of the concerned college;

(vii) two persons to be nominated by the affiliating University from amongst eminent educationists, of whom at least one shall be a woman;

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Principal

Gokul Memorial Girls' College

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West Ben. Act
X of 2015.

*The West Bengal Universities and Colleges
(Administration and Regulation) Act, 2017.*

(Chapter II.—Administration of Colleges.—Sections 6, 7.)

(viii) one student representative, who shall be the General Secretary of the duly-constituted Students' Body or Union, as the case may be, of the college.

(2) All existing members of the Governing Bodies which were constituted immediately preceding the date of coming into effect of this Act shall continue to be the member of such Governing Body until the normal tenure of the Governing Body expires by efflux of time or unless it is dissolved by the State Government, whichever is earlier.

(3) The tenure of the Governing Body shall be such as may be determined by the State Government from time to time.

(4) Every meeting of the Governing Body shall be convened in the name of the President:

Provided that the President's absence in any meeting of the Governing Body shall not invalidate the proceedings of the Governing Body if any one of the nominees of the State Government is present in such meeting and the quorum has been duly formed:

Provided further that one third of the members shall form a quorum in every meeting of the Governing Body.

(5) Powers and functions of the Governing Body shall be such as may be provided in the statutes of the affiliating University.

Duties of the
Principal

6. (1) To improve the functioning of the colleges, the college management shall introduce different measures for ensuring attendance, punctuality and work output, as may be prescribed by the State Government from time to time.

(2) For all employees of the college there shall be prepared Annual Confidential Report and Performance Appraisal Report for every year in such manner and to be maintained in such form as may be prescribed by the State Government, from time to time.

(3) Every employee of the college, including the Principal, shall submit in a sealed envelope before the Governing Body, with a copy to the State Government, an annual declaration of his assets of movable and immovable properties in such manner as may be prescribed in this behalf.

Funds and
accounts of
college.

7. (1) There shall be a fund in every college which shall be credited with all money received from tuition fees and other fees and charges as may be determined by the State Government from time to time.

(2) Every college shall maintain proper records of accounts which shall be duly audited internally by a qualified State Government-empanelled Chartered Accountant as defined under section 2 (b) of the Chartered Accountants Act, 1949, in the manner as may be prescribed and shall submit such accounts before the State Government annually within six months of the following Financial Year.

38 of 1949.

(3) Subject to the provisions of sub-section (2), the State Government shall cause periodic audit of the fund and accounts of every college in such manner as may be prescribed.

(4) If any college fails to comply with any of the provisions of this Act, the State Government may take such action as it may deem necessary and lawful.

(5) If any college, other than the college run by minorities, fails to comply any of the provisions of this Act, the State Government may, by order, supersede the college authority for a certain period and appoint an Administrator to discharge the functions of the college for such time as may be determined by the State Government.

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Principal

Gokhale Memorial Girls' College

28 FEB 2023



*The West Bengal Universities and Colleges
(Administration and Regulation) Act, 2017.*

*(Chapter II.—Administration of Colleges.—Sections 8, 9.—Chapter III.—
Employees of Colleges—Sections 10, 11.)*

Inspection.

8. (1) The State Government may, from time to time, cause inspection of the affairs of the college, other than the college run by minorities, including its administrative and financial activities as and when the State Government considers it necessary.

(2) Such inspection shall ordinarily be made upon prior notice to the college authority.

Students' Body or
Union of Colleges.

9. (1) There shall be a Students' Body or Union, as the case may be, in every college and the General Secretary of such body or union shall be a member of the Governing Body for a period of one year from the date of his election.

(2) The composition, functions, duties and responsibilities of the Students' Body or the Union, as the case may be, including the manner, procedure and eligibility to participate in the election shall be such as may be prescribed.

CHAPTER III

Employees of Colleges

Appointment of
teachers, librarians
and non-teaching
employees.

10. (1) Notwithstanding anything contained in any other law for the time being in force or in any custom or usage to the contrary, appointment of all teachers, librarians and other employees of every college, except the colleges run by minorities, shall be made by the Governing Body, on the recommendation of the Service Commission.

(2) A recommendation of the Service Commission shall not automatically confer any right upon the candidates for appointment and shall be subject to satisfactory completion of verification of his personal testimonials including proof of age and educational qualifications along with all antecedents and medical examination report from the appropriate authorities.

(3) If any discrepancy is found during verification of a candidate as stated under sub-section (2), his candidature shall be liable to be cancelled.

(4) The terms and conditions of service including the manner and procedure of holding disciplinary proceedings and punishment thereof, of all the employees of the colleges shall be such as may be prescribed.

Transfer of
employees of the
college.

11. (1) Every teacher, librarian and non-teaching employee of a college, other than colleges run by minorities, may, once in a life time of his service apply for mutual transfer or transfer of his own seeking in any other college within the State in such manner as may be prescribed.

(2) The State Government may, in the interest of public service, place the service of any teacher, librarian or non-teaching employees to another college on transfer.

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Principal

Gokhale Memorial Girls' College

28 FEB 2020



*The West Bengal Universities and Colleges
(Administration and Regulation) Act, 2017.*

*(Chapter IV.—Provident Fund.—Section 12.—Chapter V.—
Administration of Universities.—Sections 13, 14.)*

CHAPTER IV

Provident Fund

Provident Fund.

12. (1) The Provident Fund of all regular employees of a college or University shall be maintained in the State Government Treasury.

(2) Every employee of a college or University shall be provided with a Provident Fund account.

(3) All balances in the Provident Fund held by the college or by the University in any form shall be transferred to the State Government treasury within such time as may be directed by the State Government.

(4) Other rules regulating the financial business of the college or the University shall be such as may be prescribed.

CHAPTER V

Administration of Universities

Administration of Universities.

13. (1) Notwithstanding anything contained in any other law for the time being in force or in any custom or usage to the contrary, wherever it is proposed to nominate a person by the Chancellor in any body or authority of any University or other body corporate, such person shall henceforth be nominated by the Chancellor in consultation with the State Government.

(2) Notwithstanding anything contained in any other law for the time being in force or in any custom or usage to the contrary, no University, without the prior approval of the State Government, shall, after the commencement of this Act,—

- (a) permit any person to work under the University beyond the prescribed age of superannuation except in the manner notified by the State Government;
- (b) dispose of or sell any immovable property of the University;
- (c) declare setting up or conversion of any post of Officer or teacher of the University;
- (d) such other act or acts as may be prescribed by the State Government.

(3) The State Government may, subject to availability of fund, allow the application for creation of teaching, non-teaching and officers' posts in such University on its discretion, after considering the need for staff in the University.

(4) The State Government may, by order, from time to time, revise the scale of pay attached to the post of teachers, officers or non-teaching employees or sanction any new allowance thereof.

(5) The State Government may, by order, regulate the expenditure of a University and may revise such rules from time to time.

Employees of the University.

14. (1) Notwithstanding anything contained in any other law for the time being in force, or in any custom or usage to the contrary, no person can be appointed in any post in the University without satisfactory completion of verification of his personal testimonials including proof of age and educational qualifications along with all antecedents and medical examination report from the appropriate authorities.

(2) If any discrepancy is found during verification of a candidate as stated under sub-section (1), his candidature shall be liable to be cancelled.



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Principal
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28 FEB 2023

*The West Bengal Universities and Colleges
(Administration and Regulation) Act, 2017.*

*(Chapter V.—Administration of Universities.—Sections 15, 16.—
Chapter VI.—Miscellaneous.—Section 17.)*

(3) To improve the functioning of the Universities, the University Authorities shall introduce different work efficiency measures for ensuring attendance, punctuality and work output as may be prescribed by the State Government, from time to time, and a report shall be placed before the appropriate decision-making bodies of the Universities on a regular basis.

(4) For all employees of the University there shall be prepared Annual Confidential Report and Performance Appraisal Report for every year in such manner and to be maintained in such form as may be prescribed by the State Government, from time to time.

(5) Every employee of the University, including the Vice-Chancellor, or the Pro-Vice-Chancellor, shall submit in a sealed envelope before the Senate or the Court, as the case may be, with a copy to the State Government, an annual declaration of his assets of movable and immovable properties in such manner as may be prescribed in this behalf.

Inquiry into the
affairs of the
University.

15. (1) The State Government shall have the power to enquire into the affairs of the University, as and when it considers necessary.

(2) Every such inspection shall ordinarily be made with prior notice to the University.

(3) Notwithstanding anything contained in any other law for the time being in force, the Statutes of all State-aided Universities shall be uniform in respect of the powers and functions of the various officers and authorities of the University, the procedure for holding election to various authorities of the University, the procedure for holding meetings of the various bodies and authorities of the University, the procedures and terms and conditions for affiliation of colleges, the rights and duties of employees of the affiliated colleges, the provisions regarding holding of convocation and conferment of Degrees, Diplomas and titles, and such other subjects as may be prescribed from time to time.

Students' Body or
Union of the
University.

16. (1) There shall be a Students' Body or Union, as the case may be, in every University.

(2) The composition, functions, duties and responsibilities of the Students' Body or Union, as the case may be, including the manner, procedure and eligibility to participate in the election shall be such as may be prescribed.

CHAPTER VI

Miscellaneous

Power to make
rules.

17. (1) The State Government shall have power to make rules for the purpose of carrying out the provisions of this Act.

(2) Without prejudice to the generality of the foregoing provisions of this Act, the State Government shall have power to make rules in relation to:—

- (i) the terms and conditions of service of all employees of colleges and Universities;
- (ii) code of conduct and discipline for all the employees of the colleges and Universities;
- (iii) manner and procedure for holding disciplinary proceedings against employees of the colleges and Universities;
- (iv) manner and procedure of transfer, including mutual transfer and transfer of his own seeking in respect of all the employees of the colleges, other than the colleges run by minorities;
- (v) manner and procedure for maintaining funds and accounts of the colleges and Universities including the procedure for maintaining Provident Fund of the employees of the colleges and Universities;
- (vi) such other subject as the State Government considers necessary for the purposes of this Act.



Authenticated
Akash
Principal
Gokhale Memorial Girls' College

28 FEB 2023

*The West Bengal Universities and Colleges
(Administration and Regulation) Act, 2017.*

(Chapter VI.—Miscellaneous.—Sections 18-22.)

(3) Every rule made under this Act shall, as soon they are made, be laid in the Legislative Assembly while it is in session.

Powers to give directions.

18. The State Government shall have the power to give directions to any college or in any University in any matter not inconsistent with the provisions of this Act and the college or the University shall be duty bound to comply.

Power to remove difficulties.

19. (1) The State Government shall have the power to remove any difficulty as may arise in applying the provisions of this Act to any college or University covered under this Act.

(2) The decision of the State Government shall, in every case, be final in regard to any dispute in between the State Government and the College or the University in effecting the provisions of this Act.

Power to relax.

20. The State Government shall have the power to relax any of the provisions of this Act or any rule, notification, order, schemes or by-laws made under this Act in relation to any college or any University in the interest of public service.

Overriding effect.

21. Notwithstanding anything contained in any other law or in any custom or usage for the time being in force, or in any Statutes, Ordinances, Rules and Regulations made by any authority under any law for the time being in force that is repugnant to the provisions of this Act, the provisions of this Act, to the extent of such repugnancy, shall have overriding effect against any such law, custom, usage, Statutes, Ordinances, Rules and Regulations.

Savings.

22. Anything done or purported to have been done in pursuance of any law for the time being in force by the State Government immediately preceding the date of coming into effect of this Act, shall have effect to the extent it is not inconsistent with the provisions of this Act, as if this Act had not yet come into effect.

By order of the Governor,

MADHUMATI MITRA,
Secy. to the Govt. of West Bengal,
Law Department.

Authenticated.

Principal

Memorial Girls' College



28 FEB 2023

*The West Bengal Universities and Colleges
(Administration and Regulation) Act, 2017.*

(Chapter VI.—Miscellaneous.—Sections 18-22.)

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By order of the Governor,

MADHUMATI MITRA,
Secy. to the Govt. of West Bengal,
Law Department.

Authenticated.

Akshaya

Principal

Gokhale Memorial Girls' College



28 Feb 2017

West Bengal Act XXXVI of 1975'

THE

WEST BENGAL COLLEGE TEACHERS (SECURITY OF SERVICE) ACT, 1975.

Amenueu

West Ben. Act XLIV of 1975.

[1st October, 1975.]

An Act to provide for the security of service of teachers of affiliated, constituent and Government Sponsored Colleges in West Bengal.

Whereas it is expedient to provide for the security of service of teachers of affiliated, constituent and Government Sponsored Colleges in West Bengal;

It is hereby enacted in the Twenty-sixth Year of the Republic of India, by the Legislature of West Bengal, as follows:—

1. (1) This Act may be called the West Bengal College Teachers (Security of Service) Act, 1975.

(2) It extends to the whole of West Bengal.

(3) It shall come into force on such date as the State Government may, by notification in the *Official Gazette*, appoint.

2. In this Act, unless the context otherwise requires,—

(1) "college" means a college or an institution affiliated to a University in accordance with the provisions of the Act constituting such University or the Statutes made thereunder and includes a constituent college or a Government Sponsored College but does not include a Government College;

(2) "constituent college" means a college recognised as such by the University but does not include a Government College;

(3) "Governing Body", in relation to a college, means the managing committee or any other body charged with the management of the affairs of that college and recognised as such by the University to which such college is affiliated;

(4) "Government college" means a college maintained and managed by the State Government;

(5) "Government Sponsored College" means a college declared by the State Government as such;

For Statement of Objects and Reasons, see the *Calcutta Gazette, Extraordinary*, Part IV, of the 28th November, 1975.

This Act came into force on the 9th October, 1975 vide notification No. 1051-Edn. (CS), dated the 9th October, 1975, published in the *Calcutta Gazette, Extraordinary*, Part I.

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ircm.

Definitions.



Authenticated .

Chandru
Principal

Gokhale Memorial Girls' College

28 FEB 2023

(Sections 3-5.)

- (6) "prescribed" means prescribed by rules made under this Act;
- (7) "Principal" means the head of a college by whatever name called;
- (8) "Statutes", "Ordinances" and "Regulations" means respectively the Statutes, Ordinances and Regulations of the affiliating University;
- (9) "teacher" means Professor, Assistant Professor, Lecturer, Tutor, Demonstrator, Physical Instructor or any other person holding a teaching post recognised by the affiliating University and appointed as such by a college and includes its Principal and Vice-Principal.

3. Appointment to the post of a teacher shall be made by the Governing Body on the recommendation of the University and College Services Commission to be constituted by the State Government in the manner prescribed:

Appointment
of teacher.

Provided that pending formation of such Commission such appointment shall be made on the recommendation of a Selection Committee to be constituted for the purpose in the manner prescribed:

Provided further that no recommendation of the University and College Services Commission or the Selection Committee will be necessary with respect to filling up for a period not exceeding six months of any permanent or temporary vacancy in the post of a teacher:

Provided also that in cases of permanent vacancies or temporary vacancies for a period exceeding six months, if no recommendation of the University and College Services Commission or Selection Committee, as the case may be, is forthcoming, it shall be lawful for the Governing Body of the college to extend, with the prior approval of the University to which such college is affiliated, the period of temporary appointment of a teacher from time to time, so, however, that the total period of such temporary appointment shall not exceed two years.

4. Every teacher of a college shall, on his appointment as such, be provided with a letter of appointment containing such terms and conditions of appointment as may be prescribed.

Probation.

5. (1) A teacher appointed against a permanent vacancy shall be on probation ordinarily for a period of one year from the date of such appointment and such period of probation may at the discretion of the Governing Body be extended for a further period not exceeding one year.

Letter of
appointment
of teacher.



Authenticated.
Akarpaa
Principal
Gokhale Memorial Girls' College

28 FEB 2023

(Sections 6-9.)

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

(3) On satisfactory completion of the period of probation, a teacher shall be confirmed with effect from the date of his appointment on probation by an order in writing made by the Governing Body and the fact of such confirmation shall be communicated to such teacher.

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

6. The services of a temporary teacher shall not be terminated before the expiration of the period for which he was appointed except J Tier serving one month's notice or paying him one month's salary in lieu thereof.

Term salary
of service of
temporary
teacher.

7. (1) A Service Register in respect of every teacher of a college shall be maintained by such authority and in such form and shall contain such particulars of service as may be prescribed.

Maintenance
of Service
Register.

(2) The Service Register so maintained shall, on demand, be shown to the teacher concerned.

8. Every teacher shall co-operate with and assist the Principal in Other duties carrying out such functions as appraising applications for admission, ^{teacher} conducting co-curricular activities and holding University and college examinations including supervision thereof.

9. (1) The following penalties may, for good and sufficient reasons Penalty, and in the manner prescribed, be imposed on a teacher by the Governing Body of a college, namely:—

- (i) censure;
- (ii) recovery of the whole or part of any pecuniary loss caused to the college by negligence or breach of any lawful order of the Governing Body;
- (iii) withholding of increments;
- (iv) suspension;
- (v) compulsory retirement;
- (vi) removal from service which shall not be a disqualification for future employment.



Authenticated.

A. K. Dasgupta

Principal

Gokhale Memorial Girls' College

28 FEB 2023

(Sections 10, J J.)

(vii) dismissal from service which shall ordinarily be a disqualification for
Future employment as a teacher.

(2) No order imposing any of the aforesaid penalties shall be made without
informing the teacher concerned of the charges against him and giving him an
opportunity of being heard and except after an inquiry held in the manner
prescribed:

Provided that penalties specified in clause (vi) or clause (vii) of subsection (1)
shall not be imposed on a confirmed teacher except on ground of being persistently
engaged in activities prejudicial to the academic or financial interest of the college
or habitual dereliction of duty or physical infirmity likely to interfere with the
normal discharge of his duties or mental derangement or moral turpitude.

10. An order of the Governing Body of a college imposing any of the penalties referred to in
sub-section (1) of section 9 shall be communicated to the teacher concerned and
shall also be reported to the University to which such college is affiliated,

Communica-
tion of order
imposing
penalty.

11. (1) The Governing Body of a college may place a teacher under suspension—
(a) where an inquiry against him under sub-section (2) of section 9 is
contemplated by the Governing Body or such an inquiry is pending; or (b)
where a case against him in respect of any criminal offence involving
moral turpitude is under investigation or trial.

Suspension
of teacher.

(2) Every order of suspension under sub-section (1) shall be
communicated to the Vice-Chancellor of the University to which the college is
affiliated within a fortnight from the date of such order,

(3) A teacher who is placed under suspension shall be entitled to receive from
the Governing Body of the college a monthly subsistence allowance—

- (a) during the first six months of the period of suspension at the rate of
fifty per cent, of his total monthly emoluments,
- (b) during the next six months of the period of suspension at the rate of
seventy-five per cent, of his total monthly emoluments, and
- (c) during the balance of the period of suspension at the rate of ninety
per cent, of his total monthly emoluments.

Explanation.—For the purpose of this sub-section the expression "total monthly
emoluments" means the total monthly emoluments which the teacher had been
drawing immediately before his suspension.



Authenticated.
A. Karph
Principal
Gokhale Memorial Girls' College

28 FEB 2023

XXXVI of 1975.]

(Sections 12-16.)

12. (1) A teacher against whom an order imposing any of the penalties Appeal, referred to in sub-section (1) of section 9, has been passed, may prefer an appeal within thirty days from the date of receipt of such order to the University to which the college is affiliated.

(2) The University shall, after giving the teacher and the Governing Body of the college an opportunity of being heard, pass such order as it thinks fit.

13. The University may, by order, delegate the power conferred upon it by section 12 to such authority or officer not below the rank of a Deputy Inspector of Colleges as the University may specify.

Power to
de-legate.

14. (1) The State Government shall, for the purposes of this Act, constitute an Appellate Tribunal consisting of the following members, namely:—

Appellate
Tribunal.

(a) a Chairman who shall be a person who holds or has held the office of a Judge not below the rank of a District Judge, and

(b) two other members, one of whom at least, shall be an educationist, to be nominated by the State Government.

(2) The Governing Body of a college or a teacher, may prefer an appeal against an order passed under section 12, to the Appellate Tribunal within a period of thirty days from the date of the order.

(3) The Appellate Tribunal may, on application made in this behalf, call for the records of an appeal from the University if no final order has been passed therein by the University under sub-section (2) of section 12 within a period of one year from the date of filing an appeal under sub-section (1) of the said section.

(4) The Appellate Tribunal shall dispose of an appeal referred to in sub-section (2) or sub-section (3) in such manner as may be prescribed.

25 or 1961. 15. No legal practitioner as defined in the Advocates Act, 1961, shall be allowed to represent either a teacher or the Governing Body of a college in any proceedings under section 12 or section 14, as the case may be:

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legal
practitioners.

Provided that a teacher or any member of the Governing Body of a college who is also a legal practitioner shall be entitled to represent himself or the college, as the case may be, in such proceedings.

16. The decision of the Appellate Tribunal shall be final and no suit or proceeding shall lie in any civil court in respect of the matters required to be referred to the said Tribunal.

Decision of
the Tribunal
to be final.

Authenticated.

Arpita
Principal
Gokhale Memorial Girls' College

28 FEB 2023

*The West Bengal College Teachers (Security of Service)
Act, 1975.*

[West Ben. Act XXXVI of 1975.]

(Sections 17-20.)

Compensation in case of injury or death of a teacher.	<p>17. (1) If any personal injury or death is caused to a teacher in the course of discharge of his duties, the Governing Body of the college in which the teacher is employed shall be liable to pay compensation the amount of which will be assessed by such authority and in such manner as may be prescribed.</p> <p>(2) In the case of death of a teacher the compensation shall be payable to his legal heirs.</p>
Modification of the existing terms and conditions of service.	<p>18. The terms and conditions of service of a teacher employed before the commencement of this Act shall, to the extent of any inconsistency with the provisions of this Act or the rules made thereunder, be deemed to have been modified by the said provisions.</p>
Special provisions.	<p>19. The provisions of such Acts or Statutes, Ordinances, Regulations or rules made thereunder as are applicable to a teacher other than that of a Government Sponsored College, and of such rules and orders made by the State Government as are applicable to a teacher of a Government Sponsored College, in respect of selection, appointment, promotion, terms and conditions of service including leave and retirement benefits, shall continue to apply except in so far as they are not repugnant to the provisions of this Act or rules made thereunder.</p>
Act not to apply in relation to certain colleges.	<p>19A. Nothing contained in this Act shall apply in relation to any college established and administered by a minority, whether based on religion or language.</p> <p>20. (1) The State Government may make rules for carrying out the purposes of this Act.</p>
Power to make rules.	<p>(2) In particular and without prejudice to the generality of the foregoing power, such rules may provide for all or any of the matters which, under any provisions of this Act are required to be prescribed or to be provided by rules.</p>

Section 19A was inserted by s. 2 of the West Bengal College Teachers (Security of Service) (Amendment) Act, 1975 (West Ben. Act XLIV of 1975).



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[Signature]

Principal
Gokhale Memorial Girls' College

28 FEB 2020



UNIVERSITY OF CALCUTTA


Notification No. CSR/ ST/1 /13

It is notified for the general information of all concerned that the Syndicate in its meeting held on 28.02.2011 under Item No.11 and also the Senate in its meeting held on 29.03.2012 under Item No.3A, made some amendments in Statute No.114, under the heading 'Leave' to the Calcutta University First Statute 1979 (with up-to-date amendments), pertaining to the "Leave Rules of the Whole-Time Teachers of Government-aided colleges (including erstwhile sponsored Colleges) in the State", which has been duly assented to by His Excellency, the Hon'ble Chancellor of this University, as has been communicated to the University vide letter No.762-Edn (S) dated 03.12.2009, Sri M. Chakraborty, Joint Secretary of the Govt. of West 21-10/08

Bengal, Higher Education Department, C.S. Branch, and, as laid down in the accompanying pamphlet.

The amended statute shall take retrospective effect from 28.02.2011.

SENATE HOUSE
KOLKATA-700073
The 22nd April, 2013.


(Prof. Basab Chaudhuri)
Registrar



Authenticated .

Principal
Gokhale Memorial Girls' College

**Leave rules applicable for all teachers of Govt.-Aided including
erstwhile sponsored colleges in the State, under the
University of Calcutta**

The existing Leave Rules for Teachers and Principals of affiliated Colleges other than Government Colleges as they appear under heading 'LEAVE' under Part-II under Chapter VIII in the Calcutta University First Statute 1979, (with upto-date amendments) shall be replaced by the "Leave Rules of the Whole-Time Teachers of Government-aided Colleges (including erstwhile Sponsored Colleges) in the State" communicated through letters under (i) Memo. 762-Edn (CS) / 2L.10/08 dated 03.12.2009, and, (ii) G.O. No.163-Edn.(CS) / 2L-10/08 dated 17.02.2011 from Dept. of Higher Education, CS branch, Govt. of West Bengal.

**These leave rules are applicable to all teachers of Govt.- Aided
including erstwhile sponsored colleges under the University of Calcutta**

Existing Statute 114(1) of Calcutta University First Statutes, 1979 (with upto-date amendments)
shall be replaced by the following:

114(1). 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.

Existing Statute 114(2) of Calcutta University First Statutes, 1979 (with upto-date amendments)
shall be replaced by the following:

114(2) No teacher who is under suspension shall be granted any leave.



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Charpha
Principal
Gokhale Memorial Girls' College

Existing Statute 114(3) of Calcutta University First Statutes, 1979 (with upto-date amendments)
shall be replaced by the following:

114(3). 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.

Existing Statute 115 of Calcutta University First Statutes, 1979 (with upto-date amendments)
shall be replaced by the following:

115. 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 if 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.

Existing Statute 116(1) of Calcutta University First Statutes , 1979 (with upto-date amendments)
shall be replaced by the following:

116(1) 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 suffixing to leave holidays exceeding three days; previous sanction of the authority competent to grant the leave shall be obtained.



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Chandra
Principal
Gokhale Memorial Girls' College

Existing Statute 116 (2) of Calcutta University First Statutes, 1979 (with upto-date amendments)
shall be replaced by the following:

116(2) No teacher on leave shall return to duty before the expiry of leave granted to him / her, without permission of the leave sanctioning authority.

Existing Statute 117 of Calcutta University First Statutes, 1979 (with upto-date amendments)
shall be replaced by the following:

117. 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.

Existing Statute 118 of Calcutta University First Statutes, 1979 (with upto-date amendments)
shall be replaced by the following:

118. No leave shall be credited in the leave account of a teacher after he/she retires on superannuation or retires voluntarily or resigns.

Existing Statute 119 of Calcutta University First Statutes, 1979 (with upto-date amendments)
shall be replaced by the following:

119. 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 / he President may consider reasonable.

Existing Statute 120 of Calcutta University First Statutes, 1979 (with upto-date amendments)
shall be replaced by the following:

120. 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.



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Chandra
Principal
Gokhale Memorial Girls' College

A new Statute 120(a) shall be inserted after the existing Statute 120 and before the existing Statute 121 of Calcutta University First Statutes, 1979 (with upto-date amendments):

120(a) 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 :

Existing Statute 121 of Calcutta University First Statutes, 1979 (with upto-date amendments) shall be replaced by the following:

- 121(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.
- (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:

Existing Statute 122 of Calcutta University First Statutes, 1979 (with upto-date amendments) shall be replaced by the following:

- 122(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



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Chandra
Principal
Gokhale Memorial Girls' College

cases, 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 lien 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.
- (vi) Earned Leave available to the credit of a serving teacher including Principals prior to 03.12.2009 as per previous norms shall be carried forward and counted for calculation of total leave encashment at the time of superannuation.

Statute 123 –Omitted



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Chandra
Principal
Gokhale Memorial Girls' College

(C) ON DUTY ABSENCE:

Existing Statute 124 of Calcutta University First Statutes, 1979 (with upto-date amendments)
shall be replaced by the following:

124(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 :

Existing Statute 125 of Calcutta University First Statutes, 1979 (with upto-date amendments)
shall be replaced by the following:

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

The amount of scholarship, fellowship or other financial assistance that the concerned teacher, granted study leave, has been awarded will not preclude his/her being granted study leave with pay and allowances provided the scholarship etc. so received 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.



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Akshita
Principal
Gokhale Memorial Girls' College

- (ii) An application of 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 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 twelve months at any one time and twenty four months in all during the entire service period. However, such leave may not be granted by the Syndicate/Executive Council/Governing Body in case the number of teachers sanctioned study leave in any department in any given period is likely to affect the academic programme of the concerned department.
- (iv) A teacher granted study leave shall on his/her return and re-joining the service of the college may be eligible to the benefit of the annual increment(s) which he/she would have earned in course of time if he/she has not proceeded on study leave. No teacher shall however, be eligible to receive arrears of increments.
- (v) Study leave shall count as service for Pension / Contributory Provided Fund, provided the teacher joins the college on the expiry of his/her study leave.
 Study leave granted to a teacher 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 may apply again for such leave.
- (vi) A teacher 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 three years to be calculated from the date of his/her resuming duty after expiry of the study leave failing which they 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 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 clause above.



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Chakraborty
 Principal
 Gokhale Memorial Girls' College

(E) SPECIAL STUDY LEAVE :

Existing Statute 126 of Calcutta University First Statutes, 1979 (with upto-date amendments)
shall be replaced by the following:

126(i) A whole time teacher 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 has put in at least 2 years of continuous service and not to retire, therefrom within 3 years of his / her return from such leave.

Provided that any application for special study leave with particulars of institutional assignments, financial assistance inclusive 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.

(ii) The Teacher of a college shall furnish an undertaking that he / she shall serve the college for at least 3 years on his / her return from 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 employee is receiving any pay, allowance, stipend, scholarship, fellowship from any source other than the college while on study leave, leave salary shall be reduced to the extent as followed in case of University teachers.

(F) MATERNITY LEAVE :

Existing Statute 127 of Calcutta University First Statutes, 1979 (with upto-date amendments)
shall be replaced by the following:

127(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



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Akash
Principal
Gokhale Memorial Girls' College

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 :

Existing Statute 128 of Calcutta University First Statutes, 1979 (with upto-date amendments)
shall be replaced by the following:

128. 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.



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Chandra
Principal

Gokhale Memorial Girls' College

(H) MEDICAL LEAVE / HALF PAY LEAVE :

Existing Statute 129 of Calcutta University First Statutes , 1979 (with upto-date amendments)
shall be replaced by the following:

- 129(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

A new Statute 129(A) shall be inserted after the existing Statute 129 and before the existing Statute 130 of Calcutta University First Statutes , 1979 (with upto-date amendments):

- 129A(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 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.



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Abanipra
Principal

Gokhale Memorial Girls' College

(J) EXTRAORDINARY LEAVE :

Existing Statute 130 of Calcutta University First Statutes, 1979 (with upto-date amendments)
shall be replaced by the following:

130(i) Extraordinary leave without pay and allowances may be granted to a Teacher 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.

130(ii) Except in case of a permanent teacher, the duration of extraordinary leave shall not exceed 3 months on any one occasion.

Provided that

(a) When such a teacher is undergoing treatment for tuberculosis in a recognized hospital or at an approved sanatorium or at his/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 Deptt. or a specialist in Leprosy recognized as such by the Governing Body ; he/she may, subject to such conditions as may be prescribed, be granted extraordinary leave for a period not exceeding 12 months.

NOTE(1): The concession of extraordinary leave upto 12 months under the proviso above would be admissible to a teacher if he/she produces a certificate signed by the Superintendent of the hospital or the specialist, as the case may be, to the effect that he/she has reasonable prospect of recovery on the expiry of the leave recommended.

NOTE (2): The concession of extraordinary leave under the proviso above will be admissible only to those teachers who have been in continuous service for a period exceeding one year.

(iii) The authority empowered to grant leave may commute retrospectively period of absence from duty without leave into extraordinary leave.



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[Signature]
Principal
Gokhale Memorial Girls' College

(K) **COMPENSATORY LEAVE:**

Existing Statute 131 of Calcutta University First Statutes, 1979 (with upto-date amendments)
shall be replaced by the following:

- 131(i) Any teacher of a college who may be required, in the interest of the college, to work during holidays shall be entitled to compensatory leave for an equal number of days for which he/she is required to work during the holidays.
- (ii) There will be no accumulation of such compensatory leave and it is to be availed within 3 months from the date of accrual.

(L) **LEAVE NOT DUE:**

A new Statute 131(A) shall be inserted after the existing Statute 131 and before the existing Statute 132 of Calcutta University First Statutes, 1979 (with upto-date amendments):

- 131(A) Leave not due with half pay may be granted by the Governing Body to a Teacher / Principal for a period not exceeding 360 days during the entire period of service, out of which not more than 90 days at a time and 180 days in all may be otherwise thereon medical ground. Such leave shall be debited against the half pay leave earned by him/her subsequently. 'Leave not due' generally shall be granted in exceptional cases of illness.

'Leave not due' shall not be granted unless the Governing Body is satisfied that as far as can reasonably be foreseen, the teacher will return to duty on the expiry of the leave and earn the leave granted.

A teacher to whom 'Leave not due' is granted shall not be permitted to tender his/her resignation from service so long as the debit balance in his/her leave account is not wiped off by active service or he/she refunds the amount paid to him / her as pay and allowances for the period not so earned. In a case where retirement is unavoidable on account of reason of ill health, incapacitating the teacher for further service, refund of leave salary for the period of leave still to be earned may be waived by the Governing Body.

Provided further that the Governing Body may in any other exceptional case waive, for reason to be recorded, the refund of leave salary for the period of leave still to be earned



(M) **SPECIAL DISABILITY LEAVE :**

A new Statute 131(B) shall be inserted after the Statute 131(A) and before the existing Statute 132 of Calcutta University First Statutes, 1979 (with upto-date amendments):

- 131(B)(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.



Existing Statute 132 of Calcutta University First Statutes, 1979 (with upto-date amendments)
shall be replaced by the following:

132. 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.

Existing Statute 133 of Calcutta University First Statutes, 1979 (with upto-date amendments)
shall be replaced by the following:

133. 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.

Statute 134 – Ommitted

Existing Statute 135 of Calcutta University First Statutes, 1979 (with upto-date amendments)
shall be replaced by the following:

135. 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 encashable 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.



Existing Statute 136 of Calcutta University First Statutes, 1979 (with upto-date amendments)
shall be replaced by the following:

136. 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.

The leave account of every teacher shall be credited with earned leave, in advance, in a single installment of 15 days on the first day of July for the first seven years of service and two installments of 15 days each on the first day of July and January of every academic year from the eighth year of service onwards. And as such the earned leave may be credited at the rate of two and a half days for each completed calendar month for those who have completed seven years of service and at the rate of one and one-fourth day for those who are in the first seven years of service. Ultimate fraction of a day shall be rounded off to a nearest integer.

The period of any leave without pay shall be excluded from the calculation of earned leave.

A new Statute 136(I) shall be inserted after the existing Statute 136 and before the existing Statute 136(A) of Calcutta University First Statutes, 1979 (with upto-date amendments):

- 136(I)(i) A Principal / Teacher of a college appointed on substantive basis to any permanent post shall acquire a lien on that post. If the teacher is appointed substantively and confirmed to another permanent post either in the college or outside and in case of the Principal to another post outside, his/her lien on the permanent post held earlier in the college shall be terminated, unless he/she indicates in writing his/her refusal to accept the appointment so made substantively in another permanent post; in such event the concerned teacher/Principal shall immediately report back to duty in the post on which he/she held lien.
- (ii) A Principal / Teacher holding substantive appointment in a college may be granted lien on his/her permanent post if he/she applies for the grant of lien consequent upon his/her obtaining an appointment offer either in another college or in any other establishment.



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C. Karan
Principal

Gokhale Memorial Girls' College

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

Provided that the total period of lien so granted shall not exceed 2 years.

A new Statute 136(II) shall be inserted after the existing Statute 136 and before the existing Statute 136 A of Calcutta University First Statutes, 1979 (with upto-date amendments):

- 136II. Every teacher of a college shall follow a six day week and shall abide by the pattern of holidays, vacation etc. as may be determined by the University.

A new Statute 136(III) shall be inserted after the existing Statute 136 and before the existing Statute 136(A) of Calcutta University First Statutes, 1979 (with upto-date amendments):

136(III). A part-time teacher of a college shall be entitled to the following leave :

- (i) Casual leave upon a maximum of 10 days in an academic year.
- (ii) Extraordinary leave without remuneration for such period as may be determined by the Governing Body considering the special circumstances of any particular case.



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Chandra
Principal
Gokhale Memorial Girls' College

Leave Rules for Teachers of Affiliated Non-Govt. Colleges under C.U.

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-700 073.
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 Banga 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 Rammohanpur, 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.

Authenticated.

Chakraborty
Principal

Gokhale Memorial Girls' College

Joint Secretary.



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 suffixing 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.

Authenticated .

Karplus
Principal

Gokhale Memorial Girls' College



- (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 lien 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/her return from such leave. There shall be a gap of at least three years between two periods of such leave.



Authenticated
Chandra
Principal
Gokhale Memorial Girls' College

The amount of scholarship, fellowship or other financial assistance that the concerned teacher, granted study leave, has been awarded will not preclude his/her being granted study leave with pay and allowances provided the scholarship etc. so received 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 of 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 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 twelve months at any one time and twenty four months in all during the entire service period. However, such leave may not be granted by the Syndicate/Executive Council/Governing Body in case the number of teachers sanctioned study leave in any department in any given period is likely to affect the academic programme of the concerned department.
- (iv) A teacher granted study leave shall on his/her return and re-joining the service of the college may be eligible to the benefit of the annual increment(s) which he/she would have earned in course of time if he/she has not proceeded on study leave. No teacher shall however, be eligible to receive arrears of increments.
- (v) Study leave shall count as service for Pension / Contributory Provided Fund, provided the teacher joins the college on the expiry of his/her study leave.
Study leave granted to a teacher 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 may apply again for such leave.
- (vi) A teacher availing him self/herself of study leave shall submit a written undertaking that he/she shall serve the college for a continuous period of at least three years to be calculated from the date of his/her resuming duty after expiry of the study leave failing which they 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 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 clause above.

(E) SPECIAL STUDY LEAVE :

- (i) A whole time teacher 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 has put in at least 2 years of continuous service and not to retire therefrom within 3 years of his / her return from such leave.

Provided that any application for special study leave with particulars of institutional assignments, financial assistance inclusive 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.

- (ii) The Teacher of a college shall furnish an undertaking that he / she shall serve the college for at least 3 years on his / her return from 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 employee is receiving any pay, allowance, stipend, scholarship, fellowship from any source other than the college while on study leave, leave salary shall be reduced to the extent as followed in case of University teachers.



Authenticated -

Chandrashekar
Principal

Gokhale Memorial Girls' College

(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.



Authenticated .

Chandra
Principal

Gokhale Memorial Girls' College

(J) **EXTRAORDINARY LEAVE :**

- (i) Extraordinary leave without pay and allowances may be granted to a Teacher in special circumstances.
- When no other leave is admissible to him / her, or
 - 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, the duration of extraordinary leave shall not exceed 3 months on any one occasion.

Provided that

- (a) When such a teacher is undergoing treatment for tuberculosis in a recognized hospital or at an approved sanatorium or at his/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 Deptt. or a specialist in Leprosy recognized as such by the Governing Body ; he/she may, subject to such conditions as may be prescribed, be granted extraordinary leave for a period not exceeding 12 months.

NOTE (1) : The concession of extraordinary leave upto 12 months under the proviso above would be admissible to a teacher if he/she produces a certificate signed by the Superintendent of the hospital or the specialist, as the case may be, to the effect that he/she has reasonable prospect of recovery on the expiry of the leave recommended.

NOTE (2) : The concession of extraordinary leave under the proviso above will be admissible only to those teachers who have been in continuous service for a period exceeding one year.

- (iii) The authority empowered to grant leave may commute retrospectively period of absence from duty without leave into extraordinary leave.

(K) **COMPENSATORY LEAVE:**

- (i) Any teacher of a college who may be required, in the interest of the college, to work during holidays shall be entitled to compensatory leave for an equal number of days for which he/she is required to work during the holidays.
- (ii) There will be no accumulation of such compensatory leave and it is to be availed within 3 months from the date of accrual.

(L) **LEAVE NOT DUE:**

'Leave not due' with half pay may be granted by the Governing Body to a Teacher / Principal for a period not exceeding 360 days during the entire period of service, out of which not more than 90 days at a time and 180 days in all may be otherwise thereon medical ground. Such leave shall be debited against the half pay leave earned by him/her subsequently. 'Leave not due' generally shall be granted in exceptional cases of illness.

'Leave not due' shall not be granted unless the Governing Body is satisfied that as far as can reasonably be foreseen, the teacher will return to duty on the expiry of the leave and earn the leave granted.

A teacher to whom 'Leave not due' is granted shall not be permitted to tender his/her resignation from service so long as the debit balance in his/her leave account is not wiped off by active service or he/she refunds the amount paid to him / her as pay and allowances for the period not so earned. In a case where retirement is unavoidable on account of reason of ill health, incapacitating the teacher for further service, refund of leave salary for the period of leave still to be earned may be waived by the Governing Body.

Provided further that the Governing Body may in any other exceptional case waive, for reason to be recorded, the refund of leave salary for the period of leave still to be earned.



Authenticated

Chandra

Principal

Gokhale Memorial Girls' College

(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 encashable 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.



Authenticated
Anupha
Principal
Gokhale Memorial Girls' College

The leave account of every teacher shall be credited with earned leave, in advance, in a single installment of 15 days on the first day of July for the first seven years of service and two installments of 15 days each on the first day of July and January of every academic year from the eighth year of service onwards. And as such the earned leave may be credited at the rate of two and a half days for each completed calendar month for those who have completed seven years of service and at the rate of one and one-fourth day for those who are in the first seven years of service. Ultimate fraction of a day shall be rounded off to a nearest integer.

The period of any leave without pay shall be excluded from the calculation of earned leave.

- 17.(i) A Principal / Teacher of a college appointed on substantive basis to any permanent post shall acquire a lien on that post. If the teacher is appointed substantively and confirmed to another permanent post either in the college or outside and in case of the Principal to another post outside, his/her lien on the permanent post held earlier in the college shall be terminated, unless he/she indicates in writing his/her refusal to accept the appointment so made substantively in another permanent post ; in such event the concerned teacher/Principal shall immediately report back to duty in the post on which he/she held lien.
- (ii) A Principal / Teacher holding substantive appointment in a college may be granted lien on his/her permanent post if he/she applies for the grant of lien consequent upon his/her obtaining an appointment offer either in another college or in any other establishment.
- (iii) The period of lien shall initially be for a period of one year which may be renewed or extended if the teacher concerned is not confirmed in his / her services in the new establishment within that period.

Provided that the total period of lien so granted shall not exceed 2 years.

18. Every teacher of a college shall follow a six day week and shall abide by the pattern of holidays, vacation etc. as may be determined by the University.
19. A part-time teacher of a college shall be entitled to the following leave :
 - (i) Casual leave upon a maximum of 10 days in an academic year.
 - (ii) Extraordinary leave without remuneration for such period as may be determined by the Governing Body considering the special circumstances of any particular case.



Authenticated.

 Principal
 Gokhale Memorial Girls' College



Government of West Bengal
Department of Higher Education,
Bikash Bhavan, Salt Lake, Kolkata-700091

No. 427/EH/O/CS/10M-83/2019

Date: 14.07.2020

From: Sri Binay Ranjan Santra,
Deputy Secretary to the Government of West Bengal

To: The Director of Public Instructions, West Bengal

Sub: Fixation of remuneration of existing Govt. approved PTTs & CWTTs.

Madam,

Finance Department, vide their U.O. No. 1232/1 Group-P2 dated 16.08.2019, gave concurrence to the proposal for remuneration of newly designed State aided College Teacher Category-I and II, with protection of pay of the existing Govt. approved PTTs & CWTTs, where necessary, in the following manner:

SACT-I		SACT-II	
Service length < 10 years	Service length \geq 10 years	Service length < 10 years	Service length \geq 10 years
Rs. 26000/-	Rs. 30000/-	Rs. 15000/-	Rs. 20000/-

However, their remuneration were further revised with an enhancement of Rs. 5,000/- for each category, vide Finance Department's concurrence No. 1644 Group-P2 dated 19.11.2019 (nsp-14) as given below:

SACT-I		SACT-II	
Service length < 10 years	Service length \geq 10 years	Service length < 10 years	Service length \geq 10 years
Rs. 31000/-	Rs. 35000/-	Rs. 20000/-	Rs. 25000/-


A Memorandum, vide No. 2081-Edn(CS)/10M-83/2019, dated 23.12.2019, was issued accordingly.

However, the existing Govt. approved PTTs & CWTTs, who had been getting higher remuneration as on 16.8.2019 that the structure shown in the first table, are not being benefitted as much in comparison with the others, as per the revised structure of remuneration.

After careful consideration of the above matter, the Governor, in continuation of this Department's Memorandum No. 2081-Edn (CS), dated 23.12.2019, has been pleased to decide that remuneration of the serving PTTs & CWTTs, who had been getting higher remuneration as on 16.8.2019 than the remuneration structure shown in the first table, will be fixed with an additional notional benefit of Rs. 5000/- on their remuneration, notionally protected as on 16.08.2019. However, actual benefit will be with effect from 01.01.2020.

This is issued with concurrence of Finance Department, vide their U.O. No. 129 Group-P2 dated 21.01.2020.

Yours faithfully,


Deputy Secretary



09 MAR 2023

Authenticated .


Principal
Gokhale Memorial Girls' College



**Government of West Bengal
Department of Higher Education
College Sponsored Branch
Bikash Bhavan, 6th Floor, Salt Lake, Kolkata -700 091**

No. 819-Edn(CS)/1363/SACT/2021

Date: 12.08.2021

ORDER

Service conditions and other benefits for Government approved Part Time Teachers (PTTs), Government approved Contractual Whole Time Teachers (CWTTs) and Guest Teachers engaged in different Government / Government aided colleges in the State of West Bengal up to 13.07.2019 have been restructured under Memorandum No. 2081-Edn(CS)/10M-83/2019 dated 23.12.2019 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, Contractual Whole Time Teachers, the State Government in the Department of Higher Education have 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 / Government aided 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 / Government aided 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.

Unutilised 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 utilised 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.



09 MAR 2023



Maternity Leave

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

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 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 Colleges and Government-aided 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 Colleges and Government-aided 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.



09 MAR 2023

- 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 is issued with the concurrence of Finance Department (Group-P₁), vide their U.O. No. Group-P₁/2021-2022/0083 dated 26.06.2021. This will be effective from the date of issuance of this order.

 12/8/21
Deputy Secretary,
Higher Education Department.

No. 819/I(9)-Edn(CS)/1363/SACT/2021

Date: 12.08.2021

Copy forwarded for information and necessary action to:

1. Principal Accountant General (A & E), West Bengal
2. Finance Department (Group-P₁) of the State of West Bengal
3. Vice Chancellor,(all State aided Universities)
4. Director of Public Instructions, West Bengal
5. Principal / Vice Principal / Teacher-in-Charge,(all Govt. & Govt. aided Colleges)
6. PS to Hon'ble Minister-in-Charge, Higher Education Department
7. Sr. PS to the Principal Secretary, Higher Education Department
8. IT Cell of this Department for uploading in the departmental website
9. Guard File.

 12/8/21
Deputy Secretary,
Higher Education Department.



09 MAR 2023

Authenticated.

Principal
Gokhale Memorial Girls' College

DOCUMENT FOR G-SUITE

Date : 7 MAR 2021

e. 401/266/2 - WDEV

raindrops

GOKHALE MEMORIAL GIRLS' COLLEGE

Received with thanks from Mr./Ms.

the sum of Rupees

Eighty two thousand Seven Hundred and Eighty Seven only

in Cash/Cheque No.

262597

Bank

State Bank of India

drawn on

12 Mar 2021

in full/part/advance payment for

Gsuite, SSL, Exam Interface

the following Courses/Membership/Service

Webinars

Rs

52787/-

Comments

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Mobile : 98300 52688, Website: www.braindropsindia.com, E-mail : info@braindropsindia.com



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Principal

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10 MAR 2023



BUDGET

Budget 2017-2018

1 message

S.K.chowdhury <skc8@rediffmail.com>

To: Gokhale MEMORIAL GIRLS College <gokhalecollegekolkataacct@gmail.com>

Wed, Nov 8, 2017 at 2:42 PM

Highlights of the Budget Proposal for the financial year 2017-2018

As against an actual surplus of Rs 139 lacs as on 31.3.2017, the budget projects a much reduced surplus of Rs 29 lacs as on 31.3.2018. This slippage is largely due to the fact that during the FY 2016-2017, around Rs 39 lacs which was due from the government for the FY 2015-16, was received during April 2017, thus boosting our income. No such fortuitous windfall is anticipated this year. Further, as against an actual expenditure of Rs 14.49 lacs on building and other developmental work during the last FY, we have this year budgeted for an expenditure of Rs 47 lacs for much needed building repairs and major upgradation of the laboratory facilities. In addition, administrative costs are likely to go up by around Rs 25 lacs because of increased cost of printing and stationery, electricity, minor repairs to infrastructural facilities, outsourced services etc.

Sent from my iPad



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BUDGET PROPOSAL FOR FINANCIAL YEAR 2017 - 18
SUMMARY PROPOSAL OF BROAD REVENUE HEADS AND EXPENDITURE

REVENUE	Estimated Income 2016-2017	Actual Income 2016-2017	Estimated Income 2017-2018	EXPENDITURE	Estimated Expenditure 2016-2017	Actual Expenditure 2016-2017	Estimated Expenditure 2017-2018
INCOME HEAD PART - 1	AMOUNT			Expenditure Head PART - 1	Amount	Amount	Amount
Salary Grants West Bengal Govt	37958933	46834747	38178651	Salary Grants West Bengal	37958933	43558101	38178651
UGC Grants XII Plan /MRP/FIP SALARY & CONTINGENCY	0	21572222	0	UGC Grants XI Plan / MRP/FIP SALARY & CONTINGENCY	0	2192894	0
Indian National Sc. Academy	0	0	0	Indian National Sc. Academy	0	0	0
Other Govt. Grant		670000					
PART - 2				PART - 2			
Interest from endowment funds	22408	20809	20792	Memorial Award to student	22408	22429	22428
PART - 3				PART - 3			
T Fees collection, Adm Session, Casual, C Exam, TC, 40% of other charges, miscellaneous collection and Fast Adv. Realised (except building, library, laboratory, SF course, CU EXAM,	11224642	10706191	12327204	ADMINISTRATIVE & ACADEMIC COST			
				Basic Amenities	909500	697473	948000
				Communication	224000	205180	342000
				Printing & Stationary	840000	295606	840000
				Maintenance	695000	315212	677000
				Computersation & Computer support staff	200000	147350	400000
				Outsourcing Services	600000	420453	800000
				Office Assistance	820000	869828	1150000
				Staff Welfare	500000	329262	500000
				Miscellaneous Expenses	106100	84100	152100
TOTAL C/D	49205983	60388965	60526647	TOTAL C/D	42875941	49138888	44010180



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TOTAL B/D	49206983	60388969	50526547	TOTAL B/D Audit	42875941 48990	49138888 31048	44010180 93960
				Academic	2100000	1194432	2100000
				Capital Expenditure	1100000	386144	1150000
PART - 4 <u>Laboratory Fees for Non-financing course</u>				PART - 4 <u>Laboratory Expenses for Non-financing course</u>			
CHEMISTRY	379200	374400	350400	CHEMISTRY	210000	200263	420000
GEOGRAPHY	521200	957200	231000	GEOGRAPHY	423565	571179	675000
MATHEMATICS	28800	21600	262800	MATHEMATICS	1000	0	1000
PHYSICS	347600	316800	306600	PHYSICS	614000	432688	620000
PSYCHOLOGY	266200	257400	264600	PSYCHOLOGY	130000	158592	240000
ECONOMICS	6000	5700	7800	ECONOMICS	2000	1050	2000
EDUCATION	2700	2100	4500	EDUCATION	1000	3828	4000
				ENGLISH	0	98000	100000
PART - 5 <u>Fees for Self-financing course</u>				PART - 5 <u>Expenses for Self-financing course</u>			
A S P S M (Course fee)	372000	386000	408000	A S P S M	500000	387970	501000
C N D (Course fee+ Lab fee)	750000	650000	513800	C N D V	477800	331804	489000
C M E V (Course fee)	330000	320000	432000	C M E V	425700	252529	426000
PART - 6 <u>Library Fees collection</u>	1353600	1260000	1476000	PART - 6 <u>Library Expenditure</u>	447000	326155	700000

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PART - 7				PART - 7			
CO-CURRICULAR & STUDENT ACTIVITY INCOME				CO-CURRICULAR & STUDENT ACTIVITY EXPENSES			
45% Other fees/ Sports/ College Magazine & Annual Day collection photocopy/certificate/Fresher's student I Card	1012900	948370	1275160	College Magazine/ Annual Day/Sports/Extn. Activity / Prize & Award/ Freshers / Cultural programme / I Card	393000	380775	723600
PART - 8				PART - 8			
ACADEMIC ENRICHMENT				ACADEMIC ENRICHMENT			
Other Fees 15%	169200	157500	177120	Special Lecture/Seminar Academic Journal	94000	58589	134000
TOTAL C/D	54746383	66026039	56336427	TOTAL C/D	49843996	53952935	52389740
TOTAL B/D	54746383	66026039	56336427	TOTAL B/D	49843996	53952935	52389740
PART - 9				PART - 9			
BUILDING & DEVELOPMENT - INCOME				BUILDING & DEVELOPMENT - EXPENDITURE			
	3384000	3260505	3690000		5500000	1449142	4700000
PART - 10				PART - 10			
CU CENTRE FEE & ZONAL CENTRE FEE				CU CENTRE EXPENSES & ZONAL CENTRE EXPENSES			
	16000	6505	16000		16000	16505	16000
				Surplus	2785387	13874467	2936687
	58145383	69293049	60042427		58145383	69293049	60042427

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BUDGET PROPOSAL FOR FINANCIAL YEAR 2017 - 2018

PART - I

PROJECTED REVENUE AND EXPENDITURE FROM STATE GOVT. & UGC GRANTS

Income Head	RATE	Estimated income 2016-17	Actual Income 2016-17	Estimated income 2017-18	Expenditure Head	Estimated expenses 2016-17	Actual expenses 2016-17	Estimated expenses 2017-18
Salary Grants from West Bengal Govt.		37958933	46634747	38178651	Payment of salary for staff under pay packet scheme	37958933	43559101	38178651
UGC- MR Project			64000		UGC- MR PROJECT		64000	
Other State Govt. Grant								
For virtual class room			300000					
For Teachers day celebration			20000					
For online admission			50000					
For Furniture			300000					
I Q A C from UGC					I Q A C from UGC		24000	
Indian National Sc Academy					Indian National Sc Academy			
Development Grant from UGC-XII plan					Books & Journal /			
UGC-FIP CONTINGENCY			15000		Equipment from XII plan			
UGC SALARY (FIP)			2078222		UGC-FIP CONTINGENCY		2104894	
					UGC SALARY (FIP)			
		37958933	49661969	38178651		37958933	45751995	38178651

PART - 2

PROJECTED REVENUE AND EXPENDITURE FROM INTEREST EARNED FROM ENDOWMENT FUNDS

Income Head	RATE	Estimated income 2016-17	Actual Income 2016-17	Estimated income 2017-18	Expenditure Head	Estimated expenses 2016-17	Actual expenses 2016-17	Estimated expenses 2017-18
CGM Award (Pay)		204	224	224	CGM Award (Pay)	204	204	204
AMM Award (Edu)		900	900	900	AMM Award (Edu)	900	900	900
Sudeshna Chatterjee Memorial award (PLSA)		676	620	620	Sudeshna Chatterjee Memorial award (PLSA)	676	675	675
PCEM Award (PSYA)		676	940	940	PCEM Award (PSYA)	676	825	825
KPCM Award (PSY)		1850	1708	1708	KPCM Award (PSY)	1850	1850	1850
SCM Award (PSY)		1800	1800	1800	SCM Award (PSY)	1800	1800	1800
Pranjal Kr. Bhattacharya Memorial Award (HISA)		867	634	634	Pranjal Kr. Bhattacharya Memorial Award (HISA)	867	888	888
Abhijit Bhattacharya Memorial Award (GEOA)		900	837	837	Abhijit Bhattacharya Memorial Award (GEOA)	900	900	900
Maya Chakraborty Mem Award		1275	317	317	Maya Chakraborty Mem Award	1275	1275	1275
Sachindranath Bhattacharjee Memo. Award (Physics)		900	840	840	Sachindranath Bhattacharjee Memo. Award (Physics)	900	900	900
Surendranath Bhattacharjee Memo. Award (PSYA)		1800	1680	1680	Surendranath Bhattacharjee Memo. Award (PSYA)	1800	1800	1800
Mukul Mohan Ganguly Memo. Award(MTMA)		1800	1680	1680	Mukul Mohan Ganguly Memo. Award(MTMA)	1800	1800	1800
Sibani Chatterjee Memo Award (for free studentship)		8740	8629	8612	Sibani Chatterjee Memo Award (for free studentship)	8740	8612	8612
		22408	20809	20792		22408	22429	22429



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BUDGET PROPOSAL FOR FINANCIAL YEAR 2017-2018

PART - 3

EXPENDITURE TOWARDS ADMINISTRATIVE COST INCLUDING COST FOR ACADEMIC AND ADMINISTRATIVE

Income Head	RATE 17-18	Estimated Income 2016-17	Actual Income 2016-17	Estimated Income 2017- 18	Expenditure Head	Estimated expenses 2016-17	Actual expenses 2016-17	Estimated expenses 2017-18
FEES COLLECTION					BASIC AMENITIES			
BA Tuition Fees (non self finance) Hons. Course	75/-X12X690	433800	385200	504000	Electricity Charges	500000	349400	500000
BSC Tuition Fees (non self finance) Hons. Course	110/-X12X540	576840	570240	594000	Gas Charges	2100	7693	15000
BA Tuition Fees (self finance) Major Courses elective & compulsory subjects and self finance general course	80/-X12X130	100000	96000	124800	Water Charges (Purchase from out source& KMC)	12000	8300	12000
BSc Tuition Fees (self finance)SF Major Courses elective & compulsory subjects and self finance general course	125/-X12X90	153000	141000	135000	Water Tax (K M C) (1 years)	40000	36000	50000
					Waste Disposal	16000		10000
Admission Fees	2400/- X 1230	2707200	2520000	2952000	Drainage & Sewerage(KMC)4years	10000		36000
Session Charges	2400/- X 1230	2707200	2520000	2952000	Security Service (Casual staff)	300000	275107	300000
40% Other charges	384/- X 1230	451200	429000	492000	Municipal Tax(through GMG School)	25000	19973	25000
College Examination Fees	1200/- X 1230	1353600	1260000	1476000		909500	697473	948000
T. C. Fees					COMMUNICATION			
MISCELLANEOUS COLLECTION					Telephone Charges	20000	13123	20000
Fine (duplicate library card I.D card and)		10000	18127	15000	Broad Band Service (Internet)	35000	27189	50000
Computer centre from Agency & HR Association		120000	722230	800000	Cable Service (Internet)		35441	50000
Internet Charges		112900	104700	147600	Postage & Courier Service Charges	7000	475	7000
Computer Maintenance Fees		171150	198950	212400	Online Admission System *	48000	54758	75000
Sale of Form & Prospectus I, II & III yr + all Major)	200/- X (4499+65 60/- X 500	1083890	1035460	1060800	Staff conveyance	30000	24513	50000
Student I. Card(only 1st year)	100/- X 575	51700	51400	57500	Traveling Allowance		3500	5000
Sale of Xerox Coupon		4000	6610	8000	PRINTING & STATIONERY			
Security Deposit(Refundable)	1000/- X 575	517000	82000	575000	Printing & Stationery	500000	266766	500000
Interest from Fixed Deposit		236172	231184	231184	Computer Stationery	200000	8238	200000
					Computer Accessories			
					Computer Software	100000	17825	100000
					Xerox Exp (Dumper, Tonner etc.)	40000	2775	40000
						840000	295606	840000
TOTAL =		10791542	10363091	12217604	TOTAL =	1973500	1198259	2130000



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BUDGET PROPOSAL FOR FINANCIAL YEAR 2017 - 2018

PART - 3 (Page- 2)

EXPENDITURE TOWARDS ADMINISTRATIVE COST INCLUDING COST FOR ACADEMIC AND ADMINISTRATIVE

Income Head	RATE 17-18	Estimated income 2016-17	Actual Income 2016-17	Estimated income 2017- 18	Expenditure Head	Estimated expenses 2016-17	Actual expenses 2016- 17	Estimated expenses 2017- 18
		10791542	10363091	12317604	B / F =	1973500	1198259	2130000
					REPAIR & MAINTENANCE			
					Plumbing & Sanitation	400000	135730	200000
					Carpentary	100000	11800	100000
					Photocopier Machine Mctc Annual	15000	14244	25000
					Computer Maintenance	25000	62712	100000
					Electrical Repair	100000	33002	100000
					Aquaguard Maintenance 2 years			30000
					A C Maintenance Annually	40000	51884	100000
					Fire Extinguisher		5840	7000
					Generator Maintenance	10000		10000
					Intercom Maintenance	5000		5000
						895000	315212	677000
					OUTSOURCING SERVICES			
					Cleaning & Sweeping	500000	292623	500000
					Consultancy Charges		89000	200000
					Gardening	100000	58830	100000
						600000	420453	800000
					COMPUTERISATION & COMPUTER SUPPORT STAFF			
					Office computer Data entry	200000	147350	400000
						200000	147350	400000
					OFFICE ASSISTANCE			
					Outsourcing service charges (IT +PT)	20000	23976	50000
					Office Assistance	600000	644440	800000
					Office Attendant	200000	201412	300000
					TOTAL =	820000	869528	1150000
STAFF WELFARE					STAFF WELFARE			
Festival Advance Realised		422000	332000		Festival Advance & Casual Staff Bonus	500000	329262	500000
TOTAL =		11213542	10695091	12317604	TOTAL =	4788500	3280364	5657000



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BUDGET PROPOSAL FOR FINANCIAL YEAR 2017 - 2018

PART - 3 (Page- 3)

EXPENDITURE TOWARDS ADMINISTRATIVE COST INCLUDING COST FOR ACADEMIC AND ADMINISTRATIVE

Income Head	RATE 17-18	Estimated income 2016-17	Actual Income 2016-17	Estimated income 2017- 18	Expenditure Head	Estimated expenses 2016-17	Actual expenses 2016- 17	Estimated expenses 2017- 18
		11213542	10895091	12317604	B/F	4788500	3280364	5657000
					MISCELLANEOUS			
					Tea & Refreshment	35000	25202	35000
					Bank charges (Chq. Book/DD)	9000	27697	60000
					Medical Aid	6000	1578	6000
					Legal Expenses	25000	10200	25000
					Newspaper & Journal	10000	7823	15000
Subscription & Donation		11100	11100	9600	Subscription & Donation	11100	11100	11100
					Contingency /Miscellaneous	10000	500	10000
					Total =	106100	54100	152100
					AUDIT			
					Audit Fee (Govt.)	3990		8960
					Special Audit/Different UC charges	10000	1723	10000
					Internal Audit & PF Audit	35000	29325	75000
					Total =	48990	31048	93960
					ACADEMIC			
					50% Tuition fees paid to Govt (16-17)	600000	410190	600000
					Guest Faculty+Scripts (Non self financing)	1500000	784242	1500000
					TOTAL =	2100000	1194432	2100000
					CAPITAL EXPENDITURE			
					Fire Fighting (GMGS)	500000		500000
					AIR Condition Machine	200000		200000
					Aqua Guard			50000
					Virtual Class Room		299908	
					Water Cooler (2 Nos)	200000		200000
					Computer Purchase -	200000	86236	200000
						1100000	386144	1150000
Total =		11224642	10706191	12327204	Total =	8143590	4976088	9153060



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BUDGET PROPOSAL FOR FINANCIAL YEAR 2017 - 2018

PART - 4

EXPENDITURE TOWARDS LABORATORY EXPENSES FOR NON SELF FINANCING COURSE

Department & Income Head	RATE 17-18	Estimated income 2016-17	Actual Income 2016-17	Estimated income 2017-18	Department & Expenditure Head	Estimated expenses 2016-17	Actual expenses 2016-17	Estimated expenses 2017-18
CHEMISTRY					CHEMISTRY			
Laboratory Charges		379200	374400	350400	Laboratory stores Science Specimen & Chemicals	100000	84164	200000
					Capital Expend- Lab Apparatus		96631	100000
					Laboratory Attendant	100000	9643	100000
C U Practical centre Exp		379200	374400	350400	C U Pract Contingency & Refreshment 40%	10000	8625	20000
						210000	200263	420000
GEOGRAPHY					GEOGRAPHY			
Laboratory Charges		272800	390800	231000	Lab. Attendant (casual)	100000	90419	100000
					C U Pract Contingency & Refreshment 40%	10000	4565	10000
C U Practical centre Exp					C U Pract Equipment- 50%	5000		
					College Fund - 10 %			
Excursion charges		248400	566400		Repairs of Lab. Apparatus	5000	1088	5000
					Excursion Charges (Students)	248170	430612	500000
					Excursion expenses for Faculty	5395		10000
					Capital Expend- Lab Apparatus	50000	43895	50000
		521200	957200	231000		423565	571179	675000
MATHEMATICS					MATHEMATICS			
Laboratory Charges		28800	21600	262800	C U Practical centre Exp	1000		1000
C U Practical centre Exp		28800	21600	262800	Square & Graph paper	1000	0	1000
PHYSICS					PHYSICS			
Laboratory Charges		347600	316800	306600	Repair & Maintenance	10000		15000
					Capital Expenditure- Lab apparatus	100000	84776	100000
C U Practical centre Exp					C.U. Pract. Contingency & Refreshment 40%	4000	4677	5000
					Contract whole time Faculty	500000	338337	500000
					Laboratory stores Science Specimen & Chemicals		4898	
		347600	316800	306600		614000	432688	620000
PSYCHOLOGY					PSYCHOLOGY			
Laboratory Charges		266200	257400	264600	Repair, Replacement & Maintenance	10000	11248	20000
					Practical Materials			
C U Practical centre Exp					Capital Expenditure- Lab apparatus		42940	100000
		266200	257400	264600	C U Pract. Contingency & Refreshment 40%	20000	11200	20000
					Laboratory Attendant	100000	83006	100000
					Laboratory stores Science Specimen & Chemicals		10198	
						130000	158592	240000
ECONOMICS					ECONOMICS			
Laboratory Charges		6000	5700	7800	C.U. Pract. Contingency /Refresh 40%	2000	1050	2000
C U Practical centre Exp		6000	5700	7800				
					EDUCATION			
EDUCATION					EDUCATION			
Laboratory Charges		2700	2100	4500	C.U. Pract. Contingency /Refresh 40%	1000	3828	4000
C U Practical centre Exp		2700	2100	4500				
					ENGLISH			
					Contract whole time Faculty		98000	100000
		1551700	1935200	1427700		1381565	1465600	2062000

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BUDGET PROPOSAL FOR FINANCIAL YEAR 2017 - 2018

PART - 5

EXPENDITURE TOWARDS SELF FINANCING COURSES

Department & Income Head	RATE 17-18	Estimated income 2016-17	Actual Income 2016-17	Estimated income 2017-18	Department & Expenditure Head	Estimated expenses 2016-17	Actual expenses 2016-17	Estimated expenses 2017-18
A. S. P. V.					A. S. P. V.			
Course Fee	6000/- X 68	372000	368000	408000	Whole time Faculty- 1 no	300000	264790	300000
C. U. Practical centre Exp.					Guest Faculty	200000	122912	200000
					C. U. Practical Exam- (40 + 50 + 10%)		268	1000
		<u>372000</u>	<u>368000</u>	<u>408000</u>		<u>500000</u>	<u>387970</u>	<u>501000</u>
C. N. D. V.					C. N. D. V.			
Course Fee	6900/- X 62	525000	455000	427800	Whole time Faculty- 1 no	225000	192800	225000
Practical Fees	3000/- X 62	225000	195000	186000	Guest Faculty	200000	105242	200000
C. U. Practical centre Exp.					Capital Expenditure- Lab apparatus		6479	10000
On job training (Internship)					Practical Material purchase			
					Contingency	25000	13788	25000
					On Job Training (Internship)			
					Apparatus repair/replacements/mair from college fund	25000	10120	25000
					C. U. Practical Exam- conting	300		
					Refresh/Equip & OH (40+50+10)	2500	3375	4000
		<u>750000</u>	<u>650000</u>	<u>613800</u>		<u>477800</u>	<u>331804</u>	<u>489000</u>
C. M. E. V.					C. M. E. V.			
Course Fee	4800/- X 90	330000	320000	432000	Guest Faculty	200000	68166	200000
C. U. Practical centre Exp.					Whole time Faculty- 1 no.	225000	183685	225000
					C. U. Practical Exam (40 + 50 + 10%)	700	672	1000
		<u>330000</u>	<u>320000</u>	<u>432000</u>		<u>425700</u>	<u>252529</u>	<u>426000</u>
		<u>1452000</u>	<u>1336000</u>	<u>1453800</u>		<u>1403500</u>	<u>972303</u>	<u>1416000</u>

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BUDGET PROPOSAL FOR FINANCIAL YEAR 2017 - 18

PART - 6

EXPENDITURE TOWARDS LIBRARY

Income Head	RATE 17-18	Estimated income 2016-17	Actual Income 2016-17	Estimated income 2017- 18	Expenditure Head	Estimated expenses 2016-17	Actual expenses 2016-17	Estimated expenses 2017-18
Library Fees = 1230 student	1200/- X 1230	1353600	1260000	1476000	Library Books from college fund	200000	186575	250000
					Pest Control	7000	7400	10000
					Library Assistance		79635	200000
					Journal Subscription	40000	3670	40000
					Book Binding	100000	47775	100000
					Soft ware	100000		100000
		1353600	1260000	1476000		447000	325155	700000

BUDGET PROPOSAL FOR FINANCIAL YEAR 2017 - 2018

PART - 7

EXPENDITURE TOWARDS CO-CURRICULAR AND STUDENT ACTIVITY

Income Head	RATE 17-18	Estimated income 2016-17	Actual Income 2016-17	Estimated income 2017- 18	Expenditure Head	Estimated expenses 2016-17	Actual expenses 2016-17	Estimated expenses 2017-18
Other fees (45%)	432/- X 1230	507600	472500	531360	College Magazine (Miscellany)	125000	97006	125000
Sports Fees	120/- x 1230	112800	105000	147600	Students Exhibition	50000	50000	100000
Student welfare/Free Students	120/- x 1230		4470	147600	Prize & Award for academic excellence	30000		50000
					College Annual Day	100000	110995	150000
					Teachers Day Celebration		20000	20000
					Student welfare/Free Studentship		18388	147600
					Extension activity:			
					Blood Donation	2000	6409	7000
					Social Outreach	20000	20000	25000
Social Activity	120/- x 1230	112800	105000	147600	College Sports	30000	20471	50000
Graduation Certificate		20000	14800	20000	Annual/Quiz Competition	5000	1500	30000
College Magazine	200/- X 1230	225600	210000	248000	Freshers' Welcome	5000		5000
NSS					Student Counseling Service	5000	4600	8000
Students Literary Forum		9500	10000	10000	NSS	10000	22607	
Students Cultural Forum		15000	18700	15000	Students Literary Forum	2000		2000
Students Social Awareness Forum		9600	10100	10000	Students Cultural Forum	2000		2000
Karate					Students Social Awareness Forum	2000		2000
					Karate/Physical Education	5000	800	
		1012800	948370	1275160		393000	380776	723600

BUDGET PROPOSAL FOR FINANCIAL YEAR 2017 - 2018

PART - 8

EXPENDITURE TOWARDS ACADEMIC ENRICHMENT

Income Head	RATE 17-18	Estimated income 2016-17	Actual Income 2016-17	Estimated income 2017- 18	Expenditure Head	Estimated expenses 2016-17	Actual expenses 2016-17	Estimated expenses 2017-18
Other Fees - (15 %)	144/- X 1230	169200	157500	177120	Special Lectures (1000/- per Dept)	16000	11805	16000
					Students Seminar	8000	1884	8000
					Academic Journal	50000	44000	70000
					Students Research & Publication	10000	900	10000
					College Seminar			30000
					Research of Contractual Teacher	10000		
		169200	157500	177120		94000	58589	134000



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BUDGET PROPOSAL FOR FINANCIAL YEAR 2017 - 2018

PART - 9

EXPENDITURE TOWARDS BUILDING & DEVELOPMENT

Income Head	RATE 17-18	Estimated income 2016-17	Actual Income 2016-17	Estimated income 2017- 18	Expenditure Head	Estimated expenses 2016-17	Actual expenses 2016- 17	Estimated expenses 2017- 18
Building & Development Fees collection	2400/- X 1230	2707200	2520000	2952000	Building repair, renovation & Painting, Fire Fighting **	3000000	855544	2000000
NAAC Fees collection	800/- X 1230	676800	630000	738000	New Electrical Installation	2000000		
NAAC Expenses Refund			110505		Chemistry Lab Maintenance/Renovation			1000000
					Physics Laboratory			1000000
					Canteen Furniture & fixture for class rooms, Staff Room & Office	500000	493598	200000
		3384000	3260505	3690000		3500000	1449142	4700000

BUDGET PROPOSAL FOR FINANCIAL YEAR 2017 - 2018

PART - 10

EXPENDITURE TOWARDS UNIVERSITY EXAMINATION CENTRE AND ZONAL CENTRE

Income Head	RATE 17-18	Estimated income 2016-17	Actual Income 2016-17	Estimated income 2017- 18	Expenditure Head	Estimated expenses 2016-17	Actual expenses 2016- 17	Estimated expenses 2017- 18
Calcutta University centre charges for holding theoretical examination	20/- X 800	16000		16000	Expenses for conduct of C.U. theoretical examination	16000	10000	16000
ZONAL CENTRE			6505		Expenses for Zonal centre		6505	
		16000	6505	16000		16000	16505	16000

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BUDGET PROPOSAL FOR FINANCIAL YEAR 2018-2019

Expenditure Head	Estimated expenses 2015-16	Actual expenses 2015-16	Estimated expenses 2016-17	Actual expenses 2016-17	Estimated expenses 2017-18	Actual expenses 2017-18	Estimated expenses 2018-19
Online Admission System		43000	60000	54798	75000	62540	100000
Computer Accessories	40000	52860	20000	8239	200000	18270	100000
Computer Software	100000	53600	100000	17825	100000		100000
A	140000	149460	180000	80862	375000	80810	300000
REPAIR & MAINTENANCE							
Plumbing & Sanitation	50000	335848	400000	135730	200000	63276	200000
Carpentry	90000	394883	100000	11800	100000	87191	300000
Photocopier Machine Mice. Annual	10000	9120	15000	14244	25000	34789	50000
Computer Maintenance	15000	15660	25000	62712	100000	62437	150000
Electrical Repair	100000	88672	100000	33002	100000	28051	100000
Aquaguard Maintenance 2 years	20000	23555			30000	13255	
A.C. Maintenance Annually	30000	17568	40000	51884	100000	65416	100000
Fire Extinguisher				5840	7000	35308	50000
Generator Maintenance	20000	5179	10000		10000	25616	40000
Intercom Maintenance	5000	3000	5000		5000	2640	5000
B	340000	893285	695000	315212	677000	417982	995000
CAPITAL EXPENDITURE							
Fire Fighting (GMGS)	500000	41129	500000		500000		
AIR Condition Machine	200000	99945	200000		200000		400000
Aqua Guard					50000	36870	50000
Virtual Class Room				299908			
Water Cooler (2 Nos)	70000		200000		200000	52000	100000
Computer Purchase -	50000	108548	200000		200000	69452	1000000
C	820000	249622	1100000	299908	1150000	158322	1550000
CHEMISTRY							
Laboratory stores Science Speciman & Chemicals	100000	26128	100000	84164	200000	149143	400000
Capital Expend- Laby Apparatus				99831	100000	50719	300000
Laboratory Attendant		3200	100000	9643	100000	156056	200000
C.U. Pract. Contingency & Refreshment 40%	3300	5280	10000	6625	20000	13500	25000
D	103300	34608	210000	200263	420000	369418	925000



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Expenditure Head	Estimated expenses 2015-16	Actual expenses 2015-16	Estimated expenses 2016-17	Actual expenses 2016-17	Estimated expenses 2017-18	Actual expenses 2017-18	Estimated expenses 2018-19
GEOGRAPHY							
Laby. Attendant (casual)	60000	90176	100000	90419	100000	98964	110000
C.U. Pract. Contingency & Refreshment 40%	6000	7120	10000	4555	10000	36200	50000
C.U. Pract. Equipment- 50%	6540		5000				
College Fund - 10 %	1400						
Repairs of Laby. Apparatus	5000	2500	5000	1686	5000		5000
Excursion Charges (Students)	250000	114430	248170	430612	500000	579000	700000
Excursion expenses for Faculty	6000	5360	5395		10000	10000	12000
Capital Expend- Laby Apparatus	10000	5500	50000	43895	50000		100000
E	344940	225086	423565	571179	675000	724164	977000
PHYSICS							
Repair & Maintenance	5000	6750	10000		15000		15000
Capital Expenditure- Lab apparatus	10000	60221	100000	84776	100000	111944	400000
C.U. Pract. Contingency & Refreshment 40%	4000	3260	4000	4677	5000	8441	15000
Contract whole time Faculty	108000	179930	500000	338337	500000	489720	500000
Laboratory stores Science Speciman & Chemicals				4898		6458	10000
F	127000	250161	614000	432688	620000	616563	940000
PSYCHOLOGY							
Repair, Replacement & Maintenance	5000	3600	10000	11248	20000	2690	30000
Practical Materials	15000						
Capital Expenditure- Lab apparatus	10000			42940	100000	94500	300000
C.U. Pract. Contingency & Refreshment 40%	9000	12328	20000	11200	20000	22422	35000
Laboratory Attendant			100000	83006	100000	99144	110000
Laboratory stores Science Speciman & Chemicals	60000	83938		10198			
G	99000	99866	130000	158592	240000	218756	475000
C. N. D. V.							
Whole time Faculty- 1 no.	96000	110000	225000	192800	225000	243542	250000
Guest Faculty	100000	112337	200000	105242	200000	122741	160000
Capital Expenditure- Lab apparatus				6479	10000	89	40000
Practical Material purchase/ Contingency	25000	12488	25000	13788			
On Job Training(Internship)					25000	9404	25000
Apparatus repair/replacement/main from college fund	5000	20340	25000	10120	25000		25000
C.U. Practical Exam- conting/ Refresh/Equip & OH(40+50+10)	240		300				
	1530		2500	3375	4000	3360	5000
H	227770	255165	477800	331804	489000	379235	505000
LIBRARY							
Library Books from college fund	100000	113590	200000	186675	250000		250000
Pest Control	7000		7000	7400	10000	8000	15000
Library Assistance				79635	200000	88979	200000
Journal Subscription	25000	29619	40000	3670	40000	37149	50000
Book Binding	30000		100000	47775	100000	23985	50000
Soft ware			100000		100000		400000
I	162000	143209	447000	325155	700000	158113	965000
Total (A+B+C+D+E+F+G+H+I)	2364010	2300462	4277365	2715663	5346000	3123363	7632000



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PART - 1 (Page-1)					
EXPENDITURE TOWARDS ADMINISTRATIVE COST INCLUDING COST FOR ACADEMIC AND ADMINISTRATIVE HUMAN RESOURCE					
INCOME (F= A+B+C+D+E)	84,11,800				
Expenditure Head	Actual expenses 2018-19	Estimated expense for 19-20	Income for 19-20	Surplus / Deficit	
BASIC AMENITIES					INCOME (F= A+B+C+D+E)
Electricity Charges	4,13,380	4,54,729	84,11,800		
Gas Charges	3,158	3,472			
Water Charges (Purchase from out source & KMC)		-			
Water Tax (K.M.C.) (1 years)	36,000	36,000			
Waste Disposal	7,200	7,920			Extra garbage taken by Baram Das
Drainage & Sewerage(KMC)	9,000	9,000			
Municipal Tax(through GMS School)		38,370			Rs19165 for each FY 18-19 and 19-20
	4,68,746	5,49,451			
COMMUNICATION					
Telephone Charges	12,337	13,571			
Vodafone (Internet)	10,558	11,814			
Cable & Internet service	40,603	2,50,000			For New Net & Lan Connection
Postage & Courier Service Charges	370	407			
Online Admission System	1,58,400	70,000			
		-			
Staff conveyance & Tiffin	29,581	75,000			
		-			
Travelling Allowance to GB Members	11,000	56,000			Expected E GB & Finance meeting
Allowance to Principal	84,000	84,000			



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Website Maintenance	23,428	40,000			
Student I. Card	13,178	10,000			
Press Notification (Advertisement)	30,827	50,000			
	4,12,133	6,60,591			
PRINTING & STATIONERY					
Printing & Stationery	1,73,077	2,50,000			
Sanitary Goods	27,467	72,000			
Computer Accessories	24,005	30,000			
Computer Software	32,086	75,000			
Xerox Exp. (Dumppor, Toner etc.)	19,706	30,000			
	2,76,291	4,57,000			
TOTAL -	11,59,169	16,67,082	84,11,000		



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BUDGET PROPOSAL FOR FINANCIAL YEAR 2019-20

PART - 1 (Page - 2)

EXPENDITURE TOWARDS ADMINISTRATIVE COST INCLUDING COST FOR ACADEMIC AND ADMINISTRATIVE HUMAN

Expenditure Head	Actual expenses 2018-19	Estimated expense for 19-20	Income for 19-20	Surplus / Deficit
B / F *	11,57,169	16,67,082	84,11,880	
OUTSOURCING SERVICES				
Cleaning & Sweeping	3,14,551	3,46,005		
Consultancy Charges including Legal		1,50,000		
Gardening	49,725	54,898		
Computer Centre Expenses	4,77,225	5,24,948		
HR Course Expenses	75,900	83,490		
Security Services (NIS)	2,88,688	3,17,557		
	12,06,089	14,76,898		
COMPUTERISATION & COMPUTER SUPPORT STAFF CASUAL STAFF SALARY				
Office computer Data entry	2,10,251	3,24,000		
Casual Staff Salary (Office Assistant, Office Attendant, Security, Staff room attendant & Sweeper)	15,40,193	20,34,000		After salary increase from 01.03.19
	17,50,444	23,58,000		After salary increase from 01.03.19



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OFFICE ASSISTANCE					
TDS return for FY	37,040	37,040			Rs 35000 for service and Rs 1040 for NSDL
TDS Late fine & interest for the year 09-10 to 17-18		6,83,390			
College IT return for FY 15-16 & 16-17 and provision for next years	47,200	51,920			
TOTAL =	84,240	7,72,350			
WELFARE					
Student Welfare		1,00,000			as per FY 17-18 as no expenses made in FY 18-19
Casual Staff Bonus	75,778	83,355			
	75,778	1,83,355			
TOTAL =	42,73,720	64,57,485	64,11,630		



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BUDGET PROPOSAL FOR FINANCIAL YEAR 2019-2020

PART - 1 (Page- 3)

EXPENDITURE TOWARDS ADMINISTRATIVE COST INCLUDING COST FOR ACADEMIC AND ADMINISTRATIVE HUMAN

Expenditure Head	Actual expenses 2018-19	Estimated expense for 19-20	Income for 19-20	Surplus / Deficit	
B/F	42,73,720	64,57,486	84,11,000		
MISCELLANEOUS					
Tea & Refreshment	31,128	50,000			Including refreshment for Conducting CU practical Examination for Hindi, CMEV and ASPSM
Bank charges (Chq. Book/DD)	13,828	15,211			
Medical Aid	439	2,000			
Newspaper & Journal	7,282	8,010			
Subscription & Donation		-			
Contingency /Miscellaneous	18,753	20,628			
Total=	71,430	95,850			
AUDIT					
Audit Fee (Govt.)		10,000			Excluding GST
Special Audit(Different UG charges)	500	1,000			
PF Audit	12,500	12,500			
Internal Audit		1,00,000			
Total =	13,000	1,23,500			
ACADEMIC					
50% Tuition fees paid to Govt. (17-18)	4,79,010	5,00,000			
Refund of admission Fees	9,23,151	11,00,000			
Guest Faculty+Scripts	4,36,028	5,00,000			increase to rs200 to rs 300, that is 50%
(Non self financing)					
TOTAL =	18,38,189	21,00,000			



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CAPITAL EXPENDITURE					
Fire Fighting (GMS)		3,00,000			
Air Condition Machine		4,00,000			
Acus Guard		30,000			
Virtual Class Room		-			
Water Cooler (2 Nos)		-			
		7,30,000			
ENGLISH					
Contract whole time Faculty	1,79,355	2,15,000			
Total =	63,75,894	97,21,835	84,11,800	-1310035	



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BUDGET PROPOSAL FOR FINANCIAL YEAR 2019-2020

PART - 2

LABORATORY EXPENDITURE FOR NON SELF FINANCING COURSE

Department & Expenditure Head	Actual expenses 2018-19	Estimated expense for 19-20	Income for 19-20	Surplus / Deficit	
B/F	63,75,694	97,21,835	84,11,800		
CHEMISTRY					
Laboratory stores Science Specimen & Chemicals	2,14,280	2,35,719	88,250		Income from Chemistry: 88250
Capital Expend- Lab Apparatus	18,820	20,702			
Repairs of Lab. Apparatus	19,100	21,010			
	2,52,210	2,77,431	88,250	-189181	
GEOGRAPHY					
Repairs of Lab. Apparatus		-	1,68,530		Income from Geography: 168530
Excursion Charges from college fund	16,000	30,000			
Capital Expend- Lab Apparatus	1,23,632	1,35,995			
	1,39,632	1,65,995	1,68,530	12635	
MATHEMATICS					
C.U. Practical centre Exp		-	36,000		Income from Mathematics: 36000
Square & Graph paper		5,500			
	-	5,500	36,000	30500	
PHYSICS					
Repair & Maintenance		-	54,350		Income from Physics: 54350
Capital Expenditure- Lab apparatus	2,03,428	2,23,771			
Contract whole time Faculty	3,41,978	3,76,176			
Laboratory stores Science Specimen & Chemicals	53,616	58,978			
	5,99,022	6,58,924	54,350	-604574	



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PSYCHOLOGY					
Repair, Replacement & Maintenance	4,500	4,350	1,89,000		Income from Psychology: 180000
Capital Expenditure- Lab apparatus	79,088	80,997			
Laboratory stores Science Specimen & Chemicals	10,224	11,246			
	93,812	1,03,193	1,89,000	85807	
ECONOMICS			9,600	9600	Income from Economics: 9600
SOCIOLOGY					
Contract whole time Faculty	96,000	1,20,000	49,200	-70800	Income from Sociology: 49200
	75,66,379	1,10,42,879	60,04,830		



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BUDGET PROPOSAL FOR FINANCIAL YEAR 2019 - 2020

PART - 3

EXPENDITURE TOWARDS SELF FINANCING COURSES

Department & Expenditure Head	Actual expenses 2018-19	Estimated expense for 19-20	Income for 19-20	Surplus / Deficit	
B/F	75,56,370	1,10,42,879	90,06,830		Income:
A. S. P. V.					Course Fee: 264000
Whole time Faculty- 1 no.	2,99,640	3,29,604	6,72,415		total student :49
C.U Practical Expenses	227	500			
Guest Faculty	1,14,076	1,71,114			80% Contribution of 49 Students of B
Special Lecture @1000x2	995	2,000			408414.72
Dept activity/Student Seminar		4,000			
Exhibition		5,000			
Departmental Seminar(4000/- per Dept.)		4,000			Total Income of ASPV
	4,14,938	5,16,218	6,72,415	156197	672414.72
C. N. D. V.					Income:
Whole time Faculty- 1 no.	2,44,800	2,85,280	11,21,245		Course Fee: 462300
Special Lecture @1000x2		2,000			Laboratory Fee: 100500
Guest Faculty	93,301	1,39,952			total student :67
Capital Expenditure- Lab apparatus	51,195	56,316			
Practical Material purchase/	12,551	18,000			80% Contribution of 67 Students of B
Apparatus repair/replacement/maint		-			558444.62
from college fund		10,000			Total Income of CNDV
Dept activity/Student Seminar		4,000			
Exhibition		5,000			1121244.62
C.U Practical Expenses	4,924	5,410			
Departmental Seminar(4000/- per Dept.)		4,000			
	4,06,772	5,13,958	11,21,245	697287	



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CMEV				Income:
Guest Faculty	63,650	80,000	12,96,158	Course Fee: 263200
Special Lecture @1000x2		2,000		Total Student: 59
Whole time Faculty- 1 no.	2,35,462	2,55,008		
Dept activity/Student Seminar		4,000		50% Contribution of 59 Students of B
Exhibition		5,000		491754.66
C.U Practical Expenses	495	500		
Departmental Seminar(4000/- per Dept.)		4,000		Total Income of CMEV:
				1296157.84
	2,99,607	3,54,608	12,96,158	941050
	86,77,687	1,24,27,563	1,29,96,647	



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BUDGET PROPOSAL FOR FINANCIAL YEAR 2019-20

PART - 4

EXPENDITURE TOWARDS LIBRARY

Expenditure Head	Actual expenses 2018-19	Estimated expense for 19-20	Income for 19-20	Surplus / Deficit	
B/F	86,77,687	1,24,27,563	1,20,98,647		
					Income from Library: 1220400
Library Books from college fund	1,37,863	50,000			
Pest Control	2,000	25,000			
Library Assistance	1,05,451	1,15,998			
Journal Subscription	27,260	29,986			
Book Binding		50,000			
Soft ware		-			
	2,72,374	2,70,982	-	-270982	

BUDGET PROPOSAL FOR FINANCIAL YEAR 2019-20

PART -5

EXPENDITURE TOWARDS ACADEMIC ENRICHMENT AND STUDENT ACTIVITY

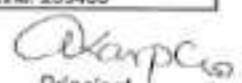
Expenditure Head	Actual expenses 2018-19	Estimated expense for 19-20	Income for 19-20	Surplus / Deficit	
B/F	89,50,061	1,26,98,546	1,20,98,647		
College Magazine (Miscelany)		1,40,000	1,42,440		Rs 115360 incurred in FY 17-18
Students Exhibition		85,000			
Prize & Award for academic excellence		-			
College Annual Day		2,50,000			Rs 184757 incurred in FY 17-18
Teachers Day Celebration		-			Income
Hall booking Expenses		80,000			for 4 times @ Rs. 20000/-
Student welfare/Free Studentship		-			College Magazine: 203400



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Extension activity:		-			Research / Prize fee: 975320
Blood Donation	10,000	11,000			Social Activity: 122040
College Sports	55,000	75,000			Sports Fee: 122040
Annual/Quiz Competition		-			Student Welfare Fund: 122040
Freshers' Welcome		3,000			Litany Club: 100
Student Counseling Service		5,000			Cultural Club: 300
NSS		-			Social Awareness: 200
Students Literary Forum		5,000			
Students Cultural Forum		5,000			Total: 1424400
Students Social Awareness Forum (Social outreach)	25,000	30,000			
		-			
		-			
Special Lectures(3000/- per Dept for 2 lectures)	5,295	39,000			
Students Seminar/ Departmental Activity	2,324	52,000			
Departmental Seminar(4000/- per Dept.)		52,000			
Academic Journal		55,000			Rs 44000 incurred in FY 17-18
Students Research & Publication	3,685	5,000			Central research project titled Durga Puja by Sangita Sen
Research of Contractual Teacher		10,000			
	1,01,304	8,82,000	1,42,440	-739560	
	90,51,365	1,35,80,545	1,22,39,087		



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PART -6					
INCOME FROM BUILDING PART J		2440800			
	Actual expenses 2018- 19	Estimated expense for 19- 20	Income for 19- 20	Surplus / Deficit	
EXPENDITURE TOWARDS BUILDING REPAIR & RENOVATION & MAINTANANCE					
B/F	90,51,365	1,35,80,545	1,22,39,087		
REPAIR & MAINTENANCE & RENOVATION					
Plumbing & Sanitation	38,329	50,000	24,40,600		
		-			
Carpentary	7,980	10,000			
		-			
Photocopier Machine Mtop. Annually	15,106	16,618			
		-			
Building	32,242	2,00,000			
		-			
Computer Maintenance	22,366	24,603			
		-			
Electrical Repair	8,175	30,000			
		-			
Water Purifier					
Kant RO for 1 year	11,000	11,000			
Aquaguard Maintenance 2 years	34,650				
		-			
A.C. Maintenance Annually	56,787	62,466			
		-			
Repairs and AMC CCTV	12,331	14,000			
		-			
Fire Extinguisher	10,089	11,098			
		-			
Generator Maintenance with AMC	17,286	42,000			including Rs 20000 for AMC
		-			
Intercom Maintenance		5,000			
	2,66,343	4,76,785	24,40,900	1964015	
	93,17,798	1,40,57,330	1,40,79,807	622558	



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BUDGET PROPOSAL FOR FINANCIAL YEAR 2021-2022

PART - 1 (Page- 1)

EXPENDITURE TOWARDS ADMINISTRATIVE COST INCLUDING COST FOR ACADEMIC AND ADMINISTRATIVE HUMAN RESOURCE

Expenditure Head	Actual expenses 2019-20	Actual expenses 2020-21	Estimated expense for 21-22	Estimated Income for 21-22	Surplus / Deficit	Remarks
BASIC AMENITIES				71,82,791		D of Income Sheet page 1
Electricity Charges	6,20,481	1,22,920	3,00,000			
Gas Charges	1,881		2,000			
Water Charges (Purchase from out source & KMC)						
Water Tax (K.M.C.) (1 year)	36,000		72,000			for FY 20-21 & 21-22
Waste Disposal	7,200	7,200	8,000			
Drainage & Sewerage(KMC)	9,000		18,000			for FY 20-21 & 21-22
Property Tax(through GMS School)			76,740			For fy 18-19,19-20,20-21,21-22 @19185/-
	6,74,572	1,30,120	4,78,740			
COMMUNICATION						
Telephone Charges/ Mobile Recharge	13,536	12,768	14,000			
Vodafone (Internet)	12,954	12,956	18,000			New Dongel Taken
Cable & Internet service	2,39,421	1,29,615	1,60,000			
Postage & Courier Service Charges	143	58	500			
Online Admission System	71,148	68,116	75,000			
Staff conveyance & Tiffin	30,119	75,565	95,000			
Travelling Allowance to GB Members	27,400	17,000	30,000			
Allowance to Principal	84,000	18,000	94,000			
Honorarium to Guest Lecturer		34,800	40,000			



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Website Maintenance	35,529	1,15,815	1,50,000		
Student I. Card	2,500	5,925	10,000		
Press Notification (Advertisement)	53,985	22,653	54,000		
	5,70,734	5,13,973	7,20,500		
PRINTING & STATIONERY					
Printing & Stationery	2,26,636	38,620	1,50,000		
Sanitary Goods	19,923	15,089	40,000		
Computer Accessories/ Stationery	58,936	83,445	1,00,000		
Computer Software	4,000		8,000		
Xerox & computer printer Exp. (Dumper, Toner, Printer Cartridge etc.)	10,213	5,233	30,000		
	3,19,708	1,43,387	3,28,000		
TOTAL :-	15,65,514	7,66,780	15,25,240	71,82,791	



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PART - 1 (Page- 2)						
EXPENDITURE TOWARDS ADMINISTRATIVE COST INCLUDING COST FOR ACADEMIC AND						
Expenditure Head	Actual expenses 2019-20	Actual expenses 2020-21	Estimated expense for 21-22	Estimated Income for 21-22	Surplus / Deficit	Remarks
B / F =	15,65,014	7,66,780	15,25,240	71,92,791		
OUTSOURCING SERVICES						
Cleaning & Sweeping	3,61,325	3,93,851	5,00,000			
Consultancy Charges including Legal	52,600	48,035	50,000			
Gardening	54,670	54,000	56,000			
Computer Centre Expenses	4,77,225	3,32,410	2,56,000			
HR Course Expenses	75,900	46,200	50,000			
Security Services (N/S)	3,45,502	2,12,009	3,50,000			
	13,67,022	10,84,504	12,62,000			
COMPUTERISATION & COMPUTER SUPPORT STAFF CASUAL STAFF SALARY						
Office computer Data entry	3,29,007	3,36,386	4,32,000			
Casual Staff Salary (Office Assistant, Office Attendant, Security, Staff room attendant & Sweeper)	15,64,944	16,42,243	27,64,800			
	18,93,952	19,78,630	31,96,800			



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OFFICE ASSISTANCE					
TDS return for FY	37,040	34,724	38,000		
TDS Late fine & interest for the year 09-10 to 17-18					
College IT return for FY 19-20 & 20-21 and provision for next years		18,000	20,000		
TOTAL =	37,040	52,724	58,000		
WELFARE					
Student Welfare	1,39,541	1,62,880	25,000		
Casual Staff Bonus	84,000	71,400	76,500		
	2,23,541	2,34,280	1,01,500		
TOTAL =	50,86,569	41,36,898	61,43,540	7182791	



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PART - 1 (Page-3)					
EXPENDITURE TOWARDS ADMINISTRATIVE COST INCLUDING COST FOR ACADEMIC AND					
Expenditure Head	Actual expenses 2019-20	Actual expenses 2020-21	Estimated expense for 21-22	Estimated Income for 21-22	Surplus / Deficit
B/F	50,85,569	41,35,898	61,43,540	7182791	
MISCELLANEOUS					
Tea & Refreshment	43,740	37,044	50,000		
Bank charges (Chq. Book/DD)	9,587	2,773	10,000		
Medical Aid			10,000		
Newspaper & Journal	3,751	2,529	4,000		
Subscription & Donation		1,00,000			
Contingency / Miscellaneous		220			
Total =	57,078	1,42,595	74,000		
AUDIT					
Audit Fee (Govt.)	26,264		26,254		
Special Audit (Different UC charges)	500		1,500		
PF Audit	12,500	13,500	13,500		
Internal Audit	39,264	13,500	41,264		
Total =					
ACADEMIC					
50% Tuition fees paid to Govt. (19-20)	3,16,440	1,42,620	6,00,000		
Refund of admission Fees	18,68,287	16,04,414	19,00,000		
Guest Faculty - scripts	7,01,692				
(Non self financing)			25,00,000		
Total =	28,86,419	17,47,034			

Including refreshment for Conducting CU practical Examination for Hindi, CMEV and ASPSM

for fy 19-20, 20-21

converted to sect 1st january 2020.



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CAPITAL EXPENDITURE					
Fire Fighting (SMGC)	1,00,000	-	1,00,000		475449/- RUSA PURCHASE 20-21
AIR Condition Machine	2,30,688	-			
Acad Guard		-	2,00,000		
Smart Class Room		-			
Water Cooler (2 Nos)	3,30,886	-	3,00,000		
TOTAL					
ENGLISH	1,77,378				
Contract whole time faculty					
Total =	85,77,592	60,30,998	90,58,804	7182791	-18,76,013

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PART - 2
LABORATORY EXPENDITURE FOR HONOURS COURSE

Department & Expenditure Head	Actual expenses 2019-20	Actual expenses 2020-21	Estimated expense for 21-22	Estimated income for 21-22	Surplus / Deficit	Remarks
B/F	85,77,592	80,39,998	90,58,804	71,82,791		
CHEMISTRY						
Laboratory stores Science Specimen & Chemicals	88,238	21,511	30,000	28,080		336498/- RUSHA FUND (20-21)
Capital Expend- Laby Apparatus						
Repairs of Laby. Apparatus	8,670		10,000			
CU Practical Expenses	76,908	21,511	40,000	28,080	-11920	
Total				78,750		
GEOGRAPHY						
Repairs of Laby. Apparatus	14,000		15,000			
Excursion Charges from college fund	1,23,832	-	50,000			593180/- RUSHA FUND (20-21)
Capital Expend- Laby Apparatus	9,536		10,000			
CU Practical Expenses	1,47,258	-	75,000	78,750	3750	
Total						
MATHEMATICS						
C. U. Practical centre Exp.	2,300		2,000	3,960		
Square & Graph paper	2,300	-	2,000	3,960	1960	
Total						
PHYSICS						
Repair & Maintenance	8,000		7,000	19,530		80806/- RUSHA FUND (20-21)
Capital Expenditure- Lab apparatus	18,378	-	17,000			
Contract whole time Faculty	1,93,949					
Laboratory stores Science Specimen & Chemicals	8,500		9,000			
CU Practical Expenses	13,457		15,000			
Total	2,32,284	-	48,000	19,530	-28470	



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PSYCHOLOGY					
Repair, Replacement & Maintenance	3,500		3,500	1,00,800	
Capital Expenditure- Lab apparatus					213696/- RUSA FUND(20-21)
Laboratory stores Science Specimen & Chemicals					
CU Practical Expenses	18,538		19,000		
Total	21,638		22,500	1,00,800	78300
				1,740	1740
ECONOMICS (Practical fee)					
				1,080	1080
Education (Practical fee)					
				10,800	10800
SOCIOLOGY	72,000				
Contract whole time Faculty					
Total	91,29,988	60,61,569	92,46,104	74,27,531	
Total Estimated Income from Laboratories				2,44,740	
Total Estimated Expenditure for Laboratories				1,87,500	
Surplus from Laboratories				57,240	



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PART - 3						
EXPENDITURE TOWARDS SELF FINANCING COURSES						
Department & Expenditure Head	Actual expenses 2019-20	Actual expenses 2020-21	Estimated expense for 21-22	Estimated Income for 21-22	Surplus / Deficit	Remarks
B/F	91,29,988	80,61,509	92,46,364	74,27,531		
A. S. P. V.				35,000		Course fee
Whole time Faculty- 1 no	2,32,720					
CU Practical Expenses						
Guest Faculty	1,42,578		1,500			
Special Lecture @750x2						
Dept activity/Student Seminar						
Exhibition						
Departmental Seminar(4000/- per Dept.)			1,500	35,000	32500	
Total	3,75,296					
C. N. D. V.				66,500		Practical fee
Whole time Faculty- 1 no	1,69,434		1,500	69,000		Course fee
Special Lecture @750x2	1,000					
Guest Faculty	1,21,798		9,500			
Chemicals and Apparatus	9,316					
Laboratory stores Science Speciman & Chemicals						171381/- RUSHA(20-21)
Practical Material purchase/	19,023		20,000			
Apparatus repair/replacement/maint			500			
from college fund	200					
Dept activity/Student Seminar						
Exhibition			1,200			
C. U Practical Expenses	1,010					
Departmental Seminar(4000/- per Dept.)			32,700	1,35,000	103200	
Total	3,41,781					



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CMEV						
Guest Faculty	68,000		1,500	38,000		Course fee
Special Lecture @750x2						
Whole time Faculty- 1 no.	1,75,738					
Dept activity(Student Seminar)						
Exhibition			1,000			
C U Practical Expenses	903					
Departmental Seminar(4000/- per Dept.)			2,500	38,000	35500	
Total	2,45,642	-	2,500	38,000	35500	
Total	1,00,92,709	60,61,509	92,83,004	76,36,431		
Total Estimated Income from Major Course				2,08,900		
Total Estimated Expenditure for Major Course				38,700		
Surplus from Major Course				1,72,200		
PART - 4						
EXPENDITURE TOWARDS LIBRARY						
Expenditure Head	Actual expenses 2019-20	Actual expenses 2020-21	Estimated expense for 21-22	Estimated Income for 21-22	Surplus / Deficit	Remarks
B/F	1,00,92,709	60,61,509	92,83,004	76,36,431		
				2,24,400		E of Income Sheet page 1
Library Books from college fund						513262/ RUSHA(20-21)
Pest Control	17,700	6,844	18,000			
Library Assistance	1,48,881	1,56,248	1,86,000			Library non teaching staff expenditure in
Journal Subscription	11,560	14,450	15,000			
Book Binding						
Soft ware						
Total	1,78,121	1,79,492	2,19,000	2,24,400	5400	



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PART -5

EXPENDITURE TOWARDS ACADEMIC ENRICHMENT AND STUDENT ACTIVITY

Expenditure Head	Actual expenses 2019-20	Actual expenses 2020-21	Estimated expense for 21-22	Estimated Income for 21-22	Surplus / Deficit	Remarks
B/F	1,02,70,830	62,41,001	95,02,004	78,60,831	2,39,360	F of Income sheet page 2
College Magazine (Miscellany)	1,07,520		10,000			
Students Exhibit	94,800		30,000			
Prize & Award for academic excellence	14,860					
College Annual Day	1,11,205					
Half booking Expenses	58,000					
Extension activity:						
Blood Donation	10,000		12,000			
College Sports	55,000		70,000			
Annual/Quiz Competition						
Freshers' Welcome						
Student Counseling Service						
NSS	38,000					
Students Literary Forum						
Students Cultural Forum						
Students Social Awareness Forum (Socia. outreach)	25,000		30,000			
Total	5,12,385	-	1,52,000			
Special Lectures (1500/- per Dept for 2 lectures)	15,200	3,250	19,500			
Students Seminar/ Departmental Activity	21,594	55,650				
Departmental Seminar (4000/- per Dept.)			75,000			
Academic Journal						
Students Research & Publication						
Total	36,894	58,850	94,500		-7140	(Rs. 238360- Rs. 245500)
Total	5,49,279	58,850	2,46,500	81,00,191		
Total						



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PART -6						Remarks
	Actual expenses 2019-20	Actual expenses 2020-21	Estimated expense for 21-22	Income for 21-22	Surplus / Deficit	
EXPENDITURE TOWARDS BUILDING REPAIR & RENOVATION & MAINTANANCE						
B/F	1,08,20,109	62,99,881	97,48,504	8100191		
				446800		G of Income Sheet page 2
REPAIR & MAINTENANCE & RENOVATION						
Plumbing & Sanitation	3,110		10,000			
Carpentry	220		50,000			
Photocopier Machine Mice. Annually	22,208	15,813	10,620			
Building	57,155	2,09,753	1,00,000			
Computer Maintenance AMC	-	27,592	20,000			expenses made for 2 years in fy 20-21.
Electrical Repair	34,452	29,005	40,000			
Water Purifier						
Kent RO for 1 year		36,375				
Aquaguard Maintenance 2 years AMC						
A.C. Maintenance Annually	79,141		80,000			
Repair and AMC CCTV	11,210	7,670	10,000			
Fire Extinguisher	52,333	42,210	1,50,000			
Generator Maintenance	6,500		10,000			
Electronics Apparatus Maintenance (Projector, S	4,150		5,000			
Total	2,79,889	3,68,418	4,85,620		(36,820)	
Total	1,10,99,998	66,68,299	1,02,34,124	8548991		
		TOTAL DEFECITE	(16,85,133)			



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BUDGET PROPOSAL FOR THE YEAR 2021-2022	
INCOME FROM HONOURS SUBJECT	
Income Head	
Income form HONOURS SUBJECT - (B.A & B.Sc)	Expected Income 2021- 22
Tution Fee	9,04,760
Admission fee	20,05,200
Session Fee	3,76,800
Prospectus Fees	-
Security Deposit	1,57,000
College Exam Fee	1,88,400
Student ID Card	15,700
Student Welfare Fund	18,840
H R and Supervisory skill fees	67,500
	18,840
Sports Fee	
Internet Fees	1,00,260
Computer Maintanace Fee	1,30,980
Computer Course	-
NAAC Fees	
	39,84,280
TOTAL (A)	
Income form Major Subjects- (B.A & B.Sc)	
Tution Fee	1,95,240
Admission fee	3,88,800
Session Fee	72,000
Prospectus Fees	-
Security Deposit	30,000
College Exam Fee	36,000
Student ID Card	3,000
Student Welfare Fund	3,600
H R and Supervisory skill fees	-
	3,600
Sports Fee	
Internet Fees	19,440
Computer Maintanace Fee	23,273
Computer Course	3,63,900
NAAC Fees	-
	11,38,853
TOTAL (B)	
Total (A+B)	51,23,133
	159658
INTEREST FROM FIXED DEPOSIT	
Income From Calcutta University	19,00,000
Admission fees of 1st sem to be refunded	20,59,658
TOTAL (C)	
	71,82,791
TOTAL (D= A+B+C)	
INCOME TOWARDS LIBRARY (E)	
Income Head	Expected Income 2021- 22
Library Fees	224400
TOTAL (E)	224400



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INCOME TOWARDS ACADEMIC ENRICHMENT AND STUDENT	
Income Head	Expected Income 2021- 22
Collage Magazine	37400
Reasearch / Prize fee	179520
Social Activity	22440
Litarity Club	0
Cultural Club	0
Social Awarness Ciub	0
Total (F)	239360
INCOME TOWARDS BUILDING DEVELOPMENT, REPAIR AND	
Income Head	Expected Income 2021- 22
Building and Development Fee	448800
TOTAL (G)	448800

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Semester	1ST	2nd sem	3rd sem	4th sem	5th sem	6th sem
No of Student	314	314	287	237	244	275
Tution Fee	167340	167340	163950	127230	128430	150470
Admission fee	376800	376800	344400	284400	292800	330000
Session Fee	376800					
Prospectus Fees						
Security Deposit	157000					
College Exam Fee	188400					
Student ID Card	15700					
Student Welfare Fund	18840					
H R and Supervisory skill	11250	11250	11250	11250	11250	11250
Sports Fee	18840					
Internet Fees	18840	18840	17220	14220	14640	16500
Computer Maintanace Fee	26280	25560	13860	19620	19920	25740
Computer Course						
NAAC Fees						
Semester	1st	2nd sem	3rd sem	4th sem	5th sem	6th sem
No of Student	60	60	51	50	48	55
Tution Fee	37170	37170	31500	30480	25500	33420
Admission fee	72000	72000	61200	60000	57600	66000
Session Fee	72000					
Prospectus Fees						
Security Deposit	30000					
College Exam Fee	36000					
Student ID Card	3000					
Student Welfare Fund	3600					
H R and Supervisory skill fees						
Sports Fee	3600					
Internet Fees	3600	3600	3060	3000	2880	3300
Computer Maintanace Fee	5460	3233	1500	4080	4080	4920
Computer Course	54450	54450	61200	61200	66300	66300



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CHEM	33	240		
GEOA	52	210	3RD	1200 NUMBER OF ST
PHSA	17	210		
PSYA	64	210		

practical	1ST SEM	2ND SEM	3RD SEM	4RTH SEM	5TH SEM	6TH SEM	TOTAL
PSYCHOLOGY	52500	11130	9030	9240	9450	9450	100800
GEOGRAPHY	38850	7560	8400	6930	8610	8400	78750
CHEMISTRY	16800	3360	1200	1920	2400	2400	28080
PHYSICS	10500	1890	1050	1470	2310	2310	19530
CLINICAL NUTRITION AND DIETETICS	34500	6900	5400	7200	6600	6300	66900
MTMA						3960	3960
EDCA						1080	1080
EOCA						1740	1740
TOTAL	153150	30840	25080	26760	29370	35640	0 300840

Course fee	
ASPV	35000
CNDV	69000
CMEV	38000
Sociology	10800



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BUDGET PROPOSAL FOR FINANCIAL YEAR 2022-2023

PART - 1 (Page-1) Estimated Income D=A+B+C

EXPENDITURE TOWARDS ADMINISTRATIVE COST INCLUDING COST FOR ACADEMIC AND ADMINISTRATIVE HUMAN RESOURCE

Expenditure Head	Estimated expenses for 21-22	Actual expenses for 21-22	Estimated expenses for 22-23	Estimated Income for 22-23	Surplus / Deficit	Remarks
BASIC ARENTIES				1,73,75,740		U of Income Sheet page 1
Electricity Charges	3,05,300	3,26,905	10,00,000			
Gas Charges	2,000		4,000			
Water Charges (Purchase from self sources, BMC)						
Water Tax (K.M.C. X 1 year)	72,000	72,000	36,000			
Waste Disposal	5,000	7,200	14,400			Skarm Dis.
Garbage & Sewerage(BMC)	10,000	10,000	9,000			
Property Tax/through (BMC School)	26,740		65,325			
	4,76,740	4,34,395	11,55,325			
COMMUNICATION						
Telephone Charges/ Mobile Recharge	14,000	19,212	25,000			
Vodafone (Internet)	10,000	15,645	20,000			
Cable & Internet service	1,50,000	1,66,865	2,00,000			Rs. 1000/- Arange Mohan Poria, Prasad (part received from state govt.
Postage & Courier Service Charges	500	10,162	12,000			
Online Admission System	75,000	30,288	35,000			
Staff conveyance & TDR	35,000	71,289	1,25,000			
Travelling Allowance to Gd Members	30,000	24,300	35,000			
Allowance to Principal	54,000	13,000	64,000			
Bulk SMS Charges		30,000	35,000			
Website Maintenance	1,55,000	1,04,818	1,50,000			Rs. 3000/- For software for Student Data
Student I. Card	10,000		20,000			
Press Notification (Advertisement)	54,000	10,450	1,00,000			
	8,80,500	5,17,543	2,64,300			
PRINTING & STATIONERY						
Printing & Stationery	1,50,000	1,15,540	4,00,000			
Sanitary Goods	40,000	27,043	70,000			
Computer Accessories/ Stationery	1,00,000	12,325	1,00,000			Rs. 4800/- Donation Received from HC, Chand
Computer Software	8,000		30,000			
Keys & computer printer Exp.						
(Dumper, Toner, Printer Cartridge etc.)	50,000	3,957	30,000			
	2,28,000	1,78,343	4,25,000			
TOTAL =	14,88,240	11,19,179	26,23,323	1,72,75,740		



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PART - 1 (Page-2) Estimated Income D=A+B+C

EXPENDITURE TOWARDS ADMINISTRATIVE COST INCLUDING COST FOR ACADEMIC AND ADMINISTRATIVE HUMAN RESOURCE

Expenditure Head	Estimated expense for 21-22	Actual expenses for 21-22	Estimated expenses for 22-23	Estimated income for 22-23	Surplus / Deficit	Remarks
B/F =	33,45,243	31,13,127	26,23,326	3,73,79,740		
OUTSOURCING SERVICES						
Cleaning & Sweeping	5,00,000	4,78,940	5,00,000			
Consultancy Charges including Legal	36,000	63,740	1,00,000			
Garbage	50,000	74,000	50,000			
Computer Centre Expenses	2,56,000	-	7,00,000			For academic year 20-21 & 21-22
MTL Course Expenses	60,000	-	1,20,000			For academic year 20-21 & 21-22
Spoken English Class			40,000	10,800		
Students Counseling expenses			72,000			
Security Services (NS)	3,00,000	3,11,545	5,40,160			
Physical Training			30,000			
	12,62,000	9,69,125	21,69,160			
COMPUTERISATION & COMPUTER SUPPORT STAFF CASUAL STAFF SALARY						
Office computer Data entry	4,32,000	4,27,300	5,44,260			
Casual Staff Salary (Office Assistant, Office Attendant, Security, Staff room attendant & Cleaner)	27,64,800	25,84,881	27,91,408			
	31,96,800	30,21,881	33,35,668			
OFFICE ASSISTANCE						
ITCS return for FY	38,000	40,000	47,000			
ITCS Late fine & interest for the year 09-10 to 17-18						
College IT return for FY 19-20 & 20-21 and provision for next years	20,000	10,000	30,000			For academic year 20-21 & 21-22
TOTAL =	64,980	30,069	77,068			
WELFARE						
Student Welfare	21,000	10,240	2,00,000			Payment has to done for fy 21-22 & 22-23
Casual Staff Bonus	75,000	76,500	61,600			
	1,01,000	86,740	2,61,600			
TOTAL =	21,03,340	21,84,869	23,96,672	17285540		



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PART - 1 (Page-3) Estimated Income D=A+B+C

EXPENDITURE TOWARDS ADMINISTRATIVE COST INCLUDING COST FOR ACADEMIC AND ADMINISTRATIVE HUMAN RESOURCE

Expenditure Head	Estimated expense for 21-22	Actual expenses for 21-22	Estimated expenses for 22-23	Estimated Income for 22-23	Surplus / Deficit	Remarks
BF	81,03,540	51,84,965	82,92,673	17395540		
MISCELLANEOUS						
Tea & Refreshment	50,000	43,386	60,000			
Cart. Charges (Chq. Bank/ET)	10,000	3,900	10,000			
Medical Aid	10,000	551	10,000			
Membership Fees		6,000	5,000			
Newspaper & Journal	4,000	8	5,000			
New course fees		8,000	15,000			Application for UG Course
Contingency Miscellaneous		410	1,000			
Total =	74,000	58,390	1,38,000			
AUDIT						
Audit fee (Govt.)	25,294	14,132	20,000			including Yearly Audit
Special Audit/Offshore UG charged	1,500	3,500	40,000			
PF Audit	13,000		14,175			
Internal Audit			30,000			
Total =	41,864	21,632	1,04,175			
ACADEMIC						
SES, Tuition fees paid to Govt.	5,00,000	7,46,400	6,00,000			
Material of admission Tests	10,00,000	28,60,462	14,90,000			converted to next 1st January 2023
Guest Faculty - Gokhale						
(New self financing)						
Total =	15,00,000	27,46,862	22,90,000			
CAPITAL EXPENDITURE						
Fire Fighting (GAS)		2,20,488	3,00,000			15034562- RUSA fund (21-22)
Furniture	1,00,000	-	2,00,000			
Air Condition Machine		-	-			
Acce. Chair		-	38,30,000			
Smart Class Room	2,00,000	-	2,00,380			
Smart TV		-	80,380			
Projector with screen		-	4,00,000			445000/- Approximation Price
Impressment		-	-			10000/- Grant Received from PC Chandra
Laptop		-	3,00,000			104200/- Grant Received from PC Chandra
Printer (2 Nos)		-	8,00,000			103000/- RUSA fund (21-22)
Computer (3 Nos)		-	-			
Digital Notice Board	1,00,000	2,30,488	54,80,000			
TOTAL	1,00,000	2,30,488	54,80,000			
ENGLISH						
Contract Whole time Faculty						
Total =	80,18,854	52,50,286	1,62,02,648	17395540	11,96,682	



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PART - 2

LABORATORY EXPENDITURE FOR HONOURS COURSE Laboratory Income (H)

Department & Expenditure Head	Estimated expenditure for 21- 22	Actual expenditure for 21- 22	Estimated expenditure for 22- 23	Estimated Income for 22-23	Surplus / Deficit	Remarks
B/F	50,16,554	52,50,386	1,62,62,848	1,73,96,540		
CHEMISTRY						
Laboratory stores Science Specimen & Chemicals	50,000	-	1,50,000	51,000		50,000/- from Project of Anugrahaashram Fund
Capital Expenditure Lab Apparatus	-	-	-	-		55,180/- RUSA FUND (21-22)
Repairs of Lab. Apparatus	10,000	-	10,000	-		
C.U. Practical Expenses	40,000	-	1,40,000	51,000	-79,000	
Total	100,000	-	1,60,000	1,02,000		
GEOGRAPHY						
Repairs of Lab. Apparatus	15,000	-	25,000	-		
Excursion Charges from college fund	50,000	-	60,000	-		
Capital Expenditure Lab Apparatus	10,000	3,443	10,000	-		
C.U. Practical Expenses	75,000	3,443	95,000	1,88,100	1,03,100	
Total	150,000	3,443	1,90,000	1,88,100		
MATHEMATICS						
C.U. Practical course Exp.	2,000	-	2,000	-	-2,000	
Square & Graph paper	2,000	-	2,000	-		
Total	4,000	-	4,000	-		
PHYSICS						
Repair & Maintenance	7,000	-	7,000	-		
Capital Expenditure Lab apparatus	17,000	-	17,000	-		31,197/- RUSA FUND (21-22)
Contract whole time Faculty	-	-	-	-		
Laboratory stores Science Specimen & Chemicals	6,000	3,180	3,000	-		
C.U. Practical Expenses	15,000	3,180	15,000	48,208	1,308	
Total	45,000	3,180	42,000	48,208		
PSYCHOLOGY						
Repair, Replacement & Maintenance	3,500	-	3,500	2,76,400		7,16,340/- RUSA FUND (21-22)
Capital Expenditure Lab apparatus	-	-	-	-		
Laboratory stores Science Specimen & Chemicals	15,000	-	19,000	-		
C.U. Practical Expenses	22,500	-	24,000	2,75,400	2,54,408	
Total	41,000	-	46,500	2,78,160		
ECONOMICS (Practical fee)						
Education (Practical fee)						
SOCIOLOGY						
Contract whole time Faculty	-	-	-	13,406	13,406	
Total	52,50,386	92,64,886	1,61,21,848	1,20,09,849		
Total Estimated Income from Laboratories				6,10,260		
Total Estimated Expenditure for Laboratories				2,19,850		
Surplus from Laboratories				3,90,410		



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PART - 3 Laboratory Income (H)

EXPENDITURE TOWARDS SELF FINANCING COURSES

Department & Expenditure Head	Estimated expense for 21-22	Actual expenses for 21-22	Estimated expenses for 22-23	Estimated income for 22-23	Surplus / Deficit	Remarks
D/F	92,66,504	92,66,806	1,55,21,548	1,85,05,848		
A. S. P. V.						
				2,10,000		Course fee
C.U. Practical Expenses						
Special Lecture @1000/-	1,000	-	5,000			
Dept activity/Student Seminar			1,000			
Exhibition						
Departmental Seminar(4000/- per Dept.)			4,000			
Total	1,000	-	1,000	2,10,000	2,07,000	
C. H. D. V.						
				4,52,000		Course fee
Special Lecture	1,500	1,42,800	1,50,000			
Guest Faculty						
Chemicals and Apparatus	5,000	5,540	40,000			
Laboratory stores, science Specimen & Chemicals				2,10,100		149,071/- Rs.2544(21-22)
Practical Material purchase	20,000	18,480	50,000			
Apparatus repair/ replacement/maint			1,000			
from college fund	500		5,000			
Dept activity/Student Seminar						
Exhibition			1,000			
C. U Practical Expenses	1,200		4,000			
Departmental Seminar(4000/- per Dept.)						
Total	32,700	1,61,080	2,47,000	6,71,100	4,23,900	
C.M.E.V.						
				1,68,000		Course fee
Guest Faculty						
Special Lecture @1000/-	1,500	-	2,000			
Dept activity/Student Seminar			1,000			
Exhibition						
C. U Practical Expenses	1,800		1,000			
Departmental Seminar(4000/- per Dept.)			4,000			
Total	3,300	-	8,000	1,85,000	1,00,000	
Total	92,43,954	94,17,344	1,67,84,048	1,90,78,948		
Total Estimated Income from Major Course					19,09,188	
Total Estimated Expenditure for Major Course					2,62,268	
Surplus from Major Course					8,05,980	



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PART - 4

EXPENDITURE TOWARDS LIBRARY (E)

Expenditure Head	Estimated expenditure for 21- 22	Actual expenditure for 21- 22	Estimated expenditure for 22- 23	Estimated income for 22-23	Surplus / Deficit	Remarks
B/F	92,43,004	94,17,944	1,67,64,048	1,30,79,948		
Library Books from college fund			2,60,000	179,200		E of Income Sheet page 1 1270842/PL/94-01/21-22
Pest Control	18,000	13,600	42,000			(1200-2*12=15000) Library non teaching staff expenditure included here only
Library Assistance	1,00,000	1,86,000	1,91,550			
Journal Subscription	15,000	32,200	35,000			
Book Binding						
Soft ware						
Total	2,19,000	2,32,800	4,38,550	17,02,000	13,14,000	
Total	95,62,004	96,50,030	1,72,12,628	2,08,61,540		

PART - 5

EXPENDITURE TOWARDS NAAC

Expenditure Head	Estimated expenditure for 21- 22	Actual expenditure for 21- 22	Estimated expenditure for 22- 23	Estimated income for 22-23	Surplus / Deficit	Remarks
B/F	94,62,004	96,50,030	1,72,12,628	2,08,61,540		
NAAC EXPENSES			10,00,000			
Total	0	0	10,00,000	0		
Total	94,62,004	96,50,030	1,82,12,628	2,08,61,540		



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PART -5

EXPENDITURE TOWARDS ACADEMIC ENRICHMENT AND STUDENT ACTIVITY (F)

Expenditure Head	Estimated expenses for 21- 22	Actual expenses for 21- 22	Estimated expenses for 22- 23	Estimated income for 22-23	Surplus / Deficit	Remarks
B/F	34,52,004	96,59,030	1,82,52,628	2,66,61,540	6,77,640	F of Income Sheet page 2
College Magazine (Miscellany)	10,000	13,352	20,000			
Students Edition	-	-	1,00,000			
Prize & Award for academic excellence	30,000	29,361	45,000			
College Annual Day	-	1,63,000	1,60,000			
Half boarding Expenses		4,000	6,000			
Modernised Academic Activity			1,00,000			
Extension activity:						
Blood Donation	12,000	-	15,000			
College Sports	70,000	80,907	1,60,000			
Quiz Competition		-				
Student Cultural Activity		-	25,000			
Student Counselling Service		-	72,000			
NES		-	10,000			
Students Literary Forum		-	3,800	3,000		
Students Cultural Forum		-	3,800	3,000		
Students Social Awareness Forum (Socia. outreach)	30,000	-	30,800	3,000		
Total	1,82,600	3,63,672	7,14,968			
Special Lectures(2000/- per Dept for 2 lectures)	10,500	10,260	20,000			
Students Seminar/ Departmental Activity / Webinar	-	32,180	1,00,000			
Departmental Session(4000/- per Dept.)			32,500			
Academic Journal	75,600	-	1,00,000			
Students Research & Publication			19,500			
Total	86,100	1,12,440	2,88,000	5,85,440		
TOTAL EXPENSES AS PER BUDGET						
TOTAL STUDENT COLLECTION FROM SELF FINANCE SCRIPTS AS PER 19-20						
Total	2,46,560	4,16,972	10,02,208	2,18,26,990		



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PART -7

	Estimated expense for 21- 22	Actual expenses for 21- 22	Estimated expenses for 22- 23	Estimated Income for 22-23	Surplus / Deficit	Remarks
EXPENDITURE TOWARDS BUILDING REPAIR & RENOVATION & MAINTANANCE (G)						
B/F	97,68,504	1,00,60,102	1,82,54,628	21838980		
				4000000		G of Income Sheet page 2
REPAIR & MAINTENANCE & RENOVATION						
Painting & Sanitation	10,000	61,995	75,000			
Carpentry	55,000	-	75,000			
Photocopy Machine Maint. Annually	10,625	10,625	11,000			
Building	1,08,000	4,94,504	2000900			AMC 1379M- for fy 22-23
Computer Maintenance AMC	20,000	28,321	30,000			
Electrical Repair	40,000	5,820	60,000			
Water Purifier						
Rent. RO for 1 year		11,899	12,000			
Acquaintance Maintenance						400120- AMC for 21-22
A.C. Maintenance Annually	80,000	1,05,381	1,50,000			AMC for 1/1/22 to 31/12/22
Repairs and AMC CCTV	10,000	7,670	30,000			
Fire Extinguisher	1,50,000	1,27,558	1,50,000			
Generator Maintenance	10,000	-	10,000			
Attendance Machine Maintenance	-	944	10,000			
Electronics Apparatus Maintenance (Projector, Smart board etc)	5,000	-	5,000			
	4,85,820	6,47,311	26,10,000	48,99,200	14,01,200	
Total	1,81,94,124	1,86,15,413	2,18,82,828	2,81,08,180	40,45,582	
TOTAL SURPLUS						

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BUDGET PROPOSAL FOR THE YEAR 2022-2023	
INCOME FROM HONOURS SUBJECT	
Income Head	
Income form HONOURS SUBJECT - (B.A & B.Sc)	Expected Income 2022- 23
Tution Fee	8,80,890
Admission fee	12,98,400
Session Fee	26,58,400
Student Academic Activity	5,44,000
Security Deposit	5,44,000
College Exam Fee	9,21,200
Student ID Card	23,000
Student Welfare Fund	1,19,320
H R and Supervisory skill fees	45,000
Sports Fee	92,120
Internet Fees	64,920
E Maintanance	1,63,200
Computer Maintanace Fee	1,44,240
Computer Course	-
NAAC Fees	-
TOTAL (A)	74,98,690
Income form Major Subjects- (B.A & B.Sc)	
Tution Fee	2,08,920
Admission fee	2,50,800
Session Fee	6,85,800
Student Academic Activity	1,30,000
Security Deposit	1,30,000
College Exam Fee	1,90,400
Student ID Card	13,000
Student Welfare Fund	25,540
H R and Supervisory skill fees	-
Sports Fee	19,040
Internet Fees	12,540
E Maintanance	39,000
Computer Maintanace Fee	28,493
Computer Course	3,87,700
NAAC Fees	-
TOTAL (B)	21,01,233
Total (A+B)	95,99,923
INTEREST FROM FIXED DEPOSIT	4810354.22
Income From Calcutta University	
Admission fees of 1st sem to be refunded	29,69,462
TOTAL (C)	77,79,817
TOTAL (D= A+B+C)	1,73,79,740



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INCOME TOWARDS LIBRARY (E)	
Income Head	Expected Income 2022- 23
Library Fees	1782600
TOTAL (E)	1782600
INCOME TOWARDS ACADEMIC ENRICHMENT AND STUDENT ACTIVITY (F)	
Income Head	Expected Income 2022- 23
Collage Magazine	179500
Reasearch / Prize fee	619680
Social Activity	178260
Litarity Club	0
Cultural Club	0
Social Awarness Club	0
Total (F)	977440
INCOME TOWARDS BUILDING DEVELOPMENT, REPAIR AND MAINTANANCE (G)	
Income Head	Expected Income 2022- 23
Building and Development Fee	4069200
TOTAL (G)	4069200


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LABORATORY INCOME 22-23 (H)

practical	1ST SEM	2ND SEM	3RD SEM	4RTH SEM	5TH SEM	6TH SEM	TOTAL
PSYCHOLOGY	30000	30000	53550	53550	55650	55650	278400
GEOGRAPHY	21600	21600	36750	36750	35700	35700	188100
CHEMISTRY	22500	22500	4800	4800	13200	13200	81000
PHYSICS	12000	12000	6300	6300	6300	6300	49200
CLINICAL NUTRITION AND DIETETICS	56000	56000	31500	31500	22050	22050	219100
MTMA							0
EDCA							0
ECOA							0
TOTAL	142100	142100	132900	132900	132900	132900	815800
Course fee							
ASPV	62500	62500	10000	10000	32500	32500	210000
CNDV	100000	100000	63000	63000	63000	63000	452000
CMEV	40000	40000	18000	18000	36000	36000	188000
Sociology			6800	6800			13600
TOTAL	202500	202500	97800	97800	131500	131500	863600


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