



सत्यमेव जयते

Government of West Bengal
Office of the Principal

GOVERNMENT GENERAL DEGREE COLLEGE, KESHIARY

At.-Telipukur : P.O.- Tilaboni Mahisamura : P.S.- Keshiary

Dist- Paschim Medinipur : PIN-721135

www.ggdckeshiary.ac.in

Criterion 6: Governance, Leadership and Management

6.2 Strategy Development and Deployment

6.2.1 The Institutional Perspective Plan is effectively deployed and the functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, deployment of institutional Strategic/ perspective/ development plan etc.

Declaration

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



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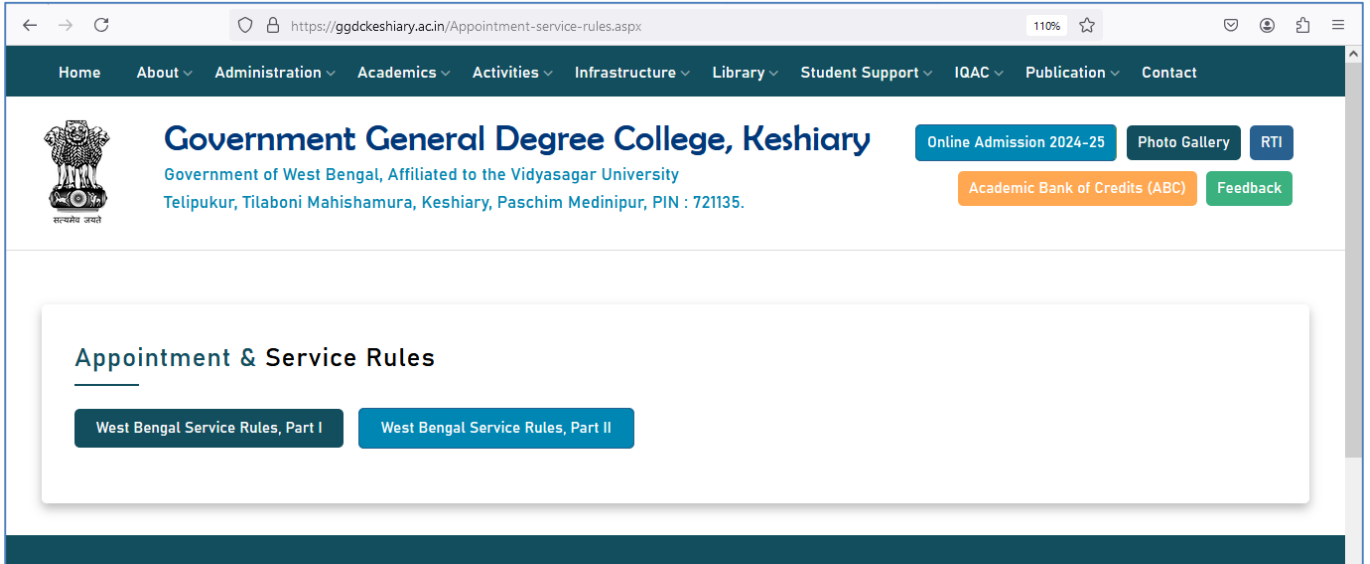
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1. Sample Photograph and link of WBSR



Link of West Bengal Service Rules (WBSR)

<https://ggdckeshiary.ac.in/Appointment-service-rules.aspx>



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2. Sample screenshots first two pages of the WBSR - 1 & 2

Compendium on Acts and Rules

NOTIFICATION

No. 3857F., dated 15th August 1971.—In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor is pleased to make the following rules:

CHAPTER I—EXTENT OF APPLICATION

1. These rules may be called the West Bengal Service Rules, Part I. Except where it is otherwise stated, they shall be deemed to have come into force with effect from the 1st October 1971.

2. Subject to the provisions of the Constitution of India and except where it is otherwise expressed or implied, these rules apply to all members of services and holders of posts whose conditions of service the Government of West Bengal are competent to prescribe. Subject as aforesaid they also apply to—

(i) any person for whose appointment and conditions of employment special provision is made by or under any law for the time being in force ;

(ii) any person in respect of whose service, pay and allowances or pension or any of them special provision has been made by an agreement made with him, in respect of any matter not covered by the provisions of such law or agreement.

Note 1: The conditions of service of the subordinate ranks of the various police forces in West Bengal are determined by or under the Acts relating to those police forces respectively. Orders governing the application of these rules to the subordinate ranks of the police forces of West Bengal are issued by Government in the Home (Police) Department.

Note 2: The position with relation to these rules of officers to whom Article 312 [and 314] of the Constitution of India apply is explained in the Preamble.

3. The power of interpreting these rules is reserved to Government.

Note 1: Whenever in these rules a power is ascribed to Government only, that power may not, unless expressly provided by other rules, orders or notifications, be exercised except after consultation with the Finance Department.

3A. Nothing in these rules shall be construed to limit or abridge the power of the Governor to dispense with or relax the requirement of any of these rules to such extent and subject to such conditions as he may consider necessary for dealing with a case in a just and equitable manner.

3B. Notwithstanding anything contained elsewhere in these rules or in any other rules for the time being in force, if a Government employee, being present at the place of his duty, abstains from work without permission or refuses to work at any time during the

1

prescribed hours of work on any day, he shall, in addition to, being liable to such disciplinary action as may be taken against him for dereliction of duty, be deemed to be absent without leave for such day and shall not be entitled to draw any pay or allowances for such day¹.

3C. Notwithstanding anything contained elsewhere in these rules or in other rules for the time being in force:

(a) If any Government employee resorts to or in any way abets any form of strike for any period in connection with any matter pertaining to his service or the service of any other Government employee, he shall, in addition to being liable to such disciplinary action as may be taken against him in that connection, be deemed to be absent without leave during such period and shall not be entitled to draw any pay or allowance for that period,

(b) The authority empowered to grant leave may either commute retrospectively such period of absence without leave into extra-ordinary leave or may treat such period of absence without leave as amounting to a break in service entailing forfeiture of his previous service, and may pass orders accordingly.

3D. Where under these rules any authority has been given power to issue any order, the exercise of that power shall be subject to such directions as Government may from time to time issue in this behalf².

4. Repeal and Savings. All rules, orders or notifications corresponding to these rules in force immediately before the commencement of these rules and applicable to Government employees to whom these rules apply are hereby repealed: Provided that in respect of anything done, any act committed or any omission made before the commencement of these rules, the rules, orders or notifications which were in force when the thing was done, the act was committed or the omission was made shall be deemed to continue and to have always continued to apply.

CHAPTER II—DEFINITIONS

5. Unless there be something repugnant in the subject or context, the terms defined in this chapter are used in these rules in the sense here explained:—

(1) Apprentice means a person deputed for training in a trade or business with a view to employment in Government service, who draws pay at monthly rates from

2

Compendium on Acts and Rules

NOTIFICATION

Notification No. 5292-F.—15th October 1971.—In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor is pleased to make the following rules ;—

CHAPTER I—EXTENT OF APPLICATION

1. These rules may be called the West Bengal Service Rules, Part II (Compensatory Allowance Rules), Except where it is otherwise stated, they shall be deemed to have come into force with effect from 1st December 1971.

2. Subject to the provisions of the Constitution of India and except where it is otherwise expressed or implied, these rules apply to all members of services and holders of posts whose conditions of service the Government of West Bengal are competent to prescribe. Subject as aforesaid they also apply to—

(i) any person for whose appointment and conditions of employment special provision is made by or under any law for the time being in force ;

(ii) any person in respect of whose service, pay and allowances or pension or any of them special provision has been made by an agreement made with him, in respect of any matter not covered by the provisions of such law or agreement.

NOTE.—Employees of Chandernagore Administration as have opted for the pre-merger conditions of service will be governed by the rules applicable to them before merger in respect of journeys within Chandernagore Municipality.

3. The power of interpreting these rules is reserved to Government.

NOTE.—Whenever in these rules a power is ascribed to Government only, that power may not, unless expressly provided by other rules, orders or notifications, be exercised except after consultation with the Finance Department.

3A. Nothing in these rules shall be construed to limit or abridge the powers of the Governor to dispense with or relax the requirements of any of these rules to such extent and subject¹ to such conditions as he may consider necessary for dealing with the case in a just and equitable manner.

3B. All rules, orders or notifications which were in force immediately before the commencement of these rules and applicable to Government employees to whom these rules apply are hereby repealed;

Provided that in respect of anything done, any act committed or any omission made before the commencement of these rules, the rules, orders or notifications which were in

1

Compendium on Acts and Rules

force when the thing was done, the act was committed or the omission was made shall be deemed to continue and to have always continued to apply.

CHAPTER II—DEFINITIONS

4. Unless there be something repugnant in the subject or context the following terms are used in these rules in the sense here explained:—

(1) Actual travelling expenses means the actual cost of transporting a Government employee with his servants and personal luggage, including charges for ferry and other tolls and for carriage of camp equipment, if necessary. It does not include charges for hotels, travelers' bungalows or refreshments or for the carriage of stores or conveyance or the cost of telegraphic reservation of accommodation or conveyances or any allowance for such incidental losses or expenses as the breakage of crockery, wear and tear of furniture and the employment of additional servants.

(2) Camp equipage means the apparatus for moving a camp.

(3) Camp equipment means tents and the requisites for pitching and furnishing them or, where tents are not carried such articles of camp furniture as it may be necessary, in the interests of the public service, for a Government employee to take with him on tour.

(4) Omitted.

(5) Controlling Officer means the authority declared by Government to be the controlling officer for the purposes of travelling allowance of a particular Government employee or class of Government employees.

****NOTE.1** Omitted.

NOTE 2.—The controlling officer for the purposes of travelling allowance for the journey of a Government employee to join his post under a borrowing Government as well as for the return journey will be the controlling officer in regard to his post under that Government.

****1(A)** Competent authority in relation to the exercise of any power conferred by or under these rules, means the Governor or any authority to which such power is delegated by or under these rules.

(6) Darjeeling means the district of Darjeeling excluding the Silguri subdivision.

(6A) Dry and River District means the district and the subdivisions or portions of the subdivision in it as may be specifically declared as "River" or "Dry" under the special orders of Government.

NOTE.—A list showing the existing classification of the districts and subdivisions into "Rivers" or "Dry" is given in Appendix 21.

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Shree...
Officer-in-Charge
Govt. Gen. Degree College
Keshiary



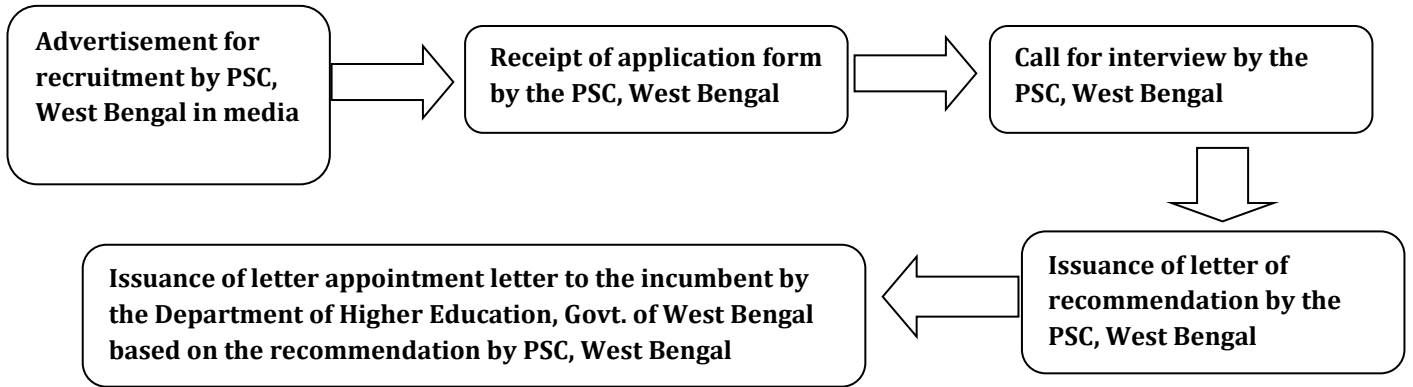
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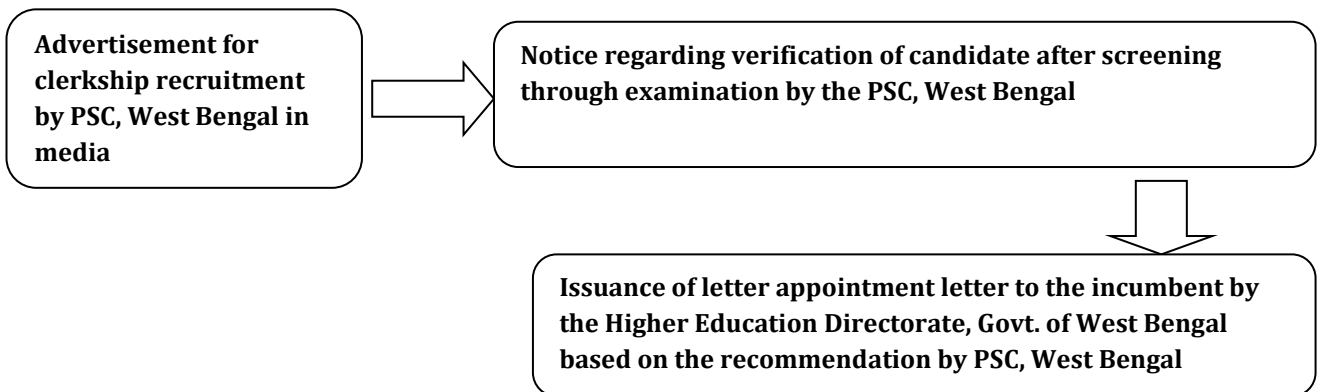
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3. Flow of events leading to PSC Appointment process of a Teacher



4. Flow of events leading to PSC Appointment process of a Teacher



PSC: Public Service Commission



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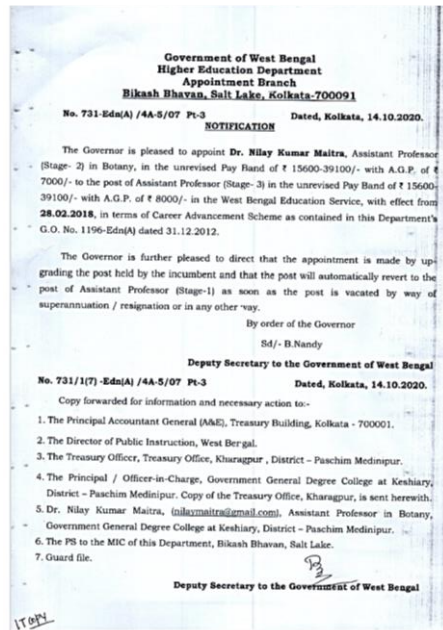
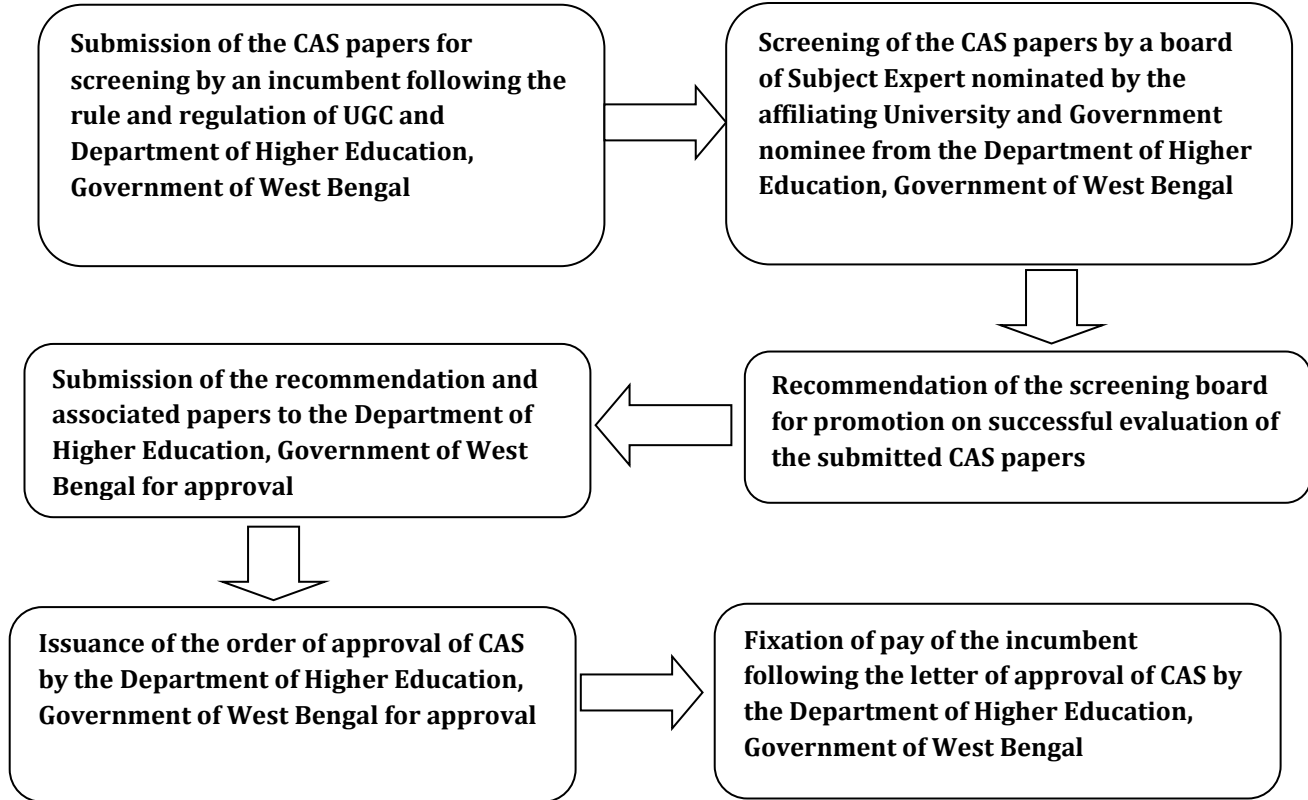
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5. Flow of events leading to CAS processing and award



Sample letter of recommendation for CAS by Department of Higher Education, Government of West Bengal

[Signature]
Officer-in-Charge
Govt. Gen. Degree College
Keshiary



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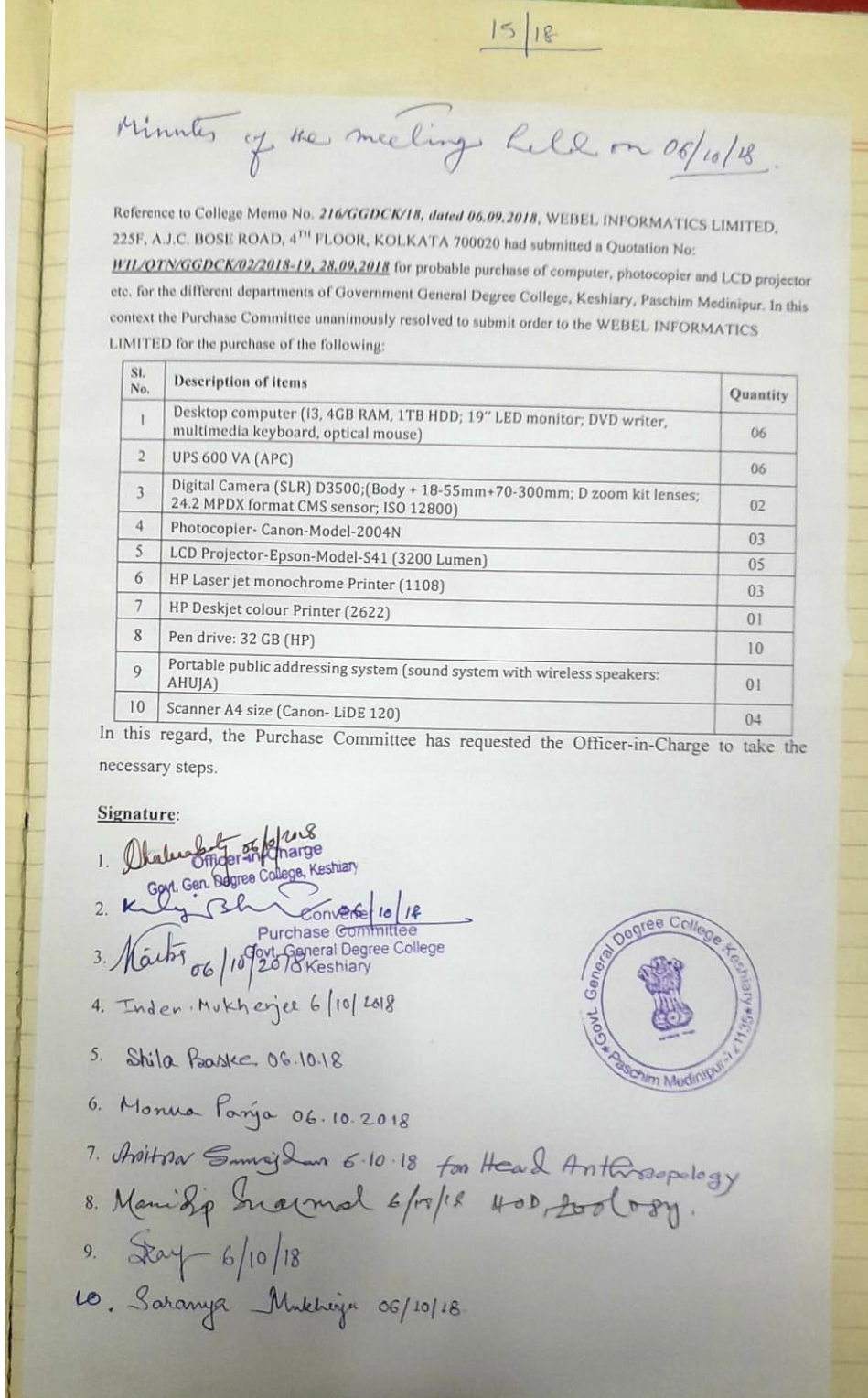
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6. Sample photographs of purchase planning meeting resolutions





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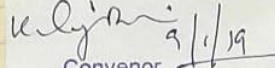
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Circular No.: 03/2019

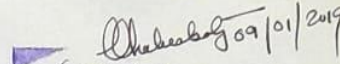
Date: 9.1.2019

NOTICE

The Head of the Departments are requested to be present in a Purchase Committee Meeting to be held on 10.01.2019 at 12:00 Noon in the chamber of Officer in Charge, GGDC, Keshiary in connection with the procurement of sports equipment and refilling of fire extinguishers of the college.


Convenor
Purchase Committee




Officer-in-Charge
Govt. Gen. Degree College
Keshiary

Minutes of the purchase committee meeting held on 10.01.2019

Reference to the tender against Memo. No. 313/GGDCK/18, dated 20.12.2018, SHAN SPORTS has quoted least price rate for all the sports equipment and in this respect the order for purchase of sports equipment. The purchase committee unanimously resolved to procure the following sports items from SHAN SPORTS.

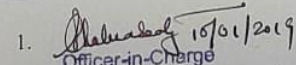
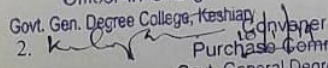
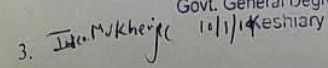
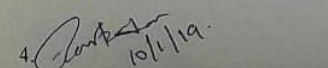
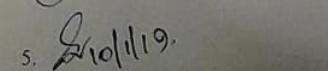
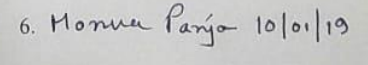
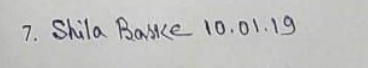
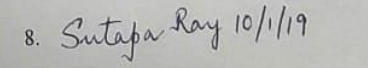
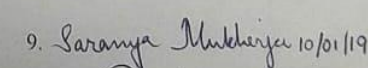
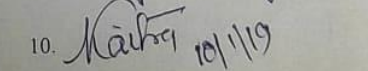
Sl. No.	Description of items	Quantity
1	Kashmir willow cricket bat (full size)	01
2	Tennis Cricket Ball	10
3	Badminton racket	04
4	Badminton shuttle cork	20
5	Jersey and shorts with college name and number	24
6	Javelin (600 gm)	01
7	Shot put (2 kg)	01
8	Cone/marker (flash cone marker: 9")	20
9	Wooden stump	06
10	Winner's trophy	01

Reference to the tender against Memo. No. 309/GGDCK/18, dated 18.12.2018 with relation to refilling of fire extinguishers (with expiry date over) at Government General Degree College, Keshiary, Protect Fire has quoted least price rate for all the items. The purchase committee unanimously resolved to give order for refilling of fire extinguishers (with expiry date over) as tabulated below to Protect Fire.

Sl.	Description of items	Quantity
1	Refilling of CO ₂ type fire extinguisher (4.5 lt capacity)	08
2	Refilling of ABC type fire extinguisher (6 lt capacity)	08

In this regard, the Purchase Committee has requested the Officer-in-Charge to take the necessary steps.

Signature:

- 
Officer-in-Charge
Govt. Gen. Degree College, Keshiary
- 
Convenor
Purchase Committee
Govt. General Degree College
Keshiary
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10/1/19
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Officer-in-Charge
Govt. Gen. Degree College
Keshiary



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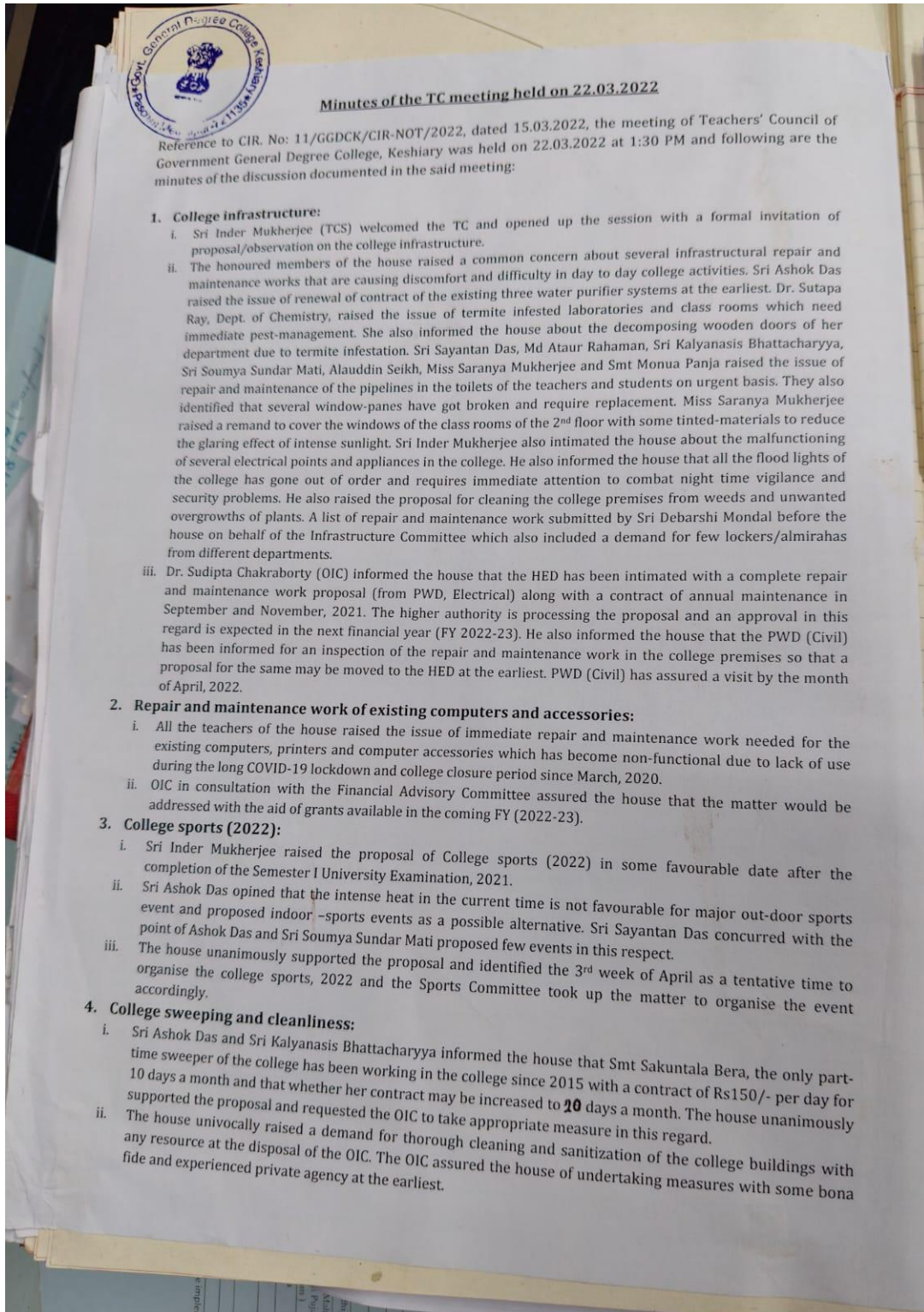
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7. Sample photographs of the Teachers' Counsel meeting resolutions





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5. College popular talk series and book proposal:

- Sri Inder Mukherjee appreciated the endeavour of the popular talk series which is being conducted in the college since 2016 and called for new talk proposals from the teaching community of the house and other institutes for the year 2022.
- Sri Soumya Sundar Mati and Smt Monua Panja brought forward one or more book (ISBN compatible) proposal based on the proceedings of the popular talk/lecture series of the college.
- The house unanimously supported the proposal and the Seminar and Symposium Committee along with Sri Soumya Sundar Mati, Smt Monua Panja and Inder Mukherjee was provided with the responsibility to constitute the modus operands of the book proposal.

6. Service Book Update and CAS of the college teachers and UGC 12B proposal:

- OIC addressed the Service Book Committee to ensure thorough update of the Service Books of the teachers
- He also addressed the house to complete the papers works associated with the due CAS proposals from the college with the support of the IQAC.
- He also informed the house that the college would be taking up steps to submit UGC 12B recognition proposal at the earliest.

7. Proposal for research grant:

- OIC encouraged the teachers to submit respective research proposals to funding agencies like SERB, CSIR, DBT, WB-DBT, WB-DST, ICSSR, Asiatic Society etc.

8. Proposal to PWD(Roads) for upgrading the approach lanes to the college:

- OIC sought the opinion of the house on the proposal to request the Engineer, PWD (Roads) to make arrangement for upgrading the gravel approach lanes to the college with bitumen cover so that the same may be protected from the monsoon washout.
- The house unanimously supported the proposal and requested the OIC to necessary measures in this regard.

9. Library functionality:

- Sri Inder Mukherjee raised a query on whether any librarian is going to join the college as the daily operation of the library has been largely affected in absence of any trained librarian.
- OIC informed the house that no such information is available with him and the one librarian duly appointed by HED in GGDC, Keshiary has not reported with him till date.
- Sri Soumya Sundar Mati raised the proposal of operations of the Library of the college with the aid of the Library committee and respective academic departments. The matter was discussed in the house and it was decided that the Library Committee will chalk out a way in consultation with the academic departments.

10. COVID-19 and emergingOMICRON infection:

- The emerging trend of COVID-19 and OMICRON in India and that in West Bengal was discussed in the house and it was unanimously resolved that the students would be regularly made aware of the recent trends of pandemic and they would be encouraged to follow appropriate COVID-19 protocol, both in college premises and social life.

The meeting ended with a vote of thanks from Sri Inder Mukherjee, TCS.

Chakrabarty 22/03/2022

President, Teachers' Council, GGDC, Keshiary

Inder Mukherjee, 22.03.2022

Teachers' Council Secretary, GGDC, Keshiary

1. *Gay* 22/3/2022

2. *Soumya Sundar Mati* 22/03/22

3. *Ashok Bar* 22/3/22

4. *Kalyan* 22/3/22

5. *Sayantan Bar* 22.03.2022

6. *Sarany Mukherjee* 22.03.2022

7. *Amitosa Samajdars* 22.3.22

8. *Alankin Sekh* 22/03/22

9. *D. Madal* 22.03.22

10. *Sk. Md Saman Al Amin* 22/03/22

11. *Monua Panja* 22.03.22

12. *Shila Borke* 22.03.2022

13. *Md Ataur Rahaman* 22/3/22





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RESOLUTION ON THE PUBLICATION OF A PROPOSED BOOK WITH ISBN NUMBER

In context with the idea of publication of proposed books with ISBN Number (one book from Science discipline and one book from Arts discipline) as conceived from the motivational lectures from the Popular Talk Series, On-line Seminars, and Social Talks under NSS Unit 1 which is in vogue with Government General Degree College, Keshiary since 2016, the Teachers Council of GGDC, Keshiary has unanimously resolved on the followings:

- i. The proposed books may be published, initially one from Science discipline and one book from Arts discipline by compiling articles from academicians who have contributed to the Popular Talk Series, On-line Seminars, and social talks under NSS Unit 1 of GGDC, Keshiary since 2016.
- ii. The proposed books must have to be published by eminent publishers with ISBN number
- iii. The fund for publication of the proposed books with ISBN Number may be spent from the overhead charge obtained from the ongoing SERB-TARE project (TAR/2019/000030) under the Principal Investigator, Dr. Soumya Sundar Mati, Assisrtant Professor in Chemistry, GGDC, Keshiary since 2019.
- iv. The proposal is deemed to draw appreciation and appraisal from accreditation authorities like NAAC etc. in favour of GGDC, Keshiary.
- v. The general specification of the proposed books may be:



Editor : Principal/Officer in Charge, Government General Degree College, Keshiary
 Copyright holder : Principal, Government General Degree College, Keshiary
 Type of book : Collection of scientific articles/ literary work/review work etc.
 Number of articles : 10 (Ten) approx.
 Language : English/Multilingual
 Book binding : Hard bound
 Page count (approx.) : 96 (Ninety Six pages approximately)
 Colour plates : Optional
 Copies : 100 (Hundred copies)
 Price per copy : Rs.500/- only (Rupees Five Hundred only)

- vi. If fund permits, same such publication proposals in terms of books/journals etc. may be accommodated in future.
- vii. The Officer in Charge, GGDC, Keshiary is hereby requested to take initiative and necessary action in this regard with a notion to publish at least one such book with ISBN in the current financial year (2022-2023).

Signature of the members of Teachers' Council, GGDC, Keshiary

1. Bonali 10.03.23
 2. Nath 10.03.23
 3. Mh. 10.03.23.
 Samajdar
 10.3.23
 4. Banerjee
 10/3/23
 5. Hoja
 10.3.23

6. Majhi 10.03.23
 7. Mh. 10/03/23.
 8. K. B. 10/3/23
 9. Sanyal 10/3/23
 10. P. Das
 11. D. Das
 12. S. Das
 10.03.23
 13. S. Das
 10.03.23

Inder Mukherjee 10.3.23
 Teachers' Council Secretary
 Govt. General Degree
 College, Keshiary
 TCS, GGDC, Keshiary

Officer-in-Charge
 Govt. Gen. Degree College
 Keshiary



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Minutes of the TC Meeting held on 05.04.2023

Reference to the Notification vide Circular No. 15/GGDCK/CIR-NOT/2023, Dated 30.03.2023, a TC meeting was held on 05.04.2023 at GGDC, Keshiary. The TC unanimously resolved on the following issues after thorough discussion as narrated below:

A. Emergency Plumbing Work:

- 1) Dr. Md Ataur Rahaman, Sri Ashok Das, Alauddin Seikh and others raised the issue of urgent repair work of several plumbing attachments which has resulted in hygiene problems in toilets of the college. Moreover, loss of water due to leakage was also reported.
- 2) Some other plumbing issues were also reported by Dr. Monua Panja and Smt. Shila Baske.
- 3) The TC unanimously resolved to address the plumbing issues on emergency basis as the intervention of PWD would necessitate fund approval and allotment which would be time taking. The TC requested the Officer in Charge, GGDC, Keshiary to take necessary measures by utilizing the college fund in this regard.

B. Formation of a museum cum digital archive

- 1) Sri Inder Mukherjee raised the point of development of a digital library cum cine-lab cum smart room for archival and interactive sessions with relation to mainstream teaching-learning facility.
- 2) Sri Ashok Das, Dr. Soumya Sundar Mati, Alauddin Seikh, Dr. Sutapa Ray, Sri Debarshi Mondal, Sri Aritra Samajdar and Dr. Monua Panja supported the idea. Dr. Susanta Kumar Maity proposed the formation of such a facility in the space adjoining to the reading room of the library with necessary partitioning. He also proposed about the formation of a wall mounted museum to archive and display different aspects of cultural, ethnic and socio-economic importance with relation to the Keshiary block and its adjoining areas like grains and cereal profile, soil profile, plant and animal life profile, tools and instruments of anthropogenic importance, literary work, manuscript and archaeological artefact (if donated) etc. Such an archive was envisioned to draw appreciation from accreditation agencies and the proposal was supported by the entire TC.
- 3) Sk Md Ismail Al Amin proposed that the said room may be supported with roof mounted LCD projector so that a smart room concept can be developed. He drew attention to the fact that a LAN network is already available in the said space.
- 4) Sri Sushovan Kar pointed that the library wall space may be decorated with relevant posters and murals that may create an environment appealing enough for the students for academia.
- 5) The TC proposed that the said facility would be of great benefit for the college and its students and for greater public benefit the expense may be borne out of the college fund (fund from yesteryears selling of admission forms and student welfare fund). The TC requested the Officer in Charge, GGDC, Keshiary to take necessary measures in this regard.

C. Matter arising:

- 1) Sri Sushovan Kar put forward a requisition for a revolving journal/book display unit, few book trolleys for better manoeuvrability of books and 8 units of CC TV camera system for continuous surveillance in the library. Dr. Sudipta Chakraborty advised him to submit a proposal in this regard in writing so that it may be accommodated from Government funding in the ongoing financial year.
- 2) Dr. Susanta Kumar Maity informed the house that the work related to Student Self Help Group would be commencing soon in the month of April with particular focus on the preparation of sanitizer, mushroom cultivation, tailoring, horticulture and floriculture. He requested the support from the entire house. He proposed that a sequel of lecture by invited resource person from the abovementioned arenas would be of great help and motivation. The proposal was unanimously supported by the TC.

The meeting concluded with a vote of thanks from the TCS, Sri Inder Mukherjee.

1. *[Signature]* 05/04/2023
- 2.
3. Ray 5/4/2023
4. Hajar 5/4/23
5. Sankar 5/4/2023
6. Pan 5/4/2023
7. K 5/4/23
8. S 5/4/23
9. Smt 05/4/23
- 10.
- 11.
- 12.
- 13.
- 14.
- 15.



Inder Mukherjee
05.4.23
Teachers' Council Secretary
Govt. General Degree
College, Keshiary