



GOVERNMENT OF WEST BENGAL  
OFFICE OF THE PRINCIPAL  
*Maulana Azad College*



8, RAFI AHMED KIDWAI ROAD, KOLKATA 700013, INDIA  
Phone: 033 2249-3737/2226-7814 e-mail: maulanaazadcollegekolkata@gmail.com  
Website: <https://maulanaazadcollegekolkata.ac.in>

Memo No.: \_\_\_\_\_

Dated: \_\_\_\_\_

### 6.3 Faculty Empowerment Strategies

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

Sl No.	List of Documents
1	Sample screenshots of HRMS site for Salary & E-service book module under HRMS
2	Sample screenshots of online Self-Appraisal Report (SAR) in WBIFMS portal.
3	Sample screenshots of HRMS site for GPF Scheme.
4	Sample screenshot of HRMS site for Group Insurance Scheme.
5	Sample photograph of West Bengal Health Scheme (WBHS) site.
6	Sample photograph of HRMS site for Pension Scheme.
7	Sample photograph of HRMS site for Gratuity Scheme.
8	Sample photograph of HRMS site for Different Leave Scheme for Employees.
9	Sample photograph of scope of recruitment on compassionate ground.
10	Sample Photograph of LTC and HTC.
11	Sample Photograph of Festival Advance, Bonus for staff.
12	Sample Photograph of Teacher's on duty leave and Charge Report for participation in various Orientation Programme (OP), Refresher Course (RC) and Short Term Course (STC).
13	Sample Photograph of Teacher's Orientation Programme (OP), Refresher Course (RC) and Short Term Course (STC).
14	Sample Photograph of Employer's No Objection Certificate for In-service Ph.D. Programme.
15	In service advance increment order for acquiring Ph.D./ M.Phil.
16	Government Sanction Order for CAS.
17	Sample Photograph of Financial Assistance to the faculty members for attending Seminars etc.
18	Sample Photographs of Annual Celebration of Staff club, Sports & Yoga Day.
19	Sample photographs of NOC for attending research related activities abroad.
20	Sample photographs of Invalid pension on medical ground for incapacitated employee.
21	Sample Photographs of various other facilities available in the college campus.
22	Sample photographs of Covid-19 vaccination.

  
Principal  
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Kolkata



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*Sample screenshots of HRMS site for Salary via E-office*

The screenshot shows the HRMS Pay Bill Generation interface. The left sidebar contains navigation options: Transfer, Reports, Loss of Pay Calculation, Inbox, Pay Bill (with sub-options: Bill Generation, Bill Summary, Arrear/Sup Bill Generation, Generation of Part Salary, Bulk Out of Account Deduction, Comparative Statement of Pay), and Admin Task. The main area is titled 'Pay Bill Generation' and includes a 'Bill Type' dropdown (Salary Bill selected), 'Salary Year/Month' (Year: 2024, Month: June), 'Bill No/Date' (Bill No: [input], Bill Date: [calendar]), and 'Salary Type' (Salary Head: 70-2202-03-103-00-009-01-V, Section: DATA ENTRY OPERATORS AND OTHERS, Service Type: ALL, Group: ALL, Emp Type: [dropdown]). A 'Generate Draft Bill' button is visible at the bottom.

The screenshot shows a PDF report titled 'Pay Bill of Payment / Temp. Establishment of OFFICE OF THE PRINCIPAL MAULANA AZAD'. The report includes the following details:

- DDO Code:** CABED006
- DDO Designation and Office Address:** PRINCIPAL, MAULANA AZAD COLLEGE G O W B, 8 Rafi Ahmed Kidwai Road Kolkata Chromatiks New Market
- Pay & Allowances:**

Basic Pay	7764700
Sp. Allowance	150
Pay (T.M)	7764850
- Pay (T.M) to be sanctioned by Principal Accountant:**

9959-04-030-03-07	5350
7630-00-204-003-26	750
8009-02-010-002-19	993593
(B) Total Deduction (Part-II)	2003295
(C) Treasury Gross (A-B)	7391425
- Payment Details:**

By Cheque	3786477
a) Salary	5803942
- Out of Account:**

Total (14)	0
Total (14) - X	0
By ECS	0
a) Salary	0
b) Out of Account	0
- Final Total:** 5803942

The report also includes a 'Contract Note' with conditions and a 'Signature of DDO with Seal'.

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**Sample screenshots of E-service book module under HRMS**

The screenshot displays the iFMS Service Book interface. At the top, it shows the user's role as 'HRMS ESS' and navigation links for 'Home' and 'Downloads'. The main menu includes 'Service Book' and a 'MENU' sidebar. A notification banner states: 'In case of any clarification or query please mail at ifms.servicebook@gmail.com. Please provide your contact no. in mail.' Below this, there are input fields for 'HRMS ID', 'Employee Name', and 'Request Id' (201912103686773). A navigation bar contains tabs for 'Basic Details', 'Appointment and Confirmation', 'Posting Details', 'Promotion', and 'Pay Details'. Under 'Basic Details', there are sub-tabs for 'Service Verification', 'GISS', 'Leave', 'TC/LTC/HTC', 'Loan Details', and 'Training'. A 'Guidelines for Basic Details Part' sidebar on the right explains the e-Service Book process. The main content area shows 'Employee Basic Details' with fields for HRMS ID, Employee Name, Mother's Name, Father's Name, Date of Birth, Superannuation Date, Marital Status, Spouse Name, Nationality, Gender, Religion, Category, Employee Status, Contact/Mobile No, Email Id, Qualification, Identification Mark, Blood Group, Height, AADHAAR No, Physically/Visually Challenged, Previous Name of Employee, and Doc Evidence For Support. It also includes 'Permanent Address' and 'Present Address' fields. At the bottom, there are buttons for 'Check For Errors', 'Previous Page', 'Next Page', 'Preview Basic Details Part', and 'Preview Service Book'.

Government of West Bengal  
Finance Department  
e-Governance Group

**NOTIFICATION**

No. 1303-F(e-Gov)

Date: 21.03.2023

**Sub : Introduction of "Workflow Chain" and "Approval of eService Book" in HRMS**

In order to relieve the State Government employees from the hardship being faced during their service life and after retirement due to maintenance of Service Book in physical form at various offices of posting or office(s) of the cadre controlling authority, the online system of Management of Service Book (mentioned as e-Service Book hereinafter) has already been introduced in terms of Memo. No. 6000-F(Y) dated 5.11.2019.

All legacy data pertaining to service matters of an employee, as already recorded in the "Physical Service book", has been entered into eService Book (digital format) either by the operator of the Custodian of Service Books or by the employee himself / herself through eSE facility of iFMS.

Now all the entries so made are to be submitted online to the Custodian of eService Book through predefined Workflow System for approval.

"Workflow System" has also been introduced in HRMS vide order no. 6716-F(Y) dated 10.12.2019. By following this order the workflow chain in an office or establishment shall have to be defined by the Head of Office himself or by the Workflow Nodal Officer of that office based on a written order issued by the Head of Office. The order so issued should clearly define the flow of Service Book in HRMS for extensive scrutiny by the concerned staff member at the lowest level of workflow chain, thereafter, recommendation by the middle level officer(s) on

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**Sample screenshots of online Self-Appraisal Report (SAR) in WBIFMS portal**

The screenshot shows the 'Self Appraisal Initiate' page in the WBIFMS portal. The user is Subhasis Dutta, HRMS ID 1989000596. The appraisal year is 2022-2023. The page displays hierarchy details, office details, and present details. The annual confidential report section is partially filled out.

Post	Hierarchy Type	HRMS ID	Name	Designation
REPORTING OFFICER	Inside HRMS	1991000024	JAYASHRI RAY CHAUDHURI	DIRECTOR OF PUBLIC INSTRUCTION
REVIEWING OFFICER	Inside HRMS	1994002937	MARISH JAIN	Principal Secretary
ACCEPTING OFFICER	Outside HRMS			

**Details during SAR Period**

Office Name: MAULANA AZAD COLLEGE  
District: Kolkata  
Post: Principal  
Designation: Principal  
Date of joining to the post: 27/06/2018

**Present Details**

Office Name: MAULANA AZAD COLLEGE  
District: Kolkata  
Post: Principal  
Designation: Principal

**Other Details**

Date of Birth: 07/01/1980  
Date of joining in the Service: 14/09/1989

**Annual Confidential Report**

Part - I A \* Part - I B \* Part - II \*

Date of submission of Annual Declaration of Assets for the previous year (on or 01/01/2022) as per the provisions of West Bengal Services (Duties, Rights and Obligations) Rule 1980 \*

Year of Allotment: \* [Select] Service specific Code (if Any): [ ]

Save Draft Refresh

The screenshot shows the 'Request Status' page in the WBIFMS portal. The user is Shampa Dutta Gupta, HRMS ID 2027002539. The appraisal year is 2018-2019. The request status table shows one pending SAR.

Sl No.	From Date	To Date	Request Id	Status	View/Modify Request	Generate Report	Generate Acknowledgement Report
1	01/04/2018	31/03/2019	20190826105878	The online SAR is pending with Outstation. Further action will be taken by him/her after the hard copy of SAR is received from accepting officer.	View	Print	Print

Showing 1 to 1 of 1 entries

Refresh

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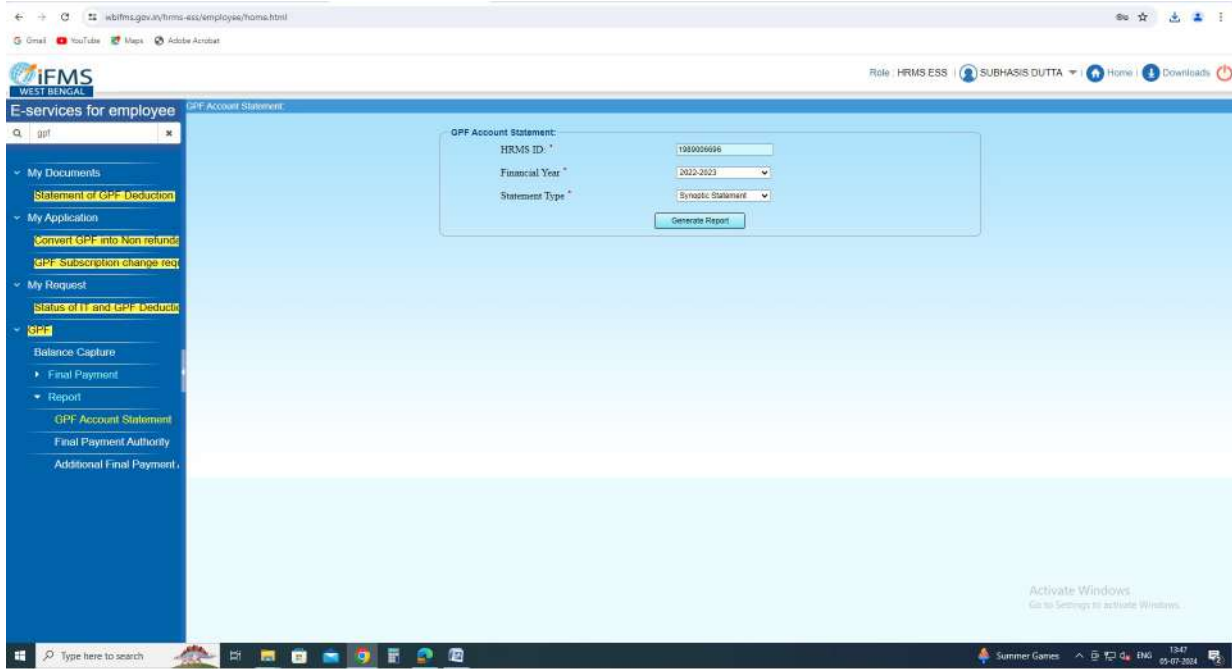


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**Sample screenshots of HRMS site for GPF Scheme**



GOVERNMENT OF WEST BENGAL  
PROVISIONAL GENERAL PROVIDENT FUND ACCOUNT STATEMENT  
For the Year 2022 - 2023

Subscriber's HRMS ID :	1989006696
Subscriber's Name :	SUBHASIS DUTTA
Subscriber's Designation	Principal
GPF Account Number :	EDN/WB/17763
Basic Pay	Rs.218200 As on ( 31/03/2022 ),Rs.218200 As on (31/03/2022)
HOO Details	DIRECTOR OF PUBLIC INSTRUCTION(2HEH0001)
Office Name	DIRECTORATE OF PUBLIC INSTRUCTION
DDO Details	PRINCIPAL MAULANA AZAD COLLEGE,G O W B.(CABED)006
Date of joining :	14/09/1989
Date of Retirement :	31/01/2025

Monthly Consolidated Transaction Details						
Interest Effective Month	Regular Subscription(Rs.)	Refund(Rs.)	Arrear Subscription(Rs.)	Total Deposit(Rs.)	Unauthorized Deposit(Rs.)	Withdrawal(Rs.)
Apr 2022	40000	0	0	40000	0	0
May 2022	40000	0	0	40000	0	0
Jun 2022	40000	0	0	40000	0	0
Jul 2022	40000	0	0	40000	0	0

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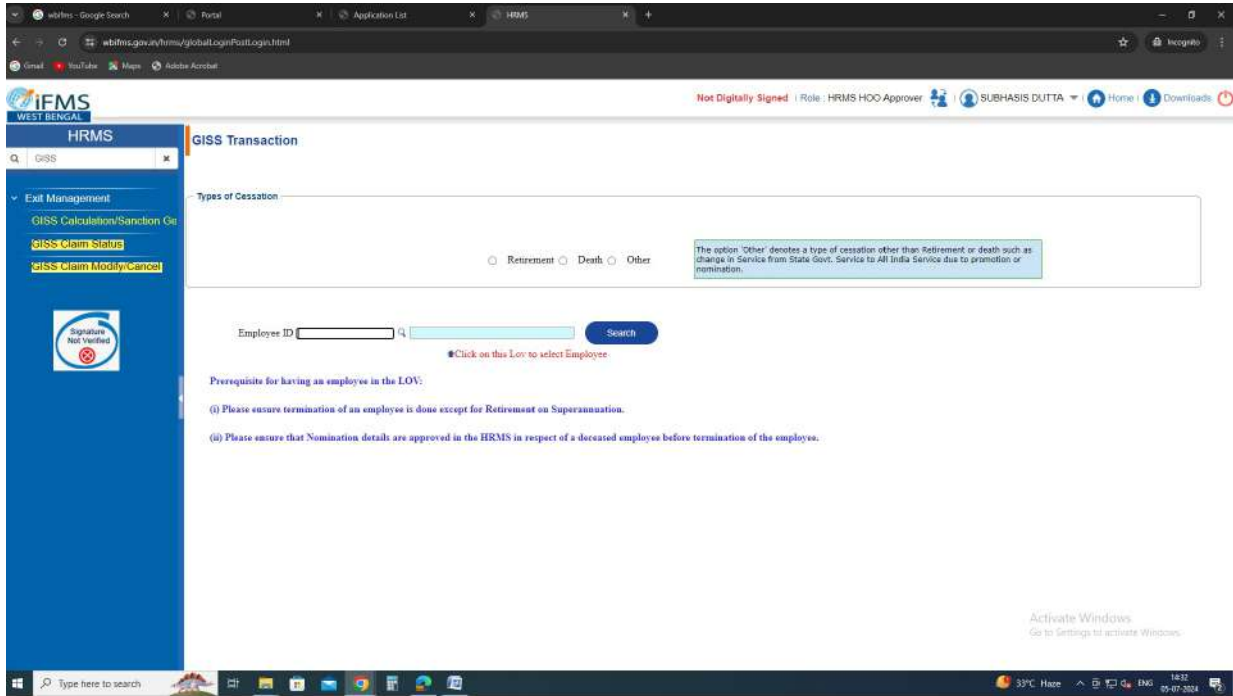


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**Sample screenshot of HRMS site for Group Insurance Scheme**



**Sample photograph of West Bengal Health Scheme (WBHS) site**



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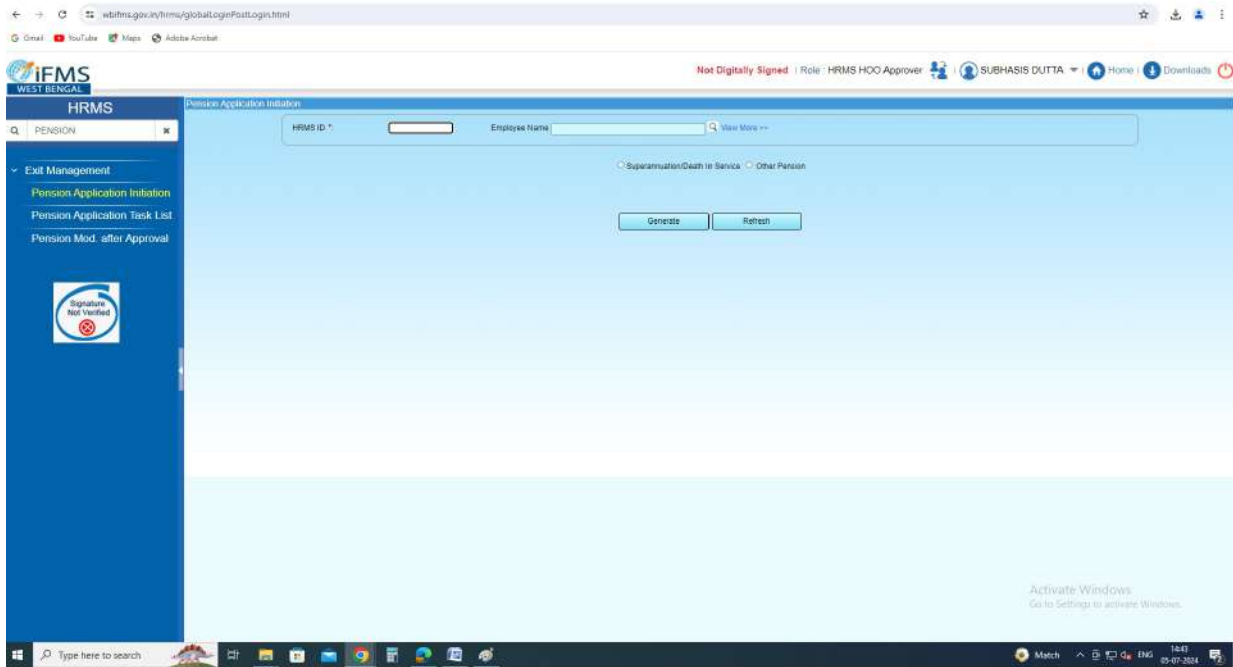


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*Sample photograph of HRMS site for Pension Scheme*



  
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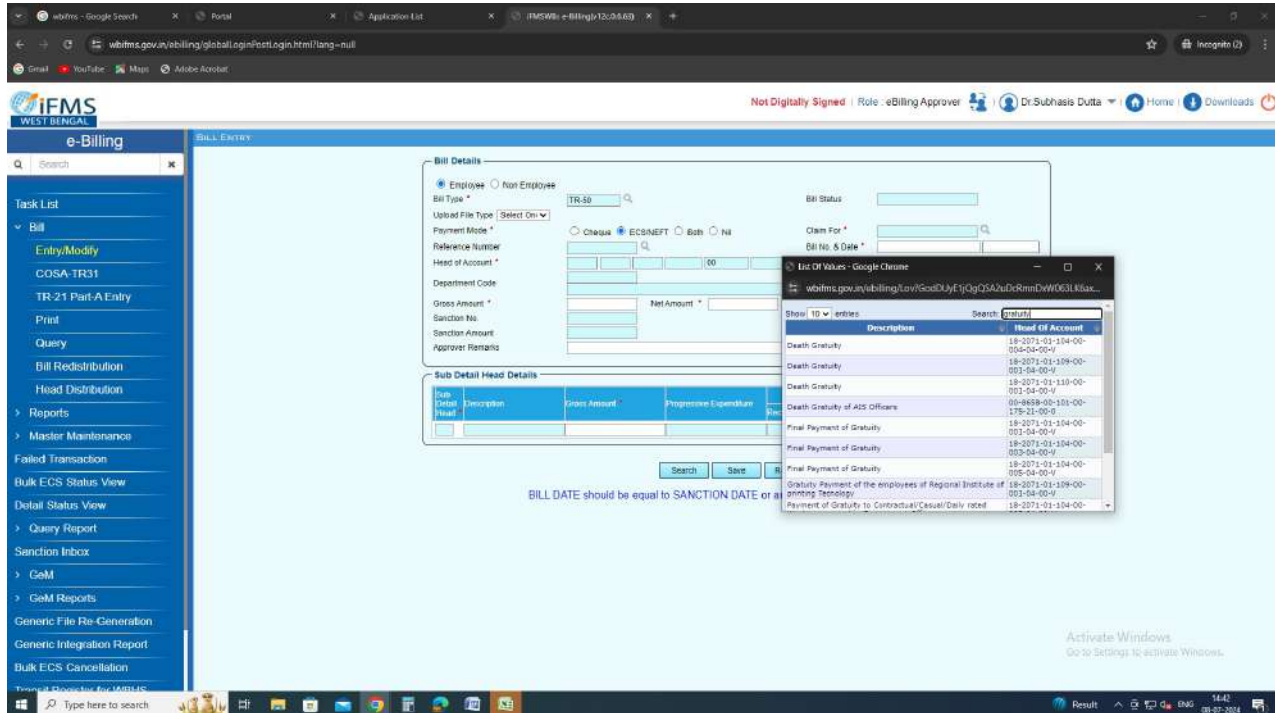


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*Sample photograph of HRMS site for Gratuity Scheme*



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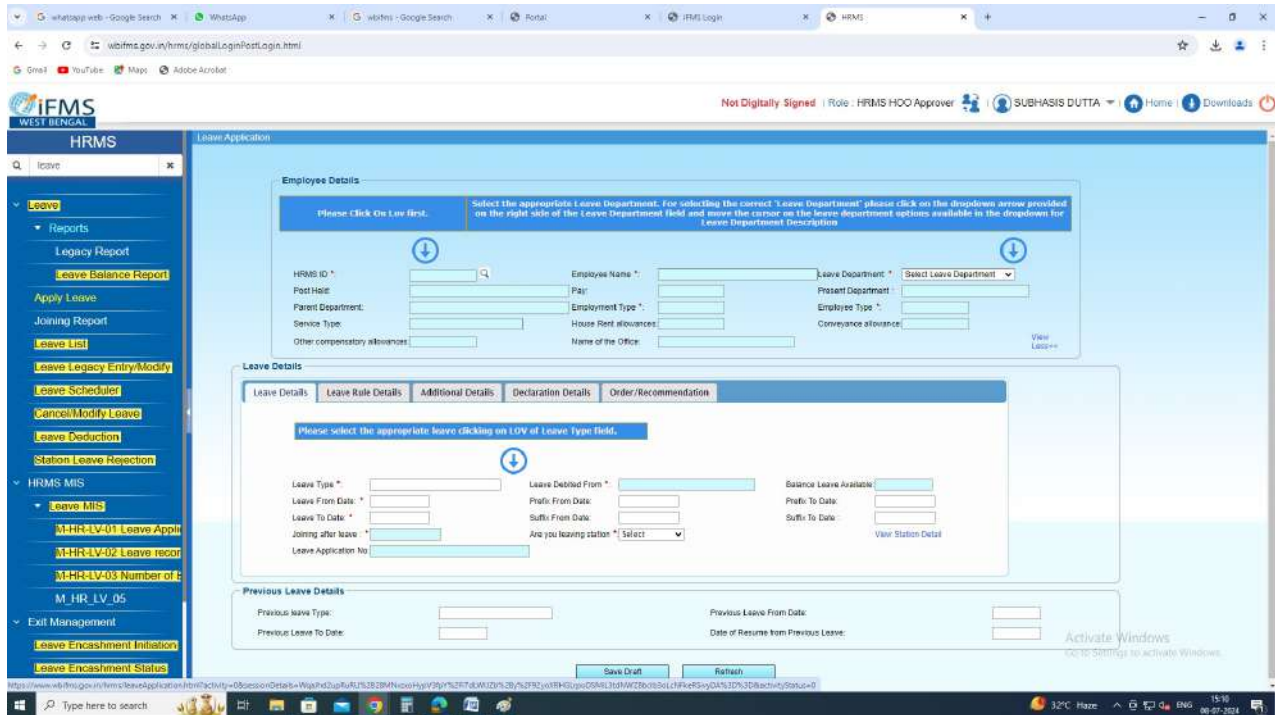


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**Sample photograph of HRMS site for Different Leave Scheme for Employees**



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Dated: \_\_\_\_\_

**Sample photographs of scope of recruitment on compassionate ground**

Government of West Bengal  
Education Directorate  
Bikash Bhawan, Salt Lake, Kolkata - 700091

Memo No. 500 - A Date: 13/6/2023  
7A-19A/2014

**ORDER**

As approved by the Higher Education Department (Appointment Branch), Govt. of West Bengal under Memo No.-1215-Edn(A)/10M-16/22 dated 26/08/2022, Sri Dibakar Bairagi, son of Smt. Radharani Bairagi (Ex-Mate, Lady Brasource College, retired prematurely due to permanent incapacitation on medical ground) is hereby appointed on compassionate ground to officiate in the post of **Laboratory Assistant** in Level 6 (22700 - 59500) of the pay matrix in the revised pay structure under WBS (BOPA) Rules, 2019 (corresponding to unretired scale in PB-2, Rs. 5,400 - 25,200/- plus Grade Pay Rs. 2,600/- under ROPA - 09) subject to admissibility of pay and allowances as per rule 8 and 9 enunciated in No.-1832-F(P) dated 01.03.2013 and G.O. No. 6712-F(P2) dated 06.11.2017 at Maulana Azad College, Kolkata, vice Sri Dilip Kr. Sen Shahoo promoted w.e.f. the date he joins the post purely on temporary basis and until further orders.

The pay and allowances of Sri Dibakar Bairagi as are admissible as per existing rules will be drawn and disbursed by the Principal, Maulana Azad College, Kolkata.

The Accountant General (A & E), West Bengal and the Pay & Accounts Officer, Pay & Accounts Office - I, Kolkata are being informed.

Sd/- Jayasri Ray Chaudhuri  
Director of Public Instruction,  
West Bengal

Memo No. - 500 /1(G).A Date: 13/6/2023  
7A-19A/2014

Copy forwarded for information and necessary action to :-

1. The Accountant General (A & E), West Bengal, Treasury Buildings, Kolkata - 700 001.
2. The P.S. to the Hon'ble M.C. Higher Education Department, Bikash Bhawan 5<sup>th</sup> floor, Kol. - 91.
3. The Assistant Secretary to the Govt. of West Bengal, Appointment Branch, Department of Higher Education, Bikash Bhawan, 6<sup>th</sup> floor, Salt Lake, Kolkata - 700 091. This has reference to his Order - No.-1215-Edn(A)/10M-16/22 dated 26/08/2022.
4. The Pay & Accounts Officer, Kolkata Pay & Accounts-I, 81/2/2 Phears Lane, Kolkata-700 012.
5. The Principal, Maulana Azad College, Kolkata, 8 Rafi Ahmed Kidwai Road, Kolkata - 700 013.
6. Sri Dibakar Bairagi, son of Smt. Radharani Bairagi, F1/1, Suhrawardy Avenue, P.O.-Circus Avenue, P.S. - Bentapukur, Park Circus, Kolkata-700 017.

He is requested to join the said post within 15 (fifteen) days from the date of receipt of the letter.

Addl. Director of Public Instruction (Admn.), W.B.  
for Director of Public Instruction, W.B.

Government of West Bengal  
Education Directorate  
Bikash Bhawan, Salt Lake, Kolkata - 700091

Memo No. 1019 - A Date: 24/06/2019  
7A-19A/2014

As approved by the Higher Education Department (Appointment Branch), Govt. of West Bengal under Memo No.-1491-Edn(A)/10M-58/19 dated 28/12/2018, Sri Pintu Khanra, son of Late Chand Charan Khara (died in harness on 21.03.2016), Ex-Baker, Government College of Art & Craft, Kolkata, is hereby appointed on compassionate ground to officiate in the post of **Clerk-cum-Cashier** in PB-2, Rs. 5,400 - 25,200/- plus Grade Pay Rs. 2,600/- subject to admissibility of pay and allowances as per rule 8 and 9 enunciated in No.-1832-F(P) dated 01.03.2013 in Maulana Azad College, Kolkata, vice Sri Supy Ghosh promoted w.e.f. the date he joins the post purely on temporary basis and until further orders. This order issues as per provisions laid down in Notification No.-1832-F(P) dt. 01.03.2013 and read with G.O. No. 6712-F(P2) dated 06-11-2017.

The pay and allowances of Sri Pintu Khanra as are admissible as per existing rules will be drawn and disbursed by the Principal, Maulana Azad College, Kolkata.

The Accountant General (A & E), West Bengal and the Pay & Accounts Officer, Pay & Accounts-I are being informed.

Sd/- J. Ray Chaudhuri  
Director of Public Instruction,  
West Bengal

Memo No. - 1019/1(A).A Date: 28/06/2019  
7A-19A/2014

Copy forwarded for information and necessary action to :-

1. The Accountant General (A & E), West Bengal, Treasury Buildings, Kolkata - 700 001
2. The Pay & Accounts Officer, Kolkata Pay & Accounts-I, 81/2/2 Phears Lane, Kolkata-700 012
3. The Principal, Maulana Azad College, Kolkata, 8 Rafi Ahmed Kidwai Road, Kolkata - 700 013
4. Sri Pintu Khanra, son of Late Chand Charan Khara, Sutanpur, P.O. - Ramrajga, P.S.-Shyampur, Dist - Howrah.

Addl. Director of Public Instruction (Admn.), W.B.  
for Director of Public Instruction,  
West Bengal.

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Memo No.: \_\_\_\_\_

Dated: \_\_\_\_\_

*Sample Photograph of LTC and HTC*

The screenshot shows the HRMS application form for LTC/HTC. The form is titled "Application Request" and contains the following sections:

- Employee Details (System Generated):** Application ID, Name (SUJOY GHOSH), Code, Parent Department (Higher Education), Designation (Upper Division Clerk), Request ID, HRMS ID (199902987), Group (B), D.O.J to Service (01/10/1994), Office Name (MAULANA AZAD COLLEGE).
- Application Type:** Radio buttons for LTC, HTC, and TC.
- Block Year Details:** Block From Year, To Year, and Last LTC taken date.
- Journey Details:** A table with columns for Date, Time, Station, Date, Time, Destination, Mode of Travel, Distance, Actual Fare Paid (any %), and AAS percentage. A single row is visible with "Mumbai AMPM" as the destination.
- Spouse Details:** Whether employed? (Yes/No), Service Category, Name of Spouse (INDU GHOSH), Name of the Office, HRMS ID, and Last LTC taken date.
- Advance Details:** Whether Advance is required? (Yes/No).

*(Signature)*  
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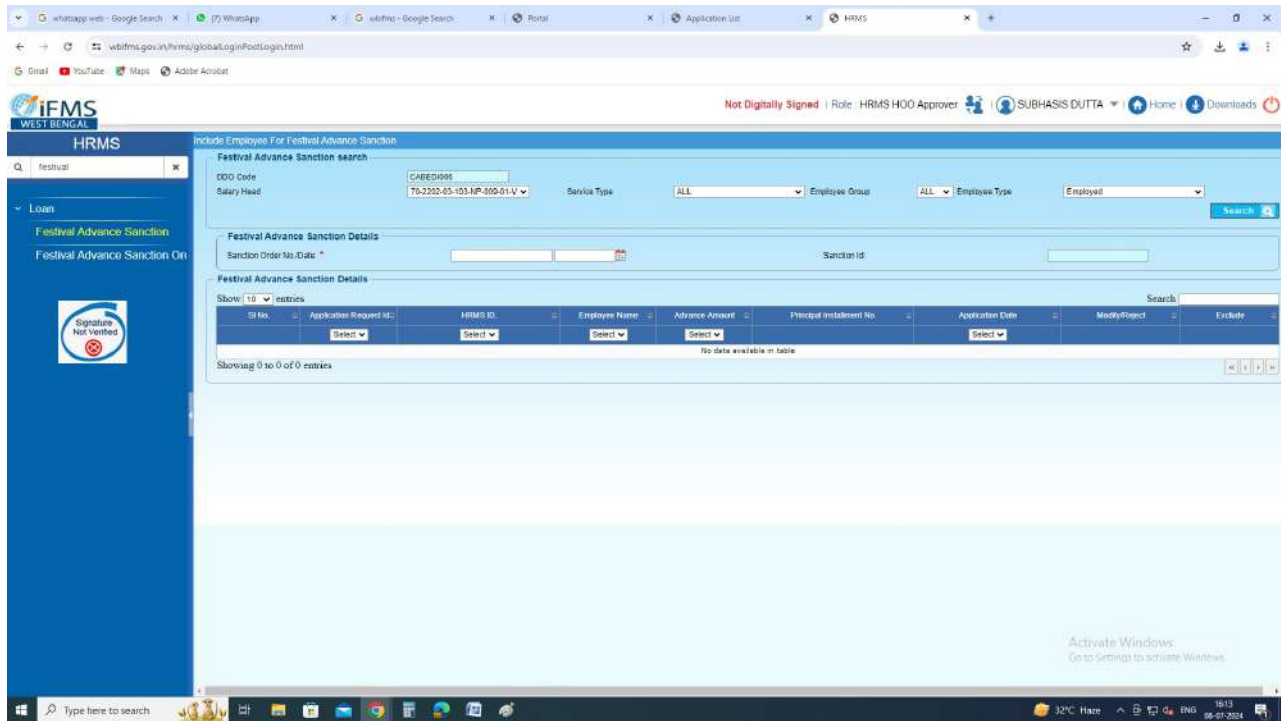


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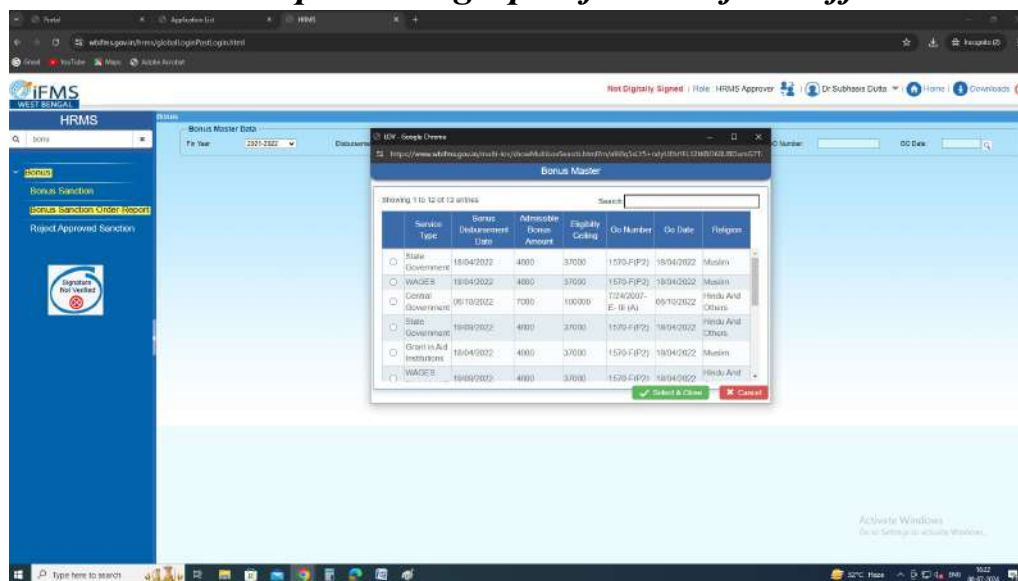
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*Sample Photograph of Festival Advance for staff*



*Sample Photograph of Bonus for staff*



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**Sample Photographs of Teacher's on duty leave and Charge Report for participation in various Orientation Programme (OP), Refresher Course (RC) and Short Term Course (STC)**

To  
The Principal  
Maulana Azad College  
Kolkata

Sub: Permission to attend Orientation programme

Respected Sir

With due respect I would like to inform you that I have been selected as a participant for the 125<sup>th</sup> Orientation Programme which is going to be held at HRDC, University of Calcutta, from 04.02.2019 to 04.03.2019.

Therefore I request you to grant me leave for attending the aforesaid programme.

Thanking you

Yours faithfully

*Arpan Das* 01.02.19  
Arpan Das  
Assistant Professor  
Department of Microbiology  
Maulana Azad College

*For Counter Stamp*  
Head  
Department of Microbiology  
Maulana Azad College  
8, Rafi Ahmed Kidwai Road  
Kolkata - 700013

To \_\_\_\_\_ Date: 18.01.2020

The Principal  
Maulana Azad College  
Kolkata

Sub: Joining to normal duties in College after completion of Refresher Course

Respected Sir

With due respect I would like to inform you that I have successfully completed the Refresher Course held by HRDC-Calcutta University from 04.01.2020 to 17.01.2020. Now today (18.01.2020) tomorrow, I am joining to my normal duties in the Department of Microbiology.

Thanking you

Yours faithfully

*Arpan Das*  
Arpan Das  
Assistant Professor  
Department of Microbiology  
Maulana Azad College

GOVERNMENT OF WEST BENGAL  
Education Directorate  
Bikash Bhawan, Bichhannagore, Kolkata - 700 091

Dated at Kolkata the \_\_\_\_\_

2019-2020 (19)

The following Assistant Professor of Microbiology, Maulana Azad College, have been permitted to attend/participate in the Refresher/Orientation Course as approved by the U.G.C. for the following period as noted below against each incumbent:

No.	Name with Designation	Where/Address	From	To
01	Dr. Arpan Das, Asst. Professor in Microbiology, Maulana Azad College Kolkata	UGC/HRDC, University of Calcutta	04.02.2019	04.03.2019

As such, the period of his/her/their absence from his/her/their normal duties in the College for the above stated period from attending the said Course from 04.02.2019 to 04.03.2019 may be treated as leave on duty.

The Accountant General, West Bengal and the Pay & Accounts Officer, Kolkata/Treasury Officer, Kolkata are empowered to:

Sd/- Prof. Jayant Ray Choudhuri  
Director of Public Instruction  
West Bengal

Dated at Kolkata the 17/12/19

Code forwarded for information and necessary action to:

- The Principal/Accountant General (J & A), West Bengal, Treasury Buildings, Kolkata - 700 001
- The Pay & Accounts Officer, Kolkata Pay & Accounts Office, P.O.2, Pheari Lane, Kolkata - 700 012
- The Treasury Officer
- The Principal/Officer-in-Charge, Maulana Azad College, 8, Rafi Ahmed Kidwai Road, Kolkata - 13
- Director / Dr. Arpan Das, Asst. Prof. in Microbiology, Maulana Azad College, 8, Rafi Ahmed Kidwai Road, Kolkata - 13.

*Arpan Das*  
to Director of Public Instruction  
West Bengal

WEST BENGAL FORM NO 2403(1650 07/89)

MEMO NO \_\_\_\_\_ DATE: \_\_\_\_\_

FORWARDED TO: \_\_\_\_\_  
Principal  
Maulana Azad College, Kolkata

To:

The Principal Secretary, Education Dept., Govt. of West Bengal, Bikash Bhawan, Salt Lake, KOL/1  
The Accountant General, West Bengal, Treasury Buildings, Calcutta - 700001  
The Director of Public Instruction, West Bengal, Bikash Bhawan, Salt Lake, Kolkata - 91  
The Pay & Accounts Officer, Calcutta Pay & A/Cs. Office, 81/2/2, Pheari Lane, Kolkata  
Shri/Smt. MD. MANZAR HUSSAIN Maulana Azad College  
Kolkata

Accounts Section of this College  
Guard File

With reference to rule 61 of the West Bengal Financial Rules, Vol. 1, we I undersigned, have to report that we have this 18:30 (Four-noon) in the Fore-noon/After noon respectively delivered over and received charge ASSISTANT PROFESSOR of Maulana Azad College, Kolkata.

Signature of the Relieved officer: XoLi Ahmed  
(Name in Block letters) DR. DABIR AHMED

Service/Designation: ASSOCIATE PROFESSOR

Signature of the Relieving Officer: Md. Manzar Hussain  
(Name in Block letters) MD. MANZAR HUSSAIN

Service/Designation: ASSISTANT PROFESSOR

The place at which the order of appointment was received \_\_\_\_\_

*Principal*  
Principal  
Maulana Azad College  
Kolkata



GOVERNMENT OF WEST BENGAL  
OFFICE OF THE PRINCIPAL  
**Maulana Azad College**





8, RAFI AHMED KIDWAI ROAD, KOLKATA 700013, INDIA  
Phone: 033 2249-3737/2226-7814 e-mail: maulanaazadcollegekolkata@gmail.com  
Website: https://maulanaazadcollegekolkata.ac.in

Memo No.: \_\_\_\_\_

Dated: \_\_\_\_\_

**Sample Photographs of Teacher's Orientation Programme (OP),  
Refresher Course (RC) and Short Term Course (STC) Grade Certificate**

**UNIVERSITY GRANTS COMMISSION**  
HUMAN RESOURCE DEVELOPMENT CENTRE (HRDC)  
**UNIVERSITY OF CALCUTTA**

**UGC - SPONSORED ORIENTATION PROGRAMME**

*This is to certify that*



Dr. Arpan Das Assistant Professor  
(Name of the Participant) (Designation)

Maulana Azad College Kolkata  
(College / University) (Place)

University of Calcutta  
(Affiliated to University)

participated in the **ORIENTATION PROGRAMME 125** from 4th February 2019 to 4th March 2019 and Obtained Grade A

Director Course Coordinator (s) Registrar / Vice Chancellor  
(Author)

**UNIVERSITY GRANTS COMMISSION**  
HUMAN RESOURCE DEVELOPMENT CENTRE (HRDC)  
**University of Calcutta**

UGC SPONSORED INTERDISCIPLINARY REFRESHER COURSE  
IN LIFE SCIENCES

*This is to Certify that*

DR. ARPAN DAS ASSISTANT PROFESSOR  
(Name of the Participant) (Designation)

MAULANA AZAD COLLEGE KOLKATA  
(College / University) (Place)

UNIVERSITY OF CALCUTTA  
(Affiliated to University)

*Participated in the "Interdisciplinary Refresher Course in Life Sciences" from 4th-17th January, 2020 and obtained Grade 'A'.*

Director Course Coordinator(s) Registrar / Vice Chancellor

**UNIVERSITY GRANTS COMMISSION**  
**HUMAN RESOURCE DEVELOPMENT CENTRE (HRDC)**  
**RANCHI UNIVERSITY, RANCHI**  
(2020-2021 ONLINE COURSES)

**UGC-SPONSORED SHORT TERM COURSE ON**  
**'LEADERSHIP DEVELOPMENT'**

*This is to certify that*

**Mr. SUJIT KUMAR BHOWAL**  
Assistant Professor, Dept. of Zoology  
Maulana Azad College, Kolkata  
Calcutta University, West Bengal

*Participated in the Short Term Course on 'Leadership Development'  
from 02/12/2020 to 08/12/2020  
and obtained Grade - 'A'*

Sujit Kumar (DIRECTOR) [Signature] (COURSE CO-ORDINATOR) RK Paul (VICE-CHANCELLOR)

  
Principal  
Maulana Azad College  
Kolkata



GOVERNMENT OF WEST BENGAL  
OFFICE OF THE PRINCIPAL  
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Phone: 033 2249-3737/2226-7814 e-mail: maulanaazadcollegekolkata@gmail.com  
Website: https://maulanaazadcollegekolkata.ac.in

Memo No.: \_\_\_\_\_

Dated: \_\_\_\_\_

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



**Maulana Azad College**

8, Rafi Ahmed Kidwai Road, Kolkata-700013, West Bengal, India  
Phone: +91 33 2249-3737/2226-7814 Fax: +91 33 2249-3737/2226-4308  
Web: www.maulanaazadcollege.in e-mail: maulanaazadcollegekolkata@gmail.com



Memo No. \_\_\_\_\_

Date \_\_\_\_\_

**NO OBJECTION CERTIFICATE FOR PH.D**

A "No-objection" Certificate is being issued in favour of Sri Ujjal Sanyal, S/o Late Saibal Sanyal, Assistant Professor in Department of Commerce, Maulana Azad College Kolkata, for his applying in Topic Registration of Ph.D programme 2019-20 from Aliah University, Kolkata, New Town Campus (Management & Business Administration). If he maintains normal academic duties & classes relating to work schedule including, other administrative assignments in college.

Forwarded  
by  
S.  
7/3/2022

*[Signature]*  
Maulana Azad College  
Kolkata  
Principal  
Maulana Azad College  
Kolkata  
Govt. of West Bengal

Memo No. 374A/T-3

Date: 21/08/2019

To  
The Director of Public Instruction  
Education Directorate  
Department of Higher Education Science & Technology and Biotechnology  
Govt. of West Bengal  
Bikash Bhavan, Salt Lake  
Kolkata-91

Through proper channel

Subject: Intimation regarding pursuance of Ph.D. degree

Madam,

With reference to the above subject, I would like to inform you that, I am pursuing Ph.D. degree in Sanskrit literature under supervision of Prof. Satyajit Layek and registered with University of Calcutta.  
This is for your kind information.  
Thanking you.

Yours sincerely,

*[Signature]*  
[Laxmi Narayan Rao]  
Assistant Professor, W.B.E.S.  
Department of Sanskrit  
Maulana Azad College



To  
The Principal  
Maulana Azad College  
Kolkata-13

Date: 05.07.2023

Subject: Application for Station Leave

Respected Sir,

This is to inform you that, I, Madhu Sanku, Assistant Professor in the Department of Commerce, shall remain out of station from 06.07.2023 to 08.07.2023, as I need to attend my PhD Viva-voce on 07.07.2023 at the Department of Commerce, University of North Bengal. Kindly grant me station leave for the above-mentioned dates.

Thanking you in anticipation.

*[Signature]*  
Madhu Sanku  
Assistant Professor  
Department of Commerce  
Maulana Azad College  
Kolkata-13

Attachment

1. Letter from Registrar Office, University of North Bengal

*[Signature]*  
Principal  
Maulana Azad College  
Kolkata





GOVERNMENT OF WEST BENGAL  
OFFICE OF THE PRINCIPAL  
**Maulana Azad College**



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Phone: 033 2249-3737/2226-7814 e-mail: maulanaazadcollegekolkata@gmail.com  
Website: https://maulanaazadcollegekolkata.ac.in

**Memo No.:**

**Dated:**

**Sample Photographs of in-service advance increment order for acquiring Ph.D./ M.Phil Government Sanction Order for CAS**

Government of West Bengal  
Higher Education Department

6<sup>th</sup> Floor, Bikash Bhavan, Salt Lake, Kolkata-700091

Government of West Bengal  
Education Directorate  
Bikash Bhavan, Salt Lake City  
Kolkata-700091

Memo No. 896-ED/2016

Dated, 24th November, 2016

**MEMORANDUM**

No. 892-Edn(U)/11-79/13

Dated, the 4th Day of November, 2016

Whereas the issue of grant of incentives for Ph.D./M.Phil and other higher qualifications like LL.M., M.Tech etc. Degree, recognized by the relevant statutory body/council, was under active consideration of the State Government;

And whereas the State Government has, after due deliberation, come to a view that in order to attract and retain the best talent in the teaching profession, incentives such as advance increments for acquiring Ph.D./ M. Phil and other higher qualifications, shall be awarded to the University and College teachers, College librarians and librarians as specified below:

Whereas the University Grants Commission, New Delhi, hereinafter called UGC, had notified on 30.06.2010, its Regulations on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standard in Higher Education, 2010, hereinafter called UGC Regulations 2010;

And whereas the Higher Education Department, Govt. of West Bengal vide its Order no. 1196 Edn(A) dated 31.01.2012, No. 920-Edn(CS) dated 31.12.2012 and No. 1197(28)-Edn(U) dated 31.12.2012 adopted the guidelines prescribed by the UGC for the Appointment, Promotion including Career Advancement Scheme (CAS) of the Teachers, Librarians, Physical Instructors of the State Aided Universities, Government Colleges and Non-Government Aided Colleges in the state and extended all the benefits of UGC Regulations 2010 except the incentives for Ph.D./ M.Phil and other higher qualifications;

And whereas the incentives for Ph.D./ M.Phil and other qualifications as per Regulation 9.0 of the UGC Regulations, 2010 was so far not granted to the teachers, librarians, physical instructors of the State aided Universities, Government Colleges and Government aided Colleges in the State;

Now, the Governor is pleased to pass the following orders for the grant of incentives to the teachers, librarians, and physical instructors of the State aided Universities, Government Colleges and Government aided Colleges:

- Teachers who have entered into service with Ph.D./ M.Phil and other higher qualification in their relevant subject between 01.01.2006 and 31.08.2008 and the teachers who have acquired Ph.D., M.Phil and other higher qualifications while in service during 01.01.2006 to 31.08.2008

In order to implement Memorandum No. 892-Edn(U)/11-79/13 dated 04.11.2016 and Corrigendum No. 898-Edn(U)/11-79/13 dated 08.11.2016, regarding grant of incentives for Ph.D./ M.Phil and other higher qualifications(OHQ) to the teachers, following procedure is to be followed by the incumbent and the college:

- For Govt. Aided / Sponsored Colleges:**
  - Proposal along with following documents is to be submitted to the Director of Public Instruction, Govt. of West Bengal:
    - First Pay Fixation memo;
    - Revised Fixation memo regarding revision of Pay Scale and CAS;
    - Non-Drawal Certificate from the Principal/OIC;
    - Non-Drawal Certificate from Principal/OIC/DIO of all previous colleges, in case of change of College;
    - Certificate of Ph.D./M.Phil Degree and (OHQ) wherever is applicable and Provisional Certificate from the Appropriate Authority of Ph.D./M.Phil Degree and OHQ awarding University mentioning date of award of Ph.D./M.Phil Degree and (OHQ), in case the date of award is not mentioned in the Certificate of Ph.D./M.Phil Degree and (OHQ);
    - Relevance Certificate from the Ph.D./M.Phil Degree awarding University, in case the Ph.D./M.Phil Degree is not in the core subject of the incumbent in which initial appointment was given;
    - Resolution of Governing Body (GB) recommending grant of incentives in favour of the incumbent. Resolution of GB by Circulation will not be tantamount;
    - Proposed Fixation taking due incentives into consideration.

- For Government Colleges:**
  - Appointment Letter;
  - Joining Report;
  - Revised Fixation memo regarding revision of Pay Scale and CAS, if any;
  - Non-Drawal Certificate from the Principal/OIC/Officer;
  - Non-Drawal Certificate from Principal/OIC/DIO of all previous Colleges/Offices, in case of change of College;
  - Certificate of Ph.D./M.Phil Degree(OHQ) wherever is applicable, and Provisional Certificate from the Appropriate Authority of Ph.D./M.Phil Degree and OHQ awarding University mentioning date of award of Ph.D./M.Phil Degree and (OHQ), in case the date of award is not mentioned in the Ph.D./M.Phil Degree and OHQ Certificate;
  - Relevance Certificate from the Ph.D./M.Phil Degree awarding University, in case the Ph.D./M.Phil Degree is not in the core subject/discipline of the incumbent in which he/she held initial appointment was given.

- When in apply:**
  - In case of Govt. Aided / Sponsored Colleges:**

The Principal/OIC will forward the application of the incumbent along with all documents mentioned under clause 1, above to the Director of Public Instruction for re-fixation and modification may be made by the Office of Director of Public Instruction, West Bengal considering the proposal and eligibility of the incumbents.
  - In case of Govt. Colleges:**

The incumbents will submit the paper to the Principal/OIC of the College along with all documents mentioned under clause 2, above, and the Principal/OIC will present the claim of the teachers and re-fixation may be made following their eligibility.

- Other Higher Qualification (OHQ) means and includes:**

LL.M. (Master of Laws), M. Tech. (Master of Technology), M. Arch(Master of Architecture), M.E. (Master of Engineering), M.V.Sc. (Master of Veterinary Science), M. D. (Doctor of Medicine).

- Illustrations for fixation:**

Advance increments on acquiring Ph.D./M.Phil Degree and (OHQ) shall be calculated on non-compounded basis but will be merged with the Basic Pay (Pay in the Pay Band-AGP).

**For Example:**

- If a candidate is appointed as an Assistant Professor during 01.01.2006 to 31.08.2008 in the service with Ph.D./ M.Phil Degree, the calculation of 4.2 non-compounded increments admissible to him/her may be guided by 11. no. 00 below.
- If a candidate has been awarded Ph.D. Degree during 01.01.2009 to 31.08.2008 while in service after three years of his/her joining the service as Assistant Professor and serving with three annual increments on the day of award of Ph.D. Degree, the calculation of 2 non-compounded increments admissible to him/her may be guided by 11. no. 00 below.
- If a candidate is appointed as an Assistant Professor on 01.09.2008 in the Pay Band of Rs. 15600-20100-AGP of Rs. 20000 with Ph.D. Degree, the calculation of 5 non-compounded increments admissible to him/her may be guided by 11. no. 00 below.

- If a candidate has been awarded Ph.D. Degree while in service after three years of his/her joining the service as Assistant Professor and serving with three annual increments on the day of award of Ph.D. Degree, the calculation of 3 non-compounded increments admissible to him/her may be guided by 11. no. 00 below.
- If a candidate is appointed as an Assistant Professor in the Pay Band of Rs. 15600-20100-AGP of Rs. 20000 with M.Phil Degree or Other higher qualifications such as LL.M./M.Tech./M.Arch./M.E./M.Sc. and M.D. Degree, the calculation of 2 non-compounded increments admissible to him/her may be guided by 11. no. 00 below.
- If a candidate has been awarded M.Phil Degree or Other higher qualifications such as LL.M./M.Tech./M.Arch./M.E./M.Sc. and M.D. Degree after three years of his/her joining the service and serving with three annual increments on the day of award of M.Phil and (OHQ), the calculation of 1 non-compounded increment admissible to him/her may be guided by 11. no. 00 below.

Sl. No.	Degree	Pay in the Academic Pay Band (Basic Pay)	Basic Pay (AGP)	No. of increments @ 3% (as per Govt. of West Bengal Order dated 01.01.2006 to 31.08.2008)	Total Basic + AGP	
1	2	3	4	5	6	
		Incumbent joined with or acquired Ph.D/M.Phil Degree during 01.01.2006 to 31.08.2008				
00	Ph.D (Entry Level)	15600	6000	21400	4 X 3% of 21400 = 2568	15600+2000+AGP
	M.Phil (Entry Level)	15600	6000	21400	2 X 3% of 21400 = 1284	15600+1300+AGP
00	Ph.D (In Service)	17910	6000	22400	2 X 3% of 22400 = 1344	15600+1300+AGP
		Incumbent joined with or acquired Ph.D/M.Phil Degree on or after 01.09.2008				
00	Ph.D (Entry Level)	15600	6000	21400	1 X 3% of 21400 = 642	15600+1200+AGP
	M.Phil (Entry Level)	18020	6000	24000	3 X 3% of 24000 = 2160	18020+2100+AGP
00	M.Phil (LL.M./M.Tech etc. (In Service))	15600	6000	21400	2 X 3% of 21400 = 1284	15600+1300+AGP
00	M.Phil (LL.M./M.Tech etc. (In Service))	18020	6000	24000	1 X 3% of 24000 = 720	15600+700+AGP

Advances like DA etc. as per Govt. norms and annual increments shall also be admissible in addition to these non-compounded advance increments.

Sd/- **Arvind Raychowdhary**  
Director of Public Instruction  
Govt. of West Bengal

Memo No. 896-ED/11/2016 Dated, 24th November, 2016

- Copy forwarded for information and necessary action to:**
- Asst. Director of Public Instruction, Govt. of West Bengal, 8th Floor, Bikash Bhavan, Salt Lake, Kolkata-700091.
  - Joint Director of Public Instruction, Govt. of West Bengal, Education Directorate, 6th Floor, Bikash Bhavan, Salt Lake, Kolkata-700091.
  - Joint Secretary, Appointment Branch, Higher Education Department, 6th Floor, Bikash Bhavan, Salt Lake, Kolkata-700091.
  - Joint Secretary, CS Branch, Higher Education Department, 6th Floor, Bikash Bhavan, Salt Lake, Kolkata-700091.
  - Joint Secretary, HCCMC, Higher Education Department, Integrated Law Cell, 8th Floor, Bikash Bhavan, Salt Lake, Kolkata-700091.
  - Asst. Director, Officers of Public Instruction, Govt. of West Bengal, Education Directorate, 8th Floor, Bikash Bhavan, Salt Lake, Kolkata-700091.
  - Principal.
  - P.S. Principal Officers, Higher Education Department, 6th Floor, Bikash Bhavan, Salt Lake, Kolkata-700091.
  - P.S. Secretary, Higher Education Department, 6th Floor, Bikash Bhavan, Salt Lake, Kolkata-700091.
  - Integrated Law Cell, Education Directorate, 8th Floor, Bikash Bhavan, Salt Lake, Kolkata-700091.
  - Web-to-charge, Higher Education Department, 6th Floor, Bikash Bhavan, Salt Lake, Kolkata-700091.
  - Guard File

Sd/- **Arvind Raychowdhary**  
For Director of Public Instruction  
Govt. of West Bengal

GOVERNMENT OF WEST BENGAL  
Office of the Principal  
Maulana Azad College  
Kolkata-700013

Memo No.: 98 Dated: 24/09/2020

**STATEMENT OF FIXATION OF PAY**

Pay of Dr. **Abhishek Dey**, Assistant Professor (Stage 1) of Physics is hereby fixed in the revised pay band of Rs. 57,700 – 1,82,400/- (Pay level 10) for obtaining the Ph.D. degree from Calcutta University as Assistant Professor (Stage 1) of Physics in the pay band of Rs. 57,700 – 1,82,400/- with effect from 08/09/2020 under the Ph.D./M.Phil. incremental benefit scheme as contained in G.O. No. 896-Edn(U)/11-79/13 dated 08/12/2016 read with G.O. No. 892-Edn(U)/11-79/13 dated 04/11/2016, Memo No. ED-1009/2016/98516 dated 12/12/2016, G.O. No. 1306/22 - Edn (U)/11-79/13 dated 30th December, 2019 and 120 (22) - Edn (U)/11-79/13 dated 3rd February, 2020 read with Finance Dept. (WB) approval U.O. no. Group Pay 2019-2020/0370 dated 24.01.2020. His pay is hence fixed as per the following details:

- Name and Designation of the Employee: Dr. Abhishek Dey, Assistant Professor (Stage 1) of Physics (02/05/2015 (Interim))
- Date of Joining in WBES: 08/09/2020
- Date of Award of the Ph.D. Degree and Name of the Institution: 08/09/2020 Calcutta University
- Existing level of Pay/ Pay Band: 10 / Rs. 57,700 – 1,82,400/-
- Basic Pay in the existing pay scale as on 08/09/2020: 1 Rs. 66,200/-
- Date of Ph.D. incremental benefit as Assistant Professor (Stage 1): 08/09/2020
- Admissible level of Pay/ Pay Band for Ph.D. incremental benefit: 10 / Rs. 57,700 – 1,82,400/-
- Admissible Pay in the Pay Band as on 08/09/2020: 1) Rs. 68,300/-, 2) Rs. 70,300/-, 3) Rs. 71,000/-
- Revised Basic Pay as on 08/09/2020: 1 Rs. 73,800/-
- Date of next increment: 01/07/2021

N.B.: This fixation is provisional, in case of overdraw if any, the amount will be realized from Dr. Abhishek Dey in future in case he/she...

**PRINCIPAL**  
Maulana Azad College  
Govt. of West Bengal  
Salt Lake, Kolkata-700013

Memo No. 98 Dated: 24/09/2020

- Copy forwarded for information and necessary action to:**
- The Director of Public Instruction, Govt. of West Bengal.
  - The Pay & Accounts Officer, Kolkata PAO-I
  - Dr. Abhishek Dey, Assistant Professor (Stage 1) of Physics
  - Guard File

Sd/- **Arvind Raychowdhary**  
For Director of Public Instruction  
Govt. of West Bengal

Principal  
Maulana Azad College  
Kolkata





GOVERNMENT OF WEST BENGAL  
OFFICE OF THE PRINCIPAL  
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Website: https://maulanaazadcollegekolkata.ac.in

Memo No.: \_\_\_\_\_

Dated: \_\_\_\_\_

**Sample Photographs of Financial Assistance to the faculty members for attending Seminars etc.**

**Statement of Expenditure of workshop at CDFD, Hyderabad**

Duration: 10/11/2019 to 16/11/2019

Name of the Participant: **Dr. Avishek Ghosh**

**A. TRAVELLING EXPENSES**

Sl. No.	Place	Departure		Place	Arrival		Mode of journey	Distance (Km)	Actual Fare (Rs.)	Claimed Fare (Rs.)
		Date	Time		Date	Time				
1	Home	10-11-2019	6:45 hrs	CCU	10-11-2019	7:30 hrs	Private Taxi	18	800	800
2	CCU	10-11-2019	9:10 hrs	HYD	10-11-2019	11:15 hrs	Flight (Economy Class)	1205	4261	2425 (AC 2-Tier)
3	HYD	10-11-2019	12:00 hrs	CDFD Hostel	10-11-2019	14:00 hrs	Shared Taxi	32	256	256
4	CDFD Hostel	16-11-2019	9:45 hrs	HYD	16-11-2019	11:15 hrs	Shared Taxi	33	260	260
5	HYD	16-11-2019	13:10 hrs	CCU	16-11-2019	15:05 hrs	Flight (Economy Class)	1205	4261	2425 (AC 2-Tier)
6	CCU	16-11-2019	16:00 hrs	Home	16-11-2019	17:30 hrs	Private Taxi	18	750	750
<b>Total amount (Rs.)</b>									<b>10608</b>	<b>6936</b>

**B. Other expenses:**

Sl. No.	Description	Date	Amount (Rs.)
1	Dinner	10-11-2019	380
2	Dinner	13-11-2019	745
3	Dinner	14-11-2019	495
4	Lunch	15-11-2019	380
5	Lunch	16-11-2019	400
6	Snacks	16-11-2019	150
<b>Total (Rs.)</b>			<b>2550</b>

DECLARATION: The participant was entitled to get AC 2-tier fare for Express Train to & fro but due to unavailability of tickets on the specified date, flight service had to be availed. In this circumstances, the participants only claims the AC 2-tier Express train fare to & fro kolkata to hyderabad (Secunderabad) and back. The difference in the fare will be borne by the participant himself/herself. The actual fare for AC 2-tier Express Train is attached herewith.

**Total Amount claimed Rs. 9,486**

Signature of Claimant

**Enclosure:**

- Photocopy of Participation Certificate; 2. Boarding pass of flight (original)
- Flight Ticket; 4. Other related cash vouchers

Passed for payment Rs. \_\_\_\_\_

Principal  
Maulana Azad College

Signature of Coordinator, DBT Star College Scheme,  
Maulana Azad College



**Maulana Azad College**

8, Rafi Ahmed Kidwai Road, Kolkata-700013, West Bengal, India  
Phone : +91 33 2249-3737/2226-7814 Fax : +91 33 2249-3737/2226-4306  
Web : www.maulanaazadcollege.in e-mail : maulanaazadcollegekolkata@gmail.com



Memo No. 1001/2019

Date: 12/09/19

To  
Dr. Adwin Dalal  
Head, Diagnostics Division  
Centre for DNA Fingerprinting & Diagnostics  
Opp Metro Rail Pillar No -NUP -98,  
Inner Ring Road, Uppal  
Hyderabad 500 039

Sir,

In response to your notification regarding Hands on workshop on Molecular testing for Genetic Disorders which is schedule to be held on and from 11<sup>th</sup> November to 15<sup>th</sup> November at your institution, I am hereby enclosing the two Demand draft of Rs -32,000/- (Thirty two thousand) and Rs 7200/- (Seven thousand two hundred only) as delegate participation fees and the accommodation charge for our four teachers of our college for your information and necessary action.

Hope that you will kindly acknowledge the same and oblige  
Thanking you  
Yours faithfully

Principal  
Maulana Azad College

Encl:  
Two Draft drawn in favour of Director CDFD DmJt No -267160 & 267149 dt 12.09.19.  
Participants Registration form ( Four)

Principal  
Maulana Azad College  
Kolkata





GOVERNMENT OF WEST BENGAL  
OFFICE OF THE PRINCIPAL  
**Maulana Azad College**



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Website: https://maulanaazadcollegekolkata.ac.in

Memo No.: \_\_\_\_\_

Dated: \_\_\_\_\_

**Sample Photographs of Invalid pension on medical ground for incapacitated employee**

GOVERNMENT OF WEST BENGAL  
OFFICE OF THE PRINCIPAL  
**Maulana Azad College**  
8, RAFI AHMED KIDWAI ROAD, KOLKATA 700013, INDIA  
Phone: 033 2249-3737/2226-7814 e-mail: maulanaazadcollegekolkata@gmail.com

Memo No.: 863/23  
Dated: 27.03.2023

**OFFICE ORDER**

Sri Sanjoy Kumar Das, Orderly, Maulana Azad College, Kolkata has been declared incapacitated for further service of any kind vide Memo No. NHZMB/6296 dated 20.06.2022 of the office of the Medical Superintendent Cum Vice -Principal, N.R.S. Medical College & Hospital, Kolkata (Zonal Medical Board, Zone-D). Accordingly, in terms of DPI Memo No. 722-A (7A-18A-2022) Dated 23.03.2023 the undersigned is directed to allow Sri Sanjoy Kumar Das, Orderly, Maulana Azad College, Kolkata to take voluntary retirement on medical ground with effect from 20.06.2022(A/N).

All concerned are being informed accordingly

**PRINCIPAL**  
Maulana Azad College  
Principal  
Maulana Azad College  
Kolkata

Received  
(LTI of Sanjoy Kumar Das)  
27/03/2023

Govt. of West Bengal  
Office of the Zonal Medical Board (Zone-D)  
N. R. S. Medical College & Hospital, Kolkata - 700 014

No Certificate should be granted without the cognisance of the Head of the Applicant's Office or Department.

**Certified that we have carefully examined**

✓ Sri / Smt. Sanjay Kumar Das son / wife of  
Sri / Smt. H. Dhanraj Kumar Das working as Asst. of G-D  
In the Department / Office of Maulana Azad College

His / Her age by his / her own statement is 1967 years, and by appearance about \_\_\_\_\_ year.

We consider Sri / Smt. Sanjay Kumar Das  
to be completely and permanently incapacitated for further service of any kind in consequence of:  
(Here state the cardiomyopathy, high blood pressure, complete  
(Disease or Cause) spinal disc protrusion (herniation) grade 2  
S.M.H.C. degeneration)

His/Her incapacity does not appear to us to have been caused by irregular or temperate habits.

Mark of Incapacitation: slowly high & knee region on right neck.

Sanjay Kumar Das  
(Signature of the Incumbent)

D. Anurag Kumar Das  
15.6.2022  
Member  
Zonal Medical Board (Zone-D)  
N.R.S. Medical College Hospital  
Kolkata

[Signature]  
Member  
Zonal Medical Board (Zone-D)  
N.R.S. Medical College Hospital  
Kolkata

Place: N.R.S. Medical College Hospital  
Date: 15-06-2022  
\*\*\* Report should be sent confidentially. \*\*\*

[Signature]  
(Signature of Chairman with office seal)

Government of West Bengal  
Education Directorate  
Bikash Bhawan, Salt Lake, Kolkata - 91.

Memo No. 722-A  
7A-18A-2022

Date: 23 / 03 / 2023

From: The Director of Public Instruction, West Bengal

To: The Principal,  
Maulana Azad College,  
8, Rafi Ahmed Kidwai Road,  
Kolkata - 700 013

Sub: Voluntary Retirement of Sri Sanjoy Kumar Das, Orderly, Maulana Azad College.

Ref: College Memo No. - 131/25-A dated 28/06/2022.

With reference to the memo and subject mentioned above, the undersigned has to state that the Principal, Maulana Azad College may initiate the process of voluntary retirement in respect of Sri Sanjoy Kumar Das, Orderly, who has been declared incapacitated for further service of any kind on medical ground by Zonal Medical Board (Zone-D), N.R.S. Medical College and Hospital, Kolkata-14 on medical ground following extant rules/G.O.s.

[Signature]  
for Director of Public Instruction  
West Bengal

Principal  
Maulana Azad College  
Kolkata





GOVERNMENT OF WEST BENGAL  
OFFICE OF THE PRINCIPAL  
**Maulana Azad College**



8, RAFI AHMED KIDWAI ROAD, KOLKATA 700013, INDIA  
Phone: 033 2249-3737/2226-7814 e-mail: maulanaazadcollegekolkata@gmail.com  
Website: https://maulanaazadcollegekolkata.ac.in

Memo No.:

Dated:

**Sample Photographs of annual celebration of Staff club and sports**

Notice  
Maulana Azad College  
Staff club & Canteen  
Date: 20/12/2022

This is to inform you all that the Staff Club & Canteen Sub Committee is going to organize a get-together on 21<sup>st</sup> December 2022 (Wednesday) in the seminar hall at 12.30 pm. You all are cordially invited to attend the get-together.

Mahua Patra  
Convener  
Staff Club  
Maulana Azad College

MOULANA AZAD COLLEGE  
KOLKATA -13

Date: 11.12.2023

The staff club of the college will organise a Annual Get together ceremony on 22nd December, Friday at 1.30 PM in the Seminar room. All are requested to attend the Programme.

All are cordially invited.

Ashiq Zaman  
Muzahidul Hossain  
Convener  
Staff club

TCS  
Maulana Azad College

Principal  
Maulana Azad College  
Principal  
Maulana Azad College  
Kolkata



OFFICE OF THE PRINCIPAL  
MAULANA AZAD COLLEGE  
DEPARTMENT OF PRINCIPAL, EDUCATION  
& Staff Ahmed Kidwai Road, Kolkata-700013

Annual Athletic Meet-2024  
President: Dr. Subhasish Bhattacharya  
Date of Annual Athletic Meet: 11<sup>th</sup> January, 2024

Sl. No.	Event Time	Event
1	9:00 A.M.	Assembly of the Students
2	9:15 A.M.	Flag Hoisting and Devotional of the meet by the President's 1 <sup>st</sup> Inauguration of the Maulana Azad College Athletic Meet 2024 event.
3	9:30 A.M.	Students March past
4	9:45 A.M.	Director of Events
5	9:50 A.M.	100 Mts. Relay (Boys) Final
6	9:55 A.M.	100 Mts. Relay (Girls) Final
7	10:00 A.M.	100 Mts. Relay (Boys) Final
8	10:05 A.M.	100 Mts. Relay (Girls) Final
9	10:10 A.M.	100 Mts. Relay (Boys) Final
10	10:15 A.M.	100 Mts. Relay (Girls) Final
11	10:20 A.M.	100 Mts. Relay (Boys) Final
12	10:25 A.M.	100 Mts. Relay (Girls) Final
13	10:30 A.M.	100 Mts. Relay (Boys) Final
14	10:35 A.M.	100 Mts. Relay (Girls) Final
15	10:40 A.M.	100 Mts. Relay (Boys) Final
16	10:45 A.M.	100 Mts. Relay (Girls) Final
17	10:50 A.M.	100 Mts. Relay (Boys) Final
18	10:55 A.M.	100 Mts. Relay (Girls) Final
19	11:00 A.M.	100 Mts. Relay (Boys) Final
20	11:05 A.M.	100 Mts. Relay (Girls) Final
21	11:10 A.M.	100 Mts. Relay (Boys) Final
22	11:15 A.M.	100 Mts. Relay (Girls) Final
23	11:20 A.M.	100 Mts. Relay (Boys) Final
24	11:25 A.M.	100 Mts. Relay (Girls) Final
25	11:30 A.M.	100 Mts. Relay (Boys) Final
26	11:35 A.M.	100 Mts. Relay (Girls) Final
27	11:40 A.M.	100 Mts. Relay (Boys) Final
28	11:45 A.M.	100 Mts. Relay (Girls) Final
29	11:50 A.M.	100 Mts. Relay (Boys) Final
30	11:55 A.M.	100 Mts. Relay (Girls) Final
31	12:00 P.M.	100 Mts. Relay (Boys) Final
32	12:05 P.M.	100 Mts. Relay (Girls) Final
33	12:10 P.M.	100 Mts. Relay (Boys) Final
34	12:15 P.M.	100 Mts. Relay (Girls) Final
35	12:20 P.M.	100 Mts. Relay (Boys) Final
36	12:25 P.M.	100 Mts. Relay (Girls) Final
37	12:30 P.M.	100 Mts. Relay (Boys) Final
38	12:35 P.M.	100 Mts. Relay (Girls) Final
39	12:40 P.M.	100 Mts. Relay (Boys) Final
40	12:45 P.M.	100 Mts. Relay (Girls) Final
41	12:50 P.M.	100 Mts. Relay (Boys) Final
42	12:55 P.M.	100 Mts. Relay (Girls) Final
43	1:00 P.M.	100 Mts. Relay (Boys) Final
44	1:05 P.M.	100 Mts. Relay (Girls) Final
45	1:10 P.M.	100 Mts. Relay (Boys) Final
46	1:15 P.M.	100 Mts. Relay (Girls) Final
47	1:20 P.M.	100 Mts. Relay (Boys) Final
48	1:25 P.M.	100 Mts. Relay (Girls) Final
49	1:30 P.M.	100 Mts. Relay (Boys) Final
50	1:35 P.M.	100 Mts. Relay (Girls) Final
51	1:40 P.M.	100 Mts. Relay (Boys) Final
52	1:45 P.M.	100 Mts. Relay (Girls) Final
53	1:50 P.M.	100 Mts. Relay (Boys) Final
54	1:55 P.M.	100 Mts. Relay (Girls) Final
55	2:00 P.M.	100 Mts. Relay (Boys) Final
56	2:05 P.M.	100 Mts. Relay (Girls) Final
57	2:10 P.M.	100 Mts. Relay (Boys) Final
58	2:15 P.M.	100 Mts. Relay (Girls) Final
59	2:20 P.M.	100 Mts. Relay (Boys) Final
60	2:25 P.M.	100 Mts. Relay (Girls) Final
61	2:30 P.M.	100 Mts. Relay (Boys) Final
62	2:35 P.M.	100 Mts. Relay (Girls) Final
63	2:40 P.M.	100 Mts. Relay (Boys) Final
64	2:45 P.M.	100 Mts. Relay (Girls) Final
65	2:50 P.M.	100 Mts. Relay (Boys) Final
66	2:55 P.M.	100 Mts. Relay (Girls) Final
67	3:00 P.M.	100 Mts. Relay (Boys) Final
68	3:05 P.M.	100 Mts. Relay (Girls) Final
69	3:10 P.M.	100 Mts. Relay (Boys) Final
70	3:15 P.M.	100 Mts. Relay (Girls) Final
71	3:20 P.M.	100 Mts. Relay (Boys) Final
72	3:25 P.M.	100 Mts. Relay (Girls) Final
73	3:30 P.M.	100 Mts. Relay (Boys) Final
74	3:35 P.M.	100 Mts. Relay (Girls) Final
75	3:40 P.M.	100 Mts. Relay (Boys) Final
76	3:45 P.M.	100 Mts. Relay (Girls) Final
77	3:50 P.M.	100 Mts. Relay (Boys) Final
78	3:55 P.M.	100 Mts. Relay (Girls) Final
79	4:00 P.M.	100 Mts. Relay (Boys) Final
80	4:05 P.M.	100 Mts. Relay (Girls) Final
81	4:10 P.M.	100 Mts. Relay (Boys) Final
82	4:15 P.M.	100 Mts. Relay (Girls) Final
83	4:20 P.M.	100 Mts. Relay (Boys) Final
84	4:25 P.M.	100 Mts. Relay (Girls) Final
85	4:30 P.M.	100 Mts. Relay (Boys) Final
86	4:35 P.M.	100 Mts. Relay (Girls) Final
87	4:40 P.M.	100 Mts. Relay (Boys) Final
88	4:45 P.M.	100 Mts. Relay (Girls) Final
89	4:50 P.M.	100 Mts. Relay (Boys) Final
90	4:55 P.M.	100 Mts. Relay (Girls) Final
91	5:00 P.M.	100 Mts. Relay (Boys) Final
92	5:05 P.M.	100 Mts. Relay (Girls) Final
93	5:10 P.M.	100 Mts. Relay (Boys) Final
94	5:15 P.M.	100 Mts. Relay (Girls) Final
95	5:20 P.M.	100 Mts. Relay (Boys) Final
96	5:25 P.M.	100 Mts. Relay (Girls) Final
97	5:30 P.M.	100 Mts. Relay (Boys) Final
98	5:35 P.M.	100 Mts. Relay (Girls) Final
99	5:40 P.M.	100 Mts. Relay (Boys) Final
100	5:45 P.M.	100 Mts. Relay (Girls) Final

Address by the Principal  
Thanks to the C.B. Sports Board, Operators for the Principal

Maulana Azad College  
700013  
Kolkata



Principal  
Maulana Azad College  
Kolkata





GOVERNMENT OF WEST BENGAL  
OFFICE OF THE PRINCIPAL  
*Maulana Azad College*



8, RAFI AHMED KIDWAI ROAD, KOLKATA 700013, INDIA  
Phone: 033 2249-3737/2226-7814 e-mail: maulanaazadcollegekolkata@gmail.com  
Website: <https://maulanaazadcollegekolkata.ac.in>

Memo No.: \_\_\_\_\_

Dated: \_\_\_\_\_

*Sample Photographs of Yoga Day Celebration*



Principal  
Maulana Azad College  
Kolkata



GOVERNMENT OF WEST BENGAL  
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Memo No.: \_\_\_\_\_

Dated: \_\_\_\_\_

*Sample Photographs of various other facilities available in the college campus*



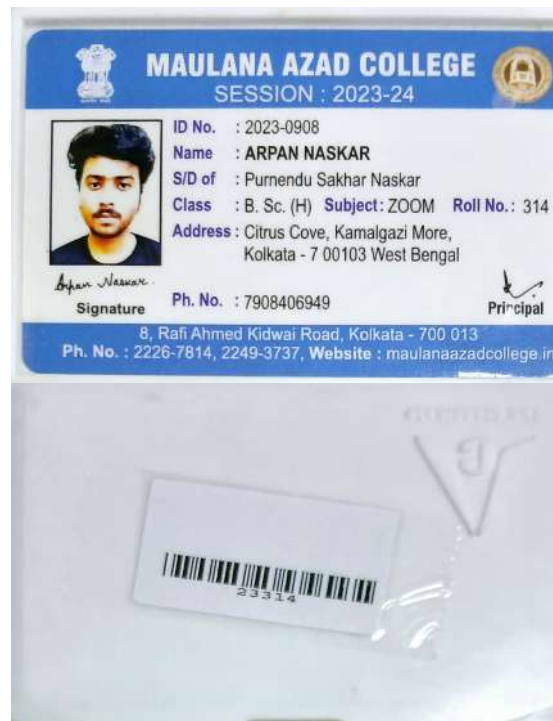
**Air conditioner in DST Instrument laboratory**



**Water purifier**



**Refrigerator**



**Student's Digital Identity Card**

*(Signature)*  
Principal  
Maulana Azad College  
Kolkata





GOVERNMENT OF WEST BENGAL  
OFFICE OF THE PRINCIPAL  
*Maulana Azad College*



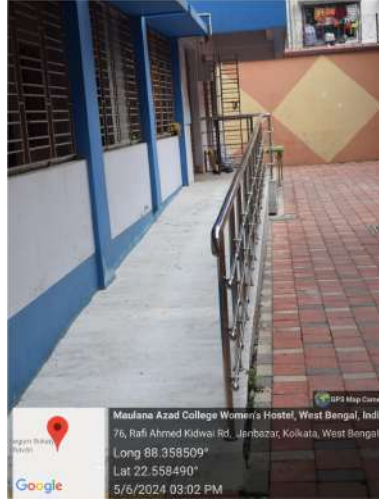
8, RAFI AHMED KIDWAI ROAD, KOLKATA 700013, INDIA  
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Website: <https://maulanaazadcollegekolkata.ac.in>

Memo No.: \_\_\_\_\_

Dated: \_\_\_\_\_



**Wheel chair**



**Wheelchair ramp**



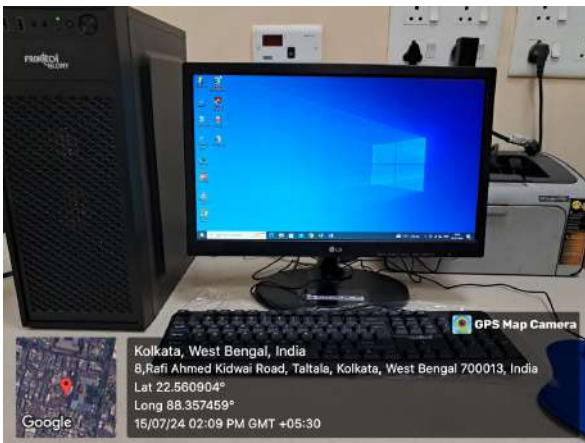
**College Gymnasium**



**Students work out at Gymnasium**



**Rooftop Solar Panel**



**PC in a smart classroom**



**Class in going on in a Smart Classroom**

  
Principal  
Maulana Azad College  
Kolkata