



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 1 - Curricular Aspects


### 1.4 Feedback System

**1.4.1 Institution obtains feedback on the academic performance and ambience of the institution from various stakeholders, such as Students, Teachers, Employers, Alumni etc. and action taken report on the feedback is made available on institutional website**

### Action taken report

- A. Action taken report against Students' Feedback AY 2022-23
- B. Action taken report against Alumni Feedback
- C. Action taken report against Teachers Feedback AY 2022-23
- D. Action taken report against Non-teaching Staff Feedback AY 2022-23



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



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### A. Action taken report against Students' Feedback

The Internal Quality Assurance Cell (IQAC) of Government General Degree College at Keshiary plays a crucial role in assessing students' perspectives on their overall college experience through systematic feedback collection. Following a thorough analysis of student feedback surveys, the college has identified specific areas for improvement based on students' perceptions. The feedback analysis report has been disseminated among teaching faculties who have provided valuable input to address the identified issues.

Key concerns highlighted by students include the need for additional faculty in the English, History, Bengali, and Political Science departments, improved classroom facilities, well-maintained toilets, campus cleanliness, and inadequacies in sports facilities.


In response to these concerns, suggestions from students have been analyzed and compiled into a report. Following our established protocol, requisitions have been submitted to higher officials and the Public Works Department (PWD) office for necessary actions.

Initiatives undertaken include:

1. Correspondence has been initiated with the Higher Education Department to request additional teaching staff for various departments, as well as non-teaching staff and a librarian.
2. Requests have been formally submitted to the Public Works Department (PWD) office for enhancing cleanliness across the college campus and for constructing a new building for the Science department.
3. A formal communication has been forwarded through appropriate channels to higher officials regarding the absence of a dedicated playground at the college.

  
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### **B. Action taken report against Alumni Feedback**


Based on alumni feedback, overall satisfaction was expressed across all areas, while highlighting key improvement suggestions. Specifically, alumni emphasized the need for adequate teaching faculties in the various departments. Additionally, they underscored the necessity for enhancements to the library facilities and the provision of playgrounds. Moreover, they stressed improvements in campus cleanliness and well-maintained washroom.

Following initiatives have been taken:

1. Correspondence has been initiated with the Higher Education Department to request additional teaching staff for various departments, as well as non-teaching staff and a librarian.
2. Requests have been formally submitted to the Public Works Department (PWD) office for enhancing cleanliness across the college campus and for constructing a new building for the Science department.
3. A formal communication has been forwarded through appropriate channels to higher officials regarding the absence of a dedicated playground at the college.

  
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### C. Action taken report against Teachers Feedback

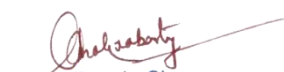
On the teachers' component of feedback, majority of the teacher expressed overall satisfaction on the curriculum and administrative aspects. From the responses, three main points emerge: The majority of respondents feel that the syllabus lacks balance between accommodating slow and fast learners. There is a demand for an increase in the number of journals and books available in the library. There is inadequate funding to purchase consumables essential for effective teaching and learning. Most importantly, most of the departments are suffering from lack of adequate teachers as numbers of teachers are insufficient to cope up with the bulk of huge syllabus.

Following initiatives have been taken:

1. Correspondence has been initiated with the Higher Education Department to request additional teaching staff for various departments.
2. Requisition has been sent to the vender to purchase books for the library.

  
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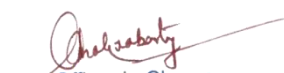
**D. Action taken report against Non-teaching Staff Feedback**

The non-teaching staff expressed satisfaction with all the questions. However, with only four permanent non-teaching staff and three casual staff currently at the college, they have asked for more non-teaching staff due to the heavy workload.

Formal communication has been done to HED asking for more non-teaching staff in the college for smooth running of official work.

  
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Memo No. 68/GGDCK/18

Date: 09/3/2018

From : The Principal  
 Government General Degree College, Keshiary

To :  
 The Director of Public Instruction  
 Government of West Bengal,  
 Department of Higher Education,  
 Bikash Bhawan, Salt Lake City,  
 Kolkata - 700091



Ref. (i) Resolution of meeting held on 16.02.2018 vide Memo No. ED-39/2018, dated 07.02.2018  
 (ii) GGDC, Keshiary Memo No. 54/GGDCK/18, dated 20.02.2018 (received at DPI receiving section on 22.02.2018)

Subject: Addendum to the letter vide Memo No. 54/GGDCK/18, dated 20.02.2018 (Received at DPI receiving section on 22.02.2018) for filling up of the posts of teaching staff and librarian in GGDC, Keshiary

Madam,

Reference to the resolution of meeting held on 16.02.2018 vide Memo No. ED-39/2018, dated 07.02.2018 and GGDC, Keshiary Memo No. 54/GGDCK/18, dated 20.02.2018 (received at DPI receiving section on 22.02.2018), I am submitting an addendum defining the existing student strength in the different academic departments of Government General Degree College at Keshiary.

Sl. No.	Department	Year / Course currently under progress and student intake capacity	Existing student strength	Existing faculty strength	Minimum additional faculty strength required	Approved teaching posts and Librarian post
1	Zoology	Hons. Papers in 3 years + Gen. Papers in 3 years in 1+1+1 and CBCS semester system (with Lab.) of VU (90 Hons. + 60 Gen.)	1 <sup>st</sup> Yr. (H + Gen): 22 + 12 = 34 2 <sup>nd</sup> Yr. (H + Gen): 13 + 15 = 28 3 <sup>rd</sup> Yr. (H + Gen): 0 + 2 = 02 Total = 64	(1+1)* *1 functioning as OIC	01	Teaching post: 27+1 Librarian Post: 01  (Ref. GOs: 1. G.O. 93-Edn(A/NGC)/10M-2/13, 26.08.2014; 2. 17-Edn (A/NGC)/10M-57/16, 21.08.2017)
2	Botany	Hons. papers in 3 years + Gen. Papers in 3 years in 1+1+1 and CBCS semester system (with Lab.) of VU (90 Hons. + 60 Gen.)	1 <sup>st</sup> Yr. (H + Gen): 10 + 7 = 17 2 <sup>nd</sup> Yr. (H + Gen): 4 + 10 = 14 3 <sup>rd</sup> Yr. (H + Gen): 0 + 4 = 04 Total = 35	03	0	
3	Anthropology	Hons. papers in 3 years + Gen. Papers in 3 years in 1+1+1 and CBCS semester system (with Lab.) of VU (45 Hons. + 45 Gen.)	1 <sup>st</sup> Yr. (H + Gen): 9 + 3 = 12 2 <sup>nd</sup> Yr. (H + Gen): 12 + 30 = 42 3 <sup>rd</sup> Yr. (H + Gen): 5 + 2 = 07 Total = 61	04	0	
4	Chemistry	General (Pass) Papers in 3 years in 1+1+1 and CBCS semester system (with Lab.) of VU (75 Gen.)	1 <sup>st</sup> Yr. (Gen): 36 2 <sup>nd</sup> Yr. (Gen): 03 3 <sup>rd</sup> Yr. (Gen): 0 Total = 39	02	01	
5	History	Hons. papers in 3 years + Gen. Papers in 3 years in 1+1+1 system of VU (120 Hons. + 300 Gen.)	1 <sup>st</sup> Yr. (H + Gen): 24 + 195 = 219 2 <sup>nd</sup> Yr. (H + Gen): 32 + 60 = 92 3 <sup>rd</sup> Yr. (H + Gen): 12 + 10 = 22 Total = 333	01	02	
6	English	Hons. papers in 3 years + Gen. Papers in 3 years in 1+1+1 system + Comp. Elective (1+1+1) and CBCS Sem.) of VU (90 Hons. + 150 Gen.)	1 <sup>st</sup> Yr. (H + Gen): 27 + 100 = 127 2 <sup>nd</sup> Yr. (H + Gen): 29 + 75 = 104 3 <sup>rd</sup> Yr. (H + Gen): 19 + 30 = 49 Comp. Elective: 200 Total = 480	01	02	
7	Political Science	Hons. papers in 3 years + Gen. Papers in 3 years in 1+1+1 system of VU (75 Hons. + 120 Gen.)	1 <sup>st</sup> Yr. (H + Gen): 17 + 160 = 177 2 <sup>nd</sup> Yr. (H + Gen): 17 + 160 = 177 3 <sup>rd</sup> Yr. (H + Gen): 1 + 40 = 41 Total = 395	01	02	
8	Bengali	Hons. papers in 3 years + Gen. Papers in 3 years in 1+1+1 system of VU (120 Hons. + 300 Gen.)	1 <sup>st</sup> Yr. (H + Gen): 35 + 195 = 230 2 <sup>nd</sup> Yr. (H + Gen): 35 + 75 = 110 3 <sup>rd</sup> Yr. (H + Gen): 20 + 15 = 35 Total = 375	02	01	
9	Santali	Hons. papers in 3 years + Gen. Papers in 3 years in 1+1+1 system of VU Hons. papers in 3 years + Gen. Papers in 3 years in 1+1+1 system of VU (90 Hons. + 60 Gen.)	1 <sup>st</sup> Yr. (H + Gen): 20 + 09 = 29 2 <sup>nd</sup> Yr. (H + Gen): 12 + 05 = 17 3 <sup>rd</sup> Yr. (H + Gen): 3 + 0 = 03 Total = 49	01	01	
10	Library	Hons. and Gen. subjects of all the 9 academic Dept. (3000 books)	Total = 875	0	01	01

Thanking you in anticipation of your kind perusal and necessary action.

Yours sincerely

*(Signature)*  
 Officer-in-Charge  
 Govt. Gen. Degree College, Keshiary  
 (DR: SUBBHA CHAKRABORTY)

**Letter to HED for fill up the post of teaching staff and librarian**



*(Signature)*  
 Officer-in-Charge  
 Govt. Gen. Degree College  
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Memo No. 54/GGDCR/18

Date: 20/02/18

From : The Principal  
Government General Degree College, Keshiary

To :

The Director of Public Instruction  
Government of West Bengal,  
Department of Higher Education,  
Bikash Bhawan, Salt Lake City,  
Kolkata - 700091



Ref. Resolution of meeting held on 16.02.2018 vide Memo No. ED-39/2018, dated 07.02.2018

**Subject: Request for filling up of the posts of teaching staff and librarian in the different departments of Government General Degree College at Keshiary on an urgent basis**

Madam,

I would like to draw your kind attention to the fact that the existing Departments of the Government General Degree College at Keshiary are in urgent need of teaching faculty. *The college has 28 sanctioned posts for teaching staff out of which 11 posts are vacant.* Laboratory based departments are devoid of minimum number of teaching staff although all the 3 years of UG courses are in progress. *The majority Arts departments have one teacher each although all the 3 years of UG courses are in progress.* The college has no librarian to keep the account and handling of the books purchased for the college library. The present strength of the teaching staff and librarian of the college is provided in the table below along with minimum required teaching strength for proper functioning of academic pursuit of the college:

Sl. No.	Department	Year / Course currently under progress and student strength	Existing faculty strength	Minimum additional faculty strength required	Approved teaching posts and librarian post
1	Zoology	Hons. papers in 3 years + Gen. Papers in 3 years in 1+1+1 and CBCS semester system (including Lab.) of VU (90 Hons. + 60 Gen.)	(1+1)* *1 functioning as OIC	01	Teaching post: 28 Librarian Post: 01  (Ref. GOs: 1. G.O. 93-Edn (A/NGC)/10M-2/13, 26.08.2014; 2. 17-Edn (A/NGC)/10M-57/16, 21.08.2017)
2	Botany	Hons. papers in 3 years + Gen. Papers in 3 years in 1+1+1 and CBCS semester system (including Lab.) of VU (90 Hons. + 60 Gen.)	03	0	
3	Anthropology	Hons. papers in 3 years + Gen. Papers in 3 years in 1+1+1 and CBCS semester system (including Lab.) of VU (90 Hons. + 60 Gen.)	04	0	
4	Chemistry	General (Pass) Papers in 3 years in 1+1+1 and CBCS semester system (including Lab.) of VU (60 Gen.)	02	01	
5	History	Hons. papers in 3 years + Gen. Papers in 3 years in 1+1+1 system of VU (90 Hons. + 300 Gen.)	01	02	
6	English	Hons. papers in 3 years + Gen. Papers in 3 years in 1+1+1 system + Comp. Elective (1+1+1) and CBCS Semester System) of VU (90 Hons. + 150 Gen.)	01	02	
7	Political Science	Hons. papers in 3 years + Gen. Papers in 3 years in 1+1+1 system of VU (90 Hons. + 120 Gen.)	01	02	
8	Bengali	Hons. papers in 3 years + Gen. Papers in 3 years in 1+1+1 system of VU (90 Hons. + 300 Gen.)	02	01	
9	Santali	Hons. papers in 3 years + Gen. Papers in 3 years in 1+1+1 system of VU Hons. papers in 3 years + Gen. Papers in 3 years in 1+1+1 system of VU (90 Hons. + 60 Gen.)	01	01	
10	Library	Hons. and Gen. subjects of all the 9 academic Departments in 1+1+1 and CBCS semester system of VU (780 students)	0	01	01

Thanking you in anticipation of your kind consideration and necessary action.

Yours sincerely,

*(Signature)*  
20/02/2018  
Officer-in-Charge  
(DR. SUBIPTA CHAKRABORTY)  
Govt. Gen. Deg. College, Keshiary

**Letter to HED for fill up the post of teaching staff and librarian**



*(Signature)*  
Officer-in-Charge  
Govt. Gen. Degree College  
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Memo No. 201/G.G.D.C.K.119

Date....5/08/2019

From : The Principal  
Government General Degree College, Keshiary

To:

The Director of Public Instruction  
Government of West Bengal,  
Department of Higher Education, Sci. & Tech. & Biotech.  
Bikash Bhavan, Salt Lake City, Kolkata 700091

Ref. i. G.O. No. 510-Edn(A)/4A-32/15(11), dated 14.03.2019  
ii. Recommendation of PSC against Commission's Advt. No. 8[1(xxx)]/2017  
iii. Recommendation of PSC against Commission's Advt. No. 19[1(xxx)]/2017



Subject: Request for urgent posting of an Assistant Professor in Zoology at GGDC, Keshiary

Madam,

I would like to draw your kind attention to the fact that the existing Department of Zoology at the Government General Degree College at Keshiary is in urgent need of teaching faculty. Of the two sanctioned posts in the Department of Zoology, one is being occupied by me, the undersigned, *who is in additional charge of the Office of the Principal* (as Officer in Charge). The other post is held by Dr. Manidip Shasmal (Assistant Professor in Zoology) *who is availing leave for pursuing higher studies in USA* vide G.O. No. 510-Edn(A)/4A-32/15(11), dated 14.03.2019.

Sl. No.	Department	Year / Course currently under progress and student intake capacity	Existing student strength	Existing sanctioned faculty strength	Minimum additional faculty strength required	Approved teaching posts and librarian post
1	Zoology	Hons. Papers in 3 years (1+1+1 and CBCS) + Gen. Papers in 3 years (1+1+1 and CBCS) which includes Theory and Practical (Lab.) under the affiliation of VU (120 students) [1 <sup>st</sup> Sem. Zoology Hons. (Theo. + Lab.) + 2 <sup>nd</sup> Sem. Zoology Hons. (Theo. + Lab.) + 3 <sup>rd</sup> Semester Zoology Hons. (Theo. + Lab.) + 4 <sup>th</sup> Semester Zoology Hons. (Theo. + Lab.) + 5 <sup>th</sup> Semester Zoology Hons. (Theo. + Lab.) + 2 <sup>nd</sup> year Zoo. Hons (1+1+1) (Theo. + Lab.) + 3 <sup>rd</sup> and 4 <sup>th</sup> Sem. Zoo. Gen. (Theo. + Lab.)]	1 <sup>st</sup> Yr. (H+ Gen): 22 + 12 = 34 2 <sup>nd</sup> Yr. (H+ Gen): 13 + 15 = 28 3 <sup>rd</sup> Yr. (H+ Gen): 8 + 2 = 10 Total = 72	(1+1)* *1 functioning with additional charge of OIC *1 on leave to pursue higher study in USA (G.O. No. 510-Edn(A)/4A-32/15(11), dated 14.03.2019)	02	Teaching post: 27+1 Librarian Post: 01 (Ref. G.O. 93-Edn(A/NGC)/10M-2/13, 26.08.2014; G.O. 17-Edn(A/NGC)/10M-57/16, 21.08.2017)

In the wake of recent recommendation by PSC against the Commission's Advt. No. 8[1(xxx)]/2017 (letter attached), I request your good office to create urgent provision for posting two new teaching faculty in the Department of Zoology, Government General Degree College at Keshiary from the list of recommended candidates or through college to college transfer or else. This is critical for proper functioning of the academic tryst of the said Department which is hosting graduation Honours courses in Zoology (CBCS + 1+1+1 system) under Vidyasagar University with considerable student strength and enormous syllabus volume. This is for your kind perusal and necessary action.

Thanking you in anticipation of your kind attention and sharp action.

Yours sincerely,

*Shakuntla*  
5/8/2019

Officer-in-Charge  
Govt Gen Degree College  
Keshiary

Enclosed:

- Photocopies of the receipt of earlier appeals from GGDC, Keshiary
- Recommendation of PSC against Commission's Advt. No. 8[1(xxx)]/2017
- Recommendation of PSC against Commission's Advt. No. 19[1(xxx)]/2017

**Letter to HED for urgent posting of Asst. Prof. in Zoology**



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





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Memo No... 301/GGDC/K/2023,

Date... 07/12/2023

From : The Principal  
 Government General Degree College, Keshiary

To : The Director of Public Instruction  
 Government of West Bengal,  
 Dept. of Higher Edn., Sci. & Tech. & Biotech.  
 Bikash Bhawan, Salt Lake City, Kolkata - 700091



Subject: Request for filling up of the vacant posts of Pol. Science. and English in GGDC, Keshiary on urgent basis

Madam,

I would like to draw your kind attention to the fact that the two Departments of Government General Degree College at Keshiary is in urgent need of faculty. The teaching-learning process of >424 students in the Department of Political Science is being carried out by only one (01) teaching staff for last four years since 31.10.2019. The Department of English is addressing its students (>701) since April, 2023 since the transfer of Saranya Mukherjee to Maulana Azad College without any substitute.

Sl. No.	Department	Courses currently under progress and academic load	Existing student strength with subject combinations	Approved teaching posts	Existing faculty strength	Minimum additional faculty strength required
1.	Political Science	Semester 1, 3 and 5 with following paper combinations: i. Hons. & Gen. papers in CBCS system ii. Generic Elective papers in CBCS system iii. Hons & Multi-Disciplinary papers in newly inducted NEP <b>Total: addressing 38 different papers in an academic year</b>	Sem 1 Major: 25 Sem 1 Minor: 35 Sem 1 MDCL: 190 Sem 1 MDC: 13 Sem 3 Hons: 22 Sem 3 PLSHGE: 38 Sem 3 GEN: 26 Sem 5 Hons: 15 Sem 5 PLSHGE: 28 Sem 5 Gen: 32 <b>Total: 424(approx.)</b>	<b>03</b>  (Ref. GOs: 1. G.O. 93-Edn(A/NGC)/10M-2/13, 26.08.2014; 2. 17-Edn (A/NGC)/10M-57/16, 21.08.2017)	<b>01</b>  (Duly forwarded letter of petition from the existing faculty, Sri Kaushik Das, Asstt. Prof. in Pol.Sci., GGDC, Keshiary attached)	<b>02</b>  (Justification: To cater justice to the CBCS & NEP syllabi of Pol. Sci. in the three running semesters in an academic year, only one faculty member is markedly insufficient)
2.	English	Semester 1, 3 and 5 with following paper combinations: i. Hons. & Gen. papers in CBCS system ii. Generic Elective papers in CBCS system iii. Hons & Multi-Disciplinary papers in newly inducted NEP <b>Total: addressing 24 different papers in an academic year</b>	Sem 1 Major: 27 Sem 1 Minor: 25 Sem 1 AEC: 367 Sem 3 Hons: 22 Sem 3 ENGGE: 19 Sem 3 GEN: 25 Sem 3 AECC: 153 Sem 5 Hons: 26 Sem 5 ENGGE: 16 Sem 5 Gen: 32 <b>Total: 701(approx.)</b>	<b>03</b>  (Ref. GOs: 1. G.O. 93-Edn(A/NGC)/10M-2/13, 26.08.2014) 2. 17-Edn (A/NGC)/10M-57/16, 21.08.2017)	<b>01</b>  (Duly forwarded letter of petition from the existing faculty, Dr. Md Ataur Rahman, Asstt. Prof. in English., GGDC, Keshiary attached).	<b>02</b>  (Justification: To cater justice to the CBCS & NEP syllabi of Pol. Sci. in the three running semesters in an academic year, only one faculty member is markedly insufficient)

The situation is creating grievance of high magnitude among the students of the college (letter attached). In this scenario, I request your good office to take necessary steps to fill up the vacant posts on urgent basis for the academic benefits of the stakeholders of the institute. Thanking you in anticipation of your kind perusal and necessary action.



Yours sincerely,

*(Signature)*  
 Officer-in-Charge  
 Govt Gen Degree College  
 Keshiary

**Letter to HED for fill up the post of teaching staff in Pol. Science and English**



*(Signature)*  
 Officer-in-Charge  
 Govt. Gen. Degree College  
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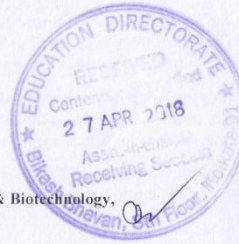
Memo No. 85/GGDCK/18

Date. 5.04.18

From : The Principal  
 Government General Degree College, Keshiary

To :

To  
 The Director of Public Instruction,  
 Government of West Bengal,  
 Department of Higher Education, Science and Technology & Biotechnology,  
 Bikash Bhawan, Salt Lake City,  
 Kolkata - 700091.



Ref. Memo. No. 93-Edn (A/NGC)/10M-2/13, 26.08.2014

**Subject: Request for filling up of vacant post of non-teaching staff at Govt. Gen. Degree College, Keshiary**

Madam,

I would like to inform you that the Office of the Principal, Government general Degree College at Keshiary is in acute shortage of non-teaching staff. The College has **eight (08) sanctioned non-teaching posts** (vide Memo.No. 93-Edn (A/NGC)/10M-2/13, 26.08.2014) of which **six (06) posts are vacant** (tabulated below). The college is in **urgent need of an Accountant, a Cashier and a Peon** for maintenance of the college accounts and office communications. Besides the College library has nearly 3000 books which necessitates a College Librarian. Further, the post of Head Clerk will be become vacant after 31.10.2018 due to scheduled retirement of the present Head Clerk.

Sl. No.	Designation of the sanctioned posts	Deputation or not	Group	Sanctioned strength	Sanction GO/Memo No.	Vacant	Filled in	Remark
1	Librarian	No	A	1	93-Edn (A/NGC)/10M-2/13, 26.08.2014	1	0	Urgently required
2	Head Clerk (HC)	No	B	1	93-Edn (A/NGC)/10M-2/13, 26.08.2014	0	1	HC will retire on 31.10.2018
3	Accountant	No	B	1	93-Edn (A/NGC)/10M-2/13, 26.08.2014	1	0	Urgently required
4	Cashier	No	B	1	93-Edn (A/NGC)/10M-2/13, 26.08.2014	1	0	Urgently required
5	UDC	No	C	1	93-Edn (A/NGC)/10M-2/13, 26.08.2014	1	0	
6	LDC	No	B	1	93-Edn (A/NGC)/10M-2/13, 26.08.2014	0	1	
7	Peon	No	D	1	93-Edn (A/NGC)/10M-2/13, 26.08.2014	1	0	Urgently required
8	Night Guard	No	D	1	93-Edn (A/NGC)/10M-2/13, 26.08.2014	1	0	

In this scenario I request you to consider the above mentioned crisis and make arrangement for filling up of the vacant non-teaching posts at Government general Degree College at Keshiary at your earliest.

Thanking you.

Yours sincerely,

*(Signature)* 05/04/2018

(DR. SUDIPTA CHAKRABORTY)

(meschakraborty@gmail.com,  
 principalkeshiarygovtcollege@gmail.com)

Officer-in-Charge  
 Govt. Gen. Deg. College, Keshiary

Enclosed: Photocopy of Memo. No. 93-Edn (A/NGC)/10M-2/13, 26.08.2014

**Letter to HED for filling up vacant post of non-teaching staff and Librarian**



*(Signature)*  
 Officer-in-Charge  
 Govt. Gen. Degree College  
 Keshiary



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



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

Memo No. 290/G.G.D.C.K./18

Date 28/11/2018

From : The Principal  
Government General Degree College, Keshiary

To :

To  
The Director of Public Instruction,  
Government of West Bengal,  
Department of Higher Education, Science and Technology & Biotechnology,  
Bikash Bhawan, Salt Lake City,  
Kolkata – 700091.



Ref. Memo. No. 93-Edn (A/NGC) /10M-2/13, 26.08.2014

**Subject: Request for filling up of vacant post of non-teaching staff at Govt. Gen. Degree College, Keshiary**  
Madam,

I would like to inform you that the Office of the Principal, Government general Degree College at Keshiary is in acute shortage of non-teaching staff. The College has **eight (08) sanctioned non-teaching posts** (vide Memo.No. 93-Edn (A/NGC) /10M-2/13, 26.08.2014) of which **seven (07) posts are vacant** (tabulated below). The college is in **urgent need of an Accountant, a Cashier and a Peon** for maintenance of the college accounts and office communications. Besides the College library has nearly 3000 books which necessitates the immediate presence of a College Librarian.

Sl. No.	Designation of the sanctioned posts	Deputation or not	Group	Sanctioned strength	Sanction GO/Memo No.	Vacant	Filled in	Remark
1	Librarian	No	A	1	93-Edn (A/NGC) /10M-2/13, 26.08.2014	1	0	Urgently required
2	Head Clerk (HC)	No	B	1	93-Edn (A/NGC) /10M-2/13, 26.08.2014	1	0	Urgently required
3	Accountant	No	B	1	93-Edn (A/NGC) /10M-2/13, 26.08.2014	1	0	Urgently required
4	Cashier	No	B	1	93-Edn (A/NGC) /10M-2/13, 26.08.2014	1	0	Urgently required
5	UDC	No	C	1	93-Edn (A/NGC) /10M-2/13, 26.08.2014	1	0	Urgently required
6	LDC	No	B	1	93-Edn (A/NGC) /10M-2/13, 26.08.2014	0	1	
7	Peon	No	D	1	93-Edn (A/NGC) /10M-2/13, 26.08.2014	1	0	Urgently required
8	Night Guard	No	D	1	93-Edn (A/NGC) /10M-2/13, 26.08.2014	1	0	

In this scenario I request you to consider the above mentioned crisis and make arrangement for filling up of the vacant non-teaching posts at Government general Degree College at Keshiary at your earliest.

Thanking you.

Yours sincerely,

*(Signature)*  
(DR. SUDIPTA CHAKRABORTY)  
(meschakraborty@gmail.com;  
principalkeshiarygovtcollege@gmail.com)

Enclosed: Photocopy of Memo.No.93-Edn (A/NGC) /10M-2/13, 26.08.2014

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

**Letter to HED for filling up vacant post of non-teaching staff and Librarian**



*(Signature)*  
Officer-in-Charge  
Govt. Gen. Degree College  
Keshiary





**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



**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

Memo No. 215(2)/GGDCK/19,

Date 07/08/2019

From : The Principal  
 Government General Degree College, Keshiary

To :

The Director of Public Instruction,  
 Government of West Bengal,  
 Department of Higher Education, Science and Technology & Biotechnology,  
 Bikash Bhawan, Salt Lake City, Kolkata - 700091.



Ref. Memo. No. 93-Edn (A/NGC)/10M-2/13, 26.08.2014

**Subject: Request for filling up of vacant post of non-teaching staff at Govt. Gen. Degree College, Keshiary**  
 Madam,

I would like to inform you that the Office of the Principal, Government General Degree College at Keshiary is in acute crisis of non-teaching staff. The College has eight (08) sanctioned non-teaching posts (vide Memo.No. 93-Edn (A/NGC)/10M-2/13, 26.08.2014) of which all the eight (08) posts are vacant (tabulated below). The college is in urgent need of a Head Clerk, an Accountant, a Cashier, a LDC, an UDC and a Peon for maintenance of the college accounts and office communications. Besides the College library has nearly 3000 books which necessitates a College Librarian. Further, the post of Head Clerk is vacant from 01.11.2018 due to scheduled retirement of the present Head Clerk.

Sl. No.	Designation of the sanctioned posts	Deputation or not	Group	Sanctioned strength	Sanction GO/Memo No.	Vacant	Filled in	Remark
1	Librarian	No	A	1	93-Edn (A/NGC)/10M-2/13, 26.08.2014	1	0	Urgently required
2	Head Clerk (HC)	No	B	1	93-Edn (A/NGC)/10M-2/13, 26.08.2014	1	0	Urgently required, vacant since 01.11.2018
3	Accountant	No	B	1	93-Edn (A/NGC)/10M-2/13, 26.08.2014	1	0	Urgently required
4	Cashier	No	B	1	93-Edn (A/NGC)/10M-2/13, 26.08.2014	1	0	Urgently required
5	UDC	No	C	1	93-Edn (A/NGC)/10M-2/13, 26.08.2014	1	0	Urgently required
6	LDC	No	B	1	93-Edn (A/NGC)/10M-2/13, 26.08.2014	1	0	Urgently required, vacant since 26.07.2019
7	Peon	No	D	1	93-Edn (A/NGC)/10M-2/13, 26.08.2014	1	0	Urgently required
8	Night Guard	No	D	1	93-Edn (A/NGC)/10M-2/13, 26.08.2014	1	0	Urgently required

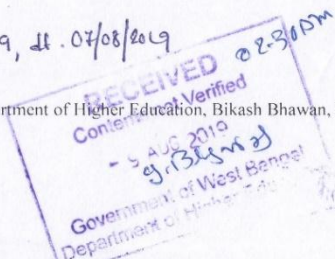
In this scenario I request you to consider the above mentioned crisis and make arrangement for filling up of the vacant non-teaching posts at Government General Degree College at Keshiary at your earliest.  
 Thanking you.

Yours sincerely,

Memo.No. 215(2)/GGDCK/19, dt. 07/08/2019

cc:

To, The Special Secretary, Department of Higher Education, Bikash Bhawan, Salt Lake City, Kolkata - 700091



Officer-in-Charge  
 Govt Gen Degree College  
 Keshiary

Officer-in-Charge  
 Govt Gen Degree College  
 Keshiary

**Letter to HED for filling up vacant post of non-teaching staff and Librarian**



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





**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



**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

Memo No. 99/GGDCK/19

Date 14.03.2019

From : The Principal  
 Government General Degree College, Keshiary

To :  
 The Director of Public Instruction,  
 Government of West Bengal,  
 Department of Higher Education, Science and Technology & Biotechnology,  
 Bikash Bhawan, Salt Lake City, Kolkata - 700091.

Ref. Memo. No. 376 -- A, dated 05.03.2019  
 8T-2a/2018

**Subject: Request for urgent suitable replacement in the post of LDC at GGDC, Keshiary**

Madam,

I would like to inform you that the Office of the Principal, Government General Degree College at Keshiary is in acute shortage of non-teaching staff. The College has eight (08) sanctioned non-teaching posts (vide Memo.No. 93-Edn (A/NGC)/10M-2/13, 26.08.2014) of which six (07) posts are vacant (tabulated below). I had intimated about the situation to your good office vide college Memo No. 290/GGDCK/18, dated 28.11. 2018 (receive at DPI receiving on 30.11.2018) and Memo No. 85/GGDCK/18, dated 05.04.2018 (received at DPI receiving on 27.04.2018).

Sl. No.	Designation of the sanctioned posts	Deputation or not	Group	Sanctioned strength	Sanction GO/Memo No.	Vacant	Filled in	Remark
1	Librarian	No	A	1	93-Edn (A/NGC)/10M-2/13, 26.08.2014	1	0	Urgently
2	Head Clerk (HC)	No	B	1	93-Edn (A/NGC)/10M-2/13, 26.08.2014	1	0	Urgently
3	Accountant	No	B	1	93-Edn (A/NGC)/10M-2/13, 26.08.2014	1	0	Urgently
4	Cashier	No	B	1	93-Edn (A/NGC)/10M-2/13, 26.08.2014	1	0	Urgently
5	UDC	No	C	1	93-Edn (A/NGC)/10M-2/13, 26.08.2014	1	0	Urgently
6	LDC	No	B	1	93-Edn (A/NGC)/10M-2/13, 26.08.2014	0	1	
7	Peon	No	D	1	93-Edn (A/NGC)/10M-2/13, 26.08.2014	1	0	Urgently
8	Night Guard	No	D	1	93-Edn (A/NGC)/10M-2/13, 26.08.2014	1	0	

However, recently I received an order Memo. No. 376 -- A, dated 05.03.2019 stating immediate transfer of Chandan 8T-2a/2018

Kr. Mondal (read CHANDAN KUMAR MANDAL; LDC) from Government General Degree College, Keshiary. It may be noted that **SRI CHANDAN KUMAR MANDAL (LDC) is the only non-teaching employee of the college who take care of the cash, students' affair and university affair of the college.** The college is complying the CBCS curriculum of the Vidyasagar University and in this juncture the transfer of SRI CHANDAN KUMAR MANDAL (LDC) without any suitable replacement would render severe problem in the functionality of the Office of the Principal, Government General Degree College, Keshiary.

In this scenario I request you to consider the above mentioned crisis and make immediate arrangement for filling up of the vacant non-teaching posts at Government General Degree College at Keshiary at your earliest. I am holding the transfer of SRI CHANDAN KUMAR MANDAL (LDC) for the time for your further instruction

Thanking you.

Yours sincerely,

*(Signature)* 14/03/2019

Officer in Charge

(principalkeshiarygovtcollege@gmail.com)  
 Govt. Gen. Degree College  
 Keshiary

Enclosed: i. Photocopy of Memo.No.93-Edn (A/NGC)/10M-2/13, 26.08.2014

ii. Photocopy of Memo No. 290/GGDCK/18, dated 28.11. 2018 and Memo No. 85/GGDCK/18, dated 05.04.2018

1 of 5

**Letter to HED for filling up vacant post of non-teaching staff and Librarian**



*(Signature)*  
 Officer-in-Charge  
 Govt. Gen. Degree College  
 Keshiary



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

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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

Memo No. 64/GGDCK/19.

Date 05.02.2019

From : The Principal  
Government General Degree College, Keshiary

To :

To  
The Director of Public Instruction  
Government of West Bengal,  
Department of Higher Education, Sci. & Tech. and Biotech.  
Bikash Bhawan, Salt Lake City, Kolkata - 700091

Ref. Requirement of annex building in new Govt. colleges

Subject: Report on the requirement of annex building in Government General Degree College, Keshiary

Madam,

Reference to the letter via e-mail from your Directorate (dated 05.02.2019) I am submitting the information in the prescribed format for your perusal and necessary action.

Name of the New Govt College	Whether there is requirement of annex building	Purpose (Building for Science, Arts or Office or otherwise, to be specified)	Whether land is available
GOVERNMENT GENERAL DEGREE COLLEGE AT KESHIARY	YES	Building for Science Departments with an integrated indoor games hall	YES

Thanking you.

Yours sincerely,

*Arindam Dasgupta*  
14/02/2019  
Joint Director of Public Instruction  
Education Directorate  
Govt. of West Bengal

*Shakuntala* 05/02/2019  
Signature of the Principal/OIC  
Officer-in-Charge  
Govt. Gen. Degree College  
Keshiary

CC:

To, Dr. Arindam Dasgupta, JDPI, Education Directorate, Bikash Bhawan, Salt Lake, Kolkata 700091

*Shakuntala* 05/02/2019  
Officer-in-Charge  
Govt. Gen. Degree College  
Keshiary

**Requirement of Building for Science Departments with an integrated indoor games hall**



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





**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



**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

Memo No. 76/GGDCK/2024,

Date. 06/03/2024

From : The Principal  
 Government General Degree College, Keshiary

To  
 The Executive Engineer  
 Midnapore Division,  
 Social Sector, PWDte, W.B.

**Subject: Request for vetted estimate along with phasing report for very urgent repair and maintenance work at Govt. Gen. Degree College, Keshiary**

Sir,

I would like draw your kind attention to the fact that the following repair and maintenance works are required to be attended on urgent basis at Government General Degree College, Keshiary on urgent basis in the FY 2024-2025:

Sl. No	Work Profile	Justification
1.	Repairing of the uprooted and broken floor tiles	Repairing of the uprooted and loose floor tiles in the first floor gallery, first floor teachers' room, office of the Principal and Principal's chamber is required. The situation is creating great problem in day to day work and teaching-learning process.
2.	Disable-enabled toilets	Enabling one toilet for girls and one for the boys as disable-enabled in the ground floor of the college building to meet the minimum requirement of the college infrastructure and facility vide UGC regulation and NAAC accreditation
3.	Repair and maintenance of toilets	Repair and maintenance work of taps, basins and urinal separators and floor of the boys, girls and staff toilets to provide hygienic environment in the toilets
4.	Roof-top rainwater harvesting and ground-water recharge system	Installation of roof-top rain water harvesting system along with groundwater recharge system in campus to support the concept of green and environment friendly campus as required for NAAC accreditation
5.	Repair and maintenance of wooden doors	Repair and maintenance of wooden doors (hinges, bolts, handles, fittings) is required for proper functioning of the classrooms and office of the Principal
6.	Paint coating of the iron grills of windows, collapsible of the college building and student section along with main entrance doors and fencing around the college garden	The paint coat of the iron-grills has corroded away and the exposed grills are rusting throughout the college building and student section of the college, including the entrance gates and fencing around the college garden. Urgent paint coats are required to preserve the mentioned government property and its proper functioning.
7.	Painting of the college building (interior and exterior) and student section (exterior only)	Painting of the interior and exterior of the college building and the exterior of the student section is urgently necessary as the existing paint work has faded away causing dampening of the walls. The paint job is urgently necessary for a facelift.
8.	Replacement of the broken glass panes and panels	Repair and maintenance of the window bolts and replacement of broken glass panes and panels are required in the college building and student section.
9.	Cleaning of the overhead tanks of the student section	Cleaning of the overhead tanks in the student section is necessary as the tanks have not been de-silted and cleaned since installation in 2014-2015
10.	Reinforcement of the base of the boundary wall	Reinforcement of the foundation boundary wall is necessary as monsoon water has eroded away the foundation in many places making the foundation vulnerable to major damage causing security problem of government property.

I therefore request your good office to take urgent measure to submit a **vetted estimate for the abovementioned repair and maintenance work with phasing report** at the earliest. Thanking you in anticipation of your sharp response.



Yours sincerely,

*Shelabaty* 06/03/2024  
 Officer-in-Charge  
 Government General  
 Degree College  
 Keshiary

**Letter to PWD for urgent repair and maintenance work**



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



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

OK



सत्यमेव जयते

Government of West Bengal  
 Office of the Principal  
**Government General Degree College, Keshiary**  
 P.O. Tilaboni Mahisamura P.S. Keshiary, Dist. Paschim Medinipur, PIN 721135  
 www.ggdckeshiary.ac.in

Memo. No. 183/GGDCK/2023,

Date: 03.08.2023

To  
 The District Magistrate  
 Dist. Paschim Medinipur  
 West Bengal, PIN 721101

**Subject:** Request for developing of a play ground and a basket ball ground within the campus of Government General Degree College, Keshiary

Sir,

I would like to intimate you that Government General Degree College, Keshiary was established in 2015 at P.O. Tilaboni Mahisamura, P.S. Keshiary, District Paschim Medinipur, West Bengal in a five acre campus and the college is affiliated to Vidyasagar University and recognized under section 2(f) of UGC Act, 1956. The current student strength of the college is around 850 (approximate). The students are mostly first generation learners representing economically challenged background and SC, ST, OBC and minority community of the society.

The students of the college are doing well in their academic pursuit and many of them have unrest interest in games and sports activities. There has been a popular demand for college's own play ground from the forum of the students for sports and athletics although the college do not have any such facility within its campus. Recently the matter has been escalated to the level of the Office of the Honourable Chief Minister, Government of West Bengal.

In this scenario, as per discussion with Department of Higher Education, I put forward a request before your good office for developing a football ground and a basket ball/volley ball ground within the college premises of GGDC, Keshiary with the aid of any suitable scheme under your disposal. In this regard I am attaching necessary document (Annexure 1-8) for your kind perusal and necessary action.

Thanking you in anticipation of kind consideration and sharp response.

Yours sincerely,

Sd/-

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

Date: 03.08.2023

Memo. No. 183 (3)/GGDCK/2023,

CC:

1. SDO, Kharagpur Sub Division, Paschim Medinipur, West Bengal
2. BDO, Keshiary Block, Paschim Medinipur, West Bengal
3. Office Copy



Received  
 4/8/2023  
 Received Contents Not Verified  
 D.M's  
 Central Receipt Section  
 Paschim Medinipur

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

**Letter to DM Paschim Medinipur for developing dedicated playground and basket ball ground**



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





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



Government of West Bengal  
Office of the Principal  
Government General Degree College, Keshiary  
P.O. Tilaboni Mahisamura P.S. Keshiary, Dist. Paschim Medinipur, W.B. PIN 721135  
www.ggdckeshiary.ac.in

Date: 13/07/2023

Memo. No. 164/GGDCK/2023,

From  
The Office of the Principal  
Govt. Gen. Degree College, Keshiary

To  
The Director of Public Instruction  
Dept. of Higher Education, Sci. & Tech. & Biotech.  
Government of West Bengal  
Bikash Bhavan, Salt Lake City, Kolkata 700091

**Subject:** Revised requisition of fund for the purchase of books for the academic departments of GGDC, Keshiary in the FY 2023-2024

Madam,

Reference to the outcome of the meeting (VC) held on 15.06.2023 with the Higher Education Department, I am submitting a requisition of fund for the **purchase and procurement of books for the academic departments** of Government General Degree College, Keshiary for the **Financial Year, 2023-2024** and the estimated amount is **Rs. 99,956.00 (Rupees Ninety Nine Thousand Nine Hundred Fifty Six only)**. The detailed list of the books to be procured has been attached herewith along with discount quotation from book seller companies (Annexure 1-3). The mentioned books are essential to support the course curriculum and the syllabi (existing CBCS and newly adapted NCCF) of the Vidyasagar University. It may be noted that the library of the college has been digitalized with library automation software (KOHA) in the last financial year (FY 2022-2023) for better dissemination of the books to the students and teachers of the college.

This is for your perusal and necessary action. Thanking you in anticipation of your kind approval at the earliest.

Yours sincerely,



*Shalabati*  
13/07/2023  
Officer-in-Charge  
Govt. Gen. Degree College  
Keshiary

## Requisition of fund for the purchase of books



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





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

Memo. No. 164/GGDCK/2023,

Date: 13/07/2023

## ANNEXURE-I

Summary sheet on the requisition of fund for the purchase of books  
at GGDC, Keshiary in 2023-2024

### A. COMPARATIVE STATEMENT OF DISCOUNT OFFERED BY FOUR COMPANIES:

Work enquiry	Discount offered by four companies			
	EKUSHE	MRP BOOK DISTRIBUTOR	SWAPNIL ENTERPRISE	TANUSHREE BOOK HOUSE
Enquiry on: discount on the purchase of books for the academic departments of GGDC, Keshiary vide Memo. No. 156/GGDCK/2023, Dated 26/06/2023	22.50 % on English version of books 20.00 % on Bengali version of books	15.00%	10.00%	17.5%

### B. APPROXIMATE REQUISITION OF FUND BY THE ACADEMIC DEPARTMENTS OF GGDC, KESHIARY:

Sl. No.	Department	Fund required after discount (Rs.)
1	Chemistry	10577
2	Political Science	10342
3	Santali	10815
4	English	10739
5	History	10691
6	Bengali	11288
7	Botany	11624
8	Anthropology	11902
9	Zoology	11978
Total (Rs.):		99,956

Total fund required: Rs.99,956.00 (Rupees Ninety Nine Thousand Nine Hundred Fifty Six only)

### Justification for the mentioned demand of fund:

1. The books would be procured for all the academic departments of the college to support the course curriculum and syllabi of the existing CBCS system and upcoming NCCF system.
2. The books would be required to meet the demands of the students of GGDC, Keshiary (850 students approximately) studying in the different UG courses.
3. The books would be necessary for ready reference/consulting matter for the 22 faculty of the nine academic departments of the college.



*[Signature]*  
13/07/2023  
Officer-in-Charge  
Govt. Gen. Degree College  
Keshiary

**Department wise fund requisition for the purchase of book**



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



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



Government of West Bengal  
Office of the Principal  
**Government General Degree College, Keshiary**  
P.O. Tilaboni Mahisamura P.S. Keshiary, Dist. Paschim Medinipur, W.B. PIN 721135  
www.ggdckeshiary.ac.in

Date: 13/07/2023

Memo. No. 164/GGDCK/2023,

From  
The Office of the Principal  
Govt. Gen. Degree College, Keshiary

To  
The Director of Public Instruction  
Dept. of Higher Education, Sci. & Tech. & Biotech.  
Government of West Bengal  
Bikash Bhavan, Salt Lake City, Kolkata 700091

**Subject:** Revised requisition of fund for the purchase of books for the academic departments of GGDC, Keshiary in the FY 2023-2024

Madam,

Reference to the outcome of the meeting (VC) held on 15.06.2023 with the Higher Education Department, I am submitting a requisition of fund for the **purchase and procurement of books for the academic departments** of Government General Degree College, Keshiary for the **Financial Year, 2023-2024** and the estimated amount is **Rs. 99,956.00 (Rupees Ninety Nine Thousand Nine Hundred Fifty Six only)**. The detailed list of the books to be procured has been attached herewith along with discount quotation from book seller companies (Annexure 1-3). The mentioned books are essential to support the course curriculum and the syllabi (existing CBCS and newly adapted NCCF) of the Vidyasagar University. *It may be noted that the library of the college has been digitalized with library automation software (KOHA) in the last financial year (FY 2022-2023) for better dissemination of the books to the students and teachers of the college.*

This is for your perusal and necessary action. Thanking you in anticipation of your kind approval at the earliest.

Yours sincerely,



*Shalabati*  
13/07/2023  
Officer-in-Charge  
Govt. Gen. Degree College  
Keshiary

**Requisition of fund for the purchase of books**



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





**Government of West Bengal**  
**Office of the Principal**  
**GOVERNMENT GENERAL DEGREE COLLEGE, KESHIARY**  
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GOVERNMENT OF WEST BENGAL  
 Higher Education Department

Memo No:GO2223012580HE  
 File No:HED-16011(11)/3/2023-APP SEC

Date: 30/01/2023

From:- DEPUTY SECRETARY  
 Higher Education  
 GOVERNMENT OF WEST BENGAL  
 Higher Education

To: The  
 Chief Engineer , Social Sector, P.W.Dte.

Subject:Administrative Approval for the Urgent repairing work including Sanitary and Plumbing Works at Government General Degree College at Keshiary in the District of Paschim Medinipur .,Project ID:- HE222371250S000

The undersigned is directed , by order of the Governor, to say that the Governor has been pleased to accord Administrative Approval for the Project Urgent repairing work including Sanitary and Plumbing Works at Government General Degree College at Keshiary in the District of Paschim Medinipur .,the details of which has been given below.

Name of the Project: Urgent repairing work including Sanitary and Plumbing Works at Government General Degree College at Keshiary in the District of Paschim Medinipur .  
 Project ID: HE222371250S000  
 Address : Government General Degree College at Keshiary  
 Administrative Approval: Rs 928207 (Nine Lakh Twenty Eight Thousand Two Hundred Seven Only.)

Phasing amount and chargeable head of accounts

Sl No.	Financial Year	Head	Scheme Type	Scheme Name	Amount
1	2022-23	70-4202-01-203-00-005-53-00-V	State Development Schemes	Establishment of new Government Colleges (Higher)	928207
Total					928207

**PWD Civil maintenance work approval**



*(Signature)*  
 Officer-in-Charge  
 Govt. Gen. Degree College  
 Keshiary



Government of West Bengal  
Office of the Principal

GOVERNMENT OF WEST BENGAL  
Higher Education Department

Memo No:GO2223009545HE  
File No:HED-16011(11)/136/2022-APP SEC

Date: 10/11/2022

From:- DEPUTY SECRETARY  
Higher Education  
GOVERNMENT OF WEST BENGAL  
Higher Education

To:The  
Chief Engineer , Electrical Division, P.W.Dte.

Subject:Administrative Approval for the Special repairing to the E.I Work for the College Building of GGDC , Keshiary.,Project ID:- HE222367096S000

The undersigned is directed , by order of the Governor, to say that the Governor has been pleased to accord Administrative Approval for the Project Special repairing to the E.I Work for the College Building of GGDC , Keshiary. ,the details of which has been given below.

Name of the Project: Special repairing to the E.I Work for the College Building of GGDC , Keshiary.

Project ID: HE222367096S000

Address : GGDC , Keshiary.

Administrative Approval: Rs 439441 (Four Lakh Thirty Nine Thousand Four Hundred Forty One Only.)

Phasing amount and chargeable head of accounts

Sl No.	Financial Year	Head	Scheme Type	Scheme Name	Amount
1	2022-23	70-4202-01-203-00-005-53-00-V	State Development Schemes	Establishment of new Government Colleges (Higher)	439441
Total					439441

**PWD Electrical repair work approval**



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





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



Government of West Bengal,  
Office of the Executive Engineer,  
Midnapore Division, Social Sector, P.W. Dte.  
South End Dak Bungalow Road, Narampur, P.O.- Midnapore,  
District - Paschim Medinipur. Pin- 721 101.  
Email Id : eempdsspwd@gmail.com

Memo No. 1364/576-W

Date : 23.08.2023

To  
The Officer-in-Charge,  
Govt. General Degree College,  
Keshiary, Paschim Medinipur.

- Sub :- "Preparation of Detailed plan and estimate for the works:
1. Playground and basketball ground within the campus of Government General Degree College, Keshiary."
  2. "Indoor games facility (table tennis, badminton, gymnasium) within the campus of Government General Degree College, Keshiary."
  3. "New Building for Science departments within the campus of Government General Degree College, Keshiary."
  4. "Disabled-enabled toilets for boys and girls department within the campus of Government General Degree College, Keshiary by dismantling and up gradation of the existing toilet on the ground floor of the college building."

Ref:- i) e-Office file no. PWD-25023/396/2023-DIR (PWD)-Dept. of PWD (Computer no. 786059).  
ii) His Office memo no. 177/GGDCK/2023 Date: 26.07.2023, 178/GGDCK/2023 Date: 26.07.2023, 179/GGDCK/2023 Date: 26.07.2023, 180/GGDCK/2023 Date: 26.07.2023.

Please find enclosed herewith the e-Office record received on 22/08/2023 regarding preparation of vetted plan and estimate for construction of above noted works which will speak for itself.

In this connection, he is hereby requested to pursue the matter for obtaining necessary instructions regarding funding from the Higher Education Department as desired by the Principal Secretary, P.W.D. vide Note #4 of e-Office record.

Encl: As stated.

Executive Engineer,  
Midnapore Division,  
Social Sector, P.W. Dte.  
Date : 23.08.2023

Memo No. 1364/1-3/576-W

Copy forwarded for information please to :

- i) The Chief Engineer, Social Sector, P.W. Dte.
- ii) The Superintending Engineer, South Western Circle, Social Sector, P.W. Dte.
- iii) The Assistant Engineer, Kharagpur Sub-Division, Social Sector, P.W. Dte.

File No. PWD-25023/396/2023-DIR(PWD)-Dept. of PWD (Computer No. 786059)

and estimates for the above-mentioned works.

It appears that funding will be done from the Higher Education Deptt. but no requisition from HED is found.

Hence, concurrence from HED may please be obtained before proceed with the works mentioned above .

07/08/2023 04:45 PM DHIMAN SAHA  
CE-SS(DIR) (PWD)

**Note # 3**  
Noting of CE, Social sector may please be seen and as per requisition we may allow framing of plan and estimate. Put up for kind information please.

08/08/2023 09:36 AM Nihar Kanti Biswas  
EIC(DIR) (PWD)

**Note # 4**  
We may proceed only after receiving the necessary instructions from the Higher Education Department.

08/08/2023 07:01 PM ANTARA ACHARYA  
SECY(PWD)

**Note # 5**  
Noting of HOD may please be referred please.

09/08/2023 09:35 AM Nihar Kanti Biswas  
EIC(DIR) (PWD)

**Note # 6**  
Act as per Note #4 above of the HOD.

18/08/2023 03:15 PM DHIMAN SAHA  
CE-SS(DIR) (PWD)

Memo No - 854/513-B(M) dt. 22/8/2023  
Forwarded to the EE, Midnapore Division, SS. Pwdte  
to act as per note # 4.

Generated from eOffice by TARUN KUMAR CHAKRABORTY, SUP ENGG-SWCCS(CHC)-DIR(PWD), SUP ENGG-SWCCS(DIR)P.W.DS, Dept. of PWD on 22/08/2023 11:



Govt. of W.B.  
Office of the Executive Engineer  
Midnapore Division Social Sector P.W. Dte.  
Serial No. 1588  
Date of Receipt: 22.08.2023  
File No. 576-W

**Note # 1**  
Subject:- Preparation of detailed plan and estimate for the works,

1. "Playground and basketball ground within the campus of Government General Degree College, Keshiary". (Memo No. 177/GGDCK/2023 dated 26.07.2023 of the Officer-in-Charge, Govt. General Degree College, Keshiary) [Cp. 2 to 18]
2. "Indoor games facility (table tennis, badminton, gymnasium) within the campus of the Government General Degree College, Keshiary". (Memo No. 178/GGDCK/2023 dated 26.07.2023 of the Officer-in-Charge, Govt. General Degree College, Keshiary) [Cp. 11 to 21]
3. "New Building for Science departments within the campus of Government General Degree College, Keshiary". (Memo No. 179/GGDCK/2023 dated 26.07.2023 of the Officer-in-Charge, Govt. General Degree College, Keshiary) [Cp. 22 to 32]
4. "Disabled-enabled toilets for boys and girls departments within the campus of Government General Degree College, Keshiary by dismantling and up-gradation of the existing toilet on the ground floor of the College Building". (Memo No. 180/GGDCK/2023 dated 26.07.2023 of the Officer-in-Charge, Govt. General Degree College, Keshiary) [Cp. 33 to 43]

The Officer-in-Charge, Govt. General Degree College, Keshiary has requested the Executive Engineer, Midnapore Division, Social Sector, P.W. Dte., to prepare the detailed plans and estimates for the above-mentioned works. The Executive Engineer, Midnapore Division, Social Sector, P.W. Dte., vide his memo 1237/576-W dated 03.08.2023 [Cp. 1] has submitted the above-mentioned requisition of the Officer-in-Charge, Govt. General Degree College, Keshiary along with filled up "Format for Requisition", Site Plan, Land Details, and other related documents for each work and requested for necessary permission and advice in this regard. The matter is hereby recommended and forwarded to him for his kind information and necessary guidance for further course of action please.

04/08/2023 06:17 PM TARUN KUMAR CHAKRABORTY  
SUP ENGG-SWCCS(DIR) (PWD)

**Note # 2**  
The Officer-in-Charge, Govt. General Degree College, Keshiary has requested the Executive Engineer, Midnapore Division, Social Sector, P.W. Dte. to prepare the detailed plans

**Letter from Office of the executive engineer asking for the preparation of detained plan and estimation for playground, new building, Indoor games, disabled-enabled toilets**

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