



GOVERNMENT OF WEST BENGAL
Office of the Principal

SHAHID MATANGINI HAZRA GOVT. GENERAL DEGREE COLLEGE FOR WOMEN

Chaksrikrishnapur-Kulberia :: Kulberia :: Purba Medinipur 721649



matanginicollege@gmail.com/ principal@matanginicollege.ac.in 03228-262261/262262 www.matanginicollege.ac.in

Criterion 6 - Governance, Leadership and Management

6.2 Strategy Development and Deployment

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

6.2.1 Supporting Documents

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

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Shahid Matangini Hazra Government
General Degree College for Women
Chaksrikrishnapur, Kulberia, Nimgouri
Tamluk, Purba Medinipur

Principal
Shahid Matangini Hazra Govt.
General Degree College for Women,



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

No	Description of the documents
1.	Institutional Perspective Plan
2.	Different Policies Adopted by the Institution (Given at College Website)
3.	Appointment & Service Rules: Sample Photograph and link of WBSR
4.	Sample Photograph of PSC (Public Service Commission) Appointment process of Teacher
5.	Sample Photograph of CAS process
6.	Sample Photograph of Non-Teaching appointment
7.	Sample Photograph of Teachers' Council Meeting Notice & Sub-committees List
8.	Sample Photograph of Establishment of Innovation Centre
9.	Sample Photograph of Waiving of fees of Students
10.	Sample Photograph of ICT Facility and Library Automation
11.	Sample Photograph of ILMS Implementation during Covid-19 Pandemic
12.	Sample Photograph of Green Initiatives and Gender Sensitization Programme


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General Degree College for Women
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1. Institutional Perspective Plan



Institutional Perspective Plan



**Shahid Matangini Hazra Government
General Degree College For Women**

Government of West Bengal
Affiliated to Vidyasagar University
Chakraborty-Kulberia, P.O. Kulberia, Dist. Purba Medinipur, PIN: 721649

Institutional Perspective Plan

The college being a government college functions under the patronage of the Department of Higher Education, Government of West Bengal.

The institution has its perspective plan towards smooth running and implementation of its academic, administrative and financial activities.

- Infrastructure development
- Upgradation of library
- Initiatives for improvement in teaching-learning process and all-round development of students
- Capacity building activities
- Initiatives for online education
- Green and Gender Initiatives
- Initiatives during Pandemic

Based on the perspective plan various activities successfully implemented.

Physical Infrastructure: Adequate no. of classrooms and laboratories, a well-equipped Central Library are available.

Teaching Methods: Participative and interactive teaching methods are followed. Regular evaluations, seminars, webinars etc., are organized. Student projects well nurtured.

Applied Learning: field exercises, application based learning, laboratory for hands-on training facilitates applied learning.

Curriculum development: NEP 2020 was introduced by Vidyasagar University. Module based lesson plan, continuous assessment have been implemented for systematic teaching and timely completion of syllabus through academic calendar.

ICT Infrastructure and Library upgradation: Smart classrooms, e-content projects, response labors, Wi-Fi facility, automated library facilitating access to e-books & e-journals, and study materials etc.

Mentoring: Five and advanced learners are identified, remedial classes arranged, Mentor-Mentee systems conducted.

Capacity building initiatives: Hands-on Computer training, value-added course on Foundation of Library Science in a Digital Age, Incentive Centre on art and craft as a part of the TQP-based learning.

Admission process: transparent and fully online.

Green and Gender Initiatives: Green campus initiative and Gender sensitization **program** are regularly organized.

Initiatives during the Covid-19 Pandemic: implemented LMS facilitating teaching learning in online platform when physical classes was suspended due to Covid-19 pandemic.

Co-curricular activities: Student participation in extra-college platforms facilitated. Activities like quizzes, poster competitions, PowerPoint presentations, contributions to college magazines are encouraged for all-round development.

Faculty/working of institutional bodies:

Overall administrative, appointments, service rules, promotion and policies are framed by the Higher Education Department, Government of West Bengal and displayed in the organogram. Incentive committee system has been formed consisting of teaching, non-teaching staff and students' representatives.

The Committee are:

- IQAC, Academic Audit Sub-Committee, CCDF Sub-committee (NPT), Internal Examination Sub-committee, University Examination Sub-committee, Senate Publication and Academic Calendar Sub-committee, Hostel sub-committee
- Service/Bank, Discipline and Leave Sub-committee, Income Tax Sub-committee, Vehicle Sub-committee for Data Management, WH Health Sub-committee, RTI cell.
- Library Sub-Committee, Incentive Cell, Honorary Sub-Committee and Internal Complaint Sub-committee, Grievance Redressal Sub-committee
- Admission Committee, Anti-Ragging Sub-committee, Career Counseling and Placement Sub-committee
- Scholarship Sub-committee, Equal Opportunity Cell
- Cultural Sub-committee, Sports Sub-committee, IES Sub-Committee.

Effective & Efficient Functioning of the Institutional Bodies:

- The Principal, on the Head of the institution, leads academic and administrative activities in consultation with IQAC, Teachers' Council and Administrative Committee to ensure autonomous academic and administrative functioning.
- Regular review meetings are conducted by TC and IQAC.
- Departmental Heads oversee Departmental Activities.
- Recruitment and Appointment of Permanent Teachers and Non-Teaching Staff are conducted by the West Bengal Public Service Commission and Higher Education Department, Govt of West Bengal.
- West Bengal Service Rules are applicable to all employees of the college.

Link: <https://matanginicollege.ac.in/Pdf/Institutional%20Perspective%20Plan.pdf>

Organogram Link: <https://matanginicollege.ac.in/Organogram.aspx>

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General Degree College for Women
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2. Different Policies Adopted by the Institution (Given at College Website):

Various Policies : <https://matanginicollege.ac.in/Policies.aspx>

Sl. No	Title	View
1	Anti-Ragging Committee - Policy Document	View
2	Disciplinary Committee - Policy Document	View
3	Equal Opportunity Cell - Policy Document	View
4	Grievance Redressal Policy Document	View
5	Internal Complaints Committee - Policy Document	View
6	Students Grievance Redressal Committee - Policy Document	View
7	Code of Conduct - Policy Document	View
8	E Governance - Policy Document	View


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3.Appointment & Service Rules: Sample Photograph and link of WBSR

Appointment & Service Rules:

https://matanginicollege.ac.in/Appointment-service-rules.aspx



No	Description of the documents	Website Link
1.	link of WBSR-I	https://matanginicollege.ac.in/Pdf/Administration/WBSR-I.pdf
2.	link of WBSR-II	https://matanginicollege.ac.in/Pdf/Administration/WBSR-II.pdf

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Shahid Matangini Hazra Government General Degree College for Women Chakrkrishnapur, Kulberia, Almtouri Tamluk, Purba Medinipur



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4. Sample Photograph of PSC (Public Service Commission) Portal and Appointment Process of Teacher

The screenshot shows the official website of the Public Service Commission, West Bengal. The header includes the state emblem and the text 'Public Service Commission West Bengal'. A navigation bar contains links for HOME, ABOUT PSC, ADVERTISEMENT/ANNOUNCEMENT, EXAMINATION, RESULT/RECOMMENDATION, REFUND POLICY, TENDER, RTI, and CONTACT US. The main content area features a 'Latest News' section with a 'What's New' box containing job announcements and a 'Candidate's Corner' box with options like 'LOGIN TO YOUR ACCOUNT', 'APPLY ONLINE', and 'DOWNLOAD ADMIT-CARD'. A central banner image shows a building with the text 'Public Service Commission West Bengal' overlaid.

PSC (Public Service Commission, Govt of West Bengal)

<https://psc.wb.gov.in/>

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4. Sample Photograph of PSC (Public Service Commission) Appointment Process of Teacher

Public Service Commission, West Bengal
161A, S. P. Mukherjee Road, Kolkata-700026
Advertisement No. 29 /2012

Online applications are hereby invited from Indian Citizens and others declared eligible by Government of India for recruitment to the under mentioned posts which are permanent.

H.B. : ABILITY TO READ, WRITE AND SPEAK IN BENGALI IS AN ESSENTIAL REQUIREMENT BUT SUCH KNOWLEDGE IS NOT MANDATORY FOR CANDIDATES WHOSE MOTHER TONGUE IS NEPALI, UNLESS SPECIFICALLY MENTIONED. SUCH ABILITY WILL BE TESTED AT THE TIME OF INTERVIEW.

1. ASSISTANT PROFESSOR IN THE FOLLOWING SUBJECTS FOR GENERAL DEGREE COLLEGES IN THE WEST BENGAL EDUCATION SERVICE UNDER THE HIGHER EDUCATION DEPARTMENT, GOVERNMENT OF WEST BENGAL.

Sl. no.	SUBJECT	UR	SC	ST	O.B.C. A (Non-creamy layer)	O.B.C. B (Non-creamy layer)	P.D.			TOTAL
							BLV*	H**	LMD/CP***	
(i)	Bengali	3	2	1	-	1	-	-	1	8
(ii)	Botany	7	3	-	2	-	-	-	-	12
(iii)	Chemistry	2	1	-	1	-	-	-	-	4
(iv)	Commerce	3	-	1	-	-	-	-	-	4
(v)	Computer Science	3	1	-	-	-	-	-	-	4
(vi)	Economics	-	-	-	1	-	-	-	-	1
(vii)	Education	2	1	-	-	-	-	-	-	3
(viii)	English	5	2	1	2	1	1	-	-	12
(ix)	Geography	2	2	-	-	-	-	-	-	4
(x)	Geology	2	1	-	1	-	-	-	-	4
(xi)	History	5	2	1	1	1	-	-	-	10
(xii)	Law	4	1	-	1	-	-	-	-	6
(xiii)	Mathematics	4	2	1	1	-	-	1	-	9
(xiv)	Microbiology	2	1	-	1	1	-	-	-	5
(xv)	Nutrition	2	-	1	-	-	-	-	-	3
(xvi)	Persian	1	-	-	-	-	-	-	-	1
(xvii)	Philosophy	1	1	-	-	-	-	-	-	2
(xviii)	Physics	5	2	-	1	1	-	-	-	9
(xix)	Physiology	1	1	-	-	1	-	-	-	3
(xx)	Political Science	5	2	1	1	-	-	-	1	10
(xxi)	Psychology	1	-	-	-	-	-	-	-	1
(xxii)	Sanskrit	2	-	-	1	-	-	-	-	3
(xxiii)	Santali	-	1	-	-	-	-	-	-	1
(xxiv)	Sociology	1	1	-	-	-	-	-	-	2
(xxv)	Statistics	1	1	-	-	1	-	-	-	3
(xxvi)	Tibetan	1	-	-	-	-	-	-	-	1
(xxvii)	Urdu	1	-	-	-	-	-	-	-	1
(xxviii)	Zoology	5	1	1	1	-	-	-	-	8

* Blindness or low vision
** Hearing Impairment
*** Loco-motor disability or cerebral palsy

2. ASSISTANT PROFESSOR IN PHYSICAL EDUCATION FOR GOVT. B.P.Ed. COLLEGES IN THE WEST BENGAL EDUCATION SERVICE UNDER THE HIGHER EDUCATION DEPARTMENT, GOVERNMENT OF WEST BENGAL.

NO. OF VACANCY: SEVEN [THREE RESERVED FOR SC CANDIDATES].

3. ASSISTANT PROFESSOR IN THE FOLLOWING SUBJECTS FOR GOVT. TEACHERS TRAINING COLLEGES IN THE WEST BENGAL EDUCATION SERVICE UNDER THE HIGHER EDUCATION DEPARTMENT, GOVERNMENT OF WEST BENGAL.

Sl. no.	SUBJECT	UR	SC	ST	O.B.C. A (Non-creamy layer)	O.B.C. B (Non-creamy layer)	P.D.			TOTAL
							BLV*	H**	LMD/CP***	
(i)	Arabic (Methodology course)	1	1	-	-	-	-	-	-	2
(ii)	Bengali (Methodology course)	1	-	-	-	-	-	-	-	1
(iii)	Economics (Methodology course)	-	-	-	1	-	-	-	-	1
(iv)	Education (Foundation course)	-	-	-	-	1	-	-	-	1
(v)	Education (Methodology course)	1	2	1	-	-	-	-	-	4
(vi)	English (Methodology course)	-	-	-	1	1	-	-	-	2
(vii)	Geography (Methodology course)	-	1	-	-	-	-	-	-	1
(viii)	Hindi (Methodology course)	-	-	1	-	-	-	-	-	1
(ix)	History (Methodology course)	-	-	-	1	-	-	-	-	1
(x)	Mathematics (Methodology course)	2	1	-	-	-	-	-	-	3
(xi)	Music (Methodology course)	2	1	-	-	-	-	-	-	3
(xii)	Philosophy (Methodology course)	1	-	-	-	-	-	-	-	1
(xiii)	Physics (Methodology course)	-	1	-	1	-	-	-	-	2
(xiv)	Psychology (Methodology course)	2	-	-	-	-	-	-	-	2
(xv)	Sanskrit (Methodology course)	-	1	-	-	-	-	-	-	1
(xvi)	Urdu (Methodology course)	2	-	-	-	-	-	-	-	2
(xvii)	Zoology (Methodology course)	-	-	1	-	-	-	-	-	1

* Blindness or low vision
** Hearing Impairment
*** Loco-motor disability or cerebral palsy.


Note. (for all the posts at sl. no. 1, 2 & 3) : The candidates must have proficiency, spoken and written, to communicate effectively in Bengali & English.

PAY (for all the posts at sl. no. 1, 2 & 3): Rs.15, 600/- -- Rs.39, 100/- (P.B. - 1) plus Grade Pay Rs. 6, 000/-.

General Situations (for the posts at sl.no. 1, 2 & 3)

- The minimum requirements of a good academic record, 55% marks or an equivalent grade (Grade "B" B-Good; Grade Point 3.50 - 4.49; percentage equivalent: 55-64) in 7 point scale wherever grading system is followed at the Master's level and qualifying in the National Eligibility Test (NET), or an accredited test (State Level Eligibility Test - SLET / SET), shall remain for the appointment of Assistant Professor.
 - National Eligibility Test (NET) / State Level Eligibility Test (SLET) / State Eligibility Test (SET) shall remain the minimum eligibility condition for recruitment of Assistant Professor. Provided however that the candidates who are or have been awarded a Ph. D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations, 2009 shall be exempted from the requirement of the minimum eligibility condition of National Eligibility Test (NET) / State Level Eligibility Test (SLET) / State Eligibility Test (SET) for recruitment of Assistant Professor. Provided further that the candidates with Ph.D. Degree who have registered for Ph.D. Programme prior to 11th July, 2009 in accordance with provisions of the then existing Ordinances/ By-laws/ Regulations of the Institutions awarding the Degree shall be exempted from the requirement of the Minimum Eligibility Condition of having NET/SLET/SET for the purpose of recruitment to the post of Assistant Professor, subject to fulfilment of the following conditions, namely:-
 - Ph.D. Degree of the candidate awarded in regular mode only;
 - Evaluation of the Ph.D. thesis by at least two external examiners;
 - Open Ph.D. viva voce of the candidate had been conducted;
 - Candidate has published two research papers from his/her Ph. D. work out of which at least one must be in a refereed journal;
 - Candidate has made at least two presentations in conferences/seminars, based on his/her Ph.D. work.
- Note:- (a) to (e) as above are to be certified by the Vice-Chancellor/Pro-Vice-Chancellor/Dean (Academic Affairs)/Dean (University instructions).

Public Service Commission, Govt of West Bengal Online applications invited for Assistant Professor
https://pscwbapplication.in/pdf19/PUBLIC_SERVICE_COMMISSION_WESTBENGAL.pdf


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6. Sample Photograph of Non-Teaching appointment



PUBLIC SERVICE COMMISSION, WEST BENGAL
161 A. S. P. MUKHERJEE ROAD, KOLKATA-700026

IMPORTANT ANNOUNCEMENT
CLERKSHIP EXAMINATION, 2023

ADVERTISEMENT No.- 13/2023

Before applying for the post, candidates are required to register themselves through Commission's website at <https://wbpsc.gov.in>. Those who have already made enrollment through the same website earlier also need to register **afresh**.

IMPORTANT INSTRUCTION

There shall be no 'Edit Window' after closure of online submission of application. The applicants are advised to verify the details provided in the online application form very carefully. They are advised to identify incorrect entry, if any and edit the same. It may be noted that once 'Final Submission' button is clicked, the system will not allow editing of any field further. No request for any correction/change would be entertained after submission of Application Form.

Prior to clicking of 'Final Submission' Button the applicants are therefore requested to be sure that all information furnished are correct and edit any field if required.

Guidelines popped-up during filling up of online Application Form should be followed continuously.

Date: 04.12.2023
Place: Kolkata

By order of the Commission

Page 1 of 11



PUBLIC SERVICE COMMISSION, WEST BENGAL
161 A. S. P. MUKHERJEE ROAD, KOLKATA-700026

PUBLIC SERVICE COMMISSION, WEST BENGAL
CLERKSHIP EXAMINATION, 2023
ADVERTISEMENT NO. 13/2023

The Public Service Commission, West Bengal will hold the Clerkship Examination on the results of which recruitment will be made to the posts of lower division assistant or lower division clerk and posts similar to that of lower division assistant or lower division clerk in the Secretariat, Directorates, District offices and similar posts in regional offices (including Kolkata) under the rule making power of the Govt. of West Bengal.

The examination will be held in two successive stages, viz., (i) Part-I (Objective Type) and (ii) Part-II (Conventional Type - Written). The Commission shall hold Part-I examination at the first instance. A limited number of candidates obtaining qualifying marks in the Part-I examination will be allowed to appear in the Part-II examination on a subsequent date to be notified by the Commission. The elementary knowledge in Computer operation and ability of typing on Computer of the candidates shall be judged only after they are found qualified in Part-I and Part-II.

The Direct Recruitment Examination (Part-I) will be held at various centres in Kolkata and in certain other districts in West Bengal tentatively in the month of June 2024. Only scheduled tribe candidates of Darjeeling district and other candidates of the three hill sub-divisions, namely Darjeeling Sadar, Mirik and Kurseong will be allowed to appear at Darjeeling centre. Similarly all candidates from the Kalimpong district will be allowed to appear at KALIMPONG centre.

NAME OF THE EXAMINATION	CLERKSHIP EXAMINATION, 2023
SCALE OF PAY	Level 6, Rs.22,700/- to Rs.500/- besides D.A., H.A. and H.R.A. admissible as per ROPA, 2019.
VACANCIES	The number of vacancies will be announced later. All appointments will initially be made on a temporary basis.

Page 2 of 11

Public Service Commission, Govt of West Bengal Online applications invited for Clerk
https://psc.wb.gov.in/Download?param1=An_20231204154303_Clerkship.pdf¶m2=advertisement

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5. Sample Photograph of CAS process

Career Advancement Scheme (CAS) – Reference GO:

G.O. No. 1196 -Edn(A) /5P-90/12
Date: 31.12.2012

Government of West Bengal
Higher Education Department
Appointment Branch
Block House, Salt Lake, Calcutta-71

No. 1196-EDN/5P/90/12 Date: 31.12.12

From: Mr. Frank Bhowmik, J.D.
Secretary to the Govt. of West Bengal

To: The Director of Public Instruction,
State of West Bengal

Sub: Applicability of the terms and conditions towards Redesignation & Career Advancement Scheme for the teachers, librarians, physical instructors of the Government Colleges in West Bengal.

1. In view of the notification of the Government of West Bengal dated 31.12.2012, reference was made to the Department seeking clarification on regarding the redesignation of teachers, librarians, physical instructors subsequent to revision of their pay and also seeking guidance in regard to applicability of Career Advancement Scheme (CAS) in the light of UGC Regulations on Minimum Qualification for Appointment of Teachers and other Academic Staff in Universities and Colleges and Successor for the Maintenance of Standards in Higher Education, 2016.

2. After careful consideration and keeping in view of the local conditions applicable to the State, the Government has been pleased to decide that the Career Advancement Scheme and other terms/conditions of Teachers, Librarians and Physical Instructors in Government Colleges in West Bengal, as amended, will be followed by all Government Colleges in West Bengal under the administrative control of this Department in regard to Redesignation and Career Advancement Scheme of Teachers to the revised pay structure as introduced in terms of G.O. No. 849-504 (2) dated 28.05.2014 and the scheme of Career Advancement and other service conditions of teachers of Government Colleges, as amended, will be considered a composite one.

3. The above scheme will be applicable only in respect of the teachers, librarians and physical instructors of Government Colleges under the administrative control of this Department and will take effect from 01.11.2012 with the concurrence of Finance Department vide G.O. No. 479 (Group - F) (Pt) dt. 01.11.2012.

4. This order is a continuation of the earlier orders of this Department numbered G.O. No. 849(2) dt. 28.05.2014, G.O. No. 142 dt. 28.05.2014 and G.O. No. 120 dt. 12.06.2012, 147 dt. 28.05.2012 issued in this regard as and when applicable. The amended scheme will be effective from 01.11.2012 except in cases where the date of effect has been specified separately in any individual paragraph of the scheme.

Yours faithfully,
Secy.

Enclosure:
None.

**Career Advancement for Teachers
(effective from 01/11/2012 & upto 06/12/2017)**

Reference GO

- Applicable to all Teachers, Librarians and Physical Instructor of Government College in West Bengal
- If assessment period falls under both UGC's Regulations, 2010 and Regulations 2016, then API score for prior to issuance of the notification dated 07.12.2017 shall be guided by the Order dated 31.12.2012.
- For the period falling after the date of issuance of the Notification of 07.12.2017 shall be guided by the latest scheme.

G.O. No. 198-EH/ (CG)/ (A) 5P-90/12 (Pt)
Date: 07.12.2017

GOVERNMENT OF WEST BENGAL
HIGHER EDUCATION, SCIENCE & TECHNOLOGY
AND BRITISH INDIAN DEPARTMENT
(APPOINTMENT BRANCH)
BIBASH BHABAN, SALT LAKE
KOLKATA-700061

No. 198-EH/ (CG)/ (A) 5P-90/12 (Pt) Date: 07.12.2017

NOTIFICATION

Consequent upon the Notification of the University Grants Commission's (UGC) Amendment Regulations published vide Number F.1-2/2016 dated 11.07.2016, and in continuation of the Department's Order vide No. 1196-Edn (A) dated 31.12.2012, the matter regarding applicability of the Regulations was under review consideration of this Department for sometime past.

After careful consideration of all the aspects in the regard, the Government has now been pleased to direct that the teachers, librarians and Physical Instructors of Government College in West Bengal, who come under the administrative jurisdiction of this Department, shall be guided by the Career Advancement Scheme (CAS) included in the Annexure to this notification.

In this connection, the Government is further pleased to direct that if the assessment period of any incumbent for the purpose of Career Advancement falls under both the UGC's Regulations, 2010 and Regulations 2016, then for the purpose of computation of API score, the period prior to issuance of this notification shall be guided by the Department's Order vide No. 1196-Edn (A) dated 31.12.2012, and all corresponding orders issued in this regard, and for the period falling after the date of issuance of this Notification shall be guided by the scheme provided in the Annexure to this notification.

This notification shall take immediate effect from the date of its issuance.

By Order of the Government,
Secy.
(Mathematics Branch)
Government of West Bengal

Page 1 of 08

**Career Advancement for Teachers
(effective from 07/12/2017)**

Career Advancement Scheme (CAS) - A Brief Overview (IQAC - 5MHGCW)

APPENDIX
Annual Self-Assessment for the Performance Based Appraisal System (PBAS)
Session/Year: 27th February 2015 to 26th February 2019

PART A: GENERAL INFORMATION

- Name (Block letters) : DR. SAMBHU CHARAN BARMAN
- Father's name : RUPCHAND BARMAN
- Department : MATHEMATICS
- Current Designation & Grade Pay : Assistant Professor, AGP +Rs. 6000/-
- Date of Last Promotion : NA
- Address (with PIN code) : VIL - Deshapur, P.O. - Taranda, Dist. - Bongaipoor, Dist. - Purba Medinipur Pin - 721458
- Permanent Address (with pin code) : DO-
- Mobile No. : 8250178818/972970513
E-mail: barman.sambhu@gmail.com
- Whether acquired any degrees or fresh academic qualifications during these years : NA
- Academic Staff College Orientation/ Refresher Course attended during the year:

Name of the Course/Summer School	Place	Duration	Sponsoring Agency
Orientation	UGC-IBDC, C/D	3 rd September to 4 th October, 2016 (28 days)	UGC
Refresher Course	UGC-IBDC, NDC, Patna	2 nd December to 17 th December, 2018 (21 days)	UGC

Sample CAS File

Principal
Principal
Shahid Matangini Hazra Government
General Degree College for Women
Chakrkrishnapur, Kulberia, Almtouri
Tamluk, Purba Medinipur



GOVERNMENT OF WEST BENGAL
Office of the Principal

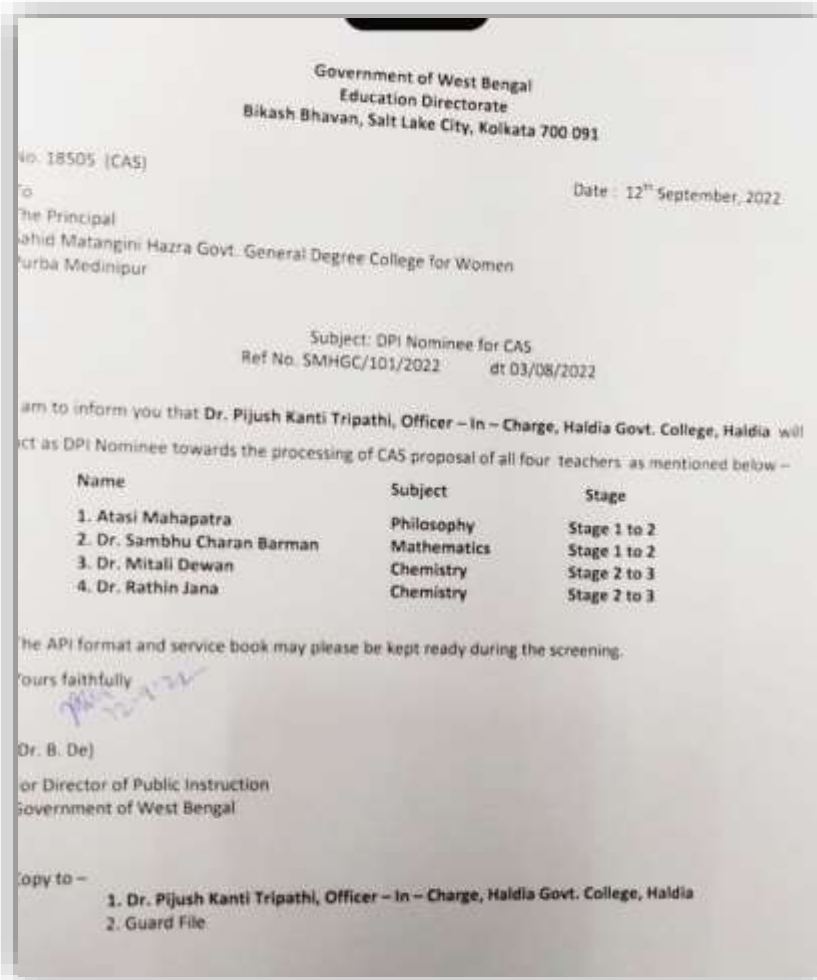
SHAHID MATANGINI HAZRA GOVT. GENERAL DEGREE COLLEGE FOR WOMEN

Chaksrikrishnapur-Kulberia :: Kulberia :: Purba Medinipur 721649



matanginicollege@gmail.com/ principal@matanginicollege.ac.in 03228-262261/262262 www.matanginicollege.ac.in

Sample Photograph of CAS process



Name	Subject	Stage
1. Atasi Mahapatra	Philosophy	Stage 1 to 2
2. Dr. Sambhu Charan Barman	Mathematics	Stage 1 to 2
3. Dr. Mitali Dewan	Chemistry	Stage 2 to 3
4. Dr. Rathin Jana	Chemistry	Stage 2 to 3

Sample Letter to DPI for Govt Nominee

Sample Letter of DPI for Govt. Nominee

B. De
Principal
Shahid Matangini Hazra Government
General Degree College for Women
Chaksrikrishnapur, Kulberia, Almtouri
Tamluk, Purba Medinipur



GOVERNMENT OF WEST BENGAL
Office of the Principal

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Sample Photograph of CAS process

GOVERNMENT OF WEST BENGAL
Office of the Principal
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matanginicollege@gmail.com/ principal@matanginicollege.ac.in 03228-262261/262262 www.matanginicollege.ac.in

Memo No. SMHGC/ 103 /2022 Date: 03/08/2022

To
The Honorable Vice-Chancellor,
Vidyasagar University,
Vidyasagar University Road, Ranganati, Medinipur,
West Bengal 721102
(Through the Inspector of Colleges)

Subj: Nomination of the Expert for Formation of Screening Committee for Career Advancement Within the provision of G.O. 1196-Edn(A)/SP-90/12 dt. 31.12.2012 and G.O. No. 198-Edn(CG)(A) SP-90/12(P) dt. 07.12.2017.

Sr,

I would like to bring to your kind notice that Career Advancement of the following faculty members in my college is due. They applied for Career Advancement under Screening Committee is to be formed for this purpose within the provision of G.O. dated 31.12.2012 and 07.12.2017.

In this context I request you to nominate subject experts for the said committee so as to enable me to hold the meeting at the earliest.

Details of Faculty Members due for CAS:

Name and Designation	Stage of promotion (Due date)	Subject
DR SAMBHU CHARA BARMAN (Assistant Professor)	Stage 1 to Stage 2 (due 27.02.2019)	Mathematics
ATASI MAHAPATRA (Assistant Professor)	Stage 1 to Stage 2 (Due date 05.08.2020)	Philosophy

Principal
Shahid Matangini Hazra Government General Degree College for Women
Nizamsri, Purba Medinipur - 721649

Principal
Shahid Matangini Hazra Government General Degree College for Women
Chaksrikrishnapur, Purba Medinipur
Tamluk, Purba Medinipur

OFFICE OF THE INSPECTOR OF COLLEGES
VIDYASAGAR UNIVERSITY : MIDNAPORE
P.O.- VIDYASAGAR UNIVERSITY : DIST.- PASHCHIM MEDINIPUR : PIN.-721 102 : W.B.
Phone : 03222-269381

REF. No. VU/IC/Sub Exp.(CAS)/SMHGC/46/2022 DATE: March 24, 2022

From : Office of the Inspector of Colleges,
Vidyasagar University.

To : The Principal,
Shahid Matangini Hazra Govt. General Degree College for Women,
Chaksrikrishnapur, Kulberia,
Dist- Purba Medinipur, PIN - 721649.

Sub: Nominee as Subject Expert to the Screening/Selection Committee for Placement/Promotion of teachers under CAS.

Dear Sir,

With reference to the above mentioned subject, I am to inform you that, the following subject experts for placement/promotion of teachers of your college under Career Advancement Scheme vide your letter Ref. No. SMHGC/030/2022 dated 09.03.2022 has been nominated as the University nominee. You are requested to do the needful in this regard.

Name of the teacher seeking placement/promotion	Subject	Name of the Subject Expert(s)
Dr. Ina Dhar Ray Das Gupta And Nabendu Selchar Kar	Geography	Professor Ramkrishna Maiti, Department of Geography, Vidyasagar University, Midnapore - 721102 (Cell : 9433305181, E-mail : ramkrishna@mail.vidyasagar.ac.in)
Souti Basu	Philosophy	Professor Papiya Gupta (Cell : 9674477890, E-mail : papiya.gupta@gmail.com), Department of Philosophy, Vidyasagar University, Midnapore - 721102.

The Screening/Selection Committee for the purpose of Placement/Promotion of teacher(s) under Career Advancement Scheme will be constituted as per G.O. No. 920-Edn(CS)/SP-52/98 dated 31.12.2012 and 1373-Edn(CS)SP-52/98 dated 07.12.2017. The meeting of the Committee will be convened by the Principal/Teacher-in-Charge/Officer-in-Charge. In case of placement/promotion of the Principal/Teacher-in-Charge/Officer-in-Charge, the meeting of the Committee will be convened by the President of the Governing Body and in such meeting the concerned Principal/Teacher-in-Charge/Officer-in-Charge will not act as a member.

The Principal/Teacher-in-Charge/Officer-in-Charge of the College shall prepare the proposal(s) in respect of the concerned teacher(s) and place the same before the Committee for consideration.

Thanking you,
Yours sincerely,
Sd/-
(Dr. Avijit Roychowdhury)
INSPECTOR OF COLLEGES

Copy forwarded for information and necessary action to:

- Professor Ramkrishna Maiti, Department of Geography, Vidyasagar University, Midnapore - 721102.
- Professor Papiya Gupta, Department of Philosophy, Vidyasagar University, Midnapore - 721102.

(Dr. Avijit Roychowdhury)
INSPECTOR OF COLLEGES,
Vidyasagar University
Midnapore-721102.

NOTE: An amount of Rs. 500/- to be paid to the Subject Expert from Vidyasagar University & Rs. 1000/- from other University by the College Authority to the Subject Experts as seating allowance & T.A. to be paid as per bill of the Subject Experts [Car/Train (1st Class Chair Car)].

Phone(03222)269381 Fax No.:(03222) 278329 / 297
Email-icv@mail.vidyasagar.ac.in Website: http://www.vidyasagar.ac.in

Sample Letter to University for Nominee as Subject Expert

Sample VU Nominee as Subject Expert

Principal
Shahid Matangini Hazra Government General Degree College for Women
Chaksrikrishnapur, Kulberia, Nilmoturi
Tamluk, Purba Medinipur



GOVERNMENT OF WEST BENGAL
Office of the Principal

SHAHID MATANGINI HAZRA GOVT. GENERAL DEGREE COLLEGE FOR WOMEN

Chaksrikrishnapur-Kulberia :: Kulberia :: Purba Medinipur 721649



matanginicollege@gmail.com/ principal@matanginicollege.ac.in 03228-262261/262262 www.matanginicollege.ac.in

Sample Photograph of CAS process

Sample Government Sanction Order for CAS and Pay Fixation

Government of West Bengal
Department of Higher Education,
Appointment Branch
Bikash Bhawan, Salt Lake, Kolkata-93

No. 748-Edn(A)/4A-11/14(1)

Dated, Kolkata, 19th July, 2023

NOTIFICATION

The Governor is pleased to appoint **Smt. Souti Basu**, Assistant Professor (Stage-2) of Philosophy, in the unrevised Pay Band of Rs. 15,600 – 39,100/- with A.G.P. of Rs. 7,000/- to the post of **Assistant Professor (Stage-3)** in the unrevised Pay Band of Rs. 15,600 – 39,100/- with A.G.P. of Rs. 8,000/- in the West Bengal Education Service with effect from **17.09.2018** in terms of Career Advancement Scheme as contained in this Department's G.O. No.1196-Edn(A) dated 31.12.2012 and G.O. No.198-EH/(CG)/(A)SP-90/12(SP) dated 07.12.2017.

The Governor is further pleased to direct that the appointment is made by up-grading the post held by the incumbent and that the post will automatically be reverted to the post of Assistant Professor (Stage-1) as soon as the post is vacated by her by way of superannuation / resignation or in any other way.

By order of the Governor

Sd/- T. K. Bhattacharya
Assistant Secretary to the Govt. of West Bengal

No. 748/1(7)-Edn(A)/4A-11/14(1)

Dated, Kolkata, 19th July, 2023

Copy forwarded for information and necessary action to:-

- The Principal Accountant General (A&E), Treasury Building, Kolkata - 700001.
- The Director of Public Instruction, West Bengal with reference to his Memo No. 410-Adm, dated 23.02.2023.
- The Treasury Officer, Treasury Office, Tamluk, Dist. - Purba Medinipur.
- The Principal / Officer-in-charge, Shahid Matangini Hazra Govt. General Degree College for Women, Kulberia, Chaksrikrishnapur, Dist. Purba Medinipur.
- Copy of the Treasury Office, Tamluk, may be sent along with.
- Smt. Souti Basu, Assistant Professor of Philosophy, Shahid Matangini Hazra Govt. General Degree College for Women, Kulberia, Chaksrikrishnapur, Dist. Purba Medinipur.
- P.S. to MIC of this Department.
- Guard file.


Assistant Secretary to the Govt. of West Bengal

SHAHID MATANGINI HAZRA GOVT GENERAL DEGREE COLLEGE FOR WOMEN
CHAKSRIKRISHNAPUR, KULBERIA, NIMTOURI, TAMLUK, Medinipur, East, West Bengal 721649

Memo No. 202312089/7756 Schedule V Date: 09/12/2023
[see rule 7]

Initial Pay fixation and subsequent pay revision order as per West Bengal Services (Revision of pay and Allowances Rules), 2019

1. Personal Details -

Name of the Employee (HRMS Id)	SOUTI BASU (014001119)	Designation	Assistant Professor in Philosophy
Cadre & Group	Cadre - West Bengal Education services Group - A	Status (Substantive / Offsetting)	Substantive


2. Pay Details as on the Date of 01/01/2016

Existing Pay Band and Grade Pay	Existing Pay Band	Existing Grade Pay
(a) in substantive post	4A(15600-39100)	7000
(b) in officiating / temporary post		

Basic Pay (Band Pay + Grade Pay) in the existing pay structure as on January 1, 2016 or any other the date of option	Basic Pay	Band Pay	Grade Pay
	30090	23090	7000

3. Fixation of initial pay -

(a) Date of initial pay fixation	01/01/2016
(b) Amount arrived at by multiplying basic pay in Sl. No. 2 above by 2.57	77331
(c) 75% DA or NPA, if any	
(d) Sum of (b) & (c) above	77331
(e) Rounded off to next rupee	77331
(f) Applicable Level in the Pay Matrix corresponding to the Pay Band and	1168200-20550
(g) Revised basic as on the date of initial pay fixation	77800


Principal

Shahid Matangini Hazra Government
General Degree College for Women
Chaksrikrishnapur, Kulberia, Nimtouri
Tamluk, Purba Medinipur



GOVERNMENT OF WEST BENGAL

Office of the Principal

SHAHID MATANGINI HAZRA GOVT. GENERAL DEGREE COLLEGE FOR WOMEN

Chakrkrishnapur-Kulberia :: Kulberia :: Purba Medinipur 721649



matanginicollege@gmail.com/ principal@matanginicollege.ac.in 03228-262261/262262 www.matanginicollege.ac.in

6. Sample Photograph of Teachers' Council Committees List 2021-22



GOVERNMENT OF WEST BENGAL

Office of the Principal

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College sub-committees for the Academic session (2021-22)

1. Purchase Sub-Committee:

- Sri Nabendu Sekhar Kar, Convenor
- Sri Mahadeb Pal, Jt. Convenor
- Smt Aparupa Banerjee, Member
- Sri Sayan Bag, Member
- Sri Sachinath Bera, Member

2. Website Sub-Committee:

- Sri Sayan Bag, Convenor
- Sri Mahadeb Pal, Jt. Convenor
- Sri Nabendu Sekhar Kar, Member
- Sri Manoj Kumar Barman, Member

3. Internal Examination Sub-Committee:

- Smt Mitali Dewani, Convenor
- Smt Yasmin Chaudhuri, Jt. Convenor
- Sri Basudev Mandal, Member
- Smt Atasi Mahapatra, Member
- Smt Sayanwita Panja, Member
- Smt Shyamashree Roy, Member
- Sri Supratik Guha, Member

4. Sports Sub-Committee:

- Smt Atasi Mahapatra, Convenor
- Sri Sambhu Charan Barman, Jt. Convenor
- Sri Debabrata Bera, Member
- Sri Debayan Chaudhuri, Member
- Smt. Soma Rani Karan, Member
- Sri Basudev Mandal, Member

5. Internal Complain Sub-Committee:

- Smt Piku Das Gupta, Convenor
- Smt Shyamashree Roy, Jt. Convenor
- Smt Parna Roy, Member
- Smt Madhurima Chowdhury, Member
- Smt Aditi Jana, Member
- Smt Souti Basu, Member

6. Anti-Ragging Cell:

- Smt Madhurima Chowdhury, Convenor
- Smt Ranjana Ganguly (Mukherjee), Jt. Convenor,
- Smt Soma Rani Karan, Member
- Smt Ina Dhar Roy Dasgupta, Member
- Smt Priya Sikdar, Member
- Smt Shyamashree Roy, Member

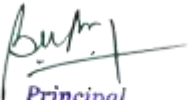
7. Income Tax Sub-Committee:

- Sri Deepankar Das, Convenor
- Sri Supratik Guha, Jt. Convenor,
- Sri Sambhu Charan Barman, Member
- Sri Basudev Mandal, Member

8. Scholarship Sub-Committee:

- Sri Mahadeb Pal, Convenor
- Sri Debabrata Bera, Jt. Convenor
- Sri Manoj Kumar Barman, Member
- Smt Piyasi Biswas, Member
- Sri Supratik Guha, Member

Link: <https://matanginicollege.ac.in/Teachers-council.aspx>


Principal

Shahid Matangini Hazra Government
General Degree College for Women
Chakrkrishnapur, Kulberia, Almtouri
Tamluk, Purba Medinipur



GOVERNMENT OF WEST BENGAL

Office of the Principal

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Chakrkrishnapur-Kulberia :: Kulberia :: Purba Medinipur 721649



matanginicollege@gmail.com/ principal@matanginicollege.ac.in 03228-262261/262262 www.matanginicollege.ac.in

6. Sample Photograph of Teachers' Council Committees List 2021-22



GOVERNMENT OF WEST BENGAL

Office of the Principal

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9. Academic Audit Sub-Committee:

- Smt Aparupa Banerjee, Convenor
- Sri Debabrata Bera, Jt. Convenor
- Sri Mahadeb Pal, Member
- Smt Sayantika Sen, Member
- Sri Debayan Chaudhuri, Member
- Smt Ranjana Ganguly (Mukherjee), Member

10. IQAC:

- Smt. Piku Das Gupta, Co-ordinator
- Sri Debapriya Bhattacharyya, Member
- Smt Soma Rani Karan, Member
- Smt Lovely Burman, Member
- Smt Yasmin Chaudhuri, Member

11. University Examination Sub Committee:

- Sri Sambhu Charan Barman, Convenor
- Sri Sayan Bag, Jt. Convenor
- Smt Aparupa Banerjee, Member
- Smt. Lovely Burman, Member
- Smt Enakshi Das, Member
- Sri Supratik Guha, Member
- Sri Sachinath Bera, Member
- Smt Mitali Dewan, Member

12. Cultural Sub-Committee:

- Smt Sayanwita Panja, Convenor
- Smt Sayantika Sen, Jt. Convenor
- Smt Souti Basu, Member
- Smt Yasmin Chaudhuri, Member
- Smt Aditi Jana, Member
- Sri Debayan Chaudhuri, Member
- Smt Priya Sikdar, Member

13. Admission Sub-Committee:

- Sri Nabendu Sekhar Kar, Convenor
- Sri Deepankar Das, Jt. Convenor
- Sri Sayan Bag, Member
- Smt Aparupa Banerjee, Member
- Smt Enakshi Das, Member
- Smt. Mitali Dewan, Member
- Sri Manoj Kumar Barman, Member
- Smt Atasi Mahapatra, Member

14. Students Welfare Sub-Committee:

- Sri Debabrata Bera, Convenor
- Sri Sayan Bag, Jt. Convenor
- Smt Madhurima Chowdhury, Member
- Smt Soma Rani Karan, Member
- Smt Ranjana Ganguly (Mukherjee), Member
- Smt Parna Roy, Member
- Smt Ina Dhar Roy Dasgupta, Member

15. Seminar, Publication and Academic Calendar Sub-Committee:

- Smt. Yasmin Chaudhuri, Convenor
- Sri Manoj Kumar Barman, Jt. Convenor
- Smt Aparupa Banerjee, Member
- Sri Sachinath Bera, Member
- Sri Debayan Chaudhuri, Member
- Smt. Sayanwita Panja, Member
- Smt. Sayantika Sen, Member
- Smt. Piyasi Biswas, Member

Link: <https://matanginicollege.ac.in/Teachers-council.aspx>

Principal

Shahid Matangini Hazra Government
General Degree College for Women
Chakrkrishnapur, Kulberia, Almtouri
Tamluk, Purba Medinipur



GOVERNMENT OF WEST BENGAL

Office of the Principal

SHAHID MATANGINI HAZRA GOVT. GENERAL DEGREE COLLEGE FOR WOMEN

Chakrkrishnapur-Kulberia :: Kulberia :: Purba Medinipur 721649



matanginicollege@gmail.com/ principal@matanginicollege.ac.in 03228-262261/262262 www.matanginicollege.ac.in

6. Sample Photograph of Teachers' Council Committees List 2021-22

GOVERNMENT OF WEST BENGAL
Office of the Principal
SHAHID MATANGINI HAZRA GOVT. GENERAL DEGREE COLLEGE FOR WOMEN
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matanginicollege@gmail.com/ principal@matanginicollege.ac.in 03228-262261/262262 www.matanginicollege.ac.in

16. Service Book, Detention and Leave Sub-Committee:

- Sri Debapriya Bhattacharyya, Convenor
- Smt Piku Das Gupta, Jt. Convenor
- Smt Sayanwita Panja, Member
- Sri Sayan Bag, Member
- Smt. Souti Basu, Member

17. Grievance Redressal Sub-Committee:

- Smt Atasi Mahapatra, Convenor
- Smt Sayantika Sen, Jt. Convenor
- Smt Enakshi Das, Member
- Smt Shyamashree Roy, Member
- Smt Priya Sikdar, Member
- Smt Parna Roy, Member
- Smt. Aditi Jana, Member

18. Career Counselling and Placement Sub-Committee:

- Smt Ina Dhar Roy Dasgupta, Convenor
- Smt Yasmin Chaudhuri, Jt. Convenor
- Smt Piyasi Biswas, Member
- Sri Sachinath Bera, Member
- Smt Piku Das Gupta, Member
- Smt. Soma Rani Karan, Member

19. Routine Sub-Committee

- Sri Sambhu Charan Barman, Convenor
- Sri Manoj Kumar Barman, Jt. Convenor
- Sri Supratik Guha, Member
- Smt Mitali Dewan, Member
- Sri Basudev Mandal, Member

20. Health Scheme Sub-Committee:

- Sri Deepankar Das, Convenor
- Sri Manoj Kumar Barman, Jt. Convenor
- Smt Piyasi Biswas, Member
- Smt Madhurima Chowdhury, Member
- Sri Nabendu Sekhar Kar, Member

21. C.B.C.S. Sub-Committee:

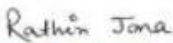
- Smt Lovely Burman, Convenor
- Smt Enakshi Das, Jt. Convenor
- Sri Basudev Mandal, Member
- Smt Yasmin Chaudhuri, Member
- Smt Parna Roy, Member
- Smt. Ina Dhar Roy Dasgupta, Member


22. N.S.S Sub-Committee

- Smt Mitali Dewan, Convenor
- Sri Debabrata Bera, Jt. Convenor
- Smt Aditi Jana, Member
- Sri Sachinath Bera, Member
- Smt Priya Sikdar, Member
- Smt Atasi Mahapatra, Member


23. MGNCRE Sub-Committee:

- Smt Aparupa Banerjee, Convenor
- Smt Lovely Burman, Member
- Smt Yasmin Chaudhuri, Member
- Smt Sayanwita Panja, Member
- Smt Sayantika Sen, Member
- Smt Piyasi Biswas, Member


Secretary, Teachers Council
Shahid Matangini Hazra Govt. General Degree College for Women
Chakrkrishnapur-Kulberia, Kulberia, Purba Medinipur


Principal
Shahid Matangini Hazra Govt. General Degree College for Women
Chakrkrishnapur-Kulberia:Kulberia:Purba Medinipur 721649
Principal

Link: <https://matanginicollege.ac.in/Teachers-council.aspx>


Principal

Shahid Matangini Hazra Government
General Degree College for Women
Chakrkrishnapur, Kulberia, Almtouri
Tamluk, Purba Medinipur



GOVERNMENT OF WEST BENGAL

Office of the Principal

SHAHID MATANGINI HAZRA GOVT. GENERAL DEGREE COLLEGE FOR WOMEN

Chaksrikrishnapur-Kulberia :: Kulberia :: Purba Medinipur 721649



matanginicollege@gmail.com/ principal@matanginicollege.ac.in 03228-262261/262262 www.matanginicollege.ac.in

6.Sample Photograph of Teachers' Council Meeting Notice



Government of West Bengal
SHAHID MATANGINI HAZRA GOVERNMENT COLLEGE FOR WOMEN
Chaksrikrishnapur:: Kulberia :: Purba Medinipur :: Pin-721649

matanginicollege@gmail.com / principal@matanginicollege.ac.in :: Phone No. : 03228-262261/262262

NOTICE

NOTICE NO.: SMHGC/ 12/ 2019 DATE: 28/ 01/ 2019

This is for information to all teaching staffs of this college that a meeting of Teacher's Council will be held on 04/02/2019 (Monday) at 12 p.m. All the teaching staffs are requested to be present in the meeting positively on the above mentioned date and time.

Agenda:

- 1. Annual Sports of 2019.
2. Matter arising.

Counter Signature
Principal
28/01/19

Shahid Matangini Hazra Govt. College for Women

Principal
Shahid Matangini Hazra Government
College for Women

Soumitra Banerjee 28.01.2019
Teachers Council Secretary

Shahid Matangini Hazra Govt. College for Women



Government of West Bengal
Office of The Principal
SHAHID MATANGINI HAZRA GOVERNMENT COLLEGE FOR WOMEN
Chaksrikrishnapur:: Kulberia :: Purba Medinipur :: Pin-721649

Email ID: matanginicollege@gmail.com / principal@matanginicollege.ac.in :: Phone No. : 03228-262261/262262

NOTICE

NOTICE NO.: SMHGC/ 216 / 2019 DATE: 08/ 03 / 2019

This is for all concerned that an additional university examination committee has been formed in the teachers council meeting (no 22) dated 04.02.19. This exam committee will take the responsibility to conduct the forthcoming Part III B.A./B.SC./B.COM. Examination 2019 of Vidyasagar University. The following teachers are included as members of the aforesaid committee.

University Exam Committee (2)

- 1. Rathin Jana (Convener)
2. Deepankar Das (Jt. Convener)
3. Sayan Bag
4. Atasi Mahapatra
5. Debabrata Bera
6. Sayanwita Panja

Counter Signature
Principal
08/03/19

Shahid Matangini Hazra Govt. College for Women

Principal
Shahid Matangini Hazra Government
College for Women

Soumitra Banerjee 08.03.2019
Teachers Council Secretary

Shahid Matangini Hazra Govt. College for Women

Principal

Shahid Matangini Hazra Government
General Degree College for Women
Chaksrikrishnapur, Kulberia, Almtouri
Tamluk, Purba Medinipur



GOVERNMENT OF WEST BENGAL
Office of the Principal

SHAHID MATANGINI HAZRA GOVT. GENERAL DEGREE COLLEGE FOR WOMEN

Chakraborty-Kulberia :: Kulberia :: Purba Medinipur 721649



matanginicollege@gmail.com/ principal@matanginicollege.ac.in 03228-262261/262262 www.matanginicollege.ac.in

6. Sample Photograph of Teachers' Council Meeting Minutes/Notice

মিটিং রেজল্যুশন বই
MEETING RESOLUTION BOOK

মিটিং No / Meeting No.	22	উপস্থিত সভাপণের নাম	কক্ষ / Place	তারিখ / Date
তারিখ / Date	04.02.19	NAME OF MEMBERS PRESENT	কক্ষ / Place	তারিখ / Date
১) ১. P. K. Dasgupta	২) ২. Suman Das	৩) ৩. P. K. Dasgupta	৪) ৪. P. K. Dasgupta	৫) ৫. P. K. Dasgupta

১) It has been unanimously decided at the meeting to extend the University Exam Committee due to extra work load and increase in the existing members. The added members are:

- 1) Piyashi Dasgupta (Phy Dept)
- 2) Debajyoti Das (Sci Dept)
- 3) Stasi Mahapatra (Phd "
- 4) Deepankar Das (Maths "
- 5) Gayatri Panja (Chem "

২) The college decided to adhere to with the existing university rules and regulations regarding the admission process and cut-off marks.

৩) The academic audit report of the year 2017 - 2018 has to be submitted to department through email by 24 Feb 19. Respective departments will submit filled up entries by 5/3/19.

৪) Respective departments have been requested to provide the details of each faculty and their CVs and an introduction of the department profile for the website.



GOVERNMENT OF WEST BENGAL
Office of the Principal

SHAHID MATANGINI HAZRA GOVT. GENERAL DEGREE COLLEGE FOR WOMEN

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NOTICE

NOTICE NO: SMHGC/ 40/ 2023

Date: 29/ 05/ 2023

A TC meeting will be held on 31st May, (Wednesday) 2023 at 12.30P.M.
All the faculty members are requested to attend the meeting.

Agenda:-

1. Documentation related to NAAC
2. Program related or not related to NAAC

[Signature]
Principal
Shahid Matangini Hazra Govt.
General Degree College for
Women



[Signature]
TCS
Shahid Matangini Hazra Govt.
General Degree College for
Women

[Signature]
Principal

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7.Sample Photograph of Establishment of Innovation Centre

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matanginicollege@gmail.com principal@matanginicollege.ac.in 03228-262261/262262 www.matanginicollege.ac.in

Memo no: SHWGC/099/2023 Date: 10.03.2023

Notice

This is notified for all the students that "ART & INNOVATION FORUM" under Institution's Innovation council of our college is going to organise a hands on session for preparing herbal soap/shampoo/ perfume in collaboration with Department of Chemistry of our institution. This programme will be held on 15th March, 2023 at laboratory 1 of Department of Chemistry from 11 am onwards. All are requested to join the above mentioned hands on session and interested students may submit their name to the members of Institution's Innovation council before 15th March, 2023.

[Signature]
Principal
Shahid Matangini Hazra Govt. General Degree College for Women
Principal
Shahid Matangini Hazra Government General Degree College for Women
Chakrabortykrishnapur, Kulberia, Medinipur Tamluk, Purba Medinipur

[Signature]
Convener
Assistant Professor
Shahid Matangini Hazra Government General Degree College for Women
Chakrabortykrishnapur, Kulberia, Medinipur Tamluk, Purba Medinipur



Chakrabortykrishnapur, Kulberia, Purba Medinipur (Near Nitro in Bus Stand), Email: matanginicollege@gmail.com



[Signature]
Principal
Shahid Matangini Hazra Government
General Degree College for Women
Chakrabortykrishnapur, Kulberia, Medinipur
Tamluk, Purba Medinipur



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Sample Photograph of Establishment of Innovation Centre



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9. Sample Photograph of Waiving of fees of Students

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NOTICE

NOTICE NO. : SMHGC/HWT/2022 DATE: 09/02/2022

All the 1st Semester students of the college are hereby directed to Download the form Given Below for "Free ship / Half-Free ship" and also directed to submit the duly filled in form with photocopy of Pay-Slip of admission and income certificate of concerned authority within 26th February, 2022 from 11:00 a.m. to 1:00 p.m. positively.

This is extremely urgent.


Principal

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Session 2022-2023

APPLICATION FOR FULL-FREESHIP/ HALF- FREESHIP

I apply herewith for free ship/ half free ship of the college. I promise to obey the rules and discipline of the college. I also declare that my free ship will not continue if I fail to clear/ appear at any of the University Examination.

1. Name (in Block letters)	:	
a. Father/ Legal Guardian's Name	:	
b. Occupation	:	
2. c. Address (Permanent) (attach a copy of proof)	:	
3. Annual family income (attach original income certificate from Panchayet Pradhan / Chairperson / Commissioner or any other above the rank)	:	
4. Reading In Honours	:	
5. a. College Roll No.	:	
b. Date of Admission	:	
6. Total marks obtained in the last public examination passed (attach a copy of Mark Sheet)	:	
7. Whether getting any scholarship (Yes/ No)? If Yes, attach a copy.	:	

Date: _____


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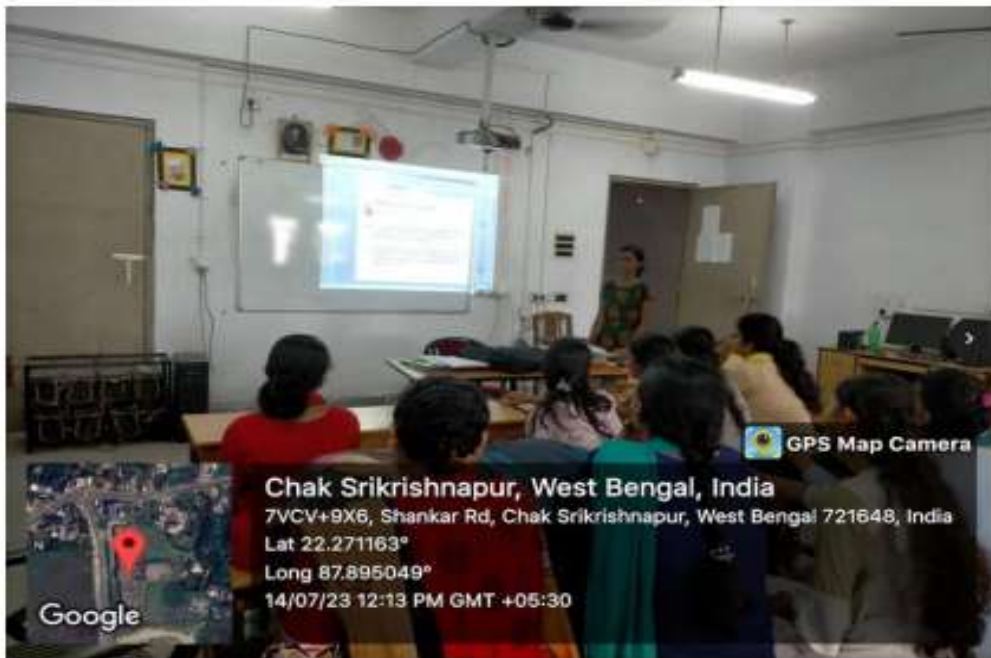
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10. Sample Photograph of ICT Facility and Library Automation

Student Centric Method – Smart Class Room and Use of ICT Tools



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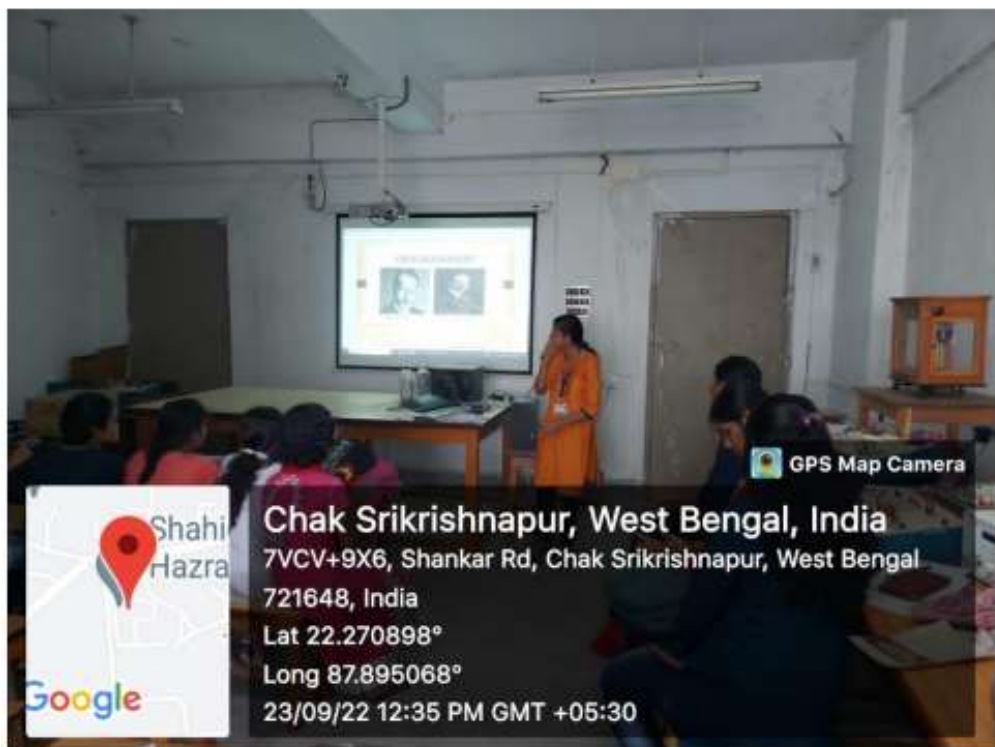
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.Sample Photograph of ICT Facility and Library Automation



Chak Srikrishnapur, West Bengal, India
7VCV+9X6, Shankar Rd, Chak Srikrishnapur, West Bengal
721648, India
Lat 22.270898°
Long 87.895068°
23/09/22 12:35 PM GMT +05:30

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General Degree College for Women
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Tamluk, Purba Medinipur



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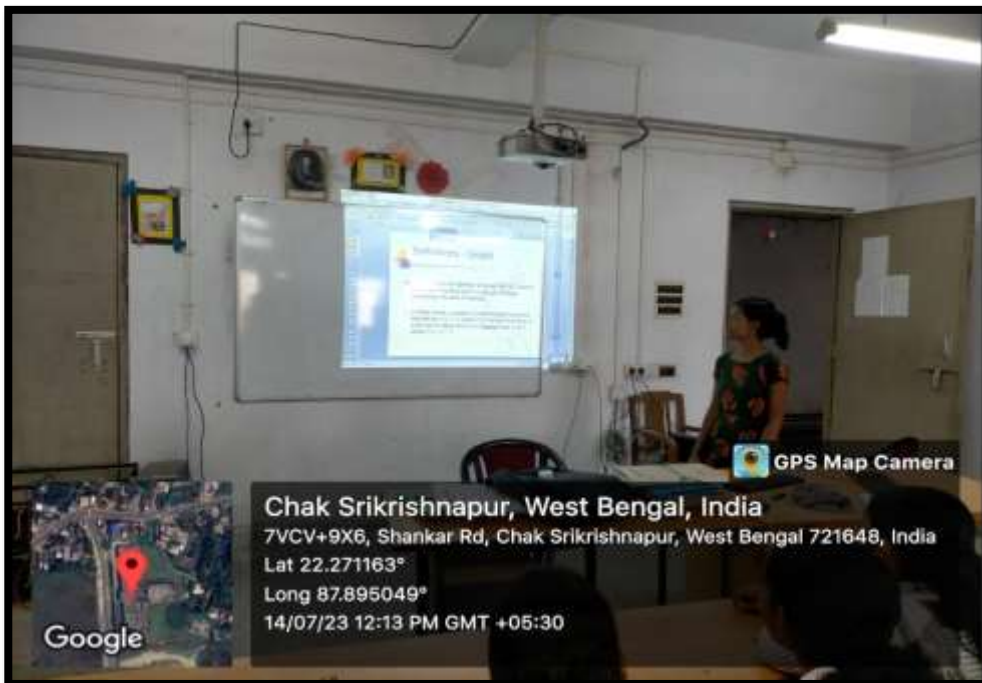
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Sample Photograph of ICT Facility



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Sample Photograph of Library Automation



Shahid Matangini Hazra Government General Degree College For Women

Government of West Bengal, Affiliated to Vidyasagar University
Chakshirikrishnapur, Kulberia, P.O. Kulberia, Dist. Purba Medinipur, PIN: 721649

Online Admission 2024-25

BTI

Photo Gallery

স্বাগত (College Magazine)

Online Admission 2023-24

- About Library
- Rules and regulation
- e-Resources
- University Question Papers
- Library OPAC
- Facilities
- Activities
- VIDWAN Database
- Library Team
- Feedback
- Photogallery
- Report

Library automation

The library uses state-of-the-art library management software Koha to manage the collection and provide services to the users. The Online Public Access Catalog (OPAC) provides easy and quick access to the library's collection over the intranet. All the resources, and services like its web-based library catalogue, new book arrivals, membership form, e-resources, etc. are being updated regularly through an interactive library web portal accessible at <http://192.168.0.139:7001/> (intranet only). Users can use it to search for books, check availability, renew and reserve materials.

Scan this QR Code to get access to the library OPAC



Library Facilities

The central library at Shahid Matangini Hazra Govt. General Degree College for Women offers a range of services to meet the diverse needs of its users. The following services are provided:

- ❖ **Reference:** The library offers reference services to assist users in finding relevant and reliable information for their academic and research needs. The Librarian is available to guide and support users in locating appropriate resources and utilizing research tools effectively.
- ❖ **Internet Access:** The library provides internet access to facilitate online research, access to digital resources, and browsing educational websites. Users can connect their devices to the library's Wi-Fi network and use the internet for their academic pursuits.
- ❖ **Downloads:** Users are allowed to download relevant resources such as e-books, research papers, articles, and other digital materials available in the library's collection. This service enables users to access and save materials for offline use, enhancing convenience and flexibility in their studies.
- ❖ **Reading List / Bibliography Compilation:** The library assists users in compiling reading lists or bibliographies for their research projects, assignments, or personal development. The librarian can help users identify and gather the necessary references, format them correctly, and provide guidance on citation styles.
- ❖ **Assistance in Searching:** The Librarian is readily available to provide guidance and assistance in searching for information within the library's collection or through online databases. He can assist users in formulating effective search strategies, utilizing advanced search techniques, and navigating through various resources.
- ❖ **Reading Room Facility:** The library offers a dedicated reading room where users can study in a quiet and conducive environment. The reading room is equipped with comfortable seating arrangements, appropriate lighting, and a serene atmosphere to facilitate focused study and research.
- ❖ **Lending Facility:** The library provides a lending facility, allowing users to borrow books and other materials for a specified duration. Users can borrow resources of their choice, take them home, and utilize them for their academic or leisure reading. The lending facility promotes access to a wide range of materials beyond the library premises.



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Sample Photograph of Library Automation

Library Photo Gallery



Barcode_QR code Scanner



Book Shelf



Book Shelf



Book Shelf



Book Shelf



Circulation



Librarian



Open Access



Printer



Reading Room



Reading Room

Library Committee Members

Sl No	Name	Designation	Position
1	Dr. Bijoy Krishna Roy	Principal	Chairperson
2	Mr. Anupla Jana	Librarian	Convenor
3	Ms. Priya Sikdar	Assistant Professor	Jt. Convenor
4	Dr. Aditi Jana	Assistant Professor	Member
5	Dr. Sachinath Bera	Assistant Professor	Member

Link:

<https://matanginicollege.ac.in/Library.aspx>

B. M. Roy
Principal

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11.Sample Photograph of Institutional Learning Management System (ILMS) Implementation during Covid-19 Pandemic

VIDYASAGAR UNIVERSITY
P.O. : Vidyasagar University, Midnapore - 721 102, Dist.: Paschim Medinipur, West Bengal, INDIA.

Dated: 19.03.2020

NOTIFICATION

This is to notify for general information of all concerned that Keeping in mind the emergency closure of classes due to the pandemic Corona Contagion, all Faculty Member of the Vidyasagar University are requested to prepare lecture notes on the topics which are not yet taught in regular classes of 2nd and 4th semester of the current academic session and to send the same to the University. These lecture notes will be uploaded in the Internal Learning Management System (ILMS) of the University website. The students will be able to download these lecture notes from the University website only. Faculty members are also requested to send the notes one by one (topic wise) maintaining the subject, paper and name of the topic to the Executive Director, Computer Centre through e-mail (dcc@mail.vidyasagar.ac.in).

Your kind co-operation will help the students for their academic progress during this period of crisis.

All concerned are being informed accordingly.
This is issued with the approval of the competent authority.

Sd/-
Registrar

Memo No. VU/R/Noti/366/2020 Dated: 19.03.2020
Copy forwarded for information and necessary action to:

1. Shri Arup Sengupta, Special Secretary, Higher Education Department, Govt. of West Bengal
2. The Deun(Actg.), Faculty of Arts and Commerce,
3. The Deun(Actg.), Faculty of Science,
4. The Executive Director, Computer Centre
5. All Faculty Members of the University,
6. The Secretary to the Vice-Chancellor for kind information to the Hon'ble Vice-Chancellor,
7. The Office Supdt., Registrar's Office,
8. The Establishment Section,
9. The Information Scientist for wide circulation on the University website,
10. Guard File

(Dr. J. K. Nandi)
Registrar
Vidyasagar University
Midnapore - 721102
West Bengal, India

721102 W.B. Midnapore

Tele-Phone (03222) 298 220, Fax : (03222) 275329,
e-mail : registrar@mail.vidyasagar.ac.in

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<http://ecircular.vidyasagar.ac.in/DownloadCircular.aspx?RefId=202003197765>

6/4/20, 10:22 AM Gmail - Institutional Learning Management System

bijoy roy <forfaculty@mhgc@gmail.com>

Institutional Learning Management System
73 messages

bijoy roy <forfaculty@mhgc@gmail.com> 11 April 2020 at 14:28
To: Debopriya Bhattacharyya <vista24052002@yahoo.com>, dchoudhurybangla@gmail.com, "vista24051990@gmail.com" <vista2405@gmail.com>, sayantika.07@gmail.com, rganguly171@gmail.com, bera.debabrata63@gmail.com, barman.manoj6@gmail.com, PKU DASGUPTA <pku.dasgupta2008@gmail.com>, Shyamashree Roy <shyamashree.roy4@gmail.com>, lasusout@gmail.com, Alasi Mahapatra <alasmahapatra2011@gmail.com>, madhurma.choudhury2602@gmail.com, priyadakar88@gmail.com, Mahabes Pal <pal.phy100@gmail.com>, sayin bag <sayinbag9@gmail.com>, pjayitewas073@gmail.com, rathej.jana <rathej1963@hotmail.com>, sayanwajpanja@gmail.com, Mitali Dewan <mitalichem@gmail.com>, basudevmandal34@gmail.com, deepankaraj@gmail.com, barman.santoshu@gmail.com, Apanupa Banerjee <orly.apanupa@gmail.com>, Lovely Burman <lovelyburman01@gmail.com>, JMA Dhar Roy Das Gupta <rdsg@yahoo.com>, SUPRIYATI GUHA <supriati2020@gmail.com>, ENAKHI DAS <denakhi@gmail.com>, Nabendu Sekhar Kar <naba1234@gmail.com>, somarankaran@gmail.com
Cc: support@eensaabyte.co.in

Please note the following URL:
<https://www.matanginicollege.ac.in>
It is the address of a resource namely INSTITUTIONAL LEARNING MANAGEMENT SYSTEM (ILMS) administered by Shahid Matangini Hazra Govt. College for Women, the basic difference of which as compared to the previous LEARNING MATERIAL RESOURCES is that it is an interactive system. I am enclosing a pdf file which will give you the detailed account on ILMS.
Enclosing a video file which will help you to upload the study material you have prepared for your students. You are requested to start uploading all previous lecture notes/video/audio/image files in this new interactive platform ILMS.
Please acknowledge the receipt of this mail to get your User ID and Password

Learn to Upload

ILMS pdf
135K

vista24051990@gmail.com <vista2405@gmail.com> 11 April 2020 at 14:30
To: bijoy roy <forfaculty@mhgc@gmail.com>

Sir,
I have received your mail kindly provide me with the ID and password.
Regards,
Yashini
(Enclosed see below)

bijoy roy <forfaculty@mhgc@gmail.com> 11 April 2020 at 14:24
To: "vista24051990@gmail.com" <vista2405@gmail.com>

I will send it soon.
(Enclosed see below)

vista24051990@gmail.com <vista2405@gmail.com> 11 April 2020 at 14:32
To: bijoy roy <forfaculty@mhgc@gmail.com>

Thank you Sir
(Enclosed see below)

bijoy roy <forfaculty@mhgc@gmail.com> 11 April 2020 at 14:31
To: "vista24051990@gmail.com" <vista2405@gmail.com>

<https://mail.google.com/mail/u/0/?ui=2&as230716&view=yt&search=ilms&perm=tr&read=65297489034509080&siml=reg-r-2734370805...> 1/11

(Signature)
Principal
Shahid Matangini Hazra Government
General Degree College for Women
Chakrkrishnapur, Kulberia, Almtouri
Tamluk, Purba Medinipur



GOVERNMENT OF WEST BENGAL Office of the Principal

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matanginicollege@gmail.com/ principal@matanginicollege.ac.in 03228-262261/262262 www.matanginicollege.ac.in

Sample Photograph of Institutional Learning Management System (ILMS) Implementation during Covid-19 Pandemic

So what is the Institutional Learning Management System (ILMS) ?

Institutional Learning Management System (ILMS) is designed to provide situations, administrators and learners with a single robust, secure and integrated system to create personalized online learning environments. Educators can use the platform to create lessons, manage courses, and interact with teachers and students. Students can use to revise the class calendar, submit assignments, take quizzes, and interact with their teachers and classmates. Teachers and class administrators can create and manage virtual classrooms, in which students can access videos, documents, and tests. Course chat allows students to communicate with the teacher and other students in a secure environment.

Each virtual classroom and/or course can be controlled by the class administrator (usually teachers). For example, one teacher may choose to provide a note that students can edit, while another may opt to use a private web forum for online discussions. Some teachers may use to simply provide documents to students, while others may use it as the primary interface for quizzes and tests. Individual class sites can be scaled from a handful of students to hundreds of users.

It is very important for an ILMS to have a user-friendly interface with self-descriptive navigation features, and this ILMS provides just that. The LMS is easy to use, which means you have to invest minimum time on training and learning to familiarize your employees to use it effectively. This ILMS can support all latest e-learning standards such as SCORM and Tin Can LMS. Besides, it also enables you to upload existing documents and videos, and also share materials and events between courses or learning paths. Besides it supports blend of online and offline learning, has a secure sign-in feature to protect sensitive data. It also provides controlled access to ensure data integrity is maintained at all times.

We manage Moodle Object-Oriented Dynamic Learning Environment based ILMS which will be hosted in our JMX7 with highly-available, powerful and forward-oriented LINUX based VPS environment.

Features of the ILMS

The ILMS supports a number of noteworthy features. Following are some of the remarkable features:

- Collaborative tools like creation of topic, new webpage, maintaining folder type of learning material repository, creation of book formatted learning materials etc. and many more options under a course/topic.
 - Collaborative activities like assignment, online-grading, question-answer etc. under a course/topic.
 - Different types of interaction options like Forum, chat, feedback etc.
 - Exhaustive branching of categories and course (up to 6th level).
 - Convenient file management.
 - Different type of Enrollment options (Guest, shared password, email based enrollment, manual enrollment etc.).
 - Account based transactions for all type of users (student, teachers and others).
 - Course-wise access permission management for different user and roles.
 - Calendar based learning.
 - Bulk course creation and easy backups.
 - Communicable site design and layout.
 - Detailed reporting and logs.
 - Embedded external resources.
 - Manage user roles and permissions
 - Multilingual capability.
 - Multimedia integration.
 - Multiple progress tracking options.
 - Notifications and automatic alerts.
 - Pass and self assessment.
 - Personalized dashboard.
 - Secure authentication and user enrollment.
 - Simple and intuitive text editor.
 - Supports open E-Learning Standards.
 - Intelligent Search Option
 - TAG Management/TAG Cloud/ TAG Search.
- **Mobile APP (open source/free of cost) that could be downloaded from Google Play store. Student could do everything like web from the Mobile APP including offline study.**

Hi Piku,

A password reset was requested for your account 'piku' at SHAHID MATANGINI HAZRA GOVERNMENT COLLEGE FOR WOMEN.

To confirm this request, and set a new password for your account, please go to the following web address:

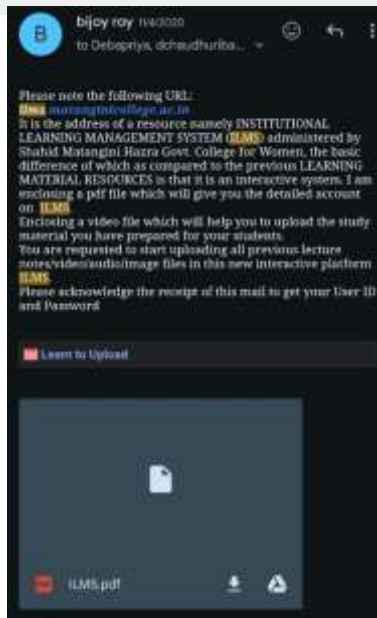
http://ilms.matanginicollege.ac.in/login/forgot_password.php?token=g1Ge4FJNi98VK2sHUUqC1MH79qAfWhL6

(This link is valid for 30 minutes from the time this reset was first requested)

If this password reset was not requested by you, no action is needed.

If you need help, please contact the site administrator,

Administrator
ilms.rensaa@gmail.com



B. Roy
Principal

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General Degree College for Women
Chakskrikrishnapur, Kulberia, Almtouri
Tamluk, Purba Medinipur



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Office of the Principal

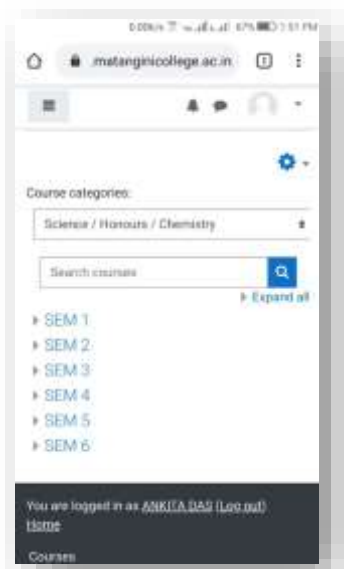
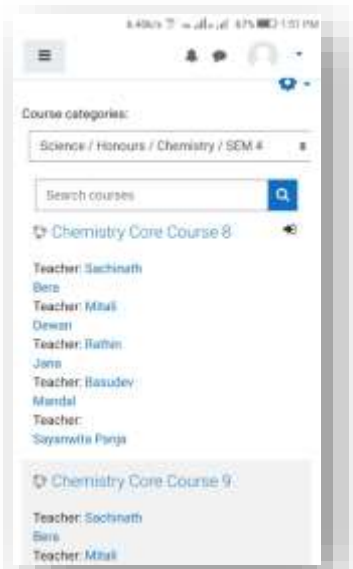
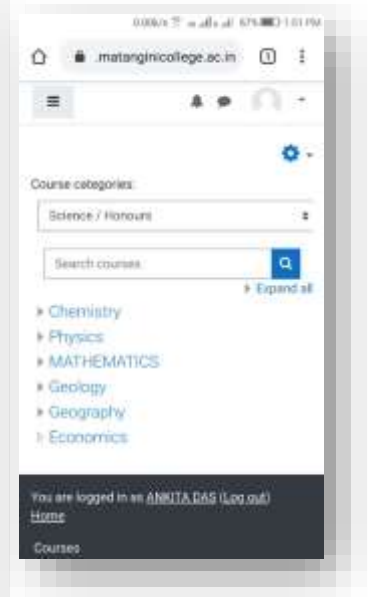
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Sample Photograph of Institutional Learning Management System (ILMS)
Implementation during Covid-19 Pandemic



Principal

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12.Sample Photograph of Green Initiatives and Gender Sensitization Programme



GREEN CAMPUS

Policy Document



Shahid Matangini Hazra Government General Degree College For Women Government of West Bengal Affiliated to Vidyasagar University Chakraborty-Kulberia, P.O. Kulberia, Dist: Purba Medinipur, PIN: 721649

Students' Governance Body/Student Committee (SGBC) Shahid Matangini Hazra Government General Degree College For Women

POLICY DOCUMENT ON THE GREEN CAMPUS

Shahid Matangini Hazra Government General Degree College for Women

Introduction:

Shahid Matangini Hazra Government General Degree College for Women is committed to promote environmental sustainability and responsible energy usage in all aspects of its operations. This policy outlines our commitment to reduce our environmental footprint, conserving natural resources, and fostering a culture of sustainability on our campus.

Policy Statement:

Environmental Responsibility: Shahid Matangini Hazra Government General Degree College for Women recognizes its responsibility to protect and conserve the environment. We are committed to minimizing the adverse environmental impact of our operations and activities.

Energy Efficiency: Energy efficiency will be ensured in all college buildings and facilities by implementing energy-efficient technologies and practices such as use of more LED lamps etc. Regular energy audits and assessments will be conducted to identify opportunities for reducing energy consumption.

Renewable Energy: The opportunities to increase the use of renewable energy sources on campus will be explored, such as installation of solar panels to reduce our reliance on fossil fuels.

Waste Management: The College will implement waste reduction to minimize landfill waste and effective use of bio-waste and encourage responsible disposal of materials.

Water Conservation: Water conservation will be encouraged through practices on campus, including the, rainwater harvesting.

Education and Awareness: Shahid Matangini Hazra Government General Degree College will educate and raise awareness among its students, faculty, and staff about environmental issues, sustainability, and responsible energy usage. Sustainability-related courses, workshops, and events will be offered to the campus community.

Maintenance of the Greenery: The college will see to the maintenance of the greenery and natural ambience for its sustenance, nevertheless it will give a pleasurable experience to spend long hours inside the campus.

Compliance:

We will comply with all relevant environmental laws, regulations, and standards. The college will also work towards obtaining environmental certifications and awards.

Roles and Responsibilities:

Principal

Shahid Matangini Hazra Government General Degree College for Women Chakraborty-Kulberia, Kulberia, Almtouri Tamluk, Purba Medinipur



GOVERNMENT OF WEST BENGAL
Office of the Principal

SHAHID MATANGINI HAZRA GOVT. GENERAL DEGREE COLLEGE FOR WOMEN

Chaksrikrishnapur-Kulberia :: Kulberia :: Purba Medinipur 721649



matanginicollege@gmail.com/ principal@matanginicollege.ac.in 03228-262261/262262 www.matanginicollege.ac.in

12. Sample Photograph of Green Initiatives and Gender Sensitization Programme



Principal

Principal
Shahid Matangini Hazra Government
General Degree College for Women
Chaksrikrishnapur, Kulberia, Almtouri
Tamluk, Purba Medinipur



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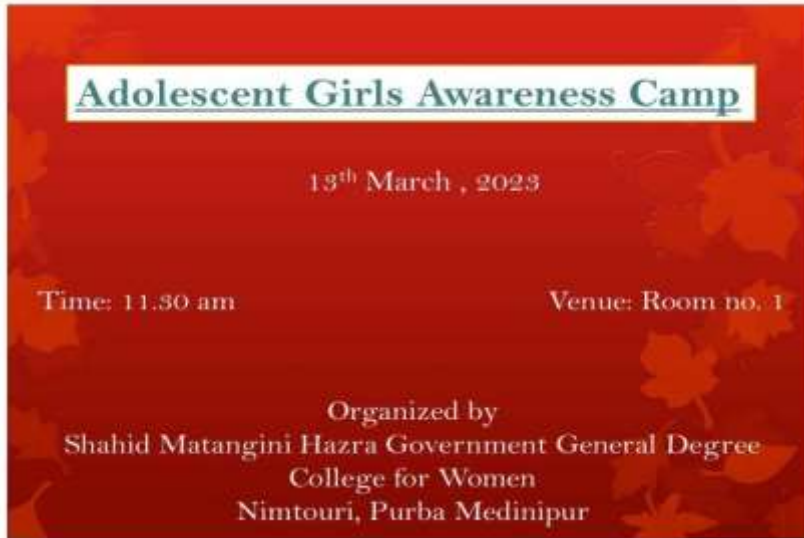
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**Sample Photograph of Gender Sensitization Programme
ADOLESCENT GIRLS AWARENESS CAMP**



Flyer for the Event

**Photograph
of the Event**



Principal

Shahid Matangini Hazra Government
General Degree College for Women
Chaksrikrishnapur, Kulberia, Nimtouri
Tamluk, Purba Medinipur



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Sample Photograph of Sanitary Napkin Vending Machine and Signage



Principal
Principal
Shahid Matangini Hazra Government
General Degree College for Women
Chakrkrishnapur, Kulberia, Almtouri
Tamluk, Purba Medinipur



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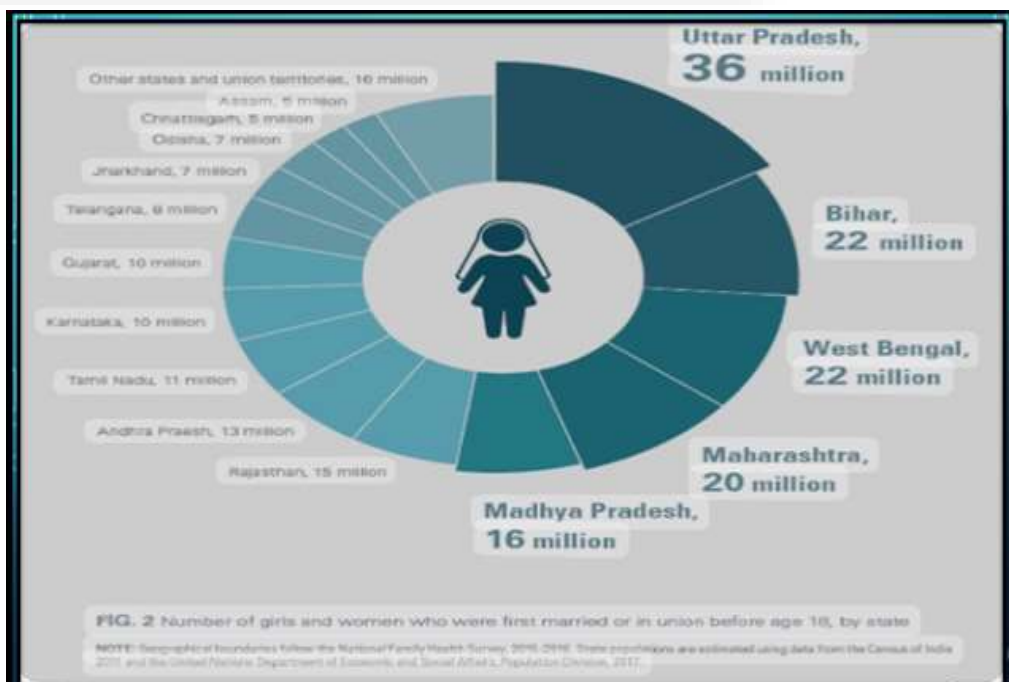


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Sample Photograph of Gender Sensitization Programme
Awareness Camp on Child Marriage – ICT Presentation



OPPO F19
Chak Srikrishnapur, Medinipur Division



Principal
Principal
Shahid Matangini Hazra Government
General Degree College for Women
Chaksrikrishnapur, Kulberia, Almtouri
Tamluk, Purba Medinipur