



# VIVEKANANDA COLLEGE

ESTD - 1985

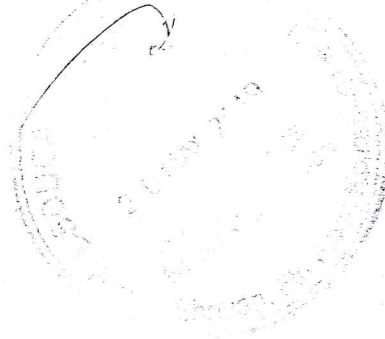
P.O. ALIPURDUAR, DIST. ALIPURDUAR

Pin : 736121, Phone & FAX : 03564 - 274705

Ref. No. 36/VC/2015

Date : 20/5/2015

To  
The Director of Public Instruction,  
Education Directorate,  
Govt. of West Bengal,  
Bikash Bhavan, Salt Lake,  
Kolkata - 700 091.



**Subject: Creation of Teaching Posts.**

Dear Sir,

I have the honour to inform you that all department of Vivekananda College, P.O. Alipurduar, Dist. Alipurduar Pin: 736121, urgently need some teaching posts. For your information the following table depicts the number of Full-Time sanction post for each subject:

Sl. No	Subject	No. of Students	No. of Admissible posts for Gen. & Hons. U.G.	No. of admissible post for P.G. Course	No. of Sanctioned Posts	No. of Existing Teacher	No. of Vacant Posts	No. of Sanctioned PTTs'	No. of Sanctioned CWTTS'	No. of post to be created
1.	Bengali	Hons. 239 General. 1068	5		4	3	1 w.e.f. 01.07.17	2 (1 Vacant w.e.f. 01.08.11)	-	1
2.	English	Hons. . 199 General. 23	5		3	3	-	1	-	2
3.	History	Hons. 151 General. 1380	5		2	1	1 on lien w.e.f. 16.08.18	2(1 Vacant w.e.f. 14.12.13)	-	3
4.	Philosophy	Hons. 30 General. 962	5		1	1	-	1(1 Vacant w.e.f. 14.07.11)	-	4
5.	Education	Hons. 78 General. 1482	5		-	-	-	2	-	5
6.	Geography	Hons. N.A. General. 06	4		-	-	-	-	-	4
7.	Political Science	Hons. 63 General. 769	5		1	-	-	2(1 Vacant w.e.f. - 11.09.14)	-	4
8.	Sanskrit	Hons. N.A. General. 55	4		-	-	-	-	-	4
9.	Sociology	Hons. N.A. General. 41	4		-	-	-	-	-	4
10.	Librarian		2		1	1	-	-	-	1

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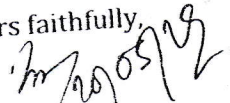
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Enclosure:

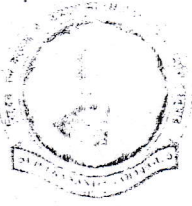
1. F.D Memo no. 1488-F(P) Dated 20.02.2012
2. G.B. resolution regarding creation of Teaching Posts.
3. Copy of establishment G.O. with post creation of Full-Time Assistant Prof.
4. All Pay Fixation Memos of Full-Time & Part-Time Asst. Prof.
5. Copy of University Affiliation of subjects.
6. Copy of last three years subject wise audited roll strength & book strength.
7. Subject wise work load of existing Full-Time Asst. Prof. & Guest Teacher as per routine.
8. Subject wise Class Routine.
9. Department wise list of teaching staff (Full time, Part time and guest).
10. All Pay Packet claim of Full-Time asst. Prof. and part time teacher.
11. Statement of existing and vacant full time teachers.
12. Statement of existing and vacant Part time teachers.
13. Declaration regarding self-financing subject.
14. Xerox copy of latest 100 point roster of teaching staffs.
15. Statement of final position of college as per Education Directorate.

With regards

Yours faithfully,

  
VICE-PRINCIPAL  
VIVEKANANDA COLLEGE  
ALIPURDUAR

Vice-Principal  
Vivekananda College  
PO & Dist. Alipurduar



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To  
The Director of Public Instruction,  
Govt. of West Bengal,  
Bikash Bhavan, 9<sup>th</sup> Floor,  
Salt Lake City,  
Kolkata - 700091.

Sub: Prayer for Creation and filling up of Non-teaching posts.

Sir,

I am submitting herewith a fresh staff pattern along with all relevant documents for your perusal and ready references. Kindly note that Vivekananda College, P.O. Alipurduar, Dist. Alipurduar, Pin: 736121, West Bengal, was started during the year 1985-86 academic session. It has been disseminating education among the poor and disadvantaged section of the society since that time. At present the average roll strength of the College is 2690. But unfortunately, there are only 5 (five) full time, approved Non-teaching Staff (s) and 7 (Seven) posts are lying vacant from a long period of time.

Under this circumstance, you are requested to kindly sanctioned new posts and filling up of the existing posts for smooth running of the College.

Thanking You

Yours faithfully

Gobinda Rajbanshi  
Vice Principal

Vice-Principal  
Vivekananda College  
P.O. & Dist: Alipurduar

Encl:

1. 1227-Edn(CS) dated 05.01.2018.
2. 1488-F(P)dated 20.02.2012.
3. G.B. Resolution regarding Creation and Filling up of new posts and conversion of excess posts of Library Clerk to newly created post of Clerk.
4. Auditor's Report regarding roll strength, book strength & Roll strength of laboratory based Subject.
5. Establishment and post creation G.O's.
6. All Pay Fixation Memos of N.T.S.
7. Declaration regarding self-financing subject, if any.
8. Declaration regarding Court case against Non-teaching Appointment, if any.
9. Declaration regarding Died-in-Harness if any.
10. Statement of existing and vacant position of the Non-teaching Staff.
11. Latest Pay Packet claims.
12. Xerox copy of Fee Structure of College.