



Surya Sen Mahavidyalaya

Siliguri



ASSESSMENT PERIOD
2018-2019 TO 2022-2023

SUPPORTING ATTACHMENTS

CRITERION – 6

**Key Indicator- 6.4 Financial Management and Resource
Mobilization**

6.4.1 Institution has strategies for mobilization and optimal utilization of resources and funds from various sources (government/ nongovernment organizations) and it conducts financial audits regularly (internal and external)

Contents:

- a) Internal Audit Report for FY 2018-19**
- b) Internal Audit Report for FY 2019-20**
- c) Internal Audit Report for FY 2020-21**
- d) Internal Audit Report for FY 2021-22**
- e) Internal Audit Report for FY 2022-23**
- f) Govt. Audit Report for FY 2018-19**
- g) Govt. Audit Report for FY 2019-20**
- h) Documents of the Funds Received from Various Govt. and Non-Govt. Organizations**

a) Internal Audit Report for FY 2018-19



DR. P.K. MISHRA
Principal
Surya Sen Mahavidyalaya
Siliguri - 734004

Internal Audit Report

For the Financial Year 2018-19

SURYA SEN MAHAVIDYALAYA

Surya Sen Colony, Block B

Auditors



M Datta & Associates
Chartered Accountants

Office: Rina Bhawan, 2nd Floor, Opp. HDFC Bank, Panitanki More, Siliguri- 734001

Tel: 86170 82553, 89726 92775 (M)

E - Mail: madhusudandatta91@gmail.com


DR. P.K. MISHRA
Principal
Surya Sen Mahavidyalaya
Siliguri - 734004



M. Datta & Associates

Chartered Accountants

22nd May 2019

To
The Principal
Surya Sen Mahavidyalaya
Surya Sen Colony, Block - B
Siliguri - 734004

**Sub: Internal Audit Report of Surya Sen Mahavidyalaya for the period
1st April 2018 to 31st March 2019**

Dear Sir,

We are submitting herewith internal audit report of Surya Sen Mahavidyalay for above
mention period for your perusal and need full action.

Thanking you

Yours faithfully

MADHUSUDAN DATTA

Proprietor (M. No. 311677)

For and on behalf of

M. Datta & Associates

Chartered Accountants

Firm Reg. no.-330317E

DR. P.K. MISHRA
Principal
Surya Sen Mahavidyalaya
Siliguri - 734004

SURYA SEN MAHAVIDYALAYA

Internal Audit Report for the period from 1st April 2018 to 31st March 2019

PART - A : BRIEF DETAILS OF THE AUDITEE AND AUDIT

- a. Name of address of the Auditee : Surya Sen Mahavidyalaya
Surya Sen Colony, Block - B
Siliguri, Dist. Jalpaiguri
Pin - 734004
- b. Name of the office Principal : Dr. Pranab Kumar Mishra
- c. Name of Audit Firm : M. Datta & Associates
- d. Name's of Audit Team : CA. Madhusudan Datta
(Proprietor)
Partha Sarathi Gope
(Audit Assistant)
- e. Days of Audit : 7 Days
- f. Period covered in the previous audit : April 01, 2017 to March 31, 2018
- g. Period covered in the current audit : April 01, 2018 to March 31, 2019




DR. P.K. MISHRA
Principal
Surya Sen Mahavidyalaya
Siliguri - 734004

b) Internal Audit Report for FY 2019-20



DR. P.K. MISHRA
Principal
Surya Sen Mahavidyalaya
Siliguri - 734004

Internal Audit Report

For the Financial Year 2019-20

SURYA SEN MAHAVIDYALAYA

Surya Sen Colony, Block B

Approved by G.P.
on 19/06/2020.
le
19/06/2020

Auditors



M Datta & Associates
Chartered Accountants

Office: Rina Bhawan, 2nd Floor, Opp. HDFC Bank, Panitanki More, Siliguri- 734001

Tel: 86170 82553, 89726 92775(M)

E - Mail: madhusudandatta91@gmail.com

le
DR. P.K. MISHRA
Principal
Surya Sen Mahavidyalaya
Siliguri - 734004



M. Datta & Associates

Chartered Accountants

18th June 2020

To
The Principal
Surya Sen Mahavidyalaya
Surya Sen Colony, Block - B
Siliguri - 734004

**Sub: Internal Audit Report of Surya Sen Mahavidyalaya for the period
1st April 2019 to 31st March 2020**

Dear Sir,

We are submitting herewith internal audit report of Surya Sen Mahavidyalay for above mention period for your perusal and need full action.

Thanking you

Yours faithfully



MADHUSUDAN DATTA
Proprietor (M. No. 311677)
For and on behalf of
M. Datta & Associates
Chartered Accountants
Firm Reg. no.-330317E

UDIN: 20311677AAAAAR7746

DR. P.K. MISHRA
Principal
Surya Sen Mahavidyalaya
Siliguri - 734004

SURYA SEN MAHAVIDYALAYA

Internal Audit Report for the period from 1st April 2019 to 31st March 2020

PART - A : BRIEF DETAILS OF THE AUDITEE AND AUDIT

- a. Name of address of the Auditee : Surya Sen Mahavidyalaya
Surya Sen Colony, Block - B
Siliguri, Dist. Jalpaiguri
Pin - 734004
- b. Name of the office Principal : Dr. Pranab Kumar Mishra
- c. Name of Audit Firm : M. Datta & Associates
- d. Name's of Audit Team : CA. Madhusudan Datta
(Proprietor)
Partha Sarathi Gope
(Audit Assistant)
- e. Days of Audit : 10 Days
- f. Period covered in the previous audit : April 01, 2018 to March 31, 2019
- g. Period covered in the current audit : April 01, 2019 to March 31, 2020




DR. P.K. MISHRA
Principal
Surya Sen Mahavidyalaya
Siliguri - 734004

c) Internal Audit Report for FY 2020-21



DR. P.K. MISHRA
Principal
Surya Sen Mahavidyalaya
Siliguri - 734004

Internal Audit Report

For the Financial Year 2020-21

SURYA SEN MAHAVIDYALAYA

Surya Sen Colony, Block B

Approved by G.B
in its meeting
held on 10/8/21
CA
10/8/21

Auditors



M Datta & Associates
Chartered Accountants

Office: Rina Bhawan, 2nd Floor, Opp. HDFC Bank, Panitanki More, Siliguri- 734001

Tel: 86170 82553, 89726 92725(M)

E - Mail: madhusudandatta91@gmail.com

le
DR. P.K. MISHRA
Principal
Surya Sen Mahavidyalaya
Siliguri - 734004



M. Datta & Associates

Chartered Accountants

5th August 2021

To
The Principal
Surya Sen Mahavidyalaya
Surya Sen Colony, Block - B
Siliguri - 734004

**Sub: Internal Audit Report of Surya Sen Mahavidyalaya for the period
1st April 2020 to 31st March 2021**

Dear Sir,

We are submitting herewith internal audit report of Surya Sen Mahavidyalay for above
mention period for your perusal and need full action.

Thanking you

Yours faithfully



MADHUSUDAN DATTA
Proprietor (M. No. 311677)

For and on behalf of
M. Datta & Associates
Chartered Accountants
Firm Reg. no.-330317E

UDIN: 21311677AAAABX6446



DR. P.K. MISHRA
Principal
Surya Sen Mahavidyalaya
Siliguri - 734004

SURYA SEN MAHAVIDYALAYA

Internal Audit Report for the period from 1st April 2020 to 31st March 2021

PART - A : BRIEF DETAILS OF THE AUDITEE AND AUDIT

- a. Name of address of the Auditee : Surya Sen Mahavidyalaya
Surya Sen Colony, Block - B
Siliguri, Dist. Jalpaiguri
Pin - 734004
- b. Name of the office Principal : Dr. Pranab Kumar Mishra
- c. Name of Audit Firm : M. Datta & Associates
- d. Name's of Audit Team : CA. Madhusudan Datta
(Proprietor)
Partha Sarathi Gope
(Audit Assistant)
- e. Days of Audit : 9 Days
- f. Period covered in the previous audit : April 01, 2019 to March 31, 2020
- g. Period covered in the current audit : April 01, 2020 to March 31, 2021




DR. P.K. MISHRA
Principal
Surya Sen Mahavidyalaya
Siliguri - 734004

d) Internal Audit Report for FY 2021-22



DR. P.K. MISHRA
Principal
Surya Sen Mahavidyalaya
Siliguri - 734004

Internal Audit Report

-For the Financial Year 2021-22

SURYA SEN MAHAVIDYALAYA

Surya Sen Colony, Block B

Approved by G.B.
on 26/07/2022
le
26/07/22

Auditors



M Datta & Associates
Chartered Accountants

Office: Rina Bhawan, 2nd Floor, Opp. HDFC Bank, Panitanki More, Siliguri- 734001

Tel: 86170 82553, 89726 92775 (M)

E - Mail: madhusudandatta91@gmail.com

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DR. P.K. MISHRA
Principal
Surya Sen Mahavidyalaya
Siliguri - 734004



M. Datta & Associates

Chartered Accountants

11th July 2022

To
The Principal
Surya Sen Mahavidyalaya
Surya Sen Colony, Block - B
Siliguri - 734004

**Sub: Internal Audit Report of Surya Sen Mahavidyalaya for the period
1st April 2021 to 31st March 2022**

Dear Sir,

We are submitting herewith internal audit report of Surya Sen Mahavidyalay for above mention period for your perusal and need full action.

Thanking you

Yours faithfully



MADHUSUDAN DATTA
Partner (M. No. 311677)

For and on behalf of
M. Datta & Associates
Chartered Accountants
Firm Reg. no.-330317E

UDIN: 22311677AMPGDB4716



DR. P.K. MISHRA
Principal
Surya Sen Mahavidyalaya
Siliguri - 734004

SURYA SEN MAHAVIDYALAYA

Internal Audit Report for the period from 1st April 2021 to 31st March 2022

PART - A : BRIEF DETAILS OF THE AUDITEE AND AUDIT

- a. Name of address of the Auditee : Surya Sen Mahavidyalaya
Surya Sen Colony, Block - B
Siliguri, Dist. Jalpaiguri
Pin - 734004
- b. Name of the office Principal : Dr. Pranab Kumar Mishra
- c. Name of Audit Firm : M. Datta & Associates
- d. Name's of Audit Team : CA. Madhusudan Datta
(Partner)
Partha Sarathi Gope
(Audit Assistant)
- e. Days of Audit : 6 Days
- f. Period covered in the previous audit : April 01, 2020 to March 31, 2021
- g. Period covered in the current audit : April 01, 2021 to March 31, 2022




DR. P.K. MISHRA
Principal
Surya Sen Mahavidyalaya
Siliguri - 734004

e) Internal Audit Report for FY 2022-23



DR. P.K. MISHRA
Principal
Surya Sen Mahavidyalaya
Siliguri - 734004

Internal Audit Report

For the Financial Year 2022-23

SURYA SEN MAHAVIDYALAYA

Surya Sen Colony, Block B

Approved for G.O.
on 19/7/23
ll
19/7/23

Auditors



M Datta & Associates
Chartered Accountants

Office: Rina Bhawan, 2nd Floor, Opp. HDFC Bank, Panitanki More, Siliguri- 734001

Tel: 86170 82553, 89726 92775(M)

E - Mail: madhusudandatta91@gmail.com


DR. P.K. MISHRA
Principal
Surya Sen Mahavidyalaya
Siliguri - 734004



M. Datta & Associates

Chartered Accountants

16th June 2023

To
The Principal
Surya Sen Mahavidyalaya
Surya Sen Colony, Block - B
Siliguri - 734004

**Sub: Internal Audit Report of Surya Sen Mahavidyalaya for the period
1st April 2022 to 31st March 2023**

Dear Sir,

We are submitting herewith internal audit report of Surya Sen Mahavidyalay for above mention period for your perusal and need full action.

Thanking you

Yours faithfully



MADHUSUDAN DATTA
Partner (M. No. 3330317E)
For and on behalf of
M. Datta & Associates
Chartered Accountants
Firm Reg. no.-330317E

UDIN: 23311677BGWJRB3694



DR. P.K. MISHRA
Principal
Surya Sen Mahavidyalaya
Siliguri - 734004

SURYA SEN MAHAVIDYALAYA

Internal Audit Report for the period from 1st April 2022 to 31st March 2023

PART - A : BRIEF DETAILS OF THE AUDITEE AND AUDIT

- a. Name of address of the Auditee : Surya Sen Mahavidyalaya
Surya Sen Colony, Block - B
Siliguri, Dist. Jalpaiguri
Pin - 734004
- b. Name of the office Principal : Dr. Pranab Kumar Mishra
- c. Name of Audit Firm : M. Datta & Associates
- d. Name's of Audit Team : CA. Madhusudan Datta
(Partner)
Partha Sarathi Gope
(Audit Assistant)
- e. Days of Audit : 5 Days
- f. Period covered in the previous audit : April 01, 2021 to March 31, 2022
- g. Period covered in the current audit : April 01, 2022 to March 31, 2023




DR. P.K. MISHRA
Principal
Surya Sen Mahavidyalaya
Siliguri - 734004

f) Govt. Audit Report for FY 2018-19



DR. P.K. MISHRA
Principal
Surya Sen Mahavidyalaya
Siliguri - 734004

GOVERNMENT OF WEST BENGAL
EDUCATION DIRECTORATE
COLLEGE AUDIT CELL
BIKASH BHAVAN, SALT LAKE, KOLKATA-91

No. CA/ 14 / 2019

Date:- 12 / 06 / 2019

From: The Director of Public Instruction
West Bengal.

To M/s.....S. S. GUPTA ASSOCIATES.....(Chartered Accountant)

Address:.....KOL - 91.....

Sub:- Audit of Accounts of *Surya Sen Mahavidyalaya* College
for the year 2017-18 & 2018-19 with arrears (if any).

Dear Sir / Madam,

In terms of Govt. order no. 364-Edn(CS), dated. 2nd March, 1973, I have to state that you have been appointed to undertake the audit of the accounts of the college mentioned above for the year 2017-18 & 2018-19 with arrears (if any). You are requested to audit Balance Sheet of the college for the aforesaid year together with Receipts and Payments Accounts and Income and Expenditure Accounts. Irregularities in Accounts, if any, should be pointed out in the audit report with a view to maintaining the quality of the Accounts of Non-Govt. Colleges receiving financial assistance from the State Government. Audit fees and the terms of T.A of auditors, revised vide G.O. No. 1343-Edn(CS), dated-27.10.99 read with G.O. No. 1298-EH/O/(CS)/10M-104/2018 dated 15.11.2018, are mentioned below:

- a) The Audit Fees shall be Rs.10,732/- per year per College. The Audit firms shall neither claim any amount in excess of or in addition to this amount nor the college authority shall entertain any such claim.
- b) The existing rate of travel expenses payable to the Auditors & their Assistants are as follows :
 - i) The Chartered Accountant shall be allowed travel expenses of First Class/A.C.II-class/A.C Chair car train fare or the fare actually incurred whichever is less.
 - ii) Their Assistant shall be allowed travel expenses of 2nd Class train fare/Sleeper class train fare or the fare actually incurred whichever is less.
 - iii) Taxi fare is admissible only if considered urgently required by the head of College/Institution.

G.O. No. 1343-Edn(CS), dated 27.10.1999 has been issued with the concurrence of the Finance Department vide their U.O. No. Group 'B' 8147, dated 18.10.1999.

- B. Audit of the accounts of the College should be undertaken immediately and completed within three months from the date of appointment letter. One copy of the report along with a soft copy shall be submitted to this Directorate within one month from the date of completion of the audit and two copies of the audit reports to the college authorities failing which the offer of appointment will automatically stand cancelled and this office reserves the

le
DR. P.K. MISHRA
Principal
Surya Sen Mahavidyalaya
Siliguri - 734004

right to re-allot the audit of the college to some other auditor without entering into any correspondence with your firm.

Special Instruction to the Auditors:

- i) When an embezzlement is detected or inferred from any special circumstances or when serious irregularities in the accounts are found during audit, the Auditors should immediately report the circumstances to the Education Directorate, West Bengal as well as the Administrator/President of the Governing Body of the colleges. It should also be stated whether the embezzlement or irregularities as the case may be was or were discovered during or before audit.
- ii) The Auditors should communicate demi-officially directly with the concerned Joint Director of Public Instruction, West Bengal when there is any reason to suspect any dishonesty in connection with the public money. These communications are to be treated as confidential warnings against loss of public money.
- iii) Audit Reports which disclose misappropriation of public money or serious irregularities leading or likely to lead to loss of public money, should also be submitted to the Education Directorate forthwith, for taking necessary action.

C. The Auditors will also see:-

- 1) Whether the grant received from the Directorate of Public Instruction West Bengal (viz. Pay Packet, Maintenance and Scholarship), any other grant viz. U.G.C have been properly utilized for the purpose for which the grants were sanctioned.
- 2) Whether there is arrear short deposit against assumed income as defined by Section 2(b) of the West Bengal Colleges (Payment of Salaries) Act, 1978.
- 3) Whether any teaching or non teaching staff who has exercised his option for pension (including family pension) - cum- Gratuity is enjoying the facilities of Compulsory Provident Fund.
- 4) Whether any payment has been made to unapproved staff.
- 5) Any other irregularities of financial nature.
- 6) The following items are also to be examined and included in the Audit report.
 - a) Roll strength of students (Boys & Girls) of the Colleges (Class wise) indicating number of students (class wise) enjoying free studentship.
 - b) Courses and subjects taught in the Colleges.
 - c) No. of students (classwise).
 - d) No. of students in science Hons. subjects (classwise).
 - e) No. of teaching staff and non teaching staff (both full time and part time) of the college.
 - f) (i) Rate of tuition fees, other fees and charges.
(ii) Amount collected from the students on accounts of tuition fees, fines and other charges.

(iii) Amount deposited to Govt. Treasury on account of 50% non-refundable fees collected from students.
 - g) Provident Fund Account of both approved teaching and non teaching staff with reference to particulars regarding Name, Account No, Opening Balance, Incumbent's Share, College Share, Govt. Share, if any, interest credited, audited balance in Provident Fund Account, viz. accumulated contributions, both employers' and employees' investment and balance interest realized during the year, loan issued and loan recovered and outstanding loans recoverable at the end of the period under audit and amount deposited to Treasury as well as regular reconciliation with Treasury.

DR. P.K. MISHRA
Principal
Burdwan Mahavidyalaya
Siliguri - 734004

- h) Such other information as may be indicated by Govt. consequent upon extension of the West Bengal Non- Government Educational Institutions (Control of Provident Fund of Employees) Act, 1983 and the Rules framed there under to non-Govt. Colleges including Sponsored Colleges where they still exist.
- 7) Whether the colleges maintained any Grant Register.
 - 8) Abstract of Ledger Accounts regarding grants.
 - 9) (i) Capital cost of College assets at the time of installation/ purchase. Present valuation of College land and buildings certified by the competent authority and ownership of the property.
(ii) Details of transfer, if any, of moveable or immoveable property without the previous approval of the State Government.
(iii) Whether the college maintains an Assets Register.
 - 10) Cash in hand and at Bank lying with the college on the date of completion of audit.
 - 11) Diversion of fund, if any.
 - 12) List of separate fund accounts and their balances including caution money.
 - 13) A separate sub-accounts of development fees collected and utilization thereof, showing specific purpose for which the said sub- accounts has been applied.
 - 14) Accounts of Fixed Deposits.
 - 15) Closing stock of each Department including Library.
 - 16) Fees reconciliation statement showing the number of students.
 - 17) Leave vacancy, Deputation posting against leave vacancy.
 - 18) Statement to be prepared by the college showing number of posts, sanctioned for both teaching staff and non teaching staff and the number of persons appointed in those sanctioned posts classifying into permanent and temporary category.
 - 19) The expenditure of the college show in the Audit Report must include the following items of expenditure:-
 - (a) Repairs, replacement and small purchase of furniture.
 - (b) Purchase of Library books, Newspaper, Periodicals, Binding Charges
 - (c) i) Repair, Replacement of Laboratory apparatus & equipments;
ii) Small purchase of Laboratory apparatus;
 - (d) Recurring expenditure including cost of Chemicals for Laboratories (for all Science & Laboratory based subjects);
 - (e) Normal repairs of buildings;
 - (f) Rent and taxes of College buildings;
 - (g) i) Electricity charges;
ii) Telephone charges;
 - (h) Bank charges;
 - (i) Audit Fees;
 - (j) Stationery;
 - (k) Printing Charges;
 - (l) Postal;
 - (m) Travelling Expenses;
 - (n) Advertisements;
 - (o) Insurance, if any;
 - (p) Gardening;
 - (q) Contingencies;
 - (r) Contingent Expenses;


 DR. P.K. MISHRA
 Principal
 Surya Sen Mahavidyalaya
 Siliguri - 734004

- (s) Loans & Advances taken from Government outstanding positions;
- (t) Allowance to the staff, if any, in details;
- (u) Examination Charges;
- (v) Conveyance Charges (Bus), for students, if any;
- (w) Expenses met out of UGC's grants in details-
 - i) for teaching;
 - ii) for students;
- (x) Miscellaneous expenses, if any;
- (y) Position of outstanding advances, if any, paid to the staff as well as outside authority.
- (z) Deduction of statutory deductions viz. income tax, GST, labour welfare cess etc from contractors bill.

Above information's should be incorporated in the Report otherwise the report will not be accepted.

D. The receipt of this letter may please be acknowledged within 15 days.

Yours faithfully,

For **Director of Public Instruction**
West Bengal.

No.14(455)/2019

Dated, Kolkata, 12 / 06 / 2019

Copy forwarded to the Principal / Officer-in-Charge / Administrator,.....

..... for information and necessary action. He /She is requested to extend his/her co-operation in regard to Audit of Accounts of the College by producing relevant papers and record before the Auditors concerned as required by them. A copy of the Audit report, duly adopted by the Governing Body of the College, may positively be submitted to this office. If the audit firm does not take up the audit work within one month of receipt of the letter, that may also be intimated to this end.

For **Director of Public Instruction**
West Bengal.

DR. P.K. MISHRA
Principal
Surya Sen Mahavidyalaya
Siliguri - 734004

SURYA SEN MAHAVIDYALAYA
SURYA SEN COLONY, BLOCK-B, SILIGURI – 734 004

AUDIT REPORT
FOR THE YEAR 2018-19



S. GUHA & ASSOCIATES
CHARTERED ACCOUNTANTS
CJ-19, Sector-II, Salt Lake, Kolkata – 700 091


DR. P.K. MISHRA
Principal
Surya Sen Mahavidyalaya
Siliguri - 734004



S. GUHA & ASSOCIATES

Chartered Accountants

Head Office :

CJ-19, Sector - II, Salt Lake, Dist-North 24 Pgs, Kolkata-700 091
Ph : (033) 2360 9686, (033) 2350-6991 E-mail : sguhaassociates@gmail.com

Kolkata Branch Offices :

16/1, Girish Vidya Ratna Lane, Kolkata-700 009 • Law Chamber, 12/1, Hare Street, Ground Floor, Room No. 6, Kolkata-700 001

Branches :

C/o. Swapan Banik
Rest House Lane, Town Bardwal
Netaji Chowmuhani
Agartala-799 001

Office No. 214
Vardhaman Sunrise Plaza
Vesundhara Enclave
New Delhi-110 096

House of Saifur Rahman
Bauli Mohalla, Phulwari Sharif
Patna-801 505

House of Lalit Kumar Jha
Shyam Ganj Road, Near Patel Chowk
P.O. & District : B. Deoghar
Jharkhand-814 112

INDEPENDENT AUDITOR'S REPORT

To the Members of Surya Sen Mahavidyalaya

Opinion

We have audited the financial statements of Surya Sen Mahavidyalaya ("the College"), which comprise the Balance sheet as at 31st March 2019, and the statement of Income & Expenditure Account and Receipts & Payment Account for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our Opinion the aforesaid financial statements give a true and fair view of the financial position of the Trust as at March 31, 2019, and of its financial performance in accordance with the Accounting Standards issued by the Institute of Chartered Accountants of India (ICAI).

Basis for Opinion

We conducted our audit in accordance with the Standards on Auditing (SAs) issued by ICAI. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the entity in accordance with the ethical requirements that are relevant to our audit of the financial statements in [jurisdiction], and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with the aforesaid Accounting Standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error. In preparing the financial statements, management is responsible for assessing the entity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the entity or to cease operations, or has no realistic alternative but to do so. Those charged with governance are responsible for overseeing the entity's financial reporting process.




DR. P.K. MISHRA
Principal
Surya Sen Mahavidyalaya
Siliguri - 734004



S. GUHA & ASSOCIATES

Chartered Accountants

Head Office :

CJ-19, Sector - II, Salt Lake, Dist-North 24 Pgs, Kolkata-700 091
Ph : (033) 2360 9686, (033) 2350-6991 E-mail : sguhaassociates@gmail.com

Kolkata Branch Offices :

16/1, Girish Vidya Ratna Lane, Kolkata-700 009 • Law Chamber, 12/1, Hare Street, Ground Floor, Room No. 6, Kolkata-700 001

Branches :

Clb. Swapan Bank
Rest House Lane, Town Bardwal
Netaji Chowmuhani
Agartala-799 001

Office No. 214
Vandhama Sunrise Plaza
Vasundhara Endave
New Delhi-110 096

House of Saifur Rahman
Bauli Mohalla, Phulwari Sharif
Patna-801 505

House of Lalit Kumar Jha
Shyam Ganj Road, Near Patel Chowk
P.O. & District : B. Deoghar
Jharkhand-814 112

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with SAs will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Place: Kolkata
Date:25.06.2019

For S.Guha & Associates
Chartered Accountants
F.R.N. 32493E

Sourabh Mitra

Sourabh Mitra
Proprietor
Membership No.- 308743



le
DR. P.K. MISHRA
Principal
Surya Sen Mahavidyalaya
Siliguri - 734004

g) Govt. Audit Report for FY 2019-20



DR. P.K. MISHRA
Principal
Surya Sen Mahavidyalaya
Siliguri - 734004

**GOVERNMENT OF WEST BENGAL
EDUCATION DIRECTORATE
COLLEGE AUDIT CELL
BIKASH BHAVAN, SALT LAKE, KOLKATA-91**

No. CA/39(379)/2020

Date:-2nd September, 2020

From: The Director of Public Instruction
West Bengal.

To: M/s. *S. Guha & Associates*.....(Chartered Accountant)

Address: *C.I. - 19, Sector - 11, Salt Lake*.....
Dist. (N) - 94 Pgm, Kolkata - 700 091.....

Sub:- Audit of Accounts ofCollege
..... for the
year 2019-20 with arrears (if any).

Dear Sir / Madam,

In terms of Govt. order no. 364-Edn(CS), dated. 2nd March, 1973, I have to state that you have been appointed to undertake the audit of the accounts of the college mentioned above for the year 2019-2020 with arrears (if any). You are requested to audit Balance Sheet of the college for the aforesaid year together with Receipts and Payments Accounts and Income and Expenditure Accounts. Irregularities in Accounts, if any, should be pointed out in the audit report with a view to maintaining the quality of the Accounts of Non-Govt. Colleges receiving financial assistance from the State Government. Audit fees and the terms of T.A of auditors, revised vide G.O. No. 1343-Edn(CS), dated-27.10.99 read with G.O. No. 1298-EH/O/(CS)/10M-104/2018 dated 15.11.2018, are mentioned below:

- a. The Audit Fees shall be Rs.10,732/- per year per College. The Audit firms shall neither claim any amount in excess of or in addition to this amount nor the college authority shall entertain any such claim.
- b. The existing rate of travel expenses payable to the Auditors & their Assistants are as follows :
 - i. The Chartered Accountant shall be allowed travel expenses of First Class/A.C.II-class/A.C Chair car train fare or the fare actually incurred whichever is less.
 - ii. Their Assistant shall be allowed travel expenses of 2nd Class train fare/Sleeper class train fare or the fare actually incurred whichever is less.
 - iii. Taxi fare is admissible only if considered urgently required by the head of College/Institution.

G.O. No. 1343-Edn(CS), dated 27.10.1999 has been issued with the concurrence of the Finance Department vide their U.O. No. Group 'B' 8147, dated 18.10.1999.

DR. P.K. MISHRA

Principal

Surya Sen Mahavidyalaya
Siliguri - 734004

B. Audit of the accounts of the College should be undertaken immediately and completed within three months from the date of appointment letter. One copy of the report along with a soft copy shall be submitted to this Directorate within one month

from the date of completion of the audit and two copies of the audit reports to the college authorities failing which the offer of appointment will automatically stand cancelled and this office reserves the right to re-allot the audit of the college to some other auditor without entering into any correspondence with your firm.

Special Instruction to the Auditors:

- i. When an embezzlement is detected or inferred from any special circumstances or when serious irregularities in the accounts are found during audit, the Auditors should immediately report the circumstances to the Education Directorate, West Bengal as well as the Administrator/President of the Governing Body of the colleges. It should also be stated whether the embezzlement or irregularities as the case may be was or were discovered during or before audit.
- ii. The Auditors should communicate demi-officially directly with the concerned Joint Director of Public Instruction, West Bengal when there is any reason to suspect any dishonesty in connection with the public money. These communications are to be treated as confidential warnings against loss of public money.
- iii. Audit Reports which disclose misappropriation of public money or serious irregularities leading or likely to lead to loss of public money, should also be submitted to the Education Directorate forthwith, for taking necessary action.

C. The Auditors will also see:-

1. Whether the grant received from the Directorate of Public Instruction West Bengal (viz. Pay Packet, Maintenance and Scholarship), any other grant viz. U.G.C have been properly utilized for the purpose for which the grants were sanctioned.
2. Whether there is arrear short deposit against assumed income as defined by Section 2(b) of the West Bengal Colleges (Payment of Salaries) Act, 1978.
3. Whether any teaching or non teaching staff who has exercised his option for pension (including family pension) - cum- Gratuity is enjoying the facilities of Compulsory Provident Fund.
4. Whether any payment has been made to unapproved staff.
5. Any other irregularities of financial nature.
6. The following items are also be examined and included in the Audit report.
 - a. Roll strength of students (Boys & Girls) of the Colleges (Class wise) indicating number of students (class wise) enjoying free studentship.
 - b. Courses and subjects taught in the Colleges.
 - c. No. of students (classwise).
 - d. No. of students in science Hons. subjects (classwise).
 - e. No. of teaching staff and non teaching staff (both full time and part time) of the college.
 - f. (i) Rate of tuition fees, other fees and charges.
(ii) Amount collected from the students on accounts of tuition fees, fines, and other charges.
(iii) Amount deposited to Govt. Treasury on account of 50% non-refundable fees collected from students.


DR. P.K. MISHRA
Principal
Surya Sen Mahavidyalaya
Siliguri - 734004

- e. Provident Fund Account of both approved teaching and non teaching staff with reference to particulars regarding Name, Account No, Opening Balance, Incumbent's Share, College Share, Govt. Share, if any, interest credited , audited balance in Provident Fund Account, viz. accumulated contributions, both employers' and employees' investment and bank balance interest realized during the year, loan issued and loan recovered and outstanding loans recoverable at the end of the period under audit and amount deposited to Treasury as well as regular reconciliation with Treasury.
- h. Such other information as may be indicated by Govt. consequent upon extension of the West Bengal Non- Government Educational Institutions (Control of Provident Fund of Employees) Act,1983 and the Rules framed there under to non-Govt. Colleges including Sponsored Colleges where they still exist.
- 7) Whether the colleges maintained any Grant Register.
 - 8) Abstract of Ledger Accounts regarding grants.
 - 9) (i) Capital cost of College assets at the time of installation/ purchase. Present valuation of College land and buildings certified by the competent authority and ownership of the property.
(ii) Details of transfer, if any, of moveable or immoveable property without the previous approval of the State Government.
(iii) Whether the college maintains an Assets Register.
 - 10) Cash in hand and at Bank lying with the college on the date of completion of audit.
 - 11) Diversion of fund, if any.
 - 12) List of separate fund accounts and their balances including caution money.
 - 13) A separate sub-accounts of development fees collected and utilization thereof, showing specific purpose for which the said sub- accounts has been applied.
 - 14) Accounts of Fixed Deposits.
 - 15) Closing stock of each Department including Library.
 - 16) Fees reconciliation statement showing the number of students.
 - 17) Leave vacancy, Deputation posting against leave vacancy.
 - 18) Statement to be prepared by the college showing number of posts, sanctioned for both teaching staff and non teaching staff and the number of persons appointed in those sanctioned posts classifying into permanent and temporary category.
 - 19) The expenditure of the college show in the Audit Report must include the following items of expenditure:-
 - (a) Repairs, replacement and small purchase of furniture.
 - (b) Purchase of Library books, Newspaper, Periodicals, Binding Charges
 - (c) i) Repair, Replacement of Laboratory apparatus & equipments;
ii) Small purchase of Laboratory apparatus;
 - (d) Recurring expenditure including cost of Chemicals for Laboratories (for all Science & Laboratory based subjects);
 - (e) Normal repairs of buildings;
 - (f) Rent and taxes of College buildings;
 - (g) i) Electricity charges;
ii) Telephone charges;
 - (h) Bank charges;


 DR. P.K. MISHRA
 Principal
 Surya Sen Mahavidyalaya
 Siliguri - 734004

- (i) Audit Fees;
- (j) Stationery;
- (k) Printing Charges;
- (l) Postal;
- (m) Travelling Expenses;
- (n) Advertisements;
- (o) Insurance, if any;
- (p) Gardening;
- (q) Contingencies;
- (r) Contingent Expenses;
- (s) Loans & Advances taken from Government outstanding positions;
- (t) Allowance to the staff, if any, in details;
- (u) Examination Charges;
- (v) Conveyance Charges (Bus), for students, if any;
- (w) Expenses met out of UGC's grants in details-
 - i) for teaching;
 - ii) for students;
- (x) Miscellaneous expenses, if any;
- (y) Position of outstanding advances, if any, paid to the staff as well as outside authority.
- (z) Deduction of statutory deductions viz. income tax, GST, labour welfare cess etc from contactors bill.

Above informations should be incorporated in the Report otherwise the report will not be accepted.

D. The receipt of this letter may please be acknowledged within 15 days.

Yours faithfully,
Sdf.
 for Director of Public Instruction
 West Bengal.

Date:-2nd September, 2020

No. CA/39(379)/2020

Copy forwarded to the Principal / Officer-in-Charge / Administrator, *Surya Sen Mahavidyalaya*,
Block B, Surya Sen Colony, P.O. Siliguri Town,
Dist. Jalpaiguri, PIN: 734 004 for information and necessary action. He /She is requested to extend his/her co-operation in regard to Audit of Accounts of the College by producing relevant papers and record before the Auditors concerned as required by them. A copy of the Audit report, duly adopted by the Governing Body of the College, may positively be submitted to this office. If the audit firm does not take up the audit work within one month of receipt of the letter, that may also be intimated to this end.

Sdf.
 for Director of Public Instruction,
 West Bengal

DR. P.K. MISHRA
 Principal
 Surya Sen Mahavidyalaya
 Siliguri - 734004

SURYA SEN MAHAVIDYALAYA

Surya Sen Colony, Block-B, Siliguri-734004

Statutory Audit Report - 2019-20

Approved by G. B.
on 11th Nov. 2020.

le
11/11/2020

Principal-Secretary, GB,
Surya Sen Mahavidyalaya
Siliguri - 4

S GUHA & ASSOCIATES

Chartered Accountants

CJ - 19, Sector - II, Salt Lake,

Dist. - North 24 Pgs,

Kolkata - 700091.

☎ : 033 2360 9686

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DR. P.K. MISHRA
Principal
Surya Sen Mahavidyalaya
Siliguri - 734004



S. GUHA & ASSOCIATES

Chartered Accountants

Head Office :

CJ-19, Sector - II, Salt Lake, Dist-North 24 Pgs, Kolkata-700 091

Kolkata Branch Offices :

15/1, Girish Vidya Ratna Lane, Kolkata-700 009 • Law Chamber, 12/1, Hare Street, Ground Floor, Room No. 6, Kolkata-700 001
Ph : (033) 2360 9686, 2350-6991 • E-mail : sguhaassociates@gmail.com • Website : sguhaassociates.com

Branches :

44, Hari Ganga Basak Road
Pranab Bhawan
Post Office Chowhumani, Agartala
Tripura-799 001

Office No. 101, LGF
Shree Balaji Complex, Pandav Nagar
Near Mother Dairy Plant
New Delhi-110 092

House of Sailur Rahman
Bauli Mohalla, Phulwari Sharif, Patna
Bihar-801 505

House of Lalit Kumar Jha
Shyam Ganj Road, Near Patel Chowk
P.O. & District : B. Deoghar
Jharkhand-814 112

INDEPENDENT AUDITOR'S REPORT

To the Members of Surya Sen Mahavidyalaya

Opinion

We have audited the financial statements of Surya Sen Mahavidyalaya ("The College"), which comprise the Balance sheet as at 31st March 2020, and the statement of Income & Expenditure Account and Receipts & Payment Account for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our Opinion the aforesaid financial statements give a true and fair view of the financial position of the Local Authority as at March 31, 2020, and of its financial performance in accordance with the Accounting Standards issued by the Institute of Chartered Accountants of India (ICAI).

Basis for Opinion

We conducted our audit in accordance with the Standards on Auditing (SAs) issued by ICAI. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the entity in accordance with the ethical requirements that are relevant to our audit of the financial statements in Alipurduar, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with the aforesaid Accounting Standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error. In preparing the financial statements, management is responsible for assessing the entity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the entity or to cease operations, or has no realistic alternative but to do so. Those charged with governance are responsible for overseeing the entity's financial reporting process.



DR. P.K. MISHRA
Principal
Surya Sen Mahavidyalaya
Siliguri - 734004



S. GUHA & ASSOCIATES

Chartered Accountants

Head Office :

CJ-19, Sector - II, Salt Lake, Dist - North 24 Pgs, Kolkata - 700 091

Kolkata Branch Offices :

16/1, Girish Vidya Ratna Lane, Kolkata-700 009 • Law Chamber, 12/1, Hare Street, Ground Floor, Room No. 6, Kolkata-700 001
Ph : (033) 2360 9686, 2350 6991 • E-mail : sguhaassociates@gmail.com • Website : sguhaassociates.com

Branches :

44, Hari Ganga Basak Road
Pranab Bhawan
Post Office Chowhmani, Agartala
Tripura-799 001

Office No. 101, LGF
Shree Balaji Complex, Pandav Nagar
Near Mother Dairy Plant
New Delhi-110 092

House of Sailur Rahman
Bauli Mohalla, Pihuwari Sharif, Patna
Bihar-801 505

House of Lalit Kumar Jha
Shyam Garj Road, Near Patel Chowk
P.O. & District : B. Deoghar
Jharkhand-814 112

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with SAs will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Place: Siliguri
Date: 16.10.2020

For S. Guha & Associates
Chartered Accountants
F.R.N. 322493E

Sourabh Mitra

Sourabh Mitra
Partner

Membership No.- 308743
UDIN: 20308743AAAKF2197



DR. P.K. MISHRA

DR. P.K. MISHRA
Principal
Surya Sen Mahavidyalaya
Siliguri - 734004

**h) Documents of the Funds Received from Various Govt. and Non-Govt.
Organizations**



DR. P.K. MISHRA
Principal
Surya Sen Mahavidyalaya
Siliguri - 734004

GOVERNMENT OF WEST BENGAL**DEPARTMENT OF HEALTH & FAMILY WELFARE**

West Bengal State AIDS Prevention & Control Society (IEC Division)
Swasthya Bhaban, 1st Floor, Wing-B, GN-29, Sector-V, Salt Lake, Kolkata-700 091

Dated:-02.03.2023

Sanction Order

Sanction is hereby accorded for a sum of **Rs. 50,000/- (Rupees Fifty Thousand only)** in favor of Suryasen Mahavidyalaya, New Jalpaiguri for organizing a TOT of Nodal Officers and Peer Educators on HIV/AIDS and other health related issues on 10th March 2023 in the Financial year 2022-23.

Budget for the program:

Sl no.	Program Details	Amount
1.	Hall decoration	2000
2.	Tiffin (150 X 150 students)	22500
3.	Travelling 77 members @ Rs 200	15400
4.	Certificate and Banner 20*150 +500	3500
5.	Felicitation Memento 200*10	2000
6.	Miscellaneous expenses	4600
Total(Rupees Fifty Thousand only)		50,000/-

No payment will be made in advance in favor of the aforementioned college. The total payment will be made after the submission of original bills and vouchers of the program as well as after completion of CNA process by North Bengal University. The previous order no **HFW-28016(19)/1/2019- IEC SEC (SAPCS)- Dept. of H & FW-S/258 dated 1.3.23 of Rs. 75,000/-** is hereby cancelled. The expenditure is to be booked as per the approved annual Action Plan 2022-23. If necessary saving from one component may be used to compensate the deficit in another component keeping the total sanctioned amount unchanged.

[Signature]
02.03.23
JOINT DIRECTOR

FINANCE SECTION(SAP&CS)(H&FW)

Copy forwarded for information and necessary action to:-

- 1.The Project Director, WBSAP&CS
- 2.The Deputy Director (Finance), WBSAP&CS
- 3.The Deputy Director (IEC), WBSAP&CS
- 4.Office Copy

[Signature]
02.03.23
FINANCE SECTION(SAP&CS)(H&FW)

DR. P.K. MISHRA
Principal

Surya Sen Mahavidyalaya
Simguri -734004

भारतीय सामाजिक विज्ञान अनुसंधान परिषद
(शिक्षा मंत्रालय)
पूर्वी क्षेत्रीय केन्द्र

INDIAN COUNCIL OF SOCIAL SCIENCE RESEARCH
(Ministry of Education)
EASTERN REGIONAL CENTRE

1/R-1 Baishnabghata Patuli Township, Kolkata 700 094

Ref. : ICSSR-ERC/2021-22/40

Date : 09/11/2021,

To
Ms. Pompi Sarkar
Convener & Assistant Professor
Department of Geography
Surya Sen Mahavidyalaya
Siliguri - 734004

Sub : Issuance of cheque for organizing a webinar on "Population Growth, Resource Utilization and Environmental Sustainability" during November 14 - 15, 2021.

Dear Ms. Sarkar,

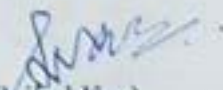
I refer to your letter dated 08-10-2021 received through email dated 26-10-2021 with regard to issue of a cheque for organizing a webinar on "Population Growth, Resource Utilization and Environmental Sustainability" during November 14 - 15, 2021.

I have pleasure in informing you that the amount of Rs.36,000/- (Rupees thirty six thousand only) has been transferred to your given A/c no.502102011114024 on 07/11/2021, vide our cheque no.181504, dtd.08-11-2021, drawn on State Bank of India, Baroda Park Branch, Kolkata towards first instalment of the sanctioned financial grant of Rs.40,000/- for the webinar. Please send an official receipt.

As indicated earlier, please send papers/ proceedings of the webinar after it is held along with audited statement of accounts and utilization certificate duly certified by the auditor on receipt of which further disbursement will be made.

Thanking you,

Yours sincerely,


(Saibal Kar)
Hony. Director

Encl.: As above.

DR. P.K. MISHRA
Principal
Surya Sen Mahavidyalaya
Siliguri - 734004



Revathy Vishwanath
Deputy Director
RP Division In-charge
Tel #011-26716690
E-mail: rpsicssr@gmail.com

Indian Council of Social Science Research
(Ministry of Education)
JNU Institutional Area, Aruna Asaf Ali Marg
New Delhi 110067
Website: www.icssr.org

SANCTION ORDER

F.No. 02/51/2021-22/ICSSR/RP/MN

Dated: 25-03-2022

The Principal
Surya Sen Mahavidyalaya
Block-B, Surya Sen Colony, Siliguri
District-Jalpaiguri
West Bengal 734004

Subject: Sanction of Minor Project entitled "Empirical Study of Women Toto Drivers in Siliguri: A Socio-Economic and Cultural Transformation" to Dr. Bhawna Rai, Assistant Professor, Surya Sen Mahavidyalaya, Jalpaiguri, West Bengal 734004.

Dear Madam,

1. The Indian Council of Social Science Research (ICSSR) considered the above Research Programme project submitted by **Dr. Bhawna Rai**, Assistant Professor, Surya Sen Mahavidyalaya, Jalpaiguri, West Bengal 734004. Co-Project Director of the Study are: **Nil**
2. The study, as proposed by the researcher, is to be located at and financially administered by your institution as per the guidelines of this award.
3. The ICSSR has sanctioned a grant-in-aid of **Rs.5,00,000/-** (Rupees **Five Lakh** only) for the above research project and the grant will be released as follows:

First instalment @40% :	Rs. 2,00,000/-
Second instalment @ 20%:	Rs. 1,00,000/-
Third instalment @ 10% :	Rs. 50,000/-
Fourth Instalment @10% :	Rs. 50,000/-
Final instalment @15%:	Rs. 75,000-
Publication Grant* @ 5-6% :	Rs. 25,000/-
Total	Rs. 5,00,000/-
Overhead charges over and above 5% or maximum Rs.1,00,000 :	Rs.25,000/-**

(* to be retained by the ICSSR. ICSSR would publish it subject to the recommendation by the expert and relevant Committees for the purpose, from the overall budget, so to be retained by the ICSSR).

**will be released on successful completion of project after evaluation.
(The break-up budget approved by the ICSSR of Rs. 5,00,000/- is enclosed.)

4. The **First installment** of the approved grant-in-aid will be released after receiving the grant-in-aid bill duly filled in, stamped and signed by the Project Director as well as the affiliating organization. (**GIB already received**).
5. In case, the study involves survey research, the finalized schedules/questionnaires (2 copies) to be sent to the ICSSR as per the following schedule:
 - a) If the schedule /questionnaire for eliciting information is as per standard questionnaire, these will have to be sent to ICSSR immediately,
 - b) If the schedule /questionnaire for eliciting information are to be designed afresh keeping in view the requirements of the project, these will have to be sent to the ICSSR within a period of six months in any case.

DR. P.K. MISHRA
Principal
Surya Sen Mahavidyalaya
Siliguri, 734004

Revathy

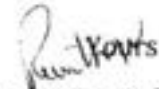
6. The Second instalment will be released after receiving a satisfactory six/nine/ twelve months Progress Report (depending on the duration of the programme), simple statement of account of first instalment, published peer reviewed journal, along with grant-in-aid bill towards the second instalment.
7. The Third instalment will be released will be released after receiving second Progress Report (depending on the duration of the programme), simple statement of accounts of the second instalment, along with grant-in-aid bill towards the third instalment.
8. **The fourth instalment** will be released after receiving book length Final Report in soft copy (both word and PDF format), Executive Summary of Final Report in soft copy (both word and PDF format), 500 words abstract of the Final Report in soft copy, research papers published in peer reviewed journals duly acknowledging ICSSR, similarity index score sheet, simple statement of accounts of third instalment along with grant-in-aid bill towards the fourth instalment. Project Director is required to submit hard copies of the Final Report only after the confirmation from the ICSSR after incorporating the suggested changes. Such data or information relating to the research project as may be asked for by the ICSSR for preservation in its Data Archives should be given by the scholar.
9. **The publication grant** will be retained by the ICSSR & will be spent by the ICSSR Publication Division if the Final report is found publishable by an Expert Committee constituted by the ICSSR.
10. The scholar shall acknowledge support of ICSSR in all publications resulting from the project output (Research Paper, Books, Articles, Reports, etc.) and should submit a copy of the same to the ICSSR during its course and after completion.
11. **Final instalment** will be issued after receipt of recommendation of the expert for acceptance of the Final Report, Audited statement of accounts (AC) in prescribed format with utilization certificate (UC) in GFR-12A form for the entire approved project amount duly signed by the Finance Officer/Registrar /Director of the affiliating Institution, verification of all documents and decision on retaining of equipment and books etc. The institutions of which the accounts are not audited by CAG/AG, their utilisation certificate will be signed by the Finance Officer and a chartered accountant.
12. The Overhead Charges to the affiliating institution will be released after the Final Report has been accepted and documents verified by the ICSSR. The ICSSR reserves the right to change the affiliation if it is found that the affiliating institute is not co-operating with the scholar and it is not facilitating timely completion of the study.
13. The Project Director will ensure that the expenditure incurred by him conforms to the approved budget heads and relevant rules. Audited Statement of accounts with Utilization Certificate in GFR of 12A form is for the entire project amount approved for the project.
14. The University/Institution of affiliation will provide to the scholar office accommodation including furniture, library and research facilities and messengerial services. For this, the ICSSR shall pay to the University/Institution of affiliation **overhead charges @5%** over and above or maximum **Rs.1,00,000/-** of the total expenditure incurred on the project only after successful completion of the project.
15. The Contingency Grant may be utilized for research and office assistance, books, stationary, computer cost, research assistance and the field work expenses of Project Director, Co-Project Directors and research personnel connected with the research work.
16. The overhead charges to the affiliating institution over and above @ 5% or maximum Rs.1,00,000 will be released only after successful completion of the project after evaluation. The accounts and the Utilization Certificate will be signed by the Finance Officer/Registrar/Principal/Director in the case of accounts of the institution are audited by CAG/AG. Otherwise, they need to be signed by the Finance Officer and the Chartered Account.
17. The Director of the research project will be **Dr. Bhawna Rai**, who will be responsible for its completion within **12 Months** from the date of commencement of the project, which is **11 March 2022**, as intimated by the scholar.
18. In case, the Project Director does not submit the periodic / final project report as per adequate justification, the scholar may be debarred from availing all future financial assistance from ICSSR.
19. All grants from ICSSR are subject to the general provision of GFR 2017.

DR. P.K. MISHRA
Principal

Surya Sen Mahavidyalaya
Siliguri - 734004

P. Singh

20. The Project Director will ensure that the expenditure incurred by him conforms to the approved budget heads. The grant-in-aid is subject to all the conditions laid down in the **Indian Council of Social Science Research (ICSSR) Research Projects available in the ICSSR website www.icssr.org**
21. The expenditure on this account is debatable to the **Budget Head-ICSSR (Scheme Code 0877); OH 31.09 Research Projects.**
22. All project instalments will be transferred through **Public Finance Management System (PFMS)** and ICSSR shall implement the EAT module for ensuring transparency of expenditure at all levels and to ensure that there is no parking of funds.
23. As per MoE (Ministry of Education) instruction, the amount of grant sanctioned herein is to be utilized by **the end of the project duration**. Any amount of the grant remaining unspent shall be refunded to the ICSSR immediately after the expiry of the duration of the project. If the grantee fails to utilize the grant for the purpose for which the same has been sanctioned/or fails to submit the audited statement of expenditure within the stipulated period, the grantee will be required to refund the amount of the grant with interest thereon @ 10% per annum.
24. Any instalment release is subject to availability of grant, and satisfactory progress report of the scholar. Mere award of the study does not entitle the scholar for the release of any of the instalments.

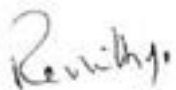

faithfully,
(Revathy Vishwanath)

For MEMBER-SECRETARY

Encl: as above.

Copy to:

1. **Dr. Bhawna Rai**
Assistant Professor
Surya Sen Mahavidyalaya
Block-B, Surya Sen Colony, Siliguri
District-Jalpaiguri
West Bengal 734004
2. **Finance Branch, ICSSR, New Delhi**
3. **Record file**


(Revathy Vishwanath)

For MEMBER-SECRETARY


DR. P.K. MISHRA
Principal
Surya Sen Mahavidyalaya
Siliguri - 734004

Title: "Empirical Study of Women Toto Drivers in Siliguri: A Socio-Economic and Cultural Transformation".

By: Dr. Bhawna Rai,

S.No	Heads of Expenditure	Value (Rs.)
1	Project Director/Co-PD	
2	Research Staff: Full time/part time/Hired services	Not exceeding 45% of the total budget.
3	Field work	Not exceeding 35%
4	Equipment and study material	Not exceeding 12%
5	Contingency	Not exceeding 5%
6	Publication of report -	approx.5-7%
	Grand Total	ICSSR will finally make it 100%
	Affiliating Institutional overheads over and above the grand total	(Affiliating Institutional overheads @ 5% of the approved budget, subject to a maximum upper limit of Rs.1,00,000/-)

* The five percent (5-7%) publication amount will be spent by the ICSSR Publication Division if the Final report is found publishable by an Expert Committee constituted by the ICSSR.

➤ **Remuneration and Emoluments of Project Staff**

(a) Project staff could be engaged by the Project Director on a full/ part-time basis during the research work and the duration/consolidated monthly emoluments of their employment may be decided by the project director within the limits of the sanctioned financial allocation and as per the ICSSR rules (b) Research Associate @Rs.20, 000/- p.m. (Qualification - Post graduate in any social science discipline with minimum 55% marks and NET/SLET /M.Phil/Ph.D)(c)\Research Assistant @Rs.16, 000/- p.m.(Qualification-Ph.D./M.Phil./ Post graduate in social science discipline with minimum 55% marks)(d) Field Investigator @ Rs.15, 000/-p.m. (not exceeding 6 months) (Qualification- Post graduate in any social science discipline with minimum 55% marks)(e).Retrospective payment for work already done is not permissible.

➤ **Re-appropriation:** The Project Investigator may with the permission of the Institution, re-appropriate expenditure from one sub-head to another, subject to a maximum of 5-7 % of the particular budget heads. If the study necessitates re-appropriation beyond7%, it may be done only after the approval of the ICSSR.

➤ **Selection of Research Staff** should be done through an advertisement and a selection committee consisting of (1) Project Director; (2) One outside Expert (other than the institute where the project is located); (3) a nominee of the Vice Chancellor/Head of the Institution and (4) Head of the Department)/Dean of relevant faculty duly approved by the competent authority.

➤ **For all field work related expenses** of Project Director, Co-Director and project personnel, rules pertaining to affiliating institutes shall be followed.

➤ **All equipment and books** purchased out of the project fund shall be the property of the affiliating institutions. On completion of the study, the Project Director shall submit an undertaking in this regard. The ICSSR, however, reserves the right to take charge of equipment and books, if it thinks it fit in a case.

➤ **Purchase of equipment/ assets** for the research Project is permissible only if it is originally proposed and approved by the ICSSR and does not exceed the permissible amount.

➤ The scholar should acknowledge the support of ICSSR in all publications resulting from the programme output (Research Paper, Books, Articles, Reports, etc.) and should submit a copy of the same to the ICSSR during its course and even after completion.

DR. P.K. MISHRA

Principal
Surya Sen Mahavidyalaya
Siliguri - 734004

Raunika



Kolkata Centre
कोलकत्ता केन्द्र

UGC-DAE Consortium for Scientific Research

विश्वविद्यालय अनुदान आयोग - परमाणु ऊर्जा विभाग वैज्ञानिक अनुसंधान संकुल

(An autonomous institution of UGC, New Delhi)


(विश्वविद्यालय अनुदान आयोग, नई दिल्ली द्वारा स्थापित स्वशासी संस्थान)

(Formerly Inter University Consortium for DAE Facilities; IUC-DAEF)

Collaborative Research Scheme:- Fund transfer details

Research Program Co-ordinator:-Dr. Souvik Chatterjee

Sl. No.	Name of Beneficiary	Name of Bank	Account No	Type of A/c	IFS Code	Amount (INR)	Name of PI	UTR NO
1	The Principal DDSPACS College	SBI	37557545277	Current	SBIN001207	45000.00	Dr.U. P.Gawai	IOBAN20009100657
2	The Registrar Calcutta University	BOB	00250100016790	Current	BARB0COLCAL	417000.00	Dr.Aritra Banerjee	IOBAN20009100659
3	The Principal Surya SenMahavidyalaya	UBI	035010100177726	Current	UTIB0000035	239880.00	Dr.Arindam Karmakar	IOBAN20009100662
4	The Principal Narajole Raj College	BOI	431020100000208	Current	BKID0004310	45000.00	Dr.TapanenduKamaliya	IOBAN20009100665
5	The Registrar Presidency University	SBI	30165395939	Current	SBIN0007766	417000.00	Dr.Sukanta De	IOBAN20009100668
6	The Registrar Manipal Academy of Higher Education.	SBI	37983533287	Current	SBIN0004426	45000.00	Dr.Ismayil,	IOBAN20009100669
7	The Finance Officer, W.B State University, Barasat.	IDBI	820911578	Current	IDIB000B091	45000.00	Dr.Subhajit Sarkar	IOBAN20009100672

 13/1/2020

(Mr. R. P. Chatterjee)

AO-I (Accounts)

UGC-DAE CSR, Kolkata Centre



DR. P.K. MISHRA
Principal
Surya Sen Mahavidyalaya
Siliguri - 734004



UGC-DAE Consortium for Scientific Research
 विश्वविद्यालय अनुदान आयोग परमाणु ऊर्जा विभाग विज्ञानिक अनुसंधान संकल

Kolkata Centre
 कोलकता केंद्र

An autonomous institution of UGC, New Delhi
 Formerly Inter University Consortium for DAE Facilities (IUC-DAE-F)

Ref: UGC-DAE/CSR/PROJECT/ACCT ~~201~~ 20 0031/0086

Date 15/01/2020

To
 The Honorable Principal
 University of Surya Sen
 Mahavidyalaya, Siliguri
 W.B-734004, India

Sub: UGC-DAE/CSR Research Project for
 Prof. Dr. Arindam Karmakar

Sir,
 With reference to above subject amount Rs. 2,39,880/-
 (Rupees Two Lakhs thirty nine thousand eight hundred eighty only). Vide DD on
 VTR NO. IOBAN 20009100662 - Dtd - May please be

to be enclosed towards the	1st	instalment	
the details of the same are as follows:			
	1st	Contingency + Consumable	Rs. 15,000/-
		15,000 + 30,000	
		HRA (6%)	Rs. 26,880/-
		✓ Misanur ISLAM	Rs. 1,68,000/-
		Two Lakhs thirty nine thousand eight hundred eighty only.	
			Total Rs. 2,39,880

This may please be acknowledged

Enclosed as above
 ✓ Copy to Prof. Dr. Arindam Karmakar
 Dept of Physics

TO THE Principal
 Surya Sen Mahavidyalaya
 Siliguri, W.B-734004, India

Yours sincerely,

 UGC-DAE/CSR, Kolkata Centre
 Administrative Officer-I (Accounts)
 UGC-DAE Consortium
 for Scientific Research
 Kolkata Centre

DR. P.K. MISHRA
 Principal
 Surya Sen Mahavidyalaya
 Siliguri - 734004

0578



Kolkata Centre
কলিকতা কেন্দ্র

UGC-DAE Consortium for Scientific Research

विश्वविद्यालय अनुदान आयोग परमाणु ऊर्जा विभाग विज्ञानिक अनुसंधान संकुल

An Autonomous Institution of UGC, New Delhi
আনুসঙ্গিক গবেষণা আয়তন সংগঠিত গবেষণা কেন্দ্র
Formerly: Inter University Consortium for DAE Facilities, India

Ref: UGC-DAE/CSR PROJECT ACCT 2022/0577

Date 21/01/22

To
The Principal,
Surya Sen Mahavidyalaya
Siliguri, WB-734004, India

Sub: UGC-DAE/CSR Research Project
Dr. Arindam Karmakar

With reference to above subject amount Rs. 2,72,680

Rupees Two Lakh Sevenly two thousand six hundred eight only.

Payment Advice No. CO12219465231

PPMS Dtd 07/01/22

Amount enclosed towards the 3rd installment

The details of this amount are as follows:

3rd installment
TR-12

HRA	—	RS. 11201- (After)
Fellowship	—	RS. 192000/-
HRA		RS. 34560/-
Contingency		RS. 45000/-

Two Lakh Sevenly two thousand
Six hundred eight only.

2,72,680/-

This may please be acknowledged

Administrative Officer-I (Accounts)
UGC-DAE Consortium
for Scientific Research
Kolkata Centre

Enclosed as above 10578
Copy to Arindam Karmakar
Dept of Physics

Surya Sen Mahavidyalaya, Siliguri WB-734004 India

DR. P.K. MISHRA
Principal
Surya Sen Mahavidyalaya
Siliguri - 734004



Kolkata Centre
कोलकता केन्द्र

UGC-DAE Consortium for Scientific Research

विश्वविद्यालय अनुदान आयोग - परमाणु ऊर्जा विभाग वैज्ञानिक अनुसंधान संकुल

(An autonomous institution of UGC, New Delhi)

(विश्वविद्यालय अनुदान आयोग, नई दिल्ली द्वारा स्थापित स्वशासी संस्थान)

(Formerly Inter University Consortium for DAE Facilities; IUC-DAEF)

UGC-DAE-CSR-KC/CRS/19/MS05/0936

Date: 10.05.2019

To
The Principal
Surya Sen Mahavidyalaya,
Siliguri, West Bengal:- 734004, India

Sub: Collaborative Research Schemes (Research Project) entitled "*Magnetoelectric properties of $ABaB_2O_7$ "114" oxides (A = Lanthanides/Y/Ca/Sr, B = Co/Fe/Mn)*" of Dr. Arindam Karmakar, Assistant Professor, Department of Physics, Surya Sen Mahavidyalaya, Siliguri, West Bengal:- 734004, India

Dear Sir/Madam,

This is to inform you that based on recommendations of the User Committee, UGC-DAE Consortium for Scientific Research, Kolkata Centre has approved the aforecaptioned proposal for full support (research scholar, contingency, consumables and travel) as a Collaborative Research Scheme (CRS) w.e.f. 01.06.2019.

It is envisaged that the research activities under this scheme be based on active academic collaboration with the respective in-house group(s) and is undertaken using the facilities outlined in the original proposal.

Terms and conditions of the sanction are outlined in Annexure-I. The other guidelines or rules stipulated by the UGC, if any, will be intimated to you accordingly.

All correspondences related to the CRS from the PI, be communicated to the respective Research Co-ordinator(s) mentioned below.

Yours sincerely,

M.K. Chakraborty,
Administrative Officer -I (Personnel),
Kolkata Centre of UGC DAE CSR

Copy to:

- Dr. Arindam Karmakar, Assistant Professor, Department of Physics, Surya Sen Mahavidyalaya
- Mr. R. P. Chattopadhyay, Administrative Officer-I (Accounts), Kolkata Centre of UGC DAE CSR.
- Dr. Souvik Chatterjee, Research Coordinator, Kolkata Centre of UGC DAE CSR

DR. P.K. MISHRA
Principal
Surya Sen Mahavidyalaya
Siliguri - 734004




ANNEXURE- I

1. In principle CRS approval has scientific sanction for three years and financial sanction for one year. Financial sanction will be renewed on a yearly basis subject to receipt of satisfactory progress report, utilization certificate (U.C) for the previous year & claim bill for the current.
2. Grant for fellowship is approved for one research scholar for one year. Fellowship money will be released after joining of the fellow and will commence from the date of joining of the fellow.
3. The grant of Rs.30,000/- as consumable and Rs 15,000/- as contingency has been sanctioned for one year. This shall not cover any expenses related to travel and / registration for Workshop and Conference.
4. Travel will be supported (directly From the Centre) after prior approval from the centre, and travel fund can be utilized by the project PI and Student(s) under the scheme for their visit to the Centre either for discussion or performing experiment(s) related to the project/scheme following norms of University. Travel support will be also be provided to the PI/Student(s) for participation in conferences, workshop discussion meeting, seminar etc. associated with the collaborative program within the country after obtaining prior approval from the Centre. Field trips relevant to the present scheme would be considered on a case-to-case basis, and the PI is requested to submit the details (justification, itenary, proposed measurements etc) atleast one month in advance to the respective Research Co-ordinators electronically.
5. Users of Gamma Irradiation facility (for experiments related to the sanctioned CRS) are requested to fill in and submit the enclosed from.
6. Release of the grant for fellowship and contingency is subject to **receipt of Claim –bill (TR-42, enclosed as Annexure II) and also the Utilization Certificate (UC) duly certified by the competent authority of the University / College (such as Finance Officer, Registrar) (in the successive years) .**
7. Fellow recruitment should be made by an open selection and be as per UGC guideline. The recruitment procedure to be initiated within 3 months of the commencement of the CRS and appointment to be completed within 6 months of the same. Details of designations, requirements and fellowship rates are given below.

Designation	Remuneration	Minimum Qualifications
Project Fellow	Rs 14,000/pm + HRA	For Sciences : 2 nd Class M.Sc with a minimum of 55% marks in the subject concerned or For Engineering : 1 st Class B.E / B.Tech degree.
	Rs 16,000/- pm + HRA	After 2 years as a Project Fellow , if the research work is found satisfactory on assessment (by a 3 member expert committee with an external member) with at least one research paper in a reputed journal out of the work done under the project.
Project Associate-I	Rs 25,000/- pm + HRA	For Sciences : 2 nd Class M.Sc with a minimum of 55% marks in the subject concerned + GATE / NET-JRF / Lectureship (UGC-CSIR joint test) / SLET or For Engineering : M.E / M.Tech with minimum 55% marks. GATE is not a mandatory condition.
Project Associate-II	Rs 28,000/- pm + HRA	After 2 years as a Project Associate-I if the research work is found satisfactory on assessment (by a 3 member expert committee with an external member) with at least one research paper in a reputed journal out of the work done under the project.

DR. P.K. MISHRA
Principal
Surya Sen Mahavidyalaya
Siliguri - 734004

8. All recruitment should be authorised by a Selection Committee constituted as per rules of University/institution in which the Principal Investigator is working. The advertisement should be widely circulated atleast electronically. The Selection Committee selecting a Research Scholar, under the Collaborative Research Scheme (CRS) shall have a representative of this institution (To be nominated by the Centre Director). The PIs should inform the interview schedule to the Centre Director, **3 weeks in advance**. The Centre Director would then arrange for a nominee to be present. **The appointment cannot be made if the 3 weeks notice is not given**. The Centre Director may, with the approval of Director, waive the requirement of the nominee being present. Copy of the advertisement, details of the electronic circulation, minutes of the Selection Committee, appointment letter and joining report and other relevant documents of the fellow joining should be sent to respective program coordinator of the Centre for release of fellowship grant. Fellowship money will be released only after joining of the fellow. It is preferred / recommended that the research scholar have qualified National level Ph.D entrance exams such as UGC-CSIR NET, SLET etc.
9. In all cases of appointment under the scheme, it must be mentioned in the appointment letter that the appointment is purely temporary and will terminate automatically without any notice of compensation on termination of the research scheme and the appointed person will have no claim of appointment/absorption in UGC DAE CSR, KC. An undertaking must be taken from the appointed person in this effect. Leave rules for the appointed fellow will be as per the host institution of the PI.
10. Initiation of fellowship may not coincide with the initiation of the CRS, as such one year sanction of fellowship corroborates with 12 months of fellowship to be consumed from the date of joining of the fellow.
11. **No over head charges** would be payable to the Universities/Institutions since the Consortium is not a funding Agency but is a wholly funded unit of UGC.
12. Contingency fund to be utilised for computational work, purchase of stationery and other consumables pertaining to the concerned project. **No grant is allocated for any capital Equipment /Asset**.
13. Every research scheme will be reviewed towards the end of a year. Depending on the progress of the collaborative research scheme, a decision will be taken for the sanction of funds for the next year of the project. **An annual statement of Accounts and a Certificate of Utilization of money sent for the research scheme must be sent to the respective program coordinator of the Centre of completion of each year.**
14. The draft of the manuscript pertaining to the results (either partial or complete) obtained under this support should be circulated to all the collaborators/co-authors, prior to the final submission to a journal or conference. Any publication resulting from the studies, either in a journal or for a conference abstract, may be based on detailed discussions between all the collaborators. **The publication must be in SCI (JCR) journals.**
15. Every such paper should carry the following acknowledgement "This work (part of this work) was performed under the Collaborative Research Scheme no(*) of UGC DAE Consortium for Scientific Research (use of the specific facility at the concerned institute is to be acknowledged). In addition, if the author has received help from any personnel of the Centre, he/she may acknowledge the same suitably either in the acknowledgement or as a co-author.
16. One copy of reprint of the publication should be sent to the research program coordinator.
17. *Kindly refer the reference number of the sanction letter.




DR. P.K. MISHRA
Principal
Surya Sen Mahavidyalaya
Siliguri - 734004

SURYA SEN MAHAVIDYALAYA

[A Multi-stream Govt. Aided College & Recognised by UGC u/s 2(f) &12(b)]

[NAAC ACCREDITED] [ISO 9001:2015]

Block B, Surya Sen Colony, Siliguri, WB – 734004.

(Affiliated to University of North Bengal)



ESTD. 1998
ISO 9001:2015

Department of Physics

Date: 08.06.2022

R&D Project of UGC DAE CSR Kolkata Center

An R&D Project was implemented w.e.f. 01.06.2019 till 31.05.2022 with the title “Magnetolectric properties of $ABaB_4O_7$ "114" oxides (A =Lanthanides/ $Y/Ca/Sr$, $B=Co/Fe/Mn$)” and project no. UGC-DAE-CSR-KC/CRS/19/MS05/0936 dated 10.05.2019. A Project Fellow was also employed in the project. The project was based on the experimental studies of structural, dielectric and magnetic properties of some magnetolectric compounds. The activities included visits of the PI and the Project Fellow to various national and international centers for performing experiments.

Participants:

PI: Dr. Arindam Karmakar, Assistant Professor, Dept. of Physics, Surya Sen Mahavidyalaya, Siliguri.

Research Scholar: Mijanul Islam, Project Fellow, Dept. of Physics, Surya Sen Mahavidyalaya, Siliguri.



Sample loading in Elettra Sincrotrone Trieste (left) and sample preparation (right) by the Project Fellow.

Arindam Karmakar

Dr. Arindam Karmakar

Assistant Professor

Physics

DR. P.K. MISHRA
Principal
Surya Sen Mahavidyalaya
Siliguri - 734004

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0353-353264/353264

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PIN : 734404

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 MICR CODE : 734211002
 IFSC CODE : UTIB0000035
 KYC STATUS : NOT UPDATED

Tran Date	Value Date	Transaction Details	Chq No	Debit	Credit	Balance	Init.br.
		OPENING BALANCE :				19881676.74	
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02-02-2021	02-02-2021	TAX/16570256/035010640203/020221/14:15	186852	1840.00		19886837.74	035
02-02-2021	02-02-2021	TO Transfer/20200202SURYAS19910/SDMC:9581220/54560	186845	54560.00		19830437.74	035
02-02-2021	02-02-2021	TRF/035/SALARY	186849	129500.00		19700937.74	1195
02-02-2021	02-02-2021	TRF/035/PRANAB KUMAR MISHRA/trf	186850	37267.00		19663670.74	035
02-02-2021	02-02-2021	TRF/035/PRANAB KUMAR MISHRA/trf	186853	38728.00		19624942.74	035
03-02-2021	03-02-2021	NEFT/ICIB210340012393/L353583 SURYA SEN MAH/URGEN			30.00	19624942.74	248
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04-02-2021	04-02-2021	NEFT/ICIB210350004101/L353583 SURYA SEN MAH/URGEN			680.00	19597722.74	248
05-02-2021	05-02-2021	BRN-CLG-CHEQ PAID TO BABA LOKENAT SW/CENTRAL BANK O	186842	5833.00		19591889.74	2568
05-02-2021	05-02-2021	NEFT/ICIB210360006812/L353583 SURYA SEN MAH/URGEN			700.00	19592589.74	248
05-02-2021	05-02-2021	SAK/CASH WDL/SAK221589650/035/SILIGURI /ANIL MAND	186862	120500.00		19472089.74	035
06-02-2021	06-02-2021	NEFT/ICIB210370006750/L353583 SURYA SEN MAH/URGEN			1705.00	19473794.74	248
06-02-2021	06-02-2021	SAK/CASH DEP/SAK221897168/035/BY CASH			2000.00	19475794.74	035
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06-02-2021	06-02-2021	TO Transfer/20200106SEURY18910/SDMC:9618404/5610	186863	5610.00		19461729.74	035
06-02-2021	06-02-2021	NEFT/RETURN/AXIB210377708966/R03/Nishant Sancha			2605.00	19464334.74	248
08-02-2021	08-02-2021	BRN-CLG-CHEQ PAID TO MS TANUSRI SA/STATE BANK OF	186865	2185.00		19462149.74	2568
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08-02-2021	08-02-2021	NEFT/ICIB210390002882/L353583 SURYA SEN MAH/URGEN			8098.00	19468847.74	248
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09-02-2021	09-02-2021	NEFT/ICIB210400019563/L353583 SURYA SEN MAH/URGEN			47980.00	19513477.74	248
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10-02-2021	10-02-2021	BRN-CLG-CHEQ PAID TO BAKUL DE/CENTRAL BANK O	186860	2102.00		19502442.74	2568
10-02-2021	10-02-2021	BRN-CLG-CHEQ PAID TO MR TRIYASHA DU/STATE BANK OF	186872	2735.00		19499707.74	2568
10-02-2021	10-02-2021	BRN-CLG-CHEQ PAID TO NEW AGE IT SOLU/STATE BANK OF	186866	1400.00		19498307.74	2568
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11-02-2021	11-02-2021	BRN-CLG-CHEQ PAID TO SUN CREDITORS /UNION BANK OF	186869	3000000.00		13607687.74	2568
11-02-2021	11-02-2021	SAK/CASH WDL/SAK222816195/035/SILIGURI /RAJIB SAH	186873	20000.00		13587687.74	035
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12-02-2021	12-02-2021	NEFT/ICIB210430006903/L353583 SURYA SEN MAH/URGEN			73860.00	13655733.74	248
12-02-2021	12-02-2021	ECS/PMAYGBTNER/CO22112794255/AXIS BANK UTB			239880.00	13895613.74	2567
15-02-2021	15-02-2021	BRN-CLG-CHEQ PAID TO UNIVERSITY OF N/STATE BANK OF	186856	9000.00		13886613.74	2568
15-02-2021	15-02-2021	NEFT/ICIB210460010663/L353583 SURYA SEN MAH/URGEN			47995.00	13934608.74	248
16-02-2021	16-02-2021	BRN-CLG-CHEQ PAID TO J R CHAUDHURI A/BANK OF BARODA	186871	9298.00		13925310.74	2568
16-02-2021	16-02-2021	RTGS/ICICQ21047019958/039305003230 ICICI BANK NOD			230730.00	14156040.74	248
17-02-2021	17-02-2021	NEFT/ICIB210480001781/L353583 SURYA SEN MAH/URGEN			10160.00	14166200.74	248
18-02-2021	18-02-2021	NEFT/ICIB210490011584/L353583 SURYA SEN MAH/URGEN			2385.00	14168585.74	248
20-02-2021	20-02-2021	BRN-CLG-CHEQ PAID TO UNIVERSITY OF N/STATE BANK OF	186857	400.00		14168185.74	2568
20-02-2021	20-02-2021	BRN-CLG-CHEQ PAID TO S B I /STATE BANK OF	186861	600.00		14167585.74	2568
20-02-2021	20-02-2021	NEFT/ICIB210510002437/L353583 SURYA SEN MAH/URGEN			600.00	14168185.74	248
20-02-2021	20-02-2021	BRN-CLG-CHEQ PAID TO UNIVERSITY OF N/STATE BANK OF	186858	182880.00		14085305.74	2568
22-02-2021	22-02-2021	NEFT/ICIB210530004232/L353583 SURYA SEN MAH/URGEN			46255.00	14038050.74	248
23-02-2021	23-02-2021	NEFT/ICIB210540002563/L353583 SURYA SEN MAH/URGEN			39510.00	14008540.74	248
24-02-2021	24-02-2021	NEFT/ICIB210550076284/L353583 SURYA SEN MAH/URGEN			16340.00	14089740.74	248
25-02-2021	25-02-2021	NEFT/ICIB210560004676/L353583 SURYA SEN MAH/URGEN			13160.00	14100570.74	248
26-02-2021	26-02-2021	NEFT/ICIB210570012755/L353583 SURYA SEN MAH/URGEN			4430.00	14105000.74	248
		TRANSACTION TOTAL :		6681595.00	904919.00		
		CLOSING BALANCE				14105000.74	



Dr Arindam Karmakar <akarmakar@suryasencollege.org.in>

UGC-DAE CSR ** CRS Project (2022-23)Status**

UGC-DAE CSR <support@csruserportal.com>
Reply-To: support@csruserportal.com
To: akarmakar@suryasencollege.org.in

Wed, May 24, 2023 at 12:07 AM

Welcome to UGC-DAE CSR

Dear Dr. Arindam Karmakar,

The updated status of your CRS project can now be seen at our user portal. Due to the limited amount of funds received from UGC, funds could be released only to some CRS projects. It is anticipated that funds for remaining CRS projects will soon be available from UGC and subsequently released. Please login to your account to view the sanction order and status of your project.

With best regards,

User Office, UGC-DAE CSR

Note: This is a system generated email. Please don't reply.

DR. P.K. MISHRA
Principal
Surya Sen Mahavidyalaya
Siliguri - 734004

[Dashboard](#)

[Link Visitor](#)

[CRS Project 2022-23\(2022-23\)](#)

[CRS Project 2023-24](#)

[Data Download](#)

[Proposal Archive](#)

[Publication](#)

[Profile](#)

[LogOut](#)

CRS Proposal

Sanction order	CRS Id	CRS Project	Project Status?	JRF?	Acceptance?
Funds from UGC are awaited.	CRS/2022-23/02/817		Accepted	No	Yes

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DR. P.K. MISHRA
Principal
Surya Sen Mahavidyalaya
Siliguri - 734004

Phone : (033) 2436 0093
2436 0104
E mail : icssrerc@gmail.com
Website : www.ercicssr.org



भारतीय सामाजिक विज्ञान अनुसंधान परिषद
(शिक्षा मंत्रालय)
पूर्वी क्षेत्रीय केन्द्र
INDIAN COUNCIL OF SOCIAL SCIENCE RESEARCH
(Ministry of Education)
EASTERN REGIONAL CENTRE
1/R-1 Baishnabghata Patuli Township, Kolkata 700 094

Ref.: ICSSR-ERC/2020-21/5-1

Date: 30.12.2020

To

Dr. Arnab Baul
Associate Professor
Department of English
Surya Sen Mahavidyalaya
Siliguri

Dear Dr. Baul,

Your proposal, dated September 29, 2020 and subsequent letter, dated December 24, 2020 requesting funds for organizing webinar on "Society, Disaster and Resiliencce: Lessons from Literature" by the Department of English, Surya Sen Mahavidyalaya, Siliguri on February 8, 2021 has been considered and an amount of Rs.50,000/- (Rupees fifty thousand only) has been sanctioned by the ICSSR-ERC towards partial financial assistance for the above mentioned webinar.

The sanctioned grant in aid of Rs.50,000/- will be released in two installments, i.e.

- i) 1st installment: Rs.45,000/-
- ii) 2nd installment: Rs. 5,000/-

We shall now require a formal request addressed to the Director, ICSSR-ERC via E-mail in a letter head signed by you, in order to release the amount of Rs.45,000/- towards the first installment of the sanctioned amount indicating name of the payee with bank details. Disbursement of the final installment of funds shall be made on receipt of the webinar papers/ proceedings, audited statement of accounts and utilization certificate duly certified by the auditor. It is to be noted that the financial grant from the ICSSR-ERC must be mentioned in subsequent flyers, notices, banners and webinar proceedings. A link to the webinar may please be forwarded to icssrerc@gmail.com to facilitate an observer from ICSSR to join in.

Thanking you

Sincerely

Sarbal Kar, PhD

Director, ICSSR-ERC, Kolkata

Professor of Economics, Centre for Studies in Social Sciences, Calcutta

Research Fellow, Institute of Labor Economics, Bonn

Managing Editor, South Asian Journal of Macroeconomics and Public Finance (SAGE)

DR. P.K. MISHRA
Principal
Surya Sen Mahavidyalaya
Siliguri - 734004

STATEMENT OF INCOME & EXPENDITURE

Audited statement of income & Expenditure in respect of Grants for organizing ICSSR Sponsored National Webinar on Society, Disaster and Resilience by Dr. Arnab Baul, Associates Professor, Dept. of English, Surya Sen Mahavidyalaya.

Income (Rs.)			Expenditure (Rs.)		
SL. No.	Items	Amount	Sl No.	Name of Item(s)	Amount
1	Released Amount (out of sanctioned Amount of Rs. 50,000/-) for ICSSR Sponsored National Webinar on Society, Disaster and Resilience, vide Letter No ICSSR-ERC-2020-21/54, dated 30/12/2020	45000.00	1	Purchased of Software and other Accessories (Bill No. KZ/SLG/20-21/1247, dated 10.02.2021) from Kaizen Mercantiles Pvt.Ltd.	12000.00
2	Amount yet to be Received from ICSSR Sponsored National Webinar on Society, Disaster and Resilience	5000.00	2	Technical Assistance (Bill No. KZ/SLG/20-21/1247, dated 10.02.2021 of Kaizen Mercantiles Pvt.Ltd.)	10000.00
3	Registration Fee collected from Participants	9200.00	3	Pre webinar and post webinar printing and publishing (Bill No. 567, dated 10/02/2021)	15000.00
			4	Honorarium to speakers/ chairs/moderators (PhonePay & Google Pay, for 5 persons)	18000.00
			5	Contingency / Office Expenses (Including Audit Fee)	4200.00
	Total Rs.	59200.00		Total Rs.	59200.00

Principal

Surya Sen Mahavidyalaya

PRINCIPAL

SURYA SEN MAHAVIDYALAYA

SILIGURI

Dated : 22/02/2021

Place : Siliguri

Signature of Chartered Accountant /
Government Auditor (With Seal)



DR. P.K. MISHRA

Principal

Surya Sen Mahavidyalaya

Siliguri - 734004



भारतीय सामाजिक विज्ञान अनुसंधान परिषद
(शिक्षा मंत्रालय)
पूर्वी क्षेत्रीय केन्द्र
INDIAN COUNCIL OF SOCIAL SCIENCE RESEARCH
(Ministry of Education)
EASTERN REGIONAL CENTRE
1/R-1 Baishnabghata Patuli Township, Kolkata 700 094

Ref.:ICSSR-ERC/2020-21/59

Date: 15.01.2021

To
Dr. Bikash Ranjan Deb
Head & Associate Professor
Department of Political Science
Surya Sen Mahavidyalaya
Siliguri

Dear Dr. Deb,

Your proposal, dated September 30, 2020 and subsequent letter, dated December 24, 2020 requesting funds for organizing webinar on "Culture of Fear in World Politics: Origin and Ramifications" by the Department of Political Science, Surya Sen Mahavidyalaya, Siliguri on February 23-24, 2021 has been considered and an amount of Rs.50,000/- (Rupees fifty thousand only) has been sanctioned by the ICSSR-ERC towards partial financial assistance for the above mentioned webinar.

The sanctioned grant in aid of Rs.50,000/- will be released in two installments, i.e.

- i) 1st installment: Rs.45,000/-
- ii) 2nd installment: Rs. 5,000/-

We shall now require a formal request addressed to the Director, ICSSR-ERC via E-mail in a letter head signed by you, in order to release the amount of Rs.45,000/- towards the first installment of the sanctioned amount **indicating name of the payee with bank details**. Disbursement of the final installment of funds shall be made on receipt of the webinar papers/ proceedings, audited statement of accounts and utilization certificate duly certified by the auditor. It is to be noted that the financial grant from the ICSSR-ERC must be mentioned in subsequent flyers, notices, banners and webinar proceedings. A link to the webinar may please be forwarded to icssrerc@gmail.com to facilitate an observer from ICSSR to join in.

Thanking you

Sincerely

Saibal Kar, PhD
Director, ICSSR-ERC, Kolkata
Professor of Economics, Centre for Studies in Social Sciences, Calcutta
Research Fellow, Institute of Labor Economics, Bonn
Managing Editor, South Asian Journal of Macroeconomics and Public Finance (SAGE)

DR. P.K. MISHRA
Principal
Surya Sen Mahavidyalaya
Siliguri - 734004



भारतीय सामाजिक विज्ञान अनुसंधान परिषद
(शिक्षा मंत्रालय)
पूर्वी क्षेत्रीय केन्द्र
INDIAN COUNCIL OF SOCIAL SCIENCE RESEARCH
(Ministry of Education)
EASTERN REGIONAL CENTRE
1/R-1 Baishnabghata Patuli Township, Kolkata 700 094

Ref.:ICSSR-ERC/2021-22/64

Date: 28.01.2022

To
Dr. Bikash Ranjan Deb
Head & Associate Professor of Political Science
Surya Sen Mahavidyalaya
Block – B, Surya Sen Colony
Siliguri - 734004

Dear Dr. Deb,

Your proposal, dated 14.01.2022 requesting funds for organizing organising a seminar on "Strategies and Tactics of Indian Nationalist Movement" under the theme of "Azadi Ka Amrit Mahotsav" by the Department of Political Science, Surya Sen Mahavidyalaya, Siliguri during March 22 and 23, 2022 has been considered and an amount of Rs.1,00,000/- (Rupees one lakh only) has been sanctioned by the ICSSR-ERC towards partial financial assistance for the above mentioned webinar.

The sanctioned grant in aid of Rs.1,00,000/- will be released in two installments, i.e.

- i) 1st installment 90,000/-
- ii) 2nd installment 10,000/-

We shall now require a formal request addressed to the Director, ICSSR-ERC in a letter head signed by you, in order to release the amount of Rs.90,000/- towards the first installment of the sanctioned amount **indicating name of the payee with bank details**. Disbursement of the final installment of funds shall be made on receipt of the seminar papers/ proceedings, audited statement of accounts and utilization certificate duly certified by the auditor. It is to be noted that the financial grant from the ICSSR-ERC and the **Azadi Ka Amrit Mahotsav logo** must be mentioned in subsequent flyers, notices, banners and seminar proceedings. The ICSSR-ERC may send one or more observers from its office to attend the seminar.

Thanking you
Sincerely


(Saibal Kar)
Honorary Director
ICSSR-ERC


DR. P.K. MISHRA
Principal
Surya Sen Mahavidyalaya
Siliguri - 734004

33/01/2020 10/02/2020

Radhamadhab Institution

CSR Wing of



P-24, C. I. T. Road
Scheme - 52
Kolkata-700 014
Phone : 2284-9574
6499-1498

10.02.2020

Dr. Pranab Kumar Mishra
Principal
Surya Sen Mahavidyalaya
Surya Sen Colony
Block B, PO- Siliguri Town
Siliguri - 734004

Sub: Library/ Laboratory Contribution under Gyandhara Initiative

Respected Dr. Mishra,

We welcome you to the family of Gyandhara, which is a financial assistance of INR 2 Lakhs contributed towards up gradation of the existing library/ establishing a new Library/extending an existing library in the college premises like- renovating the library/purchasing of books for the use of students and Faculty members, etc.

This contribution is to be used for the above purpose only.

Enclosed is a cheque no: 410874 amounting to INR 2,00,000/- (Rupees two lakhs) dated 31.01.2020 drawn on Axis Bank Ltd. C.I.T Road , Kolkata 700 014.

Kindly send an official receipt_in the name of Radhamadhab Institution- Address: P-24 C.I.T Road, Kolkata 700 014.

We will require the following documents after the use of the full amount :

1. Copy of detailed Utilization Certificate
2. Photographs
3. Income tax Exemption Certificate – 80 G

With Warm Regards

Christine Gupta
Manager- Corporate Social Responsibility
Admin. Office: P-35, C.I.T. Road, 3rd Floor, Kolkata - 700 014
Mobile: +91 9883481302
Email id: christine.gupta@pcchandraindia.com
website : www.pcchandraindia.com

N.B. Kindly acknowledge the receipt of the cheque by signing on the copy of this letter.

DR. P.K.
Prin
Surya Sen M
Siliguri

55M/AR/03/2021
Radhamadhab Institution

Mishra (17)

CSR Wing of

P. C. CHANDRA
G R O U P

P-24, C. I. T. Road
Scheme - 52
Kolkata-700 014
Phone : 2284-9574
6499-1498

05.02.2021

Dr. P.K. Mishra
Surya Sen Mahavidyalaya
Surya Sen Colony
Siliguri
Jalpaiguri

Sub: Library/Laboratory/Toilet Contribution under Gyandhara Initiative

Respected Dr. Mishra

As per your appeal letter dated 07.01.2021 we are herewith sending you a humble contribution of INR 25,000/- towards development/upgradation of toilet in your College premises under the Gyandhara Prkalpo Initiative of the P.C.Chandra Group.

This contribution is to be used for the above purpose only.

Enclosed is a Cheque no: 476784 amounting to INR 25,000/- (Rupees twenty five thousand only) dated 21.01.2021 drawn on Axis Bank Ltd. C.I.T Road , Kolkata 700 014.

Kindly send an **official receipt** in the name of **Radhamadhab Institution- Address: P-24 C.I.T Road, Kolkata 700 014** . You can post/ courier the receipt to my following office address given below.

Please acknowledge for the same and deposit the cheque as soon as possible in your bank.

With Warm Regards

Christine Gupta

Christine Gupta
Corporate Social Responsibility

Admin. Office: P-35, C.I.T. Road, 3rd Floor, Kolkata - 700 014

Mobile: +91 9883481302

Email id: christine.gupta@pcchandraindia.com

website : www.pcchandraindia.com

Received
19/2/21
PRINCIPAL
SURYA SEN MAHAVIDYALAY.,
SILIGURI-4

DR. P.K.
Prin
Surya Sen M
Siliguri

02.04.2021

The Principal
Surya Sen Mahavidyalaya
Surya Sen Colony , Block B,
PO- Siliguri Town
Siliguri – 734004

Contact No. 0353 2691488/0353-2691489

Sub: Financial Support for Toilet development /renovation under School Infrastructure Development

Dear Principal,

Greetings from P.C. Chandra Group !

We hope you and your family are safe and well.

As a Socially Responsible Corporate, the Group comes forward to assist your Institution which is a part of our Gyandhara family , with a humble contribution of INR 1 Lakh (rupees one lakh) for the up gradation / renovation of the students toilets.

To proceed with this contribution you are requested to submit the following documents:

1. Request Letter for the release of grant, in the name of 'The Trustee , Radhamadhab Institution , P- 35 C.I.T Road, Kolkata 700 014. Mention in the letter that after the utilization you will submit the
 - Utilization Certificate for the donated amount duly audited by a Chartered Accountant.
 - Brief Report, including photographs mentioning 'donated by P.C. Chandra Group' on completion of the project.
2. Attach a proposal stating the purpose and mentioning its detailed plan of utilization with budget.
3. Copy of 12A/ 80 G of Income Tax Exemption, Copy of PAN/TAN

Looking forward to your response

With Warm Regards.


Christine Gupta

Corporate Social Responsibility
Radhamadhab Institution
P.C. Chandra Group

P-35, C.I.T. Road, 3rd Floor, Kolkata - 700 014

Mobile: +91 9883481302, Email id: christine.gupta@pcchandraindia.com


DR. P.K. MISHRA
Principal
Surya Sen Mahavidyalaya
Siliguri - 734004

Dear HM

We have transferred ₹ 100000/- (Rupees one lakh) through NEFT on 08/12/2022 for the development of drinking water infrastructure in your college.

Kindly check with your bank and confirm by email.

Regards

P. C. Chandra Group.

Received through
whatsapp msg
on 8/12/23

CSR Fund Received: Surya Sen Mahavidyalaya



Principal SSM <principal@suryasencollege.org.in>

Tue, Dec 13,
2022, 5:03 PM

to Christine

Dear Madam

Greetings

We are thankful to you and also Radhamadhab Institute for releasing Rs. 100000.00 (Rupees One lakh) towards CSR activity to develop drinking water facilities at our institution on 9th December 2022.

Once again, the institution is indebted for your generous contribution.

With regards.

DR. P.K. MISHRA
Principal
Surya Sen Mahavidyalaya
Siliguri - 734004

Financial Support for Drinking Water under College Infrastructure Development

External

Inbox

Search for all messages with label Inbox

Remove label Inbox from this conversation

C

Christine Drozario <christine.gupta@pcchandraindia.com>

Tue, Nov 1,
2022, 4:17 PM

Respected Principal

Festive Greetings from P.C. Chandra Group !

This year we are extending our humble support for drinking water infrastructure development/ renovation and request your college to submit a proposal with a tentative budget of Rs. 1 Lakh.

We need the following:

1. Request Letter/ proposal for support of drinking water facility, addressed to

'The Trustee ,
Radhamadhab Institution ,
P.C. Chandra Group
P- 35 C.I.T Road,
Kolkata 700 014.

2. Copy of 12A/ 80 G / Income Tax Exemption or CSR ID Number if you have , and if your college does not have any of the said **then please mention it in the letter that you don't have it and attach a copy of PAN details .**

We will require the following after utilization :

- Utilization Certificate for the donated amount . (It can be on a cover letter mentioning the detailed expenses and attaching copies of supporting vouchers or it can be an audited UC- whichever is possible for your college)
- Photographs mentioning 'P.C. Chandra Group' on completion of the project.
(These are required by the IT department from us when submitting our returns and balance sheet etc.)

We would be grateful for your cooperation so that together we can ensure better infrastructure facilities to the youth of West Bengal. If you need more clarifications, kindly call me in my mobile.

Looking forward to your response

Thanking you,

With Warm Regards.

Christine Drozario
Corporate Social Responsibility
Office: P-35, C.I.T. Road, 3rd Floor, Kolkata - 700 014
Mobile: +91 9883481302,
email id: christine.gupta@pcchandraindia.com
website : www.pcchandraindia.com

GOVERNMENT OF WEST BENGAL
DEPARTMENT OF HEALTH & FAMILY WELFARE
WBSAP&CS (IEC DIVISION)
1st Floor, Swasthya Bhawan, GN29, Sector V, Salt Lake Kolkata-91

Dated: 7.12.21


SANCTION ORDER

Sanction is hereby accorded for a sum of **Rs. 7,399/- (Rupees Seven Thousand Three hundred and Ninety Nine only)** in favor of head of the Institution of Suryasen Mahavidyalaya to observe different kinds of sensitization programs to celebrate the World AIDS Day within 1-10th December of 2021.

The budgetary details is as follows:

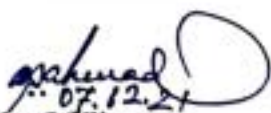
Sl. No	Name of the Institution	Expected expenditure
1.	SURYASEN MAHAVIDYALAYA	7,399
Total (Rupees Seven Thousand Three hundred and Ninety Nine only)		7,399/-

Payment will be made in advance. Original Bills and vouchers will be submitted along with UC after the successful completion of the program. The expenditure is to be booked under IEC sub-component 1.2.11 (Youth Intervention) as per the approved Annual Action Plan (AAP) 2021-22.


Controller Of Finance
FINANCE SECTION(SAP&CS)(H&FW)

Copy forwarded for information and necessary action to:-

1. The Project Director, (WBSAP&CS)
2. Dy. Director (IEC), WBSAP&CS
3. The Asst. Director & DDO, WBSAP&CS
4. Office Copy


Controller Of Finance
FINANCE SECTION(SAP&CS)(H&FW)


DR. P.K. MISHRA
Principal
Surya Sen Mahavidyalaya
Siliguri - 734004

भारत सरकार
युवा कार्यक्रम और खेल मंत्रालय
युवा कार्यक्रम विभाग
क्षेत्रीय निदेशालय एन एस एस
३, चर्च लेन, कोलकाता ७०० ००१
दूरभाष: ०३३-२२४३९२३३
ई मेल : rdnsskolkata@gmail.com
kolkata-nss@nic.in



GOVERNMENT OF INDIA
MINISTRY OF YOUTH AFFAIRS & SPORTS
DEPARTMENT OF YOUTH AFFAIRS
REGIONAL DIRECTORATE OF NSS
3, CHURCH LANE, KOLKATA 700 001
TELEPHONE : 033-22439233
EMAIL : rdnsskolkata@gmail.com
kolkata-nss@nic.in

F.No-P-24-1/RD/NSS/KOL/SAP/2020-2021/7664-7667. Dated the 10th February, 2021

To

The Principal/ The Programme Officer, NSS
Surya Sen Mahavidyalya, Siliguri
West Bengal.

Sub- Organization of Cleanliness Drive Programme under SAP - regarding

Madam,

I am immensely pleased to inform you that Ministry of Youth Affairs & Sports, Government of India under the initiative of SAP organizes different Programme on cleanliness throughout the country to make Nation clean & eco-friendly for living.

You will be extremely pleased to know that your esteemed Institution has been selected by this Office to organize each & every suggestive Cleanliness Drive Programme as stated below by engaging maximum no of NSS Volunteers & Students in your Institution. The budget along with the detail break up is attached for your kind perusal. Therefore, you are requested to kindly intimate this Office the tentative dates well in advance from your end to conduct cleanliness Drive Programme so that Officials from this Office present in the Programme. You are also requested to make necessary arrangements so that the Programme may be organized in a befitting manner in your Institution. You are also requested to send the details of **Bank account (Bank Name, Branch Name, IFSC Code, Account No, Account holder Name, MICR Code)** at the earliest to this Office for transfer of grant to organize the Programme.

It is also to inform you that a brief report along with the action photographs, news paper clipping, may please be sent to this Office after the completion of the Programme. Further, you are requested to send the statement of account along with the Utilization certificates with original vouchers duly certified by the **Principal/ Programme Officer** to this Office in the prescribed proforma (Copy enclosed) within **12th March 2021** after the completion of the Programme.

Your kind cooperation in this regard in organizing the Programme is highly solicited.

DR. P.K. MISHRA

Principal

Surya Sen Mahavidyalaya
Siliguri - 734004

BUDGET BREAK UP FOR CLEANLINESS DRIVE PROGRAMME

Serial No	Description	Amount
1.	Refreshment	20,000/-
2.	Auditorium & PA System	5,000/-
3.	Cleaning Materials (Broom bleaching, bucket etc.)	5,000/-
4.	Certificate, Banner, Documentation	5,000/-
5.	Contingency	5,000/-
	Total	40,000/-

SUGGESTIVE PROGRAMMES TO BE CARRIED OUT IN CLEANLINESS DRIVE PROGRAMME

Serial No	Description
1.	Cleaning of campuses, public places, statues, Historical areas, water bodies
2.	Organization of seminar/ one day workshop
3.	Poster/ paintings competition
4.	Organization of rallies
5.	Creating awareness on open defecation free (ODF)
6.	Any other activity

Encl. a. a:

Yours faithfully,



(Vinay Kumar)
Regional Director

- Copy to:** 1. The Director (NSS), Ministry of Youth Affairs & Sports, Govt. of India, 12/11 Jamnagar House, New Delhi - 110011.
2. The State NSS Officer, Dept. of Higher Education, Govt. of West Bengal, Bikash Bhavan, Salt Lake - 7000091 for kind information with a request to Instruct the Institution to carry out the Programme.
3. The NSS Programme Coordinator, North Bengal University for kind information.


DR. P.K. MISHRA
Principal
Surya Sen Mahavidyalaya
Siliguri - 734004