

(Approved by AICTE & Affiliated to WBUT)

CAMPUS : JEMUA ROAD, FULJHORE, DURGAPUR-713206 (W.B.), INDIA : (0343) 250-1353/4106/4121/2449, Fax : (0343) 250-4059 / 3424 E-mail : dgp_bcrec@sancharnet.in, Website : www.bcrec.org

BCR/Appt/42/4322

Date: -12.08.2009

To Sri Kanchan Chatterjee, Senior Lecturer, Mechanical Engineering Department, Dr. B. C. Roy Engineering College, Durgapur - 713206.

Sub: -<u>Appointment to a post of Assistant Professor in the Department of</u> Mechanical Engineering of Dr. B. C. Roy Engineering College, Durgapur.

On the basis of recommendation of the Selection Committee, the authorities of Dr. B. C. Roy Engineering College, Durgapur have decided to appoint you in a Post of Assistant Professor of the College. In pursuance of the same, I do here by appoint you as an Assistant Professor in the Department of Mechanical Engineering of Dr. B. C. Roy Engineering College, Durgapur, in the scale of pay of Rs. 12000-420-18300/- at Basic Pay of Rs. 12,000/- (Twelve thousand only) per month plus Dearness Pay @ 50% of Basic Pay plus D.A @ 35% & H.R.A @ 10% on merged Basic with immediate effect. You will also be entitled to E.P.F, Gratuity & Mediclaim facility as per rules of the college. Your appointment as Assistant Professor is under the condition that you will fulfill the notified criteria of the Promotion Policy and also you have to get Ph.D. registration (if not done) and at least one publication in reputed journal within one year.

You will have to discharge assigned duties & responsibilities and strictly follow rules, regulations & discipline of the college. You will be governed by the Service Rules of the college.

As faculty of Dr. B. C. Roy Engineering College, Durgapur you will foster team spirit, co-operation and goodwill among faculty members and other staff. You will maintain dignity and decorum and set an example to your pupils for punctuality, regularity and discipline.

In addition to your normal duties as Assistant Professor in the Department of Mechanical Engineering, you will also carry out other responsibilities as may be assigned to you by the authorities of the college from time to time.

(D. Mitra) Secretary

Copy forwarded for information & necessary action to: -

- 1. Principal
- 2. H.O.D/M.E.
- 3. Registrar
- 4. Manager (Finance)
- 5. Personal File
- 6. Office Copy

Prepared by Registrar

(16 Legistrar. TO THE Engineering college (2) A Dy. B. C. Durg sub: Joining in the post of Lecturer in Mechanical Engineering Dept Respected sin with reference to your appoinment later No. BCR/Appt/42/1523 dated 25/01/05 gram glad to soin in The post of Lecturer Mechanical Engineering Dept with effect in from 27/01/05 (F.N) and condition of the lappoinment Kindy accept shamking you with best regards yowes faithting Danted: 27/01/05 Durgapur (KANCHAN CHATTERSEE) CD-15/1 V.K. Nagar DUNGABUR - 10 Tel: 0343- 2501514 HOD M.E.

Librarian



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BCR/Appt/42/5550

Date: -14.08.2014

To Dr. Subrata Samanta, Gopalmath (Punabad Plot), Durgapur, Dt. Burdwan, Pin - 713217.

> Sub: - Appointment in a post of Associate Professor in the Department of Mechanical Engineering of Dr. B. C. Roy Engineering College, Durgapur.

On the basis of your qualification, experience & recommendation of Selection Committee, the authorities of Dr. B. C. Roy Engineering College, Durgapur have decided to appoint you in a Post of Associate Professor in the Department of Mechanical Engineering of the College. In pursuance of the same, I do here by appoint you in the same post on following broad terms & conditions:

1. The financial package offered to you is as under:

Pay Band (PB)	37400-67000/-
Pay in Pay Band (PPB)	37400/-
Academic Grade Pay (AGP)	9000/-
Basic Pay (PPB + AGP)	46400/-
D.A.	@ 35% of Basic Pay
H.R.A.	@ 15% of Basic Pay (Maximum Rs. 6000/-)
E.P.F, Gratuity & Mediclaim facility	As per rules of the college

- 2. You will be on probation for one year from the date of your joining in the post and further continuation of the service or otherwise will depend upon your satisfactory performance of duties.
- 3. During your association with this college you will devote your full attention and capability in the interest of the college only and will not involve yourself directly or indirectly in any other service/business/trade/occupation.
- 4. In addition to your normal duties as Faculty in the Department of Mechanical Engineering, you will also carry out other responsibilities as may be assigned to you by the authorities of the college from time to time.
- 5. During the course of your employment or any time thereafter, you will not divulge any information which could be detrimental to the interest of the college. In rendering your service you will ensure that the interest of this college is protected at all times and you will not in any way do anything or commit any act of omission which is likely to affect the interest of the college adversely in any manner what so ever.
- 6. Your service will be governed by the Service Rules & regulations of the college as existing and as may be framed or amended from time to time. You will always attend to your duties and responsibilities assigned to you with utmost sincerity and conduct yourself in accordance with the norms of the college.



The Principal, Dr. B. C. Roy Engineering College, Durgapur Jemua Road, Fuljhore, Durgapur – 713206.

Sir,

/Xo

Sub: -Joining letter

I am pleased to accept the appointment in the post of Associate Professor, Department of ME of your esteemed college offered to me vide your letter Ref. No. BCR/Appt/42/5550 dt. 14.08.2014.

As per terms of the appointment letter I am joining my duties in the college w.e.f 16.10.2014 (F/N).

Thanking you

Dated: -Durgapur, The 16th October, 2014

Yours faithfully

Subreata Samo Dr. Subrata Samanta

Distribution Destribution Destribution Registrave Head, Admin Sx. Libravian Manager, Finance Manager, Admin



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 Website : www.bcrec.ac.in

BCR/Appt/42/ 5707

Date: -18th April,2015

To Dr. Arijit Banerjee, 2, Hari Mohan Mukherjee Lane, Salkia, Howrah – 711 106.

<u>Sub: - Appointment in the post of Associate Professor, Mechanical Engineering , at Dr. B.C. Roy</u> Engineering College, Jemua Road, Fuljhor, Durgapur - 713 206

On the basis of your qualification, performance in the interview & recommendation of the Selection Committee, the authorities of Dr. B. C. Roy Engineering College, Durgapur have decided to appoint you in the post of Associate Professor, Mechanical Engineering at Dr. B.C.Roy Engineering College. In pursuance of the same, I do here by appoint you in the same post on the following broad terms & conditions:

1. The financial package offered to you is as under :

Pay Band	Rs. 37,400 - Rs.67,000/=
Pay in Pay Band (PPB)	Rs. Rs. 37,400/=
Academic Grade Pay (AGP)	Rs. 9,000/=
Basic Pay (PPB+ AGP)	Rs. 46,400/=
DA @ 40 % of Basic Pay	
H.R.A @ 15 % of Basic Pay (maximum	
Rs.6,000.00	
Gross Pay	Rs.70,960.00
EPF/Gratuity /Mediclaim etc as per applicable statutes & College rules	

- 2. You will be on probation for one year reckoned from the date of joining in the post, and continuation of the service or otherwise, will depend upon your satisfactory performance of duties.
- 3. You will devote your full time, attention and capability in the interest of the College and will not involve yourself directly or indirectly in any other business and/or do any trade on your account.
- 4. Your job responsibilities will be assigned by the Competent Authorities. In addition to your normal duties as Associate Professor at Dr.B.C.Roy Engineering College, you will also carry out other responsibilities as may be assigned to you by the authorities of the College from time to time.
- 5. During the course of your employment or any time thereafter, you will not divulge any information which could be detrimental to the interest of the College. In rendering your service you will ensure that the interest of this College is protected at all times and you will not in any way do anything or commit any act of omission which is likely to affect the interest of the institute adversely in any manner what so ever.
- 6. Your service will be governed by the Service Rules & regulations of the Dr.B.C.Roy Engineering College as existing and as may be framed or amended from time to time. You will always attend to your duties and responsibilities assigned to you with utmost sincerity and conduct yourself in accordance with the norms of the Institute.

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BCR/Appt/42/5707

Contd. P-2

- 7. This offer of appointment is made to you based on the information and other particulars furnished by you in your application and bio-data, at the time of your interview and subsequent discussions and if any declaration given or information furnished by you is proved to be false or it is found that you have suppressed any material information you will be liable to removal from your service and such further action may be taken against you as the Institute may deem necessary.
- 8. During the probation period your service may be terminated without any notice and without assigning any reason thereof.
- 9. If at any time in the opinion of the Competent Authority, you are found to be a non-performer or guilty of disobedience, disorderly behavior, negligence, indiscipline, dishonest activities, absence from duty without permission or any other act/conduct considered detrimental to the interest of the Institute, or of violation of one or more terms and conditions of the appointment, your services may be terminated without any notice, and the establishment shall be within its rights to recover damages, if any, from you.
- 10. Resignation from the services of the College in the middle of the running semester is disallowed, and for resignation at the end of the Semester, three months' notice or Pay in lieu thereof, is required. Release Order shall not be issued in case of abrupt resignation without notice or approval by the competent authority. However the Competent Authority reserves the right to discontinue the service by providing one month's notice or pay in lieu at any time without assigning any reason whatsoever.
- 11. You are requested to report for joining in the post to the Principal of Dr. B.C. Roy Engineering College by the 10th July, 2015. On the date of joining you have to bring your original testimonials along with a set of Photocopy, and Release Order from your present employer, for verification & record.

We welcome you to Dr. B. C. Roy Engineering College, Durgapur fraternity and look forward to a fruitful association.

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(D. Mitra) President

Copy forwarded for information and necessary action to: -

Principal, Dr.B.C.Roy Engineering College, Durgapur. Registrar, BCREC Head of Mechanical Engineering Department, BCREC. Manager (Finance), BCREC Personal File Office Copy

Prepared by Head (Administration).



The Principal, Dr. B. C. Roy Engineering College, Durgapur Jemua Road, Fuljhore, Durgapur – 713206.

Sir,

Sub: -Joining letter

I am pleased to accept the appointment in the post of Associate Professor, Department of ME of your esteemed college offered to me vide your letter Ref. No. BCR/Appt/42/5707 dt. 18.04.2015.

As per terms of the appointment letter I am joining my duties in the college w.e.f 10.07.2015 (F/N).

Thanking you

Dated: -Durgapur, The 10th July, 2015

+ banangen Dr. Arijit Banerjee

Yours faithfully

Destribution

1> HOD/ME 2> Registrar 3> Head, Admin 4> 1/c, Library 5> Manager, Finance 6> Manager, Admin



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No. BCR/Appt/42/673

Date : 14-12-2002

To Shri Chandan Chattoraj 27, Debinagar, Qaisor Lane, Benachity, Durgapur - 713213

> Sub: Appointment in a post of lecturer, Department of Mechanical Engineering of Dr. B.C. Roy Engineering College, Durgapur, West Bengal

On the basis of your performance in the interview held on 12-12-2002 at Dr. B.C. Roy Engineering College, Durgapur, the authorities of Dr. B.C. Roy Engg. College, Durgapur have decided to appoint you in a post of lecturer of the college. In pursuance of the same, I do hereby appoint you as a lecturer, Department of Mechanical Engineering, Dr. B.C. Roy Engg. College, Durgapur, in the scale of pay of Rs. 8000-275-13500 plus admissible allowance P.M. At present you will get Rs. 8550/= basic pay (two increments for M.Tech.) plus admissible allowances (DA @ 41%, HRA @ 10%). You will be on probation for one year.

You will have to discharge assigned duties & responsibilities and strictly follow rules, regulations & discipline of the college. You will have to give an undertaking at the time of joining that you will serve the college at least for one year from the date of your joining.

Your appointment is terminable on one month's notice from either side.

You are requested to please report for joining the post to the Principal of the college as early as possible.

(D. Mitra) Secretary

REGD. OFFICE : "LOKENATH BHAWAN', BHIRINGI, AMBAGAN, DURGAPUR - 713213 Ø : (0343) 583071, WEST BENGAL, INDIA

CORPORATE OFFICE : 3/1, MAXMULLER PATH, CITY CENTRE, DURGAPUR-713216 FAX, Ø : (0343) 545718, WEST BENGAL, INDIA

BJ-251, SECTOR-II BJ-251, SECTOR-II SALT LAKE CITY, KOLKATA-700091 © : (033) WEST BENGAL, INDIA

24. 20 900.23 To, The Principal, Dr. B.C. Box Engineering College,

Durgapur - 6

From : Chandan Chaltoraj c/o Mr. M. K. Chaltoraj 27 Debinagar , Qaisor Laos, Benachity , Durgapur-13

Respected Sir, 11 Nespeceed With reference to your offer letter (Ref. No.; BCR/Appt./12/673) and my acceptance letter duted on 19th December, 2002, I am joining the post of Lecturer in Mechanical Engineering Dert in Dr. B. C. Roy Engineering College, Durgapur today (i.e. 23rd December, 2002) in the forenoon session I have already submitted the undertaking that I will serve Dr. B.C. Roy Engg. College, Durgapur at least for three (3) years from the date of my joining (i.e. 23rd December, 2002). With regards, yours Initability Judan Orffrig)

(CHANDAN CHATTORAJ)

Date: 23-12-2002 Place: Durgapur-13.



CAMPUS : JEMUA ROAD FULJHORE, DURGAPUR-713206 (W.B.). INDIA 2 (0343) 250-1353/4106/4121/2449, Fax (0343) 250-4059 / 3424 E-mail: dop: boroust-sanchametin; Website: www.borec.org

BCR/Appt/42/5016

Date: -02.08.2012

To Ms. Nazni Sultana, Vill. Parasamondi, P.O. Mangalbari, Dt. Malda, Pin – 732142.

Sub: - Appointment in a post of Assistant Professor in the Department of Mechanical Engineering of Dr. B. C. Roy Engineering College, Durgapur.

On the basis of recommendation of the Selection Committee, the authorities of Dr. B. C. Roy Engineering College, Durgapur have decided to appoint you in a Post of Assistant Professor of the College. In pursuance of the same, I do here by appoint you in the same post in the Department of Mechanical Engineering at Basic Pay of Rs. 26,810/- (which includes Academic Grade Pay of Rs. 7000/-) per month in the Pay Band of Rs. 15600-39100/-. In addition you will get H.R.A @ 15% and D.A @ 16% of Basic Pay. You will also get E.P.F, Gratuity & Mediclaim facility as per rules of the college. You will be on probation for one year from the date of your joining in the post and further continuation of the service or otherwise will depend upon your satisfactory performance of duties.

You will have to discharge assigned duties and responsibilities and strictly follow rules, regulations and discipline of the College. You will be governed by Service Rules of the College.

As faculty of Dr. B. C. Roy Engineering College, Durgapur you will foster team spirit, cooperation and goodwill among faculty members and other staff. You will maintain dignity and decorum and set an example to your pupils for punctuality, regularity and discipline.

In addition to your normal duties as Assistant Professor in the Department of Mechanical Engineering, you will also carry out other responsibilities as may be assigned to you by the authorities of the college from time to time.

Resignation from the service in the middle of a running semester is not allowed and for resignation at the end of a running semester three month's notice or pay in lieu thereof is required. Release Order will not be issued in case of leaving without notice/approval of Resignation by competent authority.

You are requested to please report for joining in the post to the Principal of the college in 1st week of September, 2012. On the date of joining you have to bring your original testimonials along with a set of Photocopy.

(D. Mitra) President

Copy forwarded for information and necessary action to: -

- 1. Principal
- 2. HOD/ME
- 3. Registrar
- 4. Manager (Finance)
- 5. Personal File
- 6. Office Copy

Prepared by Registrar

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To The Principal Dr. B. C. Roy Engineering College, Durgapur Jemua Road, Fuljhore, Durgapur – 713206.

Sir,

Sub: -Joining letter

I am pleased to accept the appointment in the post of Assistant Professor, Department of ME of your esteemed college offered to me vide your letter Ref. No. BCR/Appt/42/5016 dt. 02.08.2012.

As per terms of the appointment letter I am joining my duties in the college w.e.f 04.09.2012 (F/N).

Thanking you

Dated: -Durgapur, The 4th September, 2012 Yours faithfully

Nazni Sultana/Rupall (Nazni Sultana) 04/09/2012

Dr. B. C. ROY ENGINEERING COLLEGE, DURGAPUR (Approved by AICTE & Affiliated to WBUT)



CAMPUS : JEMUA ROAD, FULJHORE, DURGAPUR-713206 (W.B.), INDIA 9 (0343) 250-1353/4106/4121/2449, Fax (0343) 250-4059 / 3424 E-mail: dgp_bcrec@sanchamet.in, Website: www.bcrec.org

BCR/Appt/42/411

Date: -26.08.2009

To Sri Manoj Kundu, Senior Technical Assistant, Mechanical Engineering Department, Dr. B. C. Roy Engineering College, Durgapur - 713206.

Sub: -Promotion to a post of Lecturer in the Department of Mechanical Engineering at Dr. B. C. Roy Engineering College, Durgapur.

Upon acquirement of requisite educational qualification and based on the recommendation of the Promotion Committee, the authorities of Dr. B. C. Roy Engineering College, Durgapur are pleased to promote you to a post of Lecturer in Mechanical Engineering Department of the college in the scale of pay of Rs. 8000-275-13500/- at Basic Pay of Rs. 8000/- (Eight thousand only) per month plus Dearness Pay @ 50% of Basic Pay plus D.A @ 35% & H.R.A @ 10% on merged Basic with effect from 01/09/2009. You will also be entitled to E.P.F. Gratuity & Mediclaim facility as per rules of the college. You will be on probation for one year from the said date.

You will have to discharge assigned duties & responsibilities with utmost sincerity and you will have to strictly follow rules, regulations & discipline of the college. You will also be required to discharge additional duties and responsibilities as may be assigned to you by the authorities of the college from time to time.

You will be governed by the Service Rules of the college.

Further increments will be guided by Office Order No. BCR/NOT/17/966 dt. 09.05.2003 from September, 2010 until any further order.

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(D. Mitra) Secretary

Copy forwarded for information & necessary action to: -

- 1. Principal
- 2. HOD/ME
- 3. Registrar
- 4. Manager (Finance)
- 5. Personal File
- 6. Office Copy

Prepared by Registrar

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To The Principal Dr. B. C. Roy Engineering College, Durgapur Jemua Road, Fuljhore, Durgapur - 713206

Sub: -Joining letter and undertaking

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I am pleased to accept the appointment in the post of Technical Assistant (Lab), Department of Mechanical Engineering of your esteemed college offered to me vide your letter Ref. No. BCR/Appt/42/1189 dt. 30.01.2004.

I also hereby undertake that I shall serve this esteemed college with my full capability at least for three years from the date of my joining.

As per terms of the appointment letter I am joining my duties in the college w.e.f 06.02.2004 (F/N).

Thanking you

Yours faithfully

Dated: -Durgapur, The 6th February, 2004

Shr.

Hundy Kunde

(Manoj Kundu)

(Approved by AICTE & Affiliated to WBUT)

CAMPUS : JEMUA ROAD, FULJHORE, DURGAPUR-713206 (W.B.), INDIA 1 : (0343) 250-1353/4106/4121/2449, Fax : (0343) 250-4059 / 3424 E-mail : dgp_bcrec@sancharnet in, Website : www.bcrec.org

Ref. No. BCR/Appt./42/4147

Date : 11-12-2008

To Shri Pabitra Kr. Mandal M-15/2, City Park City Centre Durgapur - 713216

Sub: Appointment in a post of Lecturer of Mechanicai Engineering Department of Dr. B. C. Roy Engineering College, Durgapur

On the basis of recommendation of Selection Committee, the authorities of Dr. B.C. Roy Engineering College, Durgapur have decided to appoint you in a post of Lecturer of Mechanical Engineering Department of the college. In pursuance of the same, I do hereby appoint you in the same post in the scale of pay of Rs. 8000-275-13,500/- . At present you will get Rs. 8550/- Basic Pay (two increments for M.Tech. Degree) per month plus Dearness Pay @ 50% of Basic Pay plus D.A. @ 24% and HRA @10% on merged Basic Pay. You will also be entitled to EPF ,Gratuity and Mediclaim facility as per rules of the college. You will be on probation for one year from the date of your joining in the post.

You will have to discharge assigned duties and responsibilities and strictly follow rules, regulations & discipline of the college and you will be governed by Service Rules of the College.

In addition to your normal duties as Lecturer in the Department of Mechanical Engineering, you will also carry out other responsibilities as may be assigned to you by the authorities of the college from time to time.

You are requested to please report for joining in the post to the Principal of the college on 7th January, 2009. On the date of joining you will have to bring your original testimonials (along with a set of Xerox copy).

Lin-

(D. Mitra) Secretary

Copy forwarded for information & necessary action to :-

- 1. Principal
- 2. Registrar
- 3. Manager (Finance)
- 4. Personal File
- 5. Office Copy

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 ISO 9001 2000 Certified

To The Principal Dr. B. C. Roy Engineering College, Durgapur Jemua Road, Fuljhore, Durgapur - 713206.

Sir,

Sub: -Joining letter

I am pleased to accept the appointment in the post of Lecturer, Department of Mechanical Engineering of your esteemed college offered to me vide your letter Ref. No. BCR/Appt/42/4147 dt. 11.12.2008.

As per terms of the appointment letter I am joining my duties in the college w.e.f 07.01.2009 (F/N).

Thanking you

Yours faithfully

Dated: -Durgapur, The 7th January, 2009

(Pabitra Kumar Mandal)

Copy to: HOD/ME Regutros Head (Admn.) Manager (Fin.) Sr. Librarian Jr. Snoe (Adum) Mpr. House .



(Approved by AICTE & Affiliated to WBUT)

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BCR/Appt/42/4573

Date: 23.06.2010

To Sri Partha Sarathi Bose Ghordourchati, Gopalnagar, PO- Sripally, Burfdwan - 713103

Sub:- Appointment in a post of Lecturer in the Department of Mechanical Engineering of Dr. B. C. Roy Engineering College, Durgapur.

On the basis of recommendation of the Selection Committee, the authorities of Dr. B. C. Roy Engineering College, Durgapur have decided to appoint you in a post of Lecturer of the College. In pursuance of the same, I do here by appoint you as a Lecturer, Department of Mechanical Engineering of Dr. B. C. Roy Engineering College, Durgapur, in the scale of pay of Rs. 8,000 – 275 – 13,500/- at Basic Pay of Rs. 8,825/- (Eight Thousand Eight Hundred Twenty Five only) per month plus Dearness Pay @ 50% of Basic Pay plus D.A @ 50% & H.R.A @ 10% on merged Basic. You will also be entitled to E.P.F, Gratuity & Mediclaim facility as per rules of the College. You will be on probation for one year from the date of your joining in the post.

You will have to discharge assigned duties & responsibilities and strictly follow rules, regulations & discipline of the College. You will be governed by the Service Rules of the College.

As faculty of Dr. B. C. Roy Engineering College, Durgapur you will foster team spirit, cooperation and goodwill among all faculty members and other staff. You will maintain dignity and decorum and set an example to your pupils for punctuality, regularity and discipline.

In addition to your normal duties as Lecturer in the Department of Mechanical Engineering, you will also carry out other responsibilities as may be assigned to you by the authorities of the college from time to time.

Resignation from the service in the middle of a running semester is not allowed and for resignation at the end of a running semester one month's notice or pay in lieu thereof is required. Prior to applying for employment elsewhere a "No Objection Certificate" from the authorities of this college should have to be taken.

You are requested to report for joining in the post to the Principal of the College on 15th July, 2010. On the date of joining you have to bring your original testimonials along with a set of Xerox copy and release order from the last employer.

the

(D. Mitra) Secretary

Copy forwarded for information and necessary action to:

- 6. Principal
- 7. Registrar
- 8. Manager (Finance)
- 9. Personal File
- 10. Office Copy

To The Principal Dr. B. C. Roy Engineering College, Durgapur Jemua Road, Fuljhore, Durgapur - 713206.

Sir,

Sub: -Joining letter

I am pleased to accept the appointment in the post of Lecturer, Department of ME of your esteemed college offered to me vide your letter Ref. No. BCR/Appt/42/4573 dt. 23.06.2010.

As per terms of the appointment letter I am joining my duties in the college w.e.f 15.07.2010 (F/N).

Thanking you

Dated: -Durgapur, The 15th July, 2010 Yours faithfully

Partha Sarathi Bose

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(Partha Sarathi Bose)



Dr. B. C. ROY ENGINEERING COLLEGE, Durgapur (Approved by AICTE & Affiliated to WBUT)

Campus : Jemus Road, Fuljhore, Durgapur-713205 (W.B.), India 1 : (0343) 250-1353/4106/4121/2449, Fax : (0343) 250-4059/3424 E-mail : Info@borec.ac.in + Website : www.borec.ac.in

BCR/Appt/42/6194

Date: -05.09.2017

To Sri Prancsh Kumar Das, Nutandihi, P.O. Jhargram, Dt. Jhargram, Pin - 721507.

Sub: - Appointment in a post of Assistant Professor in the Department of Mechanical Engineering of Dr. B. C. Roy Engineering College, Durgapur.

On the basis of your qualification, experience & recommendation of Selection Committee, the authorities of Dr. B. C. Roy Engineering College, Durgapur have decided to appoint you in a Post of Assistant Professor in the Department of Mechanical Engineering of the College. In pursuance of the same, I do here by appoint you in the same post on following broad terms & conditions:

The financial package offered to you is as under:

Pay Band (PB)	15600-39100/-
Pay in Pay Band (PPB)	15600/-
Academic Grade Pay (AGP)	6000/-
Basic Pay (PPB + AGP)	21600/-
D.A.	@ 50% of Basic Pay
H.R.A.	@ 15% of Basic Pay (Maximum Rs. 6000/-)
Gross Pay	35640/-
E.P.F, Gratuity & Mediclaim facility	As per rules of the college

2. You will be on probation for one year from the date of your joining in the post.

- During your association with this college you will devote your full attention and capability in the interest of the college/s only and will not involve yourself directly or indirectly in any other service/business/trade/occupation.
- 4. In addition to your normal duties as Faculty in the Department of Mechanical Engineering, you will also carry out other responsibilities as may be assigned to you by the authorities of the college from time to time.
- 5. During the course of your employment or any time thereafter, you will not divulge any information which could be detrimental to the interest of the college. In rendering your service you will ensure that the interest of this college is protected at all times and you will not in any way do anything or commit any act of omission which is likely to affect the interest of the college adversely in any manner what so ever.
- 6. Your service will be governed by the Service Rules & regulations of the college as existing and as may be framed or amended from time to time. You will always attend to your duties and responsibilities assigned to you with utmost sincerity and conduct yourself in accordance with the norms of the college.
- 7. This offer of appointment is made to you based on the information and other particulars furnished by you in your application and bio-data, at the time of your interview and subsequent discussions and if any declaration given or information furnished by you is proved to be false or it is found that you have suppressed any material information you will be liable to removal from your service and such further action may be taken against you as the college may deem necessary.

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To The Principal Dr. B. C. Roy Engineering College, Durgapur Jemua Road, Fuljhore, Durgapur - 713206.

Sir,

Sub: -Joining letter

I am pleased to accept the appointment in the post of Assistant Professor, Department of ME of your esteemed college offered to me vide your letter Ref. No. BCR/Appt/42/6194 dt. 05.09.2017.

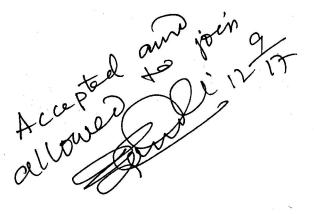
As per terms of the appointment letter I am joining my duties in the college w.e.f 12.09.2017 (F/N).

Thanking you

Dated: -12th September, 2017

Yours faithfully

Pranesh Kumar Das)



- 1. Registrar
- 2, Head Admien,
- 3. HOD/ME

- 4. Kense Manager (Admin) S. Manager Finance B. Librarry m- charge.



Dr. B. C. ROY ENGINEERING COLLEGE, DURGAPUR (Approved by AICTE & Affiliated to WBUT)

Campus : Jemua Road, Fuljhore, Durgapur-713206 (W.B.), India 2 : (0343) 250-1353/4106/4121/2449, Fax : (0343) 250-4059/3424 E-mail : info@bcrec.ac.in • Website : www.bcrec.ac.in

BCR/Appt/42/5815

Date: -05.12.2015

To Rajeev Ranjan, Dr. K. M. Complex, Road No. 3, Gaya, Bihar, Pin – 823001.

> Sub: - Appointment in a post of Assistant Professor in the Department of Mechanical Engineering of Dr. B. C. Roy Engineering College, Durgapur.

On the basis of your qualification, experience & recommendation of Selection Committee, the authorities of Dr. B. C. Roy Engineering College, Durgapur have decided to appoint you in a Post of Assistant Professor in the Department of Mechanical Engineering of the College. In pursuance of the same, I do here by appoint you in the same post on following broad terms & conditions:

1. The financial package offered to you is as under:

Pay Band (PB)	15600-39100/-
Pay in Pay Band (PPB)	19030/-
Academic Grade Pay (AGP)	6000/-
Basic Pay (PPB + AGP)	25030/-
D.A.	@ 45% of Basic Pay
H.R.A.	@ 15% of Basic Pay (Maximum Rs. 6000/-)
Gross Pay	40,048/-
E.P.F, Gratuity & Mediclaim facility	As per rules of the college

2. You will be on probation for one year from the date of your joining in the post.

- 3. During your association with this college you will devote your full attention and capability in the interest of the college/s only and will not involve yourself directly or indirectly in any other service/business/trade/occupation.
- 4. In addition to your normal duties as Faculty in the Department of Mechanical Engineering, you will also carry out other responsibilities as may be assigned to you by the authorities of the college from time to time.
- 5. During the course of your employment or any time thereafter, you will not divulge any information which could be detrimental to the interest of the college. In rendering your service you will ensure that the interest of this college is protected at all times and you will not in any way do anything or commit any act of omission which is likely to affect the interest of the college adversely in any manner what so ever.
- 6. Your service will be governed by the Service Rules & regulations of the college as existing and as may be framed or amended from time to time. You will always attend to your duties and responsibilities assigned to you with utmost sincerity and conduct yourself in accordance with the norms of the college.
- 7. This offer of appointment is made to you based on the information and other particulars furnished by you in your application and bio-data, at the time of your interview and subsequent discussions and if any declaration given or information furnished by you is proved to be false or it is found that you have suppressed any material information you will be liable to removal from your service and such further action may be taken against you as the college may deem necessary.

22-

NBA Accrediated for 3 prograsms
 ISO 9001 : 2000 Certified

То The Principal Dr. B. C. Roy Engineering College, Durgapur Jemua Road, Fuljhore, Durgapur - 713206.

Sir,

Sub: -Joining letter

I am pleased to accept the appointment in the post of Assistant Professor, Department of ME of your esteemed college offered to me vide your letter Ref. No. BCR/Appt/42/5815 dt. 05.12.2015.

As per terms of the appointment letter I am joining my duties in the college w.e.f 06.02.2016 (F/N).

Thanking you

Dated: -6th February, 2016

Yours faithfully

Rajeer Ranjaz.

(Rajeev Ranjan)

Distribution Di

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(Approved by AICTE & Affiliated to WBUT)

BCR/Appt/42/6046

Date: -25.02.2017

To Sri Rakesh Biswas, Mitra Bagan, P.O. Dattapukur, Dt. 24 PGS (N), West Bengal, Pin - 743248.

Sub: - Appointment in a post of Assistant Professor in the Department of Mechanical Engineering of Dr. B. C. Roy Engineering College, Durgapur.

On the basis of your qualification, experience & recommendation of Selection Committee, the authorities of Dr. B. C. Roy Engineering College, Durgapur have decided to appoint you in a Post of Assistant Professor in the Department of Mechanical Engineering of the College. In pursuance of the same, I do here by appoint you in the same post on following broad terms & conditions:

1. The financial package offered to you is as under:

15000
15600-39100/-
18250/-
6000/-
24250/-
@ 50% of Basic Pay
@ 15% of Basic Port (Marine D. Contract
@ 15% of Basic Pay (Maximum Rs. 6000/-)
40,013/-
As per rules of the college

- 2. You will be on probation for one year from the date of your joining in the post.
- 3. During your association with this college you will devote your full attention and capability in the interest of the college/s only and will not involve yourself directly or indirectly in any other service/business/trade/occupation.
- 4. In addition to your normal duties as Faculty in the Department of Mechanical Engineering, you will also carry out other responsibilities as may be assigned to you by the authorities of the college from time to time.
- 5. During the course of your employment or any time thereafter, you will not divulge any information which could be detrimental to the interest of the college. In rendering your service you will ensure that the interest of this college is protected at all times and you will not in any adversely in any manner what so ever.
- 6. Your service will be governed by the Service Rules & regulations of the college as existing and as may be framed or amended from time to time. You will always attend to your duties and responsibilities assigned to you with utmost sincerity and conduct yourself in accordance with the norms of the college.
- 7. This offer of appointment is made to you based on the information and other particulars furnished by you in your application and bio-data, at the time of your interview and subsequent discussions and if any declaration given or information furnished by you is proved to be false or it is found that you have suppressed any material information you will be liable to removal from your service and such further action may be taken against you as the college may deem

22

• NBA Accrediated for 3 programs • ISO 9001 : 2000 Certified •



(Approved by AICTE & Affiliated to WBUT)

CAMPUS : JEMUA ROAD, FULJHORE, DURGAPUR-713206 (W.B.), INDIA ☎ : (0343) 250-1353/4106/4121/2449, Fax : (0343) 250-4659 / 3424 E-mail : info@bcrec.ac.in ● Website : www.bcrec.ac.in

BCR/Appt/42/6046 Contd.

P-2

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- 8. During probation your service may be terminated without any notice and without assigning any reason thereof.
- 9. If at any time in the opinion of the Competent Authority, you are found a non-performer or guilty of disobedience, disorderly behaviour, negligence, indiscipline, dishonest activities, absence from duty without permission or any other act / conduct considered deterrent to the interests of the college or violation of one or more terms & conditions of this appointment, your services may be terminated without any notice and the college shall be within its rights to recover the damages, if any, from you.
- 10. Resignation from the service in the middle of a running semester is not allowed and for resignation at the end of a running semester three month's notice or pay in lieu thereof is required. Release Order will not be issued in case of leaving without notice/approval of Resignation by competent authority. However, the authorities of the college reserve the right to discontinue your service by giving one month's notice or pay in lieu thereof at any time without assigning any reason what so ever.
- 11. You are requested to please report for joining in the post to the Principal of the college on 01/04/2017. On the date of joining you have to bring your original testimonials along with a set of Photocopy and Release order from your previous employer(s).

We welcome you to Dr. B. C. Roy Engineering College, Durgapur fraternity and look forward to a long & fruitful association.

(D. Mitra) President

Copy forwarded for information and necessary action to: -

- 1. Principal
- 2. HOD/ME
- 3. Registrar
- 4. Manager (Finance)
- 5. Personal File
- 6. Office Copy

Prepared by Registrar

To The Principal Dr. B. C. Roy Engineering College, Durgapur Jemua Road, Fuljhore, Durgapur - 713206.

Sir,

Sub: -Joining letter

I am pleased to accept the appointment in the post of Assistant Professor, Department of ME of your esteemed college offered to me vide your letter Ref. No. BCR/Appt/42/6046 dt. 25.02.2017.

As per terms of the appointment letter I am joining my duties in the college w.e.f 01.04.2017 (F/N).

Thanking you

Dated: -1st April, 2017

Distribution 1 HOD/ME Registrar
Registrar
Head, Admin
Head, Admin
Hc, Library
Manager, Finance
Manager, Admin

, Jeb

Yours faithfully

(Rakesh Biswas)

DURGAPUR

(Approved by AICTE, New Delhi Under Ministry of HRD, Govt. of India and Affiliated to W.B.U.T.)

CAMPUS : JEMUA ROAD, FULJHORE, DURGAPUR-713206 (W.B.), INDIA : (0343) 250-1353/4106/4121/4122/4123/3985/2449/3424/3360, Fax : (0343) 250-4059/3424-3985 E-mail : dgp_bcrec@sancharmet.in, Website : www.bcrec.org, www.bcrec.net.in BCR/Appt/42/3084 Date: -24/06/2008

To Sri Ranjit Kumar Roy, CD – 50/1, V. K. Nagar, Durgapur, Pin – 713210.

Sub: - Appointment in a post of Senior Lecturer in the Department of Mechanical Engineering of Dr. B. C. Roy Engineering College, Durgapur.

On the basis of recommendation of the Selection Committee, formed for this purpose, the authorities of Dr. B. C. Roy Engineering College, Durgapur have decided to appoint you in a Post of Senior Lecturer of the College. In pursuance of the same, I do here by appoint you as a Senior Lecturer, Department of Mechanical Engineering of Dr. B. C. Roy Engineering College, Durgapur, in the scale of pay of Rs. 10,000-325-15200/- at Basic Pay of Rs. 10,000/- (Ten thousand only) per month plus Dearness Pay @ 50% of Basic Pay plus D.A @ 24% & H.R.A @ 10% on merged Basic. You will also be entitled to E.P.F, Gratuity & Mediclaim facility as per rules of the college. You will be on probation for one year from the date of your joining in the post.

You will have to discharge assigned duties and responsibilities and strictly follow rules, regulations and discipline of the College. You will be governed by Service Rules of the College.

As faculty of Dr. B. C. Roy Engineering College, Durgapur you will foster team spirit, co-operation and goodwill among faculty members and other staff. You will maintain dignity and decorum and set an example to your pupils for punctuality, regularity and discipline.

In addition to your normal duties as Senior Lecturer in the Department of Mechanical Engineering, you will also carry out other responsibilities as may be assigned to you by the authorities of the college from time to time.

You are requested to please report for joining in the post to the Principal of the college on 01/08/2008. On the date of joining you have to bring your original testimonials along with a set of Xerox copy.

0-

(D. Mitra) Secretary

Copy forwarded for information and necessary action to: -

- 1. Principal
- 2. Registrar
- 3. H.O.D/ME
- 4. Accounts Officer
- 5. Personal File
- 6. Office Copy

Prepared by Registrar

CITY RESIDENT OFFICE : BJ-251, SECTOR-II SALT LAKE CITY, KOLKATA-700091 (C): (033) 2321-8703/4411 WEST BENGAL, INDIA To The Principal Dr. B. C. Roy Engineering College, Durgapur Jemua Road, Fuljhore, Durgapur – 713206.

Sir,

Sub: -Joining letter

I am pleased to accept the appointment in the post of Senior Lecturer, Department of Mechanical Engineering of your esteemed college offered to me vide your letter Ref. No. BCR/Appt/42/3084 dt. 24.06.2008.

As per terms of the appointment letter I am joining my duties in the college w.e.f 01.08.2008 (F/N).

Thanking you

Dated: -Durgapur, The 1st August, 2008 Yours faithfully

Ranjet Rumar Roy

(Ranjit Kumar Roy)

Copy to:

HOD ME Register Accounts Office Haad (Adum) Sr. Librarian J-Esse (Adm) mgt, House.



CAMPUS : JEMUA ROAD, FULJHORE, DURGAPUR-713206 (W.B.), INDIA 10343) 250-1353/2449, E-mail : dgp_bcrec@sancharnet.in, Website : www.bcrec.org

He ECR/Appt./42/1454

Date: 15/09/2004

To Shri Shivabrata Majumdar DN-32, Aryabhatta Sarani Bidhannagar, Durgapur – 713 212

> Sub : Appointment in a post of lecturer, Department of Mechanical Engineering of Dr. B.C. Roy Engineering College, Durgapur.

On the basis of your performance in the interview held on 14th July, 2004 at Dr. B.C. Roy Engineering College, Durgapur, the authorities of Dr. B.C. Roy Engineering College, Durgapur have decided to appoint you in a post of Lecturer of the college. In pursuance of the same I do hereby appoint you as a Lecturer, Department of Mechanical Engineering at Dr. B.C. Roy Engineering College, Durgapur. At present you will get Rs. 10,000/- P.M. (consolidated) and you will be on probation for one year from the date of your joining in the post. After successful completion of the probationary period depending upon your performance and recommendation from the Head of the Department of Mechanical Engineering you will be placed in scale of pay with all admissible allowances as per rules of the college.

You will have to discharge assigned duties & responsibilities and strictly follow rules, regulations & discipline of the college.

You are requested to please report for joining the post to the Principal of the college immediately.

Sol = (D Mitra) Secretary

No BCR/Appt./42/

Date: 15/09/2004

Copy forwarded for information & necessary action to

- 1) Principal, BCRBC
- 2) Registrar, BCREC
- 3) HOD M.E.
- 4) Accounts Officer, BCREC
- 5) Personal File

(D. Mitra)

Secretary

REGD. OFFICE : "LOKENATH BHAWAN', BHIRINGI, AMBAGAN, DURGAPUR - 713213 @ : (0343) 2583071, WEST BENGAL, INDIA CORPORATE OFFICE : 3/1, MAXMULLER PATH, CITY CENTRE, DURGAPUR-713216 FAX, Ø : (0343) 2545718, WEST BENGAL, INDIA CITY RESIDENT OFFICE : BJ-251, SECTOR-II SALT LAKE CITY, KOLKATA - 700091 (0: (033) 2321-8703/4411 WEST BENGAL, INDIA

To THE PRINCIPAL, DR. B.C. ROY ENGINEERING COLLEGE DURGAPUR. SUB: Joining Little. A for a. a. Sub: Joining Little. Sith reference to the appointment ofthe no. BCR/Appt/ 12/1454 Dated. 15/09/04, I am joining my duties as a hectarez in Machanical Engineering Department. W.e.J. 16.09.04. F.N. This is for your kind information and recard plane.

Thanking you.

Jony faithfully, . S. Majurdar 16/01/04 (SHIVABRATA NOJUHDAR)

Registrar



CAMPUS : JEMUA ROAD, FULJHORE, DURGAPUR-713206 (W.B.) INDIA Phone : (0343) 501353, E-mail : bcrec@dte.vsnl.net.in

Ref.No : BCR/RG/2300/184

Date: 20/03/2001

To, Mr. Shyama Charan Chakraborty CD-84/3 V.K. Nagar Durgapur - 713 210

Dear Sir/Madam,

You have been appointed as a visiting Lecturer of Applied Mechanics & Drawing _____ for the_____ II nd Semester commencing from _______12/03/2001____

You will receive Rs 150/-(Rupees One

hundred and fifty only) per period of lecture or

sessional.

Yours faithfully,

(K(G Principal

REGD. OFFICE : "LOKENATH BHAWAN', BHIRINGI, AMBAGAN, DURGAPUR - 713213 Ø : (0343) 583071, WEST BENGAL, INDIA CORPORATE OFFICE : 3/1, MAXMULLER PATH, CITY CENTRE, DURGAPUR-713216 (0: (0343) 545718, WEST BENGAL, INDIA

Dr B C Roy Engineering College, Durgapur

CAMPUS JEMUA ROAD, FULJHORE DURGAPUR - 713206, (WB), INDIA Phone 0343 502449/501353, e-mail ber depideanchamet in bereefddte veninet in

Ref. No.: BCR/PR/38.1/258

Date 25.08.2001

From

S K Majumdar, Director

To

Shri Shyama Charan Chakravarti

Sub: Appointment to the post of Lecturer (Mechanical Engineering) and Incharge(Examination Cell)

184 This has reference to your earlier appointment letter no. $B \leq R/R \leq 2300/$ dated 20.03.2001.

You are being put as a regular faculty in the Director's Cell on a consolidated emolument of Rupees Eight Thousand only (P.s. 8000/=) per month. Your designation in your new assignment will be as mentioned above. For the purpose of work related with Lectures in Mechanical Engineering you will report to H.O.D. (Mechanical) and for the purpose of Examinations you will report to Deputy registrar. For the purpose of work related to Examinations you will be assisted by Shri Dhrubajyoti Roy.

You will be on probation for a period of one year from your date of joining.

During the period of probation your performance will be assessed and your contractual appointment may be extended if you perform well.

However, if your performance is not found up to the mark or satisfactory, your services may be terminated, any time, with one month's notice or pay in lieu thereof, and without showing any cause.

You will abide by the rules and regulations as specified by the college management from time to time.

If the offer is acceptable to you, the duplicate copy may be signed and returned to this office.

Thanking you

-(Sujay Kumar Majumdar) Director

To The Director Dr. B.C. Roy Engineering College, Durgapur. Jemua Road, Phuljhore. Durgapur - 713206 sul: Report of Joining to the Sim bost of Lecturer (ME) & Incharge CExam. Cell). Sir . with reference to the appointment in the bost of lecturer (Mechanical Engg.) and Incharge (Examination Cell) vide letter no. BCR/P.R/38.1/258 dt. 25.08.2001 I have joined in my duties on 29. 8. 2001(FN) This is for your kind information and necessary action Thanking You. Yours foithfully Shyama Charan Chakrabarty Dated: the 29th Aug. 2001 1 9.08.200



(Approved by AICTE & Affiliated to WBUT)

Date: -16.12.2014

BCR/Appt/42/5608

To Sri Siddhartha Bhowmick, 1/8 Prafulla Chaki Path, City Centre, Durgapur, Pin – 713216.

Sub: - Appointment in a post of Assistant Professor in the Department of Mechanical Engineering of Dr. B. C. Roy Engineering College, Durgapur.

On the basis of your qualification, experience & recommendation of Selection Committee, the authorities of Dr. B. C. Roy Engineering College, Durgapur have decided to appoint you in a Post of Assistant Professor in the Department of Mechanical Engineering of the College. In pursuance of the same, I do here by appoint you in the same post on following broad terms & conditions:

1. The financial package offered to you is as under:

Pay Band (PB)	15600-39100/-
Pay in Pay Band (PPB)	16920/-
Academic Grade Pay (AGP)	6000/-
Basic Pay (PPB + AGP)	22920/-
D.A.	(a) 35% of Basic Pay
H.R.A.	(a) 15% of Basic Pay (Maximum Rs. 6000/-)
Gross Pay	34380/-
E.P.F, Gratuity & Mediclaim facility	As per rules of the college

- 2. You will be on probation for one year from the date of your joining in the post and further continuation of the service or otherwise will depend upon your satisfactory performance of duties.
- 3. During your association with this college you will devote your full attention and capability in the interest of the college only and will not involve yourself directly or indirectly in any other service/business/trade/occupation.
- 4. In addition to your normal duties as Faculty in the Department of Mechanical Engineering, you will also carry out other responsibilities as may be assigned to you by the authorities of the college from time to time.
- 5. During the course of your employment or any time thereafter, you will not divulge any information which could be detrimental to the interest of the college. In rendering your service you will ensure that the interest of this college is protected at all times and you will not in any way do anything or commit any act of omission which is likely to affect the interest of the college adversely in any manner what so ever.
- 6. Your service will be governed by the Service Rules & regulations of the college as existing and as may be framed or amended from time to time. You will always attend to your duties and responsibilities assigned to you with utmost sincerity and conduct yourself in accordance with the norms of the college.

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The Principal Dr. B. C. Roy Engineering College, Durgapur Jemua Road, Fuljhore, Durgapur - 713206.

Sir,

Sub: -Joining letter

I am pleased to accept the appointment in the post of Assistant Professor, Department of ME of your esteemed college offered to me vide your letter Ref. No. BCR/Appt/42/5608 dt. 16.12.2014.

As per terms of the appointment letter I am joining my duties in the college w.e.f 17.01.2015 (F/N).

Thanking you

Dated: -17th January, 2015

Yours faithfully

Sidetharthe Bhonmick

(Siddhartha Bhowmick)

Distribution Distribution () Registrar (2) HOD/ME (3) Head, Admin (3) Sr. Librarian (3) Manager, Finance (6) Manager, Admin



Dr. B. C. ROY ENGINEERING COLLEGE, DURGAPUR (Approved by AICTE & Affiliated to WBUT)

BCR/Appt/42/5242

Date: -04.06.2013

To Sri Subhajit Bhattacharya, Lane No. 15, Professors' Colony, P.O. Kenduadihi, Dt. Bankura, Pin - 722102.

<u>Sub: - Appointment in a post of Assistant Professor in the Department of Mechanical</u> Engineering of Dr. B. C. Roy Engineering College, Durgapur.

On the basis of your qualification, experience & recommendation of Selection Committee, the authorities of Dr. B. C. Roy Engineering College, Durgapur have decided to appoint you in a Post of Assistant Professor in the Department of Mechanical Engineering of the College. In pursuance of the same, I do here by appoint you in the same post on following broad terms & conditions:

1. The financial package offered to you is as under:

Pay Band (PB)	15600-39100/-
Pay in Pay Band (PPB)	15600/-
Academic Grade Pay (AGP)	6000/-
Basic Pay (PPB + AGP)	21600/-
D.A.	@ 30% of Basic Pay (w.e.f 01/07/2013)
H.R.A.	@ 15% of Basic Pay (Maximum Rs. 6000/-)
Gross Pay	31,320/-
E.P.F, Gratuity & Mediclaim facility	As per rules of the college

- You will be on probation for one year from the date of your joining in the post and further continuation of the service or otherwise will depend upon your satisfactory performance of duties.
- 3. You will devote your full time, attention and capability in the interest of the college and will not involve yourself directly or indirectly in any other business and/or do any trade on your account.
- 4. In addition to your normal duties as Faculty in the Department of Mechanical Engineering, you will also carry out other responsibilities as may be assigned to you by the authorities of the college from time to time.
- 5. During the course of your employment or any time thereafter, you will not divulge any information which could be detrimental to the interest of the college. In rendering your service you will ensure that the interest of this college is protected at all times and you will not in any way do anything or commit any act of omission which is likely to affect the interest of the college adversely in any manner what so ever.
- 6. Your service will be governed by the Service Rules & regulations of the college as existing and as may be framed or amended from time to time. You will always attend to your duties and responsibilities assigned to you with utmost sincerity and conduct yourself in accordance with the norms of the college.

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To The Principal Dr. B. C. Roy Engineering College, Durgapur Jemua Road, Fuljhore, Durgapur – 713206.

Sir,

Sub: -Joining letter

I am pleased to accept the appointment in the post of Assistant Professor, Department of ME of your esteemed college offered to me vide your letter Ref. No. BCR/Appt/42/5242 dt. 04.06.2013.

As per terms of the appointment letter I am joining my duties in the college w.e.f 02.07.2013 (F/N).

Thanking you

Yours faithfully

Dated: -Durgapur, The 2nd July, 2013

Subhajit Bhattacharya, 02.02.13 (Subhajit Bhattacharya)

Copy to :

HOD/ME Regutron Head (Adum) Manage(Fin.) Sr. Libronian Sr. Sxe (Adum)

(Approved by AICTE & Affiliated to WBUT)

CAMPUS : JEMUA ROAD, FULJHORE_DURGAPUR-713206 (W.B.), INDIA 2 : (0343) 250-1353/4106/4121/2449, Fax : (0343) 250-4059 / 3424 E-mail : info@bcrec.org • dgp_bcrec@sanchamet.in, Website : www.bcrec.org

BCR/Appt/42/5377

Date: -10.01.2014

To Sri Subhas Chandra Moi, Katjuridanga (Vidyasagar Pally), P.O. Kenduadihi, Dt. Bankura, Pin – 722102.

Sub: - Appointment in a post of Assistant Professor in the Department of Mechanical Engineering of Dr. B. C. Roy Engineering College, Durgapur.

On the basis of your qualification, experience & recommendation of Selection Committee, the authorities of Dr. B. C. Roy Engineering College, Durgapur have decided to appoint you in a Post of Assistant Professor in the Department of Mechanical Engineering of the College. In pursuance of the same, I do here by appoint you in the same post on following broad terms & conditions:

1. The financial package offered to you is as under:

Pay Band (PB)	15600-39100/-
Pay in Pay Band (PPB)	23890/-
Academic Grade Pay (AGP)	8000/-
Basic Pay (PPB + AGP)	31890/-
D.A.	@ 30% of Basic Pay
H.R.A.	@ 15% of Basic Pay (Maximum Rs. 6000/-)
Gross Pay	46241/-
E.P.F. Gratuity & Mediclaim facility	As per rules of the college

- 2. You will be on probation for one year from the date of your joining in the post and further continuation of the service or otherwise will depend upon your satisfactory performance of duties.
- 3. During your association with this college you will devote your full attention and capability in the interest of the college only and will not involve yourself directly or indirectly in any other service/business/trade/occupation.
- 4. In addition to your normal duties as Faculty in the Department of Mechanical Engineering, you will also carry out other responsibilities as may be assigned to you by the authorities of the college from time to time.
- 5. During the course of your employment or any time thereafter, you will not divulge any information which could be detrimental to the interest of the college. In rendering your service you will ensure that the interest of this college is protected at all times and you will not in any way do anything or commit any act of omission which is likely to affect the interest of the college adversely in any manner what so ever.
- 6. Your service will be governed by the Service Rules & regulations of the college as existing and as may be framed or amended from time to time. You will always attend to your duties and responsibilities assigned to you with utmost sincerity and conduct yourself in accordance with the norms of the college.

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Dr. B. C. ROY ENGINEERING COLLEGE, DURGAPUR

(Approved by AICTE & Affiliated to WBUT)

BCR/Appt/42/5377 Contd.

P-2

- 7. This offer of appointment is made to you based on the information and other particulars furnished by you in your application and bio-data, at the time of your interview and subsequent discussions and if any declaration given or information furnished by you is proved to be false or it is found that you have suppressed any material information you will be liable to removal from your service and such further action may be taken against you as the college may deem necessary.
- 8. During probation your service may be terminated without any notice and without assigning any reason thereof.
- 9. If at any time in the opinion of the Competent Authority, you are found a non-performer or guilty of disobedience, disorderly behaviour, negligence, indiscipline, dishonest activities, absence from duty without permission or any other act / conduct considered deterrent to the interests of the college or violation of one or more terms & conditions of this appointment, your services may be terminated without any notice and the college shall be within its rights to recover the damages, if any, from you.
- 10. Resignation from the service in the middle of a running semester is not allowed and for resignation at the end of a running semester three month's notice or pay in lieu thereof is required. Release Order will not be issued in case of leaving without notice/approval of Resignation by competent authority. However, the authorities of the college reserve the right to discontinue your service by giving one month's notice or pay in lieu thereof at any time without assigning any reason what so ever.
- 11. You are requested to please report for joining in the post to the Principal of the college immediately. On the date of joining you have to bring your original testimonials along with a set of Photocopy and Release order from your present employer.

We welcome you to Dr. B. C. Roy Engineering College, Durgapur fraternity and look forward to a long & fruitful association.

(D. Mitra) President

Copy forwarded for information and necessary action to: -

- 1. Principal
- 2. HOD/ME
- 3. Registrar
- 4. Manager (Finance)
- 5. Personal File
- 6. Office Copy

Prepared by Registrar

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To The Principal Dr. B. C. Roy Engineering College, Durgapur Jemua Road, Fuljhore, Durgapur – 713206.

Sir,

Sub: -Joining letter

I am pleased to accept the appointment in the post of Assistant Professor, Department of ME of your esteemed college offered to me vide your letter Ref. No. BCR/Appt/42/5377 dt. 10.01.2014.

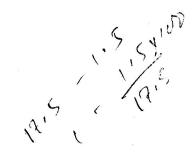
As per terms of the appointment letter I am joining my duties in the college w.e.f 12.02.2014 (F/N).

Thanking you

Dated: -12th February, 2014 Durgapur Yours faithfully

(Subhas Chandra Moi)

Copy to DHOD, ME 2) Regins Har 3) Stead Admr. 4) Manager (Finance) 5) Sr. Librarian 6) Sr. Execution Admin.



Dr. B. C. ROY ENGINEERING COLLEGE, DURGAPUR (Appreved by AICTE & Affiliated to WBUT) CAMPUS : JEMUA ROAD, FULJHORE, DURGAPUR-713206 (W B.), INDIA (0343) 250-1353/4106/4121/2449, Fax: (0343) 250-4056 / 3424 E-mail: info@bcree.org • dgp_bcree@sanchamet.in, Website : www.bcree.org

Date: -04.06.2013

BCR/Appt/42/5241

To Sri Suman Karmakar, 5/1 SEPCO Township, Durgapur - 713205.

Sub: - Appointment in a post of Assistant Professor in the Department of Mechanical Engineering of Dr. B. C. Roy Engineering College, Durgapur.

On the basis of your qualification, experience & recommendation of Selection Committee, the authorities of Dr. B. C. Roy Engineering College, Durgapur have decided to appoint you in a Post of Assistant Professor in the Department of Mechanical Engineering of the College. In pursuance of the same, I do here by appoint you in the same post on following broad terms & conditions:

The financial package offered to you is as under:

	15600-39100/-
Pay Band (PB)	16250/-
Pay in Pay Band (PPB)	6000/-
Academic Grade Pay (AGP)	22250/-
Basic Pay (PPB + AGP)	@ 30% of Basic Pay (w.e.f 01/07/2013)
D.A.	@ 15% of Basic Pay (Maximum K3. 0000)
H.R.A.	32,263/-
Gross Pay	As per rules of the college
E.P.F, Gratuity & Mediclaim facility	

- You will be on probation for one year from the date of your joining in the post and further continuation of the service or otherwise will depend upon your satisfactory performance of duties.
- You will devote your full time, attention and capability in the interest of the college and will not involve yourself directly or indirectly in any other business and/or do any trade on your account. 3
- In addition to your normal duties as Faculty in the Department of Mechanical Engineering, you will also carry out other responsibilities as may be assigned to you by the authorities of the 4 college from time to time.
- During the course of your employment or any time thereafter, you will not divulge any information which could be detrimental to the interest of the college. In rendering your service 5 you will ensure that the interest of this college is protected at all times and you will not in any way do anything or commit any act of omission which is likely to affect the interest of the college adversely in any manner what so ever.
- Your service will be governed by the Service Rules & regulations of the college as existing and as 6. may be framed or amended from time to time. You will always attend to your duties and responsibilities assigned to you with utmost sincerity and conduct yourself in accordance with the norms of the college.

100-

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Dr. B. C. ROY ENGINEERING COLLEGE, DURGAPUR (Approved by AICTE & Affiliated to WBUT)



BCR/Appt/42/5241 Contd.

This offer of appointment is made to you based on the information and other particulars furnished by you in your application and bio-data, at the time of your interview and subsequent discussions and if any declaration given or information furnished by you is proved to be false or it is found that you have suppressed any material information you will be liable to removal from your service and such further action may be taken against you as the college may deem necessary.

- During probation your service may be terminated without any notice and without assigning any 8. reason thereof.
- If at any time in the opinion of the Competent Authority, you are found a non-performer or guilty 9. of disobecience, disorderly behaviour, negligence, indiscipline, disnonest activities, absence from duty without permission or any other act / conduct considered deterrent to the interests of the college or violation of one or more terms & conditions of this appointment, your services may be terminated without any notice and the college shall be within its rights to recover the damages, if any, from you.
- 10. Resignation from the service in the middle of a running semester is not allowed and for resignation at the end of a running semester three month's notice or pay in lieu thereof is required. Release Order will not be issued in case of leaving without notice/approval of Resignation by competent authority. However, the authorities of the college reserve the right to discontinue your service by giving one month's notice or pay in lieu thereof at any time without assigning any reason what so ever.
- You are requested to please report for joining in the post to the Principal of the college on 2nd 11. July, 2013. On the date of joining you have to bring your original testimonials along with a set of Photocopy and Release order from your present employer.

We welcome you to Dr. B. C. Roy Engineering College, Durgapur fraternity and look forward to a long & fruitful association.

:0-

(D. Mitra) President

P-2

Copy forwarded for information and necessary action to: -

- Principal
- 2. HOD/ME
- 3. Registrar
- Manager (Finance) 4.
- 5. Personal File
- 6. Office Copy

Prepared by Registrar

NBA Accrediated for 3 programs
 ISO 9001 : 2000 Certified



To The Principal Dr. B. C. Roy Engineering College, Durgapur Jemua Road, Fuljhore, Durgapur - 713206.

Sir,

Sub: -Joining letter

I am pleased to accept the appointment in the post of Assistant Professor, Department of ME of your esteemed college offered to me vide your letter Ref. No. BCR/Appt/42/5241 dt. 04.06.2013.

As per terms of the appointment letter I am joining my duties in the college w.e.f 02.07.2013 (F/N).

Thanking you

Dated: -Durgapur, The 2nd July, 2013

Yours faithfully

Kormkon 3 2/7/2013

(Suman Karmakar)

Copy to:

HOD/ME Registron Head (Adum.) Monager (Fin.) Sr. Librarian Sr. Spe (Admn.)

CAMPUS : JUNA ROAD, FUL HOR © (03A) 200 - 03504 (000 + 121244), E-mai integree cap • den hereet 2/5378 thana, dihi, Dt. Bankura, 2. Appointment in a post of As Engineering of Dr. B.	Date: -10.01.201
uhana, a (Vidyasagar Pally), dihi, Dt. Bankura, 2. Appointment in a post of As	ssistant Professor in the Department of Mechanical
a (Vidyasagar Pally), dihi, Dt. Bankura, 2. Appointment in a post of As	ssistant Professor in the Department of Mechanical
Appointment in a post of As Engineering of Dr. B.	ssistant Professor in the Department of Mechanical
	C. Roy Engineering College, Durgapur.
f Dr. B. C. Roy Engineering (fessor in the Department of) re by appoint you in the same	experience & recommendation of Selection Committee, th College, Durgapur have decided to appoint you in a Post Mechanical Engineering of the College. In pursuance of th e post on following broad terms & conditions: is as under:
ind (PPB)	15600-39100/- 18470/-
ade Pay (AGP)	6000/-
B + AGP)	24470/-
	 (i) 30% of Basic Pay (i) 15% of Basic Pay (Maximum Rs. 6000/-)
	35482/-
y & Mediclaim facility	As per rules of the college
of the course only and will business/trade/occupation. on to your normal dutics as carry out other responsibili om time to time. the course of your employn ion which could be detrimen ensure that the interest of th nything or commit any act of r in any manner what so ever, rice will be governed by the S	ervice Rules & regulations of the college as existing and as
pilities assigned to you with a s of the college.	utmost sincerity and conduct yourself in accordance with
	<pre>itessor in the Department of reby appoint you in the samu micial package offered to you i) ind (PPB) ide Pay (AGP) B + AGP) by & Mediclaim facility be on probation for one ye ation of the service or other your association with this col of the college only and wil business/trade/occupation. on to your normal dutics as carry out other responsibili om time to time. the course of your employ ion which could be detrimen ensure that the interest of t yothing action in any manner what so ever</pre>



To The Principal Dr. B. C. Roy Engineering College, Durgapur Jemua Road, Fuljhore, Durgapur – 713206.

Sir,

Sub: -Joining letter

I am pleased to accept the appointment in the post of Assistant Professor, Department of ME of your esteemed college offered to me vide your letter Ref. No. BCR/Appt/42/5378 dt. 10.01.2014.

As per terms of the appointment letter I am joining my duties in the college w.e.f 22.01.2014 (F/N).

Thanking you

Dated: - 22, 01.14. Durgapur, The 22nd January, 2014 Yours faithfully

chitte Sahana.

(Chitta Sahana)

Copy to 1) HOD. HE 2) Regis Irtan 3) Head Admn 4) Manager L'Finance) 5) Sr. Libronian 6) Sr. Executive (Admn)



Dr. B. C. ROY ENGINEERING COLLEGE, DURGAPUR

(Approved by AICTE & Affiliated to WBUT)

Campus : Jemua Road, Fuljhore, Durgapur-713206 (W.B.), India R : (0343) 250-1353/4106/4121/2449, Fax : (0343) 250-4059/3424 E-mail : info@bcrec.ac.in • Website : www.bcroc.ac.in

BCR/Appt/42/5822

Date: -10.12.2015

To Sri Arka Banerjee, 4/9 – Tetikhela, P.O. Arrah, Durgapur – 713212.

<u>Sub: - Appointment in a post of Assistant Professor in the Department of Mechanical</u> Engineering of Dr. B. C. Roy Engineering College, Durgapur.

On the basis of your qualification, experience & recommendation of Selection Committee, the authorities of Dr. B. C. Roy Engineering College, Durgapur have decided to appoint you in a Post of Assistant Professor in the Department of Mechanical Engineering of the College. In pursuance of the same, I do here by appoint you in the same post on following broad terms & conditions:

1. The financial package offered to you is as under:

Pay Band (PB)	15600-39100/-
Pay in Pay Band (PPB)	15600/-
Academic Grade Pay (AGP)	6000/-
Basic Pay (PPB + AGP)	21600/-
D.A.	@ 45% of Basic Pay
H.R.A.	@ 15% of Basic Pay (Maximum Rs. 6000/-)
Gross Pay	34560/-
E.P.F. Gratuity & Mediclaim facility	As per rules of the college

- 2. You will be on probation for one year from the date of your joining in the post.
- During your association with this college you will devote your full attention and capability in the interest of the college/s only and will not involve yourself directly or indirectly in any other service/business/trade/occupation.
- 4. In addition to your normal duties as Faculty in the Department of Mechanical Engineering, you will also carry out other responsibilities as may be assigned to you by the authorities of the college from time to time.
- 5. During the course of your employment or any time thereafter, you will not divulge any information which could be detrimental to the interest of the college. In rendering your service you will ensure that the interest of this college is protected at all times and you will not in any way do anything or commit any act of omission which is likely to affect the interest of the college adversely in any manner what so ever.
- 6. Your service will be governed by the Service Rules & regulations of the college as existing and as may be framed or amended from time to time. You will always attend to your duties and responsibilities assigned to you with utmost sincerity and conduct yourself in accordance with the norms of the college.
- 7. This offer of appointment is made to you based on the information and other particulars furnished by you in your application and bio-data, at the time of your interview and subsequent discussions and if any declaration given or information furnished by you is proved to be false or it is found that you have suppressed any material information you will be liable to removal from your service and such further action may be taken against you as the college may deem necessary.

Dr. B. C. ROY ENGINEERING COLLEGE, DURGAPUR

(Approved by AICTE & Affiliated to MAKAUT_WB)

BCR/Appt/42/6136

Date: -28.07.2017

To Sri Arka Banerjee, Assistant Professor, ME Department, Dr. B. C. Roy Engineering College, Durgapur, Pin - 713206.

Sub: -Continuation in the post of Assistant Professor in ME Department on regular basis.

On your satisfactory completion of probationary period in the post of Assistant Professor of ME Department at Dr. B. C. Roy Engineering College, Durgapur, based on SAR & Interview held on 22/07/2017 as recommended by the Appraisal Committee, the authorities of the College are now pleased to allow you to continue in the same post on regular basis. Your Basic Pay now stands at Rs. 22,250/-(including Academic Grade Pay of Rs. 6000/-) per month in the Pay Band of Rs. 15600-39100/- with effect from 30/05/2017 along with H.R.A, D.A, E.P.F, Gratuity & Mediclaim facility as per rules of the college. Annual increment will be guided by Office Order Ref. No. BCR/NOT/17/966 dt. 09.05.2003 from May, 2018.

Other terms and conditions (Vide Appointment Letter No. BCR/Appt/42/5822 dt. 10.12.2015) of the service will remain unchanged.

(D. Mitra)

President

Copy forwarded for information & necessary action to: -

- 1. Principal
- 2. HOD/ME
- 3. Registrar
- 4. Manager (Finance)
- 5. Personal File
- 6. Office Copy

Prepared by Registrar

То The Principal Dr. B. C. Roy Engineering College, Durgapur Jemua Road, Fuljhore, Durgapur - 713206.

Sir,

Sub: -Joining letter

I am pleased to accept the appointment in the post of Assistant Professor, Department of ME of your esteemed college offered to me vide your letter Ref. No. BCR/Appt/42/5822 dt. 10.12.2015.

As per terms of the appointment letter I am joining my duties in the college w.e.f 12.01.2016 (F/N).

Thanking you

Dated: -12th January, 2016

Yours faithfully

Areha Baney'ee

(Arka Banerjee)

Distribution () HOD/ME () Registrar (3) Head, Admin (4) In-Charge, Library (5) Manager, Finance (6) Manager, Admin

Dr. B. C. ROY ENGINEERING COLLEGE, Durgapur

(Approved by AICTF & Affiliated to WBUT)

Campus : Jemua Road, Fuljhore, Durgapur-713206 (W.B.), India 2 : (0343) 250-1353/4106/4121/2449, Fax : (0343) 250-4059/3424 E-mail : Info@bcrec.ac.in • Website : www.bcrec.ac.in

Date: -05.09.2017

BCR/Appt/42/6197

To Sri Deepak Kumar, 1, Narauni, Naili, Gaya, Bihar, Pin - 824233.

<u>Sub: - Appointment in a post of Assistant Professor in the Department of Mechanical</u> <u>Engineering of Dr. B. C. Roy Engineering College, Durgapur.</u>

On the basis of your qualification, experience & recommendation of Selection Committee, the authorities of Dr. B. C. Roy Engineering College, Durgapur have decided to appoint you in a Post of Assistant Professor in the Department of Mechanical Engineering of the College. In pursuance of the same, I do here by appoint you in the same post on following broad terms & conditions:

1. The financial package offered to you is as under:

	15600-39100/-
Pay Band (PB)	15600/-
Pay in Pay Band (PPB)	6000/-
Academic Grade Pay (AGP)	21600/-
Basic Pay (PPB + AGP)	@ 50% of Basic Pay
D.A.	@ 15% of Basic Pay (Maximum Rs. 6000/-)
H.R.A.	
Gross Pay	35640/-
E.P.F. Gratuity & Mediclaim facility	As per rules of the college

- 2. You will be on probation for one year from the date of your joining in the post.
- 3. During your association with this college you will devote your full attention and capability in the interest of the college/s only and will not involve yourself directly or indirectly in any other service/business/trade/occupation.
- 4. In addition to your normal duties as Faculty in the Department of Mechanical Engineering, you will also carry out other responsibilities as may be assigned to you by the authorities of the college from time to time.
- 5. During the course of your employment or any time thereafter, you will not divulge any information which could be detrimental to the interest of the college. In rendering your service you will ensure that the interest of this college is protected at all times and you will not in any way do anything or commit any act of omission which is likely to affect the interest of the college adversely in any manner what so ever.
- 6. Your service will be governed by the Service Rules & regulations of the college as existing and as may be framed or amended from time to time. You will always attend to your duties and responsibilities assigned to you with utmost sincerity and conduct yourself in accordance with the norms of the college.
- 7. This offer of appointment is made to you based on the information and other particulars furnished by you in your application and bio-data, at the time of your interview and subsequent discussions and if any declaration given or information furnished by you is proved to be false or it is found that you have suppressed any material information you will be liable to removal from your service and such further action may be taken against you as the college may deem necessary.

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The Principal Dr. B. C. Roy Engineering College, Durgapur Jemua Road, Fuljhore, Durgapur - 713206.

Sir,

.Sub: -Joining letter

I am pleased to accept the appointment in the post of Assistant Professor, Department of ME of your esteemed college offered to me vide your letter Ref. No. BCR/Appt/42/6197 dt. 05.09.2017.

As per terms of the appointment letter I am joining my duties in the college w.e.f 12.09.2017 (F/N).

Thanking you

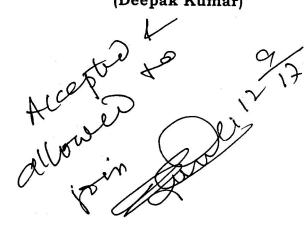
Dated: -12th September, 2017

Yours faithfully

Deepak kumas (Deepak Kumar)

- 1. Registrovo
- 2. Head Admin.

- 3. HOIS ME 4. Manager Admin 5. Manager Admin 6. Library. in-charge.



To



Dr. B. C. ROY ENGINEERING COLLEGE, DURGAPUR (Approved by AICTE & Affiliated to MAKAUT, WB)

CAMPUS : JEMUA ROAD, FULJHORE, DURGAPUR-713206 (W.B.), INDIA ☎: (0343) 250-1353/4106/4121/2449, Fax : (0343) 250-4059 / 3424 E-mail : info@bcrec.ac.in ● Website : www.bcrec.ac.in

BCR/Appt/42/6624(A)

Date: -25.07.2019

To Sri Koushik Chatterjee, Senior Technical Assistant, ME Department, Dr. B. C. Roy Engineering College, Durgapur - 713206.

On the basis of your qualification, experience & recommendation of Selection Committee, the authorities of Dr. B. C. Roy Engineering College, Durgapur have decided to promote you to the Post of Assistant Professor in the Department of Mechanical Engineering of Dr. B. C. Roy Engineering College, Durgapur at a consolidated salary of Rs. 36,882/- per month in the Pay Band (PB) of Rs. 15600-39100/- with effect from 01/08/2019 with following broad terms & conditions:

- 1. During your association with this college you will devote your full attention and capability in the interest of the college only and will not involve yourself directly or indirectly in any other service/business/trade/occupation.
- 2. In addition to your normal duties as Faculty, you will also carry out other responsibilities as may be assigned to you by the authorities of the college from time to time.
- 3. During the course of your employment or any time thereafter, you will not divulge any information which could be detrimental to the interest of the college. In rendering your service you will ensure that the interest of this college is protected at all times and you will not in any way do anything or commit any act of omission which is likely to affect the interest of the college adversely in any manner what so ever.
- 4. Your service will be governed by the Service Rules & regulations of the college as existing and as may be framed or amended from time to time. You will always attend to your duties and responsibilities assigned to you with utmost sincerity and conduct yourself in accordance with the norms of the college.
- 5. If at any time in the opinion of the Competent Authority, you are found a nonperformer or guilty of disobedience, disorderly behavior, negligence, indiscipline, dishonest activities, absence from duty without permission or any other act / conduct considered deterrent to the interests of the college or violation of one or more terms & conditions of this appointment, your services may be terminated without any notice and the college shall be within its rights to recover the damages, if any, from you.

Ashayachanny





(Approved by AICTE & Affiliated to MAKAUT, WB)

CAMPUS : JEMUA ROAD, FULJHORE, DURGAPUR-713206 (W.B.), INDIA CO343) 250-1353/4106/4121/2449, Fax : (0343) 250-4059 / 3424 E-mail : info@bcrec.ac.in • Website : www.bcrec.ac.in

6. Resignation from the service in the middle of a running semester is not allowed and for resignation at the end of a running semester one month's notice or pay in lieu thereof is required. Release Order will not be issued in case of leaving without notice/approval of Resignation by competent authority. However, the authorities of the college reserve the right to discontinue your service by giving one month's notice or pay in lieu thereof at any time without assigning any reason what so ever.

(T. Bhattacharya) General Secretary

Copy forwarded for information and necessary action to: -

- 1. Director
- 2. HOD/ME
- 3. Registrar
- 4. Sr. Manager (Finance)
- 5. Personal File
- 6. Office Copy

Prepared by Registrar