



# Bajkul Milani Mahavidyalaya

[Govt. Sponsored]

Estd.- 1964

P.O. : Kismat Bajkul ● Dist. : Purba Medinipur ● Pin Code No.- 721655

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## **Notice to all the Non-teaching Staff (NTS relating Office, Library, Departments, Building and Campus) including Permanent, Part-time, Casual and Temporary Basis**

### ➤ **General Information of the Institutional Official Issues:**

All the permanent, Part-time, casual and temporary basis non-teaching staff played in the various roles of the office (including cash / finance, administration, examination and other section), library, sweeping, departments, garden, guard at main gate or night guard of the college, it is hereby regretfully informed you that it is the crucial time for all concerned to provide all types of administrative, financial, infrastructure, academic and other facilities from the ends of office and departments to the students uninterruptedly or in due time. It is also noted that not only the students related works but also administrative/ finance related official works have been seriously hampering due to absence or irresponsibility (i.e., registration work, to provide subject combinations, cash collection, mark-sheet distribution, lost of mark-sheet of the students in the last academic session, lack of proper maintenance i.e., closed door situation of the departmental laboratory / academic equipments for a long time i.e., more than one and half years) of some staff in the college works as per regular basis.

### ➤ **General Information to aware of the function of the college in the COVID-19 Situation:**

**I hope, since you are a responsible staff, you are well known that the college authority along with some limited staff, both teaching and non-teaching are functioning all types of official and students related works** [works like online classes, organizing Webinar along with examinations of all courses, observation and celebration of Govt. and college scheduled days, organizing Social Works (like Blood donation Camp, to aware and consciousness about COVID-19 to distribution of Sanitizer, Mask etc.), Govt. and University's official works, admission works as per university / Govt. recommended schedule, maintained to preserve and reporting of all financial documents including releasing yours' salary in due time, cash collection related to admission and examinations, books purchasing, books lending works for both central library and departments, different scholarship along with Kanyashree and SCCS, tendering process for building renovation works, construction of 2<sup>nd</sup> Gate and NAAC related works etc. continuously] **for a long time on and from 17<sup>th</sup> March, 2020 to till date as earlier of the COVID-19 lock down situation, even also at the time of Amphan and Yaas Cyclonic storm; the authority has remained present in the college campus for taking the necessary and timely steps to maintain and protect the property of the college during the said situations and you also know that all type of Govt. office and University, transport department have been functioning their regular activities for the interest of all concerned.**

### ➤ **Request to the Office and Library Staff:**

In this perspective I am requesting to all the above mentioned staff **to present in the college office and maintain yours' as usual duties** as the most responsible non-teaching faculties of the Office and Library from 02.09.2021 positively maintaining the COVID-19 code of conduct / safe guard.



➤ **Request to the Departmental Staff and Teaching Faculty:**

In this connection, specifically want to remind to all departmental non-teaching staff both permanent and casual that you are responsible to maintain and keep clean all the equipments and other infrastructural and academic facilities of the departments and lend those equipments (as applicable) safely to the students and reporting all situation to your concerned departmental teachers / Head. But it is found that all the department are closed for a long time due to your absence till date with respect to the COVID-19 pandemic situation. Even, no one have show their interest from their own responsibility to open their situational closed/ sealed/ locked department even after Amphan and Yaas cyclonic disaster to protect the property or what happened of the equipments including computer laboratory of this Institution for the interest of the department and also students who are belonging/ will be belonged to the college in and around of your home. **So, you are requested to maintain your duties as usual from 02.09.2021 maintaining the COVID-19 code of conduct / safe guard.**

**In addition to this, all Departmental Head / Teachers are also requested to look over the matter at your positive thinking to protect and save your departmental equipments as well as the department.**

➤ **Request to the Sweeper and Mali:**

It is also requested to all sweeping staff of the college that they must have to maintain their regular sweeping at the college for keeping it at cleanliness as-usual as earlier of this COVID-19 lockdown period. In this connection, the Mali (Gardener) is requested to maintain the Garden of the college campus in a proper way and clean the bushes or wipe out the unwanted plants and bushes regularly protecting the beautiful of college campus with time.

➤ **Request to the Guard (Main Gate at Day & Night Guard):**

All Guards of the Main Gate at day time and Night Guards of the college are requested to maintain their duty and responsibility as instructed by the G. B. earlier.

**This is for your kind information as you may upgrade yourself as the most responsible staff of this college.**

**In this perspective, the Office-in-charge (Mr. Narayan Chandra Maity) and Librarian (Mr. Shyama Pada Barman) are requested to communicate and instruct the concerned staff properly in this regard.**


**Be safe, be well.**

Date: 31/08/2021

**Copy forwarded to:**

1. All concerned Staff
2. IQAC Coordinator
3. Bursar
4. All Departmental Head
5. Librarian
6. In-charge, Examination Cell
7. Office-in-charge
8. Students' Union



  
Dr.-P. K. Dandapath  
Teacher in-charge  
In-charge  
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