

I/170341/2022

Government of West Bengal
 Technical Education, Training & Skill Development Department
 Polytechnic Branch, Karigari Bhawan
 B/7, Action Area-III, New Town, Rajarhat, Kolkata-160

Date: 16/01/2022

MEMORANDUM

Consequent upon AICTE's recommendation on pay scales, service conditions, minimum entry level qualifications for teachers of Govt polytechnics, the matter of preparing an SOP for according NOC in favour of the Lecturers & Principals of Govt. & Govt. Sponsored Polytechnics for pursuing Higher Studies has been under active consideration of the Govt. in the Technical Education, Training & Skill Development Department for sometime past.

After careful consideration of the matter, the Governor is hereby pleased to accord approval to the SOP for higher studies in the following manner:

A. No. of candidates to be issued with NOC per year :

1. For master degree in full time Engg. /Tech studies (with study leave): 5
2. For master degree in part time / modular program in Engg. / Tech studies (without study leave): 15
3. For Ph. D / M.Phil in Regular program (with study leave): 5
4. For Ph.D/ M.Phil in part time program (without study leave): 10

B. General conditions for issuance of NOC :

1. The candidate must fulfill the eligibility criteria mentioned in the advertisement by University/Other Body inviting applications.
2. The candidate must intimate the Govt. before applying to his chosen institute of higher studies i.e. within 7 days of publication of the advertisement.
3. The service of the applicant should be confirmed (i.e., incumbent must have completed at least three (3) years of regular service experience in polytechnics under WBSG).
4. Selected candidates will furnish necessary documents before admission. NOC/Permission will be given after submission of all the necessary documents.
5. Study leave, if required, will be granted as per Rule 197 of WBSR Pt. I (Appendix-5).
6. The merit of the applicants will be prepared on the following criteria (max 15 marks):
 - i. 1 mark per year of experience would be awarded with a maximum of 5 marks.
 - ii. 2 marks for preparing e-learning course materials/AV lectures already uploaded in Council's website.
 - iii. 2 marks for contribution in administrative activities e.g performing duties of P.I.C/ Other Academic Administrative activities (i.e., Examination-in-Charge/ HOD of discipline).
 - iv. 2 marks for acting as Training & Placement Officers of the Institute.
 - v. 2 marks for contribution in consultancy done for the industry/ development of Robotics Lab/national level competition and such.
 - vi. 2 marks for serving different polytechnics located in different zones as per Govt. transfer policy.
7. The selection will be made on seniority basis.
8. The incumbents will be deputed for higher study up to the age of 50 years. Relaxation will be given for maximum 2 years on the merit of individual application received if any.
9. During their pursuance of higher studies, no part time lecturer will be engaged in place of

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the concerned lecturers and the work load will have to be shared by the other lecturers of the department.

10. Govt. of West Bengal will not bear any financial liabilities for the expenditures they incur towards admission fees, hostel stay, course fee, Examination fee, book grant and any other incidental charges.

11. Govt. of West Bengal will not bear expenses towards the TA/DA and any other expenditure linked with pursuance of the programme.

12. The candidate may be transferred to other places during the course of study or after the study.

C. Documents required to be submitted for obtaining NOC :

1. Application for higher study in the course-conducting institute .
2. Vigilance/Disciplinary Proceeding clearance from the Principal/PIC.
3. Selection letter issued from the course-conducting institute.
4. Recommendation by Head of the Department with an undertaking that allotted classes of the applicant faculty member will be shared by all the other faculty members of the relevant department.
5. Recommendation from Head of the Institute to the effect that such higher studies by the Lecturer will not have any adverse effect on normal academic activities of the institute and that additional faculty is not required for the same.
6. Confirmation order/Certificate of Head of the institution indicating 3 years of continuous and satisfactory service.
7. Undertaking from the candidate that financial liability will be borne by himself/herself.
8. Undertaking stating that he/she will serve this department (Technical Education, Training and Skill Development Department, Govt. of West Bengal) for five continuous years after completion of higher studies.
9. In case of Ph D Part time program, feasibility certificate from the concerned Ph D guide.
10. Document to testify that the univ/institute is offering part time degree/doctoral courses.

All the applications for higher studies are to be done through proper channel.

This issues in the interest of public service and with the approval of the competent authority of this Department.

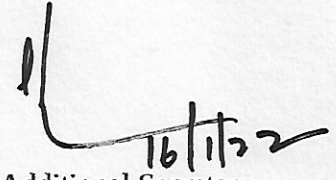
Additional Secretary 16/1/22

to the Govt. of West Bengal

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Copy forwarded for information & necessary action to :-

1. The Principal Accountant General (A&E), W.B., Treasury Buildings, Kolkata-1.
2. The Principal Accountant General (Audit), W.B., Treasury Buildings, Kolkata-1.
3. The Director of Technical Education & Training, West Bengal- he is requested to maintain a register and send the proposal for according NOC for higher studies on examination of the merit of the case on aforementioned parameters.
4. The Senior Administrative Officer (TE), WBSCT&VE&SD, Karigari Bhawan, Kolkata-160.
5. The Principal/PIC,(All).
6. The Treasury Officer,(All).
7. P.S. to the Hon'ble M.O.S. (IC) of this Department.
8. Sr. P.S. to the Principal Secretary of this Department.
9. Guard file.



Additional Secretary

to the Govt. of West Bengal