

**Government of West Bengal**  
**DEPARTMENT OF SCHOOL EDUCATION**  
**STATE COUNCIL OF EDUCATIONAL RESEARCH & TRAINING**  
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Memo No.1049/F.No.386 (Pt) / SCERT

Date 15.01.2019

**MINUTES OF THE REVIEW MEETING HELD WITH DIETS AT SCERT (WB)**  
**ON 26.12.2018-27.12.2018**

Venue: SCERT (WB)

Date: 26.12.2018-27.12.2018

A meeting was held on 26.12.2018 27.12.2018 at SCERT (WB) with the Principals/ Sr. Lecturer-In-charges/Officer-In-charges of all the DIETs and their 2<sup>nd</sup> Campuses. The agenda of the meeting were :-

- I. DIET wise various issues.
- II. Discussion about TEN project implementation.
- III. Miscellaneous.

Members present:

1. Dr. Chhanda Ray, Director, SCERT (WB)
2. Shri Prakash Chandra Bagchi, Finance Officer, SCERT (WB)
3. Shri Bikash Samanta, Officer-In-Charge, DIET ,Bankura
4. Shri Bablu Kr. Singh, Sr. Lecturer-In-Charge, DIET Bankura 2nd Campus
5. Dr. Iman Ali, Principal, DIET, Birbhum
6. Shri Amalendu Shee, Sr. Lecturer-In-Charge, DIET Birbhum 2nd Campus
7. Dr. Sandhya Das, Principal, DIET, Burdwan
8. Smt. Mira Lama, Principal, DIET, Dakshin Dinajpur,
9. Shri Nanda Gopal Roy, Sr. Lecturer-In-Charge, DIET Dakshin Dinajpur 2nd Campus
10. Shri Sunanda Roy, Sr Lecturer-in-Charge, DIET, Hooghly
11. Shri Pradip Kr. Manna, Sr. Lecturer, DIET ,Howrah
12. Smt.Sarmishtha Majumder, Sr Lecturer-in-Charge, DIET, Jalpaiguri
13. Shri Milan Kumar Saha, Principal, DIET, Malda
14. Shri Dipak Mandal, Sr Lecturer-in-Charge, DIET Malda 2nd Campus
15. Shri Ranjit Kr. Samanta, Principal, DIET, Murshidabad
16. Shri Haradhan Bhunre, Sr Lecturer-in-Charge, DIET Murshidabad 2nd Campus
17. Shri Sushil Kr. Gharami, Sr Lecturer-in-Charge, DIET, Nadia
18. Kazi Ainal Hoque, Sr Lecturer-in-Charge, DIET, North 24 PGS.
19. Shri Sankar Kr. Dutta, Sr Lecturer-in-Charge, DIET, Paschim Medinipur
20. Smt. Sukanya Das, Sr Lecturer-in-Charge, DIET , Paschim Medinipur 2nd Campus
21. Sk. Samsul Islam, Sr Lecturer-in-Charge, DIET , Purba Medinipur 2nd Campus
22. Shri Somenath Roy, Principal, DIET, Purulia
23. Smt. Sima Maity, Sr Lecturer-in-Charge, DIET , Purulia 2nd Campus
24. Shri Madhu Sudan Kayal, Principal, DIET, South 24 PGS.
25. Sri Joydeb Das, Officer-In-Charge, DIET South 24 Parganas 2nd Campus
26. Dr. K. A. Sadat, Principal, DIET, Uttar Dinajpur
27. Shri Ajit Saha, Officer-In-Charge, DIET, Alipurduar
28. Shri Hirak kumar Barik, Research Fellow (Grade – II), SCERT (WB)
29. Shri Saswata Samanta, Research Fellow (Grade – II), SCERT (WB)
30. Shri Nilanjan Bala, Research Fellow (Grade – II), SCERT (WB)
31. Smt. Sridebi Dasgupta, Research Fellow (Grade – II), SCERT (WB)
32. Smt. Anasuya Raychaudhuri, Jr. Research Fellow, SSA
33. Smt Umabati Hembram, Research Fellow (Grade – II), SCERT (WB)
34. Smt. Paramita Bala Biswas, Research Fellow (Grade – II), SCERT (WB)
35. Shri Sunil Das, Research Fellow (Grade – II), SCERT (WB)
36. Shri. Subrata Biswas, Research Fellow (Grade – II), SCERT (WB)

The Director SCERT (WB) chaired the meeting and welcomed the members.

The meeting began with the Director stating that the objective of the meeting was to discuss general issues pertaining to DIETs viz. submission of activity proposal by all the DIETs within next two months, paying attention to the present problems related to the DEOs and MTS. Apart from these, issues like NAS, Drop-Out, D.El.Ed books, Guest Lecturers, Hostel Wardens, I-card, leave related, WBHS etc. were also discussed.

The common observations regarding running of the individual DIETs which were raised during the meeting as follows:

**DIET Birbhum Main and Second Campus**

- Most of the issues have been resolved.
- The land of 2<sup>nd</sup> campus of DIET Birbhum is not allotted in the name of the institute. The DIET was asked to do the needful.
- The hostel of DIET main campus should be made operational immediately.
- The Principal is instructed to draw an estimate from PWD for repair and renovation work.

**DIET South 24 Parganas Main and Second Campus**

- In the main campus due to sewage problem water is accumulated in the campus. Immediate repair and renovation work should be taken up.
- The salary of Bikram Choudhury is still pending. The Principal is instructed to settle this issue immediately without fail.
- The quality of the furniture supplied by WBSIDC is very poor and the challans are signed by the then principal only. Payment will be made after satisfactory condition of the materials.
- There is no play ground in 2<sup>nd</sup> campus. The In-charge is instructed to send a proposal to resolve this issue.
- There is problem in electricity and light fixtures at the 2<sup>nd</sup> Campus.
- The issues of engaging hostel warden and maintenance of daily attendance of the warden were also discussed.
- The ADM should be contacted regarding purchase of utensils for the hostel.
- The In-charge of second campus attendance should reach to the Main campus every month. The principal is instructed to allot the quarter to the In-charge immediately.

**DIET Malda Main and Second Campus**

- Excessive expenditure was charged for making stay arrangement of audit team without approval of the administrative authority.
- The DIET faculty and other staff were not involved in the exam duty as invigilators. Instead the guest lecturers & other people were engaged. The Principal is instructed henceforth no outside invigilators will be involved instead of the own staff.
- Some bills were paid although the Director SCERT (WB) had forbidden to do so. Hence the same amount will be adjusted by the own fund of principal.
- The letters from SCERT (WB) are not responded to in due time.
- The Principal has reported the poor service of the Webel Technology Limited regarding maintenance
- SCERT (WB) have issued so many letters regarding PWD works stolen of utensils etc. Principal did not take any action till date. Principal is again instructed to take necessary action without fail.
- Various expenditures/activities have been made without approval of the competent authority. This is taken a note that henceforth if found the same occurs, the disciplinary action will be initiated against the Principal.

### DIET Dakshin Dinajpur Main and Second Campus

- The hostel issue was discussed in detail. As girls were unwilling to stay in the hostel for various reasons, it was suggested that necessary changes may be made in girls hostel so that willing boys can able the facility. The hostel of DIET should be made operational immediately.
- Approval for another daily wages would be accorded by SCERT (WB) it sought by the DIET.
- The problem in RMSA UC should be resolved immediately failing which necessary action will be taken against concerned persons who were In-charge of conducting RMSA programme during the same period. Sri Milan Saha thethen principal of DIET, Dakshin Dinajpur should help regarding submission of an unadjusted UC of RMSA.
- The Principal is instructed to reside her quarter immediately.
- The second campus should be operationalise immediately failing this the principal & In-charge will be responsible for that.

### DIET Murshidabad Main and Second Campus

- The account clerk should be transferred immediately. DIETs can asked to do the needful.
- Retired or suitable person may be engaged until replacement is available.
- The earlier principal was advised to visit DIET Murshidabad and take time to settle the different pending accounts related issues once and for all.
- The letter from SCERT (WB) are not responded to in due time. Sometimes the principal are neglected to send response
- The problem in RMSA UC should be resolved immediately failing which necessary action will be taken against concerned persons who were In-charge of conducting RMSA programme during the same period.
- The library should be open regularly and as per order No.111/F.No.386(Pt)/SCERT dated 4.05.2018 one Sr. Lecturer/Lecturer will be in-charge of the library. The principal will issue an office order regarding this.
- The 2<sup>nd</sup> Campus should be started immediately failing this the Principal and In-Charge both will be responsible.
- The Principal is instructed to allot the quarter to the In-Charge second campus immediately.

### DIET North 24 Parganas

- The response to the Para given by audit team shows mismatch which has not been resolved yet. Action will be taken as suggested by the audit team very soon.
- The unused laptop should be returned to SCERT (WB) along with challan.
- The issue regarding RMSA UC was discussed and SCERT would take action accordingly on the basis of the replies.
- The Girls' hostel should be made operational immediately.
- The In-charge is instructed to reside his quarter immediately.

### DIET Hooghly

- Most of the pending issues have been resolved.
- Objection was raised to the purchase of some materials by the DIET & they have been complied with. After checking all these further action will be communicated from SCERT(WB).
- Others problems included exorbitant conveyance charges from Bandal station to DIET. BSNL broadband, lack of regular support from Webel, regarding video conferencing and maintenance of ICT Lab were discussed.
- The In-charge is instructed to take initiative for the transport service with the consultation of the local RTO.
- The Principal has reported the poor services of the Webel Technology Limited.
- The stay arrangement of girls & women is not proper.
- The Director stated that it should be ensured that Sajal Karmakar's attendance should reach DIET Hooghly every month. His designation would be Clark-cum-typist in addition to Cashier of SCERT. Moreover, Sajal Karmakar was instructed to put his signature in the cash books.
- Acknowledging thanks to the In-charge for taking various initiative for repair and renovation work after a long gap and for starting the periodic medical camp for the trainees. This example should be followed by all DIETs.

- In-charge will start to reside in the quarter after repairing work.
- The problem in RMSA UC should be resolved immediately failing which necessary action will be taken against concerned persons who were In-charge of conducting RMSA programme during the same period

#### DIET Howrah

- Regarding land problem the principal was asked to collect the inspection report from DI.
- The Institute play ground being used by the near club at its own will.
- Regular visit should be made by the PWD for completing the different construction work.
- Lab set up should be carried out immediately.
- Massive renovation work is required but no proposal has been received at SCERT so far. The DIET has not submitted any estimate even after repeatedly being asked to do so.

#### DIET Uttar Dinaipur Main and Second Campus

- Passbook for a certain period is not available. Action taken on this matter should be reported to SCERT(WB). So that it can be resolved immediately.
- Some fund has not been reflected in the cash book. Principal will try to identify that why not been reflected and resolved immediately.
- 2<sup>nd</sup> Campus has problem of accessibility so, necessary construction work should be taken up.
- The principal is instructed to draw an estimate from PWD for renovation and new construction.
- The Principal has reported the poor performance of the Webel regarding AMC work. Also he is instructed to incorporate his para in the AMC contract.

#### DIET Bankura Main and Second Campus

- The 2<sup>nd</sup> campus has problem regarding electrical works, no furniture is available yet. All the problem should be communicated to SCERT (WB) so that they can settle the problem.
- Indent for additional requirement should be submitted to SCERT (WB).
- Estimate for new & old construction work should be submitted separately.
- Post facto approval for expenditure incurred in 2012-2013 would be provided by SCERT.
- Communication also made with Webel regarding computer. Also the In-Charge has reported the poor service of the Webel.
- The principal has reported the poor performance of the Webel regarding AMC work.

#### DIET Paschim Medinipur Main and Second Campus

- There is problem regarding land. The In-charge was asked to do the needful
- The In-Charge has reported the poor service of the Webel.
- There is encroachment in front of the boundary wall. This should be resolved immediately with the help of the local administrative officer.
- Gas connection is required in the 2<sup>nd</sup> Campus. The In-charge was asked to do the needful.
- The In-charge is instructed to start the 2<sup>nd</sup> Campus and allot quarter in favour of the In-Charge of 2<sup>nd</sup> Campus.
- The problems of RMSA UC should be resolved immediately failing this necessary action will be taken against the concerned persons who were In-charge of conducting RMSA programme during the same period.

#### DIET Alipurduar

- The problems of RMSA UC should be reported immediately failing which necessary action will be taken against concerned persons who were In-charge of conducting RMSA programme during the same period.
- Shri Ajit Saha, Officer-In-charge, DIET Alipurduar is instructed to submit his attendance and leave status monthly to the DIET Coochbehar.
- The letter from SCERT (WB) are not responded to in due time. Sometimes the In-charges are neglecting to send a timely response.
- The O.C Alipurduar is instructed to initiate the process of affiliation of NCTE. Also he is instructed to begin D.El.Ed courses regularly at DIET Alipurduar by selecting D.El.Ed trainees of DIET Coochbehar who are willing to attend their D.El.Ed at the campus of DIET Alipurduar.
- The O.C Alipurduar is instructed to submit the reply of those letter which has already been issued and taking necessary action immediately for submission of all UCs, viz. SLDP, ICT etc.

#### DIET Purba Medinipur Main and Second Campus

- The Principal is instructed to allot quarter in favour of Sk. Sumsul Islam, In-charge DIET 2<sup>nd</sup> Campus.
- The In-charge of DIET 2<sup>nd</sup> Campus is instructed to initiate the process of operationalisation of the campus immediately.
- The In-charge is instructed to reside quarter immediately.
- The necessary PWD works for the Main campus of the principal is instructed to draw an estimate positively.
- Attendance report of the In-charge should send to the competent authority.

#### DIET Burdwan

- The Principal is instructed to reside in her quarter positively.
- Various issue like ODL exam, complain against the principal, excursions etc. were discussed.

#### DIET Jalpaiguri

- The In-charge is instructed to reside in her quarter positively.
- The problems of RMSA UC should be reported immediately failing which necessary action will be taken against concerned persons who were In-charge of conducting RMSA programme during the same period.
- Expressing thanks to the In-charge for taking initiative for repair and renovation work after a long period.

#### DIET Nadia

- The problems of RMSA UC should be resolved immediately failing which necessary action will be taken against concerned persons who were In-charge of conducting RMSA programme during the same period.
- Most of the pending issues have been resolved and some issue like installing sanitary vending machine, installing of CCTV have been taken initiative from SCERT for all DIETs.

#### DIET Purulia Main and Second Campus

- Most of the issues have been resolved.
- Regarding land demarcation of the 2<sup>nd</sup> Campus the principal and In-charge was asked to do needful.
- Few issue mainly approval of the purchase of sports items etc have not been proceed due to unexpected reason which has already been discussed.

### DIET Coochbehar

- All the issues have been resolved.
- The Principal is instructed to explore the process of selection among D.El.Ed trainees who are willing to attend at the campus of DIET Alipurduar.
- MCAS benefit of the principal thus given by considering special condition.

### TEN Project


- Representatives of WEBEL discussed the TEN project in the house. The Webel should complete the work immediately.

### Miscellaneous

- Discussion was held regarding MCAS for each individual DIET. The director stated that the department is going to resolve the issue soon. The concerned official of SCERT (WB) will meet the Joint Secretary (EE), School Education Department.
- The house has unanimously reported the poor service of the Webel regarding maintenance work.
- So many machines are non-functioning for long time though all are under CAMC last 3 years. Webel should submit a reply this issue.
- SCERT (WB) is instructed to the WTL representative to submit the up to date status of the pending maintenance work and a report regarding the project titled "Reorganisation of ICT Lab with VC facility."
- The attendance issues of Sri Ajit Saha, Officer-In-charge, DIET Alipurduar and Sumsul Islam, In-charge DIET Purba Medinipur 2<sup>nd</sup> Campus were discussed.
- Mr. Ajit Saha's record and service book should be maintained by the principal DIET, Coochbehar.
- The cashbook should also be signed by the staff of DIETs acting as cashier.
- All the heads of DIETs are instructed to submit an estimate from PWD Electrical for installing sound proof generator at DIETs.

Finally the meeting ended with a vote of thanks and by wishing all for the oncoming New Year 2019 from and to the Chair.

Memo No.1049/1(42) /F.No.386 (Pt) / SCERT

  
Director, SCERT (WB)  
Date 15.01.2019

Copy forwarded to :-

1. The Principal Secretary to the Govt. of West Bengal, School Education Department, Bikash Bhavan, Salt Lake for his kind perusal and information.
- 2-29 The Principals/In-Charges, DIETs (Main and Second Campuses) -He/She is instructed to take necessary action according to the resolution/instruction stated in the Minutes.
30. The Finance Officer & DDO, SCERT (WB)
- 31-40 The Research Fellows of SCERT (WB)
41. Guard Copy.
42. Office Copy.

Director, SCERT (WB)