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Government of West Bengal
DEPARTMENT OF SCHOOL EDUCATION
STATE COUNCIL OF EDUCATIONAL RESEARCH & TRAINING
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Memo No. 355 /F.No.441/SCERT

Dated Kolkata the 03.08.2017

ORDER

For smooth functioning of the DIETs and respective 2nd Campuses all the concerned are hereby to note the following:

1. regarding admission of the D.El.Ed trainees the following steps are to be followed:
 - I. A merit list for vacancies combining the intake capacities of both the campuses is to be drawn out.
 - II. Based on existing intake capacities in the main and the 2nd campuses in the 11 districts a continuous merit list from 1 to 100 is to be prepared.
 - III. Accordingly trainees who ranked from 1 to 50 should be allotted to the main campus; the trainees who ranked from 51 to 100 are to be allotted in the 2nd Campus.
 - IV. A waiting list as per merit is also to be prepared as per extant practice.
 - V. In case of vacancies in any of the two campuses the existing selected candidates should first be allotted all the vacancies according to their merits. Thereafter the remaining vacancies should be filled up by drawing waitlisted candidates as per their merits till all the vacancies in the combined intake capacities in both the said campuses are filled up.
2. the students who will be allotted to regular classes in the 2nd Campus must reside in the hostel of the same campus. Some exceptions may be allowed on receiving proper justifications from the students.
3. the In-Charge of the 2nd Campus must avail his/her earmarked quarter. So HRA will be deducted from his/her pay as per extant Govt. rules.
4. the services of the academic staff of the 2nd Campus, as well as of those in the main campus may be availed as an when necessary through resource sharing. The Principal/Officer-In-Charge of DIETs (Main Campus) may allot class/periods in their routine as per requirement.
5. As per department's memo No. 1 (10) ES/O/PM&PTTI-12/2015 dt. 01.03.2016 (Copy enclosed) heads of 2nd Campus will take initiative to deploy the civic police for providing adequate security to the said campus. If the above process cannot readily put in place a stop gap arrangement may be made locally by using the fund from student admission fund/Development fund.
6. Process of engagement of guest lecturers as per guideline received from SCERT (WB) must be completed within 7th August'2017 by the heads of main campus & 2nd campus jointly.
7. To avail the services of Group-C & Group-D personnel in both the campuses the presently employed staff in the aforesaid groups should form a pool for each of the Main-Second Campus composite. The services of such staff from that pool may be placed at any of the two campuses - Main & 2nd Campus- as an when required.
8. If a member of faculty & staff needs to move between the two campuses (s)he needs to claim her/his travel expenses as per extant norms as per prescribed form.
9. If the In-Charge of the second campus proceed for a leave (s)he needs to take due approval of the Principal/In-Charge of the main campus who will designate a suitable stand-in In-Charge for the said 2nd Campus.
10. some contingent expenditure for the 2nd Campus of DIET may be allowed from the students development fund/admission fund of the main campus.

All are to act accordingly.

Memo No. 355/1(5) /F.No.441/SCERT

Copy forwarded to:

1. The Secretary, Department of School Education, 6th Floor, Bikash Bhavan, Kolkata- 91.
2. The Principal/Officer-In-Charge/Sr. Lecturer-In-Charge DIETs (Main Campus)- He/she is instructed to submit an action taken report on above issues immediately.
3. The Finance Officer & DDO, SCERT (WB) - He is instructed to initiate the process of allotment for the 2nd Campus of DIETs along with the allotment for Main Campus as well. Also he is instructed that the fund allotted for the 2nd Campus must sub-allotted to the concerned DIETs immediately.
4. The Officer-In-Charge/Sr. Lecturer -In-Charge, DIET 2nd Campus- He/she is instructed to submit action taken report on the above immediately.
5. File Copy.

Director, SCERT (WB)

Dated Kolkata the 03.08.2017

Director, SCERT (WB)