



GMGC/ SACT-S.B./Experience Certificate/2023-24/03

11.04.2023

## To Whom It May Concern

Certified that Smt. Suvosree Bhattacharya, SACT (Category -I), Department of Psychology has served since 29.09.2018 to till date.

She is a sincere teacher and had enthusiastically participated in the extra-curricular activities organized by the College.

Her colleagues and I wish all the best in her future enterprise.

With warm regards.

Principal  
Gokhale Memorial Girls' College

Principal  
Gokhale Memorial Girls' College

# Gokhale Memorial Girls' College



No. GMGC/SACT/Approval of engagement/2020-21/043

Date : 30.06.2020

From The Principal,  
Gokhale Memorial Girls' College,  
District: Kolkata, Pin- 700020

To Smt. Suvosree Bhattacharya  
Guest Teacher,  
Gokhale Memorial Girls' College,  
Kolkata-700020

Sub : Approval of engagement of SUVOSREE BHATTACHARYA as State Aided College Teacher, Category-I in Gokhale Memorial Girls' College. She was earlier engaged as Guest Teacher (PTT/CWTT/GT) w.e.f 29.09.2018.

You are hereby engaged as State Aided College Teacher, Category-I of PSYCHOLOGY (subject) w.e.f. 01.01.2020 in terms of the Memorandum No. 2081-Edn(CS)/10M-83/2019 dt. 23.12.2019 of the Higher Education Department, Govt. of West Bengal and memo no.ED-95/C11946/2020 dt. 24.06.2020 of Education Directorate.

The benefits/ remuneration will be admissible as laid down in the Higher Education Department's Memorandum No. 2081-Edn(CS)/10M-83/2019 dt. 23.12.2019 and subsequent Memorandum/GO issued in this respect from time to time.

Signature of Principal  
Principal  
Gokhale Memorial Girls' College

Encl: Approval order of Education Directorate

# Gokhale Memorial Girls' College



GMGC/TS(GL)Psychology/2019-20/123

10.07.2019

To,  
Smt. Suvasree Bhattacharya,  
81, Vivekananda Road,  
Kolkata-700006,  
7044641709

## Sub.: Guest Lecturer in Psychology

Madam,

I am glad to inform you are re-appointed as Guest Lecturer in Psychology for the session 2019-2020. You would be required to deliver 02 lectures per week for which you would be entitled to an honorarium of Rs. 300/- per lecture of 60 minutes duration. Your date joining will be 29.07.2019.

Thanking you

*Kharpela*  
Principal  
Gokhale Memorial Girls' College

Principal  
Gokhale Memorial Girls' College

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1/1 Harish Mukherjee Road, Kolkata - 700 020  
Phones : 2223-2355, 2223-8287, 2223-0027 ■ E-mail-gokhalecollegekolkata@gmail.com  
website - www.gokhalecollegekolkata.edu.in

APPOINTMENT LETTER

Letter No. TNU/Appt./FM-53/85/2017

Dated: June 28th, 2017

To  
Ms. Suvosree Bhattacharya,  
81, Vivekananda Road,  
Kolkata-700006.

Dear Ms. Suvosree Bhattacharya,

This has reference to your application and subsequent interview with us; we are pleased to appoint you in *The Neotia University, Kolkata* on the following terms and conditions:

1. You are designated as 'Faculty' in The Neotia University.
2. You are required to join on *17.07.2017* at the HR office of the University.
3. You will deliver class room lecture or conduct practical classes *for a period of one (1) year commencing from your date of joining*, which may be extended further on the mutually agreed terms and conditions, if your performance remain satisfactory.
4. Your appointment will come into effect on and from the day you give your joining report to HR Dept.
5. You will report to the 'Head of the Department'/Vice Chancellor of the University, and:
  - A. Your detailed roles & responsibilities as 'Faculty' will be decided and briefed upon your joining by the 'Head of the Department'/Vice Chancellor of the University. The same can be changed /modified from time to time as required by the University authorities.
  - B. You will interact with the students and take care of their career growth and will stay on the campus overnight at least one day per week.
  - C. Following assignments/duties to be carried-out as assigned by the authorities from time to time without any additional remuneration/payment for the same, such as:
    - (i) Setting-up of question papers.
    - (ii) Evaluation of Answer Book.
    - (iii) Teaching & Projects of students in other academic Institutions.
    - (iv) Any other academic & administrative work of the University which is assigned to you by the University authorities including your reporting officer.



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6. *During the term of your contract, you will be paid a consolidated salary of Rs. 36,000/- (rupees thirty six thousand only) per month subject to the deduction of taxes at source and statutory deduction if any.*
7. *'House Rent Allowances' shall be deducted, if and when you are provided with an accommodation on the university campus.*
8. **General Terms:**
  - a. *You will be governed by the rules/regulations/policies framed by The Neotia University from time to time. A copy of the current rules & regulations has been handed over to you, which you acknowledge.*
  - b. *You will devote full time to the work of the University and shall not undertake any direct or indirect business or work, honorary or remunerative except with the written permission of the University, which is likely to interfere with your service directly as stated at point no.'1' above.*
  - c. *You will maintain absolute confidentiality about all communications and information by word of mouth, or otherwise that you may gather during the course of your work and shall not reveal/divulge University's confidential information with regard to the affairs and business, technical know-how, security arrangements, and/or administrative and organizational matters of the University to any third party unless required by law.*
  - d. *You undertake that during the course of your association with the University you will be using the IT Network and data records, computer, laptop, I Pad, Phone/ Mobile, hard disc, drives, software and such related facilities of the University, which are provided to you within the rules/regulations/restrictions as prescribed by the IT Dept. of the University and any violation of the same by you shall be treated as material breach of the service contract.*
  - e. *You undertake that your conduct as a 'Faculty' and professional is of utmost importance to inculcate value system in the students and therefore any misconduct affecting the moral values / rules/regulation will liable to disciplinary action against you.*
  - f. *You undertake that insubordination, indiscipline and breach of any rules made by the University will be treated as reasons for disciplinary action/enquiry by the University.*
  - g. *You represent that you are medically fit and not suffering from any contagious disease and will produce a certificate of medical fitness as and when required by the University Authority.*



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- h. You have represented that you have neither been accused/ convicted by any court of law for any criminal offence under the Indian Penal Code.
- i. In case any of your credentials provided to us for your appointment and any of the representations are found to be false, forged or incorrect, the University reserves to take appropriate disciplinary action against you.
- j. Any changes in your residential address, marital status, family particulars should be notified in writing to the University.
- k. Upon separation from the employment, you will return all property, papers and documents relating to the business or the affairs of the University or any of its Units/ Offices / Branches. You will not retain any copy of extract there from.
- l. Notwithstanding, what has been agreed hereinabove, this contract may be terminated by you or the University (through its authorised officer) by giving one month (30 days) clear notice to either party.
- m. Violation/disobeying of any of the above terms or providing any false information or credentials to the authority shall be treated as breach of the service contract, which will lead to disciplinary action against you and if the University so decides your services will be terminated with immediate effect without giving any notice.

Please sign the copy of this letter as a token of your acceptance.

Thanking you,

Yours faithfully,

For The Neotia University



Suhas Mukherjee  
Head - HR & Administration



# West Bengal State University

Berunanpukuria, Malikapur, Barasat, 24 Parganas (North),  
Kolkata - 700 126  
Ph.: 2524-1975 / 1976 / 1977 / 1978 / 1979  
Fax : (033) 2524-1977

Ref. WBSU/Reg/PG/GT/PSYA/1085/15

Date 24/07/2015

To

Mrs. Suvosree Bhattacharya,  
Clinical psychologist, Mediland.

**Sub:** Appointment as **Guest Teacher** in the Department of **Psychology** for  
forthcoming M.A. 1<sup>st</sup> & 3<sup>rd</sup> Semester Examination 2015.

Dear Sir/Madam,

I am directed to inform you that the University shall be extremely thankful if you Deliver a series of *lecture* in the Department of **Psychology**, of our University as Guest Teacher for the period from **Aug 2015 - Oct 2015**. The Head/Coordinator of the Department of **Psychology** would be in touch with you regarding the class schedule.

*You are therefore requested to take necessary action accordingly.*

With regards,  
Yours Sincerely,

*Ganguly 27/07/2015*

(Dr. Ramanuj Ganguly)  
Registrar (officiating)  
West Bengal State University

West Bengal State University  
Berunanpukuria, P.O.-Mallikapur  
Barasat, Kolkata-126

**Copy for Information to.**

1. Vice Chancellor's Secretariat, WBSU.
2. Registrar's Section, WBSU
3. Office Copy (PG Section).

**Copy for Information and necessary action to.**

4. The Finance Officer, WBSU.
5. The Head/Coordinator, Department of **Psychology**, WBSU.