

6.3.1

The institution has effective welfare measures and Performance Appraisal System for teaching and non-teaching staff

Write description in a maximum of 500 words

File Description:

- Upload Additional information
- Provide Link for Additional information

AL AMEEN MEMORIAL MINORITY COLLEGE
Jogibattala, Baruipur, Kolkata-700145

Sl. NO	INDEX	LINK
1.	Policy on Welfare Measures and Performance Appraisal System for Teaching and Non-Teaching Staff	
2.	Co-operative Society Passbook and khata	
3.	Appraisal of Employees	
4.	Gifting Books to Employees	
5.	Sick Employs Treatment	
6.	Bonus provided to Employee	
7.	Loan and Advanced Salary provided to Employee	
8.	Teachers and Staff Canteen	



Policy on Welfare Measures and Performance Appraisal System for Teaching and Non-Teaching Staff

Al-Ameen Memorial Minority College recognizes the importance of fostering a supportive and inclusive environment for all staff members, including both teaching and non-teaching staff. As a Muslim minority college, we are committed to upholding Islamic values of fairness, compassion, and respect in all aspects of our operations, including welfare measures and performance appraisal systems.

Welfare Measures:

- a. **Professional Development Opportunities:** Staff members will have access to continuous professional development opportunities, including workshops, seminars, and training programs, to enhance their skills and expertise.
- b. **Flexible Work Arrangements:** The institution will offer flexible work arrangements, such as telecommuting and flexible scheduling, to accommodate the diverse needs of staff members.
- c. **Financial Assistance:** In times of need, the institution will provide financial assistance to staff members facing unforeseen circumstances, such as medical emergencies or family crises.
- d. **Community Support:** The institution fosters a sense of community and support among staff members, providing avenues for social interaction and networking.

Performance Appraisal System:

- a. **Objective Criteria:** The performance appraisal system will be based on clear, objective criteria relevant to each staff member's role and responsibilities.



b. Regular Feedback: Staff members will receive regular feedback on their performance from their supervisors, enabling them to identify areas for improvement and professional growth.

c. Fair Evaluation: Performance evaluations will be conducted in a fair and transparent manner, free from bias or discrimination of any kind.

d. Recognition of Achievement: The institution will recognize and reward staff members who demonstrate exceptional performance and contributions to the college community.

e. Professional Development Planning: Performance appraisals will include discussions on professional development goals and strategies to support staff members in achieving their career aspirations.

Compliance with Islamic Principles:

a. Adherence to Islamic Values: All welfare measures and performance appraisal processes will be aligned with Islamic principles of justice, fairness, and compassion.

b. Respect for Diversity: The institution will respect the diversity of its staff members, accommodating their individual needs and preferences within the framework of Islamic teachings.

c. Ethical Conduct: Staff members are expected to uphold high standards of ethical conduct in their professional responsibilities, in accordance with Islamic teachings.



GOVERNMENT OF WEST BENGAL

Tel:

Fax:

Date: 26/11/2021

Memo No: 2054-CGA

Sanction Order for Grant-in-Aid in Cash

Demand No.: 70 Department Code: HE Financial Year: 2021 - 2022

1. Sanctioning Authority: DIRECTOR OF PUBLIC INSTRUCTION, WEST BENGAL
2. Recipient of Grant: AL AMEEN MEMORIAL MINORITY COLLEGE
3. Category of the recipient of Grant: Grantee Institution
4. Amount Sanctioned: Rs.1058635/-
Rupees Ten Lakh Fifty Eight Thousand Six Hundred Thirty Five Only
5. DDO Code :- SPDEDI001
6. DDO Designation: PRINCIPAL, AL-AMEEN MEMORIAL MINORITY COLLEGE
7. Department Code: HE-DIRECTOR OF PUBLIC INSTRUCTION, WEST BENGAL
8. Head of Account Code :70-2202-03-104-001-36-00-V
9. Scheme Name Assistance to Non-Govt. College and Institutes
10. Name of the Treasury/PAO & Accounts office: Treasury Officer, Baruipur
11. Type of Grant:- Recurring
12. Utilization Certificate Required or Not Yes

13. Purpose of Grant : SALARY

14. Applicable T R Form No.- TR Form No.31

15. An amount of Rs.1058635/-(Rupees Ten Lakh Fifty Eight Thousand Six Hundred Thirty Five Only.) is hereby sanctioned for payment of Grant to the recipients as per SI.No.2 from the Head of Account as stated in SI.No.8 above against the Budget Provision of the Financial Year 2021 - 2022. The sanctioned amount will be payable through Transfer Credit into the LF/PL/Other Deposit Account/ECS/Cheque, as the case may be following the order issued by Finance Department in this regard.
16. Total released amount is within the Budget Provision of the Financial Year. 2021 - 2022
17. This order issues in exercise of the power delegated under Finance Department Memo. No. 250-FB Dt 30.07.2021 with the concurrence of Finance Deptt. vide Gr. FA/HED U.O. No. 3572 Date 16/11/2021
18. The Principal Accountant General (A&E), West Bengal and Pay & Accounts Officer/Treasury Officer and other concerned are being informed.

19. Remarks: 1]Pay packet for the month of November 2021-Rs.950635/- 2] Adhoc Bonus for 2020-2021-Rs.108000/-

JOINT DIRECTOR OF PUBLIC INSTRUCTION (PAY PACKET)
DIRECTOR OF PUBLIC INSTRUCTION, WEST BENGAL

**AL-AMEEN MEMORIAL MINORITY COLLEGE
CANTEEN FUND
2022-23**

Payment made by Teachers and Staff and the College share for college Canteen

Sl. NO	NAME OF THE TEACHER	January	February	March	April	May	June	July	August	September	October	November	December	College Share
1.	Mrs. Sayera Begum	100	100	100	100	100	100	100	100	100	100	100	100	
2.	Mr. Dipankar Manna	100	100	100	100	100	100	100	100	100	100	100	100	
3.	Mr. Md Golam Roshul Halder	100	100	100	100	100	100	100	100	100	100	100	100	
4.	Mr. Md Samsul Haque	100	100	100	100	100	100	100	100	100	100	100	100	
5.	Mr. Bablu Naskar	100	100	100	100	100	100	100	100	100	100	100	100	
6.	Mr. Gobinda Mandal	100	100	100	100	100	100	100	100	100	100	100	100	
7.	Mrs. Aminadhali	100	100	100	100	100	100	100	100	100	100	100	100	
8.	Mr. Sk Asgar Ali	100	100	100	100	100	100	100	100	100	100	100	100	
9.	Mr. Dilip Kumar Halder	100	100	100	100	100	100	100	100	100	100	100	100	
10.	Mr. Abdul Ali Khan	100	100	100	100	100	100	100	100	100	100	100	100	
11.	Mrs. Sanchari Ghosh	100	100	100	100	100	100	100	100	100	100	100	100	
12.	Mr. Matin Ahmed	100	100	100	100	100	100	100	100	100	100	100	100	
13.	Dr. Samiresh Prasad Ghosh	100	100	100	100	100	100	100	100	100	100	100	100	
14.	Mrs. Sabnam Khan	100	100	100	100	100	100	100	100	100	100	100	100	
15.	Miss. Tania Khatun	100	100	100	100	100	100	100	100	100	100	100	100	
16.	Mrs. Farha Khatun	100	100	100	100	100	100	100	100	100	100	100	100	
17.	Mr. Usman Ali Laskar	100	100	100	100	100	100	100	100	100	100	100	100	
18.	Mrs. Nargish Khatun	100	100	100	100	100	100	100	100	100	100	100	100	
60000														



Sl. NO	NAME OF THE TEACHER	January	February	March	April	May	June	July	August	September	October	November	December	College Share
19.	Mrs. Hosneara Khaton	100	100	100	100	100	100	100	100	100	100	100	100	
20.	Mrs. Ruksana Khatun	100	100	100	100	100	100	100	100	100	100	100	100	
21.	Mrs. Ajmira Khatun	100	100	100	100	100	100	100	100	100	100	100	100	
22.	Miss. Raisha Rahman	100	100	100	100	100	100	100	100	100	100	100	100	
23.	Miss. Nasifa Laskar	100	100	100	100	100	100	100	100	100	100	100	100	
24.	Miss. Rabeya Khatun	100	100	100	100	100	100	100	100	100	100	100	100	
25.	Miss. FarhanaNasrin	100	100	100	100	100	100	100	100	100	100	100	100	
26.	Mr. Masinul Islam Sk	100	100	100	100	100	100	100	100	100	100	100	100	
27.	Mr. Mobarak Molla	100	100	100	100	100	100	100	100	100	100	100	100	
28.	Mrs. Farjana Khatun	100	100	100	100	100	100	100	100	100	100	100	100	
29.	Mr. Tazuddin Ahmed	100	100	100	100	100	100	100	100	100	100	100	100	
30.	Ms. Sabnam Yeasmin	100	100	100	100	100	100	100	100	100	100	100	100	
31.	Ms. Benajir Khatun	100	100	100	100	100	100	100	100	100	100	100	100	
32.	Asadulla Khan	100	100	100	100	100	100	100	100	100	100	100	100	
33.	Mr. Dibyendu Sardar	100	100	100	100	100	100	100	100	100	100	100	100	
34.	Mr. Saiedra Nath Naskar	100	100	100	100	100	100	100	100	100	100	100	100	
35.	Mr. Sk Arif Ahmed	100	100	100	100	100	100	100	100	100	100	100	100	
37.	Mr. Anisuddin Molla	100	100	100	100	100	100	100	100	100	100	100	100	
38.	Mr. Pannalal Pal	100	100	100	100	100	100	100	100	100	100	100	100	
39.	Mr. Goutam Sardar*	100	100	100	100	100	100	100	100	100	100	100	100	
40.	Mr. Baktiaruddin Laskar	100	100	100	100	100	100	100	100	100	100	100	100	



PASSBOOK

महत्वपूर्ण निर्देश Important Instructions

Account Holder
Photo to be
pasted

यह पासबुक किसी भी सेल्फ पासबुक प्रिंटर पर अद्यतन हो सकती है। This passbook can be updated in any self service passbook printer.

निरंतर संपर्क में रहने के लिए तथा बेहतर सेवा हेतु अपने संपर्क ब्योरे यथा पता, टेलीफोन नंबर, ई मेल आदि हमेशा अद्यतन रखें। Update your contact details such as address, telephone numbers, e-mail to enable us to stay in touch with you to serve better.

अपनी पासबुक, चेक बुक प्रति अत्यंत सतर्कता बरते तथा सुरक्षित स्थान पर रखें। As a matter of abundant precaution, keep your passbook & cheque book in safe place.

पासबुक में दर्शाई गई प्रविष्टियों की जांच करें तथा किसी प्रकार की त्रुटि होने पर शाखा से सम्पर्क करें। Verify the entries as reflected in the passbook & intimate us immediately of any errors or omission.

अपने इंटरनेट बैंकिंग, मोबाइल बैंकिंग के यूजर आईडी, पास वर्ड, ओटीपी एवं एटीएम सी.वी.वी को किसी के साथ भी शेयर न करें। Do not share your E-banking & M-banking login ID, password, OTP & ATM C.V.V. with anyone.

ऐसे किसी भी ई मेल पर ध्यान न दें जिसमें आपके खाते का ब्योरा पूछा गया हो। Do not pay attention on any e-mail in which your account details have been asked.

UCD BANK

Toll Free Number:1800-103-0123

CKYC NO:

BRANCH NAME: BARUIPUR - KOLKATA

BRANCH ADDRESS: P.O. - BARUIPUR, , DIST. - 24 PARGANAS(SOUTH) KOLKATA 70014

BRANCH MAIL ID: barui@ucobank.co.in

IFSC:UCBA0000199

PHONE: 033-24338219

DICGC INSURANCE UPTO 5 LAC
MICR Code:700028027

NAME: AL AMEEN MEMORIAL MINORITY COLLEGE STAFF CO-OPERATIVE

ACCOUNT NO: 01990110159736 SAVINGS ACCOUNT

ACCOUNT OPEN DATE: 09-10-2023

CUST ADDRESS: AL AMEEN MEMORIAL MINORITY COLLEGE, JOGIBATTALA
BARUIPUR 700145

CIF: C00253273

MODE OF OPERATION: ALL JOINTLY

NOMINATION REGISTERED: NO

PB.No. 1



CASH BOOK

RECEIPTS **श्री** *Manohar Jaiswal*, 2023

Date	Particulars	Ledger Folio No.	Voucher No.	Bank Amount	Cash Amount	Total under each head	Remarks
दिनांक	विवरण	लीडजर फोलियो नं.	वOUCHER नं.	बैंक राशि	कैश राशि	प्रत्येक शीर्षक के तहत कुल राशि	टिप्पणियाँ
1	NUGUL HAQUE				1000/-		
2	SAYERA BEGUM				1000/-		
3	DIPANKAR MANNA				200/-		
4	MD SHAHSUL HAQUE				200/-		
5	BABLU NASKAR				200/-		
6	AMINA DHALI				1000/-		
7	SK ASGAR ALI				200/-		
8	GOBINDA MANDAL				200/-		
9	DILIPKUMAR HALDER				200/-		
10	ABDUL ALI KHAN				200/-		
11	SANCHARI GHOSH				200/-		
12	USMAN ALI LASKAR				1000/-		
13	MATIN AHMED				200/-		
14	SABNAM KHAN				200/-		
15	TANIA KHATUN				200/-		
16	HOSNARA KHATUN				200/-		
17	RUKSANA KHATUN				200/-		
18	AJMIRA KHATUN				200/-		
19	TAZUDDIN AHMED				200/-		
20	SMANAM EASMIN				200/-		
21	BENADIR KHATUN				200/-		
22	DIBYENDU SARDAR				500/-		
23	ASABULLA KHAN				200/-		
24	SALIMDIPANWATI HASNIK				200/-		
25	SK ARIE AHMED				200/-		
26	BAKTIARUDDIN LASKAR				200/-		
27	FARIDA KHATUN				100/-		
28	GOUTAM SARDAR				100/-		
29	PANNALAL PAL				200/-		
30	NARAIK KHATUN				200/-		
Total Receipt श्री <i>श्री</i> ...						9800/-	
Opening Balance <i>श्री</i> ...							

EXPENDITURE **श्री**

Date	Particulars	Ledger Folio No.	Voucher No.	Bank Amount	Cash Amount	Total under each head	Remarks
दिनांक	विवरण	लीडजर फोलियो नं.	वOUCHER नं.	बैंक राशि	कैश राशि	प्रत्येक शीर्षक के तहत कुल राशि	टिप्पणियाँ
9							
10							
Details of Closing Balance ...							
In Bank							
In P.O. Savings Bank ...							
In hand with treasurer ...							
In hand with Accountant ...							
Total Expenditure श्री <i>श्री</i> ...							
Closing Balance <i>श्री</i> ...							
Grand Total श्री <i>श्री</i> ...							



RECEIPTS श्री Month of July, 2023

1	2	3	4	5	6	7	8
Date दिनांक	Particulars विवरण	Ledger Folio No खोलेखी नं	Voucher No. वचन नं	Bank Amount बैंक	Cash Amount रकम देय	Total under each head खोलेखी क्रम विवरण क्रम	Remarks टिप्पणी
31	SHAHRIK AHMED				200/-		
32	RATNANATH DEVA MOUSTAFA				200/-		
33	GOLAM RAQ				200/-		
34	RABBIYA KHATUN				200/-		Teekaton
35	FARHA KHATUN				200/-		Teekaton
	KODARAK MALLA						
				Total Receipts करें...		600/-	
				Opening Balance शुरुआत रकम...		9300/-	

EXPENDITURE श्री

9	10	11	12	13	14	15	16
Date दिनांक	Particulars विवरण	Ledger Folio No खोलेखी नं	Voucher No. वचन नं	Bank Amount बैंक	Cash Amount रकम देय	Total under each head खोलेखी क्रम विवरण क्रम	Remarks टिप्पणी
				Total Expenditure करें...			
				Closing Balance समाप्ति रकम...			



CASH BOOK

RECEIPTS FOR Month of August, 2023

Date তারিখ	Particulars বিবরণ	Ledger Folio No. খতিয়ার নং	Voucher No. খতিয়ার নং	Bank Amount টাক	Cash Amount স্বর্ণ টাক	Total under each head একটি বিভাগের টাক	Remarks মন্তব্য
1	2	3	4	5	6	7	8
1	Nurul Hossain				1000/-		
2	Sayera Begum				1000/-		
3	Dipankar Manna				200/-		
4	MD Shammas Hossain				200/-		
5	Rabiu Noor				Not Paid		
6	Amira Khalil				1000/-		
7	SK Asyraf Ali				200/-		
8	Gobinda Mondal				200/-		
9	Dilipkumar Halder				Not Paid		
10	Abdul Ali Khan				200/-		
11	Sondhavi Ghosh				Not Paid		
12	Ummam Ali Laskar				200/-		
13	Matin Ahmad				250/-		
14	Sabnam Khan				200/-		
15	Tania Khatun				Not Paid		
16	Hosnara Khatun				200/-		
17	Roksana Khatun				200/-		
18	Rymin Khatun				200/-		
19	Tazuddin Ahmad				200/-		
20	Sabnam Ezzamin				200/-		
21	Barvija Khatun				200/-		
22	Dibendu Saha				200/-		
23	Asadulla Khan				500/-		
24	Sulendernath Hoque				Not Paid		
25	SK Sharif Ahmad				200/-		
26	Rakhtasuddin Khan				200/-		
27	Farida Khatun				200/-		
28	Gautam Saha				100/-		
29	Pannalal Pal				100/-		
30	Nargis Khatun				200/-		
Total Receipt এর টাক ...						7550/-	
Opening Balance							

জমা খরচ বহি

EXPENDITURE PART

Folio No. 3

Date তারিখ	Particulars বিবরণ	Ledger Folio No. খতিয়ার নং	Voucher No. খতিয়ার নং	Bank Amount টাক	Cash Amount স্বর্ণ টাক	Total under each head একটি বিভাগের টাক	Remarks মন্তব্য
9	10	11	12	13	14	15	16
<p>Details of Closing Balance ...</p> <p>In Bank ...</p> <p>In P.O. Savings Bank ...</p> <p>In hand with treasurer ...</p>							
Total Expenditure এর টাক ...							
Closing Balance সমাপন টাক ...							



CASH BOOK

RECEIPTS ७११ Month of August, 2023

1 Date दिनांक	2 Particulars विवरण	3 Ledger Folio No. खाते क्र. नं.	4 Voucher No. वाचन नं.	5 Bank Amount शुद्ध	6 Cash Amount नगद धरा	7 Total under each head एकप्रकारे श्रेणी विवरणे शुद्ध	8 Remarks टिप्पणी
31	Shahbaz Ahmad				200/-		
32	Rahmatullah Mulla				200/-		
33	Gulshan Rabb				200/-		TR Khadun
34	Rabiyun Khatun				200/-		FR Mulla
35	Fazha Khatun				Not Paid		
	Nabzarun Mulla						
Total Receipt ७११ शुद्ध						600/-	
Opening Balance आरंभिक धरा						750/-	

७११ २१० ११२

EXPENDITURE २१०

9 Date दिनांक	10 Particulars विवरण	11 Ledger Folio No. खाते क्र. नं.	12 Voucher No. वाचन नं.	13 Bank Amount शुद्ध	14 Cash Amount नगद धरा	15 Total under each head एकप्रकारे श्रेणी विवरणे शुद्ध	16 Remarks टिप्पणी
9	10	11	12	13	14	15	16
Detail of Closing Balance ...				Amount			
In Bank							
In P.O. Savings Bank ...							
In hand with treasurer ...							
In hand with Accountant							
Total Expenditure २१० शुद्ध				Closing Balance समाप्त धरा			



CASH BOOK

5

RECEIPTS FOR Month of September, 2023

EXPENDITURE SHEET

Date दिनांक	Particulars विवरण	Ledger Folio No खाते क्रमांक	Voucher No. वाउचर नं.	Bank Amount रु.	Cash Amount रु.	Total under each head प्रत्येक श्रेणी के अधीन कुल	Remarks टिप्पणी
1	Muzul Husna				1000/-		
2	Soyeen Baqum				1000/-		
3	Dipankar Manna				200/-		
4	Md Shameel Hossain				200/-		
5	Bablu Norkar				Not Recd		
6	Amira Dhali				1000/-		
7	SK Asique Ali				200/-		
8	Gobinda Mondal				200/-		
9	Dilip Kumar Halder				Not Recd		
10	Abdul Ali Khan				200/-		
11	Sandhya Ghosh				Not Recd		
12	Usman Ali Naiken				200/-		
13	Matin Ahmed				250/-		
14	Sabnam Khan				200/-		
15	Tarin Khatun				Not Recd		
16	Homonara Khatun				200/-		
17	Rukama Khatun				200/-		
18	Aynaba Khatun				200/-		
19	Tazuddin Ahmed				200/-		
20	Sabnam Farmin				200/-		
21	Bengiya Khatun				200/-		
22	Dibyendu Santra				200/-		
23	Asadulla Khan				500/-		
24	Saidurrahman Khatun				Not Recd		
25	SK Arif Ahmed				200/-		
26	Bakhtiaruddin Loken				200/-		
27	Faizid Khatun				200/-		
28	Geetam Sarda				200/-		
29	Romelal Pal				100/-		
30	Narain Khatun				Not Recd		
Total Receipts रु.						7350/-	
Opening Balance रु.							

Date दिनांक	Particulars विवरण	Ledger Folio No खाते क्रमांक	Voucher No. वाउचर नं.	Bank Amount रु.	Cash Amount रु.	Total under each head प्रत्येक श्रेणी के अधीन कुल	Remarks टिप्पणी
9							
10							
11							
12							
13							
14							
15							
16							
Total Expenditure रु.							
Closing Balance रु.							



CASH BOOK

श्री शारद दास

EXPENDITURE शारद

FORM NO. 1

RECEIPTS श्री Month of September, 2023

Date दिनांक	Particulars विवरण	Ledger Folio No. खाते नं.	Voucher No. वॉचर	Bank Amount ₹	Cash Amount ₹	Total under each head ₹	Remarks टिप्पणी
1	2	3	4	5	6	7	8
31	Shahvir Ahmad				200/-		
30	Rahmatulla Sheikh				₹		
33	Gadara Rab				₹		
34	Rabeya Khatun				200/-		Exodon
35	Faiha Khatun				200/-		EX-E
	Mohamuk Nolla				Not Recd		
				Total Receipt		₹ 600/-	
				Opening Balance		₹ 7350/-	

Date दिनांक	Particulars विवरण	Ledger Folio No. खाते नं.	Voucher No. वॉचर	Bank Amount ₹	Cash Amount ₹	Total under each head ₹	Remarks टिप्पणी
9	10	11	12	13	14	15	16
				Total Expenditure			
				Closing Balance			



Date তারিখ	Particulars বিবরণ	Ledger Folio No খরিয়াত খতি নং	Voucher No. খতি নং	Bank Amount সং	Cash Amount নগর বিয়া	Total under each head একটি বিয়া মোট	Remarks মন্তব্য
1	Nurul Hossain				1000/-		
2	Sayera Begum				1000/-		
3	Dipankar Monna				200/-		
4	Md Shamul Haque				200/-		
5	Bablu Narker				Not Paid		
6	Amira Shaki				1000/-		
7	SK Asgan Ali				Not Paid		
8	Gobinda Mondal				200/-		
9	Dilip Kumar Halder				Not Paid		
10	Abdul Ali Khan				200/-		
11	Sanchait Ghosh				Not Paid		
12	Usman Ali Iskan				200/-		
13	Matin Ahmed				Not Paid		
14	Sabnam Khan				200/-		
15	Tania Khatun				Not Paid		
16	Hosnara Khatun				Not Paid		
17	Rukana Khatun				200/-		
18	Ajman Khatun				200/-		
19	Tarekhatun Ahmed				200/-		
20	Sobhan Emin				200/-		
21	Bengia Khatun				200/-		
22	Dibyendu Sarker				200/-		
23	Asefulla Khan				500/-		
24	Saidatunna Khatun				Not Paid		
25	SK Arif Ahmed				200/-		
26	Barkatullah Khan				200/-		
27	Fariha Khatun				200/-		
28	Gouram Sarker				100/-		
29	Farhadul PK				100/-		
30	Motgir Khatun				Not Paid		

Date তারিখ	Particulars বিবরণ	Ledger Folio No খরিয়াত খতি নং	Voucher No. খতি নং	Bank Amount সং	Cash Amount নগর বিয়া	Total under each head একটি বিয়া মোট	Remarks মন্তব্য
9							
10							
11							
12							
13							
14							
15							
16							

Total Receipt এর মোট ... 6200/-
Opening Balance এর বিবরণ ...

Total Expenditure এর মোট ...
Closing Balance এর বিবরণ ...



CASH BOOK

ग्राम पंचायत कार

RECEIPTS ग्राम Month of October, 2023

EXPENDITURE ग्राम

1	2	3	4	5	6	7	8
Date दिनांक	Particulars विवरण	Ledger Folio No खाते क्रमांक	Voucher No. वॉचर नं.	Bank Amount राशि	Cash Amount रकम धरा	Total under each head प्रत्येक प्रकार विवरण के तहत	Remarks टिप्पणी
31	Shahbaz Ahmed				200/-		शुद्ध
32	Rahmatullah				200/-		शुद्ध
33	Gulam Rab				200/-		शुद्ध
34	Rabiyah Khatun				Not Paid		
35	Fariha Khatun				200/-		शुद्ध
36	Mohammad Noor				Not Paid		
				Total Receipt		800/-	
				Opening Balance		6200/-	

9	10	11	12	13	14	15	16
Date दिनांक	Particulars विवरण	Ledger Folio No खाते क्रमांक	Voucher No. वॉचर नं.	Bank Amount राशि	Cash Amount रकम धरा	Total under each head प्रत्येक प्रकार विवरण के तहत	Remarks टिप्पणी
<p>Details of Closing Balance ...</p> <p>In Bank ...</p> <p>In P.O. Savings Bank ...</p> <p>In hand with treasurer ...</p> <p>In hand with Accountant ...</p>							
				Total Expenditure			
				Closing Balance			
				Grand Total			



CASH BOOK

RECEIPTS 30th Month of November, 2023

জমা খরচ বহি

EXPENDITURE 30th

Folio No. 9

Date তারিখ	Particulars বিবরণ	Ledger Folio No খরিদকার পৃষ্ঠা নং	Voucher No. খরচের নং	Bank Amount সুবি	Cash Amount সুবি	Total under each head একটি বিভাগে মোট	Remarks মন্তব্য
1	Nurul Haque				1000/-		
2	Sayera Begum				1000/-		
3	Dipankar Manna				200/-		
4	Md Shamsul Haque				200/-		
5	Bablu Narker				Not Recd		
6	Armeva Dhali				1000/-		
7	Sr Asya Ali				Not Recd		
8	Gabireh Mondal				200/-		
9	Dipankar Mondal				Not Recd		
10	Abdul Ali Khan				200/-		
11	Sanchesi Ghosh				Not Recd		
12	Usman Ali Ishaq				200/-		
13	Matin Ahmad				Not Recd		
14	Sabnam Khan				200/-		
15	Tania Khatun				Not Recd		
16	Hosnara Khatun				200/-		
17	Rukana Khatun				200/-		
18	Ajmera Khatun				200/-		
19	Tazuddin Ahmad				200/-		
20	Sabnam Esmiin				Not Recd		
21	Rauqia Khatun				200/-		
22	Dibyendu Sarker				200/-		
23	Asadulla Khan				500/-		
24	Saileshwarth Hossain				600/-		
25	Sr Arif Ahmad				200/-		
26	Bakhtiaruddin Islam				200/-		
27	Fariha Khatun				200/-		
28	Geetam Sarker				100/-		
29	Farmal Pal				100/-		
30	Nargis Khatun				Not Recd		
Total Receipt ৳					5300/-		
Opening Balance							

Date তারিখ	Particulars বিবরণ	Ledger Folio No খরিদকার পৃষ্ঠা নং	Voucher No. খরচের নং	Bank Amount সুবি	Cash Amount সুবি	Total under each head একটি বিভাগে মোট	Remarks মন্তব্য
9							
10							
11							
12							
13							
14							
15							
16							
Total Expenditure ৳							
Closing Balance							



PLEASE PAY
Debit / Credit

Voucher No. A

VOUCHER

Date 05/01/23

Payment for treatment of Employees

A/C

Particulars	Amount	
	₹	P.
Medicine	140	00
PAID BY ME		
Amount	140/-	
Signature	<i>[Signature]</i>	
Date	05/01/23	
	140	00

₹ One hundred forty 00 *Sailendra Nath Nayak*
 only Cashier Cash Received



PLEASE PAID
Voucher No. Principal

VOUCHER

Date 18/11/22

Debit / Credit : Payment for treatment of Employees A/C

Particulars	Amount	
	₹	P.
T.A, Barcupur hospital	100	00
Medicine	75	00
	175	00

PAID BY ME
 Amount 175/-
 Signature S. S. S.
 Date 18/11/22

₹ One hundred seventy five only
 Cashier Saichen Anand Nath Cash Received



Voucher No.

VOUCHER

Date 6/8/18

Debit Principal Credit: Payment for treatment of Bungsuptis A/C

Particulars	Amount	
	₹	P.
T.A. Baruiapur Hospital	100	00
Medicine	200	00
	300	00

PAID BY ME

Amount 300

Signature S. Sainendra Nath

Date 6/8/18

₹ Three hundred only. S. Sainendra Nath
Cashier Cash Received



Voucher No. *12007*

[Signature]
Principal

VOUCHER

Date *25/08/19*

Debit / Credit : *Payment for treatment of Employees* AC

Particulars	Amount	
	₹	P.
<i>Medicine</i>	<i>200</i>	<i>00</i>
	<i>200</i>	<i>00</i>

2007
 Approved
 Signature *[Signature]*
 Date *25/08/19*

₹ *Two hundred only* Cashier *Dr. Soilen Bra. Nath* Cash Received



PLEASE PAY

Voucher No. [Signature]

VOUCHER

Date... 02/01/23

Debit/Credit: Payment for treatment of Employees A/C

Particulars	Amount	
	₹	P.
Medicine	283	00
T. A, Barcupur Hospital	100	00
	383	00

Amount 383/-
 Signature [Signature]
 Date 02/01/23

₹ Three hundred eighty three only

[Signature] S. Saindra Nath Nayak
 Cashier Cash Received



A1- Ameen Memorial Minority College.
Jogibattala, Barupur, Kollata-145.

Payment of Bonus to TRs and NTs of the College
for 2022-2023.

<u>Name</u>	<u>Amount</u>	<u>Full Signature with date.</u>
1. Anisuddin Molla	1000/-	Anisuddin Molla 09/09/2023
2. Farida Khatun	1000/-	Farida Khatun
3. Jolan Rab	1000/-	ANIMISR52
4. Rabeya Khatun	1000/-	Rabeya Khatun 09/09/2023
5. Rahamatulla Molla	1000/-	Rahamatulla Molla
6. Raisha Rahman	1000/-	Raisha Rahman
7. Farha Khatun	1000/-	Farha Khatun
8. Farhana Nassrin	1000/-	Farhana Nassrin
9. Nasifa Laskar	1000/-	Nasifa Laskar
10. Mobarak Molla	1000/-	Mobarak Molla
11. Shahriar Ahmed	1000/-	Shahriar Ahmed



To,

The Governing body
Through The principal
Al-Anzeen Memorial Minority College
Jogibattala, Baruipur, Kol- 700145

বিষয়: 'স্বাস্থ্যকর' এর ব্যয়

দ্রষ্টব্য

আমাদের - একটি ছাত্র সন্তানকে, অসুস্থ হওয়ায় চিকিৎসা
কিছুটা বিলম্বিত হওয়ায় তার প্রাণ হারিয়েছে। (স্বাস্থ্যকর
এক বছর - ১০,০০০/-) এর ব্যয়

এই স্বাস্থ্যকর খরচ অসুস্থ হওয়া-এর
উপস্থিতিতে এর প্রদান করা হওয়া চিরকালের
ব্যয়,

তারিখ:- 09.10.2023

স্বাক্ষর
বিদগা
স্বাস্থ্যকর
)



To the governing body
Through
The Principal

Al-Ameen Memorial Minority College,
Jogibattala Barupur, Kol-700145

বিষয়: - অন্তর্ভুক্তি প্রদান আবেদন

শ্রদ্ধা,
আবেদনকারী আতা হোসেন সান্নাউর,
আবদুল হামিদ (ফার্সি) এবং আতা হোসেন
আবদুল হামিদ (ইংরেজি) নামে দুইজন ছাত্র
এই কলেজে প্রবেশের জন্য আবেদন করেছেন।
এই দুইজন ছাত্রের নাম ও পিতার নাম নিচে
উল্লেখ করা হল।

এই দুইজন ছাত্রের নাম ও পিতার নাম নিচে
উল্লেখ করা হল।

স্বাক্ষর -

(স্বাক্ষর)

আতা হোসেন সান্নাউর

তারিখ: 15.12.2021



To

The Governing body
through the principal,

Al-Ameen Memorial Minority College,
Jogibattala, Barupur, Kol-145

শিক্ষক,

আমি জনৈক শিক্ষক আমার কর্মসূচির
কাজে বিবেচনা করে, তারিখ 22.01.2022 তারিখে আমার
40,000/- (ফোঁটা টাকা) নামে ডিমান্ড ড্রেন লেটার,
330 নম্বর তার তারিখ 2024. আমার নামে তার তারিখ
কাজে বিবেচনা করে, তারিখ 22.01.2022 তারিখে আমার
কাজে বিবেচনা করে, তারিখ 22.01.2022 তারিখে আমার
কাজে বিবেচনা করে, তারিখ 22.01.2022 তারিখে আমার

তারিখ:- 22.01.2022

২০
২০২০
শিক্ষক



ଆମର ମିତ୍ର

ଅଧ୍ୟକ୍ଷ ଶ୍ରୀମତୀ,

ଆମ - ଆମର ମାତାପିତାଙ୍କ ସମ୍ମାନନୀୟ କଲେଜ

ପିତା -

ଶ୍ରୀମତୀ,

ଆମ ଆପଣଙ୍କ ସମ୍ମାନନୀୟ

ଶିକ୍ଷାନୁଷ୍ଠାନରେ ଅଧ୍ୟାପିତାଙ୍କ ସମ୍ମାନ

ଆପଣଙ୍କୁ ଏକ ଆର୍ଥିକ ଅନୁବିଧିର ସାହାଯ୍ୟ ଆପଣଙ୍କ

କାଳ୍ପନାରେ ସମ୍ପୂର୍ଣ୍ଣ ସହଯୋଗ ଦେବା ପାଇଁ ଆପଣଙ୍କୁ

ନିମ୍ନଲିଖିତ ଶ୍ରଦ୍ଧା ସହ ଆମ ସମ୍ପର୍କରେ

ସମ୍ପୂର୍ଣ୍ଣ ସହଯୋଗ ଦେବା ଆପଣଙ୍କୁ ଆପଣଙ୍କୁ

ସାହାଯ୍ୟ ଦେବା ପାଇଁ ଆପଣଙ୍କୁ ଆପଣଙ୍କୁ

ଆପଣଙ୍କୁ ଆମ ସହଯୋଗ ଦେବା ପାଇଁ ଆପଣଙ୍କୁ

ଆପଣଙ୍କୁ ଆପଣଙ୍କୁ ଆପଣଙ୍କୁ

ଆପଣଙ୍କୁ ଆପଣଙ୍କୁ ଆପଣଙ୍କୁ

ଆପଣଙ୍କୁ ଆପଣଙ୍କୁ ଆପଣଙ୍କୁ

ଆପଣଙ୍କୁ ଆପଣଙ୍କୁ ଆପଣଙ୍କୁ

ଆପଣଙ୍କୁ ଆପଣଙ୍କୁ ଆପଣଙ୍କୁ

ଆପଣଙ୍କୁ

ଆପଣଙ୍କୁ - 25.5.2024

ଶ୍ରୀମତୀ
ଆପଣଙ୍କୁ

ଆପଣଙ୍କୁ



আমি,
 - অফিসে আসা,
 -

আমি- আমির লেখাচিত্রের মর্মেণ্ডিটি কলেজ
 - আসীকর্তব্য, বারুপুড়,
 - কলকাতা- ১৪৫.

- বিজ্ঞ -

আমি,
 - আমি আমির লেখাচিত্রের মর্মেণ্ডিটি কলেজ
 - হিলাসে অফিসিয়ার. আমির আমির লেখাচিত্রের
 - আমির আমির লেখাচিত্রের মর্মেণ্ডিটি কলেজ
 - আমির আমির লেখাচিত্রের মর্মেণ্ডিটি কলেজ

- আমির আমির লেখাচিত্রের মর্মেণ্ডিটি কলেজ
 - আমির আমির লেখাচিত্রের মর্মেণ্ডিটি কলেজ
 - আমির আমির লেখাচিত্রের মর্মেণ্ডিটি কলেজ

তারিখ- ২৬-১-২০২৬
 - কলকাতা,

স্বীকৃতি
 - আমির লেখাচিত্রের মর্মেণ্ডিটি কলেজ

Al. do the wonderful.
 -



Al-Ameen Memorial Minority College

Jogi Battala, Baruiipur

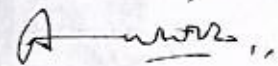
Kolkata-700145

Receipts and Payments Accounts for the year ended 31st March 2019

Receipts	Rs.	Rs.	Payments	Rs.	Rs.
<u>Opening Balance as on 01.04.2018</u>			ADVERTISEMENT EXPENSES		3402.00
Cash	2471.00		BANK CHARGES		1551.60
AXIS BANK	1500.45		COLLEGE STUDENT SCHOLARSHIP		3000.00
BANK OF INDIA	888.00		COMPUTER & ACCESSORIES		4970.00
B O I	534.10		CONTINGENCIES EXPENSES		22846.00
STATE BANK OF INDIA	2994.88		C.U. EXAM, CENTRE & MISC. FEES		812682.00
UNION BANK	11514.00	19902.43	ELECTRICAL EQUIPMENTS		30276.00
ADMISSION FORM		101200.00	ELECTRICITY EXPENSES		51857.00
BANK INTEREST		5226.00	ENTERTAINMENT EXPENSES		900.00
DEVELOPMENT FEES		1884545.00	EXAM CENTRE CHARGES		591378.00
EXAM CENTRE FEE		56329.00	FURNITURE & FIXTURE		90330.00
FEES FOR SUBJECT CHANGE		31500.00	GAME & SPROTS		18011.00
GAME & SPORTS FEES		17230.00	LIBRARY BOOKS		7403.00
LIBRARY FEES		188020.00	LOAN ACCOUNT		200000.00
MAGAZINE FEES		11470.00	POSTAGE & STAMPS		146.00
M.C.P.U.L GRANT		104400.00	PRINTING & STATIONERY		149536.00
T.C. FINE ETC.		24620.00	REMUNARATION TO NON GOVT. STAFF		1530810.00
TUITION FEES		798300.00	REPAIRE & MAINTENANCE		129750.00
UNIVERSITY EXM/REG. FEES		527070.00	TELEPHONE CHARGES		14957.00
UNIVERSITY FEES		184040.00	BUILDING CONSTRUCTION (M.P. LAD)		144742.00
<u>W.B. GOVT. GRANT</u>			TRAVELLING EXPENSES		12561.00
Building Grant from W.B. Govt.	6,000,000.00		UNIVERSITY EXM/REG. FEES		29600.00
Building Grant from M.P.LAD	499,999.00		PAY & ALLOWANCE (TS & NTS)		4081611.00
Misc. Grant from BDO	910.00	6500909.00	P.F. DEPOSITED		319200.00
			P.F. LOAN RECOVERY PAID		225000.00
PAY & ALLOWANCE (TS & NTS)		4081611.00	<u>Closing Balance as on 31.03.2019</u>		
P.F. DEPOSITED		319200.00	Cash	25648.00	
P.F. LOAN RECOVERY PAID		225000.00	AXIS BANK	3557.05	
			BANK OF INDIA	503609.00	
			B.O.I	6021633.40	
			STATE BANK OF INDIA	40716.38	
			UNION BANK	8889.00	6604052.83
Total		15080572.43	Total		15080572.43


Principal

Al-Ameen Memorial Minority College
Jogibattala, Baruiipur, Kolkata-700145





**Al-Ameen Memorial Minority College
Jogibattala, Baruipur, Kolkata -145**

Receipts & payments Account for the period from April,2017 to March,2018

<u>Receipts</u>		<u>Amount</u>		<u>Amount</u>		<u>Payments</u>		<u>Amount</u>		<u>Amount</u>	
		Rs.	P.	Rs.	P.			Rs.	P.	Rs.	P.
<u>TO OPENING BALANCE</u>						<u>BY OTHERS EXPENSES</u>					
Cash-in-hand		3335.00				Travelling Expenses		19442.00			
Axis Bank/SB/259010100067139		3610.80				Electricity Charges		44660.00			
B.O./SB/433610110005900		1742.00				Contingencies		13578.00			
B.O./SB/433610110005980		301831.50				Carrying Charges		780.00			
S.B./SB/30673951468		103376.88				Entertainment		5295.00			
Union Bank/SB/548502010005903		3654.00		417550.18		Printing & Stationery		42384.00			
						Magazine		24000.00			
						Observation Day 1st.Yr. Stdn.		1320.00			
<u>TO STATE GOVT GRANT</u>						Independence day		330.00			
Pay-Packet (TS & NTS)		3849978.00				Republic Day		420.00			
Centre Fees Grant				3849978.00		Postage & Stamps		438.00			
						Legal Exp.		95000.00			
<u>TO REALISATION OF TAXES</u>						College Foundation day		5000.00			
Professional Tax		16920.00				Advertisement		4300.00			
Income Tax		132000.00		148920.00		College Examination		18335.00			
						Teaching & Non-Teaching Staff		2622500.00			
<u>TO PROVIDENT FUND A/c</u>						Bank Charges		771.05			
Provident Fund A/c		336000.00				Repair & Maintenance		27295.00			
P.F. withdrawn		450000.00				Games & Sports		12280.00			
Provident Fund Loan Recovery		1,68,750.00		954750.00		Teachers Day observation		7000.00			
						Telephone Charges		1208.00		2946336.05	
<u>TO UNIVERSITY FEES</u>						<u>BY GOVT GRANT</u>					
Univ.Exam/Regn.		396065.00				Pay & Allowance (TS & NTS)		3849978.00			
Fees for Sub. Change		28700.00		424765.00						3849978.00	
<u>TO FEES FROM STUDENTS</u>						<u>BY PAYMENT OF TAXES</u>					
Development Fee		1370820.00				Professional Tax		16920.00			
Tuition Fee		670380.00				Income Tax		132000.00		148920.00	
University Fee(Exam. Sports, Games Et		147720.00				<u>BY PROVIDENT FUND A/c</u>					
Library Fee		170190.00				Provident Fund A/c		504750.00			
Magazine Fee		10300.00				P.F. Loan to Staff		450000.00			
Games & Sports Fee		15450.00				Provident Fund Interest		-		954750.00	
Admission Form		79500.00				<u>BY UNIVERSITY FEES</u>					
T.C.Fine Etc.		16785.00		2481145.00		University Exam.Fees		415917.00			
<u>TO LOAN</u>						University Regn. Fee		46920.00			
Loan from outsiders		273000.00				Examination Centre Fee		18783.00		481620.00	
<u>TO BANK INTEREST</u>						7297.00					
						<u>BY PURCHASE OF FIXED ASSETS</u>					
<u>TO SALARY ADV. TO STAFF</u>						Purchase of Furniture		25366.00			
						Building Construction		969683.00			
					1167500.00	Purchase of Library Books		398.00			
						Purchase of Computer		29500.00			
						Smart Class Room		298467.00		1323412.00	
<u>BY CLOSING BALANCE</u>						<u>BY CLOSING BALANCE</u>					
						Cash-in-hand		2471.00			
						Axis Bank/SB/259010100067139		1487.15			
						B.O./SB/433610110005900		888.00			
						B.O./SB/433610110005980		534.10			
						S.B./SB/30673951468		2994.88			
						Union Bank/SB/548502010005903		11514.00		19889.13	
Grand Total :				9724905.18		Grand Total :				9724905.18	

Place : Kolkata

Date : 24.03.2022

Head Clerk

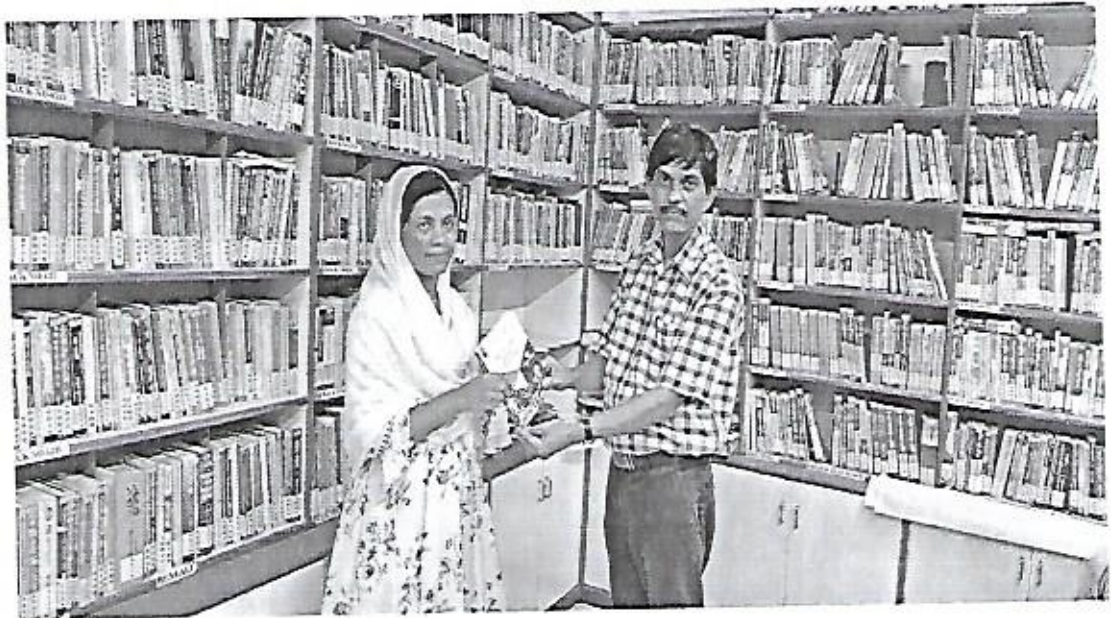
Al-Ameen Memorial Minority College
Jogibattala, Baruipur, Kol.-145



AL - AMEEN MEMORIAL MINORITY COLLEGE

JOGIBATTALA , BARUIPUR, KOLKATA-700145

GIFTING BOOKS TO EMPLOYEES



AL - AMEEN MEMORIAL MINORITY COLLEGE

JOGIBATTALA , BARUIPUR, KOLKATA

APPRAISAL OF EMPLOYEES



AL - AMEEN MEMORIAL MINORITY COLLEGE

JOGIBATTALA , BARUIPUR, KOLKATA-700145

SICK EMPLOYEES TREATMENT

