

## Workshop on Preparation & Maintenance of Service Book

A Workshop on Preparation and Maintenance of the Service Book of the teaching staff was organized by the Service Book Committee in collaboration with the IQAC of the college at Suniti Sabhaghar on 21.02.2024.

The issues discussed were –

1. Identification of the Service Book pertaining to College Teachers of West Bengal.
2. Documents necessary for preparation of the Service book.
3. The procedure for filling up the Service Record.
4. Leave rules and procedure for filling up the Leave Record.



Principal inaugurating the Workshop



Resource Persons conducting the Workshop



Question-and-Answer Session