



Phone : 2627-2490 (College Off.)  
Principal : 9903389092  
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Website : www.drklbcollege.ac.in

# DR. KANAILAL BHATTACHARYYA COLLEGE

(Affiliated to the University of Calcutta)  
Re- Accredited with 'B' Grade by NAAC  
15, KONA ROAD, RAMRAJATALA,  
P.O. SANTRAGACHI, HOWRAH - 711104

Ref. No. ....

Date : 28/12/2021

## **AQAR METRIC- 6.3.5 – Institutions Performance Appraisal System for teaching and non-teaching staff.**

The institution maintains a detailed self-appraisal system for teachers and non-teaching staff. The teachers are allotted specified number of classes as per the master routine prepared by the routine committee. The teachers fill up the number of classes allotted on each day, number of classes taken by him/her on that day, number of classes not held on a particular day and reason for not taking the class. In addition it also records the number of days that a teacher is present in college, leave record and also the extracurricular activities performed by the teacher is maintained.

A similar format is also maintained for non-teaching staff attached to mainstream administration and also to laboratory attendants attached to academic departments. The staff record their duties performed each day. The self-appraisal records are counter-signed by the Principal.

*K. Lal* 28/12/2021  
Principal  
Dr. Kanailal Bhattacharyya College  
Ramrajatala, Howrah-4



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## SELF APPRAISAL REPORT

(In Compliance with UGC Guideline)

NAME : \_\_\_\_\_

DEPARTMENT : \_\_\_\_\_

20\_\_\_\_ - 20 \_\_\_\_

DHARMATALA, RAMRAJATALA, SANTRAGACHI,  
HOWRAH - 711 104

Phone : 2627-2490 Fax No. : 91-33-26273241

E-mail : [klb.college@gmail.com](mailto:klb.college@gmail.com)

Website : [www.dr.klbcollege.ac.in](http://www.dr.klbcollege.ac.in)

Authenticated

(Dr. Kaustubh Lahiri)  
Principal

Dr. Kanailal Bhattacharyya College









# **Dr. Kanailal Bhattacharyya College**

## **Self Appraisal Report for Non – Teaching Staff**

**Authenticated**

*Kdaho* 28/12/2021  
(Dr. Kaustubh Lahiri)  
Principal  
Dr. Kanailal Bhattacharyya College



**Dr Kanailal Bhattacharyya College**  
**Self-Appraisal Report for Non-Teaching Staff.**

**1. Name**

## 2. Designation

### 3.Date of Joining

#### 4. Address

**5. Contact No.**

**6. Email Id:**

**7. Assigned Professional Responsibility:**

### Attendance & Performance Profile:

**Academic Session :**

Page 1

Month	Date	College Opened Yes /No	Whether attended	For Non Teaching Staff attached to Academic Departments		For Non Teaching Staff attached to Mainstream Administration.	Signature of Principal
Month	Date	College Opened Yes /No	Whether attended	Duties Performed	Signature of HoD	Duties Performed	
	1/						
	2/						
	3/						
	4/						
	5/						
	6/						
	7/						

Authenticated

Kdaho 28/12/2017

(Dr. Kaustubh Lahiri)  
Principal

Dr. Kanailal Bhattacharyya College

**Attendance & Performance Profile:**  
**Academic Session : 2021 – 22.**

Page 2

Page 2

Month	Date	College Opened Yes /No	Whether attended	For Non Teaching Staff attached to Academic Departments		For Non Teaching Staff attached to Mainstream Administration.	
Month	Date	College Opened Yes /No	Whether attended	Duties Performed	Signature of HoD	Duties Performed	Signature of Principal
	8/						
	9/						
	10/						
	11/						
	12/						
	13/						
	14/						
	15/						
	16/						
	17/						
	18/						

Authenticated

Klausur 28/10/2019

(Dr. Kaustubh Lahiri)  
Principal

Dr. Kanailal Bhattacharyya College





**Attendance & Performance Profile:**  
**Academic Session : 2021 – 22. Page 3**

Month	Date	College Opened Yes /No	Whether attended	For Non Teaching Staff attached to Academic Departments		For Non Teaching Staff attached to Mainstream Administration.	Signature of Principal
Month	Date	College Opened Yes /No	Whether attended	Duties Performed	Signature of HoD	Duties Performed	
	19/						
	20/						
	21/						
	22/						
	23/						
	24/						
	25/						
	26/						
	27/						
	28/						
	29/						
	30/						
	31/						

**Authenticated**

*Kaustubh Lahiri* 12/2024

(Dr. Kaustubh Lahiri)  
Principal

Dr. Kanailal Bhattacharyya College