

Phone : 2627-2490 (College Off.)
Principal : 9903389092
Whatsapp : 8697383305
Fax : 91-33-2627-3241

E-mail: klb.college@gmail.com 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

	io. Oratification to this time in the transfer	20/12	10001
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.

Principal Dr. Kanailal Bhattacharyya College Ramrajatala, Howrah-4



## DR. KANAILAL BHATTACHARYYA COLLEGE

(Affiliated to the University of Calcutta) Re-Accredited with 'B' Grade by NAAC

## **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 Website: www.dr.klbcollege.ac.in

Authenticated

(Dr. Kaustubh Lahlri)
Principal
Dr. Kanailal Bhattacharyya College



SELF APPRAISAL

Date	No. of Class Allotted				Reason for	Additional No. of days No. of college college done open attend		
	Theory	Practical	Theory	Practical	not holding classes	done	open	college attende
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Authenticated

(Dr. Kaustubh Lahiri)
Principal

Dr. Kanailal Bhattacharyya College



## **REPORT**

Department		N	lonth	Year						
CL	EL	ML	CCI/	OD	Other a college assigned duties	university assigned duties	Professional Development, co curricular and extension activities	Research Publication and Academic		
	<b> </b>		LOL	<del> </del>	duties	assigned dulles	extension activities	Contribution		
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					Signa	Signature of HOD:				
						Signature of Principal:				

Authenticated

(Dr. Kaustubh Lahiri)
Principal

Dr. Kanailal Bhattacharyya College





# Dr. Kanailal Bhattacharyya College Self Appraisal Report for Non – Teaching Staff

Authenticated

(Dr. Kaustubh Lahiri)
Principal
Dr. Kanailal Bhattacharyya College



### Dr Kanailal Bhattacharyya College

### Self-Appraisal Report for Non-Teaching Staff.

1.	N	a	m	e

2. Designation

3.Date of Joining

4. Address

5. Contact No.

6. Email Id:

7. Assigned Professional Responsibility:

Attendance & Performance Profile:

Academic Session:

Date 1/	College Opened Yes /No College Opened Yes /No	Whether attended Whether attended	For Non Teaching Staff at Academic Departments  Duties Performed		For Non Teaching Staff attached to Mainstream Administration.	Signature of
	Opened		Duties Performed	Cianatura		
4/		attoriatu		Signature of HoD	Duties Performed	Principal
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Authenticated

Adaho 28/14/2014 (Dr. Kaustubh Lahiri) Principal Dr. Kanallal Bhattacharyya College



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

Page 2 Month Date College Whether For Non Teaching Staff attached to For Non Teaching Staff attached Opened attended **Academic Departments** to Mainstream Administration. Yes /No Month Signature of Date College Whether **Duties Performed** Signature **Duties Performed** Opened Principal attended of HoD Yes /No 8/ 9/ 10/ 11/ 12/ 13/ 14/ 15/ 16/ 17/ 18/

Authenticated

(Dr. Kaustubh Lahiri)
Principal
Dr. Kanajial Bhattacharyya College

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#### Attendance & Performance Profile: Academic Session: 2021 – 22, Page 3

Month	Opened Yes /No	College Opened Yes /No	Opened attended Yes /No	For Non Teaching Staff at Academic Departments	tached to	For Non Teaching Staff attached to Mainstream Administration.	Signature of
Month	Date	College Opened Yes /No	Whether attended	Duties Performed	Signature of HoD	Duties Performed	Principal
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(Dr. Kaustubh Lahiri)
Principal
Dr. Kanailal Bhattacharyya College