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# 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

## DUTIES OF THE PRINCIPAL

1. To improve the functioning of the colleges, the college management shall introduce different measures for ensuring attendance, punctuality and work output, as may be prescribed by the State Government from time to time.
2. For all employees of the college there shall be prepared Annual Confidential Report and Performance Appraisal Report for every year in such manner and to be maintained in such form as may be prescribed by the state Government, from time to time.
3. Every employee of the college, including the Principal, shall submit in a sealed envelope before the Governing Body, with a copy of the State Government, an annual declaratoin of his assets, of movable and immoalbe properties in such manner as may be prescribed in this behalf.

  
(DR. MANTU BISWAS)  
Coordinator,  
IQAC,

Dr. Kanailal Bhattacharyya College  
Santragachi, Howrah-4

  
Principal  
Dr. Kanailal Bhattacharyya College  
Ramrajatala, Howrah-4