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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.

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 a 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, the number of classes taken by him/her on that day, the number of classes not held on a particular day, and the reason for not taking the class. In addition, it also records the number of days that a teacher is present in college, the leave record, and also the extracurricular activities performed by the teacher is maintained. A similar format is also maintained for nonteaching staff attached to mainstream administration and also to laboratory attendants attached to academic departments. The staff records their duties performed each day. The self-appraisal records are counter-signed by the Principal.

K. B. Bha.
Principal
Dr. Kanailal Bhattacharyya College
Ramrajatala, Howrah-4