



South Calcutta Girls' College

METRIC POINT 6.3.5

Institutions Performance Appraisal System for teaching and non-teaching staff

Self Appraisal Diary for teaching staff



**SELF
APPRAISAL
DIARY**

SOUTH CALCUTTA GIRLS' COLLEGE

72, Sarat Bose Road, Kolkata 700025, West Bengal, India

P : +91 33 2475 3785

E : southcalcuttagirlscollege@yahoo.com

w : www.southcalcuttagirlscollege.com

Date	No. of classes allotted		No. of classes taken		No. of Classes not held	Reasons for not taking the classes	Additional work done (if any)	Remarks	Initial of the H.O.D.
	Theory	Practical	Theory	Practical					
17.								Saturday College closed	
18.								SUNDAY	
19.	0	3	0	3				Examination Cell meeting attended (2:30PM-6:30PM)	P
20.								Holiday	
21.	4	0	4	0				Personal Exam for Sem 4 L. Unit conducted	P
22.	3	1	3	1				Academic Council meeting (2:30PM-5:30PM) & Administrative meeting	P
23.	2	2	2	2				Departmental work	P
24.								Saturday College closed	P
25.								SUNDAY	
26.	0	4	0	4				Academic Council meeting (11:30 AM-2:30 PM)	P
27.	2	0	4	0				Two extra classes of Sem 4 Green Talcan	P
28.	3	0	3	0				Admission Committee meeting (11AM-3PM)	P
29.								HOLIDAY	
30.	2	2	2	2				Admission Committee work (2PM-5PM)	P
31.									

Account of Leave Taken

	Casual Leave	Earned Leave	Medical Leave	On Duty	Others
Previous Leave					South Calicut
Current Leave					South Calicut

SELF APPRAISAL DIARY

Month.....July.....Year...2023.....

Date	No. of classes allotted		No. of classes taken		No. of Classes not held	Reasons for not taking the classes	Additional work done (if any)	Remarks	Initial of the H.O.D.
	Theory	Practical	Theory	Practical					
1.								P. DAY	
2.								SUNDAY	
3.								C. L. taken (Applied on 29/7/23)	
4.	2	2	2	2				Appt. work for NAAAC	P
5.	4	0	4	0				Attendance meeting conducted (5:30 PM-8PM)	P
6.	3	1	3	1				Academic Council meeting conducted (2:30 PM-5:30 PM)	P
7.	2	2	2	2				Students from verified Appt. and work	P
8.								P. DAY	
9.								SUNDAY	
10.	0	4	0	4				Students from verified Appt. and work	P
11.	2	0	2	0				Inter College level prog. conducted (2:30 PM-5:30 PM)	P
12.	3	0	3	0				Students from verified (academic) - 2 hrs	P
13.	3	1	3	1				Students Examined Prof. V. Verified	P
14.	2	2	2	2				Departmental work	P
15.								P. DAY	
16.								SUNDAY	

Date	No. of classes allotted		No. of classes taken		No. of Classes not held	Reasons for not taking the classes	Additional work done (if any)	Remarks	Initial of the H.O.D.
	Theory	Practical	Theory	Practical					
17.								Examination Cell meeting (12:30 PM-2:30 PM)	P
18.								Appt. and meeting (12:30 PM-2:30 PM)	P
19.			3	3				Meeting (12:30 PM-2:30 PM)	P
20.	1	1	1	1				Admission Committee meeting (11AM-3PM)	P
21.								C. L. taken (Applied on 29/7/23)	P
22.								P. DAY	
23.								SUNDAY	
24.									
25.								Entry Exam for Sem 4 Green Talcan (11AM-3PM)	P
26.									
27.	1	1	1	1				Admission Committee meeting (11AM-3PM)	P
28.								Examination Cell meeting (12:30 PM-2:30 PM)	P
29.								P. DAY	
30.								SUNDAY	
31.			6	6				Conducted C.U. Sem 4 L. Unit Exam	P

Account of Leave Taken

	Casual Leave	Earned Leave	Medical Leave	On Duty	Others
Previous Leave					South Calicut
Current Leave					South Calicut

SELF APPRAISAL DIARY

Month.....August.....Year...2023.....

Date	No. of classes allotted		No. of classes taken		No. of Classes not held	Reasons for not taking the classes	Additional work done (if any)	Remarks	Initial of the H.O.D.
	Theory	Practical	Theory	Practical					
1.								Admission Committee meeting (11AM-3PM)	P
2.								Conducted C.U. Exam	P
3.	1	1	1	1				Admission Committee meeting (11AM-3PM)	P
4.								Conducted C.U. Exam	P
5.								P. DAY	
6.								SUNDAY	
7.	0	2	0	2				Meeting for Sem 4 Green Talcan	P
8.					3	3		Visited C.U. office for student's details	P
9.	2	0	2	0				Appt. and work conducted (12:30 PM-2:30 PM)	P
10.					3	3		Meeting for Sem 4 Green Talcan	P
11.								C. L. taken (Applied on 29/8/23)	P
12.								P. DAY	
13.								SUNDAY	
14.					3	3		Meeting for Sem 4 Green Talcan	P
15.								HOLIDAY	
16.	2	0	2	0				Preparation for Centre (11AM-3PM)	P



SOUTH CALCUTTA GIRL'S COLLEGE

72, Sarat Bose Road, Kolkata - 700 025

Phone : 2475 - 3785

email : southcalcuttagirlscollege@yahoo.com

SELF APPRAISAL DIARY

PERSONAL INFORMATION

Year : 2023 - 2024

1. Name : DR. RIYA CHAKRABARTI
2. Residential Address : 7, SUBHAS NAGAR, 3RD BYE LANE,
DUM DUM CANTONMENT, KOLKATA 700065
3. a) Contact No. : 9903368775 (M)
..... (Ph)
b) E-mail : riya@southcalcuttagirlscollege.com
4. Date of Birth : 03.04.1981
5. Designation with Department : ASSISTANT PROFESSOR, DEPARTMENT
OF BENGALI
6. Date of Joining : 29.06.2017
7. Date of Ph.D / M.Phil : 21.06.2015

SELF APPRAISAL DIARY

Month... AUGUST..... Year ...2023.....

Date	No. of classes allotted		No. of classes taken		No. of Classes not held	Reasons for not taking the classes	Additional work done (if any)	Remarks	Initials of the H.O.D.
	Theory	Practical	Theory	Practical					
1.							WBSCC Bay + Dept Induction	10.00am-03.15pm	
2.						Prep day			
3.							Admission Work + Go to CU for HE Work	11.30am-02.30pm	
4.						CL			
5.	1	NA	1	NA				09.20am-01.50pm	
6.						Sunday			
7.	1	NA	1	NA			Admission Work	09.55am-03.05pm	
8.							CU Exam Duty + WBSCC Camp	10.00am-01.45pm	
9.						Prep day			
10.							CU Exam Duty + Adm. Work	09.50am-01.30pm	
11.							Marks Entry Work	09.55am-03.20pm	
12.							CU Exam Duty + Admission Work + Go to	09.40am-01.30pm	
13.						Sunday	HE For Submitting Ans Scripts		
14.							EU Exam Duty + Adm. Work	09.05am-02.55pm	
15.						Holiday			
16.						Prep day	Go to CU for Examiners Meeting		

Date	No. of classes allotted		No. of classes taken		No. of Classes not held	Reasons for not taking the classes	Additional work done (if any)	Remarks	Initial of the H.O.D
	Theory	Practical	Theory	Practical					
17.							Marks Uploading Work	11-10am-05-30pm	
18.							Admission Work	09-15am-04-30pm	
19.	1	NA	1	NA			CU Exam Duty + Dept. Work	09-35am-02-15pm	
20.						Sunday			
21.	1	NA	1	NA			Admission + Dept. Work	09-30am-03-15pm	
22.	1	NA	1	NA			NAAC 2 + Dept. Work	09-25am-03-15pm	
23.						Prep day			
24.							Dept. Work	11-15am-04-15pm	
25.							Admission + NAAC 2 Work	10-00am-03-20pm	
26.						CL			
27.						Sunday			
28.	1	NA	1	NA			Admission Work	09-30am-03-00pm	
29.	1	NA	1	NA			Admission Work + Attend Seminar	09-15am-03-10pm	
30.						Prep day + Holiday			
31.							CU Exam Duty + Academic Sub. Comt Meeting	09-20am-04-10pm	<i>CSJ</i> 27/10/23

Account of Leave Taken (CU Exam Duty = 06)

	Casual Leave	Earned Leave	Medical Leave	On Duty	Others
Previous Leave	06			02	
Current Leave	02 (4-8-23 26-8-23)				

SELF APPRAISAL DIARY

Month SEPTEMBER Year 2023

Date	No. of classes allotted		No. of classes taken		No. of Classes not held	Reasons for not taking the classes	Additional work done (if any)	Remarks	Initials of the H.O.D.
	Theory	Practical	Theory	Practical					
1.							NAAC2 Work + Hist Seminar Attend	10-15am-03-25pm	
2.							CU Exam Duty	09-10am-01-15pm	
3.						Sunday			
4.							CU Exam Duty + Admiss and Meeting	09-50am-03-15pm	
5.	1	NA	1	NA			Admission Work + HOD Meeting	10-10am-04-20pm	
6.						Prep day			
7.							Admission & Marks Uploading work	11-25am-04-55pm	
8.							Admission Work + Goto Naha Ballying City for Scrips	10-10am-02-20pm	
9.							CU Exam Duty	09-30am-01-25pm	
10.						Sunday			
11.							CU Exam Duty + Admission Work + Goto Khidolpur City for submitting And Scrips	09-30am-02-05pm	
12.						Holiday			
13.						Prep day			
14.	2	NA	2	NA			Goto Dwayne Sankar Camp + Admission + NAAC2 Work	11-45am-05-00pm	
15.	1	NA	1	NA			Admission & NAAC2 Work	09-45am-03-25pm	
16.	2	NA	2	NA			NAAC2 Work	09-55am-01-30pm	

Date	No. of classes allotted		No. of classes taken		No. of Classes not held	Reasons for not taking the classes	Additional work done (if any)	Remarks	Initial of the H.O.D.
	Theory	Practical	Theory	Practical					
17.						Sunday			
18.	2	NA	2	NA			Admission Work	09-55am-03-15pm	
19.	2	NA	2	NA			Dept. Meeting	10-00am-03-10pm	
20.						Prepday			
21.	2	NA	2	NA				11-30am-04-30pm	
22.	1	NA	1	NA			Admission + Seminar Meeting + work	10-15am-03-55pm	
23.	2	NA	2	NA			Admission (I-card) Work	09-55am-02-45pm	
24.						Sunday			
25.						Holiday			
26.	4	NA	4	NA			Service And Work	09-35am-05-45pm	
27.						Prepday			
28.						Holiday			
29.	4	NA	4	NA			Admission Work	10-05am-03-35pm	
30.	1	NA	1	NA			Nivedita Ghoshon Visit with Students	10-10am-12-00pm	
31.									

Account of Leave Taken (CO Exam Duty = 4)

	Casual Leave	Earned Leave	Medical Leave	On Duty	Others
Previous Leave	08			02	
Current Leave					

WJ
9/10/23

Self Appraisal Diary for non-teaching staff



**SELF APPRAISAL
DIARY**

SOUTH CALCUTTA GIRLS' COLLEGE

72, Sarat Bose Road, Kolkata 700025, West Bengal, India

P : +91 33 2475 3785

E : southcalcuttagirlscollege@yahoo.com

w : www.southcalcuttagirlscollege.com

SELF APPRAISAL DIARY

Month Sept. Year 2023

Date	Arrival	Departure	Duties Alloted	Duties Performed	Remarks
1.	10.10	5.00	All sbi entry	cash book, voucher upto date entry	
2.	10.10	2.45	Cash book work, Voucher creation, Staff room printer problem.		
3.			Sunday		
4.	10.00	5.00	Cash book work, Admission Meeting, Cancellation refund notice.		
5.	10.45	6.00	Tally entry upto May-10 Auditor came, Notice, Exam sit slip writing.		
6.	10.00		Fees for 5th Semester. (Holiday) urgent work.		
7.					
8.	10.20	5.00	Fees portal check by category Weekly cash book check sign		
9.	10.40	1.35	Weekly Cash book work. Tally entry.		
10.					
11.	9.10	6.30	Exam operating total checking Room Allotment, Voucher	G/B. Meeting	
12.					
13.	11.30	5.30	Tally entry, Auditor Came, Fees taken, Mail sent to Rajib Babu,		problem application
14.	11.10	5.00.	Sem-III fees option opening work, Sem-IV not opened fees mail, voucher.		
15.	10.25	3.15	Notice for Sem-III Admission, Sem-III fees final, Sent to Inyanatter; Sem-V payment (150 studs), Reg fees final weekly cash sign.		
16.	10.48.	2.20	Payment vouchers, Sem-V fees	Sem-III portal check categories problem sent mail.	

Date	Arrival	Departure	Duties Alloted	Duties Performed	Remarks
17.			—	—	
18.	11	5.00	Tally entry June (5), Fees distrib		ution to entry
19.	11.20	5.20	Tally Entry, Voucher work for Auditor came, 3rd → 5th sem fees problem solve, mail 18/10/20.		P.W.D 4 check
20.	11.00	5.00	Tally Entry, Fees problem,		
21.			(L)		
22.	10.40	5.00	Fees problem solved, Cash Book update, Signing by Chandana di.		
23.	11.00	1.00	Fees problem solved, Tally Entry, Fees distrib.		
24.			—		
25.			—		
26.	10.55	5.10	Auditor came, Auditor helping, P.F. Meeting, J Computer Committee meeting.		
27.	10.55	5.00	3rd sem fees problem solving. 1st Sem fees re opening called rajib Babu.		
28.	10.10	6.45	Registration meeting with Adm Committ, Reg data check, Discrepancy Sent, All documents formatted.		
29.	10.10	8.40	Registration AEC, SEC, I De Department taken, Edited, Entered in portal, upload.		
30.	10.10	1.40	Registration upload checking.		
31.					

V.B

Holiday

Account of Leave Taken

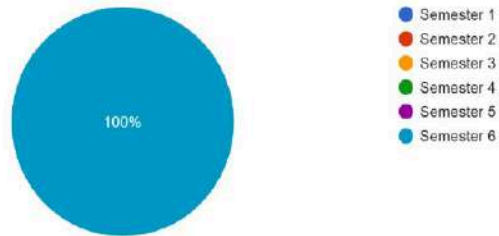
	Casual Leave	Earned Leave	Medical Leave	Special Leave
Previous Leave				
Current Leave				

Feedback form for Teachers' Appraisal

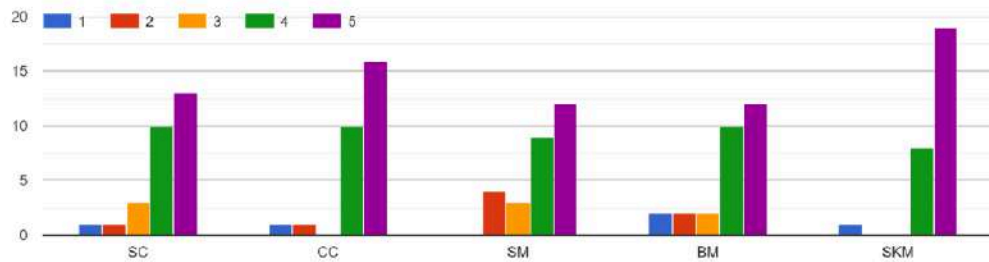


SOUTH CALCUTTA GIRLS' COLLEGE **FEEDBACK ANALYSIS, 2023-24** **DEPARTMENT OF GEOGRAPHY**

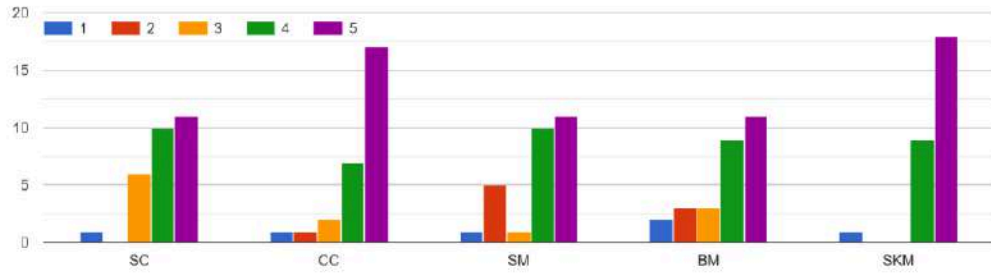
Semester
28 responses



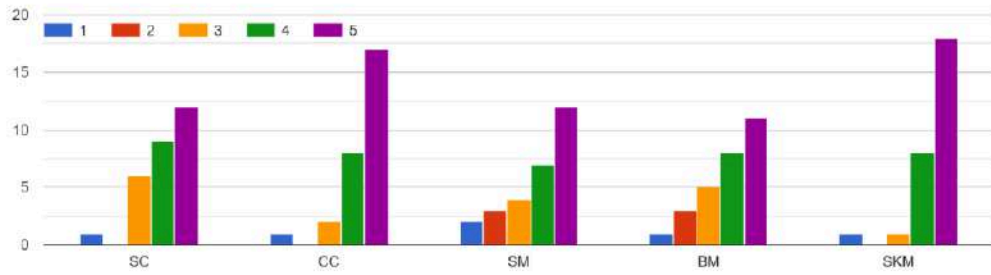
Communication skills (in terms of articulation and comprehensibility)



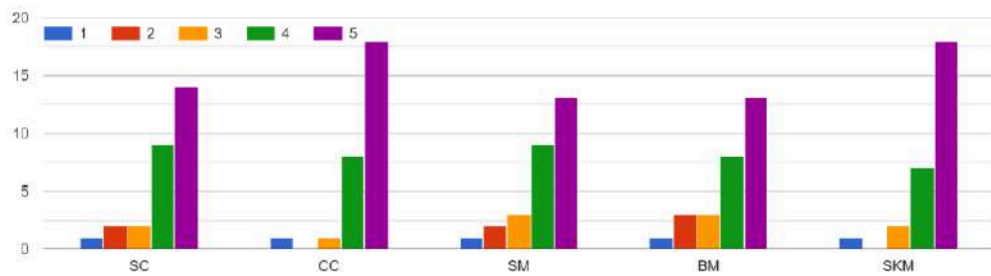
Interest generated by the teacher (বিষয়টির প্রতি শিক্ষকের আগ্রহ তৈরি করা)



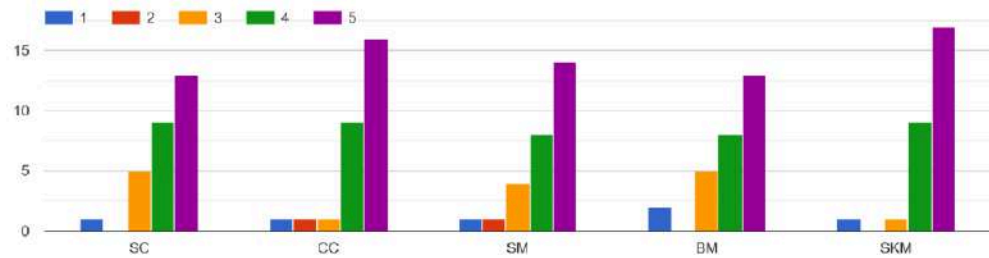
Ability to integrate course material with environment/other issues to provide a broader perspective (পাঠ্যবিষয়বস্তুর গুরুত্ব ও প্রাসঙ্গিকতা শিক্ষক কতটা বোঝাতে পারছেন?)



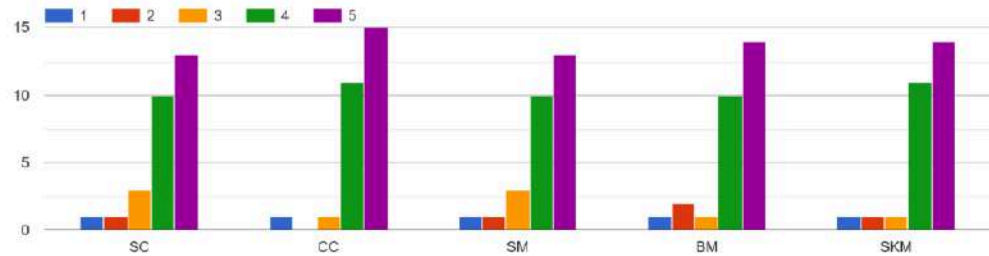
Ability to integrate across the courses/ draw upon other courses (পাঠ্যবিষয়বস্তুর বাইরে পাঠ্য বিষয় সম্পর্কিত অন্য বিষয় কতটা আগ্রহী করে তুলতে পারছেন?)



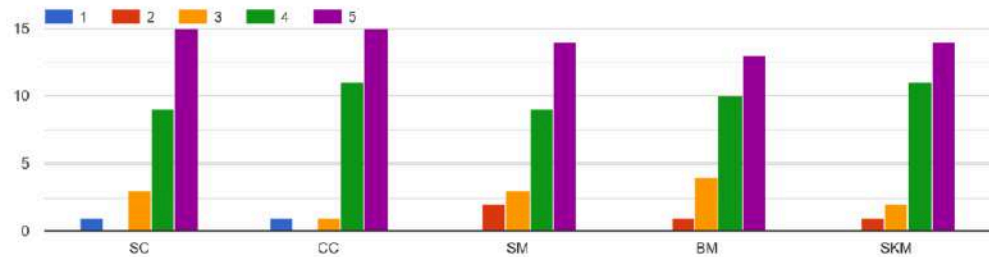
Accessibility of the teacher in and out of the class (includes availability of the teacher to motivate outside class discussion) (শিক্ষককে ক্লাসে এবং ক্লাসের বাইরে কতটা পাওয়া যায়?)



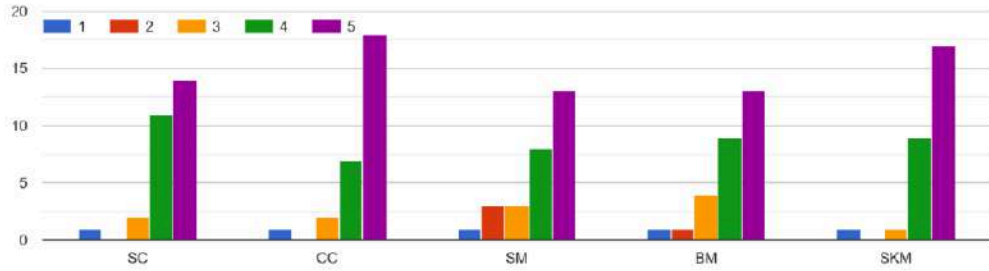
Ability to design quizzes/ examinations/assignments/ projects to test understanding of the course (শিক্ষক কুইজ, পরীক্ষা, প্রজেক্ট কতটা সফল ভাবে পরিচালনা করতে পারছেন?)



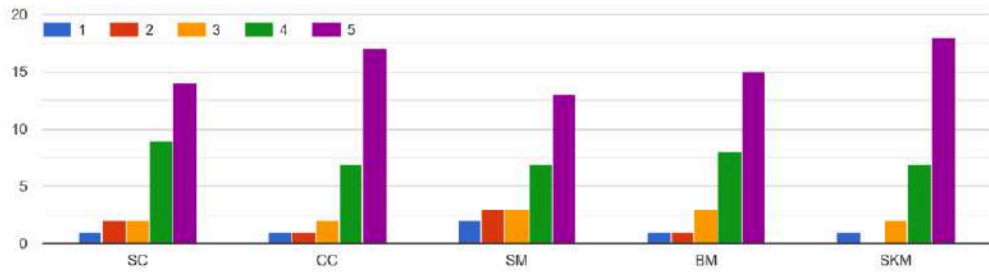
Ability to take online classes (শিক্ষক কতটা সফল ভাবে অনলাইন ক্লাস নিতে পারছেন?)



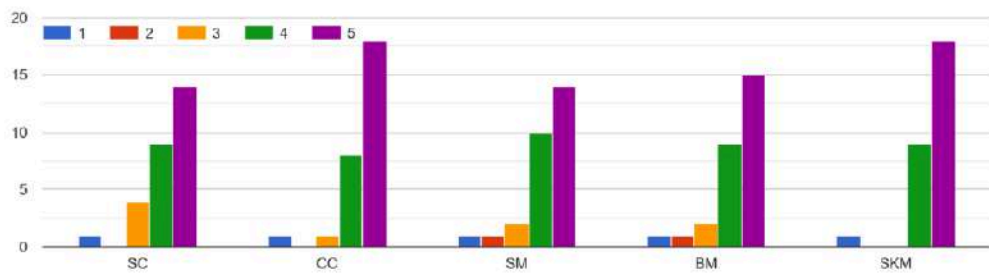
Provision of sufficient timely feedback (পাঠ্যবিষয়টি বোধগম্য হলো কিনা তা শিক্ষক যথাসময়ে জেনে নেন কী?)



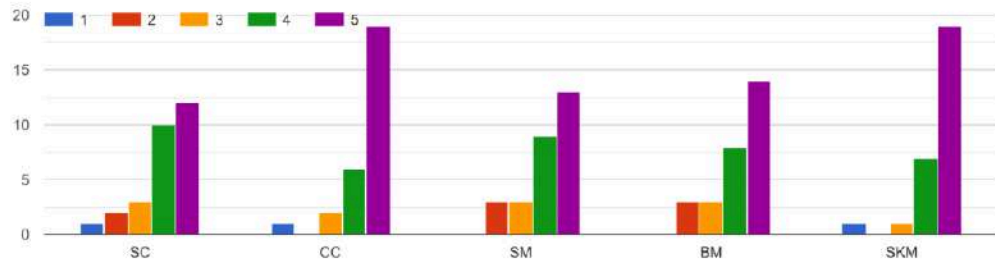
Extent of completion of syllabus by the teacher (নির্দিষ্ট সময়ে শিক্ষক কর্তৃক সিলেবাস সমাপ্তি)



Sincerity/ commitment of the teacher (শিক্ষক ছাত্রদের প্রতি কতটা নিষ্ঠাবান?)



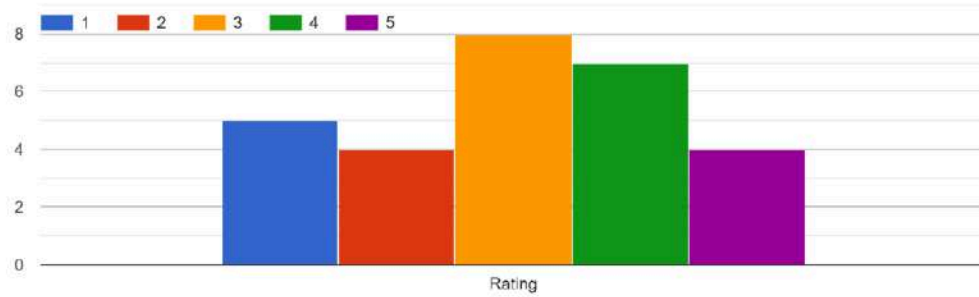
Overall rating (সামগ্রিক বিচার)



Are you satisfied with the service of library staff (গ্রন্থাগার সম্পর্কে তোমার অভিমত)?



Are you satisfied with the service of college office (অফিসের পরিষেবা সম্পর্কে তোমার অভিমত)?





SOUTH CALCUTTA GIRLS' COLLEGE
DEPARTMENT OF GEOGRAPHY
STUDENTS' FEEDBACK ANALYSIS
YEAR- 2023-24

The Feedback Analysis Report, provided by IQAC, was studied thoroughly and every point was discussed for the improvement of the students, in respect of individual teachers. It was resolved that every teacher shall give full effort to improve those areas which require more attention. All the teachers should try to improve communication skills and increase the interest of the students in the subjects. Moreover, there should be accessibility of the teachers in and out of the class. Study materials must be provided both in English and Bengali versions, as much as possible. Emphasis will also be given to audio-visual aids as well as to class-tests and other assignments.

Sayanti Chatterjee
Chandana Chatterjee
Susmita Mandal
Bichitra Mitra
Sumit Kumar Mukherjee