



**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

Dr. Partha Malakar  
Assistant Professor  
Department of Psychology  
South Calcutta Girls' College

**SELF APPRAISAL DIARY**  
Month ..... March ..... Year .... 2022

Date	No. of Classes Allotted Theory Practical	No. of Classes Taken Theory Practical	No. of Classes NOT Held	Reasons for non holding of classes	Additional work done (if any)	Remarks	Initials of the H.O.D.
1.				HOLIDAY			h
2.	2	2	1	Improvised Routine Academic Journal Committee meeting			h
3.	3	3	1	Departmental work			h
4.	2	2	1	Departmental work			h
5.				P. DAY online exam preparation			h
6.				SUNDAY			
7.	1	1	3	Departmental work			h
8.	1	1	1	Departmental work			h
9.	2	2	1	Disputed Women day program			h
10.	3	3	1	Apt. tal. Comm. Purchase committee work			h
11.	3	3	1	College administrative work, Dept. tal. work			h
12.				P. DAY			
13.				SUNDAY			
14.	4	4	4	Dept. tal. work			h
15.	2	2	1	Activity is delayed, Registrar purchase committee work			h
16.	2	2	2	Dept. tal. work			h

Date	No. of Classes Allotted Theory Practical	No. of Classes Taken Theory Practical	No. of Classes NOT Held	Reasons for non holding of classes	Additional work done (if any)	Remarks	Initials of the H.O.D.
17.	3	3	1	Dept. tal. work			h
18.				HOLIDAY			
19.				HOLIDAY			
20.				SUNDAY			
21.	1	1	4	Purchase committee work			h
22.	2	2	1	Purchase committee work, Dept. tal. meeting			h
23.	2	2	2	Purchase committee work, Dept. tal. meeting			h
24.	3	3	1	Dept. tal. work			h
25.	3	3	1	NSS prog. attended Apt. tal. work			h
26.				P. DAY			
27.				SUNDAY			
28.	1	1	4	Covid preventive purchase committee work (for NSS)			h
29.	2	2	1	Purchase committee work - Covid preventive (for NSS)			h
30.				HOLIDAY			
31.							h

Principal & Secretary  
South Calcutta Girls' College

**Account of Leave Taken**  

	Casual Leave	Earned Leave	Medical Leave	Sick Leave	Other Leaves
Previous Leave					
Current Leave					

**SELF APPRAISAL DIARY**  
Month ..... April ..... Year .... 2022

Date	No. of Classes Allotted Theory Practical	No. of Classes Taken Theory Practical	No. of Classes NOT Held	Reasons for non holding of classes	Additional work done (if any)	Remarks	Initials of the H.O.D.
1.				C.L			
2.				P. DAY			
3.				SUNDAY			
4.	1	1	4	Dept. tal. work			h
5.	2	2	1	NAAE 3rd meeting			h
6.	2	0	2	Dept. tal. activities Performed NAAE work - 12 Noon to 6:00 PM			h
7.	3	3	1	Dept. tal. work			h
8.	3	3	1	Activities for CAB Dept. tal. work			h
9.				P. DAY			
10.				SUNDAY			
11.							
12.							
13.							
14.				HOLIDAY			
15.							
16.							

Date	No. of Classes Allotted Theory Practical	No. of Classes Taken Theory Practical	No. of Classes NOT Held	Reasons for non holding of classes	Additional work done (if any)	Remarks	Initials of the H.O.D.
17.				HOLIDAY			
18.	1	1	4	Prepared CU question paper for exam and Purchase committee activities done			h
19.	2	2	1	Purchase committee activities done			h
20.	2	2	2	Apt. tal. work			h
21.	3	3	1	NAAE-4th meeting			h
22.	3	3	1	Dept. tal. work			h
23.				Working at the Request Committee of 20th April 2022 P. DAY			h
24.				SUNDAY			
25.	1	1	1	IOA meeting			h
26.	2	2	1	Dept. meeting (Profile LPT) Purchase committee meeting			h
27.	2	2	2	Purchase committee work			h
28.	3	3	1	Prep. departmental profile			h
29.	3	3	1	Purchase committee meeting attended & work done			h
30.				P. DAY			
31.				Attended college for 1st year students			h

Principal & Secretary  
South Calcutta Girls' College

**Account of Leave Taken**  

	Casual Leave	Earned Leave	Medical Leave	Sick Leave	Other Leaves
Previous Leave					
Current Leave					

DR. RIYA CHAKRABARTI, ASSISTANT PROFESSOR, DEPARTMENT OF BENGALI, YEAR: 2022-2023.

### SELF APPRAISAL DIARY

Month JULY Year 2022

Date	No. of Classes Allotted Theory Practical	No. of Classes Taken Theory Practical	No. of Classes NOT Held	Reasons for non holding of classes	Additional work done (if any)	Remarks	Initials of the H.O.D.
1.				Holiday			
2.					NAAC Meeting with Students	09:30am- 02:40pm	H.M.T.
3.				Sunday			
4.						09:45am- 03:00pm	H.M.T.
5.					Spot Evaluation at CU	On Duty	H.M.T.
6.				Prep day	Spot Evaluation at CU	On Duty	
7.					Spot Evaluation at CU	On Duty	
8.					CU Exam In- spection Duty	09:40am- 03:05pm	H.M.T.
9.						09:40am- 02:15pm	H.M.T.
10.				Sunday			
11.						09:30am- 03:00pm	H.M.T.
12.					Admission Work	09:30am- 03:40pm	H.M.T.
13.				Prep day			
14.					CL		
15.					NAAC Work	09:45am- 02:10pm	H.M.T.
16.					Final In- spection NAAC Admin Work	09:30am- 04:15pm	H.M.T.

Date	No. of Classes Allotted Theory Practical	No. of Classes Taken Theory Practical	No. of Classes NOT Held	Reasons for non holding of classes	Additional work done (if any)	Remarks	Initials of the H.O.D.
17.				Sunday			
18.					NAAC Work	09:30am- 04:50pm	H.M.T.
19.					NAAC Work	09:30am- 05:15pm	H.M.T.
20.				Prep day			
21.					NAAC Work	09:15am- 03:05pm	H.M.T.
22.					NAAC Work	09:40am- 05:15pm	H.M.T.
23.					NAAC Work	09:15am- 03:40pm	H.M.T.
24.				Sunday			
25.					Staffroom Renovation Work	09:45am- 02:00pm	H.M.T.
26.					Service Book Work	09:40am- 05:00pm	H.M.T.
27.				Prep day			
28.					Service Book Work	10:00am- 04:00pm	H.M.T.
29.						09:45am- 03:00pm	H.M.T.
30.						09:30am- 02:00pm	H.M.T.
31.				Sunday			

#### Account of Leave Taken

	Casual Leave	Earned Leave	Medical Leave	Special Leave	Others
Previous Leave	05				
Current Leave	01				

### SELF APPRAISAL DIARY

Month NOVEMBER Year 2022

Date	No. of Classes Allotted Theory Practical	No. of Classes Taken Theory Practical	No. of Classes NOT Held	Reasons for non holding of classes	Additional work done (if any)	Remarks	Initials of the H.O.D.
1.	4	NA	4	NA		Admission Meeting	09:20am- 03:25pm
2.				Prep day			
3.	4	NA	4	NA		12:00pm- 05:00pm	H.M.T.
4.	4	NA	4	NA		09:35am- 03:10pm	H.M.T.
5.	3	NA	3	NA		Service Book Work	09:30am- 02:10pm
6.				Sunday			
7.	3	NA	3	NA		09:35am- 03:50pm	H.M.T.
8.				Holiday			
9.				Prep day			
10.	4	NA	4	NA		11:45am- 04:55pm	H.M.T.
11.	4	NA	4	NA		09:30am- 03:05pm	H.M.T.
12.	3	NA	3	NA		09:30am- 02:10pm	H.M.T.
13.				Sunday			
14.	3	NA	3	NA		09:30am- 03:10pm	H.M.T.
15.				Holiday			
16.				Prep day			

Date	No. of Classes Allotted Theory Practical	No. of Classes Taken Theory Practical	No. of Classes NOT Held	Reasons for non holding of classes	Additional work done (if any)	Remarks	Initials of the H.O.D.
17.	4	NA	4	NA		09:20am- 05:00pm	H.M.T.
18.	4	NA	4	NA		09:20am- 03:00pm	H.M.T.
19.	3	NA	3	NA		09:10am- 01:45pm	H.M.T.
20.				Sunday			
21.					CL		
22.	4	NA	4	NA		IGAC Meeting	09:15am- 05:15pm
23.				Prep day			
24.	4	NA	4	NA		11:20am- 05:00pm	H.M.T.
25.	4	NA	4	NA		09:30am- 03:00pm	H.M.T.
26.	3	NA	3	NA		09:15am- 01:45pm	H.M.T.
27.				Sunday			
28.	3	NA	3	NA		09:10am- 03:10pm	H.M.T.
29.	1	NA	1	NA		09:15am- 03:00pm	H.M.T.
30.				Prep day			
31.							

#### Account of Leave Taken

	Casual Leave	Earned Leave	Medical Leave	Special Leave	Others
Previous Leave	10				
Current Leave	01				



# SELF APPRAISAL DIARY

Month DECEMBER Year 2022

Date	No. of Classes Allotted Theory Practical	No. of Classes Taken Theory Practical	No. of Classes NOT Held	Reasons for non holding of classes	Additional work done (if any)	Remarks	Initials of the H.O.D.
1.	4	NA	4	NA		11-15am- 05-05pm	HHM
2.	4	NA	4	NA		09-30am- 03-35pm	HHM
3.	3	NA	3	NA	NAA Work	09-15am- 03-50pm	HHM
4.				Sunday			
5.	3	NA	3	NA		09-15am- 03-00pm	HHM
6.	4	NA	4	NA		09-20am- 03-10pm	HHM
7.				Prep day			
8.	4	NA	4	NA	Dept. Work	11-25am- 04-35pm	HHM
9.	4	NA	4	NA	CCS, CCS, GFA Tutorial & Exam Duty	09-30am- 03-05pm	HHM
10.	3	NA	3	NA		10-00am- 01-50pm	HHM
11.				Sunday			
12.	3	NA	3	NA	Uchhasiksha Portal Work	09-20am- 03-00pm	HHM
13.	4	NA	4	NA	Uchhasiksha Portal Work	09-20am- 03-05pm	HHM
14.				Prep day			
15.	1	NA	1	NA	Social Prog. Work, Book Purchase	12-00pm- 05-15pm	HHM
16.	4	NA	4	NA	NAA Work	09-35am- 03-10pm	HHM

Date	No. of Classes Allotted Theory Practical	No. of Classes Taken Theory Practical	No. of Classes NOT Held	Reasons for non holding of classes	Additional work done (if any)	Remarks	Initials of the H.O.D.
17.					CL		HHM
18.				Sunday			
19.	3	NA	3	NA		09-20am- 03-00pm	HHM
20.					Social Prog. Class Suspended	11-05am- 04-05pm	HHM
21.				Prep day			
22.	4	NA	4	NA		11-20am- 05-00pm	HHM
23.					Sports Duty	11-15am- 05-00pm	HHM
24.				Holiday			
25.				Sunday			
26.				Holiday			
27.	4	NA	4	NA		09-30am- 02-35pm	HHM
28.				Prep day			
29.					CL		
30.					Student Work + Service Book Work	10-30am- 05-15pm	HHM
31.				Holiday			HHM

## Account of Leave Taken

	Casual Leave	Earned Leave	Medical Leave	Special Leave	Others
Previous Leave	11				
Current Leave	2				

# SELF APPRAISAL DIARY

Month MARCH Year 2023

Date	No. of Classes Allotted Theory Practical	No. of Classes Taken Theory Practical	No. of Classes NOT Held	Reasons for non holding of classes	Additional work done (if any)	Remarks	Initials of the H.O.D.
1.				Prep day			HHM
2.					Admission Work	11-20am- 4-30pm	HHM
3.					Invigilating + Admission Work	9-20am- 04-40pm	HHM
4.					CU Invigilating Duty	09-05am- 01-20pm	HHM
5.				Sunday			
6.					CU for HE Book purchase	On Duty	HHM
7.				Holiday			
8.				Holiday Prep day			
9.					CU Invigilating Duty + Admission Work	11-25am- 05-05pm	HHM
10.					CU Invigilating Duty + Admission Work	09-50am- 03-50pm	HHM
11.						09-30am- 02-25pm	HHM
12.				Sunday			
13.	4	NA	4	NA		09-45am- 03-05pm	HHM
14.					CL		
15.				Prep day			
16.	4	NA	4	NA	Service Book Work	11-15am- 05-10pm	HHM

Date	No. of Classes Allotted Theory Practical	No. of Classes Taken Theory Practical	No. of Classes NOT Held	Reasons for non holding of classes	Additional work done (if any)	Remarks	Initials of the H.O.D.
17.	4	NA	4	NA	Service Book Work	09-50am- 03-00pm	HHM
18.	3	NA	3	NA	Service Book Work	09-35am- 02-30pm	HHM
19.				Sunday			
20.	4	NA	4	NA	Service Book Work + HE Work	10-00am- 05-10pm	HHM
21.	4	NA	4	NA	Service Book Work + HE Meeting	09-30am- 06-00pm	HHM
22.				Prep day			
23.	4	NA	4	NA	Service Book Work + HE Work	09-50am- 05-35pm	HHM
24.	4	NA	4	NA	Service Book Work	09-30am- 05-10pm	HHM
25.	3	NA	3	NA	HE Work	09-55am- 03-30pm	HHM
26.				Sunday			
27.	4	NA	4	NA	Service Book Work	09-50am- 05-00pm	HHM
28.	4	NA	4	NA	Service Book Work	10-25am- 05-05pm	HHM
29.				Prep day			
30.					Service Book Work + HE Work	09-35am- 02-05pm	HHM
31.					Service Book Work	10-05am- 05-05pm	HHM

## Account of Leave Taken

	Casual Leave	Earned Leave	Medical Leave	Special Leave	Others
Previous Leave	01				
Current Leave	01				

**Self Appraisal Diary for non-teaching staff**



**SELF APPRAISAL  
DIARY**

**SOUTH CALCUTTA GIRLS' COLLEGE**

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# SELF APPRAISAL DIARY

Month..... July..... Year .....23.....

Date	Arrival	Departure	Duties Allotted	Duties Performed	Remarks
1.	10.30	2.00	Voucher created, signed by Principal and Chandana payment done, Annual interest final set creation P.F. Work.		
2.					
3.	10.35	5.00	2021-22 individual P.F. Calculation		
4.	10.45	5.40	Voucher creation for payments, K2 form given Shakti Kaya June Statements Full audit work with auditor and Babudha 22-23 problem clear		
5.	10.45	5	Cash Book current SBI sum up for the month June 23 Payment verification for Ravalayeta Roy, Vot.		
6.			June-23 Current Voucher created, Anusuya Di.	SBI, SBI Savings, HDFC sum up. Signed, paid, Kanyashree with	
7.	11.00		Fees distribution	Weekly cash book sum up.	
8.					
9.					
10.	11.00	6.00	Voucher creating NAAC Both year	Old voucher signed by C.A. expenses, Auditor note disapproved.	
11.	10.45	5.30	Fees distribution, Work with Auditor, P.F. Work, AF Mail to Governor, and scan attachment, creating voucher		* Follow MAIL *
12.	10.35	5.00	Fees distribution, old form fee verification		
13.	10.45	5.15	Old form fee verification, Cash Book Corth update, messaging Maitreyee di, Voucher creation		
14.	11	5.30	Cash book update signing by H.C. Bursar, Old form fee verification, Mail check in every 30 Min. report Principal.		
15.	9.30 Saturday.	4.50	Hostel cash book, HDFC statement form, Voucher creation. 2nd & 4th form check		
16.					

## Feedback form for Teachers' Appraisal

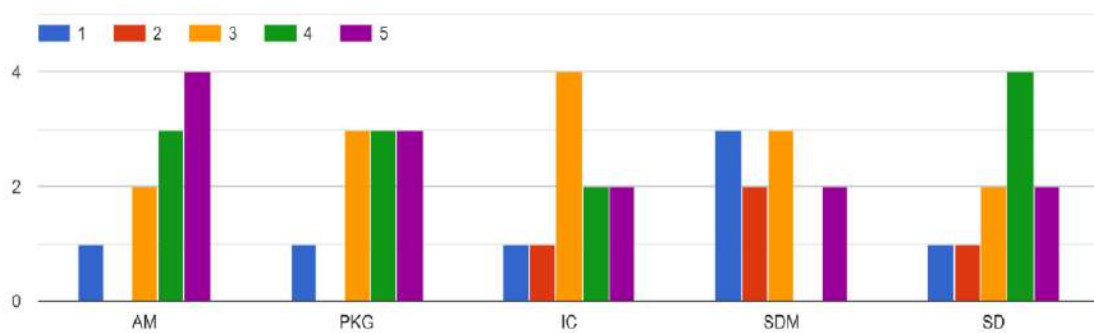


### **SOUTH CALCUTTA GIRLS' COLLEGE** **2022-23(EVEN SEMESTER) FEEDBACK ANALYSIS** **DEPARTMENT OF SOCIOLOGY**

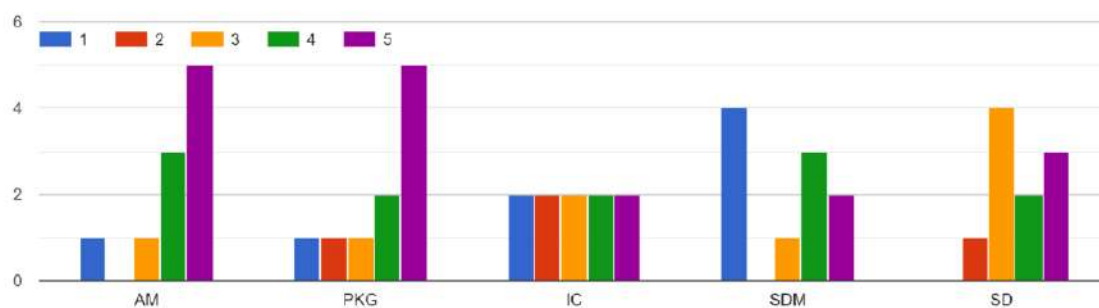
Semester  
10 responses



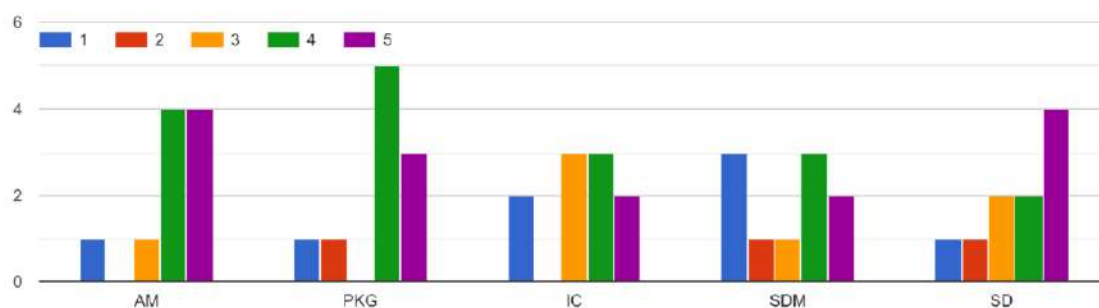
Communication skills (in terms of articulation and comprehensibility)



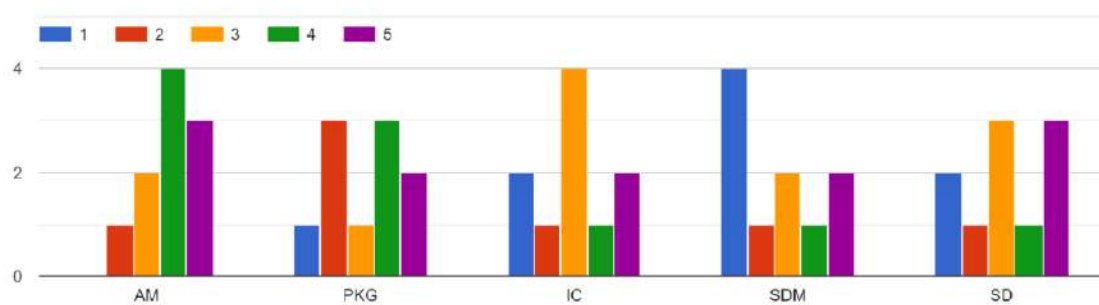
Interest generated by the teacher (বিষয়টির প্রতি শিক্ষকের আগ্রহ তৈরি করা)



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

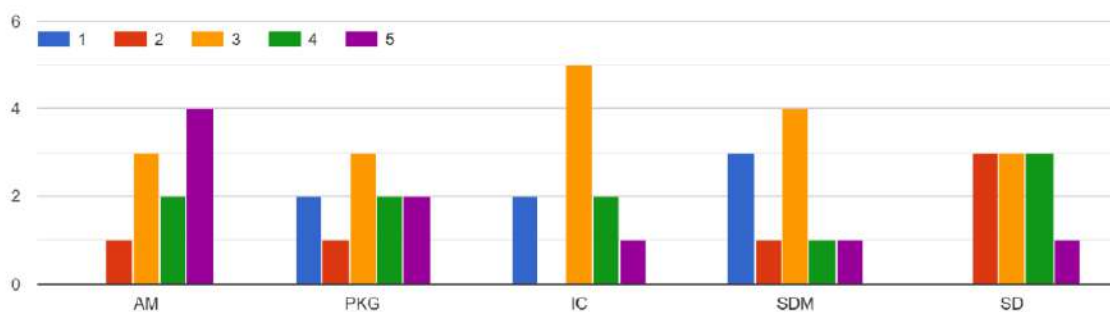


Ability to integrate across the courses/ draw upon other courses (পাঠ্যবিষয়বস্তুর বাইরে পাঠ্য বিষয় সম্পর্কিত অন্য বিষয় কতটা আগ্রহী করে তুলতে পারছেন?)

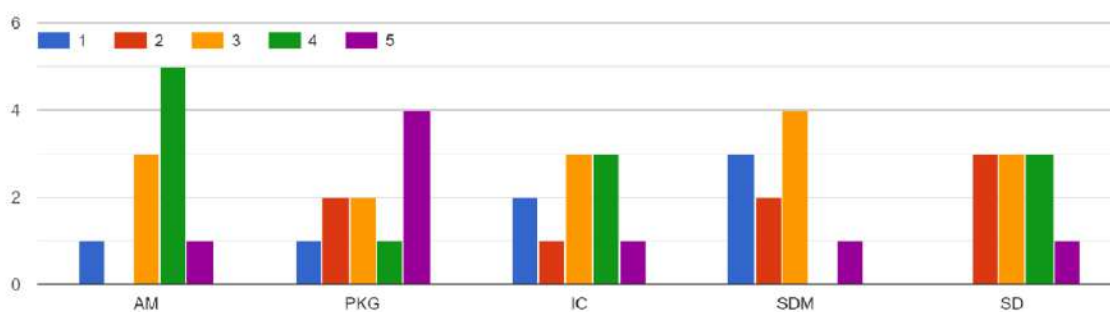




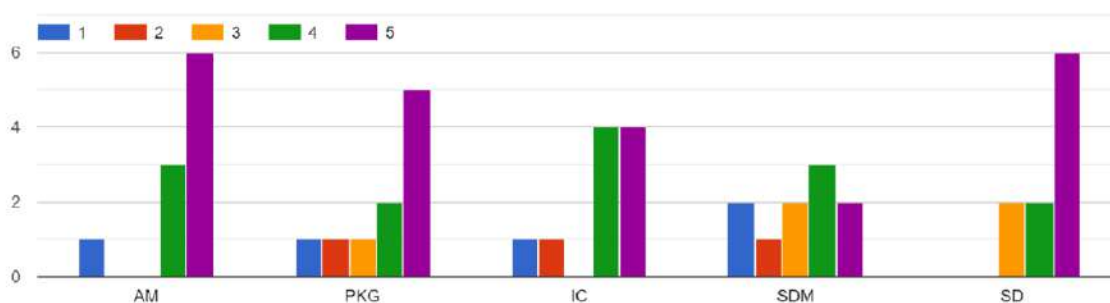
Accessibility of the teacher in and out of the class (includes availability of the teacher to motivate outside class discussion) (শিক্ষককে ক্লাসে এবং ক্লাসের বাইরে কতটা পাওয়া যায়?)



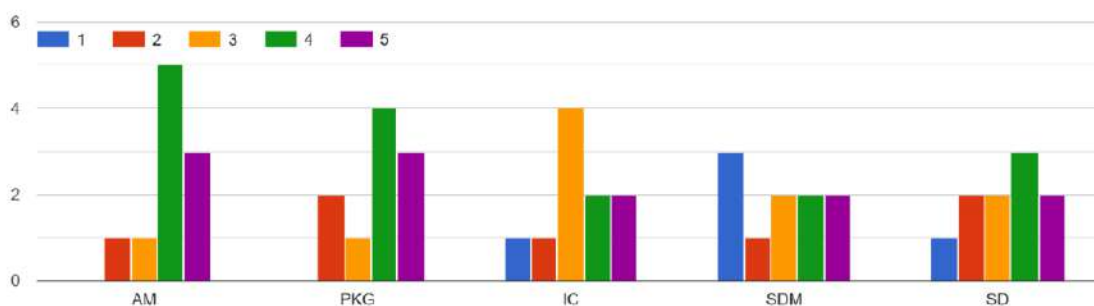
Ability to design quizzes/ examinations/ assignments/ projects to test understanding of the course (শিক্ষক কুইজ, পরীক্ষা, প্রজেক্ট কতটা সফল ভাবে পরিচালনা করতে পারছেন?)



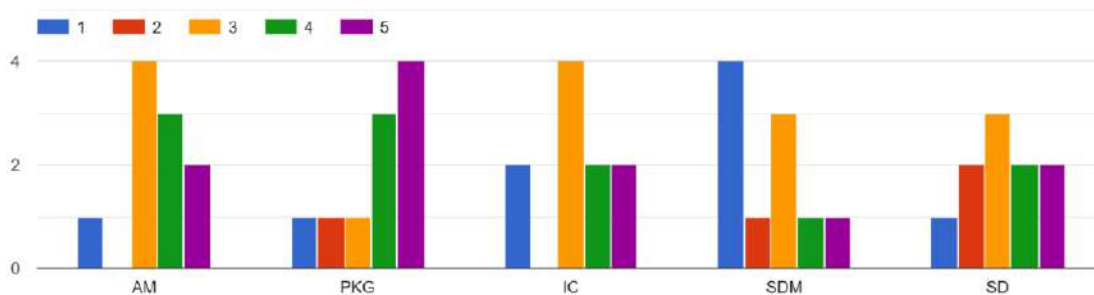
Ability to take online classes (শিক্ষক কতটা সফল ভাবে অনলাইন ক্লাস নিতে পারছেন?)



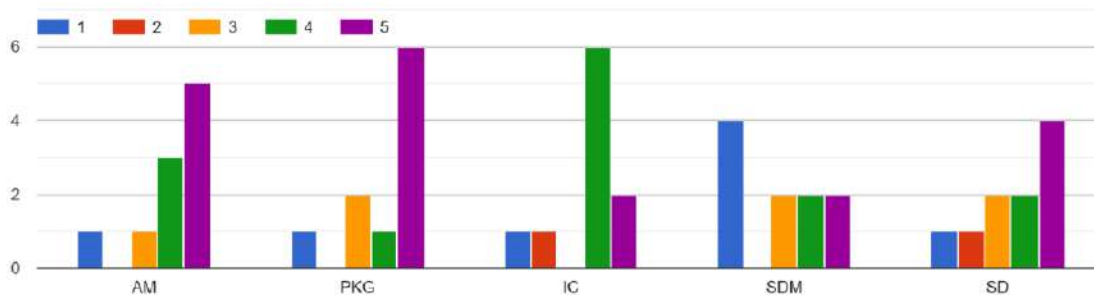
Provision of sufficient timely feedback (পাঠ্যবিষয়টি বোধগম্য হলো কিনা তা শিক্ষক যথাসময়ে জেনে নেন কী?)



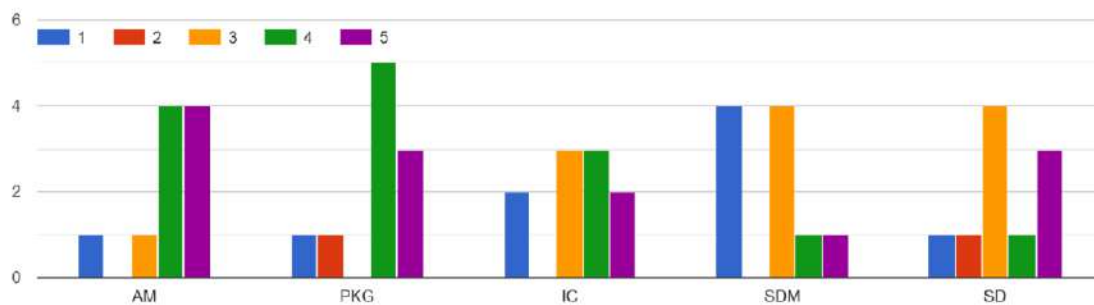
Extent of completion of syllabus by the teacher (নির্দিষ্ট সময়ে শিক্ষক কর্তৃক সিলেবাস সমাপ্তি)



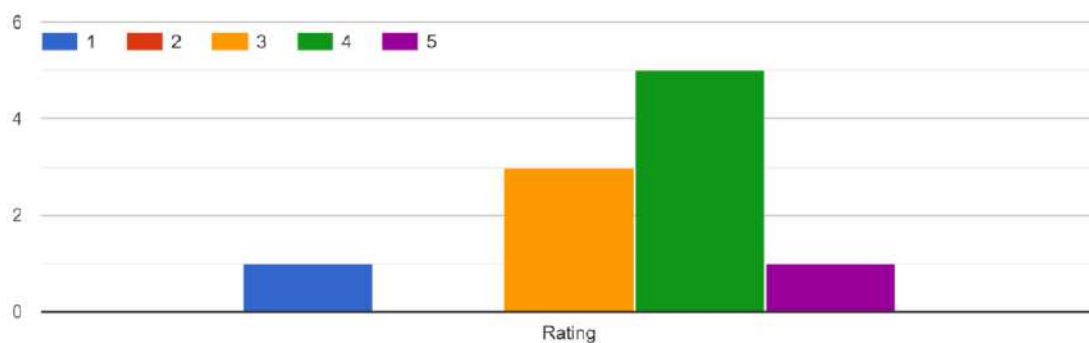
Sincerity/ commitment of the teacher (শিক্ষক ছাত্রদের প্রতি কতটা নিষ্ঠাবান?)



### 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)?

