



South Calcutta Girls' College

METRIC POINT 6.3.5

Institutions Perform nge Appraisal System for teaching and non-teaching staff

Self Appraisal Diary in offline mode



SELF APPRAISAL DIARY

SOUTH CALCUTTA GIRLS' COLLEGE

72 Sarat Bose Road

Kolkata - 700 025

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SELF APPRAISAL DIARY

Month NOVEMBER Year 2017

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			
2.	5	NA	5	NA		10-10 am - 03-15 pm	NC
3.	5	NA	5	NA		10-15 am - 05-10 pm	NC
4.				Holiday			
5.				Sunday			
6.	4	NA	4	NA		10-45 am - 05-00 pm	NC
7.	4	NA	4	NA		11-00 am - 05-15 pm	NC
8.				Prep day			
9.	2	NA	2	NA	Emergency Meeting + Bahar Meeting	10-10 am - 04-05 pm	NC
10.	5	NA	5	NA	Departmental Meeting	10-05 am - 03-35 pm	NC
11.	3	NA	3	NA		10-10 am - 04-15 pm	NC
12.				Sunday			
13.	4	NA	4	NA		10-35 am - 05-05 pm	NC
14.	2	NA	2	NA	Parent-Teach- ers' Meeting	10-45 am - 05-30 pm	NC
15.				Prep day			
16.	5	NA	5	NA	Seminar's Kit Arrangement	10-00 am - 03-55 pm	NC

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.	5	NA	5	NA		Seminar's Kit Arrangement - 10-00 am - 03-55 pm	NC
18.	3	NA	3	NA		Seminar's Kit Arrangement - 10-05 am - 02-05 pm	NC
19.				Sunday			
20.	4	NA	4	NA		Seminar's Kit Arrangement - 10-10 am - 05-00 pm	NC
21.					Attend Seminar	09-30 am - 05-10 pm	NC
22.				Prep day	Attend Seminar Meeting On Bahar	11-05 am - 03-50 pm	NC
23.	5	NA	5	NA		10-05 am - 03-40 pm	NC
24.	5	NA	5	NA		10-00 am - 03-35 pm	NC
25.	3	NA	3	NA		10-05 am - 03-55 pm	NC
26.				Sunday			
27.	4	NA	4	NA		10-50 am - 05-00 pm	NC
28.	4	NA	4	NA		10-25 am - 05 pm	NC
29.				Prep day			
30.	5	NA	5	NA		10-05 am - 05-05 pm	NC
31.							

Account of Leave Taken

	Casual Leave	Earned Leave	Medical Leave	Special Leave	Others
Previous Leave	0				
Current Leave	0				

10/12/17

SELF APPRAISAL DIARY

Month MARCH Year 2018

Date	No. of Classes Allotted Theory	No. of Classes Taken Theory	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.				Holiday			
3.	3	NA	3	NA		10-15 am -02-05 pm	HC
4.				Sunday			
5.	4	NA	4	NA		11-30 am -05-00 pm	HC
6.	—	—	—	—	Emisilantib 3 am 03 clus Suspended	10-15 am -04-10 pm	HC
7.				Prepday			
8.	1	NA	1	NA	From Bitas Chalson with the mission	0125 pm -05-20 pm	HC
9.	5	NA	5	NA		10-30 am -04-05 pm	HC
10.	3	NA	3	NA		10-25 am -02-10 pm	HC
11.				Sunday			
12.	4	NA	4	NA		11-15 am -05-00 pm	HC
13.	2	NA	2	NA		11-05 am -04-30 pm	HC
14.				Prepday			
15.	1	NA	1	NA		10-05 am -03-30 pm	HC
16.	3	NA	3	NA		10-20 am -04-05 pm	HC

Date	No. of Classes Allotted Theory	No. of Classes Taken Theory	No. of Classes NOT Held	Reasons for non holding of classes	Additional work done (if any)	Remarks	Initials of the H.O.D.
17.	2	NA	2	NA		10-40 am -02-25 pm	HC
18.				Sunday			
19.					CL		
20.	2	NA	2	NA	Admission & Prospectus Meeting	10-20 am -04-45 pm	HC
21.				Prepday			
22.	4	NA	4	NA		10-10 am -04-40 pm	HC
23.	5	NA	5	NA		03-50 am -03-30 pm	HC
24.	3	NA	3	NA		10-25 am -02-25 pm	HC
25.				Sunday			
26.	4	NA	4	NA		10-30 am -05-05 pm	HC
27.	2	NA	2	NA		11-30 am -04-30 pm	HC
28.				Prepday			
29.	3	NA	3	NA		10-30 am -03-35 pm	HC
30.				Holiday			
31.				Holiday			CS 06/4/18

Account of Leave Taken

	Casual Leave	Earned Leave	Medical Leave	Special Leave	Others
Previous Leave	02				
Current Leave	01				

SELF APPRAISAL DIARY

Month JANUARY Year 2019

Date	No. of Classes Allotted Theory	No. of Classes Taken 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.	—	NA	—	NA	Prep day CU Exam Duty 2-5 hr	09.30 am 12.55 pm	de
3.	—	NA	—	NA	CU Exam Duty 2-5 hr	09.35 am 03.15 pm	de
4.	—	NA	—	NA	Part III Test Duty	10.30 am 04.10 pm	de
5.	—	NA	—	NA	Part III Test Duty	10.20 am 02.10 pm	de
6.				Sunday			
7.	—	NA	—	NA	Class Suspend	10.00 am 03.00 pm	de
8.	—	NA	—	NA	Class Suspend	11.00 am 04.15 pm	de
9.	—	NA	—	NA	Prep day	10.55 am 02.10 pm	de
10.	—	NA	—	NA	Class Suspend	10.40 am 03.45 pm	de
11.	4	NA	4	NA		10.50 am 04.20 pm	de
12.				Holiday			
13.				Sunday			
14.	3	NA	3	NA		09.45 am 02.45 pm	de
15.	4	NA	4	NA		10.05 am 04.00 pm	de
16.				Prep day			

Date	No. of Classes Allotted Theory	No. of Classes Taken 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	NA	3	NA		10.15 am 03.45 pm	de
18.	4	NA	4	NA		10.15 am 04.35 pm	de
19.	1	NA	1	NA		10.15 am 01.50 pm	de
20.				Sunday			
21.	3	NA	3	NA		III rd test Result Meeting	10.25 am 03.30 pm
22.	4	NA	4	NA		To Submit GE/CC/Khata to H.E	10.05 am 02.45 pm
23.				Prep day Holiday			
24.				Holiday			
25.	4	NA	4	NA		10.45 am 04.00 pm	de
26.				Holiday			
27.				Sunday			
28.	3	NA	3	NA		Social Rehearsal	10.05 am 03.10 pm
29.	4	NA	4	NA		10.25 am 03.50 pm	de
30.				Prep day			
31.	—	NA	—	NA	College Social	10.50 am 04.30 pm	de

Account of Leave Taken

	Casual Leave	Earned Leave	Medical Leave	Special Leave	Others
Previous Leave					
Current Leave					18/11/19

SELF APPRAISAL DIARY

Month JANUARY Year 2020

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 Holiday			
2.						09.25 am -04.20 pm	Rlg
3.					CU Exam Duty + NAAC Work	09.10 am -04.40 pm	Rlg
4.				On Duty	Submitted CCS (H) Answer script	DL	Rlg
5.				Sunday			
6.					CU Exam Duty	11.30 am -05.10 pm	Rlg
7.					CU Exam Duty	09.30 am -03.20 pm	Rlg
8.				Shri Jagat Bandh Prep day		09.20 am -02.50 pm	Rlg
9.					Numbers Uploading	10.10 am -04.40 pm	Rlg
10.					CU Exam Duty + Numbers Uploading	09.25 am -05.00 pm	Rlg
11.					Numbers Uploading Meeting	09.10 am -02.00 pm	Rlg
12.				Sunday			
13.					CU Exam Duty + NAAC Work	09.15 am -03.30 pm	Rlg
14.					Departmental Work	09.15 am -04.40 pm	Rlg
15.				Prep day			
16.	2	NA 2	NA			09.15 am -04.05 pm	Rlg

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.					CU Exam Duty + Numbers Uploading	09.20 am -05.15 pm	Rlg
18.					Numbers Uploading	09.20 am -02.15 pm	Rlg
19.				Sunday			
20.					CU Exam Duty	09.00 am -02.15 pm	Rlg
21.	3	NA 3	NA			09.00 am -04.15 pm	Rlg
22.				Prep day			
23.				Holiday			
24.				Holiday			
25.	1	NA 1	NA			11.10 am -04.40 pm	Rlg
26.				Sunday			
27.	2	NA 2	NA			09.30 am -04.00 pm	Rlg
28.	4	NA 4	NA		Shri Jagat Bandh Prep day	09.15 am -03.00 pm	Rlg
29.				Holiday Prep day			
30.				Holiday			
31.				Holiday			

Account of Leave Taken

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

Self Appraisal Diary in online mode

29.04.21	H-13, G-20	1	3	11+9+13	H-14, G-6	NA	NA	NA	H-11, G-3	2	1	9	NA
30.04.21	H-13, G-20	NA	NA	NA	H-14, G-6	2	2	11+8	H-11, G-3	2	2	11+6	NA

South Calcutta Girls' College

Details of Online Classes for the month of December for 2020-2021 academic session

Name of the faculty- Dr. Partha Malakar Department -Psychology

Date	Total No. of students in 1st Semester	Classes in Hour(s)		No. of Students attended	Total No. of students in 3rd Semester	Classes in Hour(s)		No. of Students attended	Total No. of students in 5th Semester	Classes in Hour(s)		No. of Students attended	Classes not held in hours
		Hons/Gen	Allotted			Taken	Hons/Gen			Allotted	Taken		
1.12.20	NA	NA	NA	NA	H-14, G-2	NA	NA	NA	H-11, G-4	NA	NA	NA	NA
2.12.20	NA	NA	NA	NA	H-14, G-2	NA	NA	NA	H-11, G-4	NA	NA	NA	NA
3.12.20	NA	NA	NA	NA	H-14, G-2	NA	NA	NA	H-11, G-4	NA	NA	NA	NA
4.12.20	NA	NA	NA	NA	H-14, G-2	NA	NA	NA	H-11, G-4	NA	NA	NA	NA
5.12.20	NA	NA	NA	NA	H-14, G-2	NA	NA	NA	H-11, G-4	NA	NA	NA	NA
6.12.20	NA	NA	NA	NA	H-14, G-2	NA	NA	NA	H-11, G-4	NA	NA	NA	NA
7.12.20	NA	NA	NA	NA	H-14, G-2	NA	NA	NA	H-11, G-4	NA	NA	NA	NA
8.12.20	NA	NA	NA	NA	H-14, G-2	NA	NA	NA	H-11, G-4	NA	NA	NA	NA
9.12.20	NA	NA	NA	NA	H-14, G-2	NA	NA	NA	H-11, G-4	NA	NA	NA	NA
10.12.20	NA	NA	NA	NA	H-14, G-2	NA	NA	NA	H-11, G-4	NA	NA	NA	NA
11.12.20	NA	NA	NA	NA	H-14, G-2	NA	NA	NA	H-11, G-4	NA	NA	NA	NA
12.12.20	NA	NA	NA	NA	H-14, G-2	NA	NA	NA	H-11, G-4	NA	NA	NA	NA
13.12.20					H-14, G-2				H-11, G-4				
14.12.20	NA	NA	NA	NA	H-14, G-2	NA	NA	NA	H-11, G-4	NA	NA	NA	NA
15.12.20	NA	NA	NA	NA	H-14, G-2	NA	NA	NA	H-11, G-4	NA	NA	NA	NA
16.12.20	H-14, G-20	1	1	15	H-14, G-2	NA	NA	NA	H-11, G-4	NA	NA	NA	NA
17.12.20	H-14, G-20	3	3	10+12+23	H-14, G-2	NA	NA	NA	H-11, G-4	NA	NA	NA	NA
18.12.20	H-14, G-20	0	0	0	H-14, G-2	NA	NA	NA	H-11, G-4	NA	NA	NA	NA
19.12.20	H-14, G-20	2	2	13+16	H-14, G-2	NA	NA	NA	H-11, G-4	NA	NA	NA	NA
20.12.20	H-14, G-20				H-14, G-2				H-11, G-4				
21.12.20	H-14, G-20	0	0	0	H-14, G-2	0	0	0	H-11, G-4	1	1	9	NA
22.12.20	H-14, G-20	0	0	0	H-14, G-2	2	2	13+11	H-11, G-4	2	2	10+9	NA
23.12.20	H-14, G-20	1	1	14	H-14, G-2	1	0	0	H-11, G-4	2	0	0	3
24.12.20	H-14, G-20	3	3	13+13+17	H-14, G-2	0	0	0	H-11, G-4	1	1	11	NA
25.12.20	H-14, G-20				H-14, G-2				H-11, G-4				
26.12.20	H-14, G-20				H-14, G-2				H-11, G-4				
27.12.20	H-14, G-20				H-14, G-2				H-11, G-4				
28.12.20	H-14, G-20	0	0	0	H-14, G-2	0	0	0	H-11, G-4	1	1	8	NA
29.12.20	H-14, G-20	0	0	0	H-14, G-2	2	2	9+9	H-11, G-4	2	2	11+10	NA
30.12.20	H-14, G-20				H-14, G-2				H-11, G-4				
31.12.20	H-14, G-20	3	3	13+13+11	H-14, G-2	0	0	0	H-11, G-4	1	1	10	NA

Remarks
Conducted examination whole day, Paper checking (4hrs), emergency google meet with departmental teachers (1.30hrs)
Marks uploaded of ongoing examination (1pm-2.50pm), Admission meeting by Principal mam (3pm-5pm), examination work (5-5pm), Exam committee google meet (8.30-9.30pm), students' registration list check (10-11pm)
Conducted examination whole day, Marks uploading for GECC2 (1hr), Google meet for document verification of SEM1(H) (1.30 hr), Tomorrow's examination related work (2hrs.)
Admission work for sem1 (5hrs), Examination work (3hrs), visited college for exam (SEC) & admission (12:10pm-5pm)
Conducted examination whole day, answer scripts checked at evening for 2hours
Conducted examination whole day
Scripts checked of semester students for whole day (6 hours)
Conducted examination for first half, Administrative activities for counselling cell
Scripts checked for semester students (2 hrs), Administrative activities for counselling cell, Administrative work related to examination
Administrative activities for counselling cell (3 hrs), marks uploaded (2hrs), arrangement to conduct classes for sem1(evening), Other examination works
Admission work for semester1, Marks uploaded for CC& (1 hr), activities for the examination, arrangements for orientation prog. (counseling)
Organized Orientation program for Counselling (9-45-11:15am), (11:30am-12:40pm), Conducted CU exam for 1+1+1 students, others examination related activities
Sunday, Examination related work done
Organized Orientation program for Counselling (2:00pm-3:00pm), (3:30pm-4:30pm), marks uploaded (2hrs), other exam related work
administrative work for counselling cell, uploaded marks, other works related to the examination
Examination related work, Admission committee work of data verification
Examination related activities
Examination related activities, Prepared and uploaded materials for semester1 hon's students
Examination related activities, Principal mam's meeting attended (2:30pm-4pm), materials uploaded for sem1 hon's student
Sunday, Uploading related to the examination activities for Part1 and 2 Hons
Departmental meeting conducted through google meet (3pm-4pm), administrative work for Counselling cell, exam related work
administrative work for counselling cell, examination related work, organized and uploaded materials for semesters
visited college to submit documents for income tax deductions and for departmental work (organized materials for NIRF)
Admission related work, examination related work
Holiday (Christmas), meeting attended for generation of Awardlist for SEC general and marks uploaded(7:30pm-11pm), Attended students magazine inauguration meeting from 11am-12pm
Could not attend class because of sickness and also informed the same
Sunday
Admission related activities
Visited College for urgent admission related work as per instructions of the Authority

Feedback form for Teachers' Appraisal

7/7/2021

Student Feedback Form (Bengali Department)

Student Feedback Form (Bengali Department)

Please rate the courses on the following attributes using the 5-point scale (1 indicating very bad, 5 indicating very good)

Email *

atreyeechaudhuri1808@gmail.com

South Calcutta Girls' College



Name of the student *

Atreyee chaudhuri

Semester *

- ☐ Semester 1
- ☒ Semester 2
- ☐ Semester 3
- ☐ Semester 4
- ☐ Semester 5
- ☐ Semester 6

Roll number *

20AH260

Mobile number *

9330598995

Communication skills (in terms of articulation and comprehensibility) *

	1	2	3	4	5
MC	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
RS	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
MM	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
RC	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
PJ	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

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

	1	2	3	4	5
MC	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
RS	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
MM	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
RC	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
PJ	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

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

	1	2	3	4	5
MC	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
RS	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
MM	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
RC	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
PJ	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

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

	1	2	3	4	5
MC	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
RS	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
MM	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
RC	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
PJ	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

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?) *

	1	2	3	4	5
MC	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
RS	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
MM	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
RC	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
PJ	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

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

	1	2	3	4	5
MC	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
RS	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
MM	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
RC	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
PJ	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

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

	1	2	3	4	5
MC	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
RS	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
MM	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
RC	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
PJ	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

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

	1	2	3	4	5
MC	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
RS	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
MM	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
RC	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
PJ	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

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

	1	2	3	4	5
MC	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
RS	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
MM	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
RC	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
PJ	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

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

	1	2	3	4	5
MC	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
RS	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
MM	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
RC	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
PJ	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

Overall rating (সামগ্রিক বিচার) *

	1	2	3	4	5
MC	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
RS	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
MM	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
RC	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
PJ	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

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

	1	2	3	4	5
Rating	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

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

	1	2	3	4	5
Rating	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

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Student Feedback Form (Bengali Department)

Please rate the courses on the following attributes using the 5-point scale (1 indicating very bad, 5 indicating very good)

Email *

annapurnahor@gmail.com

South Calcutta Girls' College



Name of the student *

Annapurna Hor

Semester *

- ☐ Semester 1
- ☒ Semester 2
- ☐ Semester 3
- ☐ Semester 4
- ☐ Semester 5
- ☐ Semester 6

Roll number *

20AH353

Mobile number *

9836439592

Communication skills (in terms of articulation and comprehensibility) *

	1	2	3	4	5
MC	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
RS	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
MM	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
RC	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
PJ	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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

	1	2	3	4	5
MC	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
RS	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
MM	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
RC	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
PJ	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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

	1	2	3	4	5
MC	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
RS	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
MM	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
RC	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
PJ	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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

	1	2	3	4	5
MC	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
RS	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
MM	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
RC	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
PJ	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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?) *

	1	2	3	4	5
MC	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
RS	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
MM	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
RC	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
PJ	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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

	1	2	3	4	5
MC	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
RS	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
MM	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
RC	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
PJ	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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

	1	2	3	4	5
MC	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
RS	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
MM	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
RC	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
PJ	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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

	1	2	3	4	5
MC	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
RS	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
MM	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
RC	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
PJ	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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

	1	2	3	4	5
MC	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
RS	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
MM	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
RC	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
PJ	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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

	1	2	3	4	5
MC	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
RS	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
MM	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
RC	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
PJ	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Overall rating (সামগ্রিক বিচার) *

	1	2	3	4	5
MC	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
RS	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
MM	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
RC	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
PJ	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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

	1	2	3	4	5
Rating	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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

	1	2	3	4	5
Rating	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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Departmental Action Taken Report for Appraisal



REPORT OF FEEDBACK ANALYSIS 2020-2021 OF THE DEPARTMENT OF POLITICAL SCIENCE

SL NO.	FEEDBACK	ACTION TAKEN
1.	Communication Skills	In addition, to the study materials provided by us we give stress on bilingual lectures and bilingual study materials are provided.
2.	Interest generated by the teachers	Learning Management System through interactive activities which enables the mutual interaction between faculty and students are encouraged. PPT Presentation, Video conferencing etc are made effective by use of ICT.
3.	Ability to integrate course material	Talk on the issues of contemporary relevance, seminars are conducted, class presentations are encouraged and time to time assignments are given.
4.	Ability to integrate across the course	Involve teachers of other departments to deliver lectures on related papers, journal articles from JSTOR, editorial paper cuttings and YouTube links of lectures and resources by subject experts are provided
5.	Assessability of teachers in and outside class	Journal articles from JSTOR, editorial paper cuttings and YouTube links of lectures and resources by subject experts are provided to them to further improve their academic scores.
6.	Ability to design quiz/projects/assignments	Google and oral quizzes are organized and assignments are given periodically in order to assess their progress.
7.	Provision of sufficient timely feedback	Mentor-Mentee system is there. Each mentor has respective whatsapp group where they can approach the respective teacher with their doubts to resolve.. In G-Meet meetings are held to know their doubts and accordingly remedial classes are taken. Their answer scripts are corrected with proper comments and feedback. Even the power point presentations are rectified with proper feedback. For slow learners simpler notes are given.



South Calcutta Girls' College

Department of Zoology

Feedback Analysis Report

Most of the students were satisfied with the various aspects of teaching like the course structure and syllabus, communication skills, like articulation and comprehensibility, growth of interest for the subject, relevancy of topics, ability to design quizzes, conduction of online classes, completion of syllabus within scheduled time span, the provision for feedback, sincerity towards our students, and the overall course. Most of the students felt that the curriculum is easy and the instructions were easy to follow. Students responded that reading materials and reference books regarding subjects were easily accessible. Students commented that the subjects were relevant to job and future aspirations thus indicating that this curriculum provides larger scope for employability and research aspects. The subjects are applicable in practical life. Most of them felt that the course helped them in building their personality and awareness towards the environment.

Suggestions from students:

1. Few students suggested that uploading of study materials, both in Bengali and in English, as per their requirement.
2. Few students suggested that class lectures be taken both in Bengali and in English version.
3. Few students felt that more class tests, assignments and evaluation are required.

Action Taken:

In view of identifying the gap in the uploading of the study materials, both in Bengali and English as per the requirement of few students, the measures have been taken and the class lectures have also been taken in both the languages. The class tests, assignments and evaluations have also been taken from students in google classroom. We also help the fresh students to understand the challenges and opportunities present in the institute and to counsel their academic and personal problems. 'Students Mentoring System' has been introduced. Slow learners and advanced learners are given attention according to their needs. Students are made aware of these facilities during orientation programs in the beginning. Teachers are asked to undertake more experiential teaching learning process. Teachers are also using Power Point presentations for enhancing teaching learning experience. Expert guidance and special lectures are conducted on different topics of advanced sciences to inculcate interest in subjects. Students are asked to give lecture and power point presentation so that teachers can understand students' depth on the subject topic.