



South Calcutta Girls' College

METRIC POINT 6.3.5

Institutions Performance 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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Dr. Riya Chakrabarti, Assistant Professor, Department of Bengali, Year: 2021-2022

SELF APPRAISAL DIARY

Month JULY Year 2021

Date	No. of Classes Allotted		No. of Classes Taken		No. of Classes NOT Held	Reasons for non holding of classes	Additional work done (if any)	Remarks	Initials of the H.O.D.
	Theory	Practical	Theory	Practical					
1.						Holiday	Meeting with Teaching staff 1-30 PM-9:30 PM	H.M.	
2.	2	NA	2	NA			PTM 2 Sem (10-12 PM) NAAC 2 Meeting 1-2 PM	H.M.	
3.	2	NA	2	NA			PTM Sem (10-12 PM) PTM Sem (11-3-4:30 PM)	H.M.	
4.						Sunday			
5.	4	NA	4	NA			NAAC Work Dept. Meeting 5-6:30 PM	H.M.	
6.	4	NA	4	NA			Dept. Work 1-2 PM WBSCC Work 5-6 PM	H.M.	
7.	2	NA	2	NA			NAAC Work 12-3 PM	H.M.	
8.						CL	WBSCC Work 8-10		
9.	3	NA	3	NA			Pol Sc Webinar 4-6 PM WBSCC Work 8-10 PM	H.M.	
10.	4	NA	4	NA			Bengali Webinar 1-6:10 PM WBSCC Work	H.M.	
11.						Sunday	WBSCC Work (8-11 PM) NAAC Work		
12.						Holiday	WBSCC Work (10-11 PM) NAAC Work		
13.	5	NA	5	NA			WBSCC Work NAAC Work Admission Meeting (8 PM-9:30 PM)	H.M.	
14.	2	NA	2	NA			Admission Meeting (2-4 PM) Admission Meeting (8:30-9 PM)	H.M.	
15.	4	NA	4	NA			WBSCC Work (10:30-12 AM) Departmental Meeting 6-6:30 PM	H.M.	
16.	4	NA	4	NA			Admission Meeting 6-6:30 PM WBSCC Work	H.M.	

Date	No. of Classes Allotted		No. of Classes Taken		No. of Classes NOT Held	Reasons for non holding of classes	Additional work done (if any)	Remarks	Initials of the H.O.D.
	Theory	Practical	Theory	Practical					
17.	4	NA	4	NA			Departmental Meeting NAAC work WBSCC Work (8-10 PM)	H.M.	
18.						Sunday			
19.	5	NA	5	NA			Departmental Meeting (6:30-6:50) EAM Meeting (8-10) WBSCC Work	H.M.	
20.	4	NA	4	NA			Admission Meeting (8:30-10) Admission Meeting (3-4 PM) WBSCC Work	H.M.	
21.						Holiday	Admission Meeting (2:30-7) WBSCC Work Admission Meeting (8:30-9:30)		
22.	4	NA	4	NA			Admission Meeting (2-3 PM) WBSCC Work + Admission Work	H.M.	
23.	2	NA	2	NA			Admission Meeting WBSCC Work Invitation Duty (1-5)	H.M.	
24.	2	NA	2	NA			WBSCC Work Invitation 2 Hr	H.M.	
25.						Sunday			
26.	5	NA	5	NA			Admission Meeting 8-9 AM WBSCC Work EAM Structure Work (8-12)	H.M.	
27.	5	NA	5	NA				H.M.	
28.	2	NA	2	NA			College for WBSCC Work HRA	H.M.	
29.							Admission Meeting Invitation (10-1) CC13		
30.	1	NA	1	NA				H.M.	
31.							Invitation Duty (10-) DSB-A WBSCC Work	H.M.	

Account of Leave Taken

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

SELF APPRAISAL DIARY

Month ... DECEMBER ... Year ... 2021 ...

Date	No. of Classes Allotted		No. of Classes Taken		No. of Classes NOT Held	Reasons for non holding of classes	Additional work done (if any)	Remarks	Initials of the H.O.D.
	Theory	Practical	Theory	Practical					
1.						Prep day			
2.	3	NA	3	NA			08-55am-03-05pm	MMT	
3.	3	NA	3	NA			10-15am-04-00pm	MMT	
4.	5	NA	5	NA		NAAC2 Work	08-57am-02-20pm	MMT	
5.						Sunday			
6.	4	NA	4	NA		NAAC2 Work	09-00am-03-00pm	MMT	
7.	3	NA	3	NA		NAAC2 Work	11-10am-05-00pm	MMT	
8.						Prep day			
9.	3	NA	3	NA		NAAC2 Work	08-15am-03-00pm	MMT	
10.	3	NA	3	NA		NAAC2 Work	10-07am-06-30pm	MMT	
11.	5	NA	5	NA		NAAC2 Work	09-00am-03-05pm	MMT	
12.						Sunday			
13.	4	NA	4	NA		NAAC2 Work	08-50am-03-00pm	MMT	
14.	1	NA	1	NA		NAAC2 Meeting Work	10-57am-01-30pm	MMT	
15.						Prep day			
16.	3	NA	3	NA			08-50am-03-05pm	MMT	

Date	No. of Classes Allotted		No. of Classes Taken		No. of Classes NOT Held	Reasons for non holding of classes	Additional work done (if any)	Remarks	Initials of the H.O.D.
	Theory	Practical	Theory	Practical					
17.	3	NA	3	NA			College Closed-Online classes		MMT
18.	5	NA	5	NA			College Closed-Online classes		MMT
19.						Sunday			
20.	4	NA	4	NA			College Closed-Online classes- WBSCE work		MMT
21.	2	NA	2	NA			WBSCE work	11am-5pm	MMT
22.						Prep day			
23.	2	NA	2	NA			WBSCE camp work	08-50am-03-10pm	MMT
24.	3	NA	3	NA			A Handed Eng Seminar	09-10am-03-40pm	MMT
25.						Holiday			
26.						Sunday			
27.	2	NA	2	NA				08-50am-03-10pm	MMT
28.	3	NA	3	NA				10-45am-05-00pm	MMT
29.						Prep day			
30.							Class suspended for NAAC work.		
31.						Holiday			MMT

Account of Leave Taken

	Casual Leave	Earned Leave	Medical Leave	Special Leave	Others
Previous Leave	08				
Current Leave					

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"/>

This form was created inside of South Calcutta Girls' College.

Google Forms

Departmental Action Taken Report on Student Feedback



South Calcutta Girls' College

Report of Feedback Analysis and Action Taken Report (2021-22) of the Department of Journalism and Mass Communication

Student feedback is a very important factor in a teaching learning process. It is truly helpful to enhance the strong factors and as well as reduces the weak factors of faculties of a department.

After receiving the Feedback 2021-22, the department of Journalism and Mass Communication has gone through each and every minute details and analysed it in a departmental meeting. The teachers have been encouraged to carry on their individual and collective positive performances in the factors like “Communication skill”, “Accessibility of the teacher in and out of the class”, “Provision of Sufficient timely feedback”, “Sincerity/Commitment of a teacher” and many more factors.


Action Taken:

At the same time it has been instructed to few teachers to take extra care to remove the following weakness:

- Extent of Completion of Syllabus by the teacher
-

- Ability to integrate across the courses / draw upon courses
- Ability to take online classes

The department will always work together for the betterment of the students and will take every positive step for the overall advancement of the department. In the pandemic situation teachers will take extra good care while conducting online mode teaching so that students may get total benefit. It is decided that more assignment should be given to the students in Google classroom so that students have the practice to write answer and teachers can also understand the problem and prospect of each student.


Head, Dept. of Journalism & Mass Communication
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