

**6.3.5**

**Institutions**

**Performance**

**Appraisal System**

**for teaching**

**and**

**non-teaching staff**

## SELF APPRAISAL DAIRY OF TEACHING STAFF

### SELF APPRAISAL DIARY

NAME : Dr. Sadhan Kumar Roy

DESIGNATION : Assistant Prof.

DEPARTMENT : Chemistry

YEAR : 2020-2021 (July'20 to June'21)



**SONAMUKHI COLLEGE**


P.O.- Sonamukhi, Dt.- Bankura, PIN - 722207

Month : July ' 2020

Day and Date	Classes Allotted	Classes Taken	Other Activities	Remarks
01/7/20 Wed	—	—	Webinar certificate prep?	
02/7/20 Thu	—	—	) —	
3/7/20 Fri	—	—	Interaction with 6th sem (H+P) students (online)	
4/7/20 Sat.	—	—	webinar certificate prep?	
5/7/20 Sun	—	—	—	Holiday
6/7/20 Mon	—	—	Helps to arrange a webinar, Dept. of Commerce	webinar on Yoga, Sonamukhi college

Any other comment : Lockdown Continued

Sadhan Kumar Roy  
Signature of the Teacher

  
Signature of the Principal  
Principal  
Sonamukhi College  
P.O.-Sonamukhi, Dt.-Bankura



Month : July - 2020

Day and Date	Classes Allotted	Classes Taken	Other Activities	Remarks
7/7/20 Tue	—	—	Certificat for webinar prep?	
8/7/20 Wed	—	—	"	
9/7/20 Thu	—	—	"	
10/7/20 Fri	—	—	webinar attended Dept. of physics (5 PM)	
11/7/20 Sat	—	—	IA marks prep? and answerscripts evaluation	
14/7/20 Sun	—	—	"	Holiday

Any other comment : On 10/7/20 it was decided that College will be opened on every Tuesday and Friday for departmental work maintaining covid-19 protocol. (Lockdown continued)

Sadhon Kumar Ray  
Signature of the Teacher

Continued  
Signature of the Principal

Month : June-21

Day and Date	Classes Allotted	Classes Taken	Other Activities	Remarks
25/6/21 pm	Th-2 pr-2	Th-2 pr-2	PO, CO, PSO prep <sup>n</sup> .	
26/6/21 Sat			Departmental profile for new web site sent to mail.	S.S. Day
27/6/21 Sun			Question paper prep <sup>n</sup> .	Holiday
28/6/21 Mon	Th-3 pr-2	Th-3 pr-2	1A Question paper prep <sup>n</sup> .	
29/6/21 Tue	Th-3 pr-2	Th-3 pr-2	" five question paper prepared	
30/6/21 Wed	Th-3 pr-2	Th-3 pr-2		

Any other comment :

Sadhan Kumar Ray  
Signature of the Teacher

  
Principal  
Sonamukhi College  
P.O.-Sonamukhi, Dt.-Bankura  
Continued  
Signature of the Principal



# SELF APPRAISAL DIARY

NAME : Dr. Suleis Kumar Choudhary

DESIGNATION : Assistant Prof. of Commerce

DEPARTMENT : Commerce

YEAR : 2020 - 21



## SONAMUKHI COLLEGE


P.O.- Sonamukhi, Dt.- Bankura, PIN - 722207

Month : July'2020

Day and Date	Classes Allotted	Classes Taken	Other Activities	Remarks
01/07/20 <del>Wed</del> Wed			Initiatives taken for Webinar	
02/07/20 Thu			Y	
03/07/20 Fri			Y	
04/07/20 Sat			Y	

Any other comment : Lockdown due to Covid 19 Pandemic

Suleir Kumar Choudhary  
Signature of the Teacher

  
Signature of the Principal  
Principal  
Sonamukhi College  
P.O.-Sonamukhi, Dt.-Bardhaman



Month : July'20

Day and Date	Classes Allotted	Classes Taken	Other Activities	Remarks
06/07/20 Mon			Webinar <del>Prof. Dr. G. S. S. Day</del>	S. S. Day
07/07/20 Tues			AI	Attend College
08/07/20 Wed				
09/07/20 Thurs				
10/07/20 Fri			Webinar, Dept. of Physics	Attend College
11/07/20 Sat			Interaction with Student	

Any other comment : Lock down due to Covid19 Pandemic

On 10/7/20, it is decided - that College will remain opened on every Tuesday & Friday for departmental work maintaining Covid Protocol.



Signature of the Teacher

Continued

  
Signature of the Principal




Month : June '21

Day and Date	Classes Allotted	Classes Taken	Other Activities	Remarks
28/06/21 Mon			Making Question Paper on account of 1A	S.S. Day
29/06/21 Tues	3	3	1	
30/06/21 Wed	2	2		<del>Off</del>

Any other comment : Lock down due to Covid 19 Pandemic-

  
Signature of the Teacher

  
Signature of the Principal

Principal  
Sonamukhi College  
P.O.-Sonamukhi, Dt.-Bankura

P-56(b)

**STATEMENT OF  
Attendance and Classes taken by Teachers of Govt./ Govt. aided Colleges  
(YEAR-WISE)**

Annexure-1

Name	Dr. Jnanojjal Chanda												
Department	Chemistry												
College	Sonamukhi College												
Year	No. of days College open*	No. of days attended College**	LEAVE TAKEN						ACADEMIC AUDIT				% of classes
			CL	EL	ML	CC L &/ EO L	O.D.	Total	Allotted theory classes	Allotted Practical classes	Theory classes Taken	Practical Classes Taken	
10.4.15 to 30.6.15	51	40	01	0	0		10	11	11	09	10	09	95.0
2015-2016	227	198 (162+36)	13				16	29	209	132	199	126	95.3
2016-2017	222	190 (161+29)	8				24	32	225	129	214	117	93.5
	Total												
										% of Classes			

Tutorial (other than UGC remedial/ distance education)  
Seminar (not less than 2 classes at a stretch)

\*1.5.16 to 23.5.16 Summer Recess

\*13.5.17 to 12.6.17 Summer Recess

\*\* No. of days attended in college include P.Day

*Jnanojjal chanda*  
9/12/2020  
Signature of the incumbent

*[Signature]*  
Signature of Principal/OIC/TIC  
Principal  
Sonamukhi College  
Sonamukhi, Bankura

*S.K. Sanyal*  
10/12/2020  
Signature of IQAC coordinator  
Co-ordinator I.Q.A.C.  
SONAMUKHI COLLEGE  
SONAMUKHI, BANKURA

Encl-7

ENCLOSURE - 7

**STATEMENT OF LEAVE AND CLASSES**  
**Attendance & Classes Taken by the Teachers of the Govt. / Govt. aided Colleges**  
(YEAR-WISE)

Name	Dr. Saikat Dalui												
Department	Physics												
College	Sonamukhi College												
Year	No. of days college open	No. of days attended college **	LEAVE TAKEN						ACADEMIC AUDIT				Remarks
			CL	EL	ML	CCL &/ EOL	OD	Total	Allotted theory classes	Allotted practical classes	Theory classes taken	Practical classes taken	
10.03.15-30.06.15	76	69	03	00	00	00	04	07	17	21	16	21	97.33%
2015-16	227	198	12	00	00	00	17	29	156	177	145	168	93.99%
2016-17	222	186	14	00	00	00	22	36	159	180	141	162	89.38%
01.07.2017 to 06.12.2017	100	58	01	00	00	00	41*	58	56	68	51	64	92.74%
07.12.2017 to 30.06.2018	121	108	06	00	00	00	07	13	98	114	95	110	Classes are taken in 1 hr basis
01.07.18-09.03.19	166	109	09	00	00	00	48#	57	127	140	123	136	Classes are taken in 1 hr basis
Total	912	728	45	00	00	00	139	184	613	700	571	661	
% of classes											93.14%	94.42%	

\*Orientation programme (7<sup>th</sup> Nov -4<sup>th</sup> Dec, 2017, UGC-HRDC, BU)  
#Refresher Course in Physics (19<sup>th</sup> November-11<sup>th</sup> December, 2018, UGC-HRDC, JU)  
\*\*No of days attended in college include P.Day

*Saikat Dalui*  
09/12/2020  
Signature of the Incumbent

*Saikat Dalui*  
10/12/2020  
Signature of Member Secretary, IQAC with seal  
**Co-ordinator I.Q.A.C.**  
**SONAMUKHI COLLEGE**  
**SONAMUKHI, BANKURA**

*[Signature]*  
Signature of Principal/TIC  
**Principal**  
**Sonamukhi College**  
**Sonamukhi, Bankura**  
20/12/2020



**STATEMENT OF LEAVE AND CLASSES**  
Attendance & Classes Taken by the Teachers of the Govt. / Govt. aided Colleges  
(YEAR-WISE)

Name		(YEAR-WISE)												
Department		Dr. Sadhan Kumar Roy												
College		Chemistry												
		Sonamukhi College												
Year	No. of days college open	No. of days attended college	LEAVE TAKEN						Total	ACADEMIC AUDIT				Remarks
			CL	EL	ML	CCL &/ EOL	OD	Allotted theory classes		Allotted practical classes	Theory classes taken	Practical classes taken		
01.04.15-30.06.15	58	56	02	00	00	00	00	02	10	15	09	15	96%	
2015-16	227	213	11	00	00	00	03	14	161	168	153	167	97.26%	
2016-17	222	199	08	00	00	00	15	23	166	176	155	172	95.61%	
01.7.17-6.12.17	100	68	03	00	00	00	29*	32	101	46	96	46	96.59%	
7.12.17-30.6.18	123	98	10	00	00	00	15	25	86	76	83	76	From 07.12.17, Classes are taken in 1 hr. Basis.	
01.07.18-31.03.19	183	137	02	00	00	00	44#	46	130	159	129	159	Classes are taken in 1 hr. Basis	
Total	913	771	36	00	00	00	106	142	654	640	625	635		
									% of classes		97.37			

\*7/11/17 to 4/12/17 OP UGC-HRDC, BU

#Refresher Course in Chemistry (30<sup>th</sup> November-20<sup>th</sup> December, 2018, UGC-HRDC, CU)

\*\*No of days attended in college include P.Day/LWD

Sadhan Kumar Roy  
Signature of the Incumbent  
09/14/2020

Sr. Signy  
10/12/2020.  
Signature of ~~Principal~~ with seal  
SONAMUKHI COLLEGE  
SONAMUKHI, BANKURA

Signature of Principal/TIC  
Principal  
Sonamukhi College  
Sonamukhi, Bankura

**STATEMENT OF**  
Attendance & Classes Taken by Teachers of Govt. /Govt. aided colleges  
(Year-wise)

Name	Subir Kumar Chowdhury												
Department	Commerce												
College	Sonamukhi College												
Year	LEAVE TAKEN								ACADEMIC AUDIT				Remarks
	No of Days College Open	No of Days Attended College*	CL	EL	ML	CCL/ &EO L	OD ***	TOTAL (**)	Alloted Theory Classes	Alloted Practical Classes	Theory Classes Taken	Practical Classes Taken	
2011-2012	245	178	10	0	0	0	21	209(36)	305		283		Recess 12/5 to 30/6/2012
2012-2013	245	191	14	2	0	0	20	227(18)	327		295		Recess 6/5 to 8/6/2013
2013-2014	244	204	13	1	0	0	4	222(22)	345		314		Recess 11/5 to 7/6/2012
Total	734	573	37	3	0	0	45	658(76)	977		892		
										% age of Classes	91.30		

Tutorial (other than UGC remedial/ Distance Education)

Seminar (not less than 2 classes at a stretch)

\*No of Days Attended College including P. day/S.S. Day

\*\* During Recess period, candidate not present in the college due to no assigned duties.

\*\*\* To attend Refresher Courses at ASC, University of Calcutta from July 25 to August 13, 2011 & September 10 to 29, 2012

Subir Kumar Chowdhury 17/12/20  
Signature of Incumbent

Signature of Principal/TIC

**Principal**  
Sonamukhi College  
Sonamukhi, Bankura  
21/12/20

Signature of IQAC Co-ordinator

**Co-ordinator I.Q.A.C.**  
SONAMUKHI COLLEGE  
SONAMUKHI, BANKURA