

# SELF APPRAISAL DIARY FOR TEACHERS



1.7.2023  
to  
30.6.2024

## KATWA COLLEGE

KATWA. PURBA BARDHAMAN  
PIN-713130

Session-1/7/23 - 30/6/24

Name ..... Subhasis Mandal .....

Designation ..... Asst. Professor .....

Department ..... Botany .....



# SELF APPRAISAL DIARY FOR TEACHERS



## KATWA COLLEGE

KATWA, PURBA BARDHAMAN

PIN-713130

Name ..... Subhasis Mandal .....

Designation ..... Asst. Professor .....

Department ..... Botany .....






# KATWA COLLEGE KATWA, PURBA BARDHAMAN TEACHERS' ATTENDANCE AND ACTIVITIES RECORD


NAME OF THE TEACHER..... MONTH.....

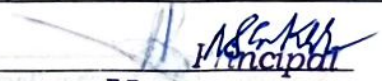
August..... ACADEMIC SESSION 20.23... 20.24.

CLASS	DAYS													TOTAL	
		1	2	3	4	5	6	7	8	9	10	11	12		13
Semester	Class Allotted	Th													
		Pr.	5	4	2	3									
	Class Taken	Th													
		Pr.	5	4	2	3	Exam-in-charge 2nd Sem 1st.	S	Exam-in-charge 2nd Sem 1st.	99					
Class Not Taken						Y									
Semester	Class Allotted	Th													
		Pr.													
	Class Taken	Th													
		Pr.													
Class Not Taken															
Semester	Class Allotted	Th													
		Pr.													
	Class Taken	Th													
		Pr.													
Class Not Taken															
Other Activities															
Arrival Time															
Departure Time															
Total Time Spend															
Remarks															

14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL
4	Independence day celebration	College establishment day celebration	OFF	CEL for duty	P	S	4	Verification duty		2	3	P	S	4	Verification duty	HOLIDAY	2	2
4			D	on 5-08-23	A	D	A		9)	2	3	A	D	4	Verification duty		2	2
			Y		Y	Y		✓	✓			Y	Y					

  
Signature of the Teacher /Incumbent

  
Signature of the Coordinator with Seal

  
Signature of the Principal  
Katwa, Purba Bardhaman







# KATWA COLLEGE KATWA, PURBA BARDHAMAN TEACHERS' ATTANDANCE AND ACTIVITIES RECORD

NAME OF THE TEACHER..... MONTH..... October..... ACADEMIC SESSION 20..23... 20.24...

CLASS ↓	DAYS													14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL					
	1	2	3	4	5	6	7	8	9	10	11	12	13																								
Semester	Class Allotted	Th	S	H	Exam-in-charge				S	Exam-In-charge																											
		Pr.	N	O	duty Sem-II				N	duty Sem-II																											
	Class Taken	Th	D	H					D																												
		Pr.	A	I					A																												
Class Not Taken																																					
Semester	Class Allotted	Th																																			
		Pr.																																			
	Class Taken	Th																																			
		Pr.																																			
Class Not Taken																																					
Semester	Class Allotted	Th																																			
		Pr.																																			
	Class Taken	Th																																			
		Pr.																																			
Class Not Taken																																					
Other Activities																																					
Arrival Time																																					
Departure Time																																					
Total Time Spend																																					
Remarks																																					

Signature of the Teacher /Incumbent

Signature of the Coordinator with Seal  
**Katwa College**

Signature of the Principal with Seal  
**Katwa College**  
 Katwa, Purba Bardhaman




# KATWA COLLEGE KATWA, PURBABARDHAMAN TEACHERS' ATTENDANCE AND ACTIVITIES RECORD

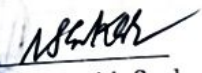
NAME OF THE TEACHER..... MONTH

November..... ACADEMIC SESSION 20.23... 20.24..

CLASS ↓		DAYS →		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL
				Semester	Class Allotted	Th																													
Pr.		4	2		3	P	S		4	5	4	2	3	H	O	L	I		D	A	Y	—	—		4	C	C	P	S	C		5	4	2	
Semester	Class Taken	Th				D	S																												
	Pr.		4	2	3	A	A		4	5	4	2	3											4			A	D	S		5	4	2		
Class Not Taken						Y	Y							—	H	O	L	I	D	A	Y	—													
Semester	Class Allotted	Th																																	
	Pr.																																		
Semester	Class Taken	Th																																	
	Pr.																																		
Class Not Taken																																			
Other Activities																																			
Arrival Time																																			
Departure Time																																			
Total Time Spend																																			
Remarks																																			

Signature of the Teacher /Incumbent

  
 Coordinator with Seal  
 Katwa College

Principal   
 Signature of the Principal with Seal  
 Katwa, Purba Bardhaman 28/01/2023



**KATWA COLLEGE  
KATWA, PURBA BARDHAMAN  
TEACHERS' ATTENDANCE AND ACTIVITIES RECORD**

NAME OF THE TEACHER..... MONTH.....

*December*..... ACADEMIC SESSION 20.23... 20..24..

CLASS ↓		DAYS ↑														
			1	2	3	4	5	6	7	8	9	10	11	12	13	
Semester	Class Allotted	Th														
	Pr.															
Semester	Class Taken	Th														
	Pr.															
Class Not Taken																
Semester	Class Allotted	Th														
	Pr.															
Semester	Class Taken	Th														
	Pr.															
Class Not Taken																
Semester	Class Allotted	Th														
	Pr.															
Semester	Class Taken	Th														
	Pr.															
Class Not Taken																
Other Activities																
Arrival Time																
Departure Time																
Total Time Spend																
Remarks																

14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL	
2	3	P	S	Exam inauguration			Meeting of Exam. committee	3	P	S	H	A	A			P	S		
2	3	D	C	Exam inauguration duty			3	D	S	H	L			A	L	L	C	D	S
2	3	A	D				Meeting of Exam. committee	3	A	D	A					A	A	S	
		Y	A				<	Y	Y	Y	Y					Y	Y		

Signature of the Teacher /Incumbent

Coordinator with Seal  
Signature of the IQAC

Principal with Seal  
Katwa College  
Katwa, Purba Bardhaman



KATWA  
KATWA, PURBA  
TEACHERS' ATTENDANCE

COLLEGE  
BARDHAMAN  
AND ACTIVITIES RECORD

NAME OF THE TEACHER.....

MONTH.....

January.....

ACADEMIC SESSION 20..... 20.....

CLASS	Semester		CLASS	Semester		CLASS	Semester	
	Allotted	Pr.		Allotted	Pr.		Allotted	Pr.
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
Other Activities								
Arrival Time								
Departure Time								
Total Time Spend								
Remarks								

14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL
W	T	F	S	S	S	P	S	C	H	A	2	C	P	S	A	5	A	
Y	Y	Exam-in-Charge 3rd Sem. int. Exam	99	99	3	Y	Y	L	A	4	2	D	A	4	4	5	4	

Signature of the Teacher/Incumbent

Signature of the IQAC

Coordinator  
Coordinator with Seal  
IQAC

Katwa College

Signature of the Principal with Seal  
Katwa College  
Katwa, Purba Bardhaman







# KATWA COLLEGE KATWA, PURBA BARDHAMAN TEACHERS' ATTENDANCE AND ACTIVITIES RECORD

NAME OF THE TEACHER..... MONTH.....

March..... ACADEMIC SESSION 20.23... 20.24...

CLASS ↓	Semester		CLASS NOT TAKEN	Semester		Semester		Other Activities	Arrival Time	Departure Time	Total Time Spend	Remarks
	Class Allotted	Th Pr.		Class Taken	Th Pr.	Class Allotted	Th Pr.					
1	CB	CB										
2	Sem-III final Exam (3) Exam-in-charge		✓									
3	SUNDAY											
4	Sem-III final Exam 2023 Exam-in-charge		✓									
5			✓									
6			✓									
7	On duty (CAS)		✓									
8	DUTY											
9	P											
10	SDAY											
11	Sem-III final Exam 2023 Exam-in-charge		✓									
12	On duty (CAS)		✓									
13	Exam-in-charge Sem-III final Exam		✓									
14	99 + Seminar Audit Presentation		✓									
15	Exam-in-charge Sem-III final Exam		✓									
16	P.DAY											
17	SUNDAY											
18	Exam-in-charge Sem-III final Exam		✓									
19	99		✓									
20	99		✓									
21	99		✓									
22	CB											
23	P											
24	SDAY											
25	HOLI DAY											
26	A											
27	A											
28	Internal Exam Investigation duty		✓									
29	SDAY											
30	P											
31	SDAY											
TOTAL												

Signature of the Teacher /Incumbent

Signature of the IQAC Coordinator with Seal

Signature of the Principal with Seal  
Katwa College  
Katwa, Purba Bardhaman










# KATWA COLLEGE KATWA, PURBA BARDHAMAN TEACHERS' ATTENDANCE AND ACTIVITIES RECORD

NAME OF THE TEACHER ..... MONTH May ..... ACADEMIC SESSION 20..... 20.....

CLASS ↓	DAYS →		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL	
	Semester	Class Allotted	Th																																
Pr.																																			
Class Taken		Th																																	
		Pr.																																	
Class Not Taken																																			
Semester	Class Allotted	Th																																	
		Pr.																																	
	Class Taken	Th																																	
		Pr.																																	
Class Not Taken																																			
Semester	Class Allotted	Th																																	
		Pr.																																	
	Class Taken	Th																																	
		Pr.																																	
Class Not Taken																																			
Other Activities																																			
Arrival Time																																			
Departure Time																																			
Total Time Spend																																			
Remarks																																			

  
Signature of the Teacher /Incumbent

  
Signature of the IQAC Coordinator with Seal  
**Katwa College**

  
Signature of the Principal with Seal  
**Katwa College**  
Katwa, Purba Bardhaman



# KATWA COLLEGE KATWA, PURBA BARDHAMAN TEACHERS' ATTENDANCE AND ACTIVITIES RECORD

NAME OF THE TEACHER..... MONTH..... June..... ACADEMIC SESSION 20..... 20.....

CLASS ↓	DAYS													TOTAL																					
	1	2	3	4	5	6	7	8	9	10	11	12	13		14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
Semester	Class Allotted	SUMMER																																	
	Class Taken	RECESS																																	
	Class Not Taken	Faculty development programme																																	
	Class Allotted																																		
Semester	Class Taken																																		
	Class Not Taken																																		
	Class Allotted																																		
	Class Taken																																		
Semester	Class Allotted																																		
	Class Taken																																		
	Class Not Taken																																		
	Class Allotted																																		
Other Activities																																			
Arrival Time																																			
Departure Time																																			
Total Time Spend																																			
Remarks																																			

Signature of the Teacher/Incumbent

Signature of the IQAC Coordinator with Seal  
**Katwa College**

Signature of the Principal with Seal  
**Katwa College**  
 Katwa, Purba Bardhaman





*-: Published by :-*

**Dr. Nirmalendu Sarkar, Principal, Katwa College**

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